

ipso

International and European Public  
Services Organisation

Heinrich-Bingemer-Weg 15  
60388 Frankfurt am Main

Organisation der Beschäftigten bei  
europäischen und internationalen  
Einrichtungen in der Bundesrepublik  
Deutschland

Organisation des Salariés auprès des  
Institutions Européennes et  
Internationales en République Fédérale  
d'Allemagne

# STATUTES

Approved by the IPSO Members Assembly on 11 October 2016



## **Article 1 - Name and headquarters**

1. The Organisation bears the title “International and European Public Services Organisation” (IPSO), hereinafter called “the Organisation”.  
In the German version the title is “Organisation der Beschäftigten bei europäischen und internationalen Einrichtungen in der Bundesrepublik Deutschland”.
2. The headquarters of the organisation are in Frankfurt am Main, Germany.

## **Article 2 - Scope of the Organisation**

The Organisation is a Trade Union of persons employed in or working for European and international public service organisations in the Federal Republic of Germany.

## **Article 3 - Principles and tasks**

1. The Organisation declares its support for supranational and international cooperation on a democratic basis. It is independent of state or supra-state organs and institutions and of employers and their associations.  
It actively promotes diversity and it also declares its support for religious, ideological and party-political independence.
2. The Organisation represents the economic, social, professional and cultural interests of its members.  
This is to be achieved through co-determination of the shaping of salary and other working conditions, in particular, by the signing of collective agreements, by participation in employee representation and by industrial action.
3. The Organisation protects the rights of its members in matters related to labour, civil service and social law in accordance with a legal protection regulation.
4. In carrying out these tasks the Organisation works together with the umbrella organisations at European level, e.g. Union Network International (UNI), Union Syndicale Federale (USF) and the federation of European Public Services Unions (EPSU), and their respective affiliates. If appropriate the Board of Management may decide to collaborate on a case by case basis with recognised democratic trade unions on the member state level.

## **Article 4 - Membership**

1. Membership of the Organisation is open to anyone who works on a contractual basis in or for an international or European public organisation, or is a pensioner retired from such employment, and is not an institutional member of that organisation's management board. "Working in" does also mean seconded staff, posted workers or temporary agency staff on assignment in a user undertaking as described in Art. 2, also in the time between assignments.
2. Membership by persons who do not accept the basic principles set out in the Statutes or who act against these principles or who belong to an Organisation opposed to these principles is not permitted.
3. The Board of Management is responsible for making decisions related to written applications for membership.
4. By becoming a member the person involved accepts as binding the Statutes and decisions of the Organisation.
5. Membership ceases when a member leaves or is excluded from the Organisation.

A member wishing to leave shall submit its wish to leave in writing to the Organisation. The membership ends with the start of the calendar month following the receipt of this declaration. Once such a notification has been made all functions and mandates of the member cease immediately.

6. Members who grossly infringe the interests of the Organisation - especially the Statutes - or whose subscriptions are in arrears for more than 12 months can be excluded from the Organisation. The decision is made by the Board of Management.

Prior to any such decision being made the member must be given an opportunity to provide written justification of his/her actions within an appropriate period of time.

## **Article 5 - Subscriptions**

1. Each member is obliged to pay the monthly subscription according to the rules laid down in these Statutes on a regular basis. This is the only basis on which any claim can be made to Services provided by the Organisation.
2. The monthly subscription is set out in the table annexed to these Statutes.
3. Subscriptions are levied in function of the members' income derived from dependent work. For ECB staff this is determined by the salary band to which their position is allocated as set out in the Annex to these Statutes. Members who are not ECB staff shall pay contributions as set out in the Annex to these Statutes and based on their status (e.g. trainees) or a

comparison of their net salary with that of an ECB staff member in a comparable family situation. Other members pay contributions as set out in the table annexed.

4. Members have to declare to IPSO changes in their banding and/or salary which are relevant to the calculation of their subscription.
5. Monthly subscriptions shall be adapted upwards yearly in line with the ECB's annual general salary adjustments (GSA) or salary increases according to applicable collective agreements IPSO has concluded as of the adoption of these Statutes. The adaptation will be rounded up to the nearest 5 or 10 cents amount. The increases take effect from the month following the publication of the GSA adjustment by the ECB to its staff or the date of effect according to the collective agreement. In case of a decrease the Board shall make a proposal to the Members' Assembly.
6. As a rule, member contributions are levied by IPSO by way of a SEPA direct debit mandate on a monthly basis. New members sign the SEPA direct debit mandate as part of their application for membership. Where the direct debit is not feasible, the member is obliged to pay its subscription fee proactively by credit transfer directly to the bank account of IPSO.
7. On request of a member the monthly subscription fee may be reduced to reflect e.g. periods of part-time work or unpaid leave, temporary disability pension or unemployment. In such situation the members shall request the IPSO secretariat to reduce the subscription fee in line with the actual income achieved. If the member declares to have no income (e.g. during parental or unpaid leave), the payment of the monthly subscriptions may be paused for the respective duration. In case of conflicting views of the member and the IPSO secretariat, the Board of Management shall review the request and take the final decision.
8. The Organisation may carry out, on its own or in co-operation with other bodies or organisations, fund-raising initiatives in solidarity of members, colleagues or families of these who are in need. The contributions to these fund-raising initiatives are voluntary and not restricted to IPSO's membership. The Organisation acts in the management of these funds as a trustee.

## **Article 6 - Voting, Elections**

1. All votes and elections within the Organisation are organised along democratic lines based on simple majority. Voting procedures may include specific rules to promote diversity. Abstentions are not included in counts.

2. All committees or bodies of the Organisation are quorate, if the relevant members have been regularly invited according to these statutes or the rules of procedure.
3. With the exception of decisions to be taken explicitly at the Members' Assembly and the election of the Board of Management, votes and elections can be conducted by means of an "electronic voting procedure" (e.g. e-mail with voting buttons or a survey tool).

## **Article 7 - Organs**

1. The organs of the Organisation are:
  - The Members' Assembly
  - The Board of Management
2. In the conduct of the financial affairs of the Organisation, the organs are assisted by up to two Revisors. The Revisors are elected by the members for a term of three years. They must be members of IPSO but may not be elected members of the Board of Management. They must be given access to the Organisation's record and shall deliver a report on their activity to the Members' assembly.

## **Article 8 - Members' Assembly**

1. All decisions by the Organisation which are not allocated by this statute either to the Members' Assembly or the Revisors shall by default be taken by the Board of Management.
2. Every member of the Organisation has to be invited to the Members' Assembly. Each member attending in person has one vote when decisions are made. The members of the Board of Management have a similar right to vote.
3. Any number of members present shall constitute a valid quorum to transact business, if the members have been invited according to these statutes or the rules of procedure. However, in case of a decision taken in a Member's Assembly by a majority representing less than 5% of all members, the Board of Management shall have once the right to veto such decision by qualified majority of 75% of its elected members. When the Board of Management makes use of this veto right, it shall invite for another Member's Assembly within four weeks' time, where the final and binding decision will be taken without the Board of Management having the right to veto it again.
4. A Members' Assembly must take place at least once a year. It is called by the Board of Management at two weeks' notice, at which point an agenda must also be provided. Invitation may be done by e-mail or electronic media.

5. The Members' Assembly is chaired by the President or in his/her absence by one of the Vice-Presidents. If neither of these is in attendance a chairperson is elected by the Assembly.
6. The Members' Assembly is responsible for the following tasks in particular:
  - a. Approving the financial plan for the next budgetary year;
  - b. Accepting the Board of Management's annual report;
  - c. Discharging the Board of Management;
  - d. Making decisions regarding the statutes and the basic principles of the Organisation's policy;
  - e. Deciding on appeals against decisions of the Board of Management related to admission or exclusion of members; and
  - f. Electing the Revisors as foreseen in Article 7.
7. The Members' Assembly can make recommendations on matters which come within the remit of the Board of Management.
8. The Board of Management can call an Extraordinary Meeting of the Members' Assembly at any time. It is obliged to call such an Extraordinary Meeting if a minimum of one third of the members of the Organisation request this in writing giving details of the reasons. Paragraphs 1 to 6 apply also to any such Extraordinary Meeting of the Members' Assembly.

## **Article 9 - Elections and Terms of office of the Board of Management**

1. Election for the Board of Management takes place as a secret ballot. The ballot can, but does not have to be linked to a membership assembly. When possible, for members absent or for other reasons not able to participate in the election a possibility for postal vote shall be provided.
2. The Board of Management is responsible to come up with a proposal for and to decide on the Election Procedure and possible updates to it in line with the principles defined in Art. 3 and 6 of these Statutes.
3. A new Election Procedure for the Board of Management or a change to such procedure has to be made accessible to the members at least six weeks before the election. Publication on a commonly accessible website is sufficient, if the announcement of the election contains a clear reference to this place.
4. Only members of the Organisation may stand for election to the Board of Management.
5. The Board of Management is elected by the Members for a period of three years from the date of election. However, it remains in office until a new Board is elected.

## Article 10 - Board of Management

1. The Board of Management of the Organisation consists of nine members elected by the Members' Assembly. If there is a lack of candidates, the number of Board members may be reduced to not less than five. They shall elect a President and two Vice-Presidents among themselves.
2. If Board members are leaving the Board of Management (e.g. due to resignation or due to end of membership), the Board remains validly construed.
3. As soon as the Board of Management becomes aware that the number of the remaining Board members will go below five, it has to arrange within four weeks for a by-election to fill the empty seats for the remaining term of office. Alternatively, the remaining Board members may decide to step down and to run a full election within a maximum period of six weeks.
4. The Organisation is represented in and out of court by the Board of Management as follows: the President or a Vice-President represent the Organisation jointly or with one other elected member of the Board of Management.
5. Legal matters/decisions related to a subject-matter value of more than 25,000 euro are only binding for the Organisation if the written approval of the qualified majority (75%) of the Board of Management has been forthcoming.
6. In the conduct of its work the Board of Management may nominate a Secretary General, to whom it may also transfer part of the day-to-day running of the affairs of the organisation based on a mandate defined in writing. Such Secretary General does not have to fulfil the membership criteria for IPSO, but shall actively support and promote the overall aims of the Organisation. Once appointed and until resignation/cancellation of the nomination by the Board of Management such Secretary General shall become an associated member of the Board of Management without voting rights.
7. The Board of Management may decide to invite on a permanent basis further IPSO members to take part in its regular meetings. Until resignation/cancellation of the nomination by the Board of Management they become associated members of the Board of Management without voting rights.
8. The Board of Management may decide to invite other persons who are members of IPSO and/or who work on an honorary or part-/full-time basis in an Organisation mentioned in Article 3 paragraph 4 to take part in a (number of) Board meeting(s) without voting rights.

## **Article 11 - Responsibilities of the Board of Management**

1. The Board of Management is responsible for all matters related to the Organisation which are not expressly allotted to other organs by the Statutes.
2. The Board of Management has in particular the following duties:
  - a. Calling and organising the Members' Assembly;
  - b. Discussing and approving rules/amendments to such rules for the election of the Board of Management in line with Art. 9 (2) of these Statutes and for their timely communication to all members;
  - c. Implementing decisions taken by the Members' Assembly;
  - d. Drawing up a financial plan for each business year. Carrying out adequate and orderly accounting. Report to the Members' Assembly annually on the activities of the Organisation;
  - e. Concluding and terminating employment contracts;
  - f. Reaching decisions on admission and exclusion of members;
  - g. Deliberation on preparing and starting and termination of collective action;
  - h. The management of solidarity funds as laid down in Art. 5 (8).
3. The Board of Management shall provide itself with Rules of Procedure, including election procedures for the President and the Vice-Presidents.

## **Article 12 - Sections**

1. A group of ten members, employed by the same institution, can apply to the Board of Management for the foundation of a section.
2. The section provides itself with Rules of procedure, which are to be approved by the Board of Management.
3. A section can apply to the Member's Assembly for a budget on its own disposal. Until the first Member's Assembly after foundation of the section the Board of Management deliberates on this.
4. A section establishes its own report and financial plan, which are to be submitted to the Member's Assembly.
5. The Member's Assembly can decide the dissolution of a section with 2/3 majority of votes.

## **Article 13 - Dissolution**

1. The Organisation can only be dissolved by a decision of the Members' Assembly. This requires the approval of 4/5 of the members attending.
2. Inasmuch as the Members' Assembly does not make any decision to the contrary, the assets of the Organisation, in the event of its dissolution, shall be transferred to an organisation mentioned in Art. 3 paragraph 4 or one of their affiliates.

## Annex

**Monthly subscriptions to IPSO according to Article 5 (2) sentence 1 shall be as follows (status: 22 September 2015):**

<b>Fee categories</b>	<i>For information: Monthly subscription fee (as of October 2015)</i>
ECB staff member in salary band A-E	€ 6,00
ECB staff member in salary band F-H	€ 12,00
ECB staff member in salary band I-and above	€ 24,00
Other IPSO members (, e.g. temporary agency staff, members in other organisations pay contributions that are established based on a comparison between their net salary and the respective net salary of an ECB staff member in a comparable family situation; members with a net salary less than band A, step 1 shall pay €3,00)	<i>Between €3,00 and €12,00</i>
Pensioners and retirees pay 50% of the respective monthly fee they had or would have had to pay before going into retirement/pension, but at least the lowest amount applicable to other IPSO members.	<i>Between €3,00 and €12,00</i>
A member who is also a member of another union that is affiliated to the federations IPSO works with (UNI, USF and EPSU) may request from the IPSO Board a reduction of his/her membership fee equivalent to the fee he/she pays to this other union. These members shall nevertheless in any case contribute at least the lowest fee payable by other IPSO members.	<i>At least €3,00, depending on the fee paid to the other union and the decision of the IPSO Board</i>