



STATUTES

Agreed in 2023

NORDIC TRANSPORT WORKERS'
FEDERATION
NTF

1. Name and registered office

The name of the Federation is the Nordic Transport Workers' Federation.

The Federation is an association of trade unions within the Nordic transport industry.

The Federation is domiciled in Stockholm until otherwise decided by the Congress.

2. Task of the Federation

The Federation shall carry out its task by:

- a) establishing and maintaining friendly relationships between the member organisations of the Federation;
- b) promoting the interests of Nordic transport workers in the labour market and promoting fair pay and employment conditions for employees, as well as combatting social dumping;
- c) participating in national, regional and other international union cooperation that promotes the interests of the Federation and its member organisations;
- d) coordinating the viewpoints of member associations regarding Nordic, European and other international issues;
- e) promoting mutual assistance among member organisations and, in particular, supporting member organisations involved in a conflict by making decisions regarding sympathy actions and other measures likely to assist in successfully resolving said conflict, and assisting member organisations in making solidarity conflict contributions pursuant to these statutes.

3. Organisation

The bodies of the Federation:

1. The Congress
2. The Executive Board
3. The Management Committee
4. The Sections
5. The Secretariat

Both the Executive Board and the Sections may set up permanent and temporary working groups.

4. Congress

Subsection 1

The Congress is the supreme decision-making body of the Federation. In exceptional situations, the Executive Board may allow individual member organisations to participate online.

Subsection 2

The ordinary Congress meets every five (5) years at a location decided upon by the preceding congress.

An extraordinary congress is to be held when so requested by at least two (2) trade unions from two (2) different countries, representing at least ten percent (10%) of the Federation's total membership. An extraordinary congress is to be held if the Federation's Executive Board so decides. The Executive Board determines the time and the place for an extraordinary congress. An extraordinary congress may only discuss the matter or matters which gave rise to the convening of the congress.

Subsection 3

The ordinary Congress shall consider the annual reports of the Federation for the past five (5) year period, and the auditor's reports for the same period. The ordinary Congress shall also consider submitted proposals.

The Congress elects the Federation's president, the vice-president and eleven (11) members of the Executive Board to serve until the next Congress. The president and vice-president may not come from the same country. They shall also represent different industries. The president and vice-president may only be re-elected once and for a total of two (2) terms of Congress each for their respective positions.

Congress sets the membership fees pursuant to Section 9.

The Congress determines the remuneration of the president of the Federation, other Executive Board members and the auditors.

Subsection 4

Proposals for the Congress submitted by an affiliated organisation shall be received by the Executive Board no later than five (5) months before the opening of the Congress.

The Executive Board issues a statement describing the proposals received. The statements, together with the proposals, shall be sent to the affiliated organisations no later than one (1) month before the opening of the Congress. Proposals submitted by the Executive Board shall be sent to the affiliated organisations no later than at the same time.

Subsection 5

The Executive Board plans the work of the Congress, and prepares proposals for the agendas and rules of procedure for the Congress and the Sections, which are sent to affiliated organisations no later than one (1) month before the opening of the Congress.

Information about the time and place of the congress and about the appointment of congress representatives shall be received by the member organisations no later than eight (8) months before the opening of the Congress.

Subsection 6

The chair and secretary of the proceedings of the Congress are to be elected by the Congress.

Subsection 7

The Congress shall comprise up to the number of delegates designated by the affiliated organisations as specified below. Each delegate has the right to one (1) vote.

Paying members	Delegate
Under 10,000	2
10,001–20,000	4
20,001–30,000	6
30,001–40,000	8
40,001–50,000	10
50,001–60,000	12
60,001–70,000	14
70,001 and over	16

Paying members are defined as the number of members for whom membership fees have been paid pursuant to Section 9.

A member of the Federation's Executive Board may not be appointed as a delegate, but he/she is required to attend the Congress, where he/she has the right to express viewpoints and submit proposals in all matters and to vote on matters that do not concern release from liability for the administration of the previous congress term or the settlement of disputes in which the decision of the Executive Board has been appealed to the Congress.

Subsection 8

Personal votes are cast by secret ballot, unless the Congress unanimously decides that the election shall be carried out by open ballot. In the event of a parity of votes, an additional vote shall be taken. If the parity of votes remains after this, the election will be decided by the drawing of lots.

All other voting is done by presenting a delegate card, unless at least ten (10) eligible voters request a secret ballot.

All decisions are to be adopted by a simple majority. Voting shall be done in accordance with (a) the number of delegates present, or (b) the notified number of members of the organisations. Voting according to the registered number of members is to be done if so requested by at least three (3) organisations. Such a request shall be made before the voting has begun.

Subsection 9

Affiliated organisations are responsible for defraying the costs incurred by their congress delegates.

Subsection 10

At the Congress, the Sections report on the activities of the period since the previous Congress.

5. The Executive Board

Subsection 1

The Executive Board is the Federation's supreme decision-making body between Congresses. The Executive Board is made up of the president, the vice-president, and eleven (11) other members elected by the Congress. The Executive Board is constituted as soon as possible and elects a Management Committee from among its members.

Subsection 2

The Executive Board forms a quorum when the president (or in his/her absence, the vice-president) and at least six (6) other members are present. These members shall in turn represent at least three (3) countries. The decisions of the Executive Board are adopted by a simple majority. In the event of a parity of votes, the president shall have the casting vote. If the vote relates to personal elections, and there is a parity of votes, another vote is to be taken. If the parity of votes remains, the election will be decided by the drawing of lots.

Subsection 3

If the president resigns during the term of the Congress, the vice-president shall take over his/her position until the end of the Congress term. In this event, the Executive Board shall constitute a new vice-president to serve until the end of the Congress term. If the vice-president resigns during the term of the Congress, the Executive Board shall constitute a new vice-president to serve until the end of the Congress term. If a board member resigns during the term of the Congress, or if the member's organisation announces that it wishes to replace said member, the same organisation shall appoint a new member to serve until the end of the term of the Congress.

Subsection 4

Travel and accommodation expenses in connection with meetings of the Executive Board and Management Committee are to be defrayed by the Federation at the written request of the organisation concerned.

The foregoing subsection shall also apply in cases where the president or any other member of the Executive Board travels at the expense of the Federation.

Subsection 5

The Executive Board shall prepare an annual activity report, which is to be submitted to the Congress together with the auditor's report. The Executive Board shall prepare an annual report for each calendar year, which shall be submitted to the auditors by no later than 31 May.

Subsection 6

The Management Committee is made up of four (4) board members from different countries, and the President and Vice-President are automatically included. The Management Committee has the right to make decisions between Executive Board meetings on relevant matters, unless these are of a nature that requires the participation of the Executive Board. Minutes of the meetings of the Management Committee shall be sent to the Executive Board.

6. The Sections

Subsection 1

The Sections are an important part of the Federation's activities. The seven Sections:

- Section for Road Transport
- Section for Seafarers and Fisheries
- Section for Civil Aviation
- Section for Ports and Docks
- Section for Railways
- Section for Public Transport
- Section for Warehouses and Logistics

The Sections are responsible for the activities related to their own industry or sector. Decisions directly or indirectly affecting more than one Section, or the Federation as a whole shall be submitted to the Executive Board.

The Sections shall hold at least one (1) meeting per year. For the autumn meeting of the Executive Board, the Sections shall submit an action plan for the subsequent financial year. For the spring meeting of the Executive Board, the Sections shall submit the previous year's annual report. All costs in accordance with the Sections' activities are to be defrayed by the participating organisations.

As required, the Section may set up permanent or temporary working groups.

Subsection 2

At Section meetings in conjunction with the Federation's Congress, each Section elects at least four (4) members, at least one (1) of whom should be a woman, including the chair, vice-chair and secretary who shall make up the Section's Steering Committee. The Steering Committee coordinates the tasks of the Section.

NB: If no woman member is elected to the Section's Working Committee in conjunction with the Congress, the Section shall work to ensure that at least one (1) woman member is elected to the Working Committee at a Section meeting during the subsequent term of the Congress. The Section's gender equality tasks will be evaluated continuously during the term of the Congress.

If the chair resigns, he/she is to be replaced by the vice-chair. In this case, the Section shall constitute a new vice-chair to serve until the end of the term of the Congress. In the event that the vice-chair or secretary resigns during the term of the Congress, the Section shall constitute a new vice-chair or secretary until the end of the term of the Congress. If another member of the Steering Committee resigns, the Section elects a new member for the period until the next Congress.

Personal votes are to be cast by secret ballot, unless the Section unanimously decides that the election shall be carried out by open ballot. Each union has one (1) vote. Voting according to the registered number of members for the Section shall be done if so requested by at least three (3) organisations. Such a request shall be made before the voting has begun.

Voting that does not relate to personal elections is to be done by open voting. For this voting, each union has one (1) vote.

Subsection 3

The Section's chair or (if he/she is prevented from attending) vice-chair participates as an observer in the meetings of the Federation's Executive Board with the right of expression and the right to make proposals. Furthermore, the Section chair shall submit a written report before each Executive Board meeting, containing relevant decisions and activities in the Section and, where appropriate, also a report from the Section activities relating to ETF, ITF and other international organisations.

7. The Secretariat

The Federation's Secretariat is an independent entity without affiliation with any individual member organisation. It is led by the President of the Federation.

The Secretariat has to coordinate the activities of the Federation. The day-to-day work of the Secretariat is led by the General Secretary.

The Executive Board of the Federation employs the General Secretary. Additional staff are recruited by the Management Committee, according to a proposal of the President and General Secretary.

Instructions for the General Secretary's tasks and responsibilities are to be determined by the Executive Board. The General Secretary, in turn, determines the tasks and responsibilities of other staff in the Secretariat.

8. Admission

Subsection 1

A trade union in the Nordic transport industry may be granted the right to join the Federation if it declares in writing that it respects the Federation's statutes and decisions made in accordance with the statutes.

Subsection 2

Applications for admission are to be submitted to the Secretariat. After consulting the other member organisations affiliated with NTF in the country of origin of the applicant organisation, the Secretariat submits the application to the Executive Board, which has to decide whether to reject or accept it.

Subsection 3

If the Executive Board rejects an organisation's application for membership of the Federation, such organisation has the right to have the Executive Board's decision reviewed at the next ordinary Congress.

Subsection 4

Rights affiliated with membership do not apply retroactively.

9. Membership fees

Subsection 1

Membership dues for the Federation are set by the Congress, and are payable by each member affiliated with the member organisation on the last day of the year to which the membership dues apply.

Subsection 2

If an increase in the membership dues is required during the term of the Congress, the Executive Board has the right to make a decision regarding this effective for the term until the next Congress.

Subsection 3

Dues are payable once a year at the end of the year, no later than 1 March.

Payment shall be made in the currency of the country in which the Secretariat is located.

If these dues are not paid by the stipulated deadline, all rights of representation shall lapse until the dues are paid.

Within one (1) month of joining the Federation, new membership organisations shall pay the dues set for the preceding year pursuant to the number of members registered in the application for membership. An organisation applying for membership during a Congress year shall pay membership dues to obtain the right of representation at the Congress no later than before the opening of this Congress.

Subsection 4

At the time of paying the membership dues, the organisation shall submit an index specifying the number of members broken down by section.

10. Withdrawal

If an organisation withdraws from the Federation, notification of this shall be sent to the Federation no later than six (6) months before the date of withdrawal. An organisation that withdraws from the Federation is not entitled to receive any part of the Federation's assets.

11. Exclusion

Subsection 1

An organisation that violates the statutes or refuses to comply with decisions made by the Congress or the Executive Board may be expelled from the Federation by a decision by the Board. Before such a decision is made, the organisation concerned and the member organisations in the country concerned shall be given an opportunity to express an opinion in the matter.

An excluded organisation may request a review of the Executive Board's decision at an ordinary Congress.

An organisation that is excluded from the Federation does not have the right to receive any part of the Federation's assets.

Subsection 2

An organisation that has not paid membership fees within one (1) year of the due date shall be deemed to have withdrawn from the Federation.

12. Mutual conflict contribution

Member organisations may request conflict contributions from the Executive Board for their own conflict, but not for a sympathy conflict. The Executive Board determines the scope of any conflict contribution. In this context, the Executive Board may request the member organisations to make a financial contribution. The Federation may request the applying organisation to provide any information that is necessary to make a decision on a possible conflict contribution. Conflict contributions under this subsection shall be accounted for in the Federation's annual report.

13. Sympathy actions

Each member organisation undertakes to participate in sympathy actions and other actions initiated pursuant to Section 2e provided that such actions are not at variance with the respective country's laws or agreements.

Decisions on sympathy actions and other initiatives shall be taken by the Executive Board. The type of sympathy actions to be carried out shall be decided by each member organisation.

When the matter requires urgent action, decisions may be made by the Management Committee without consulting the Executive Board. In cases of extreme urgency, the decision may be taken by the President and the General Secretary in consultation.

An account of sympathy actions shall be included in the annual report of the Federation.

14. The Federation's assets and authority to sign

The assets of the Federation are managed according to a decision by the Executive Board. The Executive Board decides who is authorised to sign for the Federation.

15. Audit

Subsection 1

Two (2) lay-auditors and two (2) alternates for said lay-auditors shall be elected by the Congress for the term of the Congress to review and audit the Federation's financial statements and administration. The lay auditors shall represent different member organisations from the country in which the Federation has its registered office.

If the lay auditor or alternate auditor is absent from an audit meeting, this shall be reported to the Executive Board at the next board meeting.

Subsection 2

If a lay auditor resigns during the term of the Congress, or if the member's organisation announces that it wishes to replace said lay auditor, the same organisation shall appoint a new lay auditor to serve until the end of the term of the Congress.

Moreover, an authorised auditor shall take part in the audit. This accountant is to be designated by the Management Committee in consultation with the General Secretary and elected lay auditors.

Subsection 3

It is incumbent on the auditors to conduct an annual audit of the Executive Board's administration and to submit an Auditor's Report to the Congress approving or disapproving release from liability and recommending or rejecting the adoption of the balance sheet and income statement.

The appointed authorised auditor shall ensure that the audit is carried out in accordance with generally accepted auditing principles.

Subsection 4

The annual audit shall be completed, and a report of the audit submitted to the Executive Board within one (1) month of the date on which the financial statements were submitted to the auditors.

Subsection 5

Each auditor has the right to inspect the accounting ledgers, minutes and other documents relating to the activities and administration of the Federation.

Subsection 6

When the question of release from liability of the members of the Executive Board is considered by Congress, at least one (1) auditor shall be present. The accountant designated by the auditors shall present the Auditors' Report.

Subsection 7

If, on the basis of presented remarks or proposals, the Executive Board of the Federation convenes a meeting, the auditors shall be obliged to attend the meeting while the matter in question is being considered.

Subsection 8

If the auditors, in a report or other document presented by them, intentionally or negligently make a false statement, or if for the same reason the auditors have failed to raise an objection about such information in a document which they have examined, they shall be liable for any loss attributable to this.

16. Amendment of the statutes

Amendments to these statutes may only be made by a proposal from the Executive Board or by another proposal adopted by the Congress of the Federation. In the event of disagreement on the interpretation of these statutes, the Swedish version shall prevail.

These statutes, adopted at the Federation's 17th Ordinary Congress from 23 May to 24 May 2023, will enter into force immediately after the end of the Congress.