

Statutes and Rules of the UNOV/UNODC Staff Union

PREAMBLE

Referring to the Universal Declaration of Human Rights, proclaimed by the General Assembly of the United Nations on 10 December 1948, and in particular to article 20, paragraph 1, and article 23, paragraph 4, concerning freedom of association and the right to form and to join trade unions,

Proceeding on the basis of the international norms adopted in respect of labour law, as established in various instruments of the International Labour Organization (ILO), in particular the ILO Convention concerning Freedom of Association and Protection of the Right to Organize (Convention No. 87), the ILO Convention concerning Protection of the Right to Organize and Procedures for Determining Conditions of Employment in the Public Service (Convention No. 51), the ILO Convention concerning the Promotion of Collective Bargaining (Convention No. 154) and the ILO Recommendation (No. 143) concerning the protection of and facilities to be afforded to workers' representatives in the undertaking,

Bearing in mind the objectives of the Charter of the United Nations and convinced that their attainment requires the genuine participation of the staff and its organizations, the broadest possible promotion of solidarity and the scrupulous observance of the provisions of Article 101, paragraph 3, of the Charter,

Exercising the rights of staff representation stipulated under article VIII of the Staff Regulations as well as under chapter VIII of the Staff Rules of the United Nations,

Considering that the independence of the Secretariat of the United Nations as a whole is inconceivable without independence for the Secretariat's staff members with regard to their own representation,

Affirms its right to organize freely its representation in keeping with the above-mentioned international norms, for the purposes of all discussions and negotiations with the employers, their representatives or their authorized agents,

Reaffirms that, in keeping with the right of association, staff members of the UNOV/UNODC have the right, without prior authorization, to establish and join associations, trade unions and other groups of their choice,

Also reaffirms that the UNOV/UNODC staff union has the right to draw up its own rules and regulations, elect its representatives, organize its management and activities and formulate its programme of action independently and without any external interference,

Claims the right to negotiate its conditions of employment and to conclude collective agreements binding on all parties concerned with its employers, their representatives or their authorized agents, and affirms that the first duty of its representatives is to secure satisfaction of this basic claim,

Decides that, in keeping with the above principles, its representation shall henceforth be organized in accordance with the provisions set out in these statutes.

CHAPTER I. NAME

ARTICLE 1. NAME

The Union shall be known as the “UNOV/UNODC Staff Union” (“Staff Union”).

CHAPTER II. MEMBERSHIP

ARTICLE 2. MEMBERSHIP

All occupants of posts assigned to perform functions for or being located at Vienna and/or administered by the United Nations at Vienna or the United Nations Office on Drugs and Crime on any type of appointment are members of the Staff Union.

CHAPTER III. PURPOSE AND OPERATIONS

ARTICLE 3. PURPOSE

The purpose of the Staff Union is:

- (a) To represent, promote and safeguard the rights, interests and welfare of all members of the staff of the United Nations at Vienna (UNOV) and of the United Nations Office on Drugs and Crime (UNODC), including conditions of work and general conditions of life;
- (b) To contribute to the promotion of the objectives of the Charter of the United Nations;
- (c) To maintain relations and cooperation with staff organizations and similar bodies of other intergovernmental organizations and the specialized agencies;
- (d) To be a member and active participant of any umbrella organization of staff associations established by the staff of the United Nations system.

ARTICLE 4. OPERATIONS

These purposes shall be pursued by the following means, among others:

- (a) Using the organs specified in article 5 for the purpose of enabling the staff to collectively form and voice its opinion;
- (b) Developing policy, cooperating and consulting with, as well as providing recommendations to, the Secretary-General of the United Nations and representatives of the Secretary-General in charge of administrative and executive matters and regarding necessary and appropriate interventions on behalf of staff.

CHAPTER IV. ORGANIZATION

ARTICLE 5. ORGANS AND FUNCTIONS

1. The Staff Union shall exercise its function through its organs:
 - (a) The Staff Council;
 - (b) The Staff Committee;
 - (c) Subcommittees and other subsidiary bodies.
2. The activities of the Staff Union shall be supported by:
 - (a) The Presiding Officer;
 - (b) Polling Officers;

- (c) Arbitration;
- (d) General Meetings;
- (e) Referendums.

CHAPTER V. STAFF COMMITTEE

ARTICLE 6. SELECTION AND COMPOSITION

1. The Staff Council shall elect, for a two-year term, from among the representatives, a Staff Committee, which shall be the executive body of the Council.
2. The Staff Committee shall be composed of the Staff Council President, the Vice-President, the Secretary, the Treasurer and the Rapporteur.
3. The members of the Staff Committee shall be elected by successive secret ballots and by a majority of the Council members present and voting. If on the first ballot no candidate obtains a majority, a second ballot shall be held, which shall be confined to the two candidates obtaining the highest number of votes on the first ballot.
4. The Staff Committee shall be responsible to the Staff Council and shall report on its activities at each meeting of the Staff Council.
5. The Staff Council may recall one or more members of the Staff Committee by a majority of those present and voting by secret ballot at a meeting held for this particular purpose not less than one week after a written motion for recall has been presented by at least one fifth of the Council members.

ARTICLE 7. COMMITTEE MEETINGS

1. The Staff Committee shall meet as required, but at least once a month. A majority of its members shall constitute a quorum for the purposes of voting. Meetings of the Staff Committee shall be closed unless it decides otherwise.
2. The provisional agenda, to be drawn up by the President, shall be distributed at least one working day in advance of the meeting. In exceptional circumstances, the Staff Committee may waive the time limit.
3. The Staff Committee shall adopt its own rules and procedures.

CHAPTER VI. STAFF COUNCIL

ARTICLE 8. FUNCTION AND PURPOSE

The Staff Council is the deliberative body of the Staff Union. It shall:

- (a) Act in conformity with decisions taken by a referendum, in a General Meeting, through the arbitration mechanism and by the Polling Officers;
- (b) Establish policies for the guidance of the Staff Committee;
- (c) Consider recommendations made by the General Meeting or the Staff Committee.

ARTICLE 9. TERMS OF OFFICE

1. The term of office of members of the Staff Council shall be for two years beginning with the first meeting of the Staff Council after their election and continue until the first meeting of the Staff Council elected in the following biennium.
2. Staff representatives and alternates shall be eligible for re-election.

ARTICLE 10. FIRST MEETING

The first meeting of the Staff Council after its election shall be convened within one week of the election by the Polling Officers, who shall preside over the meeting until the Presiding Officer of the Staff Council is elected by it.

ARTICLE 11. OBLIGATIONS OF STAFF COUNCIL

Members of the Staff Council are expected at all times to:

- (a) Act in good faith and with mutual respect;
- (b) Act at all times with confidentiality regarding Council proceedings;
- (c) Act in good faith towards other members of the Council;
- (d) Act in the best interests of staff and the Council member's electoral unit;
- (e) Use Union resources appropriately and responsibly.

ARTICLE 12. DISCIPLINE

1. In response to a violation of the statutes or the relevant rules of procedure as well as the relevant provisions on staff representation under the staff rules and regulations, the Staff Council may discipline one or more members of the Staff Council by the decision of a majority of those present and voting by secret ballot at a meeting held for that purpose not less than one week after a written motion for discipline has been presented by at least one fifth of the Council members.
2. The forms of discipline include but shall not be limited to censure in expressing statements on behalf of the Staff Council, suspension from Staff Council functions for a specific period of time, and removal from the Staff Council and/or all its subsidiary bodies.

ARTICLE 13. REGULAR MEETINGS

1. The Staff Council shall determine its own rules of procedures on regular meetings.
3. The Staff Council shall meet at least once a month and whenever the Staff Committee or one fifth of the members of the Council request a meeting.
4. Members of the Council are expected to represent their constituents at every meeting of the Council. Any Member of the Council who cannot participate shall make a reasonable effort to ensure that their alternate attends. Any non-attendance of a meeting shall be justified in writing to the Presiding Officer within 10 days of the meeting.
5. The meetings of the Staff Council shall be open to all members of the Staff Union. Attending staff members shall not take part in the discussion unless the Council decides otherwise.
6. Provisional agendas of Staff Council meetings shall be distributed to representatives and alternates at least three working days in advance of the meeting. In exceptional circumstances, the time limit may be waived by the Presiding Officer.
7. The approved minutes of the meetings of the Staff Council shall be made available to all members of the Staff Union and shall be promptly sent to the members of the Staff Council.
8. The Staff Council shall elect from among its members a Presiding Officer and a Deputy Presiding Officer, neither of whom shall be a member of the Staff Committee.
9. Only Members of the Council shall have the right to vote. Their alternates may vote when the representatives are not participating or when they defer their vote to their alternate.
10. Decisions shall be taken by a majority of those participating and voting.
11. Decisions taken by the Staff Council shall be binding on the Staff Council, the Staff Committee and all Subcommittees and other subsidiary bodies.

ARTICLE 14. ABSENTEE BALLOTS AND ELECTRONIC VOTING

1. If no quorum is obtained in its meeting, the Staff Council may decide by simple majority of those present at the meeting to either defer a vote to the next meeting or to an absentee ballot conducted by electronic means.
2. In case of urgent matters, the President or the majority of the Staff Committee may request the Presiding Officer to initiate an absentee ballot.
3. The duration of the conducting of the absentee ballot shall not be shorter than 2 working days.
4. The provisions of article 13, paragraph 9, (the right to vote) also apply for absentee ballots.
5. Absentee ballots shall be administered by the Administrative Assistant of the Staff Council under the oversight of the Presiding Officer.
6. The vote shall be cast in an open manner, allowing other participants to see who cast which vote, unless decided otherwise by a majority of the Staff Council.
7. A vote facilitated by absentee ballot shall be valid if the deadline has elapsed and more than 50 per cent of Council members, or their alternates in their stead, have cast their vote via absentee ballot.
8. If less than 50 per cent of Council members, or their alternates in their stead, have participated in the ballot, the deadline may be extended once for an additional period of a maximum of 2 working days.
9. Voting results may not be reconsidered.
10. Voting results shall be binding on the Staff Council, the Staff Committee and all subcommittees and other subsidiary bodies.
11. Voting results shall be documented in the minutes of the subsequent regular Staff Council meeting and shall be tracked in a dedicated registry.

CHAPTER VII. SUBCOMMITTEES AND OTHER SUBSIDIARY BODIES

ARTICLE 15. SUBCOMMITTEES AND SUBSIDIARY BODIES

1. The Staff Council may establish such subcommittees and other subsidiary bodies as they consider desirable. The Staff Council may extend invitations to whomever they deem appropriate, to take part in the work of such subcommittees and subsidiary bodies, representing the interests of staff.
2. The subcommittees and subsidiary bodies may invite experts or resource persons whom they consider to be essential for the subject matter being discussed.
3. Subcommittees and subsidiary bodies shall report back to the Staff Council regularly, at least once per quarter.

CHAPTER VIII. GENERAL MEETINGS

ARTICLE 16. SCHEDULING OF GENERAL MEETINGS

1. The Staff Committee shall convene an annual General Meeting of the Staff Union during the first quarter of a non-election year. During an election year, an annual General Meeting shall be convened prior to the election of the members of the Staff Council.
2. The annual General Meeting shall consider the following topics:
 - (a) Annual report of the Staff Council;
 - (b) Annual financial report;
 - (c) Audit report.
3. The provisional agenda of the annual General Meeting shall include such other items as proposed by the Staff Council and any item proposed in writing by at least 30 members of the Staff Union.

ARTICLE 17. EXTRAORDINARY MEETINGS

1. An extraordinary General Meeting shall be convened within 30 days by the Staff Committee upon a decision of the Staff Council or at the written request to the Presiding Officer of the Staff Council of at least 50 members of the Staff Union.
2. The provisional agenda of extraordinary General Meetings shall include all items proposed by the Staff Council and/or the topics submitted under article 17, paragraph 1, above, as well as any additional items proposed under article 16, paragraph 3.

ARTICLE 18. PROVISIONAL AGENDA

The provisional agenda and reports of the Staff Council to the Staff Union to be discussed at any General Meeting shall be circulated to the Council members at least five working days in advance of the meeting. In exceptional circumstances, this time limit may be waived by the President.

ARTICLE 19. RULES OF PROCEDURE FOR GENERAL MEETINGS

1. The proceedings at all General Meetings shall be governed by the rules of procedure.
2. The rules of procedure can be amended by a simple majority at the time of the General Meeting.

CHAPTER IX. POLLING OFFICERS

ARTICLE 20. INDEPENDENCE AND ROLE OF POLLING OFFICERS

1. The Polling Officers are solely responsible for Staff Union electoral issues and referendums. This includes establishing electoral procedures; organizing, conducting and monitoring elections and by-elections; and publishing results.
2. The Polling Officers are operationally independent and have the sole authority with regard to electoral procedures, in full compliance with the Statutes and Regulations of the UNOV/UNODC Staff Union.
3. The Polling Officers are independent and as such shall not receive instructions or advice from the Staff Council or from anyone else.

ARTICLE 21. SELECTION AND QUALIFICATION

1. There shall be a minimum of three and a maximum of five Polling Officers to be elected by Staff during a non-election year of the Staff Council.
2. Any member of the Staff Union, with the exception of members of the Council and the Arbitration Pool, is eligible for election to the Office of Polling Officer.
3. The Polling Officers shall be nominated and elected for four years by the members of the Staff Union. The procedure for nominating and electing polling officers shall follow the principles outlined for the nomination and election of staff representatives, with the exception that the nomination and election of Polling Officers is not restricted by electoral units and the electoral process is organised and supervised by the Presiding Officer of the Staff Council.
4. If the number of nominations received is five or fewer, they shall be appointed directly as Polling Officers.
5. If the number of nominations received is greater than five, a general election by staff shall be held to determine the five candidates to be appointed.
6. A Polling Officer may be recalled at any time by the Arbitration and Appeals Committee.

7. The Polling Officers shall take office immediately upon election, elect their own representative, and serve until new Polling Officers have been elected as prescribed above.
8. No serving Polling Officer shall be a candidate for election to the Staff Council and/or the Arbitration Pool.
9. In case of vacancies that arise during their regular cycle, by-elections shall be conducted by the Presiding Officer of the Staff Council in accordance with the provisions for elections to bodies of the Staff Union.

ARTICLE 22. TRANSITION OF NEW POLLING OFFICERS

1. The representative of the outgoing Polling Officers shall convene, as soon as possible, a meeting of the newly elected Polling Officers.
2. The representative of the outgoing Polling Officers shall preside at the meeting of the newly elected Polling Officers until they have elected their representative. Unless the representative of the outgoing Polling Officers has been once again elected as a Polling Officer, the representative of the outgoing Polling Officers shall not have a vote at this meeting.

CHAPTER X. STAFF COUNCIL ELECTIONS

ARTICLE 23. ELIGIBILITY

1. All members of the Staff Union are eligible for election to the Staff Council.
2. The Polling Officers shall determine the eligibility of nominees on the basis of article 2, article 25, paragraph 4, and article 25, paragraph 6.

ARTICLE 24. ESTABLISHMENT OF ELECTORAL UNITS

1. The Staff Council shall consist of 25 representatives elected on the basis of electoral units.
2. Electoral units may elect an alternate for each representative.
3. The Polling Officers shall establish the electoral units for each election, in a way that is appropriate and consistent with the administrative structure of the entity in question.
4. Electoral units may be subdivided or merged where that is appropriate to ensure adequate representation of staff and is consistent with the administrative entity structure.
5. Changes in the size and structure of the Organization and administrative entities over time require matching changes to the electoral units.
6. In order to establish electoral units, Polling Officers will do the following:
 - (a) Determine the total number of members and their distribution across administrative entities from information provided by the Chief of Personnel;
 - (b) Divide the total number of members by the number of available representation seats as per paragraph 1, to determine the approximate size of each electoral unit;
 - (c) Decide the make-up of each electoral unit, following as closely as possible the administrative entity structure of the Organization. Where necessary, administrative entities can be combined to achieve a complete electoral unit. Electoral units should be as equal in size as possible;
 - (d) Make a reasonable effort to ensure that each administrative entity shall have that number of representatives which bears the same proportion to 25 as the number of staff members in the electoral unit bears to the total number of such staff members;
 - (e) The number of representatives from each electoral unit shall be calculated to the nearest whole number;
 - (f) Communicate the make-up of the electoral units to members.

7. Members who wish to subdivide their electoral unit must proceed as follows:
 - (a) Make a written request to the Polling Officers either before the communication of the apportionment of electoral units or within five working days after the communication;
 - (b) The written request must be supported by the written endorsement of at least three additional members from the same electoral unit;
 - (c) The receipt of such a request shall be communicated to the members of the electoral unit in question, without disclosing the identity of the requesters. Objections may be submitted, within five working days, by any member of the electoral units in question;
 - (d) Polling Officers shall have the authority to investigate, analyse and conclusively decide on the matter, taking into consideration the adequate representation of staff and the consistency with the administrative entity structure;
 - (e) A decision by the Polling Officers shall be made within three working days after the expiration of the deadlines established under paragraphs 7 (a) and 7 (c).
8. Should one or more electoral units choose not to nominate a representative(s), subject to article 25, paragraph 9, the Council shall consist of the number of members as provided in paragraph 1 above, less the number of representatives from those units that did not put forth nominations.
9. During the term of office of the Staff Council, any organizational restructuring, potentially affecting the composition of electoral units, shall not lead to a re-dividing into electoral units or any by-election or re-election during that term of office, unless so decided by the Staff Council.

ARTICLE 25. NOMINATIONS AND VOTING

1. The Polling Officers shall organize the election of members of the Staff Council in such a way as to ensure the complete confidentiality and integrity of the election, including the option of using electronic voting. The elections for Staff Council shall normally take place during the first quarter of the election year, at a date to be fixed by the Polling Officers.
2. The Polling Officers shall evaluate and recommend a voting mechanism that satisfies the requirements stated under paragraph 1 to the Staff Council, who shall review that the requirements are satisfied and decide on the recommendation.
3. The Polling Officers shall invite nominations for pairs of candidates for representative and alternate. If possible, each candidate for representative should have an alternate.
4. Candidates for staff representatives and alternates must each satisfy the following criteria:
 - (a) Be a member of the electoral unit nominating them;
 - (b) Not be subject to disciplinary measures by the administration;
 - (c) Be free of prior misconduct in their role as staff representative or alternate for any staff union or association in the United Nations Common System;
 - (d) Have a reasonable expectation that they will serve on the Staff Council for the whole term of office;
 - (e) Are required to self-certify their status with respect to subparagraphs (a)–(d) above, alongside submitting their nomination.
5. The time available for nominations shall be two weeks. The nomination period shall be stated in the mandated communication to be issued by the Polling Officers.
6. Nominations of candidates, and their alternates, if any, shall be signed by at least three members of the Electoral Unit concerned, who are not under direct managerial supervision of the candidate they endorse.

7. The Polling Officers shall validate the nomination and indicate on the ballot form which is the candidate for the office of representative and which for the position of alternate.
8. The nominations shall be accompanied by a declaration signed by each candidate in which they undertake, if elected, to accept the office as specified in the nomination, to serve in that capacity, and to fulfil their obligations as elected member of the Staff Council.
9. If the Polling Officers have not received the minimum number of nominations for the seats allotted to one or more electoral units, the Polling Officers shall inform the members of such units in writing; and if within five working days after the notification, a nomination is not put forth, the nomination process shall be considered closed. Then the Polling Officers shall send to each member of the Staff Union, 10 working days before the date of the election, a notice showing the final list of candidates duly nominated for each seat of representative or alternate, in respect of each Electoral Unit.
10. The Polling Officers shall organize the polling for the electoral units and if necessary, make absentee ballots available to those members of the Staff Union away from the United Nations Office at Vienna at the time of the polling, who have requested them in writing.
11. The polls shall remain open for at least two consecutive working days. If required, a physical polling station shall be established and manned by at least two Polling Officers at all times.
12. The Polling Officers shall receive ballots, including absentee ballots that have at the United Nations Office at Vienna by the announced closing time of the election, count the votes immediately and report the results of the elections to the Staff Union as soon as possible.

ARTICLE 26. ELECTORAL UNITS WITH MORE THAN ONE REPRESENTATIVE

1. Each member of an electoral unit has the right to vote for the number of representatives to which the electoral unit is entitled, and their alternates if any, and the highest number of votes shall be sufficient to elect. In the event of a tie, a by-election is to be held within one week.
2. The alternate shall fulfil the obligations of the representative whenever the representative is unable to do so.

ARTICLE 27. VACANCIES AND ALTERNATES

1. If a representative resigns, is recalled or ceases to be a member of the unit from which he/she was elected, his or her alternate shall automatically assume the office of representative, and the office of alternate shall be considered vacant.
2. If a representative or alternate is subject to disciplinary measures by the Organization during this or her tenure with the Staff Council, the Staff Council shall call for their resignation from any staff representation function.
3. If both the positions of representative and alternate become vacant, the Polling Officers must be notified immediately and shall conduct a by-election to fill the vacancy, unless the elections of the next staff Council are to be held within three months from the time the office became vacant.
4. Notification of any resignation, recall or cessation of function shall be forwarded to the Presiding Officer of the Staff Council by the representative concerned. A resignation shall take effect immediately.
5. It is not necessary to hold by-elections if the office of alternate becomes vacant. However, a unit in which the office of the alternate has become vacant may decide in a unit meeting to request a by-election to fill the vacancy. In this case, the Presiding Officer of the Staff Council shall inform the Polling Officers of the vacancy, and, unless the elections for the next Staff Council are to be held within three months from the time the office became vacant, the Polling Officers shall immediately conduct a by-election to fill the vacancy.

CHAPTER XI. REFERENDUM

ARTICLE 28. REFERENDUM PROCEDURE

1. A referendum shall be held upon a decision of the Staff Council or at the written request of at least 5 per cent of the members of the Staff Union. The text of the proposals to be submitted to a referendum shall be communicated to the Polling Officers by the Staff Committee.
2. The referendum shall be conducted by the Polling Officers in such a way as to ensure the complete secrecy and fairness of the vote. The referendum shall not take place until at least 10 working days have elapsed following the communication to the members of the staff union of the proposition and of an explanation of the proposition. The task of the Polling Officers ends when they have communicated the results of the referendum to the Staff Committee, which shall be responsible for communicating the results to the members of the Staff Union.
3. Decisions shall be taken by the simple majority of those voting in the referendum. A referendum is considered valid if more than 25 per cent of the total membership of the Staff Union vote. Abstention shall not be considered as voting.
4. If there is an equality of votes, the proposal shall be studied further by the Staff Council and may again be submitted to a referendum, which, if held, must be held between three and six months of the original referendum. If the proposal is not again submitted to referendum in accordance with this paragraph, it shall be regarded as having been rejected. If it is submitted to another referendum and again receives an equality of votes, it shall also be regarded as having been rejected.
5. If a proposal is rejected, it shall not be submitted to referendum again until at least 12 months have elapsed.
6. Decisions taken by a referendum shall be final and binding on all organs of the Staff Union.

CHAPTER XII. DISPUTE RESOLUTION PROCEDURE

ARTICLE 29. DISPUTES

The dispute resolution procedure is limited to violations of the statutes, rules and regulations of the Staff Union by organs or individual members of the Union. Disputes shall be resolved through arbitration.

ARTICLE 30. ARBITRATION MECHANISM

1. Disputes shall be resolved by an Arbitration Panel consisting of three arbitrators.
2. The Arbitration Panel shall establish its own rules of procedure in line with the provisions outlined below.
3. All complaints must be addressed in writing to the Presiding Officer of the Staff Council.
4. All three arbitrators must be selected from the Arbitration Pool. An arbitration is initiated by the person or organ making the claim (claimant) by selecting an arbitrator from the Arbitration Pool and submitting a demand for arbitration. The demand for arbitration must list the selected arbitrator, set forth the essential facts of the claim and identify the person or organ against whom the claim is directed (respondent). The respondent shall select a second arbitrator from the Arbitration Pool and submit a response setting forth the name of the second arbitrator and the essential facts of the response. The first and second arbitrator shall meet and independently select the third arbitrator from the Arbitration Pool.
5. All selected arbitrators shall confirm that they have no conflict of interest in evaluating the claim. In case of a stated conflict of interest, the nominating party (claimant or respondent) shall select another arbitrator.

6. Once all Arbitrators have been selected, the Arbitration Panel shall meet as soon as practical to deliberate and reach a decision. As necessary, the Arbitration Panel can request additional information from the parties. All decisions of the panel are reached by a majority vote.
7. For all matters other than electoral irregularities, in order to be receivable, a complaint must be filed within 30 calendar days of the alleged act and be submitted in writing, specifying the articles of the statutes which have allegedly been violated.
8. The Arbitration Panel shall be convened within 30 calendar days of receipt of the claim. In case a panel cannot be constituted within the set time limit, it shall be established through drawing of lots from the Arbitration Pool under supervision of the Staff Council.
9. A decision shall be rendered within 90 calendar days of receipt of the claim.

ARTICLE 31. IRREGULARITIES IN ELECTORAL PROCEEDINGS

1. In the case of electoral irregularities and any violation of the electoral rules of procedure, in order to be receivable, a complaint must be filed no later than three weeks after the day of the election.
2. The Panel shall be constituted within five days of receipt of the complaint.
3. A decision shall be rendered within six weeks of receipt of the complaint.

ARTICLE 32. ARBITRATION POOL AND QUALIFICATIONS OF ARBITRATORS

1. The Arbitration Pool is a body of qualified individuals. Qualified candidates may express their interest to the Polling Officers in writing.
2. Membership in the Arbitration Pool shall be for five years, with the possibility of a second term.
3. Members of the Arbitration Pool shall not serve in any other capacity for the Staff Council or as Polling Officer.
4. The minimum number of Arbitrators in the Pool shall not be lower than five.
5. The minimum qualifications for consideration of an application to the Arbitration Pool are as follows:
 - (a) The applicant must be a current or former staff member.
 - (b) The applicant must be free from prior imposition of disciplinary measures.
 - (c) The applicant must affirm their intention of deciding matters in accordance with the Statutes and Rules of the Staff Union.
6. The qualifications shall be reviewed by the Polling Officers. If the number of nominations received and cleared by the Polling Officers is 10 or fewer, the nominated candidates shall be appointed directly to the Arbitration Pool.
7. If the number of nominations received and cleared by the Polling Officers is greater than 10, the Polling Officers shall hold a general election by staff to determine the 10 candidates to be appointed.
8. Elections, if required, shall ideally be held alongside the general elections of the Staff Council. The outgoing members of the Arbitration Pool shall remain in office for as long as complaints regarding the election procedure can be received and shall finalize any complaints they have received to that effect.
9. If the number of available arbitrators in the Arbitration Pool falls below five, a nomination and selection or election procedure in line with article 27 shall be held.

ARTICLE 33. ARBITRATION PANEL

1. The Arbitration Panel shall grant the complainant and the respondent the right to be heard individually and to present their case.
2. The Arbitration Panel must, subject to review of a claim and on a simple majority vote, take one or more of the following actions:
 - (a) Dismiss the claim;
 - (b) Determine that there was an action or omission that constitutes a violation in line with article 29;
 - (c) Issue a decision requiring the organ or individual to comply with the violated rule;
 - (d) Issue specific instructions as necessary to bring the organ or individual into compliance;
 - (e) Monitor compliance where necessary;
 - (f) In the case of individuals and, where appropriate, Organs of the Staff Council, issue decisions recalling, reprimanding or censuring individuals.

ARTICLE 34. NO APPEALS FROM ARBITRATION

There is no appeal from an arbitration decision.

CHAPTER XIII. FINANCIAL RULES

ARTICLE 35. FISCAL YEAR AND TREASURER'S TERM OF OFFICE

1. During an election year, the fiscal year of the Union shall start at the date of the election of the Treasurer and end during the first quarter of a non-election year, at a date to be decided upon by the Staff Committee.
2. The term of office of the Treasurer shall start at the date of his or her election and end upon the election of the succeeding Staff Committee.

ARTICLE 36. DUES AND CONTRIBUTIONS

The revenue of the Staff Union shall be derived from membership dues amounting to 0.15 per cent of net salary plus allowances and such other contributions as the Council may decide to accept.

ARTICLE 37. TREASURER'S RESPONSIBILITIES

The custody of any and all funds and the maintenance of accounts thereof shall be the responsibility of the Treasurer of the Staff Committee. In addition, his or her duties are as follows:

- (a) To act as collector and disbursing officer;
- (b) To submit to the Staff Council a quarterly report and any special report as required showing the state of the accounts;
- (c) To submit in writing to the Staff Council for circulation to the members of the Staff Union, at least two weeks before the annual General Meeting, a report on the finances of the Staff Union;
- (d) To organize the collection of contributions.

ARTICLE 38. AUDITING

1. The Staff Council shall appoint an external auditor whose annual report shall be presented for approval by the treasurer at the annual General Meeting.

2. The auditor shall, at all reasonable times, have free access to the accounts of the Treasurer, upon which an annual report shall be made, in writing.

ARTICLE 39. FUNDS, ACCOUNTS AND SIGNATURE REQUIREMENTS

The funds of the Staff Union shall be deposited in a bank to be selected by the Staff Committee. All bank transactions shall require the signatures of two members of the Staff Committee, one of whom should normally be the Treasurer.

CHAPTER XIV. AMENDMENTS TO THE STATUTES

ARTICLE 40. AMENDMENTS

1. The amendment of these statutes shall be made by a referendum of the members of the Staff Union. The decision to hold such a referendum shall be made by a two-thirds majority of the Staff Council or by the General Meeting, as provided for in article 19.
2. Amendments to this Statute shall enter into force on the third working day following the referendum in which they were approved.

CHAPTER XV. DISSOLUTION

ARTICLE 41. DISSOLUTION

The Staff Union may be dissolved by a two-thirds majority of those voting in a referendum, provided that at least 30 per cent of the total membership of the Staff Union participate. The disposition of the assets of the Staff Union, after meeting its liabilities, shall be proposed by the Staff Council and shall be decided by a two-thirds majority of those voting in a referendum.