

MOVING THE WORLD FORWARD.

ITF CONSTITUTION

OCTOBER 2024



**INTERNATIONAL
TRANSPORT
WORKERS'
FEDERATION**

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PREAMBLE

The International Transport Workers' Federation (ITF), founded in 1896, is a global federation of transport workers' trade unions. It defends and promotes internationally the social and economic interests of transport workers of all kinds and their trade unions, and it stands for the defence of democracy, freedom and peace, equal opportunities and the elimination of all forms of discrimination.

The ITF is opposed to colonialism, imperialism, totalitarianism and aggression in all their forms.

The ITF's activities shall be governed by the following Constitution. The English language version shall be regarded as the authentic version in all matters relating to the interpretation of this Constitution.

I. AIMS AND METHODS

01. In all aspects of its work, the ITF subscribes fully to the principles of the world free trade union movement and the aims and ideals of the International Labour Organization (ILO) in particular as stated in its Declaration of Philadelphia of 1944.

02. The aims of the ITF shall be to achieve:

- a global solidarity between transport workers and with all workers everywhere;
- b universal respect for the fundamental principles and rights at work and all relevant ILO standards, including freedom of association, the right to organise and to bargain collectively, and the right to strike, including cross-border action;
- c peace, freedom and democracy in accordance with international law and based on economic, social and climate justice;
- d Decent Work for all transport workers under the highest attainable conditions that safeguard their fundamental freedoms and their economic, social, environmental, occupational, educational and cultural interests;
- e equality, equity, inclusion and respect for diversity in employment and society;
- f eradication of all forms of racism, misogyny, bias and discrimination, including those based on gender, race or colour, age, sexual orientation or gender identity, disability, economic status, political opinion, religion or beliefs, migration status and national, ethnic or social origin.

03. The ITF shall seek to achieve its aims by the following methods:

- a establishing and promoting close relations among trade union organisations in transport and allied services, and foremost among affiliates, including through coordinating committees at national level;
- b representing affiliates' interests at the ILO and other relevant inter-governmental agencies and bodies;
- c collaborating, wherever possible and conducive to the attainment of its aims, with other global union federations and with the International Trade Union Confederation (ITUC);
- d supporting the work of the United Nations, its agencies, other intergovernmental and non-governmental organisations in relation to their activities promoting peace based on economic, social and climate justice;
- e respecting the diversity of transport workers, ensuring fair and effective representation and active participation of women transport workers and young transport workers in governing bodies and institutions of the ITF, and encouraging affiliates to do the same;
- f identifying problems and trends affecting affiliated organisations and their members, including in relation to working conditions, labour and other relevant legislation, trade union organisation and education, collective bargaining and other matters related to the achievement of the ITF's aims;

- g disseminating information to affiliates and other interested parties through publications or documentation and by initiating and co-ordinating activities on an international scale;
- h assisting affiliates in their drives to organise the unorganised and in their campaigning, educational and legislative efforts, individually and collectively, in particular in those countries where economic development and nation-building call for special efforts in the spirit of international solidarity;
- i bargaining collectively where appropriate, if mandated by the affiliates concerned, and strengthening their bargaining capacity;
- j promoting and coordinating schemes of mutual assistance among affiliates and supporting affiliates engaged in disputes;
- k launching legal proceedings where appropriate or supporting legal action, through expertise or financing, for the advancement of transport workers' rights; and
- l assisting transport workers by providing, or helping to provide, financial or material aid.

II. MEMBERSHIP

01. Trade union organisations or, where appropriate, federations or associations of such organisations are eligible for affiliation to the ITF, provided that:

- a they subscribe to the aims of the ITF and undertake to uphold its Constitution and to promote the interests of the ITF;
- b their constitution and practice ensure democratic conduct of their affairs;
- c they pay affiliation fees at the rates and under the conditions laid down by the appropriate bodies for the number of fee-paying members qualifying to be included in the membership of the ITF (see Rule XVI);
- d they co-operate in carrying out the decisions of the governing bodies of the ITF and report on the action taken to that end;
- e they report to their governing bodies on the activities of the ITF and inform constituent bodies and rank-and-file members of the work and purposes of the ITF;
- f they encourage the establishment and support the efforts of coordinating committees of affiliated organisations at national level to discuss and coordinate ITF activities;
- g they advise the ITF of the dates of their congresses, relevant decisions reached there and the names of main office bearers.

02. In assuming these obligations, an organisation admitted to membership by the Executive Board shall retain its full autonomy.

03. An affiliated organisation shall give notice of withdrawal from membership. Financial obligations shall not cease before the expiration of the notice period set by the Executive Board.

04. The Executive Board shall have authority to suspend any affiliated organisation which, in the Executive Board's judgement, has consistently neglected its obligations, has acted against the interests of the ITF or has ceased to come within the terms of eligibility for membership. The Executive Board may lift a suspension for which, in its judgement, there is no longer justification.

05. Affiliates suspended from the ITF shall:

- a immediately vacate any elected positions held at the ITF;
- b forfeit any voting or delegate entitlements;
- c cease using the ITF logo and advertising any association with the ITF;
- d establish a dialogue with the ITF in order to resolve the situation(s); and
- e comply with any further terms of suspension imposed by the Executive Board.

06. An affiliated organisation shall be informed immediately why it has been suspended and shall have the right to appeal to Congress against suspension.

07. The Executive Board may, on its own initiative or on the recommendation of the Management Committee, declare that an affiliated organisation's membership of the ITF has lapsed by virtue of its failure, after due warning, to meet the financial obligations. Organisations whose membership has lapsed shall cease being affiliated to the ITF.
08. Congress shall have authority to expel an affiliated organisation.

III. GOVERNANCE

01. The governing bodies of the ITF shall be Congress and the Executive Board.

02. Further institutions of the ITF shall be:

- a Regional conferences and committees
- b Conferences and committees of the following industrial sections, departments and cross-sectoral programmes:
 - Railway Workers' Section
 - Road Transport Workers' Section
 - Inland Navigation Section
 - Dockers' Section
 - Seafarers' Section
 - Fisheries Section
 - Civil Aviation Section
 - Tourism Services Section
 - Special Seafarers' Department
 - Women Transport Workers' Department
 - Young Transport Workers' Department
 - Urban Transport Cross-Sectoral Programme
 - Warehousing, Distribution & Logistics Cross-Sectoral Programme

03. Representatives on all ITF committees listed in paragraphs 2 a) and b) of this Rule shall be elected at Congress through their conferences and regional electoral groups. The committees' role and responsibilities, composition and operation are set out in their terms of reference.

04. Elected representatives on ITF governing bodies and committees shall be eligible for re-election. Their mandate shall derive from the group that nominated or elected them. Consequently, they represent this group in the position to which they have been elected and they are responsible for ensuring adequate communication and consultation with this group.

05. Meetings of ITF governing bodies and institutions can take place in person, virtually or in a hybrid manner in order to maximise democratic, equitable and inclusive participation, in accordance with Rule VI, Paragraph 2.

IV. WOMEN TRANSPORT WORKERS

01. The ITF is promoting a gender-transformative transport industry to end the systemic exclusion of women from decent work in transport. The ITF is committed to challenging the industry to enhance the position of women transport workers. The ITF will work with affiliates to break down barriers through representation, global standards, collective bargaining, and strengthening women in union leadership. All governing bodies and institutions of the ITF shall ensure a fair and effective representation of women transport workers and their active participation in activities and decision-making at all levels.

WOMEN TRANSPORT WORKERS' CONFERENCE AND COMMITTEE

02. A Women Transport Workers' Conference shall be held as part of each ordinary Congress.
03. All affiliated organisations declaring women members shall have the right to participate in the Women Transport Workers' Conference. The costs of attendance shall be borne by the organisations represented. Voting shall be by show of delegates' cards or by membership vote. A membership vote may be requested by any affiliate; the number of votes to which an organisation shall be entitled shall be equal to its paid-up declared women's membership.
04. The Women Transport Workers' Conference shall elect a Committee which, together with an ITF Secretary, shall advise the Executive Board, establish work programmes in line with strategic decisions of Congress and inform interested affiliates thereof. To this end the Committee may propose to the General Secretary that meetings and/or conferences be convened.
05. The composition of the Committee shall be determined by its terms of reference. The Committee shall elect a Chair and one or more vice-chairs.
06. Any decision taken by the Committee shall be given effect after endorsement by the Executive Board.

WOMEN TRANSPORT WORKERS' REPRESENTATION

07. The Chair of the Women Transport Workers' Committee will sit as a member of the Executive Board, and the Executive Board shall elect one dedicated Women Vice-President.

08. The Women Transport Workers' Committee will include a number of women representatives for each region. At least one of these will also be a member of the Executive Board and the Regional Committee.
09. It will also include a woman representative for each section, who will be a member of the Section Committee, and a young women transport workers' representative who will be a member of the Young Transport Workers' Committee.
10. Affiliated organisations must ensure the representation of women delegates at Congress and conferences in accordance with Rule VI, Paragraph 7.
11. ITF activities and the participation of affiliated organisations therein shall take account of the need for gender mainstreaming and mutual respect.

V. YOUNG TRANSPORT WORKERS

01. The ITF is committed to challenging the transport industry to secure equal rights, recruitment opportunities and decent work for young transport workers and support their access to adequate training and education to oppose precarity in working life. All governing bodies and institutions of the ITF will ensure a fair and effective representation of young transport workers and their active participation in activities and decision-making at all levels. They will also support young worker representatives in their transition into other union leadership positions.

YOUNG TRANSPORT WORKERS' CONFERENCE AND COMMITTEE

02. A Young Transport Workers' Conference shall be held as part of each ordinary Congress.
03. All affiliated organisations declaring young members aged 35 years or under shall have the right to participate in the Young Transport Workers' Conference. The costs of attendance shall be borne by the organisations concerned. Voting shall be by show of delegates' cards or by membership vote. A membership vote may be requested by any affiliate; the number of votes to which an organisation shall be entitled shall be equal to its paid-up declared young workers' membership.
04. The Young Transport Workers' Conference shall elect a Young Transport Workers' Committee which, together with an ITF Secretary, shall advise the Executive Board, establish work programmes in line with strategic decisions of Congress and inform interested affiliates thereof. To this end the Committee may propose to the General Secretary that meetings and/or conferences be convened.
05. The composition of the Committee shall be determined by its terms of reference. The Committee shall elect two co-chairs, one man and one woman.
06. Any decision taken by the Committee shall be given effect after endorsement by the Executive Board.

YOUNG TRANSPORT WORKERS' REPRESENTATION

07. The co-chairs of the Young Transport Workers' Committee will sit as members of the Executive Board and the Executive Board shall elect one dedicated Youth Vice-President.
08. The Young Transport Workers' Committee will include a number of young representatives for each region. At least one of these will also be a member of the Regional Committee to represent youth matters.

09. It will also include a young representative for each section, who will be a member of the Section Committee, and a young women transport workers' representative who will be a member of the Women Transport Workers' Committee.
10. Affiliated organisations must ensure the representation of youth delegates at Congress and conferences in accordance with Rule VI, Paragraph 7.
11. ITF activities and the participation of affiliated organisations therein shall take account of the need for inclusion of young workers.

VI. CONGRESS

01. There shall be a Congress which shall have supreme authority. An ordinary Congress shall take place every five years at a time and place to be decided by the Executive Board.
02. The Executive Board shall determine whether Congress be held in person, virtually or in a hybrid manner in order to maximise democratic, equitable and inclusive participation, in accordance with rules III, Paragraph 5 and VII, Paragraph 2 c).
03. An extraordinary Congress shall take place:
 - a at the discretion of the Executive Board; or
 - b at the written request of affiliated organisations together representing at least one third of the ITF's paid-up membership and from at least five countries; and
 - c at a time and place decided by the Executive Board, but not later than six months after the submission of a request in accordance with provision (b) of this Paragraph.
04. The agenda of an extraordinary Congress shall be decided by the Executive Board. When an extraordinary Congress is convened at the request of affiliated organisations, the Executive Board shall distribute documents submitted by those organisations together with any further documents it considers appropriate.
05. Every affiliated organisation which has paid its affiliation fees in accordance with Rule XVI shall be entitled to representation at Congress.
06. In exceptional circumstances, affiliated organisations which have not complied with provision 5 above may be allowed representation by special decision of Congress on the recommendation of its Credentials Committee.
07. The number of Congress delegates to which affiliated organisations are entitled shall be as follows:

Paid-up delegates membership		Paid-up delegates membership		Paid-up delegates membership	
Up to 5,000	1	100,001 to 125,000	9	400,001 to 450,000	17
5,001 to 10,000	2	125,001 to 150,000	10	450,001 to 500,000	18
10,001 to 20,000	3	150,001 to 175,000	11	500,001 to 600,000	19
20,001 to 30,000	4	175,001 to 200,000	12	600,001 to 700,000	20
30,001 to 40,000	5	200,001 to 250,000	13	700,001 to 800,000	21
40,001 to 50,000	6	250,001 to 300,000	14	800,001 to 900,000	22
50,001 to 75,000	7	300,001 to 350,000	15	900,001 or more	23
75,001 to 100,000	8	350,001 to 400,000	16		

Affiliated organisations must ensure that the number of women workers shall be at least proportional to their share of the union's membership. Each delegation consisting of three persons or more must include at least one woman delegate.

Affiliated organisations must ensure that the number of young workers shall be at least proportional to their share of the union's membership. Each delegation consisting of four persons or more must include at least one young delegate.

The Executive Board shall identify steps to be taken if an affiliated organisation fails to register the required number of women delegates or young delegates, which may include a reduction of their total number of delegates.

08. Paid-up membership shall be the number of members for which affiliation fees are paid according to Rule II, Paragraph 1 c) and Rule XVI. This definition of paid-up membership shall be generally applicable in the interpretation of this Constitution.
09. Provided written notification is given to the General Secretary at least four weeks before the beginning of Congress, an affiliated organisation may nominate the delegation of another organisation to act on its behalf at a Congress, but no delegation may represent more than three affiliated organisations in addition to its own.
10. An affiliated organisation may add a reasonable number of advisers to provide guidance to its delegation, provided that the advisers are members of, or otherwise closely associated with, the affiliated organisation. The Executive Board may limit the number of advisers, with reasonable notice given to affiliates. Advisers are not permitted to vote but may address Congress at the discretion of the President.
11. 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 Board.
12. The Management Committee shall act as Standing Orders Committee of the Congress.
13. Voting at Congress shall be by show of delegates' cards or by membership vote.
14. A membership vote shall be taken when prescribed by this Constitution or when required by the Executive Board or by three affiliated organisations from three different countries represented directly and not by proxy at Congress.
15. 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, having averaged the declared membership over the preceding five years.
16. Membership votes may be conducted either electronically or by using ballot papers.

17. Decisions shall be taken by simple majority except on matters for which this Constitution sets other requirements. 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 set out in the standing orders.
18. 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.
19. The agenda for each ordinary Congress shall be issued to affiliated organisations at least two months before Congress begins and include the following:
 - a Report on activities;
 - b Financial statements and auditors' reports;
 - c Fixing of affiliation fees;
 - d Any proposed amendments to the Constitution;
 - e Motions;
 - f Location of headquarters;
 - g Elections;
 - h Such other items as the Executive Board may decide.
20. Motions for consideration by an ordinary Congress shall reach the General Secretary at least four months before the Congress begins. The Executive Board shall appoint a Resolutions Committee to manage the motions process on its behalf.
21. Amendments to motions placed on the agenda of an ordinary Congress shall reach the General Secretary at least four weeks before the Congress begins.
22. Emergency motions may be presented to an ordinary Congress but shall only be discussed if the Resolutions Committee decides that they are truly of an urgent character and could not have been submitted within the notice prescribed above.
23. Affiliates may appeal against the decisions of the Resolutions Committee to an Appeals Panel. The decisions of the Appeals Panel shall be final.
24. The ITF shall not contribute to meeting the cost of a delegation's attendance at Congress unless, in special cases, the Executive Board decides otherwise.

VII. EXECUTIVE BOARD

01. There shall be an Executive Board elected by Congress that shall be the governing body of the ITF between congresses. It shall carry out the decisions and instructions of Congress and enforce the provisions contained in this Constitution.
02. The Executive Board shall have the authority to direct the affairs of the ITF and take actions to safeguard and promote the best interests of the ITF and its affiliated organisations. This includes, but is not limited to:
 - a deciding on applications for ITF membership and suspending or declaring an affiliate's ITF membership as lapsed in accordance with Rule II;
 - b determining the financial obligations of affiliated organisations, including concession rates, minimum and maximum total fees and requests for supplementary payments, in accordance with Rule XVI;
 - c setting a time and a place for ordinary Congress and, where circumstances require, an extraordinary Congress in accordance with Rule VI;
 - d approving budgets and accounts of income and expenditure and determining the financial year of the ITF in accordance with Rule XVII;
 - e appointing assistant general secretaries and secretaries of industrial sections, departments and regional bodies, and appointing an acting General Secretary if the office of General Secretary shall fall vacant, in accordance with Rule X;
 - f setting salaries and conditions of employment of the General Secretary, assistant general secretaries and secretaries;
 - g determining and reorganising the regional bodies of the ITF in accordance with Rule XII, with the exception of the European Transport Workers' Federation, which is governed by its own constitution;
 - h setting up or closing regional offices;
 - i establishing, reorganising and disbanding industrial sections, cross-sectoral programmes and departments as deemed necessary to improve the services of the ITF in accordance with Rule XIII and providing special funds if required;
 - j determining the terms of reference for the committees of industrial sections, cross-sectoral programmes, departments and regional bodies for endorsement by the relevant conferences;
 - k endorsing decisions taken by regional bodies or industrial sections which affect, directly or indirectly, the ITF as a whole or another ITF section or region; and
 - l deciding on urgent matters which may arise between congresses, and which have not been decided at a previous Congress. Any action taken by the Executive Board that ordinarily requires a Congress decision or a change to the Constitution must be ratified by the next ordinary Congress in accordance with Rule XIX.

03. The Executive Board shall be composed of:

- a ordinary members from the regional electoral groups;
- b one reserved seat for each region for women transport workers;
- c the chairs of the industrial section committees;
- d the Chair of the Women Transport Workers' Committee;
- e the co-chairs of the Young Transport Workers' Committee;
- f any other agreed upon allocation of seats;
- g agreed observers; and
- h the ITF General Secretary.

04. Congress shall elect a President and vice-presidents based on nominations by the Executive Board in accordance with Paragraph 1 of Rule IX.

05. The members of the Executive Board shall be a reasonable reflection of the geographical distribution of the membership of the ITF and its industrial structure. No affiliated organisation shall have more than one ordinary regional member on the Executive Board. If two or more affiliates merge, they should be considered as one ITF affiliated organisation.

06. The election by Congress of the regional Executive Board members shall take place from among nominations made by regional electoral groups of affiliated organisations represented at Congress. Every delegation to Congress shall have the right within its group to submit candidates. Voting, when necessary, shall be in accordance with Rule VI, paragraphs 12 to 16. The composition of regional electoral groups and the number of nominations each group is entitled to make shall be decided by Congress on the recommendation of the Executive Board.

07. The term of office of elected members of the Executive Board begins with their election at an ordinary Congress and ends with the election of the new Executive Board at the following ordinary Congress. All members are eligible for re-election.

08. Membership of the Executive Board shall cease if:

- a a member's organisation indicates in writing that it wishes him/her to resign;
- b a member's organisation withdraws or is suspended, expelled or has its membership declared as lapsed; or
- c a member steps down from their position as Chair of an industrial section or department.

09. If vacancies occur in the regional membership of the Executive Board between ordinary congresses, the Executive Board shall have the authority to co-opt sufficient members to bring the Executive Board to full strength. Before doing so, the Executive Board shall consult member organisations in the appropriate regional groups and shall observe the conditions laid down in Paragraph 5 of this Rule. Members co-opted in this manner shall have the same rights as elected members.

10. The Executive Board shall meet at least twice a year and on other occasions should the Executive Board or the General Secretary, in consultation with the President and vice-presidents, decide that further meetings are necessary.
11. All elected or co-opted members of the Executive Board and the General Secretary shall have the right to vote at meetings. Voting shall be by show of hands or by secret ballot whereby each member shall have one vote. The President, or, in their absence, the Vice-President presiding at the meeting, shall have a casting vote. Decisions shall be taken in accordance with Paragraph 17 of Rule VI. A majority of the members of the Executive Board shall constitute a quorum for the transaction of the business of the Board.
12. The Executive Board shall be authorised to reimburse its members for necessary expenses incurred in performing their duties for the ITF.

VIII. MANAGEMENT COMMITTEE

01. The Executive Board may delegate some of its functions and authority to the Management Committee. In exercising its delegated authority, the Management Committee must report all decisions back to the Executive Board.
02. The Management Committee shall be composed of the President, the vice-presidents, eight members of the Executive Board including three section chairs and the members from the country where the ITF headquarters are located, any other agreed upon members and the General Secretary.
03. The Management Committee shall meet whenever the Executive Board so decides or when a majority of Committee members requests a meeting.
04. Voting at meetings shall be in accordance with Rule VII, Paragraph 11.

IX. PRESIDENT AND VICE-PRESIDENTS

01. There shall be a President, a Woman Vice-President, a Youth Vice-President and regional vice-presidents, who shall be nominated by the Executive Board from among its members and proposed to Congress for election. Regional vice-presidents shall also act as regional chairs. The President and the vice-presidents shall hold office until the closure of the following ordinary Congress and shall be eligible for re-election.
02. If the President or any of the vice-presidents cease to hold office in the period between ordinary congresses, the Executive Board shall be empowered to appoint a successor or successors.
03. The President or a Vice-President shall preside at all meetings of the ITF's governing bodies and ensure that all business of such meetings is conducted in accordance with this Constitution.
04. The President and vice-presidents shall ensure the unity of the ITF and look for consensus that takes the diversity of affiliates into account.

X. GENERAL SECRETARY AND SECRETARIAT

01. There shall be a General Secretary elected by each ordinary Congress. The General Secretary shall be eligible for re-election.
02. Subject to any instructions from Congress and the Executive Board, the General Secretary shall be responsible for:
 - a safeguarding at all times and in every respect the interests of the ITF;
 - b implementing policy and decisions taken by the ITF's governing bodies;
 - c monitoring and planning the strategic development of the ITF, including its overall effectiveness through lobbying and advocacy work;
 - d recommending to the Executive Board any strategic changes to meet the needs of affiliates;
 - e together with the President, vice-presidents and chairs, representing the ITF and enhancing its political influence through alliance-building with key international organisations;
 - f implementing the ITF's aim to promote equality, equity and diversity in accordance with Rule I, Paragraph 2;
 - g managing the general administration of the ITF's affairs and the operation of the ITF Secretariat;
 - h making staffing decisions and reporting changes in staffing to the Executive Board;
 - i all monies paid to the ITF and submitting budgets of income and expenditure in respect of all ITF funds to the Executive Board for approval;
 - j the financial accounts of the ITF and submitting proper accounts of income and expenditure to the ITF's governing bodies;
 - k submitting to the Management Committee a schedule of meetings and conferences for approval. In urgent cases the General Secretary shall be authorised to call meetings after consultation with the President;
 - l submitting applications for ITF membership to the Executive Board for their decision, after consulting all other affiliated organisations of the same country;
 - m reporting to the Executive Board any assistance given to support affiliates involved in disputes; and
 - n deciding on arbitration procedures for the settlement of internal disputes in accordance with Rule XV, Paragraph 2.
03. The Executive Board shall have the right to suspend the General Secretary, with or without salary, provided they are given the reasons for such a step and an opportunity to state a case before the Executive Board. There shall be a right of appeal to Congress against suspension.

04. If the office of General Secretary falls vacant, the Executive Board shall appoint an acting general secretary who shall have the authority, responsibilities and duties of General Secretary as prescribed by this Constitution until a General Secretary is elected at the next ordinary Congress.
05. There shall be one or more assistant general secretaries who shall carry out duties prescribed by the General Secretary and act under their direction. Secretaries of industrial sections, regional bodies or departments shall administer the work of their sections, regions or departments under the direction of the General Secretary.
06. The salaries and conditions of employment of staff employed at the ITF's headquarters shall be governed by a collective agreement between the Management Committee and the staff's trade union. The salaries and conditions of employment of staff employed in any other offices shall be determined by the General Secretary after negotiation with those staffs' trade unions or with those staff collectively.

XI. HEADQUARTERS

01. The place where the headquarters of the ITF are to be established shall be determined by Congress.

XII. REGIONAL BODIES

01. 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.
02. 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 at Congress which, together with an ITF Secretary, shall establish work programmes in line with strategic decisions of Congress and inform interested affiliates thereof. To this end the Committee may propose to the General Secretary that meetings and/or conferences be convened.
03. At regional conferences, the number of delegates to which affiliated organisations are entitled shall be in accordance with Paragraph 7 of Rule VI, which includes the number of women and young delegates.
04. Voting at regional meetings may be by show of delegates' cards or by membership vote. The voting procedure shall be set out in the standing orders.
05. The composition of the Committee shall be determined by its terms of reference. The Chair shall be the Regional Vice-President, and the Committee shall elect 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. It will include representatives of women transport workers, in accordance with paragraph 8 of Rule IV and representatives of young transport workers in accordance with Paragraph 8 of Rule V.
06. Each affiliated organisation shall have the right to participate in activities in their region. The cost of attendance of representatives at regional meetings shall be borne by the organisations represented.
07. 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.

XIII. INDUSTRIAL SECTIONS, SPECIAL DEPARTMENTS AND CROSS-SECTORAL PROGRAMMES

01. There shall be industrial sections, special departments and cross-sectoral programmes as set out in Paragraph 2 b) of Rule III to deal with matters of common concern to ITF affiliates in specific branches of transport and allied activities.
02. Each industrial section shall have a Committee which, together with an ITF Secretary, shall establish work programmes in line with strategic decisions of Congress and inform interested affiliates thereof. To this end the Committee may propose to the General Secretary that meetings and/or conferences be convened.
03. In the course of an ordinary Congress of the ITF, each industrial section shall hold a conference to elect its Chair, vice-chair/s, other officers and members of the Committee and to decide, if deemed appropriate, the content of its work programme. The Section Chair will sit as a member of the Executive Board.
04. The number of section conference delegates to which affiliated organisations are entitled shall be based on members declared in the relevant section and paid-up membership in accordance with Paragraph 7 of Rule VI, which includes the required number women and young workers within each delegation.
05. Voting at section meetings may be by show of delegates' cards or by membership vote. A membership vote may be requested by any member of the section. The number of votes to which an organisation shall be entitled in the event of a membership vote shall be equal to its paid-up membership in respect of the workers registered in the section in question as recorded at the end of the year preceding the meeting or at the time of admission to the Federation, whichever is the later.
06. The composition of each Section Committee shall be determined by its terms of reference. It shall include one woman representative, who shall represent women's sectoral matters in the Section Committee and the Women Transport Workers' Committee in accordance with Paragraph 9 of Rule IV, and one young worker who shall represent young workers' sectoral matters in the Section Committee and the Young Transport Workers' Committee in accordance with Paragraph 9 of Rule V.
07. If the Chair of an industrial section ceases to hold office between ordinary congresses, the Vice-Chair shall become Chair. If the Vice-Chair or any other officer ceases to hold office, the General Secretary shall be empowered after appropriate consultations to designate a successor from among the members of the Committee who shall serve until the next section conference at Congress.

08. Each affiliated organisation shall have the right to participate in ITF activities of sections which are of interest to its declared membership in sections concerned. The cost of attendance of representatives at section meetings shall be borne by the organisations represented.
09. The activities of special departments and cross-sectoral programmes, the participation of affiliated organisations therein and the election of their committees shall be governed by rules established by the Executive Board in consultation with those affiliated organisations primarily concerned. Participation and representation shall take account of the need to ensure gender mainstreaming and the inclusion of young workers.
10. Any decision taken by a section which affects, directly or indirectly, the ITF as a whole or any other section or sections shall be given effect only after endorsement by the Executive Board.

XIV. ASSISTANCE IN DISPUTES

01. Affiliated organisations may call upon the ITF for assistance in disputes of major importance.
02. 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.
03. The ITF 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.
04. An affiliate facing an important dispute which may involve the ITF shall not call upon affiliates of the ITF outside its own country for assistance without having first consulted with the General Secretary of the ITF. The same applies to calls to non-affiliated organisations abroad for assistance or support. Contraventions of this provision shall absolve the ITF from any obligation to give or continue to give support.
05. The General Secretary shall, upon receipt of a call for assistance, take all appropriate steps in order to acquaint themselves with the facts involved and shall take such measures as they judge to be appropriate and practical in consultation, if necessary, with the ITF President and the Management Committee.

XV. SETTLEMENT OF INTERNAL DISPUTES

01. If two or more affiliated organisations are in dispute among themselves over a matter or matters which involve the ITF or its activities, it shall be open to them to ask the ITF 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.
02. The arbitration procedure shall be decided from case to case by the General Secretary in consultation with the Chair or chairs of the ITF committees concerned and the parties to the dispute.

XVI. AFFILIATION FEES AND ADDITIONAL CONTRIBUTIONS

01. Each ordinary Congress shall decide the standard rate of affiliation fees payable by affiliated organisations per head of their declared membership for the period up to the end of the year of the next ordinary Congress.
02. The Executive Board shall have authority to call for supplementary payments from affiliated organisations to meet essential commitments.
03. The Executive Board shall, at its discretion, authorise an affiliated organisation to pay affiliation fees at less than the standard rate if the financial situation of the affiliate or the low standard of earnings of its membership justifies such a concession.
04. The Executive Board shall establish minimum and maximum total fees per affiliate each year and fix the deadline by which these must be paid. Membership of new affiliates shall not become effective until after an initial payment of fees as determined by the Executive Board.
05. 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 II, Paragraph 7.

XVII. FINANCE AND AUDITING

01. The ITF shall, in its absolute discretion, be empowered to borrow, advance or lend money, with or without security, to acquire, lease or dispose of any interest in any real or personal property and to make and dispose of any investments of whatever description.
02. The financial year of the ITF shall be determined by the Executive Board.
03. The accounts of the ITF including any funds created under Rule VII, Paragraph 2 (i), shall be audited by a firm of qualified accountants appointed by the Executive Board. They shall also report whether in their opinion proper books of account have been kept and whether there is an adequate system of control over financial transactions. Their report shall be presented to the General Secretary and Executive Board after the close of each financial year. Interim reports shall be presented when requested by the Executive Board or Congress. These reports, known as the Official Auditors' Reports, shall be included in the accounts of income and expenditure prepared by the General Secretary in accordance with Rule X, Paragraph 2 (j). Details of such reports shall be made available to the members of the Executive Board.
04. Financial transactions of the ITF shall be supervised and checked from time to time throughout the financial year by three lay auditors elected by Congress from among officials located reasonably near the headquarters of the ITF. No affiliated organisation may nominate more than one lay auditor. Lay auditors shall at all times have access to the books and accounts of the ITF.
05. The lay auditors shall report every year on their findings to the Management Committee, who shall pass their reports, known as the Lay Auditors' Reports, to the Executive Board and to Congress.
06. Should, for any reason, a lay auditor be unable to continue to carry out their functions between ordinary congresses, the affiliated organisation which nominated that lay auditor shall designate a replacement. If an affiliate does not wish to nominate a replacement, the Executive Board may at its discretion seek an alternative candidate from another affiliated organisation in the same electoral group.
07. The property of the ITF shall be vested in trustees. The Executive Board shall make rules governing the appointment, removal, retirement and number of trustees and their duties, powers and liabilities.

XVIII. DISSOLUTION OF THE ITF

01. The dissolution of the ITF may be decided upon by Congress alone, after a motion to that effect has been placed on the agenda in accordance with Rule VI, paragraphs 20-23.
02. A motion to dissolve the ITF shall be submitted to a membership vote in accordance with Rule VI, paragraphs 13-15, 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 ITF shall be disposed of and how the obligations of the ITF towards its staff and secretaries are to be met.

XIX. VALIDITY AND AMENDMENT OF CONSTITUTION

01. The terms of this Constitution are those approved by the 46th Congress of the ITF, 2024.
02. Congress alone shall have authority to amend the Constitution. Motions to amend the Constitution shall be submitted to the General Secretary and issued to affiliated organisations in accordance with the procedures laid down in Rule VI, paragraphs 20-23.
03. Motions to amend the Constitution, other than those submitted in accordance with Paragraph 2 above shall only be submitted to Congress if the Standing Orders Committee so decides.
04. Motions to amend the Constitution shall be submitted to a membership vote in accordance with Rule VI, paragraphs 13-15, and must receive at least two thirds of the valid votes cast to succeed.
05. In the case of *force majeure* where there is an urgent need to amend the Constitution between congresses in accordance with Rule VII, Paragraph 2 (I), the Executive Board may amend the Constitution by a resolution supported by at least two thirds of valid votes in accordance with Rule VII, Paragraph 11, provided that the amendment shall be ratified by the next ordinary Congress.