

Service Union United PAM

**BRANCH
MODEL RULES**

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1 § Name, domicile and operating region

1. The name of the association, i.e. the
 branch, is XXXXXXXXXXXXXXXXXXXXXXXX
 and its domicile is
 XXXXXXXXXXXXXXXXXXXXXXXX
 and its operating region
 XXXXXXXXXXXXXXXXXXXXXXXX
2. In these rules trade union branches are referred to by the name branch and Service Union United PAM by the name union.

2 § Purpose and duties

1. The purpose of the branch is to bring together wage earners, persons studying for the profession, self-employed persons and operators as well as unemployed persons in the service and closely related sectors to act to improve their financial, social and legal position.
2. To achieve its purpose, the branch
 - a. acts to improve the terms of employment and pay of members
 - b. monitors compliance with the collective agreement
 - c. directs workers, clerical employees, self-employed persons and operators in the sector as well as students to join the branches
 - d. promotes and supports organisation of staff representatives and workplaces in its region
 - e. acts with the union's other branches and co-operates with other registered associations and associations supporting trade union objectives as well as the unemployment fund and may support their activities financially
 - f. makes proposals, issues statements and influences social and regional decision-making in matters affecting the working and living conditions and position of members and their representatives and promotes knowledge and social awareness of working life, solidarity and professional skills
 - g. conducts information activities, among other things to make the branch and the union known
 - h. organises meetings, courses, training and leisure-time events and other educational, recreational and leisure activities for members.
3. The branch may manage and own real and movable property, use of which serves the purpose of the branch's activity. To support its activity, the branch may receive grants, gifts and testaments, arrange lotteries and fund-raising. The branch may not set up foundations or place property or assets in foundations.

4. Branches' membership registers are maintained by the union on behalf of the branch.
5. The branch is a member of Service Union United PAM.
6. The branch is unaffiliated with political parties.
7. In those matters for which there are no provisions in these rules, the branch observes the union's rules and the Associations Act.

3 § Members

1. Workers, persons studying for the profession, clerical employees and supervisors as well as self-employed persons and operators in the service sector and closely related sectors can be accepted as members of the branch.
2. Membership begins from the date from which membership fees have been paid, at the earliest however from the date on which the membership application has been received.
3. Members are approved by the branch committee. If the committee does not accept a membership, the person aspiring to membership may refer the matter to the branch meeting. The branch meeting must request an opinion from the union's Executive Committee before resolving the matter.
4. In the union's branches, members who retire on an old-age pension or full disability pension may continue as pensioner members of the branch.
5. Persons studying in educational institutions in the sectors may join the branch as student members. On entering working life in an organised sector of the union, student members achieve full membership rights under the same conditions as a new member.
6. A member of a Finnish or foreign trade union may, within 30 days of membership ending in the previous union, become a member of the branch if he or she works in an organised sector of the union. A member transferring in this way gains membership with no interruption of rights under the union's rules.

4 § Membership fees

1. Branch members must pay membership fees on their taxable wage income and on taxable benefits paid by the unemployment fund. Self-employed or operator members pay membership fees on the earned income forming the basis of their pension insurance contributions, apart from any period when they retain membership of PAM Unemployment Fund. Then their membership fees are determined based on the last wage income they received that was subject to withholding tax.
2. The union's Council decides the level of membership fees annually.

3. Branch members are exempted from membership fees
 - a. if they have no taxable wage income or taxable benefits paid by the unemployment fund
 - b. if they are a member of a trade union in another country to which they pay membership fees.
4. Members exempt from membership fees must inform the union without delay of the reason for exemption and the estimated duration.
5. The union's Council may decide to collect a maximum of six (6) months of additional membership fees.
6. Membership fees are not charged for pensioner or student members of the branch.
7. Every year the union's Council determines a basic and an incentive component of the membership fees paid to the union that is returned to the branch. This does not apply to additional membership fees.
8. In order to receive the basic component of the membership fees of branch members, the branch must submit to the union annually by the end of May its operational and financial report for the last operating year and a list of staff members.
9. The criteria for returning the incentive component of membership fees are decided annually by the union's Council.
10. Detailed guidance on collection of membership fees, exemption from membership fees, transfers and the payment of branches' shares are available from the union's Executive Committee.

5 § Resignation of member from branch

1. A member must notify his or her resignation in writing to the union's office, the committee or the committee chairman or by notification and entry into the minutes at the branch meeting.
2. If a member resigns, he or she is required to pay the membership fees that are due.
3. A member may be deemed to have resigned from the branch if he or she has not paid his or her membership fees for a period of three (3) months.

6 § Expulsion of member from branch

1. The committee may expel a member
 - a. if he or she intentionally breaks the union's or the branch's rules, refuses to comply with statutory or rules-based decisions by the branch committee or the union Executive Committee or Council or the union's conference or otherwise acts contrary to the interests of the union and the branch
 - b. if he or she has given misleading personal information on becoming a member
 - c. if he or she has otherwise acted in a manner prejudicial to the branch or the union.

2. The committee can also expel a member
 - a. if he or she neglects to pay regular or supplementary membership fees for a period of over three (3) months
 - b. if he or she transfers to a sector where under section 3 of the rules he or she cannot become a member of the branch.
3. A member has the right to be consulted before an expulsion decision is made. The committee must inform the member concerned of its expulsion decision in writing. The member has the right to appeal the decision to the next ordinary branch meeting by submitting an appeal letter to the committee within 30 days of being informed of the decision. Before dealing with the appeal, the branch must request an opinion on the matter from the union's Executive Committee.

7 § Supporting membership

1. The branch may decide that full members of another branch within the meaning of section 3 may join the branch as supporting members. Decisions on supporting membership are made at the branch meeting.
2. Supporting members do not have the right to vote nor are they entitled to stand for election in a branch where they are supporting members only.
3. Supporting members have the right to be present and to speak in branch meetings and events.
4. The fixed annual membership fee of supporting members and their membership benefits are decided by the branch's autumn meeting.
5. Supporting members are approved by the branch committee. The branch maintains a list of its supporting members and is responsible for collection of their membership fees.
6. Supporting membership ends upon notification by the member or upon cessation of membership of the actual branch within the meaning of section 6. A supporting member may be considered to have resigned if he or she has not paid his or her supporting membership fees within three (3) months of the due date.

8 § Branch meetings

1. The branch meets at the invitation of the committee. The meeting invitation must state the most important points to be raised.

A branch meeting must also be held if one tenth of the branch's members with the right to vote demand so in writing. The demand must specify the matter to be raised. The meeting must be held within one month of the demand being submitted to the committee.

2. A member has the right to make proposals to be discussed by a branch meeting. Proposals are submitted to the committee, which alongside its own opinion must prepare them for the next meeting. If a matter is urgent, it may by decision of the branch meeting be discussed straight away, unless the Associations Act stipulates otherwise.

3. Decisions at meetings are made by a simple majority of votes, unless specified otherwise in these rules. In the event of a tie, the meeting chairman shall have the casting vote, and in elections lots are drawn.
4. Decisions on the gratuitous transfer or conveyance of the majority or even a significant part of the branch's assets are made at the branch's statutory meeting by a $\frac{3}{4}$ majority of votes. Before such a decision is made, permission must be sought from the union's Executive Committee.
5. Union staff and other representatives nominated by the union as well as pensioner and student members have the right to be present and speak at branch meetings and events.
6. Branch members must be notified of the autumn and spring meetings at least 14 days and of other meetings 5 days before the meeting is held via the communication channels generally used by members such that every member has access to information about the meeting.
7. By decision of the committee, attendance at a meeting may be by means of telecommunications or other technical assistance. This must be stated in the meeting invitation.
8. The autumn meeting to be held in October-December
 - a. decides the length of the committee's term of office, which is either one (1) or two (2) calendar years
 - b. elects the committee chairman, who is called the branch chairman, as well as the deputy chairman and the secretary
 - c. decides the number of other full members of the committee (2-10) and either their personal deputy members or general deputy members (at least 2)
 - d. elects the full members and deputy members of the committee
 - e. decides the fees and reimbursement of expenses of committee members and staff members
 - f. elects one (1) or two (2) operational auditors and deputy(ies) for the next financial year or, if required by law, a financial auditor and deputy auditor
 - g. approves the action plan and budget for the next operating period
 - h. discusses matters proposed by members, the committee and the union's Executive Committee
 - i. decides the manner in which branch meetings are convened.
9. The spring meeting to be held in February-May
 - a. presents the operational report for the previous year and the financial statements
 - b. presents the report of the operational auditor/operational auditors or financial auditor and decides on adoption of the financial statements and granting of discharge to the committee
 - c. decides on how to use the surplus or cover the deficit
 - d. discusses matters proposed by members, the committee and the union's Executive Committee.

9 § Committee

1. The branch's matters and assets are managed by the committee, which is elected as the executive for 1 or 2 calendar years at a time.
2. The committee's term of office starts from the start of the calendar year following the autumn meeting.
3. The committee comprises the chairman, who is called the branch chairman, the deputy chairman and the secretary. In addition to these, the committee comprises a minimum of two (2) and a maximum of ten (10) full and the same number of personal deputy members or at least two (2) general deputy members. General deputy members replace full members in the order in which they are entered in the minutes of the autumn meeting.
4. The committee elects a financial manager and the other necessary members of staff as well as the members of possible sections.
5. The duty of the committee is
 - a. to manage the operations, finances and administration of the branch
 - b. to prepare matters to be discussed at branch meetings and to convene meetings
 - c. to ensure that the decisions of branch meetings are implemented
 - d. to draw up the branch's operational and financial reports
 - e. to draw up proposals for the branch's action plan and budget
 - f. to approve and expel members
 - g. to employ and dismiss the branch's paid employees.
6. If a member or deputy member of the committee retires on old-age pension or goes on to full disability pension or resigns or is expelled from the branch, membership of the committee ends immediately. If a member or deputy member of the committee transfers from a union organised sector otherwise than temporarily or fails to attend two consecutive meetings and fails to notify this for no legitimate reason, the branch meeting shall expel him or her from the committee.
7. The branch meeting shall elect a new member to replace a member who has resigned or been expelled for the remaining term of office.
8. The committee shall meet at the invitation of the chairman or, in his or her absence, the deputy chairman or when three members of the committee deem it to be necessary. The committee has a quorum if the chairman or deputy chairman and a majority of the members of the committee are present.
9. With the consent of all members of the committee, a committee meeting may also be held by means of telecommunications or other technical assistance.
10. The chairman, deputy chairman and secretary as well as members of staff designated by the committee sign for the branch, always two together.

10 § Right to vote and eligibility for election

1. Members who have paid the membership fees decided annually by the union's Council or who under the rules have been exempt from paying membership fees have the right to vote in elections and votes.
2. Members who have paid the membership fees decided annually by the union's Council or who under the rules have been exempt from paying membership fees are eligible for election in elections and votes.
3. Pensioner and student members are not eligible for election in elections and they do not have the right to vote in elections or votes.
4. Salaried members of staff of the union and branches are not eligible for election.

11 § Branch's activities, financial management and audit of accounts/operations

1. The branch's financial year is the calendar year.
2. The branch has either one (1) or two (2) operational auditor or, if required by law, a financial auditor and deputy auditor and their deputy(ies).
3. The duty of the operational auditor/operational auditors is to audit the administration and accounts by financial year and to give the committee an operational or financial audit report no later than two weeks before the spring meeting. The financial statements and the operational report must be submitted to the operational auditor/operational auditors or the financial auditor at least one (1) month before the spring meeting.
4. The branch's operational auditor/operational auditors or the financial auditor or the auditor designated by the union's Executive Committee may audit the branch's administration and accounts at any time.
5. In order to receive the basic component of branch members' membership fees, the branch must submit to the union annually by the end of May its operational and financial report for the last operating year and a list of staff members.
6. In order to receive the incentive component of the membership fees of branch members, the branch must fulfil the operational preconditions set by the union's Council.

12 § Withdrawal and expulsion of branch

1. If a branch wishes to withdraw from the union, this must be notified to the union in accordance with the Associations Act. Minutes of those meetings where withdrawal has been decided must be appended to the notification.
2. The branch's membership ceases six (6) months after the last day of June or December following the notification.

3. Withdrawal of the branch must be discussed at two branch meetings with an interval of at least two (2) weeks. A proposal for a branch to withdraw shall lapse unless at least 3/4 of the branch's members present and entitled to vote support it at the meetings held.
4. A branch may be expelled from the union if it
 - a. acts contrary to the purpose of the union's activity
 - b. does not comply with the rules or the decisions of the union conference, the union's Council or the Executive Committee
 - c. does not expel from membership a member who acts contrary to the branch's or the union's rules or the decisions of the union conference, the union's Council or the Executive Committee.
5. Expulsion of a branch is decided by the union's Executive Committee. The branch must be consulted before the expulsion decision is discussed. The branch may appeal the decision to the union's Council. The appeal must be submitted to the Executive Committee in writing within one month of the branch being informed of its expulsion in writing.
6. A branch that has withdrawn or been expelled loses all its rights in the union. The branch does not get back the fees it has paid to the union and is not entitled to the union's funds or other assets. The union is not liable for the debts of a branch that has withdrawn or been expelled, unless agreed otherwise.

13 § Cessation and dissolution of branch activity

1. If a branch is dissolved, its remaining assets are transferred by the decision of the dissolution meeting either to another branch of the union or to the union to be used for purposes promoting the trade union movement. The union is not liable for the debts that the branch had when it was dissolved or was closed down unless otherwise agreed.
2. Cessation and dissolution of activity may be decided by a branch meeting by a $\frac{3}{4}$ majority of the votes cast in the vote.
3. The committee must notify cessation and dissolution of a branch's activity within one week to the union's Executive Committee with certified copies of the minutes.

14 § Amendment of rules

Amendments to these rules may be made at a statutory meeting of the branch if the proposed changes are supported by at least 2/3 of the votes cast in the vote and the union's Executive Committee approves them. Amendment of the rules must be notified in the meeting invitation.

15 § Acquired membership rights

Membership rights acquired on the basis of previous rules are retained.