

# UNI ICTS Global Union Rules

## 1. Name and membership

- 1.1 The sector shall be known as UNI ICTS (Information and Communication Technology Services).
- 1.2 The members shall be those affiliates of UNI representing workers in Telecoms, Information Technology, and Business Services.

## 2. Mission Statement

UNI ICTS will assist affiliates to protect and advance the employment, social and economic interests of their members as well as organise and coordinate transnational union work in the ICTS sector with a focus on Global Agreements.

## 3. Objectives

UNI ICTS shall:

- 3.1 Unite the affiliates within its jurisdiction for the purpose of collective effort.
- 3.2 Organise to achieve a fully unionised ICTS sector globally.
- 3.3 Promote the notion of trade unionism to ICTS professionals and employees.
- 3.4 Promote equal opportunity for all members in the ICTS sector.
- 3.5 Determine, and advise the World Executive Board, on the policies and priorities for the sector.
- 3.6 Create a long term strategic plan which will be monitored and updated on a yearly basis.
- 3.7 Upon request from the regions arrange sector meetings as required.

## 4. UNI ICTS structure

The ICTS sector will have the following structure:

1. World Conference
2. World Committee
3. Regional Committees
4. Standing Committees:
  - a. Multinational Organising Telecoms
  - b. Multinational Organising Information Technology

## **5. UNI ICTS World Conference**

- 5.1 A UNI ICTS World Conference will take place every four years.
- 5.2 The World Conference is governed by the President and the World Vice Presidents.
- 5.3 The agenda of the World Sector Conference shall include the following items:
  - a) election of the credentials committee
  - b) election of the resolutions committee
  - c) approval of the conference agenda and standing orders
  - d) adopt a strategic plan for the period until the next conference
  - e) world sector committee policy proposals, motions and amendments
  - f) election of the president of the world sector committee
- 5.4 Each affiliate with members in the sector shall be entitled to participate in conferences and meetings convened under articles 10 and 11 of these rules.
- 5.5 The conclusions of the UNI ICTS World Conference and any issues of general policy arising at the Conference shall be referred to the UNI Global Union Management Committee and the UNI Global Union World Executive Board.
- 5.6 The organisational costs of any World Sector Conference or World Sector Committee shall be borne by UNI Global Union.
- 5.7 The organisational costs of Regional Sector Conferences or Regional Committee Meetings shall be borne by the Region concerned.

## **6. UNI ICTS World Committee**

- 6.1 The UNI ICTS World Committee shall guide the affairs of the Sector in between Conferences. It shall meet as necessary, but not less than once each year, except years in which the ICTS World Conference takes place.
- 6.2 The ICTS World Committee will be governed by the ICTS World President and the four World Vice Presidents.
- 6.3 The agenda shall include time for strategic discussion regarding multinational organising based on the strategic plan as it relates to the former IBITS and Telecom Sector.
- 6.4 Annual reports on the activities of UNI ICTS shall be submitted to the UNI Global Union World Executive Board and the UNI Global Union World Management Committee.
- 6.5 UNI ICTS World Committee Substitutes are encouraged to attend the ICTS World Committee Meetings; however, Substitutes will not have voting rights.

## **7. UNI ICTS Regional Committees**

- 7.1 The UNI ICTS Regional Committees shall convene Regional Sector Conferences which will take place every four years for the purposes of electing a President, Vice President and a Regional Committee as well as adopting a strategic plan in alignment with the global sector plan.
- 7.2 The committees shall meet as necessary but at least once every two years.
- 7.3 The UNI ICTS Regional Committees shall guide the affairs of the Sector in the regions between Conferences.

- 7.4 The Regional President of the UNI ICTS Sector shall preside over all Sector Conferences and Meetings within their region. In his/her absence, one of the Vice Presidents may replace the President.
- 7.5 The Regional President will serve as a World Vice President for the ICTS World Committee.
- 7.6 Regional Sector Committees will decide upon their own rules which will be subject to the approval of the UNI ICTS World Committee.
- 7.7 The ICTS Regional Committees will report to the ICTS World Committee and ICTS World Conference.
- 7.8 The ICTS Regional Committees will nominate the delegates for the World ICTS Committee.

## **8. Standing Committees**

- 8.1 Two Standing Committees shall be formed focusing on multinational organising. One focused on Telecommunications companies, and one focused on Information Technology companies.
- 8.2 The committees should assist the secretariat in encouraging and promoting transnational organising among affiliates to achieve and implement Global Agreements. The sector strategic plan shall guide the committees' work.
- 8.3 Membership of the committees will be solicited and adopted by the UNI ICTS World Committee. Each committee shall as a minimum have at least one Regional Vice President.
- 8.4 Each Standing Committee will nominate a chair from among the Standing Committee members. The chair will be approved by the UNI ICTS World Committee.
- 8.5 Meetings of the committee shall, as far as possible, coincide with the UNI ICTS World Committee meeting.
- 8.6 The UNI ICTS Regional Committees are encouraged to form the two Standing Committees at a regional level as defined in clause 8.1.
- 8.7 The committees will report minutes and activities of the Standing Committee to the UNI ICTS World President and World Committee.

## **9. UNI ICTS World President**

- 9.1 The UNI ICTS World President shall preside over all ICTS Conferences and World Committee Meetings.
- 9.2 In his/her absence, one of the Vice-Presidents shall conduct the ICTS meetings.
- 9.3 The ICTS World President will represent the sector at the meetings of the UNI Global Union World Executive and World Management Committee.
- 9.4 In his/her absence, one of the Vice-Presidents may replace the President at non-ICTS meetings.
- 9.5 For balanced representation the UNI ICTS World Committee may give consideration to rotating the World Presidency between the regions.
- 9.6 The four-yearly term of office for the elected UNI ICTS World President shall extend from the close of one UNI ICTS World Conference to the close of the next.

## 10. Representation at World Conferences and World Committees

10.1 In order to be represented and have voting rights at Sector Conferences and Committees, affiliated organisations must not be more than six months in arrears of affiliation fees to UNI Global Union.

10.2 Subject to the provision in paragraph 1 the number of delegates to which affiliates may be entitled to be represented at Sector Conferences and Committees shall be as follows:

Organisations with up to:

1,000 fully paid-up members	1 delegate
1,001 to 2,500 fully paid-up members	2 delegates
2,501 to 3,500 fully paid-up members	3 delegates
3,501 to 5,000 fully paid-up members	4 delegates
5,001 to 10,000 fully paid-up members	5 delegates
10,001 to 20,000 fully paid-up members	6 delegates
20,001 to 50,000 fully paid-up members	7 delegates

and for every further 50,000 or part thereof one additional delegate.

10.3 In addition to the delegates who will have voting rights, affiliates may be represented by observers without the right to vote; the number of these observers shall not exceed the number of delegates.

10.4 Affiliates shall ensure that the composition of their delegations to conferences and meetings organised by the sector is a reflection of the percentage of their women and young members with the aim of achieving the UNI objective of 40% of women in all decision making bodies of UNI.

10.5 The travelling and subsistence expenses of delegates, Presidents, Vice Presidents and observers attending conferences and meetings organised by the sector shall be the responsibility of affiliates concerned.

## 11. Elections *(See Annex II for proposed representation structure).*

11.1 The UNI ICTS World Conference shall affirm the UNI ICTS World Committee. The Committee shall consist of 33 members and 33 substitutes comprising:

- i) 4 from the UNI Africa region,
- ii) 8 from the UNI Americas region,
- iii) 7 from the UNI Apro region, and
- iv) 14 from the UNI Europa region.

11.2 The UNI ICTS World President shall be elected by the delegates attending the UNI ICTS World Conference and from the membership of the UNI ICTS World Committee.

11.3 The UNI ICTS Regional Conferences shall elect UNI ICTS Regional Committees. Each Regional Committee shall nominate members to represent the region at the World Committee.

11.4 UNI ICTS endorses the principle of prior notification of nominations for election of representatives at Conferences and Committees. The notification should be in writing normally two weeks before the Conference.

11.5 In case of a vacancy for a member of the World Committee between conferences, the World and Regional Committees shall solicit nominations from the affiliates of the concerned region that shall then appoint a new member.

## **12. Alteration, amendment, and adoption of these rules**

- 12.1 Upon adoption of these rules by a two-thirds majority of a UNI ICTS World Conference, these rules will supersede any previous rules.
- 12.2 These rules can only be altered or amended by a two-thirds majority vote of a UNI ICTS World Conference.

## **Annex I – Sector Definition**

Excerpt from the “Application for affiliation to UNI” form:

### **Guideline for classification of membership into the various sectors:**

#### **Industry, Business and Information Technology Services**

All salaried and non-manual occupations in the industry, business and information technology services sector.

Computer and related services, research and development, legal activities, accounting, auditing, market research, advertising (clerical), consultancy services, management services, engineering services and technical consultancy.

Salaried employees, i.e. clerical, administrative, technical and supervisory staff, including professionals and managers in **Industry, business and IT services**.

Engineers, research, scientific and technical professionals and employees **Industry, business and IT services**.

#### **Telecommunications**

All employees of telecommunications and related services including those involved in the transmission and processing of messages and information in any form.

## **Annex II – Governing Body Representation**

For those affiliates identifying themselves with the former IBITS sector one seat will be given to each region (excluding UNI Europa ICTS). This arrangement will contribute to the regions outside Europa moving in the direction of growth and organising in the former IBITS sector and provide better representation in regions outside of Europe. However, if the IBITS seat is not occupied, it will be left vacant.

### **Allocation of Seats on the UNI ICTS World Committee:**

Region	Total Paid Membership 2010	% of ICTS Sector	SEATS				TOTAL SEATS
			Guaranteed Basic Entitlement	Women	Size as % of ICTS sector	IBITS	
Africa	18,666	1%	2	1	0	1	4
Americas	363,850	22%	2	1	4	1	8
Apro	278,044	17%	2	1	3	1	7
Europa	988,250	60%	2	1	11	0	14
<b>TOTAL</b>	<b>1,648,810</b>	<b>100%</b>	<b>8</b>	<b>4</b>	<b>18</b>	<b>3</b>	<b>33</b>