

Appendix No. 2

to the minutes of the General Meeting of the
PA "Alliance of Professional Football Players"
dated 04 July 2024 No. 8

REGULATIONS

on the primary organization of the Public Association "Local Professional Union
of Kazakhstan Football Players"

I. GENERAL PROVISIONS

1. These Regulations on the Primary organization of the PA "Local Professional Union of Kazakhstan Football Players" (hereinafter referred to as "the Trade Union") have been developed in accordance with Paragraph 2 of Article 15 of the Law of the Republic of Kazakhstan "On Trade Unions" and the Charter of the Trade Union.
2. The Primary organization is a structural unit of the Trade Union located directly within an organization (football club) and composed of members of the Trade Union who are employees of that organization.
3. The Primary organization of the Trade Union (hereafter referred to as a "Primary organization") is an organizational unit of the Trade Union.
4. The Primary organization shall be established by employees of the organization (football club) in a meeting, provided that there are at least three members of the Trade Union present.
5. The Primary organization shall operate based on these Regulations, the charter and other internal regulatory documents of the Trade union and shall be guided in its activities by the laws of the Republic of Kazakhstan and the decisions of the governing bodies of the Trade union.
6. The Primary organization shall be independent in its operations from public authorities, employers, and their associations, as well as political parties and other public organizations, and shall not be accountable to or controlled by any of them. Instead, it shall build relations with them on a basis of social partnership, dialogue, and cooperation.
7. Only one Primary organization may be established within one organizational entity (football club).

II. OBJECTIVES AND PRINCIPLES OF THE PRIMARY ORGANIZATION

8. The main objectives of the Primary organization are:

- 8.1. representation and protection of individual and collective social, labor, professional, economic and other rights and interests of Trade Union members;
- 8.2. implementation of the tasks of the Trade Union and its affiliated organizations in the labor collective.

9. The basic principles of the Primary Organization's activities are:

- 9.1. priority of these Regulations in decision-making;
- 9.2. voluntary entry into and exit from a Trade union, equality of rights and duties of Trade Union members;
- 9.3. solidarity, mutual assistance and responsibility of Trade Union organizations towards their members for the implementation of the statutory goals and objectives of the Trade Union;
- 9.4. collegiality in the work of Trade union organizations, elected trade union bodies and personal responsibility of Trade union activists elected in them;
- 9.5. transparency and openness in the work of Trade Union organizations and elected trade union bodies;
- 9.6. respect for the opinion of each Trade Union member when making decisions;
- 9.7. the obligation to implement the decisions of trade union bodies adopted within their terms of reference;
- 9.8. the election of trade union bodies and their accountability to the members of the Trade Union-for;
- 9.9. compliance with financial and performance discipline.

III. RIGHTS AND OBLIGATIONS OF THE PRIMARY ORGANIZATION

10. Rights of the Primary organization:

- 10.1. carry out inclusion and exclusion from the Primary organization;
- 10.2. delegate their representatives to higher trade union bodies, recall and replace them;
- 10.3. submit draft documents and proposals for consideration by higher trade union bodies, receive information on the results of their consideration;
- 10.3. apply to higher trade union bodies with a petition for the protection of the rights and interests of Trade Union members in state and local government bodies;
- 10.4. represent the interests of employees during collective bargaining, the conclusion and amendment of a collective agreement, and the monitoring of its implementation;
- 10.5. make proposals and participate in the development and conclusion of a regional agreement and other agreements;
- 10.6. make proposals on candidates for the heads of the Trade Union;
- 10.7. use the property of the Trade Union in accordance with the procedure established by the legislation and the documents of the Trade Union;
- 10.8. use the Trade Union's opportunities to train trade union personnel and assets, obtain and disseminate information necessary for their activities;
- 10.9. apply to higher trade union bodies with proposals on organizing mass actions, including holding rallies, demonstrations, marches, picketing, as well as on supporting collective actions conducted by the Primary Organization;
- 10.10. contact the Trade Union for information, advice, assistance and support necessary to carry out their activities;

10.11. submit proposals to higher trade union bodies on encouraging Trade Union members.

11. Responsibilities of the Primary organization:

- 11.1. carry out work on involvement in the Trade Union;
- 11.2. comply with the Trade Union's Charter and decisions of trade union bodies taken in accordance with their authority;
- 11.3. develop and conclude a collective agreement, monitor its implementation, and facilitate the conclusion and monitoring of agreements on the regulation of social and labor relations;
- 11.4. show solidarity in protecting the rights and interests of Trade Union members and to participate in organizing and conducting collective actions of the Trade Union;
- 11.5. observe financial discipline and implement decisions on allocating funds for organizing the activities of Trade Union organizations in accordance with the procedure, deadlines and amounts established by the Trade Union.;
- 11.6. monitor the completeness and timeliness of the transfer of union contributions by the employer;
- 11.7. submit statistical information, financial statements and other information to the relevant higher trade union bodies in accordance with established forms approved by higher trade union bodies;
- 11.8. submit issues proposed by a higher trade union body for consideration by the meeting and elected collegial trade union bodies;
- 11.9. to prevent actions harmful and damaging to the Trade Union, Trade Union organizations.

IV. STRUCTURE, REPORTS AND ELECTIONS

12. The Primary organization, in accordance with these Regulations and the Trade Union Charter, resolves issues of its organizational structure.
13. Elections of trade union bodies in the Primary organization are held at least once every three years.
14. The elections of the Audit Commission and the Chairman of the Primary organization are held simultaneously with the elections of the Trade Union Committee to the unified bodies determined by the Trade Union.
15. Reports of trade union bodies in the Primary organization are conducted at least once a year.

V. THE BODIES OF THE PRIMARY TRADE UNION ORGANIZATION, THE PROCEDURE FOR THEIR FORMATION, COMPETENCE AND TERMS OF OFFICE

16. The bodies of the Primary organization are:
 - 16.1. The Assembly is the supreme governing body;
 - 16.2. The Trade Union Committee (hereinafter referred to as the Committee) is an elected collegial permanent governing body;
 - 16.3. The Chairman of the Primary organization is an elected sole executive body;
 - 16.4. The Auditing Commission is the auditing body.

17. The Assembly.

18. The Assembly is the highest governing body of the Primary organization.
19. Powers of the Assembly:
 - 19.1. defines the main areas of work of the Primary organization;
 - 19.2. hears reports from elected trade union bodies in all areas of their activities and evaluates their work;
 - 19.3. forms a Committee by election;
 - 19.4. elects the Audit Commission and the Chairman of the Primary organization;
 - 19.5. decides on the early termination of the powers of the elected bodies of the Primary organization;
 - 19.6. elects delegates (except for the Chairman) to the conferences (General Meetings) of the Trade Union in the absence of persons delegated according to the norm of representation of the Primary organization.;
 - 19.7. decides on the termination of the Primary organization's activities in coordination with the elected collegial permanent governing body of the higher Trade union organization.;
 - 19.8. resolves other issues of the Primary Organization's activities;
 - 19.9. delegates certain powers to the Committee.
20. The Meeting is convened by the Committee as necessary, but at least four times a year.
21. The Chairman of the Primary organization is a delegate to the conference (General Meeting) of the Trade Union with the right to make decisions on all issues on the agenda of the General Meeting.
22. The agenda, date and place of the Assembly shall be announced at least fifteen calendar days before the deadline.
23. An Assembly is considered competent if more than half of the Trade Union members registered with the Primary organization participate in it.
24. The rules of procedure and the form of voting when making decisions (secret or open) are determined by the participants of the Assembly.
25. The decision of the meeting is considered adopted if more than half of the members of the Primary organization participating in the Assembly voted for it.
26. Decisions on early termination of the powers of the Committee, the Chairman, termination of activities and liquidation of the Primary organization are considered adopted if at least two thirds of the members of the Primary organization participating in the Assembly voted for them.
27. Decisions of the meeting are taken in the form of minutes (protocol).
28. An extraordinary Assembly may be held by a decision of the Committee adopted by:
 - 28.1. on his initiative;
 - 28.2. at the request of at least one third of the Trade Union members who are members of the Primary organization;

- 28.3. at the request of the Trade Union bodies.
29. The Committee, no later than ten calendar days from the date of the request, is obliged to decide on holding an extraordinary meeting and set a date for its holding.

30. The Committee.

31. In order to manage the activities of the Primary organization, a Committee is elected between Meetings, which is an elected collective permanent governing body of the Primary Organization.
32. Powers of the Committee:
- 32.1. represents the interests of employees during collective bargaining, the conclusion and amendment of a collective agreement, the exercise of control over its implementation, as well as in the exercise of the right to participate in the management of the organization and the consideration of labor disputes;
- 32.2. puts forward and sends demands to employers or their representatives, organizes and conducts collective actions of employees in support of their demands in accordance with the legislation.;
- 32.3. expresses and defends the opinion of employees in accordance with the procedure provided for by the Labor Code of the Republic of Kazakhstan, laws and other regulatory legal acts, collective agreements, agreements, when the employer adopts local acts concerning working conditions, as well as when terminating an employment contract with employees on the initiative of the employer and in other cases;
- 32.4. carries out public control over the observance of labor legislation by the employer and its representatives;
- 32.5. organizes the appointment and work of public safety and labor protection inspectors of the Primary organization, participates in the work of the committee (commission) on labor protection and safety;
- 32.6. convenes Assemblies, organizes and monitors the implementation of their decisions, informs Trade Union members about the implementation of the decisions of the Assembly;
- 32.7. organizes the holding of reports and elections in the Primary organization within a single time period established by the Trade Union.;
- 32.8. confirms, in the period between Assemblies, the powers of the Committee members elected by direct delegation to replace those who have left;
- 32.9. approves the estimates of income and expenses of the Primary organization for the next financial year;
- 32.10. ensures timely and complete transfer of membership fees to the Trade Union;
- 32.11. approves statistical, financial and other reports of the Primary organization;

- 32.12. reports to the members of the Primary organization, regularly informs them about its activities, including the execution of estimates of income and expenses of the Primary organization;
- 32.13. carries out work to involve employees in the Trade Union membership;
- 32.14. organizes training for members of the Primary organization;
- 32.15. exercises other powers;
- 32.16. delegates certain powers to the Chairman of the Primary organization.
33. The term of office of the Committee is three years.
34. Meetings of the Committee are held as necessary, but at least once a quarter.
35. An extraordinary meeting of the Committee is convened by the Chairman of the Primary organization on his own initiative, at the request of at least one third of the Committee members, or at the request of Trade Union bodies.
36. A meeting of the Committee is considered valid if more than half of the Committee members participate in it.
37. The Committee meeting is chaired by the Chairman of the Primary organization.
38. The decision of the Committee shall be taken by a simple majority of the votes of its members participating in the meeting, except as provided for in these Regulations.
39. The Committee's decision is taken in the form of minutes (protocol).

40. Chairman of the Primary organization.

41. To carry out the current management of the activities of the Primary Organization, a Chairman is elected, who is the sole elected executive body of the Primary Organization.
42. The term of office of the Chairman is 3 years.
43. The Chairman is ex officio a member of the Committee.
44. General powers of the Chairman:
 - 44.1. organizes the work of the Committee and conducts its meetings;
 - 44.2. organizes the implementation of decisions of the Assembly, the Committee and the Trade Union, and is personally responsible for their implementation;
 - 44.3. represents the interests of the Primary organization before the employer;
 - 44.4. sends appeals and petitions on behalf of the Primary organization;
 - 44.5. monitors the collection of trade union membership fees, as well as their timely and full transfer to the Trade Union account, and is responsible for the implementation of these Regulations on the transfer of trade union membership fees to the Trade Union;
 - 44.6. manages property within the limits of its authority, including monetary funds managed by the Primary organization, and is responsible for its rational use;
 - 44.7. organizes the registration of Trade Union members in the Primary organization in accordance with the accounting rules approved by the

- Trade Union Board for the inclusion/exclusion of members of the Primary organization;
- 44.8. submits statistical and financial reports to the Trade Union;
 - 44.9. exercises other powers, including those delegated by the Committee;
 - 44.10. organizes the accounting and ensures the safety of documents of the Primary organization, their transfer in accordance with the nomenclature of cases for archival storage.
45. In the absence of the Chairman, his functions are performed by one of the members of the Committee on the basis of a decision of the Committee.
 46. A decision on early termination of the powers of the Chairman of a Primary organization on the grounds provided for by law (except for his own initiative), as well as his violation of this Regulations, the Trade Union Charter, and expulsion from the Trade Union for non-compliance with Trade Union decisions, shall be taken at an Assembly convened by the Committee on his own initiative, at the request of at least one third members of the Primary organization or at the request of the Trade Union bodies.
 47. The decision on early termination of the powers of the Chairman on his initiative is taken by the Committee.
 48. In this case, the duties of the Chairman are assigned to one of the Committee members for a period of up to six months.
 49. The election of the Chairman to replace the outgoing one is held within six months in accordance with the procedure established by these Regulations and the Trade Union Charter. So elected Chairman remains in office until the expiration of the Committee's term of office.
- 50. The Audit Commission.**
51. Audit Commission of the Primary organization is formed to monitor the financial and economic activities of the Primary organization, compliance with the amount, procedure and deadlines for payment, calculation and receipt of membership fees, the safety and proper use of money and other property of the Primary organization, and record keeping.
 52. The Audit Commission is a body of the unified audit service of the Trade Union, accountable to the Assembly and the governing bodies of the Trade Union. The Audit Commission performs its functions in accordance with these Regulations and the Trade Union Charter.
 53. The Audit Commission is elected by the Assembly for the same term of office as the Committee.
 54. The Chairman of the Audit Commission is elected at its meeting.
 55. The Chairman of the Audit Commission participates in the work of the Committee with the right of an advisory vote.

VI. FUNDS AND PROPERTY OF THE PRIMARY ORGANIZATION

- 56. Property of the Primary organization.**

57. The property, including membership fees and other financial resources of the Primary organization, is the property of the Trade Union.

58. Trade Union members do not retain the rights to the property they have transferred to the ownership of the Trade Union, including union membership fees.

59. Sources of property formation, including monetary funds, are:

59.1 contributions from Trade Union members;

59.2. receipts provided for by collective agreements, agreements from employers, their associations for conducting socio-cultural, recreational and other events, as well as other receipts not prohibited by law.

60. Trade Union members are not liable for the obligations of the Primary organization, and the Primary organization is not liable for the obligations of Trade Union members.

61. Ownership, use and disposal of property.

62. The Primary organization uses and disposes of property, including funds, necessary for the fulfillment of its statutory goals and objectives, for its use in the interests of Trade Union members and the Primary organization.

63. The Primary organization disposes of the funds remaining at its disposal after fulfilling financial obligations to the Trade Union in accordance with their decisions.

64. Financial resources are spent on the basis of estimates approved by the Committee of the Primary organization.

65. The membership fee in a Trade union is set at least one percent of the monthly accrued salary.

66. Trade Union membership fees are paid by wire transfer. Non-cash transfer of membership fees from employees' salaries by the employer is carried out monthly and free of charge in the presence of written statements from Trade Union members or in accordance with a collective agreement.

67. The cash form of payment of membership fees may be used only in cases where payment of contributions in non-cash form is impossible for objective reasons.

VII. TERMINATION OF THE PRIMARY ORGANIZATION'S ACTIVITIES

68. The decision to terminate the activities of the Primary organization is taken by the Assembly in consultation with the Trade Union.

69. A decision is considered adopted if at least two thirds of the members of the Primary organization participating in the Assembly voted for it.

70. The activity of the Primary organization may be terminated by a decision of the authorized body of the Trade Union.