



Instructions on completing the membership application

The Union of Journalists in Finland has

- full members and
- student members.

Application forms for student members are different from the full members form, and can be printed from the website or requested from the office.

Full members can either be in an employment relationship or working as freelancers.

Full membership can be granted to a person who is involved in doing editorial work for media communications, who works for an article, news or picture agency primarily serving the media, or for another company involved in communications or publishing, or who otherwise earns his/her principal income from journalistic work. Membership can also be granted to teachers or researchers in the field.

The membership qualifications are examined individually for each applicant.

Applicants in fixed-term employment should have approximately six months left of their employment period when the application is submitted. This requirement is negotiable if the applicant has had several shorter fixed-term employment periods.

In order for membership to be granted, freelancers are required to earn the majority of their income from journalistic work and have at least one year of experience in the profession. In the case of an individual with training in the field, six months of work experience is sufficient.

UJF will not grant membership to an applicant whose main occupation is in another field and who earns the majority of his/her income from other types of work. A person who receives pension from another field is also not eligible for membership, even if the majority of his/her income comes from journalistic work.

Every employee, also those in fixed-term employment, may also elect to join the Unemployment Fund for Journalists, if the person works for at least 18 hours per week. You can apply for membership in the Fund by ticking the appropriate box on the membership application. A power of attorney for collecting membership fees alone is not sufficient.

The UJF membership application can be used to:

- apply for membership in the Union of Journalists in Finland, the member association and the Unemployment Fund for Journalists;
- provide Kapiosto with a letter of authority;
- make a collection agreement for Union fees with your employer
- change the membership association or membership status;
- update your employment information

This guide also contains instructions on how to complete sections in the application that seem difficult. More information is available on the Union's website, or feel free to call the Union Office at tel. +358 (0)9 6122 330.



The membership application can be printed out in PDF format from the Union's website. Upon request, the Union's main office can also send the application by mail.

TOP OF THE MEMBERSHIP APPLICATION

Complete the application by printing clearly. Select the correct option from the choices provided:

- New member
- Rejoining
- Change in employment
- Change in membership status
- Change in association

A change in employment status or workplace also requires a new signed power of attorney for the collection of fees, so it must be completed in writing in connection with the membership application.

A change in the membership association also requires that the application be completed again, since the Union views this change as an application for initial membership.

A change in membership status means, for example, the move from student membership to full membership status, or from a freelancer to an employment relationship, or the opposite.

Address and name changes can be made over the telephone or by e-mail and do not require that the individual complete a new membership application. The UJF website also contains a separate electronic form (link on home page) for use in changing your contact information.

PERSONAL INFORMATION

Fill in your personal information carefully and clearly. Underline the name you commonly use, if it is not your first given name. Mailings from the Union are primarily in Finnish, or Finnish and Swedish. If the applicant ticks Swedish as his/her mother tongue, he/she will receive part of the mailings in Swedish.

Only provide e-mail addresses that you check regularly.

Prohibition of the transfer of address information: The Union will not release members' addresses for marketing purposes. Addresses may be released for research or similar purposes at the discretion of the Union Board. Marketing related to the Union's member insurance is an exception to this rule. Make sure to tick the appropriate box if you do not wish to receive any insurance offers.

Professional title: Your professional title may be, for example, journalist, press photographer, archivist, graphic artist, director, etc. If you have many different tasks, write down only your principal position.



EMPLOYMENT INFORMATION

This section is only completed by membership applicants who are in an employment relationship. Freelancers may move directly on to the next section.

Employer is the company with which your employment agreement has been signed.

Group: Fill in this box if you know to which group your employer company belongs.

Workplace is the company's branch or office in which you work, such as the magazine, regional office, unit, etc.

Type of workplace: Place a tick in the box that is the nearest to the appropriate response. If an appropriate choice is not given, use a separate sheet of paper to describe your workplace in your own words.

Type of employment

Make sure to fill in all the boxes in this section. If you are unsure of your type of employment, check from your employment agreement or ask your employer. Remember to notify the Union if you change from a fixed-term employee to a permanent employee, or the opposite.

Employees in fixed-term relationships must provide the starting and ending date of the fixed-term period. It is wise to apply for membership at the start of your employment period, since one requirement for membership is that there be a sufficient duration of the employment period remaining on the date your membership is granted. An early application date is also important in terms of clarifying your benefits from the unemployment fund, should you choose to join it.

Regular working hours:

Fill in your working hours excluding overtime. Your working hours are stated in your employment agreement even though it may be so-called total working time.

Average monthly wages:

Fill in your wages excluding any evening, weekend or other supplementary wages. If you receive a total salary, in other words, the supplementary wages are included in the salary amount, you may attach a separate sheet of paper to this application that specifies the supplementary wages.

Main source of income: In order to be accepted as a member of the UJF, one must receive his/her principal income from journalistic work. If necessary, additional information may be attached on a separate sheet of paper. This information may also be requested at a later date.

Former employer: This information is necessary in order to keep your employment history up-to-date. It is essential information for, among other things, the Unemployment Fund.



FREELANCER/SELF-EMPLOYED

State whether you work primarily for the press or in radio and television, because this will affect the choice of member association.

Press freelancers have their own association (freelance division - SFJ) within the Union of Journalists in Finland. Radio and television freelancers belong to the same professional division (freelance division) within the Union of Radio and Television Journalists (RTTL).

Company name: If you have your own company, fill in its name.

Average gross monthly earnings: List all of your income, from which costs have been deducted but not taxes. Calculate your income based on your average wages over the previous 6 months.

The monthly earnings must be at least 65 % of the minimum wage for journalists in employment relationships in order for the applicant's work to be considered as his/her principal occupation. The requirements for membership are not met by someone who is working as a part-time freelance journalist.

Estimate the percentage of your income that is derived from journalistic work. It must amount to more than half. The applicant may not have a principal occupation in another field.

Press freelancers also complete a separate membership application for the freelance division of the Union (SFJ).

Education

Under basic education, choose the appropriate option, and for the upper education choices, mark the highest degree completed.

Educational information should also be kept up-to-date, since these issues are significant in terms of the direction of the Union's supervision of interests. If, for example, you complete a degree, please enter this information in the UJF member register.

MEMBERSHIP IN THE UNEMPLOYMENT FUND

Make sure that you completely fill in the appropriate box. If a tick is missing from this section, membership in the Fund will not be granted.

Only those earning regular wages are eligible to join the Unemployment Fund. Press freelancers are not generally in employment relationships, but, for example, freelancers working for Yle or MTV3 normally do their work under an employment agreement and may, therefore, join the Unemployment Fund.

Also mark whether you already belong to another unemployment fund, and the date when you joined it. For your unemployment security, it is essential that the transfer between funds is handled properly. Do not withdraw from the old fund before you have received information that you have been accepted into the Unemployment Fund for Journalists.



SELF-EMPLOYMENT:

If you are self-employed, tick the appropriate boxes. Those who are not self-employed may skip over this section.

LETTER OF SUPERVISORY AUTHORITY FOR KOPIOSTO copyright organisation

Completely fill in the appropriate box!

UJF recommends that you grant the right to a supervisor proxy.

Kopiosto is a joint copyright organisation for authors, performers and publishers. Kopiosto manages so-called secondary copyright issues. The most common example of secondary copyright is compensation to the authors of materials that are photocopied in schools for educational purposes.

Altogether 43 Finnish organisations are members of Kopiosto, including the Union of Journalists in Finland. Kopiosto may not agree upon the use of copyright over and above the relevant license granted by its member organisations. In other words, Kopiosto may not, for example, sell a journalist's copyright to an employer without an agreement in person or a local agreement.

Kopiosto grants the right of use for specific works and forwards the collected compensation to the authors or their representatives.

Based on members' powers of attorney, UJF annually receives income from Kopiosto. This income is directed into grants distributed by JOKES (cultural promotional foundation for journalists). These grants are only available to those who have undersigned a power of attorney.

The letter of authority text for Kopiosto is found at the end of these instructions. Please read it through carefully before signing!

COLLECTION AGREEMENT

The collection agreement is only applicable to employed members of UJF whose membership fee is primarily collected directly from their wages by a power of attorney.

The collection agreement shall be signed by a representative of the employer; if the employer is YLE or MTV3, the Union of Radio and Television Journalists will acquire the employer's signature.

Remember also to personally sign the collection agreement. Once your membership is valid, double check that your employer has remembered to deduct the membership fee from your wages. It will be marked clearly in your payslip.

If the employer does not provide a power of authority, the membership fee shall be determined on the basis of a fixed monthly payment in euro. The payment instructions will be sent by the Union once your membership is secured.



SIGNATURES

Sign your membership application! Applications without a date and signature will not be processed.

Member association:

You become a member of the Union of Journalists in Finland by joining one of its member associations. Your member association depends upon either your domicile or the area of media in which you primarily work.

UJF has 16 regional associations as well as two national media-based associations. The national associations are the Union for Radio and Television Journalists (RTTL), the Union of Magazine Journalists (SAL) and the freelance division of the Union (SFJ, press freelancers).

The membership application is submitted directly to the member association.

All contact information is published on the Union's website (under 'Yhdistykset' on the Finnish pages).

If you are unsure in which member association you belong, you can send your application to the UJF office and the office will make the decision on your behalf.

How long does the membership application process take?

Once the member association has processed your application, it will be approved by the UJF office committee. The committee convenes about once each month, so the approval of your membership will take 1-2 months depending on the timeframe of the member association's meetings.

The membership approval confirmation will be sent to you by mail along with an information packet for new members. You will also receive your membership card (press card) in a separate mailing. The validity of the card will be renewed each year with a posted sticker displaying the year in question.

In addition to the Journalisti magazine, the Union sends other important mail to its members each year, so make sure that your personal and contact information is up-to-date. Changes can be made by calling to the Union Office at tel. +358 (0)9 6122 330 or by filling out the appropriate form on the Union's website.

Photograph for the press card

A passport photo with your name on the back must be submitted along with your application for the purpose of printing your membership card.

The photo can also be sent as an e-mail attachment. Further instructions are available on the Union's website (in Finnish).



Suomen Journalistiliitto
Union of Journalists in Finland

Member association forms:

- Applicants to regional journalist or newspaper associations complete only the Union membership application.
- If you are applying for membership in the Union of Magazine Journalists (SAL) and you work somewhere other than for a public magazine (such as for an organisation magazine or other magazine-type publishing company), you must also complete SAL's term of employment inquiry form.
- If you are applying for membership in the Union of Radio and Television Journalists (RTTL), you must also submit proof of your income over the last six months and a copy of your employment agreement. If your employment relationship is not permanent, you must also complete RTTL's own supplementary form.
- If you are applying for membership in the freelance division of the Union, include a completed membership application for the appropriate freelancer association.
- If you work in a local radio station, a programme production office or company in the field of publishing, include a copy of your employment agreement and/or a free-form description of your work.
- The member association's own forms are available from the Union's Finnish-language website under the word 'Lomakkeet' or here.

Further information:

Union of Journalists in Finland
Hietalahdenkatu 2 B
P.O. Box 252
FI-00181 Helsinki

Tel. +358 (0)9 6122 330
www.journalistiliitto.fi



LETTER OF SUPERVISORY AUTHORITY (KOPIOSTO)

By virtue of this letter of authority, the holder of the rights based on the Copyright Act (hereinafter author/photographer) authorises the Union of Journalists in Finland (hereinafter organisation) to supervise the rights as intended by the conditions stated in Section 1 below.

1 §

Supervisory authority includes the right to supervise, on the author/photographer's behalf, the right to produce copies of published works by photocopying or similar methods. The supervisory authority does not concern the production of copies such as is a natural part of the regular publishing activities.

Supervisory authority also includes the right to supervise, on the author/photographer's behalf, the right to the storage of the works on a device by which they can be reproduced and other possible uses of the works, the supervision of which belongs to the activities of the organisation.

The extent of the practical implementation of the rights to supervise as intended by paragraph 1 and 2 is decided upon by the organisation.

The author/photographer shall also accept a broader supervision of the rights stated in paragraph 1 and 2, if such is deemed necessary in terms of the efficient supervision of the author's/photographer's rights, and if the members of the organisation agree.

2 §

The author/photographer shall refrain from granting the authority intended by this letter of authority to a third party. 1)

3 §

The organisation has the right to transfer the authorities granted by this letter of authority, while complying with the terms and conditions therein, to Kopiosto.

4 §

By virtue and within the limitations of the letter of authority, the organisation has the right to enter into agreements concerning the use of the works, to collect compensations for the use of the works prior to the granting of this proxy as well as thereafter, to save compensation funds, to appear in court proceedings and other situations on behalf of the author/photographer in matters concerning the right of use of his/her works and right to compensation, and as plaintiff in infringement of copyright cases, to make arbitration agreements, and to carry out all measures deemed necessary to sufficiently supervise the rights of the author/photographer.



5 §

By virtue of this letter of authority, it is possible to enter into contracts related to copyright supervision with similar organisations operating abroad.

6 §

The organisation is obliged to act in the author/photographer's interest in all matters related to the assigned supervision. The author/photographer shall accept all decisions concerning compensations to be collected for the use of specific works.

7 §

The author/photographer is bound by this letter of authority to accept any changes to the content of this letter of authority that are caused by changes in legislation, international agreements, or the organisation's rules and regulations.

8 §

The grantor of the letter of authority shall provide the organisation with personal information, addresses and any changes to these, as well as, on request, information about his/her works or protected performances, and any other information deemed necessary for proper supervision.

9 §

The author/photographer may revoke this letter of authority. The authorities granted by virtue of this letter of authority will terminate at the end of the calendar year during which the letter of revocation has been received by the organisation.

1)The granting of this letter of authority does not affect any other letters of authority/powers of attorney or extradition treaties by which the author/photographer has previously surrendered his/her copyright entirely or partially, or the right to its supervision to another party.