



International Metalworkers' Federation
RULES
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INTERNATIONAL METALWORKERS' FEDERATION

- IMF -

ARTICLE 1 - PURPOSE OF THE FEDERATION

1. The International Metalworkers' Federation (hereafter called IMF or Federation) is an international association of metalworkers' trade unions fighting to promote respect for trade union and other basic human freedoms, democracy, and social justice throughout the world.
2. The IMF provides means for trade unions of men and women in all facets of the metals and related industries - hereafter called metalworkers - to cooperate in pursuing common economic, social, labour and political objectives internationally.
3. The IMF works to achieve the recognition and effective enforcement of all international labour standards as specified by the International Labour Organisation's Conventions and Recommendations. These standards include safe and healthy working conditions, elimination of all forms of discrimination, freedom of association, freedom to engage in collective bargaining, and prohibitions on child labour and forced labour. In addition, the IMF works to improve job security.
4. The IMF also works for peace, freedom and self-determination for all people in the struggle for social progress of workers throughout the world, including the elimination of the social and economic differences between industrialised and developing countries, as well as all types of exploitation perpetrated by various nations and transnational corporations.
5. The trade unions affiliated to the IMF – while retaining their autonomy - accept its basic purposes and work for the practical achievement through a diversity of structures and means which contribute to the richness and strength of the Federation.

ARTICLE 2 - MISSION OF THE FEDERATION

1. In order to achieve these objectives, the IMF works to build a strong international trade union movement capable of effectively representing and promoting workers' interests, in the face of an ever-expanding global economy -- a global economy that has yet to embrace, let alone recognise, adopt and enforce workers' rights.
2. The IMF affirms that only through trade unions and the practice of collective bargaining the goals of attaining social security and constant progress for workers can be achieved. The IMF therefore fights for all workers in their desire for freedom of association to form their own trade unions, the right to collective bargaining, the right to enter into collective agreements and the right to strike to achieve their demands.

3. The IMF also supports all its affiliated unions, particularly in developing countries, in their efforts to achieve higher living standards for workers and to promote democratic, economic and social development.
4. The IMF also fights for all other related internationally recognised labour standards, such as the right to a livable wage, safe and healthy working conditions, prohibitions against discrimination, and prohibitions against child labour or compulsory forced labour.
5. The IMF stands ready to make common cause with other independent, autonomous, and democratic trade union organisations, notably the International Trade Union Confederation and other Global Union Federations in pursuing international trade union objectives. It seeks to work with non-governmental organisations which share a commitment to promote trade union and other human rights.
6. Specific IMF activities which support these objectives include:
 - A. Supporting the organisational efforts of metalworkers everywhere, particularly in developing countries and in all countries where freedom of association and the existence of free trade unions are threatened.
 - B. Actively voicing metalworkers' positions on potential international trade union, political, social, and economic issues concerning metalworkers throughout the world. Such participation includes appearances and submissions with respect to relevant international forums such as the World Trade Organisation, Organisation for Economic Co-operation and Development, International Trade Union Confederations, etc.
 - C. Serving as a catalyst, depository and exchange of information and material for affiliates needed in accomplishing these objectives.
 - D. Providing moral and practical support and leading in the development of creative and innovative strategies to assist in economic, political and social conflicts.

ARTICLE 3 - STRUCTURE OF THE FEDERATION

1. Overall Structure

The official structure of the International Metalworkers' Federation consists of:

- A. the Congress,
- B. the Central Committee,
- C. the Executive Committee,
- D. the Finance Committee,
- E. the Auditing Committee,

2. The Congress

- A. The highest authority of the Federation is the Congress.
- B. The Congress takes place as often as seems advisable, but at least every four years, and is convened by the General Secretary on the decision of the Central Committee.

- C The place, date, and agenda are determined by the Central Committee.
- D Notification of the convening of Congress must be given to affiliates at least four months beforehand.
- E The Congress is composed of representatives of the national organisations affiliated with the Federation.
- F Each affiliated organisation shall determine the number of representatives at the Congress and shall bear their expenses. Affiliated organisations requiring financial assistance to secure participation should make arrangements with the General Secretary well in advance of Congress.
- G A delegate may also represent several of the organisations of his or her country.
- H Such authority shall be in writing to the General Secretary signed by the Principal Officer of the affiliate delegating the representation.
- I Each affiliated organisation, which has fulfilled its financial obligations to the IMF, has the right to vote at the Congress.
- J. For the first 200,000 members, affiliates have voting rights according to their membership. For membership above 200,000, voting rights are in proportion with the subscriptions ratio paid under Article 7.
- K The Congress shall review reports, motions and resolutions offered by affiliates and the Executive Committee.
- L All reports and motions for the Congress must be received by the General Secretary three months before the opening of Congress.
- M The General Secretary must notify all affiliated organisations of the Federation of the motions, allowing enough time for them to be brought to the notice of their members before the Congress meets.
- N Reports, motions and resolutions of the Congress are to be adopted by a simple majority of the eligible votes, while alterations of the Rules must require a two-thirds majority of the eligible votes.
- O Each regular Congress shall elect by simple majority of eligible votes the President of the Federation who holds an elected position within his or her organisation.
- P Each regular Congress shall also elect by simple majority of eligible votes the General Secretary of the Federation.
- Q Each regular Congress shall also elect by simple majority of eligible votes the Vice President of the Federation who holds an elected position within his or her organisation.
- R. Each regular Congress shall also elect with simple majority of eligible votes one or more Assistant General Secretaries of the Federation.
- S Each regular Congress shall also elect by simple majority of eligible votes the Executive Committee members.
- T Each regular Congress shall also elect by simple majority of eligible votes the Auditing Committee members.
- U The Congress determines its own standing orders.

3. The Central Committee

- A The Central Committee is composed of the delegates of affiliated organisations which have fulfilled their obligations to the IMF.
- B The President, the Vice President, the General Secretary and the Assistant General Secretaries of the Federation shall be present at all Central Committee meetings.
- C The Central Committee shall hold an ordinary meeting at least every other year and is responsible for policies and activities of the Federation between Congresses.
- D The President and the General Secretary are authorised, with the approval of the majority of the Executive Committee members, to convene special meetings of the Central Committee.
- E The Central Committee has the authority to elect the President, the General Secretary, the Vice President or Assistant General Secretaries of the Federation in case of a vacancy between Congresses. The Central Committee has also the authority to replace Executive Committee members in case of vacancies between Congresses. The same applies to the Auditing Committee.
- F The Central Committee has the authority to elect the Presidents of Industrial and Organisational Departments.
- G The Central Committee shall determine its agenda and programme.
- H The Central Committee is entitled to raise subscriptions between the Congresses (see Article 8.6.).
- I The Central Committee approves the annual accounts reviewed by the Auditing Committee (see Article 3.6.C.) and discharges the General Secretary and the Executive Committee of any further responsibility.
- J To ensure orderly preparation for the work of Congresses, the Central Committee is empowered to set up such committees as Rules, Resolutions and Credentials. In the composition of these committees, fair representation of gender, membership and the various continents in the Federation shall be taken into account. Final confirmation rests with Congress.
- K The Central Committee shall determine guidelines for establishing and for the operation of regional groupings and regional offices for the IMF.
- L The travelling and delegation expenses of delegates to the Central Committee are to be borne by the respective organisations. Any affiliated organisation requiring financial assistance for its participation should in advance make arrangements with the General Secretary.
- M The Central Committee defines the duties and powers of World Councils and working groups.
- N For voting in the Central Committee, Article 3.2. I. and J. of the Rules apply.

4. The Executive Committee

- A. The Congress shall elect from among its ranks twenty five members, of whom a minimum of six are to be women, who, together with the President of the Federation, shall constitute the Executive Committee, for the purpose of assisting the Federation's Secretariat in its work and making decisions between meetings of the Congress.

Seats shall be distributed as follows:

Africa: 4 representatives, including at least 1 woman;

Asia & the Pacific: 4 representatives, including at least 1 woman;

Latin America & Caribbean: 4 representatives, including at least 1 woman;

North America: 4 representatives, including at least 1 woman;
Western Europe: 6 representatives, including at least 1 woman; and
Central & Eastern Europe: 3 representatives, including at least 1 woman.
However, should vacancies on the Executive Committee occur between Congresses, the Central Committee retains its authority to elect new members.

- B. If an Executive Committee member is unable to attend a meeting, the substitute designated by the Executive Committee member shall attend the meeting. The Executive Committee members shall designate in writing to the General Secretary their substitutes within 60 days after the conclusion of the Congress. The substitutes are to be confirmed by the Executive Committee.
- C. The Executive Committee shall determine its own rules. In doing so, the Executive Committee may hold its meetings and conduct its business by utilising new technologies.
- D. The Executive Committee has the authority to establish special committees for specific work on areas of important concern.
- E. The Vice President shall conduct proceedings in the President's absence.
- F. Presidents of Industrial and Organisational Departments shall participate in Executive Committee meetings as observers.
- G. The Executive Committee shall appoint a certified public accountant to audit the books and accounts of the Federation.
- H. The Executive Committee shall meet at least twice a year and, subject to the requirement to act consistently with the decisions of Congress and the Central Committee, is responsible for all policies and activities between meetings of the Central Committee.
- I. The General Secretary and the Assistant General Secretaries shall take part in meetings in a consultative capacity.
- J. The salaries of the General Secretary, the Assistant General Secretaries, the Department Heads and the Representatives of the Regional & Project Offices, as well as their conditions of employment shall be determined by the Executive Committee as proposed by the President.

5. The Finance Committee

- A. The Finance Committee shall be composed of six (6) members of the Executive Committee plus the President, the Vice President and the General Secretary.
- B. The Finance Committee members shall designate in writing to the General Secretary their substitutes within 60 days after the conclusion of the Congress. The substitutes are to be confirmed by the Executive Committee. If a Finance Committee member is unable to attend a meeting, the officially designated substitute shall attend the meeting.
- C. Two members of the Auditing Committee shall attend the Finance Committee meetings as observers.
- D. The Finance Committee shall discuss and make recommendations to the Executive Committee on the following:
 - (i) Long-term financial planning.
 - (ii) Analysis of IMF income needs.
 - (iii) Review annual budgets.
 - (iv) Establish terms of reference for collective bargaining negotiations with staff in Geneva.
- E. The Finance Committee shall meet as often as needed, but at least once a year.

6. The Auditing Committee

- A. The Congress shall elect an Auditing Committee consisting of four persons, who need not be delegates to the Central Committee.
- B. The Auditing Committee shall oversee both external and internal audits as well as related procedures, policies, and methods utilised for such audits, and issue a report to the Central and Executive Committees. The Committee shall also undertake other responsibilities as directed by the Executive Committee.
- C. Responsibility for accepting the financial accounts of the General Secretary and the Executive Committee rests with the Central Committee.

ARTICLE 4 – EXECUTING BODIES OF THE FEDERATION

1. Federation's Secretariat

- A. The Secretariat shall be composed of the General Secretary, the Assistant General Secretaries, departmental heads, representatives of regional and project offices, and other staff engaged by the General Secretary.
- B. The General Secretary, in consultation with the President and the Finance Committee and subject to approval by the Executive Committee, shall establish working conditions through negotiations with the staff.

2. Industrial and Organisational Departments

- A. In order to promote the interests of workers in specific sectors, those who work for various multinational companies and those for specific groups of workers, the Central Committee shall have the authority to create Industrial and Organisational Departments.

- B. The Industrial and Organisational Departments develop, coordinate and assist in implementing activities with affiliates related to the mission of the Federation and its Action Programme. The President of each Industrial and Organisational Department, elected by the Central Committee, shall work with the Executive Committee and respective departmental head at the Secretariat to carry out these duties.

3. Regional Structures

- A. A regional structure can be established where appropriate in order to discuss and act on matters specific to a region and to assist in the implementation of the activities related to the IMF Action Programme decided by the Executive Committee.
- B. The regional structures function within the policy guidelines decided by the IMF governing bodies.

**ARTICLE 5 - DUTIES OF THE PRESIDENT, VICE PRESIDENT,
GENERAL SECRETARY AND
ASSISTANT GENERAL SECRETARIES**

1. Duties of the President

- A. The President shall preside over all meetings of the Congress, Central Committee, Executive Committee and Finance Committee.
- B. The President shall ensure that all business of each such meeting is conducted in accordance with the Rules of the Federation.
- C. The President shall, jointly with the General Secretary, be responsible to the Federation for the supervision and general direction of the work of the Assistant General Secretaries and Department Heads. The President shall perform any such other duties in accordance with decisions of the Congress, Central Committee and Executive Committee.
- D. In the event of the President leaving office prior to completion of his or her term, the Vice President shall serve in a temporary capacity as Acting President until a Central Committee or Congress elects the new President.
- E. If required, an extraordinary Central Committee will be convened as soon as practicable to elect the new President.

2. Duties of the Vice President

In the event of the President leaving office prior to completion of his or her term, the Vice President shall serve in a temporary capacity as Acting President until a Central Committee or Congress elects the new President.

3. Duties of the General Secretary and Assistant General Secretaries

- A. Subject to the direction of the Congress, Central Committee, Executive Committee or Finance Committee, the General Secretary shall:
 - (i) Act as the principal spokesperson of the IMF.
 - (ii) Implement the policy and decisions of the Congress, Central Committee and the Executive Committee.
 - (iii) Safeguard at all times and in every respect the interests of the Federation and ensure its legal representation.
 - (iv) Act as the general administrator of the Federation, including managing and directing operations and handling all staff and other personnel issues, including appointment of Regional and Project Office Representatives.
 - (v) If necessary, prior to Congress, call meetings of the committees that have been established by the Central Committee for the preparation work of Congress.
 - (vi) Direct the financial administration of the Federation, including the collection of annual dues from affiliates, and direct and implement all financial and other business operations and transactions involving the Federation.
 - (vii) Keep all proper financial accounts and records current, including information with respect to all income and disbursements in accordance with Federation policies and Rules.

- (viii) Appoint, in consultation with the President, Department Heads.
 - (ix) Engage staff who shall be under the control and supervision of the General Secretary and shall perform such duties as may be assigned to them.
 - (x) Perform such additional functions as are set out in these Rules or as may be determined from time to time by Congress, the Central Committee, or the Executive Committee, or as agreed upon with the President.
- B. The Assistant General Secretaries shall, unless otherwise engaged in Federation business, or unavailable, attend all meetings of Congress, Central Committee and Executive Committee. They shall perform such duties as may be assigned to them by the General Secretary in cooperation with the President.

ARTICLE 6 - NATIONAL SECTIONS AND COMMITTEES

- A. Affiliated organisations shall have responsibility for carrying out decisions following from the IMF mission and the maintenance of contacts between the Federation and affiliated organisations.
- B. National sections or committees may be established - at the expense of the organisations concerned - in countries where the IMF has more than one affiliate in order to maintain relations between them and with the IMF Secretariat.
- C. The expenses of the national committees shall be borne by the affiliated organisations in the country concerned.

ARTICLE 7 - ADMISSION, RESIGNATION AND EXPULSION

1. Admission

- A. Admission of a metalworkers' union to the IMF is acted upon based on a written application.
- B. Such an application must contain the name of the applicant, number and nature of membership seeking application.
- C. Applicants shall express their willingness to abide by all rules and policies of the Federation.
- D. If an applicant is from a country where one or more IMF affiliates exist, the General Secretary must inform the affiliates about the application and request for their comments concerning the application.
- E. Requests for affiliation, together with all relevant accompanying documents must be submitted with a recommendation by the Secretariat to the Executive Committee.
- F. Admission requires a unanimous decision by the Executive Committee.
- G. If objections are raised by any Executive Committee member the first time an affiliation is requested, the affiliation will be referred to the IMF Secretariat for response to the specific objection(s).
- H. The affiliation request concerned will then be reconsidered by the Executive Committee.
- I. If unanimous decision is not reached by the Executive Committee at this time, the affiliation request will then be forwarded to the next meeting of the Central Committee, which in turn will decide by a majority vote.
- J. Affiliation of a new union is effective when the subscription has been paid in accordance with the Rules.

2. Suspension and Expulsion

- A. Expulsion from the Federation shall take place on the decision of the Central Committee under the following conditions:
 - (i) Affiliate acts against the interest of the IMF, and/or
 - (ii) Affiliate is in arrears with two annual subscriptions, which are not paid after notices have been given.
- B. The Executive Committee is authorised to suspend the affiliation of any union prior to the Central Committee.
- C. An appeal against the decision of expulsion can be made at the succeeding IMF Congress.

3. Resignation

- A. An affiliate may resign by giving written notice to the General Secretary six months before the end of the calendar year.

ARTICLE 8 - FINANCIAL CONTRIBUTIONS, ANNUAL SUBSCRIPTIONS, SPECIAL CONTRIBUTIONS

- 1. Funding for the Federation consists of:
 - A. Statutory annual subscriptions from affiliated unions as determined by the Congress, and
 - B. Voluntary contributions.

2. The annual subscription of CHF 1.10 per member is payable according to Gross National Product (GNP) on the basis of the six groups below. For the purpose of these rules, GNP is as determined by the United Nations.

Subscription Groups	GNP per Capita	Subscription Ratio / Amount of subscription per member per year
Group 1	Over USD 10,000	100% / CHF 1.100
Group 2	USD 5,001-10,000	60% / CHF 0.660
Group 3	USD 2,501-5,000	30% / CHF 0.330
Group 4	USD 1,001-2,500	15% / CHF 0.165
Group 5	USD 501-1,000	5% / CHF 0.055
Group 6	Less than USD 500	2% / CHF 0.022

3. The minimum annual subscription by any affiliate shall be no less than CHF 250.
4. Subscriptions to be paid for the first year by newly affiliated organisations shall be calculated in proportion to the organisation's date of affiliation.
5. Subscriptions are to be paid in the first half of each year, on the basis of the number of members at the end of the previous year.
6. To the extent that these subscriptions should not be sufficient, the Central Committee is entitled to raise them accordingly.
7. The Executive Committee will determine guidelines to apply for the transition to the subscription system in this Article.

ARTICLE 9 - SUBSCRIPTIONS IN ARREARS AND EXONERATIONS

1. The General Secretary shall notify all organisations which are in arrears in their contributions.
2. An organisation in arrears in the payment of subscriptions loses speaking and voting rights at all IMF meetings, including the Executive Committee, Central Committee and the Congress.
3. Exoneration from the payment of subscriptions must be asked for in writing in the first half of the year for which the exoneration is required.
4. Exoneration from the payment of annual subscriptions shall only be granted by the Executive Committee in extraordinary cases such as civil war and repression of workers' rights.

ARTICLE 10 - REVISION OF RULES

1. The Congress alone may amend these Rules by a two-thirds majority.
2. Proposals concerning the revision of the Rules are to be submitted in accordance with IMF procedures outlined in Article 3.2. K., L., M. and N. of this document.

ARTICLE 11 - IMF HEADQUARTERS

1. The location of the Federation's Headquarters shall be determined by the Congress.

ARTICLE 12 - DISSOLUTION OF THE FEDERATION

1. The International Metalworkers' Federation can be dissolved only by a two-thirds majority of the Congress. In such a case, the last Congress shall decide on the use of any remaining funds.