



EUROPEAN
TRANSPORT
WORKERS'
FEDERATION

CONSTITUTION OF THE EUROPEAN
TRANSPORT WORKERS' FEDERATION

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RULE I

PREAMBLE

1. **The European Transport Workers' Federation (ETF) was established on 14 June 1999 by the European affiliates of the International Transport Workers' Federation (ITF) and the former affiliates of the FST.** The ETF unites free, independent and democratic unions from geographical Europe that represent workers in transport including logistics, fisheries and tourism services.
2. According to article 5 of the Constitution of the European Trade Union Confederation (ETUC) (Annex 1) the ETF constitutes the European Industry Federation of the ETUC for transport including logistics, fisheries and tourism services.
3. At the same time, the ETF constitutes the European region of the ITF in accordance with Rule XI of the ITF Constitution (Annex 2).
4. The ETF acts autonomously on all European issues relevant to its industrial sectors within the framework of the general policies and principles of both organizations.
5. The vision of Fair Transport is what drives the work of the ETF. It represents a future where European transport is free of social dumping¹, with quality decent jobs for transport workers, safe, reliable and affordable services for passengers and customers and where environmental and social sustainability go hand in hand.
6. The mission of the ETF is:
 - To represent the social and economic interests of workers in transport including logistics, fisheries and tourism;

¹ Social dumping occurs when businesses abuse the opportunities offered by the free movement within the single market to undercut or evade existing labour standards and regulations, or to take unfair advantage of loopholes in the legislation, gaining competitive advantage over bona fide companies. Some employers hire the least protected workers with the cheapest salary and inferior working conditions to increase profit margins while preventing or reducing the collective representation of workers, geographically illustrated by the phenomenon of delocalization/offshoring. At sectoral level, social dumping is visible when employers reduce their personnel costs by using (agency) temporary workers, subcontracting, bogus self-employment, unorganized workers and precarious contracts, among others.

- To unite all its members on the principle of solidarity;
 - To promote practical international cooperation and joint action;
 - To ensure progress for workers within the policy and institutions of the European Union and to ensure that all of these policies and programmes have high social and labour standards at their core;
 - To promote equal opportunities and the elimination of discrimination based on sex, gender, age, race, national origin, sexual orientation, (dis) ability or beliefs and;
 - To promote transport workplaces and supply chains free from violence and harassment, trafficking and exploitation;
 - To promote peace and oppose all forms of physical, political or social violence;
 - To support the work of the ITF and the ETUC.
7. The ETF shall achieve these aims through union initiatives across Europe and beyond.
8. The ETF directs its activities in particular towards:
- Organising and representing all transport workers;
 - Building a trade union counterweight to the employers and political institutions and;
 - Forging links between transport workers across Europe;
 - Assisting affiliated organizations to defend and promote across Europe the economic, social, occupational, educational and cultural interests of their members and the diversity of transport workers including women transport workers and young transport workers;
 - Strengthening the European Union at the social, political and democratic level and promoting peace, development and social justice in the world;
 - Working with EU Institutions and other institutions across Europe, including the Council of Europe, EFTA and all other institutions of European cooperation which are of relevance to the interests of transport workers, including logistics, fisheries and tourism;

- Developing relations with European employers' organizations in order to establish sustainable social relations on the European level via social dialogue **and negotiations, ensuring workers' representation in the** relevant Sectoral Social Dialogue Committees and promoting the establishment and consolidation of European Works Councils in the sectors of its competence;
9. All governing bodies, institutions and affiliated members of the ETF will respect the diversity of transport workers and ensure a fair and effective representation of women transport workers and young transport workers at all levels and their active participation in their activities.
 10. The ETF and affiliated members will promote the representation of women transport workers, young transport workers, black transport workers, transport workers of colour, and transport workers of ethnic, cultural, racial or religious minorities, LGBTQI+ transport workers, migrant transport workers, and disabled transport workers at all levels, and encourage their active participation in their activities.
 11. The ETF shall base its activities on the provisions of this Constitution.
 12. The English text shall be regarded as the authentic version in all matters relating to interpretation of this Constitution.
 13. The Headquarters of the ETF shall be in Brussels.
 14. The meetings of ETF statutory bodies can take place in person, hybrid or virtually provided that democratic and equitable participation can be ensured.

RULE II

MEMBERSHIP AND OBLIGATIONS

1. European transport trade union organisations including logistics, fisheries and tourism or, where appropriate, federations or associations of such organisations are eligible for affiliation to the ETF, provided that:
 - (a) They subscribe to the aims of the ETF and undertake to uphold its Constitution and to promote the interests of the ETF in general;
 - (b) Their constitution and practice ensure democratic conduct of their affairs;
 - (c) They undertake to fulfil the obligations arising from affiliation;
 - (d) They are affiliated to the ITF or they are members of a national trade union center affiliated to the ETUC.

2. Affiliated unions are required:
 - (a) To pay affiliation fees at the rates and under the conditions laid down by the Congress and the Executive Committee for the number of fee-paying members qualifying to be included in the membership of the ETF; where a union is affiliated to the ITF, the number of European members declared to both bodies should be the same;
 - (b) To co-operate in carrying out the decisions of the governing bodies of the ETF, and to report to the ETF on the action taken to that end and its results, or on the reasons why no action has been taken;
 - (c) To report to their governing bodies on the activities of the ETF and to inform constituent bodies and rank-and-file members of the work and purposes of the ETF;
 - (d) To advise the ETF of the dates of their congresses, relevant decisions reached there and the names of main office bearers.

3. In assuming these obligations, an organisation admitted to membership shall retain its full autonomy.

4. Applications for affiliation from national trade unions shall be addressed to the General Secretary, who, after having received all appropriate information and after consulting other organisations of the same country already affiliated with the ETF, shall submit such application to the Executive Committee which shall have power to accept or reject it.

5. The Executive Committee may grant observer status without voting rights to national trade unions and European or international trade union organizations on their request. The Executive Committee shall define the rights and obligations for each organisation which is granted observer status.

RULE III

WITHDRAWAL, LAPSE OF MEMBERSHIP, SUSPENSION AND EXPULSION

1. **An affiliated organization shall give one year's notice of withdrawal from membership.** Financial obligations shall not cease before the expiration of such notice.
2. **The Executive Committee may declare that an affiliated organization's membership of the ETF has lapsed if the organization has failed, despite due warning, to pay its affiliation fees for two consecutive years.**
3. The Executive Committee shall have authority to suspend from membership of the ETF or observer status any organisation which, in the **Executive Committee's** judgement, has consistently neglected its obligations or has acted against the interests of the ETF or has ceased to come within the terms of eligibility for membership as per Rule II (1). The Executive Committee shall also have the authority **to lift a suspension for which, in the Executive Committee's judgement, there is no longer justification.**
4. An affiliated organization shall be informed immediately why it has been suspended and shall have the right to appeal to Congress against suspension.
5. Congress shall have authority to expel an affiliated organization.

RULE IV

GOVERNING BODIES AND INSTITUTIONS

1. The Governing Bodies of the ETF shall be:
 - (a) Congress
 - (b) Executive Committee
 - (c) Management Committee

2. The further Institutions of the ETF shall be:
 - (a) The Sections
 - (b) **The Women's Committee**
 - (c) The Youth Committee
 - (d) The Secretariat
 - (e) The ETF shall not contribute towards the costs of attendance at the meetings of the different governing bodies and institutions unless the Management Committee decides otherwise.

RULE V

CONGRESS

1. Congress shall be the supreme body of the ETF. An Ordinary Congress shall take place every five years at a time and place to be decided by the Executive Committee and shall be convened at least three months in advance.
2. An Extraordinary Congress shall be convened at the initiative of the Executive Committee or at the written request of at least one third of affiliated organizations or at the request of affiliated organisations representing at least one third of the affiliated membership and from at least five countries.
3. An Extraordinary Congress must take place no later than four months after the submission of a request in accordance with paragraph (2).
4. Every affiliated organisation which is not in arrears with its affiliation fees shall be entitled to representation at Congress. The basis for the number of delegates is the average membership figure for the preceding five years for whom contributions have been paid.
5. The number of Congress delegates to which affiliated organisations are entitled shall be as follows:

Paid-up Membership	Delegates
Up to 5,000	1
Up to 10,000	2
Up to 20,000	3
Up to 30,000	4
Up to 40,000	5
Up to 50,000	6
Up to 75,000	7
Up to 100,000	8
Up to 125,000	9
Up to 150,000	10
Up to 175,000	11

Up to 200,000	12
Up to 250,000	13
Up to 300,000	14
Up to 350,000	15
Up to 400,000	16
Above 400,000	17

In composing their national delegations, affiliated unions should ensure that the number of women and young delegates is at least in proportion to their membership of the union. Every delegation consisting of more than three persons must include at least one woman delegate and one young delegate.

6. Provided written notification of its action is given to the General Secretary, if possible, at least four weeks before the beginning of Congress, an affiliated organization may nominate the delegation of another organization to act on its behalf at a Congress, but no delegation may represent more than three organizations in addition to its own.
7. An affiliated organisation may add advisers to its delegation, provided that the advisers are members of, or otherwise closely associated with, that affiliated organisation. The number of advisers is to be stipulated by the Executive Committee.
8. **Voting at Congress shall be by show of delegates' cards or by membership vote.** A membership vote shall be taken when prescribed by this Constitution or required by the Management Committee or by three organizations from three different countries represented directly at Congress. In a membership vote those affiliates with a paid-up membership of less than 1,000 shall have one vote; others shall have one vote for every 1,000 paid-up members, calculated to the nearest thousand.
9. Congress shall, wherever possible, try to reach decisions by consensus. If a vote is necessary, decisions shall be taken by a simple majority unless this Constitution provides otherwise. In elections for any seat or office a candidate must receive more than half of the votes cast to succeed. The voting procedure shall be laid down in the Standing Orders.
10. Procedure at Congress shall be governed by this Constitution and by Standing Orders which the Congress shall adopt on the basis of a recommendation from the Executive

Committee. The Management Committee shall act as Standing Orders Committee of the Congress.

11. At its first session, Congress shall appoint a Credentials Committee to examine the credentials of delegations and make recommendations to Congress accordingly. No membership vote or election other than the election of Tellers, Scrutineers or Congress Committees shall take place until the report and recommendations of the Credentials Committee have been dealt with by Congress.
12. The agenda for each Ordinary Congress shall include the following items:
 - (a) Report on activities;
 - (b) Report on implementation of representation of Women and Young transport workers in the ETF structures;
 - (c) Financial statements and auditors' reports;
 - (d) Fixing of affiliation fees;
 - (e) Any proposed amendments to the Constitution;
 - (f) Motions;
 - (g) Elections;
 - (h) Such other items as the Executive Committee may decide.
13. The agenda of an Extraordinary Congress shall be decided by the Executive Committee. When an Extraordinary Congress is convened at the request of affiliated organisations, in accordance with paragraph (2) of this Rule, the Executive Committee shall distribute documents submitted by those organisations together with any further documents which the Executive Committee feels the Congress should receive.
14. Congress shall:
 - Decide the strategy and policy of the ETF;
 - Endorse political decisions taken by other ETF Constitutional bodies and affiliated organizations;
 - Oversee the work of the other Constitutional bodies by discussing and adopting Activities and Financial Reports;

- Elect for a five year period:
 - The Executive Committee;
 - The President;
 - The General Secretary;
 - The Lay Auditors.
 - **Confirm the nominations made by the Women's Conference for representation on the ETF Executive Committee;**
 - Confirm the nominations made by the Youth Conference for representation on the ETF Executive Committee;
 - Decide by a 2/3 majority in a membership vote on amendments to the Constitution;
 - Decide on the level of affiliation fees.
15. Motions for consideration by an Ordinary Congress must be submitted by affiliates so as to reach the Secretariat at least four months before the Congress begins. Only motions that relate to the areas of competence of the ETF will be discussed. Emergency Motions may be presented to an Ordinary Congress, but shall only be discussed if the Standing Orders Committee decides that they are truly of an urgent character and could not be submitted with the notice prescribed above.
16. Amendments to motions placed on the agenda of an Ordinary Congress shall reach the General Secretary at least four weeks before the Congress begins.

RULE VI

EXECUTIVE COMMITTEE

1. The Executive Committee shall be the governing body of the ETF between Congresses.
2. The Executive Committee shall meet at least twice a year. An Extraordinary meeting shall be convened by the Executive Committee on its own initiative, or at the request of the Management Committee or at the written request of at least one third of the members of the Executive Committee. The President, or in his/her absence one of the Vice Presidents, shall preside at all meetings of the Executive Committee.
3. The Executive Committee shall consist of:
 - The President;
 - **The Chairs of the Sections, of the Women's Committee and of the Youth Committee;**
 - The ITF General Secretary;
 - The ETF General Secretary;
 - 39 members elected by Congress in sub-regional groups;
 - Eight further representatives of European women transport workers confirmed by Congress;
 - Three representatives of European young transport workers confirmed by Congress
4. The term of office of elected members of the Executive Committee begins with the election of the Executive Committee at an Ordinary Congress and ends with the election of the new Executive Committee at the following Ordinary Congress. All members are eligible for re-election.
5. The composition of sub-regional electoral groups and the number of nominations which each group is entitled to make shall be decided by Congress on the recommendation of the Executive Committee. The membership of the Executive

Committee shall be a reasonable reflection of the geographical distribution of the membership of the ETF and of its industrial structure.

6. The members of the Executive Committee are responsible for ensuring adequate communication on matters dealt with by the Executive Committee with the affiliates in the respective sub-region, committee or section.
7. **With the exception of the President, the Section Chairs, the women's and youth representatives,** no affiliated organization shall have more than one member and no country shall have more than three members on the Executive Committee.
8. In agreement with the President, and in accordance with any relevant rules of procedure, the members of the Executive Committee may be accompanied to meetings by advisers.
9. The Executive Committee shall:
 - Take political decisions necessary for the implementation of the general strategy adopted by Congress;
 - Decide on the positions to be taken in relation to the European institutions;
 - Decide on representation and delegations of the ETF;
 - Decide on trade union action necessary to support joint trade union demands and positions;
 - Work towards the achievement of a unified programme of trade union demands of ETF member organizations at European level;
 - **Evaluate the activities of the Sections, the Women's Committee, the Management Committee and the Secretariat** which shall submit a report on their activities at each meeting of the Executive Committee;
 - Elect for a five year period from within its membership:
 - Two Vice-Presidents, at least one of whom shall be a woman;
 - The three ordinary members of the Management Committee.
 - Appoint the Deputy General Secretary;
 - Ratify the appointment of Heads of Departments;

- Lay down internal rules of procedure of the EC;
 - Ratify the internal rules of procedure of Sections or Committees in line with standards outlined in Annex 3
 - Adopt the annual financial report;
 - Approve the budget and any external funding.
10. If the office of President, General Secretary, or Lay Auditor falls vacant between Congresses, the Executive Committee shall appoint a successor who shall have the same rights and obligations as those who were elected by the Congress.
11. The Executive Committee shall submit a proposal for election of the President, the General Secretary and the Lay Auditors to Congress.
12. Membership of the **Executive Committee shall cease if a member's organization:**
- Indicates in writing that it wishes him or her to resign or;
 - Withdraws or is suspended or expelled or has its membership declared as lapsed.

If a member of the Executive Committee leaves between Congresses, the Executive Committee shall **co-opt a replacement after consulting the original member's organisation and the subregional group, the Women's Committee or the Youth Committee** as appropriate. Co-opted member shall have the same rights and obligations as other Executive Committee members.

13. The Executive Committee shall oversee and be kept regularly informed about the start and progress of negotiations and conclusion of sectoral agreements between social partners in the EU.
14. The Executive Committee may establish working groups or committees (such as a Logistics Committee) to deal with matters of a cross-sectoral nature.
15. The Executive Committee may establish sub-committees to prepare and support its work and shall determine their composition, terms of reference and working procedures.

16. The Executive Committee shall, wherever possible, try to reach decisions by consensus. If a vote is necessary, decisions are taken by a simple majority unless this Constitution provides otherwise. All members of the Executive Committee shall have the right to vote at meetings. Voting shall be by show of hands or, upon request of at least 6 members present, by secret ballot whereby each member shall have one vote. The President, or, in his/her absence, the Vice-President presiding at the meeting, shall have a casting vote. In case of an election with more than one candidate, a vote by secret ballot has to be conducted. A majority of the members of the Executive Committee shall constitute a quorum for the transaction of the business of the Committee. The rules for proxy votes shall be stipulated by the Rules of Procedure of the Executive Committee.

RULE VII

MANAGEMENT COMMITTEE

1. The Management Committee shall have the task of deciding on urgent action needed to implement the policies laid down by the Executive Committee and Congress. It shall act within the framework of the mandate given to it by the Executive Committee and shall otherwise have the mandate to submit proposals to the Executive Committee.
2. Furthermore the Management Committee shall have the task of dealing with all financial and organizational aspects of the ETF; and of preparing the agenda of the Executive Committee.
3. The Management Committee shall support the General Secretary, the President and the Vice-Presidents in the institutional representation of the ETF.
4. The Management Committee shall have the right to suspend the General Secretary, Deputy General Secretary or Political Secretaries for significant reasons. There shall be a right of appeal to the Executive Committee against suspension.
5. The Management Committee shall consist of:
 - The President;
 - Two Vice-Presidents;
 - The General Secretaries of the ETF and ITF;
 - Three ordinary members elected by the Executive Committee;
 - The Chair **of the Women's Committee**;
 - The Chair of the Youth Committee
6. The Management Committee shall meet at least twice a year. The President, or in his/her absence, one of the Vice-Presidents, shall preside at all meetings of the Management Committee.
7. The Section and Committee Chairs shall have the right to submit agenda items for discussion by the Management Committee. They shall be entitled to participate in the meetings of the Management Committee during the discussion of these items.

8. Management Committee members may be accompanied to meetings by advisers. An adviser may only take the floor in the absence of the respective member with the agreement of the President, and in accordance with any relevant rules of procedure.

RULE VIII

PRESIDENT AND VICE-PRESIDENTS

1. There shall be a President of the ETF elected by each Ordinary Congress and two Vice-Presidents of the ETF, who shall be elected by the Executive Committee from among its members and of which at least one shall be a woman.
2. The President and the Vice-Presidents shall hold office until the closure of the following Ordinary Congress and shall be eligible for re-election.
3. If the President or any of the Vice-Presidents cease for any reason to hold office in the period between Ordinary Congresses, the Executive Committee shall be empowered to appoint a successor or successors, but in doing so shall observe the requirement of paragraph (1).
4. The President or, in the President's absence, a Vice-President, shall preside at all meetings of the ETF's governing bodies between Ordinary Congresses.
5. The President and the Vice-Presidents will ensure, together with the General Secretary the institutional representation of the ETF.

RULE IX

GENERAL SECRETARY

1. There shall be a General Secretary, elected by each Ordinary Congress. The General Secretary shall be eligible for re-election.
2. The General Secretary shall be responsible to the Executive Committee for the general administration of the ETF's affairs, for the implementation of decisions taken by the ETF's governing bodies, and for those other functions given to him/her by this Constitution.
3. The General Secretary shall receive and be responsible for all monies paid to the ETF and shall prepare and submit for the approval of the Executive Committee budgets of income and expenditure in respect of all funds.
4. The General Secretary shall be responsible for the accounts of the ETF and shall produce such books and documents as may be required by the Executive Committee. He/she shall submit to the ETF's governing bodies proper accounts of income and expenditure, with such reports and comments as he/she may judge necessary or may be requested.
5. The General Secretary shall ensure, together with the President and the Vice-Presidents the institutional and political representation of the ETF.
6. **The General Secretary shall act with the employers' authority in relation to the ETF staff.²**
7. The General Secretary may delegate to the Deputy General Secretary specific tasks regarding the administration and representation of the ETF.
8. If, for any reason, the office of General Secretary shall fall vacant, the Executive Committee shall appoint an Acting General Secretary who shall serve until a General Secretary is elected at the next following Ordinary Congress, and who shall have the

² for the purpose of the Belgian labour law

authority, responsibilities and duties of General Secretary as prescribed by the ETF Constitution.

9. In the case of the resignation of the General Secretary, the Management Committee shall call for an extraordinary meeting of the Executive Committee without undue delay and decide on the arrangements to ensure continuity of the ETF activities until a successor is appointed by the Executive Committee.
10. In the case of gross misconduct, breach of the ETF Constitution or any criminal activity:
 - (i) The Management Committee shall call for an extraordinary meeting of the Executive Committee without undue delay and in the case of the real and present danger to the ETF, suspend the General Secretary and decide on the arrangements to ensure continuity of the ETF activities until a successor is appointed by the Executive Committee;
 - (ii) The Executive Committee shall have the right to dismiss the General Secretary by a 2/3 majority;

RULE X

THE SECTIONS

1. There shall be the following Sections to further the aims in Rule I of the Constitution in individual modes of transport and allied activities:
 - Railways
 - Road Transport
 - Inland Waterways
 - Dockers
 - Maritime Transport
 - Fisheries
 - Civil Aviation
 - Tourism Services³
2. Each affiliated union shall have the right to participate in the work of each Section for which it declares members. The modalities of participation shall be stipulated by the Rules of Procedure. The cost of attendance of delegates at Section meetings shall be borne by the organization sending them.
3. Each Section shall elect a steering committee, which, with the responsible officer of the secretariat, and in consultation with the corresponding ITF Section structures, shall establish a working programme, guidelines, recommendations and opinions and inform the relevant member organizations thereof.
4. Each Section shall establish its own rules of procedure, subject to ratification by the Executive Committee and to create, if necessary, subcommittees or working groups dealing with specific sub-regions or topics. The rules of procedure shall include the standards outlined in Annex 3 of the Constitution.

³ The representation of tourism workers is currently ensured jointly with EFFAT and UNI Europa through the European Tourism Liaison Committee (ETLC)

5. Each Section shall, not later than at its last meeting before an Ordinary Congress elect, for a period of five years, a Chair, Vice Chairs, a woman representative who shall also **be a member of the ETF Women's Committee and a young representative who shall** also be a member of the ETF Youth Committee. If any of the above-mentioned positions ceases for any reason to hold office in the period between Ordinary Congresses, the Section shall appoint a successor at its next meeting.
6. The Chair shall keep the General Secretary and the Executive Committee informed about the activities of the Section.

RULE XI

WOMEN'S COMMITTEE AND CONFERENCE

1. **There shall be an ETF Women's Committee which shall consist of women transport trade union representatives. Each affiliated union declaring women membership shall have the right to participate in the work of the Women's Committee. The cost of attendance of delegates at the Women's Committee meetings shall be borne by the organization sending them.**

2. **The Women's Committee shall:**
 - Deal with all questions of importance to women transport workers including ETF gender policies;
 - Have the right to put forward proposals and resolutions to the Executive Committee, the Sections, and the Congress;
 - **Cooperate closely with the ITF Women's Committee.**

3. **The Women's Conference shall:**
 - Be held as part of each ordinary Congress;
 - Decide the priorities for European women transport workers;
 - Elect:
 - **The Chair of the Women's Committee;**
 - **8 Ordinary members of the Women's Steering Committee taking into account sectoral and regional balance.**

The Chair of the Women's Committee shall be an ex-officio member of the Management Committee and the Executive Committee. The eight ordinary members of the women's Steering Committee shall be ex-officio members of the Executive Committee.

The Section and Youth representatives in the Women's Committee are ex-officio members of the Women's Steering committee

If any of the above-mentioned positions ceases for any reason to hold office in the period between Ordinary Congresses, the Committee shall appoint a successor at its next meeting in line with its internal Rules of Procedure.

4. The standing orders for the ETF Women's Conference shall be drafted by the ETF Women's Committee and confirmed by the Executive Committee prior to the Congress

RULE XII

YOUTH COMMITTEE AND CONFERENCE

1. There shall be an ETF Youth Committee which shall consist of trade union representatives under 35 years. Each affiliated union declaring youth membership shall have the right to participate in the work of the Youth Committee. The cost of attendance of delegates at the Youth Committee meetings shall be borne by the organization sending them.
2. The Youth Committee shall:
 - Deal with all questions of importance to young transport workers including ETF youth policies;
 - Have the right to put forward proposals and resolutions to the Executive Committee, the Sections, and the Congress;
 - Represent the ETF in other young workers structures as appropriate;
 - Coordinate its activities with the ITF Youth Committee.
3. The Youth Conference shall:
 - Be held as part of each ordinary Congress;
 - Decide the priorities for European young transport workers and adopt a working programme;
 - Elect the two Co-Chairs and two ordinary Steering Committee members;
 - **Elect a young woman representative for the ETF Women's Committee.**

One of the Co-Chairs shall serve as an ex-officio youth representative of the ETF Management and Executive Committee. The second Co-Chair and 2 Ordinary SC members will serve ex-officio as youth representatives in the ETF Executive Committee in line with its internal Rules of Procedure.

If any of the above-mentioned positions ceases for any reason to hold office in the period between Ordinary Congresses, the Committee shall appoint a successor at its next meeting.

4. **The standing orders for the ETF Young Workers' Conference** shall be drafted by the ETF Youth Committee and confirmed by the Executive Committee prior to the Congress.

RULE XIII

MANDATE OF ELECTED REPRESENTATIVES

1. The mandate of all elected representatives within the ETF derives from the electoral body or group which nominated or elected him/her to the position.
2. Consequently, elected representatives represent their electoral body or group in the position or body to which they have been elected.
3. Elected representatives are responsible for ensuring adequate communication and consultation methods with the electoral body or group which nominated or elected him/her to the position.
4. The position of an elected representative in the ETF is incompatible with a work contract or any activity remunerated by the ETF.

RULE XIV

SECRETARIAT

1. The Secretariat shall be based in Brussels.
2. The Secretariat shall be composed of the General Secretary, the Deputy General Secretary, a number of Heads of Departments to be decided by the Executive Committee, and other staff.
3. The Secretariat shall work under the direction of the General Secretary. It shall fulfil **the tasks conferred on it by the governing bodies, the sections, the Women's Committee and the Youth Committee** in accordance with this Constitution.
4. In particular the Secretariat has the task to:
 - Maintain and develop relations between all bodies of the ETF and the Secretariat of the ITF;
 - Represent the interests of the ITF in the European Region;
 - Maintain and develop relations with the Secretariat of the ETUC;
 - Documents and agendas for all meetings of the Constitutional and other bodies of the ETF to be prepared in a timely manner;
 - Organize representation in relation to the European institutions;
 - Submit activities and financial report to the Management Committee;
 - Perform all tasks required by the Executive Committee and Management Committee.

RULE XV

ASSISTANCE IN DISPUTES

1. Affiliated organisations may call upon the ETF for solidarity assistance in disputes of major importance.
2. Such assistance may consist of organised moral support of the affiliate and its stand on the issues involved in the dispute, of approaches to national governments and inter-governmental organisations, of financial help or a combination of these or any other steps deemed appropriate in the circumstances.
3. The ETF shall be given as much notice as possible of the likelihood of such a dispute and as much information as possible on the issues involved and on the attitude to the dispute of other affiliates and important trade union organisations in the country where the dispute takes place.
4. An affiliate facing an important dispute which may involve the ETF shall not call upon affiliates of the ETF outside its own country for assistance without having first consulted with the General Secretary of the ETF. The same applies to calls to non-affiliated organisations abroad for assistance or support. Contraventions of this provision shall absolve the ETF from any obligation to give or continue to give support.
5. The General Secretary shall, upon receipt of a call for assistance, take all appropriate steps in order to acquaint himself/herself with the facts involved and shall take such measures as he/she judges to be appropriate and practical in consultation, if necessary, with the Management Committee.
6. The General Secretary shall report to the Executive Committee at the first opportunity on any assistance given in accordance with this rule.

RULE XVI

SETTLEMENT OF INTERNAL DISPUTES

1. If two or more affiliated organisations are in dispute among themselves over a matter or matters which involve the ETF or its activities, it shall be open to them to ask the ETF to arbitrate. The arbitration shall only be undertaken if all the parties to the dispute agree on that course after satisfying themselves that any decision in the arbitration would not be in conflict with the rules or policies of the national centres to which they are affiliated. The decisions of the arbitrator(s) shall be binding on the parties.
2. The arbitration procedure shall be decided from case to case by the General Secretary in consultation with the Chair or Chairs of the Section or Sections concerned and the parties to the dispute.

RULE XVII

AFFILIATION FEES AND ADDITIONAL CONTRIBUTIONS

1. Each Ordinary Congress shall decide the rate of affiliation fees payable by the affiliated organizations per head of their declared membership. The Executive Committee shall fix a minimum number of members for the purpose of establishing affiliation fees due from affiliates having a very small fee-paying membership.
2. The Executive Committee shall, at its discretion, authorize an affiliated organization to pay affiliation fees at less than the standard rate if the Committee is satisfied that the financial situation of the affiliate or the low standard of earnings of its membership justifies such a concession.
3. The Executive Committee shall have authority to call for supplementary payments from affiliated organizations to meet essential commitments.
4. The Executive Committee shall have the authority to set special fees or contributions from national trade unions or from European or international trade union organizations accorded observer status.
5. All fees and contributions are payable no later than the end of April for the current year except that acceptance of a new affiliate into membership shall not become effective until payment has been made of at least six months fees. Affiliates shall declare the number of members on 1 January of each year, pursuant to Rule II, paragraph 2, second indent. The General Secretary shall lay before the Management Committee each financial year a list of affiliates in arrears for consideration of action in accordance with Rule III, paragraph 2.
6. The ITF shall make an annual financial contribution to the ETF relating to its functions as the ITF's **European region, to be fixed by the ITF Executive Board.**

RULE XVIII

FINANCE AND AUDITING

1. The financial year of the ETF and the rules governing the financial administration shall be determined by the Executive Committee.
2. The General Secretary shall be responsible for the establishment and administration of a proper recordkeeping and accounting system.
3. The accounts of the ETF shall be audited each year by a firm of qualified accountants appointed by the Executive Committee. They shall also report whether in their opinion proper record of accounts have been kept and whether there is an adequate system of control over financial transactions. Their report shall be presented to the Executive Committee for approval after the end of each financial year.
4. Congress will elect five Lay Auditors who shall supervise and check financial transactions of the ETF at least every six months. These should be elected from among the affiliates which are not directly elected to the Executive Committee. The Auditors shall at all times have access to the books and accounts of the ETF.
5. The Lay Auditors shall report yearly to the Executive Committee and to Congress.
6. Should for any reason a Lay Auditor be unable to continue to carry out his or her functions between ordinary congresses, the Executive Committee shall appoint a replacement having invited the affiliated organization which nominated the lay auditor to propose a replacement.

RULE XIX

DISSOLUTION OF THE ETF

The dissolution of the ETF may be decided upon by Congress. A motion to dissolve the ETF shall be submitted to a Membership vote and must receive the vote of at least three quarters of the paid up membership represented to succeed. The motion shall stipulate how the assets of the ETF shall be disposed of and how the obligations of the ETF towards its staff and officers are to be met.

RULE XX

VALIDITY AND AMENDMENT OF CONSTITUTION

1. The terms of this Constitution are those approved by the Founding Congress of the ETF in June 1999, last amended on 24-27 May 2022.
2. Congress alone shall have authority to amend the Constitution. Motions to amend the Constitution shall be dealt with in accordance with Rule V (14) and the Secretariat shall communicate such motions to all affiliated unions. Motions to amend the Constitution shall be submitted to a membership vote and must receive at least two thirds of the valid votes cast to succeed.

Annex 1

Article V of the Constitution of the European Trade Union Confederation (ETUC)

1. The European industry Federations are organizations of trade unions within one or more public or private economic sectors. They represent the interests of workers in their sectors at the European level, principally in negotiation.
2. The European industry Federations shall be open to all national trade union organizations affiliated to member Confederations. These organizations should be part of the relevant European Industry Federation.
3. They shall be created on their own initiative and shall determine their own independent standing orders, in accordance with this Constitution.
4. The European Trade Union Confederation favours the creation and development of European industry Federations within all spheres of economic and social activity.

Annex 2

Article XI of the Constitution of the International Transport Workers' Federation (ITF) - Regional and Other Organization

1. There shall be regional bodies as determined by the Executive Board to deal with matters of common concern to ITF affiliates in a specific region. The Executive Board shall determine their terms of reference and generally be authorised to guide their activities.
2. **With the exception of the European Transport Workers' Federation which, while constituting the European region of the ITF, is governed by its own Constitution, each regional body shall elect a Committee which, with an officer of the Secretariat, shall establish working programmes, reach conclusions and recommendations within the framework of ITF policy and inform interested affiliates thereof. The Committee shall elect a Chair and one or more Vice Chairs. The membership of the Committee shall be a reasonable reflection of the geographical distribution of the membership of the ITF within the region and its industrial structure. The membership of the regional committee will include representatives of women transport workers, in accordance with Rule XII (4). The membership of the regional committee shall include one young worker, elected by representatives of ITF young workers in the region and who shall also represent the region on the ITF Young Transport Workers' Committee.**
3. Each affiliated organization shall have the right to participate in the activities of the appropriate region. The cost of attendance of representatives at regional meetings shall normally be borne by the organisations represented.
4. Any decision taken by a regional body which affects, directly or indirectly the ITF as a whole, an ITF section or another ITF region, shall be given effect only after endorsement by the Executive Board.
5. The Executive Board shall have the authority to establish other offices or bodies of the ITF and to determine their terms of reference.

Annex 3

Standards for Rules of Procedure

Each Section and Committee shall establish its own rules of procedure, subject to ratification by the Executive Committee. The rules of procedure shall address the following elements:

Scope

The scope shall set out to whom a given Section or Committee is open and what are the main areas of responsibility. In case of Sections or Committees that are only open to specific groups, only the data from the yearly membership questionnaires will be taken into account and no additional updates in the current year will be accepted.

Steering Committee

Every Section and Committee shall have a Steering Committee. It shall consist of at least one Chair (or Co-Chairs) and two Vice Chairs, at least one of which has to be a woman. The Steering Committee may include additional members. Its composition must reflect gender and regional balance of the members represented by the respective body. The rules of procedure shall specify the role of the Steering Committee.

Decisions

The Sections and Committees have the duty to explore all possibilities to find a consensus. Should this not be possible, decisions shall be taken by a simple majority. In exceptional and duly justified cases, the Sections may decide to take a decision by a membership vote. The rules of procedure shall specify the procedure including a deadline to request a membership vote in order to allow for a proper preparation. Due to its nature, the Committees are not allowed to take a membership vote.

Election procedure

The election procedure shall cover the timing and method of call for candidates, deadline and method of election and mechanism to replace the elected officials in case of a vacancy.

Frequency of meetings

Every Section and Committee must organise at least one meeting per calendar year.

Working groups and Committees

Every Section and Committee shall have the right to create permanent or temporary working groups or committees. The rules of procedure shall specify the remit of those working groups or committees.

Commitment and attendance in meetings

Every candidate for an elected position commits to take part in the meetings and contribute to the work of the body to which he/she is elected. It is mandatory to ensure the commitment and support of the relevant affiliated union before submitting an individual candidacy for an elected position. The rules of procedure shall specify the rules for reporting back to the appropriate constituency. Provision needs to be made for:

- temporary substitution in case of agreed absence, e. g. sickness, maternity
- permanent replacement in case of repeated unexcused absences
- circumstances in which an elected position for any reason is/falls vacant

Online meetings

The rules of procedure shall specify the modalities (virtual, hybrid) to ensure authority of online meetings, with full consideration given to the democratic aim of maximising equitable and active participation.