



Groundstaff Aviation Technics
and Administration

BUSINESS RULES STATUTES SEV SECTION GATA

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Paragraph 1 – Name and Tasks

- 1.1 One section, called «SEV-GATA» (Groundstaff Aviation Technics and Administration) (called «section» in the following) according paragraph 5.2 and 19 of the SEV statutes, is located in Bern.
- 1.2 This section follows the statutes and rules of the SEV and complies with the tasks set forth in paragraph 19.1 of the SEV statutes.

Paragraph 2 – Organizational Area – Membership

- 2.1 The organizational area of the section comprises air transport employees (among others airline, technical, airport and distributors' staff). Retired employees of those companies are also included.
- 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

- 3.1 **Periods of Notice**
Resignation from SEV GATA is possible as per 30 June or 31 December, 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 delivered in writing. Collective resignations 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

- 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.
- 4.3 The decisive factor for the membership of a member to a particular group is the membership to a specific company or region.

- 4.4 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.
- 4.5 Assignments and exclusions are effected by the executive office and subject to committee approval.

Paragraph 5 – Organization

- 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

- 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 22.1 of the rules governing the partial organizations of SEV.
- 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

- 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 19.1 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 5000 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

- 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

- 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

- 10.1 For all votes and elections the procedure as set forth in paragraph 8 of the business regulations is applicable.
- 10.2 For ballots paragraph 19 TO is applicable.

Paragraph 11 – Right of Referendum

See paragraph 18 of rules governing the partial organizations of SEV.

Paragraph 12 – Section Organ

- 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

- 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

- 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

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 31st August 2005. They will be effective on 1st October 2005 replacing the business rules / statutes of 29th September 2000.

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

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

Adjustments in Paragraphs
1.1, 1.2, 2.1, 3.1, 3.2, 6.2, 7.6, 10.1, 10.2 and 11.
approved by the SEV GATA General Meeting,
Kilchberg ZH, 23 October 2020

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

Appendix – Extract from the SEV Statutes and Regulations

SEV Statutes

Paragraph 3 – Goals and Tasks

- 3.2 SEV safeguards and promotes the social, material, professional, and cultural interests of its members.
- 3.3 It regulates wages, employment and working conditions – whenever possible – through collective labour agreements (CLA) and similar agreements in accordance with the regulations on the CLA.

Paragraph 5 – Membership

- 5.2 The members are allocated to a sub-association and a section based on their occupation and place of work. The SEV Managing Board issues regulations on the allocation of members.

Paragraph 19 – Partial Organizations: Sections

- 19.1 The sections perform the following tasks.
- Recruitment and care of the members
 - Admission of new members
 - Supporting the activities of the sub-association and SEV
 - Connection between members and sub-association or SEV
 - Representing the professional and collective interests of its members at local level
 - Conducting meetings and educational events
 - Maintaining contact and collegiality between members
 - Cooperation with other sections
 - Participation in local and regional trade union umbrella organizations
 - Submission of requests for the exclusion of section members to the SEV Managing Board
- 19.2 Each SEV member is also a member of the relevant section (subject to section 5.3).
- 19.3 The establishment, merger or dissolution of sections require the approval of the SEV Managing Board. The sub-association sets the area boundaries for its sections.
- 19.4 The sections can allow the formation of groups.
- 19.5 The structure and organization of the sections are specified in the regulations on the partial organizations of SEV.

Business Regulations

Paragraph 8 – Organization of the Union

8.1 The following procedure applies to voting in all organs of SEV and its sub-organizations:

- Each and every delegate (or member), with the exception of the SEV Managing Board, has only one vote.
- The parties involved do not vote on matters that affect them personally.
- Votes are held openly by raising hands. However, votes will be carried out secretly if ten percent of the voters present request it.
- An undisputed request is declared accepted.
- If the result of a vote is obvious, the exact number of votes need not be determined – unless it is requested.
- The absolute majority of the votes decides, unless statutes or regulations contain any other regulation. Abstentions, invalid and empty votes are not taken into account for the calculation.
- If none of several requests about the same issue achieves the absolute majority, the one with the fewest votes is eliminated.
- In the event of a tie, the chairman casts the casting vote (except SEV Congress).
- Requests for return are only allowed during the same session. They require a two-thirds majority.
- Voting requests will be voted on immediately. At most, one vote for and one against can be given.
- Independent motions submitted at the meeting can be processed if two thirds of the participants entitled to vote declare them urgent.

Regulations on the Sub-organizations in SEV

Paragraph 18 – Referendum Law

- 18.1 The decisions of the general assembly (excluding elections) are subject to the optional referendum.
- 18.2 A referendum occurs when it is supported by signature of ten percent of the section members within two months of the resolution.
- 18.3 Decisions against which a referendum has been reached must be submitted to the original vote within six months of the expiry of the referendum period.

Paragraph 19 – Ballot Vote

- 19.1 A ballot vote must be carried out among all members of the section if
 - there is a referendum (Paragraph 18)
 - the section's executive committee requests so
- 19.2 The draft for the vote must be announced in a suitable manner at least one month before the start of the voting period.
- 19.3 Votes are cast in writing. The implementation of the ballot is the responsibility of the section's audit committee.

Paragraph 22 – General Meeting

- 22.1 The general meeting fulfils the following tasks in particular
 - Treatment of transactions that are submitted by the section's executive committee
 - Approval of the activity report
 - Verification of the annual accounts within six months of the closing date
 - Passing resolutions on requests from the section's audit committee
 - Establishment of the budget
 - Determination of the section fee
 - Election of the section president or the co-presidents
 - Election of the other members of the executive committee
 - Election of other organs necessary for the management of the section
 - Election of the section's audit committee
 - Election of the delegates to the SEV Congress and the delegate assembly of the sub-association
 - Proposal or election of the delegates in the local and regional umbrella organizations
 - Approval and amendment of the section's business regulations
 - Submission of applications to the SEV Congress or the delegate assembly of the sub-association
 - Resolution on applications to the SEV Managing Board to exclude section members.