

**APPENDIX 2)**  
**EXCERPTS FROM THE PSI CONSTITUTION 2012**  
**RELATING TO CONGRESS**

**ARTICLE 4: AFFILIATION FEES**

The amount of affiliation fees to be paid by affiliated organisations shall be determined by Congress. Congress may delegate this task to the Executive Board.

Affiliation fees shall be payable for all eligible members of affiliated organisations and shall be due on 1<sup>st</sup> January of the payment year. They must be paid before 28<sup>th</sup> February except in the case that an affiliate has applied for exemption, re-indexation, reduction, deferral or payment in instalments according to the procedures outlined in Annex 2, "Definitions of underlying key concepts and special provisions referring to payment of affiliation fees".

Affiliated organisations, which at the 1<sup>st</sup> July of the payment year have not paid their fees and have not been granted exemption shall be declared to be in arrears for that year and will lose their PSI rights and entitlements and will be so informed. These rights and entitlements shall include:

- participation in any PSI event, activity or programme;
- sponsorship to any PSI event, activity or programme (only for countries below the 100% index);
- membership on any PSI committee, working group or other PSI structure, except for the Executive Board and the Steering Committee, where the provisions of Annex 5, "Mandate and internal rules of the Executive Board" shall apply.

All special provisions referring to payment of affiliation fees are outlined in Annex 2, "Definitions of underlying key concepts and special provisions referring to payment of affiliation fees".

**Annex 2: Definitions of underlying key concepts and special provisions referring to payment of affiliation fees**

- a) The yearly affiliation fee is a fixed amount per member which is determined by the PSI Congress or, by delegation, by the PSI Executive Board.
- b) The currency is EURO.
- c) The minimum fee of 500 EURO is applied to all unions which would pay less than 500 EURO. This minimum fee is determined by the PSI Congress or, by delegation, by the PSI Executive Board.
- d) The calculation of the total amount per union follows an indexation system based on gross domestic product (GDP) figures produced by the United Nations Development Programme (UNDP). Those affiliates whose GDP figure is below the world average have their fees reduced to the percentage figure resulting from dividing their national figure by the world average, to the nearest of five index bands (10%, 25%, 50%, 75%, 100%). The indexes may be reviewed on a regular basis by the Executive Board or, by delegation, by the Steering Committee.
- e) The Executive Board and the Steering Committee are authorised to grant any affiliated organisation a temporary reduction of the payment in the event that the organisation, as a result of extraordinary circumstances, finds itself unable to meet its full financial obligations. In exceptional cases the Executive Board or the Steering Committee may grant exemption from the payment. The Executive Board or the Steering Committee may also approve a request that an affiliated organisation pay its affiliation fees late or in a number of part-payments in specified and agreed circumstances.
- f) All applications for such consideration by the Executive Board or the Steering Committee shall be submitted to the General Secretary with full details and must be received by 28 February in the year

for which payment is due. Only in the case of emergencies will applications after that date be considered. The General Secretary shall submit all applications under Article 4 to the relevant regional executive committee for their recommendation.

- g) Affiliates in countries that have had their fee indexation set at less than 100% shall retain their full membership voting strength, providing they pay in full the indexed fee, and shall have their full membership counted in the calculation required in Annex 4, "Congress rules/standing orders".

## **ARTICLE 6: CONGRESS**

- 6.1 Congress is the supreme decision-making authority of PSI. Congress consists of the delegates of the affiliated organisations.
- 6.2 Congress shall meet in ordinary session every five years; the General Secretary shall convene Congress in accordance with the decisions of the Executive Board. The affiliated organisations shall be informed of the date and place of the ordinary session at least 12 months in advance.
- 6.3 An extraordinary Congress shall be convened on the basis of an Executive Board decision within five months of that decision or at the request of not less than four affiliated organisations whose combined membership represents at least one-third of the total paid-up membership of PSI. It shall only discuss those matters for which it was specifically convened.
- 6.4 The Congress agenda shall include all items defined in Annex 4, "Congress rules/standing orders".
- 6.5 Affiliated organisations, which have fulfilled their obligations in accordance with Article 4, "Affiliation Fees" shall be entitled to representation at Congress in accordance with their averaged paid-up membership over the years since the previous Congress, including the current Congress year, or since their affiliation to PSI.
- 6.6 Affiliates' representation is based on the following schedule. Each gender should be equally represented where there is more than one delegate unless this is not feasible due to very significant over-representation of one gender within the affiliate's membership.

|             |       |               |                 |
|-------------|-------|---------------|-----------------|
| 1 delegate  | up to | 5,000 members |                 |
| 2 delegates | from  | 5,001 to      | 10,000 members  |
| 3 delegates | from  | 10,001 to     | 20,000 members  |
| 4 delegates | from  | 20,001 to     | 35,000 members  |
| 5 delegates | from  | 35,001 to     | 50,000 members  |
| 6 delegates | from  | 50,001 to     | 100,000 members |

plus one delegate for each additional 50,000 paid-up members and/or part thereof.

- 6.7 Congress Credentials Committee  
At its first session Congress shall elect a Credentials Committee, which is charged with the verification of delegates' credentials.
- 6.8 Congress Standing Orders Committee  
The Executive Board shall appoint a Congress Standing Orders Committee which shall prepare the conduct of Congress. It will consist of: one person from each region; one member from each of the PSI official language groups if not already covered through the regional representation; one from the Women's Committee if not already covered by the regional and language

representation; one from the host country if that country's language is not already represented; and one from the young workers' representatives of the Executive Board.

#### 6.9 Election of President and General Secretary

The President and General Secretary shall be elected by the Congress by simple majority. Two Election Officers, one man and one woman, will be nominated by the Executive Board with the mandate to collect and scrutinise nominations. These persons shall be independent and have no interest in the electoral process; they will be responsible to the Standing Orders Committee. All candidates are entitled to nominate scrutineers.

A nominee for the position of President must be a reputable member of a PSI affiliate which is in good standing at the time of nomination; a nominee for the position of General Secretary must have had previous experience in a *bona fide* trade union.

All procedural details and rules are outlined in Annex 4, "Congress rules/standing orders".

### Annex 4: Congress rules/standing orders

#### **Agenda**

The Congress agenda shall comprise the following items:

- a) Election and reports of Credentials Committee;
- b) Nominations and ratifications of:
  - i. Congress Vice-Chairpersons;
  - ii. Tellers;
  - iii. Standing Orders Committee.
- c) Confirmation of the nomination of the third Trustee identified in Article 13 paragraph 1;
- d) Report(s) of PSI activities since the previous Congress;
- e) Financial report, report of the Members' Auditors, determination of affiliation fees;
- f) Elections required by the Constitution:
  - i. President;
  - ii. General Secretary;
  - iii. Executive Board;
  - iv. Members' Auditors;
- g) The proposed programme of activities and priorities, including tasks and goals, for the next Congress period, detailing the activities to be undertaken in key areas for the PSI membership;
- h) Motions/resolutions submitted by affiliated organisations and the Executive Board;
- i) Any other matters which the Executive Board wishes to submit to Congress.

#### **Resolutions**

- a) All motions/resolutions submitted by affiliated organisations and the Executive Board for inclusion in the agenda of an ordinary session of Congress must be received by the General Secretary at least seven months before the beginning of Congress.
- b) The General Secretary shall send these motions/resolutions to affiliated organisations not later than five months before the beginning of Congress.
- c) Amendments to motions/resolutions must be received by the General Secretary four months before the beginning of Congress.
- d) The General Secretary shall send to affiliated organisations all amendments not later than two months before the beginning of Congress.
- e) The draft agenda, reports and standing orders should be sent to Congress delegates not later than two months before Congress. Congress shall approve the final agenda and standing orders.

- f) Emergency motions/resolutions may be submitted on matters on which developments have arisen subsequent to the deadline for submitting proposals. Such motions/resolutions shall be admitted for discussion and vote only if one regional executive committee or more than half the delegates are in favour of their admission.

### **Participation at Congress**

- a) Organisations which have been granted **exemption** from payment in any of the years preceding Congress in accordance with Annex 2, “Definitions of underlying key concepts and special provisions referring to payment of affiliation fees” shall have their paid-up membership for the exempted year(s) set at zero. Any affiliate for whom the averaged membership figure for the period is zero shall be entitled to send one delegate.
- b) Affiliated organisations may send **observers** on the basis of one per 100,000 paid-up members and/or part thereof. Each gender should be equally represented, where there is more than one observer, unless this is not feasible due to very significant over-representation of one gender within the affiliate’s membership.
- c) The Congress Credentials Committee may recommend to Congress that affiliated organisations from the **host country** be entitled to attend with additional observers.
- d) The **travel and subsistence expenses** of Congress delegates and observers shall be borne by the organisations which they represent. The Executive Board may extend financial assistance to delegates from countries below the 100% index out of PSI funds in order to ensure that affiliated organisations are represented by at least one delegate, provided that these organisations are in good financial standing according to Article 4, “Affiliation Fees”.
- e) The **names of delegates and observers** shall be submitted to the General Secretary not later than four months before Congress. The General Secretary shall scrutinise these nominations and advise affiliates if they are not in compliance with the constitutional requirements.
- f) The Executive Board is authorised to invite national or international organisations with which PSI maintains relations to send **observers**.
- g) Persons whose attendance is considered desirable may also be invited as **guests**.
- h) Any affiliated organisation unable to be represented at Congress may authorise the delegate of another organisation from the same subregion to represent it. Such authorisation shall be valid on condition that the General Secretary of PSI is informed of it in writing four weeks in advance by the organisation giving authority. No organisation may exercise the **proxy** votes of more than three other organisations.

### **Congress Credentials Committee**

- a) This Committee is authorised to examine whether affiliated organisations fulfil the conditions and obligations laid down in the Constitution. The Credentials Committee is entitled to request from the General Secretary, from the members of the Executive Board and from any delegate to Congress information needed for the discharge of its duties or evidence bearing on the legitimacy of delegates’ credentials.
- b) The Credentials Committee shall submit a report to Congress with appropriate recommendations. Voting or elections shall not take place before Congress has discussed and voted on the initial report and recommendations of the Credentials Committee.
- c) The Credentials Committee shall not count, for the purpose of calculating voting strength and delegate and observer entitlements, any payments of affiliation fees received later than two months before Congress. The Credentials Committee shall, however, on the recommendation of the relevant regional executive committee meeting immediately before Congress, have the authority to accept late payment where exceptional circumstances beyond the control of the union concerned justify such delayed payments.

### **Congress Standing Orders Committee**

In nominating their Congress Standing Orders Committee representatives, all regional executive committees shall have regard to Article 1, “Principles and Objectives” (Equality, Equity and Diversity). The

Congress Standing Orders Committee shall elect from among its own membership a Chairperson and the General Secretary shall appoint the Secretary of the Committee. The Committee shall:

- a) examine and report on the validity of all motions/resolutions and amendments proposed by affiliated organisations and the Executive Board;
- b) prepare, where necessary, composite motions/resolutions where two or more motions/resolutions have been submitted on a similar subject and are not in conflict;
- c) recommend an order of business and time limits for speakers;
- d) report to the Congress on any other questions requiring a decision for the proper conduct of its business.

The Committee shall be convened prior to Congress and shall submit its first report in time for the first working session of the Congress. At this session, Congress shall be invited to ratify the composition of the Committee.

### Voting

- a) Only delegates shall have the right to vote. Voting shall normally be by **show of hands** with the delegate's identification card.
- b) If any affiliates from at least four different countries request, before voting begins, a **membership vote**, the President shall put the motion for a membership vote to Congress for determination by a show of hands. If this motion is carried, the vote shall be called and held immediately. A membership vote shall be determined in accordance with the paid-up membership of each organisation.
- c) In both voting by show of hands and membership vote, a simple majority of votes cast (i.e. half plus one of the votes cast, disregarding abstentions) shall decide, except in the case of constitutional amendments and of the dissolution of PSI.
- d) Tellers for counting votes shall be elected at the first session of Congress.

### Election of President and of General Secretary

- a) The General Secretary shall, at least seven months before Congress, notify all affiliates that their nominations for the positions of President and General Secretary should be received by the Elections Officer identified in Article 6, paragraph 9 at least two months before Congress.
- b) Where more than one nomination has been received, the Elections Officer shall arrange to publish ballot papers containing the names of all nominated candidates. These will be issued to each affiliated union present, or the appointed proxy of an absent member, to cast its votes on the basis of average paid-up membership since the previous Congress, including Congress year, or since affiliation.
- c) Each affiliated union shall clearly mark X against the name of the candidate of its choice and shall place its ballot paper in a box provided by the Tellers.
- d) The ballot papers shall be counted by the Tellers who will communicate the result to the Elections Officer and shall arrange for the ballot papers to be destroyed at the end of Congress.
- e) The President, or the First Vice-President during the election of the President, shall announce the result of the vote, and if no candidate has secured at least half of the votes cast plus one, a second ballot shall be held between the two candidates who received the highest number of votes in the first ballot.
- f) The candidate who receives at least half of the votes cast plus one on either the first or second ballot shall be declared elected.
- g) The details of voting by individual unions shall remain secret and shall not be published.
- h) Votes cast shall only be considered valid by the Tellers if the official voting papers issued by the General Secretary are used, and clearly marked. Tellers shall report on the number of spoiled votes.