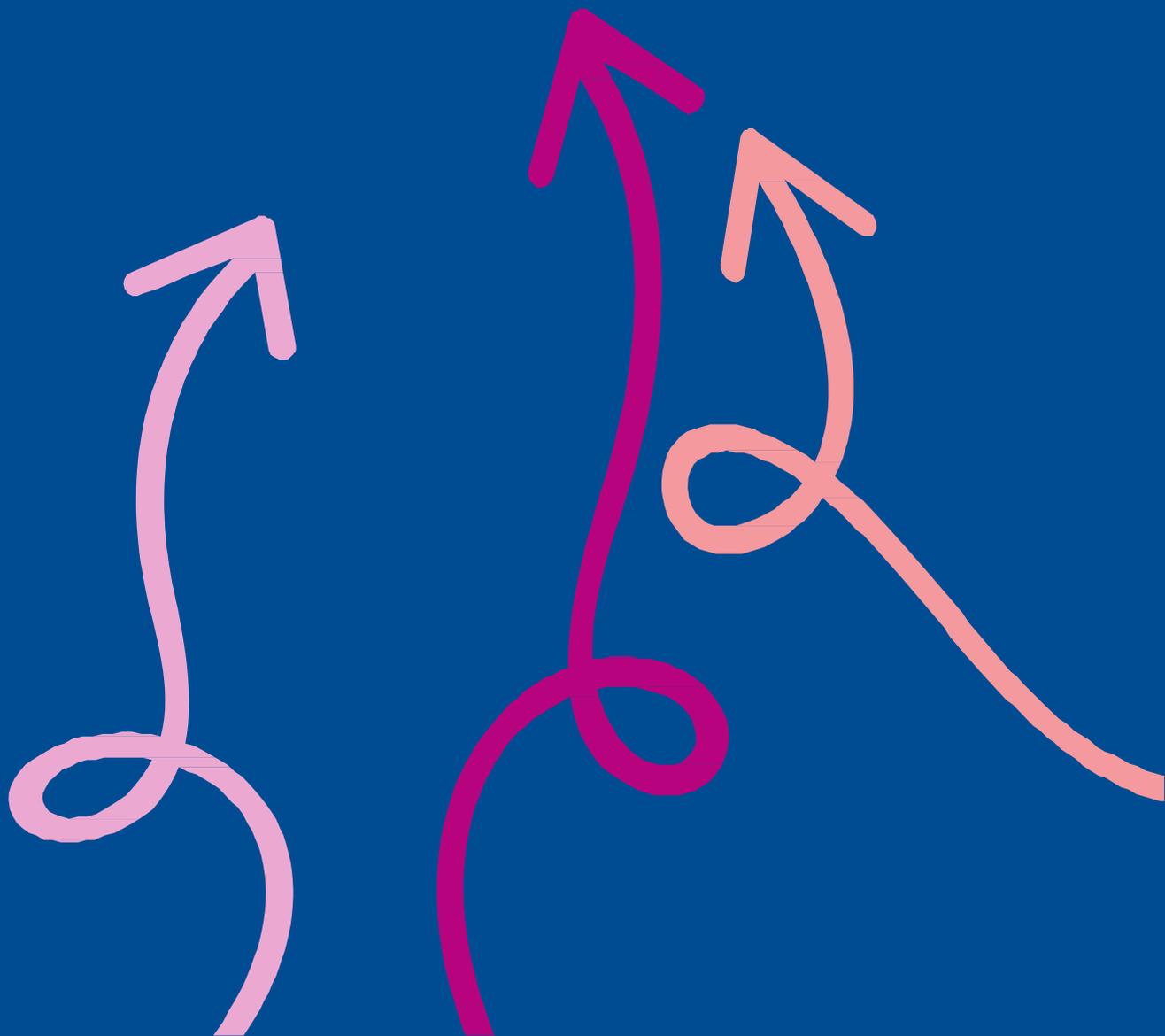


**Valid from 1 July 2012**

# **Statutes**

**Last revised in  
November 2020**



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## § 1 Our Purpose

**1.1** Finansförbundet (hereafter referred to as the Union) undertakes the task of uniting employee and self-employed members within its organizational area, which comprises companies with financial activities as their main focus, within limitations determined by its agreements with other organizations. The Union is a democratic, non-partisan organization that safeguards the financial and social interests of its members. The Union has a mandate to represent its members and express their views.

**1.2** Union activities are based on the values of a democratic organization, as expressed in the Swedish constitution, the UN's Universal Declaration of Human Rights and the European Convention for the Protection of Human Rights and Fundamental Freedoms.

**1.3** The Union must abide by legislation governing associations and negotiation. It upholds the principles of equality and diversity in the labor market. It pursues a wage policy that aims to improve the financial standards of its members and reduce unjust salary inequality.

**1.4** The Union cooperates with related Swedish, Nordic and international organizations.

## § 2 Our Organization

The Union carries out its activities through the following bodies:

### 2.1 The Central Organization

Congress (§ 9), Auditors (§ 9.10), the Election Committee (§ 9.11), the Union Board (§10) and the Negotiation Committee (§ 11).

### 2.2 Local Organizations

Regional organizations (§ 12), local committees (§ 13), external delegates (§ 13.8) and internal delegates (§ 13.3).

### 2.3 Personal data

All central and local organizations, including the administrative office, are subject to our policies, guidelines, instructions and procedures for personal data handling.

## § 3 Membership

### 3.1 Active membership

Employees within our organizational area have the right to apply for active membership and join regional and local organizations. Members who become unemployed have the right to retain active membership.

**3.1.1** Members employed as managing directors, deputy managing directors or in other executive positions may request central, instead of local, membership.

### 3.2 Retired Membership

Only previously active members can become retired members.

### 3.3 Student membership

Student membership can be granted to anyone who is studying at a university, college or other educational institution, who is not already an active member.

## **§ 4 Membership Rights**

### **4.1 Active members:**

4.1.1 are eligible for assignments in local organizations to which they belong. Any member of a local organization can be elected to the central body. Members who commence work outside our organizational area (§ 1.1) may not remain on the Governing Board for more than six months.

4.1.2 have the right to present motions to Congress and the Union Board.

4.1.3 have the right to information about Union activities.

4.1.4 employed within our organizational area (§ 1.1) are entitled to request - after examination - negotiation and legal assistance or advice relating to their employment.

In exceptional cases - after examination - an active member employed outside the Union's organizational area can also receive support.

The Union is not obliged to represent members in cases that arise in the first three months of their membership. If there is a dispute about the provision of assistance, the Union Board will decide in what form and to what extent negotiation and legal assistance can be provided.

4.1.5 have the right to compensation in disputes after the first three months of their membership (§ 16.4). After twelve months of membership, they have the right to apply for compensation or grants from Union funds. (§ 16.5).

4.1.6 have the right to credit their membership of another trade union if they transfer directly.

4.1.7 can - after examination - be fully or partially exempt from paying Union fees, in accordance with § 16.2, if they cease to receive all or part of their salary.

4.1.8 have the right to request that the Union Board review their cases, if they dispute a Union decision. Members should submit written appeals concerning Governing Committee decisions or in other cases that directly concern them, if they consider themselves to have been unfairly treated. Appeals must be made within 30 calendar days after notification of the decision. Appeals are examined by Ordinary Congress.

### **4.2 Retired members**

4.2.1 have the right to speak and make proposals at general member meetings, but are not eligible to vote or be called to meetings.

4.2.2 have the right to raise motions with Congress or the Union Board.

4.2.3 have the right to information about Union activities.

4.2.4 have the right to information, advice and negotiation assistance regarding their pensions and other matters concerning their previous employment. The Union Board will decide in what form and to what extent negotiation assistance can be provided.

### **4.3 Student members**

4.3.1 have the right to speak and make proposals at general member meetings, but are not eligible to vote or be called to meetings.

4.3.2 have the right to raise motions for Congress' and the Union Board's consideration.

4.3.3 have the right to information about Union activities.

#### **4.4 Disclosure of Union Membership**

Members who, at an annual meeting or other democratic meeting, exercise their right to raise motions or seek election as meeting officials, must accept their Union membership being made public. These conditions also apply to members who accept nomination or appointment as Union officials.

### **§ 5 Membership Obligations**

Members are obliged to:

**5.1** be loyal to the aims and purposes of the Union.

**5.2** follow Union instructions and act in solidarity with the Union's goals.

**5.3** provide personal data and information, when requested, about their position in the labor market, their employer and their terms of employment for the collation of membership registers and statistics. They are also obliged to continuously update this information.

**5.4** pay membership fees. Extra fees may be charged by order of Congress or, in cases of dispute, by the Union Board (see § 16.2).

**5.5** contact the Union, as soon as possible, if requiring its assistance in cases regarding employment conditions.

### **§ 6 Termination of Membership**

#### **6.1 Termination Requests**

Requests to terminate active membership must be made in writing or on the Union's website. Termination takes effect two months after receipt of notification.

Members who accept employment outside our organizational area will have their membership terminated one month after receipt of notification. Local Union organizations must be informed of termination requests.

Membership rights cease from the date of termination.

#### **6.2 Exclusion**

**6.2.1** Members who do not accept the Union's values may have their membership terminated, in accordance with decisions taken by the Union Board. 75 percent of Board members must give consent for a termination decision to be enacted (see § 10.3).

**6.2.2** Members who fail to pay fixed Union fees within three months or breach our statutes may have their membership terminated. Local organizations must be given an opportunity to comment before a termination decision is enacted. Membership rights cease from the date of termination.

#### **6.3 Re-admittance**

**6.3.1** Re-admittance may be granted under conditions determined by the Union Board. Members who have terminated their membership or had their membership terminated, despite continuous employment within our organizational area, will not have their previous membership credited without agreement from the Union Board.

## **§ 7 Honorary Membership and The Badge of Honor**

### **7.1 Honorary membership**

People who have made significant contributions to the Union may be invited to become honorary members, who are exempt from fees. These decisions require a majority of at least two thirds of Congress votes from the electoral register. Nominations should be made to the Union Board no later than three months before Congress convenes. The Union Board prepares nominations and makes proposals to Congress.

### **7.2 The Badge of Honor**

The Union Board can, in appreciation of outstanding work for the Union, award members or others The Badge of Honor. Nominations should be made to the Union Board no later than three months before Congress convenes.

## **§ 8 Meetings and Resolutions**

### **8.1 Meetings**

At national, regional and local level (see § 2), meetings can be conducted physically or digitally. Digital meetings, in which the participants interact in real time, are treated as equivalent to face-to-face, physical meetings. Other meetings may take place over time, with motions and voting systems that occur within defined time periods.

### **8.2 Resolutions**

Resolutions at national, regional and local level (see § 2) are determined by acclamation votes, as well as open and secret ballots. (see § 8.3)

Each voter has one vote, except at Congress where statute § 9.6.4 applies. Voting by proxy is not permitted.

Proposals that receive the most votes are adopted, unless statutes state otherwise. In the event of a tie vote, the meeting's chairperson decides, except at annual meetings and Congress where lots are drawn.

At meetings conducted over time, the elected auditors and Election Committee members must ensure that they comply with the relevant statutes, adjust the minutes and oversee the drawing of lots, if required. Meetings conducted over time must define schedules for the submission of motions and voting. Minutes must be made available to the participants no later than 14 days after the end of meetings conducted over time.

### **8.3 Elections**

Candidates who received the most votes from registered voters are elected. Votes are logged by acclamation, members of the Union Board in digital meeting systems or equivalent means.

Voting for candidates must be conducted by secret ballot. If a tie vote occurs in a meeting conducted over time, a new election must be conducted within ten days. If the votes are equal again, a physical meeting must be called as soon as possible.

## **§ 9 Congress**

### **9.1 Ordinary Congress**

Congress is the Union's highest decision-making body. Ordinary Congress is held every three years, at a time and location determined by the Union Board. Ordinary Congress must start by September 1 and end no later than November 30.

### **9.2 Extra Congress**

The Union Board has the right to convene an Extra Congress, if at least 40 percent of Congress delegates or at least 20 percent of active members request it in writing. The Union's regular auditors can also request in writing that an Extra Congress be convened.

### 9.3 Notice

9.3 .1 Invitations to Congress must be sent to each delegate at least 30 days before it convenes. Delegates must also receive proposals for the agenda, proposals from the Union Board (as well as its annual financial and operational reports), the auditors' report, the Election Committee's proposals and other motions at least 30 days before Congress convenes.

9.3 .2 If an Extra Congress is convened, proposals and other documents must be sent to delegates at least 14 days in advance. Only proposals raised in advance may be considered.

### 9.4 Agendas

Congress establishes an agenda when it convenes. In Ordinary Congress, the following business must be conducted:

1. Determining the electoral register and the number of votes each delegate has.
2. Establishing that the delegates received notice in due time.
3. Determination of the agenda.
4. Election of Congress chairperson and secretary.
5. Election of two protocol adjusters.
6. Election of three vote counters.
7. Decide on the formation of congressional committees.
8. Election of committee members.
9. Election of Election Committee members.
10. Finalization of nominations for Election Committee members.
11. Reporting on motions received by the Union Board during the Congress period.
12. Review the Union's financial and operational reporting for the three previous years.
13. Review the auditors' report for the three previous years.
14. Determination of annual reports for the three previous years.
15. Determining the allocation of Union profits to the Jubileum Fund and conflict funds.
16. Determining the discharge of liability for members of the Union Board.
17. Determining the Union's business objectives, with financial guidelines for the coming Congress period
18. Debating and voting on motions.
19. Establishing principles for membership fees.
20. Determining membership fees.
21. Establishing guidelines for local organization grants.
22. Elections for the next Congress period of:
  - 22.1 Union chairperson
  - 22.2 Members of the Union Board.
  - 22.3 First and second vice-chairpersons of the Union Board.
  - 22.4 Auditors and deputies
  - 22.5 Election Committee members
  - 22.6 Chairperson of the Election Committee.
23. Other business

## **9.5 Contractual Issues**

When an Ordinary or Extra Congress is convened, the Union Board can take advice from Congress delegates regarding agreements (see § 11).

## **9.6 Congress delegates**

9.6.1 Congress delegates and deputies are appointed by local and company organizations. Active members of local organizations can be appointed as Congress delegates (see § 4.1.1). See § 11.2 for delegates' advisory capacity.

9.6.2 The number of Ordinary Congress delegates is determined by the size of the Union's active membership on January 1 of the year it convenes. Delegates must be appointed no later than March 31 of the year in which Congress is convened. Delegates' term of office starts when Ordinary Congress is convened and ends at the start of the next Ordinary Congress (three years). In case of absence, local organizations can appoint deputy delegates.

9.6.3 Each group and company organization is entitled to one Congress delegate. Local organizations have the right to appoint one delegate and one additional delegate for every 400 members they represent.

9.6.4 The number of votes each local organization has at Ordinary Congress is based on the size of its active membership on January 1 of the year Congress convenes. These votes must be distributed evenly between the delegates for each local organization. Voting distribution is calculated to two decimal places. No Congress delegate may represent more than 1,000 of their members.

## **9.7 Voting, speech and attendance rights**

9.7.1 Delegates' voting rights are registered at Congress. Members of the Union Board may not serve as Congress delegates. Members of the Union Board, the Union's regular auditors and Union employees have the right to speak at Congress and raise motions but do not have the right to vote.

9.7.2 Election Committee members who are not congress delegates have the right to attend Congress, propose motions and comment on election issues.

9.7.3 Congress can grant the right to attend and speak to others.

## **9.8 Motions**

All Union bodies, members and employees have the right to raise motions. Motions can be raised with the Union Board (see § 9.8.1) or Congress (see § 9.8.2).

### **9.8.1 Motions for the Union Board**

Motions can be submitted to the Union Board at any time but must be clearly directed to it. The Union Board must respond within three months and give information about how the motion will be processed.

Appeals against Union Board decisions are considered at the next Ordinary Congress.

(See § 9.8.2). The Union Board must submit a report on the motions it receives and its decisions at the next Ordinary Congress.

### **9.8.2 Motions to Congress**

Motions to Congress must be clearly directed to it and submitted at least three months before Congress convenes. The Union Board must also issue its views on Congress motions, which must be sent to delegates at least 30 days before Congress convenes.

## **9.9 Election of Union Board members**

The chairperson and other Committee members serve for three-year periods between Ordinary Congress. Congress selects a first and second vice-chairperson from the Committee's members (see § 8.2).

## **9.10 Auditors**

### **9.10.1 Purpose**

Auditors review Union activities and accounts each year and submit a report to Congress for the three preceding years. Auditors' reports must be sent to delegates at least 30 days before Congress convenes.

### **9.10.2 Election of auditors**

The Union's two regular auditors and two deputies are elected for a period of three years at Ordinary Congress.

### **9.10.3 Auditors' rights to call an Extra Congress**

Elected auditors may jointly request the convening of an Extra Congress. Requests must be submitted in writing (§ 9.2).

## **9.11 Election Committees**

### **9.11.1 Purpose**

The Election Committee oversees the election of Union Board members and auditors at Congress. The Election Committee consists of nine members who serve for three-year periods between Ordinary Congress (see § 9.11.3). The Election Committee's proposed candidates must be sent to Congress delegates with their invitations. It is the responsibility of the Election Committee to ensure that all parts of the Union are represented on the Union Board.

### **9.11.2 Nominations**

Nominations for Union Board members and auditors must be made to the Election Committee at least three months before Congress convenes. The Election Committee must inform all Union bodies of the nominees.

### **9.11.3 Election Committee Elections**

A selection committee of five delegates is appointed during Congress to oversee the election of Election Committee members. The nomination period for Election Committee members is determined by Congress.

## **§ 10 The Governing Committee**

### **10.1 Purpose**

The Union Board has overall responsibility for Union activities and administration, in accordance with statutes and Congress decisions. It is the Union's highest decision-making body when Ordinary Congress is not convened.

### **10.2 Board Members**

The Union Board consists of a chairperson and twelve members, elected by Congress delegates, as well as a representative and deputy appointed by Union employees. If the chairperson resigns during their term of office, the first vice-chairperson or, if necessary, second vice-chairperson will undertake the chairperson's role until Congress is convened.

The second vice-chairperson will fulfill the role of first vice-chairperson if the first vice-chairperson becomes an acting chairperson. If no vice-chairperson can replace a resigning chairperson, an Extra Congress must be convened, unless notice of Ordinary Congress has already been given. Committee members who resign before Congress is convened are not replaced.

If the Union Board is unable to make a decision in accord with Union statutes, an Extra Congress must be convened.

Members who wish to resign must give written notification and are not responsible for the Committee's activities after the date of their resignation.

### **10.3 Authority**

The Union Board can only take decisions if more than half of its members are present. The employee representative does not have the right to participate in decisions concerning the Union's employment terms.

### **10.4 Notice**

The chairperson or office manager schedule Union Board meetings, which must take place at least five times a year. The Committee must also meet if at least six of its members request it.

### **10.5 Other responsibilities**

10.5.1 Appointing an office manager.

10.5.2 Issuing guidelines for office management.

10.5.3 Appointing persons to act on its behalf or otherwise represent the Union, in accordance with its mandate.

### **10.6 Enactment and Briefing**

The responsibilities of the office manager include ensuring Union Board resolutions are carried out, informing its members of important Union issues and raising matters of primary importance for its review.

## **§ 11 The Negotiation Committee**

### **11.1 Purpose**

The Negotiation Committee acts in an advisory capacity to the Union Board.

### **11.2 Members**

Negotiation Committee representatives and deputies are Congress delegates with the same term of office.

### **11.3 Notice**

The Negotiation Committee is summoned by the Union Board.

## **§ 12 Regional Organizations**

### **12.1 Purpose**

Five regional organizations exist that undertake the following tasks:

12.1.1 Raising the Union's profile and marketing its activities.

12.1.2 Operational planning and managing allocated budgets.

12.1.3 Arranging activities for members and elected officials that enable employees from different companies to exchange experiences.

12.1.4 Carrying out tasks set by the Union Board.

12.1.5 Arranging annual meetings.

### **12.2 Statutes**

Regional organizations are not regulated by their own statutes. Their activities are regulated by statutes § 8 and § 12.

### **12.3 Organizational Area**

Regional organizations administer geographical areas determined by the Union Board. They represent all members who work within the geographical areas they administer. Regions may be subdivided by members who work in, for example, the same location, in agreement with regional committees. These subdivided regional groups are subject to their regional organizations and receive grants from them.

#### **12.3.1 Regional Boards**

Regional operations are managed by committees consisting of no fewer than five members who are not elected simultaneously and serve for a period of two years.

### **12.4 Annual Meetings**

Annual meetings must be held no later than March 31, unless agreed by The Union Board. Annual meetings are conducted in accordance with § 8. Nominations for regional committee members must be received by regional election committees at least six weeks before annual meetings.

#### **12.4.1 Elected Officials in Local Organizations**

The number of representatives is determined by the amount of its of members Januari 1st multiplied by 40 and divided by the number of members in the region. These amounts are rounded up for regions and down for group organizations. That gives all regions at least one representative.

#### **12.4.2 Proxy members of local organizations.**

Members who are not part of a local organization and unemployed members are also represented at local level. Regional committees determine which local organizations these members are affiliated with. Calculating the number of elected officials at regional annual meetings:

The number of members in a local organization  
with workplace in the region x 40 = number of members  
Number of members in the region

#### **12.4.3 Notification**

Operational reports, business plans and nominations for elected positions must be published on the Union's website at least two weeks before annual meetings.

#### **12.4.4 Procedures for Annual Meetings**

The following procedures must be carried out at annual meetings:

- Presentation of the annual report
- Presentation of a business plan
- Establishing the number of elected officials
- Election of a chairperson and committee members
- Selection of a regional election committee
- Overseeing the raising of motions and other questions

### **12.5 Finance**

The region is entitled to grants, in accordance with guidelines set by Congress. Regional organizations must follow directives issued by Congress or the Union Board in all financial and administrative matters.

## **§ 13 Local Organizations**

Recommendations for local organization statutes can be found at the end of this document.

### **13.1 Purpose and Administration**

To represent its members and safeguard the Union's economic and social interests. To contribute to the Union's business objectives.

### **13.2 Local organization refers to:**

13.2.1 A local employee organization within a company

13.2.2 A group company organization that brings together local organizations within a group or company.

13.2.3 A local/regional organization includes members in part of a group or company.

13.2.4 A company organization includes all members within a company.

13.2.5 If no local organization exists, a contact representative is chosen by the members who will make up a de facto local employee organization.

### **13.3 Organization of contact representatives**

13.3.1 It is the responsibility of local/regional and company organizations to ensure that there are contact representatives within a company.

13.3.2 Contact representatives are elected for a term of no more than two years at membership meetings that must take place on or before March 31. All members have the right to call a membership meeting. All members must be informed about meetings at least seven days in advance.

Membership meetings are conducted in accordance with § 8. Contact representatives are normally also environment and safety representatives.

13.3.3 A contact representative's mandate can be revoked at a membership meeting. All members have the right to call a membership meeting. All members must be informed about meetings at least seven days in advance. Membership meetings are conducted in accordance with § 8.

### **13.4 Local committees**

13.4.1 Local operations must be managed by a committee of at least three members, including the chairperson. Committee members may not be elected for more than two years at a time.

13.4.2 Committees manage local operations and administration and are elected at annual meetings, which must take place on or before March 31. Only the Union Board can approve later dates for annual meetings. Annual meetings are conducted in accordance with § 8. Business conducted at annual meetings can be found in local organization statutes.

### **13.5 Requirements for local organization statutes**

These must comply with § 13, unless otherwise approved by the Union Board, and must not conflict with other statutes or decisions of Congress (Recommendations for local organization statutes can be found at the end of this document). Proposals for local organization statutes that deviate from § 13, must be approved by the Union Board, or whoever it appoints, before proposals are made at local annual meetings.

### **13.6 Grants**

Local organizations are entitled to grants, according to guidelines adopted by Congress.

### **13.7 Local decision making**

13.7.1 Decisions should be made in accordance with § 8.

13.7.2 Amending local statutes, merging or dissolving local organizations must be approved by at least two thirds of the members present or participating in annual meetings. All members must be informed of these proposals at least 14 days before an annual meeting. Decisions on mergers or dissolutions must also be approved by the Union Board. The Union Board can also decide unilaterally to dissolve local organizations.

13.7.3 Regulations established by the Union Board apply to the liquidation of local organization assets.

## **§ 14 Negotiations**

### **14.1 Authority**

The Union Board has responsibility for negotiations and has the right to make final decisions. Prior to negotiations on collective agreements that affect large numbers of Union members, it must seek their views and consult local organizations. The Union Board has the right to call the Negotiation Committee. The Union Board must continuously inform the Negotiation Committee about the progress of negotiations and, if deemed necessary, call it to a meeting.

### **14.2 Central negotiations**

The Union Board can delegate central negotiations to a special negotiation delegation. The Union Board must be kept informed of the progress of negotiations and take final decisions on settlement, if so prescribed.

### **14.3 Local negotiations**

Local negotiations are undertaken by local organizations within a company (see § 13.2.5). If local negotiations concern a member of the Union Board, local organizations must inform the presidium of the Union Board before negotiations commence.

### **14.4 Common regulations**

14.4.1 Local organizations are required to follow our guidelines for negotiation and submit their settlement proposals to the Union, if so prescribed or if they can be judged to affect members in other companies.

14.4.2 Proposals for negotiations on certain issues can be made by members or within local organizations.

14.4.3 Requests for negotiation must be made by the Union Board or a body it has delegated to act on its behalf.

14.4.4 Individual members or groups of members whose request for negotiation assistance has been rejected have the right of appeal. The Union Board has responsibility for decisions in these cases.

14.4.5 In preparation for both local and central negotiations, the members concerned have the right to clarify their position. If required, they may also be consulted during negotiations.

14.4.6 All members affected by negotiations must be informed of their outcomes. Following a decision by the Union Board, an advisory vote on proposed agreements is taken among the members concerned.

## **§ 15 Conflict Measures**

The following regulations apply to conflict measures that concern the Union:

**15.1** The Union Board is responsible for managing conflict measures.

**15.2** Notification or adoption of conflict measures is decided by the Union Board, of whom 75 percent of must agree on the decision.

**15.3** Contact must be made with the member groups concerned before conflict measures are taken.

**15.4** In the event of a conflict, the Union Board must issue instructions and directions to its members and local organizations. Members may not follow notifications about conflict measures other than those issued by the Union Board.

**15.5** The Union Board assesses costs incurred by conflict measures and determines the amount of compensation. In certain cases, the Union Board can allow compensation to be paid to members who have joined the Union less than three months before conflict measures have been taken. (see § 4).

## **§ 16 Finance and Administration**

### **16.1 Authority**

The Union Board creates business plans based on the directions of Congress (with financial guidelines for the coming Congress period), adopts budgets, determines expenses for Union activities and manages Union assets.

### **16.2 Revenue**

**16.2.1** Union activities are primarily financed by membership fees and capital returns. The principles for membership fees are established by Congress. The Union Board may adjust fees, based on these principles.

**16.2.2** In the event of conflict, the Union Board may decide to charge extra fees, if at least 75 percent of its members agree (see § 5.4).

### **16.3 Financial statements**

#### **16.3.1 Financial year**

The Union's financial year coincides with the calendar year.

#### **16.3.2 Union Board reporting**

Financial reporting for the previous year must be made by March 20 and submitted to the Union's auditors for review. Disposal of surplus or deficit in the annual accounts are determined by Ordinary Congress.

### **16.4 Conflict funds**

**16.4.1** Conflict funds are held to defend essential member interests. From these funds, members receive compensation in the event of conflicts.

**16.4.2** Conflict funds can also be used to support other organizations involved in industrial action. This support can be provided in the form of grants, loans, securities or other guarantees.

**16.4.3** Congress decides on the percentage of returns from the Union's capital that is allocated to conflict funds.

**16.4.4.** Conflict funds must be maintained at a level determined by Congress.

**16.4.5** The use of conflict funds is decided by Congress or the Union Board, if at least 75 percent of the its members consent.

### **16.5 Member funds and scholarships**

The Union holds funds for awards or grants to individual members. The Union Board has authority in the distribution of these funds.

The following applies to member funds:

16.5.1 They are maintained at levels decided by Congress.

16.5.2 The funds must be managed according to the terms and decisions of Congress.

### **16.6 Reporting**

The Union's financial reporting and the activities of its Union Board are reviewed by two auditors elected by Congress and an appointed auditor. The appointed auditor is selected by the Union Board in consultation with the elected auditors. Ongoing review work is carried out in accordance with directives from the auditors. The Union's accounts, minutes and documents must be made available to the auditors.

#### **16.6.1 Auditors' reports**

An auditors' report on the Union's financial reporting and its Union Board's activities, with proposals about discharge from liability, must be submitted to the Union Board by April 5. Auditors must also inform Congress delegates of any serious concerns regarding the Union Board's activities.

### **16.7 Motions of no confidence at Extra Congress**

If concerns are raised about the Union Board's activities at Extra Congress and at least 75 percent of the voting register approve a motion of no confidence, all Board members must make their seats available.

## **§ 17 Statute Amendments**

Statutes amendments can be proposed by the Union Board or by motions raised at Congress. Proposed amendments are enacted if two thirds of the electoral register consent.

## **§ 18 Dissolution**

18.1 Proposals for dissolution of the Union can be raised by motion or with the Union Board. Dissolution proposals are enacted if three quarters of Board members consent. Concurrent with a dissolution vote, the Union Board must present proposals for the use of Union assets.

18.2 Congress proposals for Union dissolution and the use of its assets must be approved by delegates at Ordinary Congress and the proposal confirmed, without amendment, at an Extra Congress, held at least twelve months later. Dissolution proposals are enacted if two thirds of the electoral register consent on both occasions.

18.3 Proposals to merge with other unions must be decided at Ordinary or Extra Congress. Merger proposals are enacted if two thirds of the electoral register consent.

## **Recommendations for Local Organization Statutes**

Local organization activities are regulated by local and central statutes, as well as other applicable resolutions made by the Union (see § 13.5).

### **§ 1 Organizational Area**

Finansförbundets local organizations...NN... include active members, employed at...FF... who are not centrally affiliated, in accordance with Union statutes §3.1.2. In terms of general activities, local members are affiliated with regional organizations in the catchment area of their workplace. Members' rights and obligations are specified in § 4 and § 5 statutes.

## **§ 2 Purpose and Responsibilities**

Local organizations must represent their members and safeguard the Union's economic and social interests and work for the realization of the Union's business direction in accordance with § 1 statutes. Their duties as local employee organizations are specified in § 13 statutes.

## **§ 3 Annual Meetings**

Annual meetings should end no later than March 31 each year, with notification sent to members at least 14 days in advance. Proposals and motions from members for consideration at annual meetings must be submitted, in writing, to their local committee at least three weeks in advance. Annual meeting should be conducted in accordance with § 8 statutes.

### **3.1 Extra Annual Meetings**

An extra annual meeting must be held if one of the auditors, the local committee or at least 20 percent of members request it in writing. Extra annual meetings must take place no later than one month from the date a valid request has been made. Notification of these meetings must be sent at least 14 days in advance. Extra annual meetings must only pursue the agenda specified in the notification.

### **3.2 Annual Meeting Documents**

All documents (notifications, operational, financial and audit reports, election committee proposals, as well as any motions and proposals from the local committee) must be made available to members at least 14 days in advance.

### **3.3 Agendas**

The following business must be conducted at annual meetings:

1. Establishing that members received notice in time.
2. Election of the meeting's chairperson and secretary. \*
3. Election of two members to adjust the minutes in collaboration with the chairperson. \*
4. Election of vote counters. \*
5. Presentation of the committee's operational and financial reporting.
6. Presentation of the auditors' report.
7. Determining discharge of liability.
8. Determining the budget.
9. Determining the number of local officials and deputies, unless stipulated in the statutes.
10. Election of a chairperson for ... years.
11. Election of at least three committee members for ... years.
12. Election of potential committee deputies for ... years.
13. Election of ... auditors and deputy auditors for ... years.
14. Election of an election committee for ...years.
15. Election of Congress delegates.
16. Tabling motions raised.
17. Proposals from the committee.

\*At meetings that are held over time, officials are not elected in accordance with points 2, 3 and 4. The elected auditors and members of the election committee ensure that the meeting is conducted in accordance with § 8 statutes, adjust minutes and oversee the drawing of lots.

## **§4 Local Committees**

Activities are managed by local committees that must consist of at least three members. Deputies may be appointed for committee members. It may be decided to not elect all committee members simultaneously. Their term of office may not exceed two years. Committee members appoint a vice-chairperson, secretary and treasurer.

Committees may pass resolutions if more than half of their members are present.

## **4.1 Purpose**

Local committees must:

- 4.1.1 represent their local organizations and members, in accordance with § 2 Proposals for Local Organizations, Statutes and constitute a local trade union body, in accordance with relevant legislation and agreements.
- 4.1.2 manage local organization business and administration.
- 4.1.3 plan local organization activities and make budget proposals.
- 4.1.4 oversee the selection of contact representatives and the appointment work environment and safety representatives. Contact representatives normally as work environment and safety representatives (see § 13.3.2).
- 4.1.5 appoint negotiation committee(s).
- 4.1.6 appoint employee committee members, according to legislation and agreements, in companies and regions.
- 4.1.7 update information about elected local officials in the Union's membership register.

## **§5 Appropriation and Accounting**

Local organizations are entitled to grants, in accordance with guidelines and directives adopted by Congress. They are required to produce annual financial reports.

## **§6 Election Committees**

- 6.1**, An election committee must be appointed at annual meetings. Outgoing election committees select replacement committees. Election committees must submit proposals for the election of local committee members, auditors and other elected officials at annual meetings and ensure local committees represent all parts of their local organizations.
- 6.2** All members have the right to propose candidates for election. Proposals must be submitted in writing, at least six weeks before annual meetings, in accordance with election committee protocols.
- 6.3** Election committees must list all nominated candidates who have accepted nomination.
- 6.4** Members have the right to vote for any candidate who has accepted nomination, not only those proposed by an election committee.

## **§ 7 Auditors**

- 7.1** Auditors, who are elected at annual meetings, must continuously participate in local organization operations and assess local committee administration, including reviews of its financial management, minutes and reporting.
- 7.2** Local committees must submit operational and financial reports to the appointed auditors at least six weeks before annual meetings. Auditors' reports, which offer opinion on administration and discharge of liability must be submitted to local committees at least four weeks before annual meetings. The committees' discharge of liability is raised at annual meetings.
- 7.3** Auditors are required to promptly notify local committees and election committees if they do not intend to propose a discharge of liability for committee members.
- 7.4** If some or all committee members are not granted discharge from liability, the Union Board must be notified, who will oversee the election of new committee members.

## **§8 Resolutions**

See § 8 statutes.

## **§9 Statute Changes**

See statute § 13.7.2.

## **§10 Dissolution**

**10.1** Dissolution of local organizations require the consent of at least two thirds of members present/participating in an annual meeting. All members must be informed of a dissolution proposal at least 14 days before an annual meeting.

**10.2** Dissolution must also be approved by the Union Board, who can unitarily decide on the dissolution of local organizations.

**10.3** Regulations for liquidation of local organization assets are established by the Union Board.

## Appendix 1

### The Jubileum Fund (Jubileumsfonden)

**§ 1** The Fund's purpose is to provide support, where necessary, in accordance with § 4 and § 5 provisions.

**§ 2** Its assets consist partly of the SEK 1,000,000, allocated by the 1987 Congress, and voluntary gifts. Congress determines whether additional funds should be allocated and to what amount. Ten percent of the Fund's annual returns are added to its assets. 90 percent of its returns can be distributed according to § 4 and § 5 provisions.

**§ 3** Applications for awards can be made by active and retired members. Active members must have joined at least 12 months before making an application.

**§ 4** Awards may be made to members, their spouses, cohabitants, registered partners or children living with them.

**§ 5** Awards can be made to members in financial need, if proven. These awards are made as lump sums and are intended to relieve temporary financial hardship.

**§ 6** Applications must be substantiated by, for example, a contact representative, a local committee member or others who are familiar with the applicant's situation.

Applications made on grounds of ill health must be certified by a doctor'.

**§ 7** Applications must be made by September 30, each year, on specified forms.

**§ 8** The Union Board appoints a special work group to nominate award recipients.

**§ 9** Awards are approved by the Union Board and cannot be appealed.

## **Appendix 2**

### **The Bengt Enander's Donation Fund (Bengt Enanders Donationsfond)**

This fund was established in the will of Bengt Enander in 1927. After permutation in 1980, the Fund applies the following conditions:

Applications for grants are accepted from current and former bank employees who, due to illness or tragic circumstances, are in need of temporarily or long-term assistance. Although applications are accepted from any country, those who are or have been employed in commercial banks in Stockholm are favored.

The Fund is managed by the Union under the name "Bengt Enanders Donationsfond". Ten percent of its annual returns must be allocated to its capital.

## **Appendix 3**

### **The Nils Halldau Scholarship (Nils Halldau-stipendiet)**

The balance of the Scholarship's account must be maintained at least SEK 50,000, on which the Union pays at least eight percent interest. The Scholarship contributes to costs for scholarship holders to Congress. In the year there is a Congress, the accumulated returns (for 3 years) are entered in the Union's accounts as revenue.



