

3F's Rule Book 2025-2028



3F's VISION

3F makes a difference – close to you.

- 3F is Denmark's strongest community with the strongest presence. Our collective agreements ensure training, good jobs in safe environments, and decent pay for our members. All our members get the service they need. 3F is close to the daily lives of our members with strong and efficient local trade unions, skilled elected representatives, a focus on the work and the professions, and a host of innovative, value-adding opportunities. We are well acquainted with the workplaces and we secure jobs for our members. For these reasons, we experience high levels of member satisfaction every year.
- 3F is a trustworthy and respected partner that cannot be ignored. We offer solutions based on our members' daily lives, well-documented insights and a fundamental belief in social justice as a central element of the Danish society. 3F takes active responsibility for the ongoing development of the Danish labour market via our agreements with the employers and our dialogue with the political parties.
- In 3F we respect collective decisions to determine our direction and goals, and we trust each other's competencies. We get our strength from the commitment and initiative demonstrated by our members, our elected representatives, and our employees. We co-operate across the organisation, as this leads to better solutions. That is why we have highly skilled and competent employees who are happy and proud to work for 3F's members.

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Chapter 1: Name and domicile

S. 1

The name of the Union is Fagligt Fælles Forbund - 3F (The United Federation of Danish Workers (3F)). The Union is domiciled in the Municipality of Copenhagen.

Chapter 2: Purpose

S. 2

The purpose of the Union is to unite and assist the local union branches and their members who are connected to the labour market within the Union's professional sectors, and to work to improve the members' professional and political rights.

In serving this purpose, the Union commits to ensure,

- A. that the local branches organise all wage earners, including trainees/apprentices within the Union's professional sectors, and ensure that the members' pay and employment conditions are agreed in collective agreements.
- B. general equality in the labour market, along with fundamental rights and opportunities, and active opposition to any form of discrimination.
- C. that the members are able to influence the organisation and development of their working lives, including aspects like job security, a safe and healthy work environment, and paid time off for professional and personal education.
- D. strengthening of the international professional and political co-operation.
- E. safeguarding of the Danish Model, thereby disseminating knowledge of the ownership of the collective agreements.

As the means to realise this purpose, the Union shall

- F. influence the legislative process in a direction which improves and protects the members' conditions.
- G. engage in professional and political information activities and ensure that elected representatives on all levels are offered up-to-date training.

- H. assist the local branches in servicing the elected representatives and members in negotiations and disputes with employers, and in providing financial security to the members in the event of industrial action in accordance with collective agreements.
- I. co-operate closely with affiliated unions and industries in joint actions to improve the members' pay and working conditions.
- J. engage in professional and political action and information activities to influence society in a socially fair, sustainable direction and on a democratic socialist basis.

Chapter 3: Local branches ('afdelinger')

S. 3

- A. 3F is a trade union consisting of affiliated, independent and sovereign local branches.
- B. The local branches may be of the following types:
 - Mixed branches without industry divisions
 - Mixed branches with industry divisions
 - Single-industry branches. Single-industry branches may be established only after approval by the General Council.
- C. The local branches shall recognise and undertake to comply with the Union's bylaws. No local branch may have any statutes which contravene the Union's bylaws. If the statutes of a local branch are not consistent with the Union's bylaws, the Union's bylaws shall prevail.
- D. Local branches may enter into collective agreements with individual employers or organisations. If a new collective agreement is intended to cover a larger geographical area than a local branch's customary organising area, the agreement shall be approved by the union group under which the collective agreement belongs.

S. 4

- A. No local branch may introduce any provisions in its collective agreements with the employers which contravene the membership transfer rules.
- B. No local branch may establish permanent/mobile satellite offices within the organising area of another local branch without prior agreement.
- C. If one local branch has entered into a collective agreement with employers for work outside its geographical area, steps shall be taken

as soon as possible to reassign this collective agreement to the local branch within whose geographical area the workplace in question is located.

- D. A local branch which has admitted members who rightfully belong in a different local branch, and which does not subsequently transfer those members to the local branch where they belong, as well as a local branch which fails to comply with the membership transfer rules, cf. SS. 8, 9, and 12, below, may, if decided by the Union leadership, forfeit all support from 3F.
- E. The local branches may enter mutual agreements on the practical arrangements concerning the members' affiliation and representation of their interests at the workplace.*) As regards organising agreements on members' affiliation between two or more local branches which do not share a geographical boundary, such agreements shall be approved by the General Council before they become effective. Unless otherwise agreed, such agreements may be terminated with a year's notice to the end of a calendar year. If special circumstances apply, and if the members so request, it will be possible, following a decision to this effect by the General Council, to transfer members to a local branch located outside the geographical area in question.
- F. Establishment of new local branches and closure of existing branches upon recommendation from the respective local branches' general assemblies and branch councils ("afdelingsbestyrelser"), shall require approval by the General Council. If a local branch is merged or closed, its funds and assets shall accrue to the local branch(es) which will subsequently cover the geographical area in question.

*) Any organising rights from SiD (Danish General Workers' Union) and KAD (Danish Women Workers' Union) shall apply only if written agreements exist between the affected local branches by 1 January 2005.

S. 5

- A. The General Council may decide to cancel a local branch's membership of the Union if the local branch fails to follow the orders of the General Council. Exemption from following a decision by the General Council may be granted only by a Congress.
- B. If a local branch's membership has been cancelled, cf. (A), above, the local branch cannot be readmitted as a member until it complies with the orders given. The General Council may grant dispensations from this rule.
- C. In situations where the co-operation between the Union and an individual local branch may lead to withdrawal or cancellation of the local

branch's membership, the local branch's leadership shall convene an extraordinary branch council meeting and an extraordinary general assembly if requested by the Union's General Council. The Union shall be entitled to attend and address such meetings.

- D. If a local branch wishes to withdraw its membership of the Union, notification shall be given with at least a year's notice. A local branch's decision to withdraw its membership shall be binding on the Union only when it has been considered by a general assembly of the local branch and subsequently adopted in a ballot by at least 2/3 of the local branch's members.

S. 6

- A. The local branches shall be financially self-sufficient unless exceptional circumstances apply, and this is approved by the General Council.
- B. At the end of the financial year, and no later than 30 June, each of the local branches shall submit a copy of their audited annual reports (annual accounts) to the Union.
- C. If a local branch has an insufficient financial foundation, the Union and the local branch's leadership shall be mutually obliged to engage in dialogue with a view to preparing a specific action plan.

S. 7

Any professional organisation which recognises the Union's bylaws and undertakes to comply with these, may apply for membership of 3F. An application for membership of the Union shall be submitted in writing to the General Council for approval.

Chapter 4: Members

S. 8

- A. The local branches recruit as members individuals who are employed within the professional sectors covered by 3F, or are unemployed but have an educational background or prior job experience within the Union's professional sectors, as well as young people seeking education within the Union's professional sectors. In addition, the General Council may lay down guidelines for recruiting other unemployed individuals as members. The workplace's location in relation to the geographical areas of the local branches shall determine the assignment of members to the different local branches. The local branches are independent units

and provide service to their members and elected representatives via their local branch offices. In addition, they represent their members' professional and political interests.

- B. Only members may run for positions of trust within 3F. Elected representatives shall forfeit their positions of trust within 3F if they resign as members, or if their membership is cancelled.
- C. Readmission of resigned members who are unemployed shall follow the guidelines laid down by the General Council.

S. 9

- A. Any member shall be obliged to transfer their membership to the relevant local branch as stipulated by the provisions of S. 8, above, within a month after commencing an employment.
- B. If the member fails to comply with the membership transfer obligation, the local branch shall administratively transfer the member if a transfer is required under the provisions of this section.
- C. Members affected by such administrative transfer shall be notified thereof by the vacated local branch before the transfer is effected within the deadline specified in (A), above.
- D. The members of the local branch council shall be exempt from transfer until the expiry of their mandate period.
- E. Unemployed members requesting a transfer of membership can be transferred only to the local branch near their residence.

S. 10

Each local branch council undertakes to supervise that the local branch ensures that no member is working at lower pay levels or under inferior conditions than what is stipulated by the collective agreement. The aim is for each of the local branches to reach out to, organise and provide collective agreement cover in respect of all workplaces within its organising area. Consequently, upon request, the members shall provide information and documentation on their pay to the branch councils.

S. 11

- A. The local branch leadership shall ensure that measurements are made of all work subject to piecework pay according to national or regional price lists or piecework rate specifications. In this connection, the Union shall support the branches' cross-regional activities by ensuring that each region has an assigned consultant with expert knowledge of such collective agreements and piecework rate specifications. The prerequisite for this support is the establishment of surveyor's associa-

tions.

- B. Similarly, the local branch leadership shall contribute to the manning of the different committees within the educational and industry networks. In this connection, the Union shall support the branches financially by compensating the appointed individuals for any lost work income. The compensation amounts shall be paid to the local branch.

S. 12

- A. Apprentices, trainees in vocational training programmes and young workers shall be admitted as members of the respective local branches where the workplaces are located.
- B. As a rule, apprentices without an internship shall be organised by the local branch which in terms of industry/geography covers the educational institution and is appointed by the region.
- C. Upon conclusion of an internship/training agreement, the affected members shall be transferred to the local branch covering the workplace.
- D. Deviation from the provisions of this section will be possible only with the consent of the General Council in each case.

S. 13

3F can offer collective insurance schemes to its members. Any decision to amend or terminate an existing insurance scheme or accept offers for a new insurance scheme shall be made by the General Council.

S. 14

The members shall be entitled to assistance with local pay negotiations and, upon request, to have the relevant measurements made. At workplaces where a shop steward has been elected, the shop steward shall be responsible for ensuring that the members are provided assistance.

S. 15

The Union has set up a Complaints board with an external legal expert appointed by the General Council. Members may ask the Complaints board to consider cases where the members claim to have suffered a financial loss due to inadequate or faulty counselling by a local branch or the Union. The General Council shall prepare the guidelines for using the Complaints board.

S. 16

- A. A member who acts in gross dishonesty or disloyalty, or break the

commitments which follow from their membership of a local branch, or whose actions contravene the purposes of the local branch, may be expelled by the local branch.

- B. A decision to expel a member shall be made by the general assembly of the local branch and shall require approval by the Union's General Council.
- C. Prior to the general assembly where the decision is to be made, the member in question shall be notified that a motion to expel them will be considered by the general assembly. The member shall be entitled to make a statement and participate in the vote.
- D. An expulsion from a local branch may be withdrawn by the Union's General Council which shall also determine the conditions thereof.

S. 17

A member who breaks a strike, shall repay any financial support received from the Union. The repayment amount shall be charged by the local branch in which that member belongs.

Chapter 5: The Congress ('Kongressen')

S. 18

The Union's decision-making bodies are the Congress, the General Council, the Executive Committee, and the group councils ('gruppebestyrelser'). The Congress is the Union's supreme authority. The regular Congress shall be held every 3 years. The date and venue shall be determined by the General Council.

S. 19

- A. At the regular Congress, the President presents a report on the activities of the Union and its committees in the past congress period.
- B. The chair of the Remuneration Committee presents a separate report to the Congress, including a written statement of matters relating to pay and pensions, severance pay, etc., as well as any adjustments made during the period.
- C. The Head Treasurer submits the financial statements of the Congress, consisting of all the annual accounts which have been closed and audited during the past congress period.
- D. The reports, financial statements, and the Union's Trade Union Policy Platform shall be adopted by the Congress.

- E. The Congress shall lay down the framework and principles of the levels of pay and pension contributions for elected union officials and employees with managerial responsibilities within the Union and Unemployment Insurance Fund. Similarly, the Congress shall determine the framework and principles of lost work income, per diems, travel compensation, and emoluments, as well as regulation and payment thereof. During the congress period, these frameworks and principles shall be managed by the General Council upon recommendation from the Remuneration Committee.
- F. Elected union officials and employees with managerial responsibilities shall receive pay and pension contributions in accordance with the applicable rules. Any emoluments received in addition to pay and pension contributions shall be set off against the pay from the Union.

S. 20

- A. Local branches wishing to have a motion considered by the Congress shall provide a written motivation for the motion. The motion shall be approved by the local branch council or general assembly.
- B. Any motions from local branches shall be received by the Union no later than 1 April of the year in which the Congress is to be held.
- C. Any motions from the General Council for consideration by the Congress must be accompanied by a written motivation.

Chapter 6: Delegates

S. 21

- A. Congress delegates shall be elected according to the statutes of the local branches.
- B. The meeting of delegates for the Union's Unemployment Insurance Fund shall be held in conjunction with the Union Congress, and if possible, the meeting of delegates shall comprise the same delegates as the Congress.
- C. The delegates shall be elected according to the following rules:
 - Each 3F local branch shall elect 1 congress delegate for its first 500 members, and 1 additional congress delegate for each additional 500 members or part thereof.
 - The membership used to calculate the number of delegates shall be the local branch's average number of members calculated 1 year before the second quarter preceding the congress year. The Union shall

calculate the membership as soon as possible. However, no later than 1 October in the year preceding the Congress, the Union leadership shall inform the local branches of the number of delegates they are entitled to elect for the Congress.

- The number of eligible delegates from each local branch shall include the chair, vice chair and the branch official responsible for matters concerning the unemployment insurance fund. The remaining delegates shall be elected according to the local branch's statutes.
- D. The delegates shall be elected so as to ensure fair representation of the different industries. On the list of elected delegates submitted to the Union, the local branch shall indicate which of the 6 main groups each delegate should be assigned to. The General Council shall make the final decision about the distribution of the delegates between the main groups.
- E. In conjunction with the election of delegates, each local branch shall also elect alternates. No later than 13 weeks before the start of the Congress, each local branch shall inform the Union about the names and personal ID codes of the elected delegates and alternates.

S. 22

- A. The members of the General Council, congress-elected negotiation and unemployment insurance fund secretaries, negotiation secretaries appointed by the General Council, and group council members who are not members of the General Council shall always attend the Congress as delegates.
- B. The Regional Youth Committee chairs and the two youth member representatives designated to the General Council shall attend the Congress as delegates.
- C. Congress-elected scrutineers and members of the Remuneration Committee shall always attend the Congress as delegates without voting rights.

S. 23

- A. The chairs of the nationwide sector clubs approved by the Union shall be invited to attend the Congress and the group conferences as guests unless they already attend as delegates. The chairs of the nationwide sector clubs shall be entitled to address the Congress.
- B. The chairs of the combined union organisation and nationwide industry sector clubs ('Faglige Fælles Lands- og Landsbrancheklubber', FFL) shall attend and be entitled to address the Union's Congresses, unless

they already attend as delegates from their local branch or as chairs of a nationwide sector club.

- C. The chair of the Nationwide sector club for recipients of voluntary retirement benefits and seniors ('Landsklubben for efterlønsmodtagere og seniorer') shall attend and be entitled to address the Union's Congresses.

Chapter 7: Groups

S. 24

The Union is composed of six main groups: The Industry group, The Public Sector group, the Transport Sector group, The Building Sector group, the Private Service, Hotel and Restaurants group, and The Green group.

Each of the six groups shall arrange a separate conference during the Congress.

- Each of these conferences shall discuss the group's internal affairs, and the group chair shall report on the group's activities in the past congress period.
- The group conferences cannot make decisions of their own, but may present opinions and recommendations for consideration by the Congress.
- At the group conferences, each of the six groups shall elect the individuals nominated as candidates for the Union's General Council, group chairs, group councils, and negotiation secretaries.

Chapter 8: Materials for the Congress

S. 25

The Union shall ensure that all reports, financial statements, as well as the agenda and all proposed motions are made available to the local branches and Congress delegates no later than four weeks before the start of the Congress.

Chapter 9: Elections at the Congress - and retirement of congress-elected officials

S. 26

- A. All members of 3F may run for election.
- B. The Congress shall elect a Union President, a Vice President, two national secretaries, and a Head Treasurer.
- C. The Congress shall elect two scrutineers and two alternates for these. No member who performs any function in the General Council or at the Head Office can also be elected scrutineer.
- D. Upon recommendation from the group conferences, the Congress shall elect group council members with alternates, group chairs and negotiation secretaries.
- E. If a group chair resigns during the congress period, the General Council, upon recommendation from the group council, shall appoint a new interim group chair for the period until the next regular Congress.
- F. The elections for the General Council and group councils shall ensure sufficient geographical spread.
- G. All elections shall be for the entire congress period.

S. 27

Group councils with fewer than 11 members may supplement themselves to reach 11 council members. However, the congress-elected General Council members (S. 32), shall always constitute a majority in each group council. A designated youth member representative entitled to attend and address group council meetings shall be elected at the National Youth Meeting along with personal alternates.

S. 28

- A. If the Vice President, any national secretary or the Head Treasurer has announced before the Congress election that they intend to resign during the upcoming congress period, their successors shall be elected in advance by the Congress.
- B. Shop stewards formerly elected by KAD and SiD, respectively, shall be covered by the arrangements and commitments they had before the union consolidation of 1 January 2005.
- C. If a Union President resigns in order to accept other duties outside the Union's professional area or outside the Union's general organisational sphere of interest, the President shall resign from any positions of trust

held within the Union, and the President's alternate shall take office instead.

- D. In case of the Union President's resignation/absence during the congress period, the General Council shall appoint the Vice President as new Union President and subsequently convene an extraordinary congress.
- E. If the Vice President, any national secretary or the Head Treasurer resign during the congress period in any situation not covered by S. 28(A), above, the General Council may appoint a substitute.

S. 29

Upon nomination by the group conferences, the Congress shall elect the negotiating committees within the six groups. In making the nominations, preference should be given to members who are representative in both industry, geographical and gender terms. A representative of the approved nationwide sector clubs for the industry in question shall be a member of the negotiating committee.

S. 30

The Congress shall elect a Remuneration Committee consisting of 12 members and a chair. This committee shall report directly to the General Council and the Congress.

The chair of the committee shall be elected from the entire Congress, and the other 12 members shall be nominated by the group conferences with a General Council member and a non-General Council member from each group plus alternates for these. None of the members of the Remuneration Committee may receive regular pay from the Union.

Chapter 10: Extraordinary Congress

S. 31

- A. An extraordinary Congress shall be convened when requested by a majority of the General Council members or when requested by at least 20% of the local branches representing at least 20% of the members. The request for an extraordinary Congress shall be motivated in writing and shall specify the matters to be considered by the extraordinary Congress.
- B. The extraordinary Congress shall be convened with at least 14 days' notice, and the convening notice shall be accompanied by the motivated agenda.

C. As the general rule, an extraordinary Congress shall be attended by the delegates elected at the latest regular Congress.

Chapter 11: General Council ('Hovedbestyrelse')- composition and duties

S. 32

The General Council shall be composed as follows:

- A. One Union President, one Vice President, two national secretaries, one Head Treasurer, one executive manager, and one deputy executive manager of the unemployment insurance fund.
- B. Other members of the General Council shall be elected by the Congress upon nomination by the group conferences according to the following rules:
 - Each group conference shall nominate one group chair, one negotiation secretary, and three external group council members. Furthermore, the six group conferences shall nominate six negotiation secretaries as well as 45 external group council members proportionally with the memberships of the six groups (the distribution shall be based on the number of group members as at the month of January of the congress year).
 - Finally, the group conference shall nominate at least six alternates for the group council.
 - The groups' nomination of candidates for the General Council shall preferably ensure sufficient geographical and professional spread.
- C. The General Council shall be supplemented by the chairs who were not elected for the General Council via nomination by the group conferences.
- D. The National Youth President.
- E. In case of illness extending over more than two regular General Council meetings, alternates may be called in provisionally.
- F. As regards congress-elected officials for whom no alternates have been elected, the General Council may, upon nomination by the local branches, elect substitutes in their place if they resign during the congress period. These elections shall remain in force until the next Congress.
- G. All elected negotiation secretaries and unemployment insurance fund secretaries shall be entitled to attend and address the General Council, but shall have no voting rights.

H. Two designated youth member representatives may attend and address General Council meetings. All youth member representatives shall be elected at the National Youth Meeting along with prioritised alternates.

S. 33

- A. The General Council shall lead the Union's activities in accordance with the decisions of the Congress. The General Council has the powers to bind the Union in matters where the bylaws do not prescribe otherwise.
- B. The General Council shall determine the annual number of General Council meetings as well as its own procedure. Extraordinary General Council meetings may be held if requested by four members of the Executive Committee or by 20 members of the General Council.
- C. Upon recommendation from the Executive Committee, the General Council may hire the required resources to assist the Head Office.
- D. The agenda for regular General Council meetings shall be circulated no later than eight days before the General Council meeting. However, after circulation of the agenda, and if extraordinary circumstances apply, it will be possible to add new matters for decision to the agenda, if this is approved by a simple majority of the General Council members at the start of the meeting.
- E. Minutes shall be made of each General Council meeting. In the event of a vote, the minutes shall specify the votes cast by each member of the General Council. The minutes shall be circulated to the local branches no later than 14 days after each General Council meeting.
- F. All General Council meetings shall be held in Denmark.
- G. The General Council shall determine the guidelines for the Union's provision of legal assistance.

S. 34

- A. The General Council shall ensure a regional structure of meetings where the local branch chairs/General Council members can discuss current professional and political topics, prepare General Council meetings, and act as co-ordinators and initiators of active union/political efforts in the region.
The General Council shall determine the rules of procedure for the regional meetings, and the rules of procedure shall determine the appointment of attendees and the minimum agenda which shall apply in all regions.
- B. The General Council shall set up professional, political and administrative committees to be in charge of the overall management of individual areas.

C. If any funds are granted for political actions, at least half of the amount granted shall be set aside for use by the local branches.

S. 35

A. If the Union is consolidated with other unions, the General Council shall be authorised to increase the number of General Council members and appoint such additional members for the period until the next Congress.

B. If necessitated by the workload in the individual groups, the General Council, upon recommendation from the group council, may increase the number of negotiation secretaries beyond the number elected by the Congress. This appointment shall take place among members holding positions of trust in 3F, and shall, if possible, follow the recommendation of the group council, and shall remain in effect until the next Congress is held.

S. 36

A. A General Council member who no longer holds any positions of trust in their local branch shall resign from the General Council on the date of their resignation from the local branch.

B. If a congress-elected General Council member during the congress period takes office as a negotiation secretary or accepts employment in another position of trust within the Union/unemployment insurance fund, an alternate shall take their seat in the General Council.

C. A General Council member who after being duly convened fails to attend two consecutive regular General Council meetings without giving due notification shall be regarded as having resigned, and the alternate shall be called in to replace the member.

D. The Executive Committee may recommend to the General Council that a General Council member be suspended if warranted by special reasons.

Chapter 12: Budget and accounts

S. 37

A. The annual budget which is adopted by the General Council specifies the amounts and allocation of union membership fees, collective life insurance fees, provisions for industrial conflicts, leisure time accident insurance fees, and other funds contributed to the other activities of

the Union or required by law.

B. A Budget Committee consisting of 15 members shall be set up. The committee consists of the Union President, Head Treasurer, the executive manager of the unemployment insurance fund, two group chairs elected by and among the Union's group committee chairs, and two General Council members elected in each of the Union's five regions.

The duties of the committee are:

1. To draft a budget proposal for submission to the Union's Executive Committee with a view to submission of the final budget to the Union's General Council.
2. To enable the Union's General Council to have an overall discussion of the general priorities and the chosen specific priorities of the budget.
3. To evaluate and comment on the financial statements drafted for approval by the Union's General Council.
4. The Executive Committee is responsible for carefully supervising the approved budget. In case of material deviations in the approved budget, the Executive Committee shall convene the Budget Committee for a discussion of the situation.

The Committee shall propose its own terms of reference to be submitted to the General Council for approval.

C. Each year before the end of October, the General Council shall determine the membership fee amount required for the Union's activities and operations in the coming year. Membership fees are charged from the members, the members are provided certificates of membership, and the fee accounts are settled between the local branches and the Union.

D. In its allocation of the fees, the General Council distinguishes between memberships and attributes.

E. The fee amount shall be set with due consideration of the combined fees of the Union and the local branches, and shall be charged monthly.

F. When the distribution of tasks and costs between the Union and the local branches changes, the fees shall be redistributed accordingly.

S. 38

A. After the end of each month, the outstanding fee balance between the Union and the local branches shall be settled no later than on the 8th day of the following month. Later settlement will carry interest in accordance with STAR's rates.

B. A local branch whose membership has been cancelled by the Union, shall be obliged to continue to pay membership fees to the Union for one year after the cancellation of their membership. The outstanding

fee balance between local branches and the Union shall be settled during the same period.

S. 39

The financial year shall coincide with the calendar year.

S. 40

- A. The Head Treasurer shall prepare the Union's financial statements on the basis of the data from the accounts department. The audited Annual Report (annual financial statements) shall be submitted to the General Council no later than three months after the end of the financial year and shall then be circulated to all local branches before the end of May.
- B. The Head Treasurer shall draw up a budget proposal for submission to the General Council. The final budget for the coming year shall be submitted to the General Council for approval before the end of the year. The financial statements and budget shall be considered at the regular General Council meetings.

S. 41

The Head Treasurer shall have the general day-to-day responsibility for the Union's finances. All payments in and out shall be effected via the treasury account.

S. 42

If the applied accounting procedures are not in line with the decisions of the General Council and the Executive Committee, the General Council may suspend the Head Treasurer and appoint an interim substitute until the next Congress.

S. 43

A representative from each group shall be appointed to handle internal auditing. The group shall work on the basis of terms of reference adopted by the General Council.

S. 44

- A. Financial transactions may be effected by the President, Vice President and Head Treasurer, two of whom in combination may make withdrawals from the Union's accounts.
- B. To ensure a flexible procedure in the day-to-day operation, proxies may be issued to staff members in the accounts/treasury department,

two of whom in combination may make withdrawals from the Union's accounts.

- C. Acquisitions, divestments and pledging of real property can take place only if decided by the General Council, and can be effected with any two out of the three signatures of the President, Vice President and Head Treasurer. However, the President, Vice President and Head Treasurer shall be authorised, with any two of them acting in combination, to make decisions on acquisition and divestment of summer cottages and holiday apartments upon recommendation from the groups.
- D. Acknowledgement and cancellation of expenses as well as requests for forced sales of third-party property to which the Union has a registered title, shall be effected by the Union's legal secretariat upon authorisation by the Union official with political responsibility.
- E. The appointment of foreign attorneys and issuing of proxies for process agents shall be effected - if required in writing - by the Union's legal secretariat as represented by the head of the legal secretariat upon authorisation by the Union official with political responsibility.

S. 45

The Union's General Council shall be entitled to charge extra fees as required in the event of eruption or notification of a strike/lockout, or if this is required under international mutuality rules.

S. 46

- A. The Union's financial statements shall be audited by chartered auditors appointed by the General Council, and shall be inspected by the congress-elected scrutineers as directed by the General Council.
- B. The scrutineers shall supervise the Union's financial transactions in the light of the decisions made, and shall report to the General Council if the supervision gives rise to any comments.
- C. The scrutineers shall report about their work to the Congress.

Chapter 13: The duties of the Remuneration Committee ('Lønudvalget')

S. 47

- A. The Committee's duties are to make recommendations for decision by the General Council on the procedures for managing the framework

and principles laid down by the Congress in relation to pay levels, pensions, lost work income, per diems, travel compensation and emoluments, as well as regulation and payment thereof.

- B. Per diems and emoluments, as well as compensation for lost work income for individuals on the payrolls of the local branches shall be paid directly to the local branches.

Chapter 14: Executive Committee ('Daglig ledelse')

S. 48

- A. The Executive Committee consists of the Union President, Vice President, the Head Treasurer, two national secretaries, the group chairs, and the unemployment insurance fund's executive manager and deputy executive manager.
- B. The Executive Committee is in charge of the Union's activities as decided by the Congress and General Council and in accordance with applicable laws and regulation. The Union President has the overall responsibility.
- C. The Union President and/or Vice President has access to attend all meetings held under the auspices of the Union, including group council meetings, committee meetings, conferences, etc.

Chapter 15: Group management

S. 49

The activities of the group are discussed at the group council meetings. The chair reports on the leading, political and specific cases considered by the group. The group council has the right to nominate candidates for the Union's decision-making bodies.

- A. The group council shall determine the annual number of group council meetings.
- B. The group's activities are headed by the group chair, and the group appoints its own vice chair.

Chapter 16: Nationwide sector clubs ('Landsklubber'), etc.

S. 50

- A. Nationwide sector clubs may be set up within each collective agreement sector following approval by the General Council in each case. Such clubs may be set up and managed only in co-operation with the local branches which have members employed within the industry sector in question. The nationwide sector clubs play a counselling and informative role only.
- B. One condition for the approval of a nationwide sector club is that a national collective agreement for the sector exists.
- C. One of the duties of the nationwide sector clubs is to prepare, together with the local branches, proposals for amendments to the national collective agreements. Another is to work towards ensuring a good and safe work environment in co-operation with the local branches and the Union.
- D. The chair of a nationwide sector group shall receive the same circulars on industry sector conditions as those sent by the Union to the local branches.
- E. Once a year, the Union shall arrange a national conference of nationwide sector clubs to exchange experience and discuss future duties. The conference shall be organised in co-operation with the nationwide sector clubs' liaison committees.
- F. The bylaws of the nationwide sector clubs shall be approved by the General Council.
- G. The Union's General Council shall decide on guidelines for financial support to the cross-disciplinary work in support of the nationwide sector clubs' professional activities.

S. 51

The Union may set up networks/industry sector clubs for shop stewards with a view to strengthening the union work.

S. 52

- A. The Union's aim with its activities for seniors is to gather the activities in local branch clubs linked to the nationwide sector club for 3F's senior members in order to jointly strengthen the union-related, social and

political efforts in close co-operation with the Union, the regions and the local branches. The established senior activities are implemented in accordance with the decisions of the Union's General Council.

- B. A national meeting is held every other year. The national meeting is organised in co-operation with the Union.
- C. At the request of the nationwide sector club, the General Council decides on the required operating subsidies and office assistance for the day-to-day administrative work. The nationwide sector club's executive committee consisting of seven members is responsible for liaising with the Union.
- D. Each year, the regional sector groups of voluntary retirement benefits recipients ('efterlønsmodtagere') and seniors organise a regional meeting for the club chairs. The Union covers the costs of arranging the meeting. The Union's regional representatives participate in organising the meeting.

S. 53

- A. The Union's aim with its youth activities is to unite all young members up to 30 years of age, and all apprentices and trainees within the Union's collective agreement and education sectors in a joint effort to address union, financial, educational and informational tasks.
- B. Each year, the Union organises a National Youth Meeting which may be attended by young members up to the age of 30 as well as all apprentices and trainees.
- C. At this national meeting, two designated youth representatives are elected to attend the General Council meetings, along with a prioritised alternate for the National Youth President, cf. S. 32(D), above. In addition, two prioritised alternates to the designated representatives are elected, cf. S. 32(H), above. The candidates are nominated by the local and regional youth committees and by the national youth committee. However, each candidature must be approved by the local branch where the respective candidate is a member.
- D. The established youth and apprentice activities are consistent with the decisions made by the Union's General Council.

Chapter 17: Regions

S. 54

Based on the geographical and regional political circumstances, the General Council shall divide the country into regions.

Chapter 18: The Danish Trade Union Confederation (FH), union cartels, etc.

S. 55

A. The Union is a member of the Danish Trade Union Confederation (FH). Members of the Union's General Council and a representative of the approved policy areas have priority rights to attend FH's congress as delegates.

In addition, the 3F Youth division shall elect 1 representative to attend, as well as a personal alternate. Furthermore, each of the six groups elect, on a proportional basis, the remaining delegates for representation at FH's congress. The groups shall elect alternates as required.

B. If possible, it should be ensured that all local branches which are members of the FH section will have, as a minimum, one delegate attending the FH congress.

S. 56

The Union takes part in the structural development of the labour movement, including co-operation in union cartels. The General Council decides the extent to which skills, staff, and funds should be transferred to the cartels.

Chapter 19: Collective Agreements

S. 57

A. The Union invites proposals for amendments of the collective agreements from the local branches. The negotiating committees and group councils will be involved to discuss the main elements of the proposals for the upcoming collective bargaining process. The group councils submit proposals for consideration by the General Council.

The General Council ensures

- co-ordination between professions and industries
 - that all the involved have a shared perception of common themes
 - that no-one is left behind when the negotiations are concluded
- B. The negotiating committee (elected for the respective collective agreement(s) as well as a representative of the approved nationwide sector club) are convened before the Union presents the proposal(s) for amendment to the opposing party. In consultation with the representatives elected by the group, the negotiating committee drafts the amendment proposals to be presented.
- C. If an agreement cannot be reached with the opposing party on a renewal of the collective agreements, the General Council shall decide whether to issue a notice of industrial action to the opposing party.

S. 58

- A. Prior to and during the collective bargaining process, the groups will regularly co-ordinate and align with each other.
- B. If a group wishes to enter into a collective agreement which covers parts of or the entire natural collective agreement area of one or more other groups, the affected group(s) shall be approached before the negotiations of substance commence. If agreement cannot be reached, the issue may be submitted to the General Council for decision.
- C. When a negotiated settlement has been reached for a collective agreement area, it shall be discussed by the negotiating committees, and the group council shall draft a recommendation to the General Council. The General Council shall decide whether to recommend adoption or rejection of the negotiated settlement to the members.
- D. If the mediator presents a mediated settlement which covers several areas, the General Council shall decide whether to recommend adoption or rejection to the members.
- E. Ballots shall be decided by simple majority of votes, except in the case of mediated settlements which are subject to the provisions of the Official Conciliator's Act.
- F. A negotiated or mediated settlement cannot be put to the ballot until after it has been presented to the negotiating committees.
- G. If a negotiated settlement covers the members of other unions as well, an agreement on organising a joint ballot shall be respected.
- H. The local branches shall be authorised to circulate the required material to their voting members when a negotiated settlement is put to the ballot.

- I. The General Council shall lay down the rules of the ballot procedure and shall make different voting options available to the local branches. If possible, a minimum of seven days shall be allowed for the ballot.

S. 59

- A. Collective agreements with other dates of expiry than 1 March and 1 April shall be negotiated by the relevant negotiating committee. Following the negotiations, the group council shall decide whether or not to recommend the negotiated settlement to the General Council. Regardless of the group council's recommendation, the negotiated settlement shall be put to the ballot.
- B. The Union shall assist the local branches in ensuring uniform prices and working conditions for the same work within shared areas of work, and the local branches shall assist each other where possible.
- C. In negotiations on local pay and working conditions involving participation by the Union, the local branch shall be represented, regardless of whether the negotiation takes place within or outside the local branch's area.
- D. The proposed amendments of existing nationwide collective agreements or similar joint collective agreements adopted by the General Council shall - in cases where such nationwide or joint collective agreements reference local collective agreements, price lists, etc. - be submitted to the employers. The local branch council is responsible for ensuring that the employers receive these proposed amendments which may have been adapted to accommodate local conditions.
- E. Similarly, the local branches are responsible for terminating any existing local collective agreements, price lists, etc., before the expiry of the termination notice, unless other arrangements are specified in the collective agreement or provided for by the rules of negotiation.
- F. The local branch leadership in question shall negotiate on the renewal of the collective agreements, possibly assisted by the Union. If the achieved outcome meets the Union's general requirements for the area, and after obtaining information from the Union on the outcome achieved or expected for the relevant nationwide collective agreement, the local branches may conclude the negotiations themselves. Otherwise, the outcome shall be submitted to the Union for approval.
- G. The local branch council may choose to call a ballot among members directly affected by the collective agreement.
- H. All local branches are required to comply with the collective agreement adopted by the General Council and the local branch representatives.

- I. Only the Union or its local branches may conclude collective agreements regarding pay for its members.

S. 60

If it is found, on the basis of applicable legal precedence, that a local branch or a group of members from a local branch are in breach of a collective agreement with the employers, resulting in a court ruling against the Union on behalf of the local branch or group of members in breach, the General Council may demand that those responsible for the breach of the collective agreement shall pay any resulting costs themselves. If the Union makes such demand, the relevant local branch shall charge that part of the costs which can be attributed to the involved members. Those members' notice of payment shall be decided by the Union leadership in consultation with the local branch leadership.

S. 61

- A. A local branch cannot make any generic or far-reaching claims for pay increases or shorter working hours without permission from either the General Council or the Union leadership. Similarly, a local branch cannot terminate any collective agreements concluded with the employers without permission from the General Council or Union leadership. Far-reaching and generic claims are claims which apply to all the members of the local branch or to all the workers at a given workplace.
- B. To the greatest extent possible, the Union shall accommodate local branches' requests for permission to strike.
- C. If the General Council has approved a local branch's request for permission to issue a strike notice, the notice shall - if possible - be sent to the employers at such an early time as to allow stoppage of the work immediately after the expiry of the collective agreement period.
- D. Once permission has been granted to strike, the effective time of the strike may be postponed only if agreed by the local branch and the Union leadership, or if dictated by special or compelling reasons, provided such postponement does not jeopardise the interests of the local branch.
- E. The General Council may authorise the Executive Committee to issue notices of industrial action.

S. 62

- A. A local branch will receive payments of the required funds from the Head Treasurer once a strike or lockout has been lawfully organised, and as long as the Union approves the strike. During strikes and

lockouts, the local branches shall be paid administrative supplements by the Union in an amount corresponding to one percent of the net payment per member.

- B. In case of a lockout or strike, the members shall receive conflict benefits which generally correspond, as a minimum, to the highest available rate of unemployment benefit.
- C. In certain cases, the General Council may decide on a lower rate of conflict benefits.
- D. To be eligible for conflict benefits, the member must have signed up as a member at least one month before timely expiry of the collective agreement, and must have paid any due membership fees, unless the member was transferred from a different professional organisation approved by the General Council, or has not previously had the opportunity to sign up for membership.
- E. Members who become unemployed as a result of industrial action, and who are therefore ineligible for unemployment benefits under the provisions of the Unemployment Insurance Act, may, subject to approval by the Union, be awarded conflict benefits as stipulated by the above provisions.
- F. The Union shall pay conflict benefits on the condition that the recipient does not later accept employment at a workplace which is closed to members of the Union.

Chapter 20: Dissolution of the Union

S. 63

- A. The Union can be dissolved only if a motion to that effect is adopted by more than 2/3 of the voting delegates at a Congress, and if the motion is adopted in a general ballot, by more than half of the votes cast. Only votes to adopt and votes to reject the motion will count in the ballot.
- B. If a motion to dissolve the Union is adopted (cf. the above provisions), a Congress shall decide how to distribute the Union's funds and how to unwind the activities of the Union.

Thus adopted by 3F's 7th Regular Congress on 27 September - 2 October 2025.

AGREEMENT ON DIVERSITY IN 3F INTRODUCTION

3F is an organisation in constant change and renewal. 3F's vision is to maintain and develop, through respect for diversity, 3F as Denmark's strongest union. 3F's ambition is to reflect its members, ensure commitment and equality among its members, and develop the organisation's member democracy. 3F is committed to addressing these challenges and with this agreement on diversity in 3F wishes to ensure that all parts of the organisation are actively engaged in this development.

3F was formed on the basis of proud professional traditions which reflect respect for all 3F's vocational groups. This agreement on diversity further develops these traditions by showing also respect for representation in all parts of the organisation in terms of gender, age, and ethnicity.

GOALS

3F's structure and core values shall, to the greatest possible extent, reflect the composition of our membership with a focus on the following four elements: Gender balance, age balance, ethnic balance and educational/industrial balance. 3F must actively promote real and equal access to elected and employed positions in order to increase the representation of under-represented groups.

AGREEMENT

To the greatest extent possible, efforts must be made to ensure that:

- Each and every Union and local branch leadership, (general) council and committee reflects a diverse gender composition in representative numbers - with due regard for the membership base in the relevant area.
- Each and every Union and local branch leadership, (general) council and committee reflects a diverse age composition in representative numbers - with due regard for the membership base in the relevant area.
- Each and every Union and local branch leadership, (general) council and committee reflects a diverse ethnic composition in representative numbers - with due regard for the membership base in the relevant area

This agreement shall not preclude any other representational considerations.

Everybody shall commit to a dedicated effort to ensure compliance with both the intentions and the contents of this agreement on diversity.

The Union commits to actively ensure compliance with this agreement in all parts of the organisation. Every year, a list of the results of this commitment shall be compiled at both Union and local branch level.

3F

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