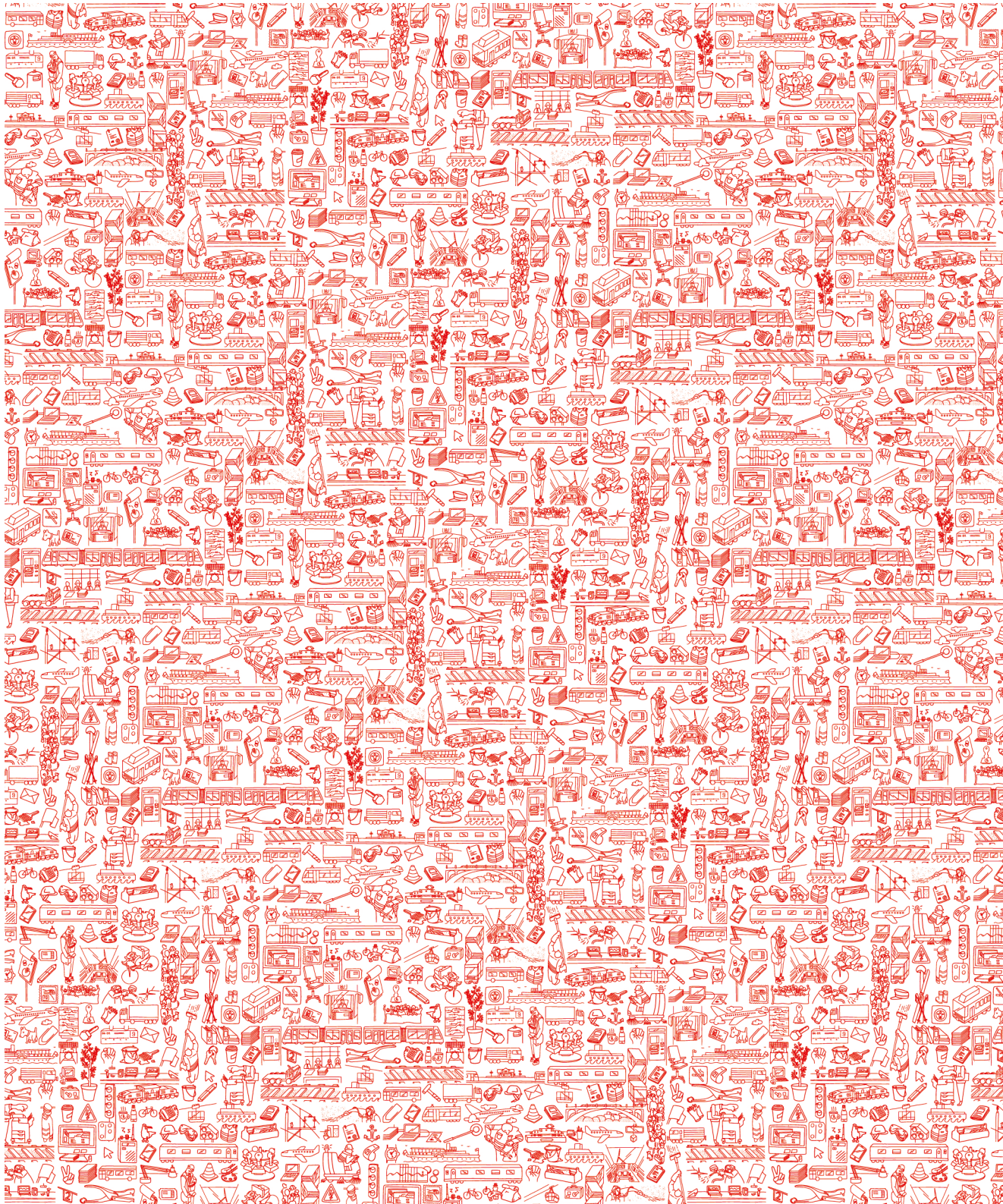




Groundstaff Aviation Technics  
and Administration

# BUSINESS RULES STATUTES SEV SECTION GATA





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## Paragraph 1 – Name and Tasks

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- 1.1 One section, called «SEV-GATA» (Groundstaff Aviation Technics and Administration) (called «section» in the following) according paragraph 5.2 and 22 of the SEV statutes, is located in Bern.
- 1.2 This Sektion follows the statutes and rules of the SEV and complies with the tasks set forth in paragraph 22.5 of the SEV statutes.

## Paragraph 2 – Organizational Area – Membership

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- 2.1 The organizational area of the section comprises air transport employees (among others airline, technical, airport and distributors' staff).
- 2.2 Persons in relation to aviation are admitted to the section as sympathizers.  
  
Sympathizers don't have the right to vote or elect on the section level.

## Paragraph 3 – Resignation of the membership

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- 3.1 **Periods of Notice**  
Resignation from SEV GATA is always possible by the end of the calendar year, subject to six months' notice.  
Going over to another trade union within the Swiss Federation of Trade Unions (SGB) because you are changing the industrial sector is possible on a short-term basis by arrangement between GATA and the new union.  
Leaving the aviation sector is possible at three months' notice.
- 3.2 **Form**  
Your notice must be handed in by registered mail to:  
SEV GATA, Steinerstrasse 35, Postfach, CH-3000 Bern 6.  
Collective notices are invalid.
- 3.3 **Rights and Duties**  
With the resignation all rights and duties of the members become void. Outstanding dues have to be paid, though.
- 3.4 **Miscellaneous**  
We are always interested that our former members stay unionised after they left SEV GATA. We would be pleased to help you when you change over to another union.

## Paragraph 4 – Structure

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- 4.1 Section groups related to a specific company or region may be founded.
- 4.2 These groups do not form any further sections with an independent legal personality. The section is striving to maintain the corresponding representation of the individual enterprises or enterprise unities or regions in the line-up of the section.
- 4.4 The decisive factor for the membership of a member to a particular group is the membership to a specific company or region.



- 4.5 When changing the region or the company for professional reasons the member goes over to the respective section of which he becomes a member. The member is obliged to inform the executive office of any professional changes.
- 4.6 Assignments and exclusions are effected by the executive office and subject to committee approval.

## Paragraph 5 – Organization

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- 5.1 Authorities of the section
- General meeting
  - Section Committee
- 5.2 Control authority
- Business control commission
- 5.3 Further advisory bodies

## Paragraph 6 – General Meeting

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- 6.1 The general meeting takes place minimum once a year. A further general meeting will be convened
- upon request of the section committee
  - if requested by all representatives of the specific companies and regions
  - if requested in writing by 10 percent of the section members
- 6.2 The general meeting particularly complies with the tasks set forth in paragraph 2.74 of the rules for the partial organization SEV (TO).
- 6.3 All decisions taken on the general meeting are subject to an optional referendum.
- 6.4 The general meeting must be announced at least 10 days in advance in the union press, via circular letter or by notice.

## Paragraph 7 – Section Committee

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- 7.1 The section committee consists of max. 8 persons, i.e.:
- The president of the section or the co-presidency
  - 1-2 vice presidents
  - the cashier
  - the secretary
  - max. 4 other members
- 7.2 The members of the section committee are elected for a term of office of 4 years. They may be re-elected.
- 7.3 When composing the committee it is advisory that the enterprises or unities of enterprises, as well as the different regions are represented in the committee.

- 7.4 Except for the presidency the section committee is constituted by itself.
- 7.5 The section committee convenes whenever required by the business situation. It decides on all section business activities, not being reserved to the general meeting.
- 7.6 The section committee is responsible for complying with the tasks according paragraph 22.5 of the SEV statutes.
- 7.7 For legal acts in internal affairs the section committee is regarded as committee according to the spirit of paragraph 69 ZGB. The section presidency, the vice presidency and the cashier have the legal right to sign collectively in two signatures.
- 7.8 The section committee is allowed to decide on expenses not budgeted to a maximum amount of CHF 5'000 per event.
- 7.9 The committee is allowed to appoint commissions, teams or other groups for particular matters (areas).
- 7.10 The members of the section committee may be given a compensation.
- 7.11 The compensation for participating in meetings, conferences and for delegations ordered by the section is based upon the regulations of the expense rules of the section.
- 7.12 The committee informs the general meeting of the compensation rules.

## **Paragraph 8 – Business Control**

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- 8.1 The business control commission consists of two members and one substitute. They are elected by the general meeting for a period of 4 years and are re-eligible.
- 8.2 The business control commission controls the activities of the section committee, checks the accounts and the section's annual closing of account and reports to the general meeting.
- 8.3 The business control commission is responsible for the section's ballots.

## **Paragraph 9 – Finances**

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- 9.1 The membership fee of the section is fixed by the general meeting.
- 9.2 The assets of the section consist of the general means and the means for a specific purpose of the section.
- 9.3 The audit is the duty of the elected cashier.
- 9.4 All obligations of the section are legally covered by the section's assets.

## Paragraph 10 – Votes and Elections

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- 10.1 For all votes and elections the procedure as set forth in paragraph 15 of the business regulations is applicable.
- 10.2 For ballots paragraph 2.5 TO is applicable.

## Paragraph 11 – Right of Referendum

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See paragraph 2.4 rules TO.

## Paragraph 12 – Section Organ

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- 12.1 The section is publishing a regularly appearing organ for information of its members.
- 12.2 The committee decides on publication and payment.

## Paragraph 13 – Legal Acts

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- 13.1 Legal acts of the section SEV GATA are obliging only for the section, but neither for the whole association SEV, nor one of its partial organizations.
- 13.2 Partial organizations of the SEV cannot accept liabilities beyond the scope of their assets. Liability of the whole association SEV is excluded.

## Paragraph 14 – Merger or Dissolving of the Section

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- 14.1 A merger of the section with another organization will take place, if
- a general meeting, convened only for this purpose, decides on a merger with a majority of two thirds
  - the members of the section vote for a merger in a ballot with a majority of two thirds.
- 14.2 The section can only be dissolved, if
- a general meeting, convened only for this purpose, decides on a merger with a majority of two a thirds or
  - the members of the section vote for a merger in a ballot with a majority of two thirds.
- 14.3 SEV GATA members, registered at the beginning of the ballot, are entitled to vote.
- 14.4 In the event of a merger or dissolving of the section the general meeting determines how to use the section's assets.

## Paragraph 15 – Final Clauses

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15.1 In case nothing else is set forth in these statutes (these regulations), the committee's decisions are applicable.

15.2 These rules have been approved by the member meeting of the section SEV GATA on 31<sup>st</sup> August 2005. They will be effective on 1<sup>st</sup> October 2005 replacing the business rules / statutes of 29<sup>th</sup> September 2000.

Approved by the general meeting SEV GATA.  
EuroAirport Basel-Mulhouse, 31<sup>st</sup> August 2005

Adjustments in articles 4.3, 6.1, 8.1 and 15.1.  
approved by the SEV GATA General Meeting  
Zurich-Kloten, 17 May 2018

sig. Philipp Hadorn, President  
sig. Dominik Fischer, Vice-president



## **Amendment – Excerpt from the Statutes and Rules of the SEV**

### **Statutes SEV**

#### **Paragraph 3 – Objectives and Tasks**

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- 3.1 The SEV safeguards and supports the social, material, professional and cultural interests of its members.
- 3.2 It settles wages, employment and working conditions by collective labour agreements and similar agreements according to the rules for the Collective Labour Agreement (CLA).

#### **Paragraph 5 – Membership**

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- 5.2 The members are assigned to a sub-association and a section – according to their activities and working place. The association committee issues rules for assigning the members.

#### **Paragraph 22 – Sections**

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- 22.1 The sections are partial organizations of the SEV and its sub-association. They are associations of always minimum thirty members of the same sub-association.
- 22.2 Each SEV-member is simultaneously a member of the competent section.
- 22.3 Foundation, merger or dissolving of sections require the consent of the management. The sub-association sets the limits for its sections' territories.
- 22.4 The sections may allow the formation of groups.
- 22.5 The sections fulfil the following tasks.
  - Support of the activities of the sub-associations and the SEV
  - Connection between member and sub-association, SEV respectively
  - Representation of their members regarding their professional and union related interests on a local level
  - Looking after its members
  - Carrying out of general meetings and educational events
  - Cultivate human relations and loyalty to one's colleagues
  - Recruit and enlist new members
  - Cooperation with other sections
  - Participation in local and regional union umbrella organizations.
  - (...)
- 22.6 Structure and organization of the sections are set forth in the rules for partial organizations in the SEV.

## Business Regulations SEV

### Paragraph 15 – Organization of the Association

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- 15.1 For votes following procedure is applicable in all offices of the SEV and its partial associations:
- Each delegate, (or each member) is entitled to only one vote.
  - In personal matters, the persons concerned are not entitled to vote.
  - The voting will be open by show of hands, however, it will be held secretly by ballot, if demanded by ten percent of the attending voters.
  - If undisputed the petition will be pronounced accepted.
  - If the result of the votes is clear, the exact number of votes doesn't need to be counted – unless demanded.
  - The absolute majority of the voters is decisive, unless no other rules are set forth in the statutes. Abstentions, spoilt and blank votes will not be calculated.
  - If no one will get the absolute majority in different petitions for the same matter, always the one with the fewest votes will drop out.
  - (...)
  - Petitions for return will be admitted only during the same session. They need a majority of two thirds.
  - Petitions for orders will be voted on immediately. Maximum one vote pro and one against can be given.

## Rules about the partial organization in the SEV

### Paragraph 2.4 – Right of Referendum

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- 2.41 The decisions of the general meeting/meeting of delegates (votes excluded) are subject to a facultative referendum.
- 2.42 A referendum is reached, if – within two months after passing of a resolution – it is supported by ten percent of the section members with their signature.
- 2.43 Resolutions, against which a referendum has been reached, have to be presented – within six months after the referendum period – for ballot.

### Paragraph 2.5 – Ballot

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- 2.51 A ballot will be held with all section members
- following a referendum (paragraph 2.4)
  - if ordered by the section committee
- 2.52 The bill of ballot must be announced at least one month before the ballot begins in the union press or by circular letter.
- 2.53 The vote will be given in writing. The ballot will be carried out by the business control commission.

### Paragraph 2.7 – General Meeting

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- 2.74 The general meeting of members/delegates has particularly following tasks
- Dealing with affairs, presented by the section committee
  - Approval of the progress report.
  - Inspection of the annual calculation, within six months after the closing date
  - Passing of a resolution on petitions of the business audit commission
  - Budgeting
  - Fixing the section fees
  - Election of the section's president or the co-presidency
  - Election of the remaining members of the section committee
  - Election of further organs necessary for the management of the section
  - Election of the business audit commission of the section
  - Election of the delegates for SEV congress and general meeting of delegates of the sub-association
  - Proposal respectively election of the delegates in the local and regional umbrella organizations
  - Approval and amendment of the business rules of the section
  - Submission of petitions to the SEV congress or the general meeting of delegates of the sub-association
  - Exclusion of section members of the SEV