



UNION CLUB

How to start a union club.

MAKE AN IMPACT IN
THE WORKPLACE




DANSK
METAL

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" WHEN THE CRISIS PUSHED US TO THE BRINK,
WE STOOD TOGETHER IN THE CLUB AND ARGUED
IN FAVOUR OF KEEPING PRODUCTION AT HOME
INSTEAD OF OUTSOURCING.

MANAGEMENT LISTENED TO US.

JOHNNY HANSEN, FÆLLESKLUBBEN KLUB 32,
JORGENSEN ENGINEERING

WHAT IS A UNION CLUB?

A union club is for employees in the same field of specialisation who are part of the same trade union at the workplace. Here you and your colleagues can meet and talk freely about workplace issues.

Several union clubs at the same workplace, such as the blacksmiths' club and the electricians' club, can join together in a shared club and solve tasks that are of common interest to all employees.

WHY HAVE A UNION CLUB?

A union club can give you and your colleagues influence over your working conditions and personnel policy at work. As a union representative, you can use the meetings in the union club to get support from your colleagues for specific requests that you can present to management. In workplaces without a collective agreement, a union club can be a good opportunity to create a consensus among the employee group and formulate demands and wishes to management.

HOW TO START A CLUB

You must have the required number of employees which allows you to be able to elect a union representative. Check the collective agreement you work under.

If you are at a workplace without a collective agreement, it will typically be your spokesperson or contact person who is elected as club president, but this will be without the protection that a union representative receives from the collective agreement.

- 1 Make sure there is support among colleagues to start a union club.
- 2 Make proposals for rules of procedure and articles of association. You can use the articles of association in this book if you prefer.
- 3 Invite colleagues to a founding club meeting well in advance. Circulate draft rules of procedure and articles of association prior to the meeting.



See rules about union clubs in the Danish Metalworkers' Union's statutes § 31. Scan the code or use the link danskmetal.dk/pjecer-og-udgivelser/dansk-metals-love-2024

FOUNDING CLUB MEETING

At the founding club meeting, you must decide the following:

- ▶ **The purpose of the union club**
The purpose should include a continuous improvement of working conditions and personnel policies and help for colleagues who experience problems in the workplace.
- ▶ **Who can be a member of the union club?**
- ▶ **Articles of association**
This includes the rights and obligations of members. See the proposed articles of association in this booklet.
- ▶ **Time and location of club meetings**
- ▶ **Election of the board of directors**
The chairman, treasurer, board members, secretary and auditor must be elected.
- ▶ **Membership fees, finances and treasurer's duties**
- ▶ **When and how the union club can be dissolved..**

THE DANISH METALWORKERS' UNION HELPS YOUR UNION CLUB WITH THE FOLLOWING:

- ▶ Dealing with specific cases
- ▶ Professional training for the club's board
- ▶ Attending club meetings
- ▶ Formulating agreement and collective agreement texts
- ▶ Engaging in direct negotiations with management.

MEMBERSHIP FEE

The membership fee can, if desired, be collected together with the trade union membership fee. The treasurer can agree on this with the local branch if the members of the union club decide to take this approach.

Your local branch can help you with issues surrounding union clubs.

[danskmetal.dk/
finddinafdeling](https://danskmetal.dk/finddinafdeling)

ARTICLES OF ASSOCIATION

§ 1. NAME

The name of the union club is

§ 2. PURPOSE

Members of the club are all members of The Danish Metalworkers' Union or other FH unions.

THE PURPOSE OF THE UNION CLUB IS:

- ▶ to be a strong network and strengthen unity
 - ▶ to help colleagues who are experiencing problems in the workplace
 - ▶ to continuously improve pay and working conditions
 - ▶ to spread knowledge of the collective agreement, other agreements and other regulations
 - ▶ to influence the professional work
 - ▶ to help unionise all colleagues in the workplace
 - ▶ to involve more people in the union's work.
 - ▶ to organise social activities to promote unity.
 - ▶ other:
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§ 3. ANNUAL GENERAL MEETING

The Annual General Meeting is the supreme authority. Only it can change the articles of association, which must at all times be in accordance with The Danish Metalworkers' Union's union laws and articles of association. **danskmetal.dk/love**

An annual general meeting is held once a year. Ordinary general meetings are convened with 10 days' notice. The agenda for the annual general meeting must, at a minimum, include the following items:

- 1** Election of chairman
- 2** Election of a secretary
- 3** Report
- 4** Accounting
- 5** Incoming proposals
- 6** Election according to the articles of association
- 7** Any other business.

The quorum for the general meeting is the number of members present. Proposals to be considered at a general meeting must be received by the Board of Directors no later than 7 days before the date of the general meeting. Access to the general meeting is only for members of the union club and invited guests.

An extraordinary general meeting shall be held when at least 1/4 of the members submit a written request about this to the Board of Directors.

Extraordinary general meetings shall be convened with at least 10 days' notice. The convener of an extraordinary general meeting shall provide an agenda and only the items on that day's agenda may be discussed.

§ 4. BOARD OF DIRECTORS

The board of directors consists of the chairman, treasurer and board members and is the link between the members of the union, the local Danish Metalworkers' Union department and Danish Metalworkers' Union. The board of directors must ensure that the members of the union club receive relevant information about conditions in the workplace.

The board of directors must also ensure that collective agreements, cooperation agreements, technology agreements, the Working Environment Act, the Sickness Benefits Act, the Employment Service and Unemployment Insurance Act and the Holiday Act are complied with in the workplace. Board members and a treasurer are elected by the general assembly. The board of directors then appoints a secretary and an auditor.

THE CHAIRMAN

The chairman must be elected by the members of the club and must be an elected union representative or a spokesperson or contact person. The chairman convenes club meetings and prepares and presents the board of directors' report in collaboration with the board of directors.

THE SECRETARY

The secretary is elected by the board and takes and archives minutes from board meetings and club meetings. The minutes should contain a brief description of what was discussed and what was decided.

TREASURER

The treasurer is elected at the club meeting and manages the club's finances and accounts. The treasurer must report on the club's finances at board meetings and an audited financial statement must be presented to the members at the club meeting. The treasurer also keeps track of the membership fees for the club.

RECEIPT CONTROLLER

The auditor is elected at the club meeting and audits the accounts, reconciles receipts and checks that the cash balance is present. The receipt controller is elected at the club meeting and checks that the receipts in the accounts are present. All elected terms are for two years at a time. Re-election can take place.

§ 5. ACCOUNTING

The board of directors is responsible for the financial statements. Withdrawing money from the bank and signing cheques can only be done by the chairman and treasurer. The accounts must be presented at the general meeting in printed and audited form. The financial year must follow the calendar year. The receipt controller must approve the accounts at least once a quarter. Supporting documents with dates must be available for all items.

§ 6. MEMBERSHIP FEE

The membership fee for the trade union club is set at the general meeting. The membership fee is set at

DKK per month.

§ 7. MEMBER RIGHTS

Upon resignation, members are not entitled to any part of the union club's assets.

§ 8. CHANGES

Changes to the articles of association can only be made at a general meeting.

§ 9. RULES OF PROCEDURE FOR THE CLUB MEETING

The rules of procedure below ensure that the meetings of the union club are organised in the most appropriate way, that the agenda is dealt with objectively and that the meeting does not drag on unnecessarily:

- ▶ The chairman opens the club meeting and calls for the election of a member to chair the meeting.
- ▶ The member elected to chair the meeting establishes that the general meeting has been legally convened and that there is a quorum and reads the agenda if desired.
- ▶ The member elected to chair the meeting presides over the club meeting in accordance with the union's articles of association and is the supreme authority for as long as the office is held.

Adopted at the founding general meeting on

(dd-mm-yyyy)

Chair (capital letters)

(signature)



WE REPRESENT APPROXIMATELY 38 METAL WORKERS AND ARE VERY EFFECTIVE AT WHAT WE DO. WE ARE RESPONSIBLE FOR LOCAL WAGE NEGOTIATIONS AND AT THE GENERAL MEETINGS CLUB MEMBERS DECIDE, FOR EXAMPLE, WHETHER WE SHOULD SEEK HIGHER WAGES FOR THE LOW PAID EMPLOYEES OR THOSE WHO HAVE TAKEN SUPPLEMENTARY TRAINING.

FINN JENSEN. CLUB CHAIRMAN FOR KLUB 28
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