

ATU CANADA

BYLAWS

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Preamble

The strength of ATU Canada is based on solidarity and respect among workers. We commit ourselves to the goals of worker democracy, social justice, equality and peace. We are dedicated to making the lives of our members and their families safe, secure and healthy.

We believe that every worker has a right, without discrimination, to a job with decent wages and working conditions, union representation, collective bargaining, safe and healthy working conditions, and the right to strike.

We believe that we, as members of society, are entitled to basic human rights, political freedom, quality public service, good democratic government, a safe and sustainable environment, a just and equitable society, and a peaceful world. We believe that diversity in our society must be protected, promoted and celebrated. We believe that every member of society is an equal member of the human family, regardless of gender, gender identity, colour, creed, ethnic origins, disability, sexual orientation or age. We stand against abuse of human rights in our workplaces, our communities, our country, and throughout the world. ATU Canada is the voice of our members promoting their interest in the community, nationally and in international forums. We speak out for our affiliates and their members to employers, governments and the public to ensure their rights are protected and expanded.

1.00 **NAME AND NATIONAL OFFICE**

1.01 Amalgamated Transit Union Canada (herein after referred to in these Bylaws as ATU Canada).

1.02 The ATU Canada office shall be located in the Greater Toronto Area.

2.00 **AFFILIATION**

2.01 ATU Canada shall consist of all Local Unions of the Amalgamated Transit Union in Canada.

3.00 **VISION, MISSION STATEMENT, OBJECTIVES, CORE VALUES**

3.01 **Vision**

ATU Canada's vision is to be the national voice promoting the needs and well-being of all Amalgamated Transit Union members and transit workers across Canada. We seek to represent the interests of our members and to raise our profile and the profile of the industry in which we work, be it public or private.

ATU Canada will seek to provide the following functions and services in the pursuit of its vision:

- Legislative policy and political advocacy;
- Strategic Planning;
- Education, training, and transit policy seminars;
- Communications, media and explaining our message to the public;
- Research on transit policy, labour trends, and collective bargaining;
- Internal organizing and member mobilization;
- Coalition building
- Organizing unrepresented workers;

We will keep abreast of our memberships needs through our annual Conference and ongoing communication.

The vision of ATU Canada will be carried forward by its Executive Board, staff and affiliated Local Unions.

3.02 **Mission Statement**

ATU Canada is the strong national voice for the Amalgamated Transit Union on all issues of Canadian interest including political action, legislation, education, health and safety, cultural and social welfare.

3.03 **Objectives**

- To strengthen and support all ATU Local Unions in Canada.
- To address and respond to the needs and desires of the Canadian Membership of the Amalgamated Transit Union in regards to the objectives and principles of the International Union.
- To work closely with the International Union to create joint programs of interest to our Canadian Local Unions.
- To work closely with the Canadian Labour Congress, the provincial federations of labour, and ATU provincial organizations.
- To work with its Local Unions to defend against attacks on their members' collective bargaining rights, wages, pensions, job security, and other benefits.
- To assist Canadian Local Unions in organizing all unrepresented employees of the various transportation systems and all related industries in Canada.

3.04 **Core Values**

We are guided in the way we conduct ourselves by our core values of loyalty, respect, teamwork, compassion, credibility and accountability.

4.00 **CONFERENCES**

4.01 The annual Conference of ATU Canada shall under no circumstances be held less than thirty (30) days before Local Union elections, which are held in June or December. The Executive Board of ATU Canada will recommend to the delegates where the next Conference will be held in cities alternating between Eastern and Western Canada.

4.02 There shall be an Executive Board meeting held immediately prior to the ATU Canada Conference for the necessary days required, as determined by the President with the concurrence of the Executive Board.

4.03 ATU Canada's Executive Board shall be responsible for the arrangements of all meetings or Conferences pertaining to ATU Canada.

4.04 The President of ATU Canada will arrange with the Local Unions in any location at which the Conference is held to host a hospitality night or any other functions the Local Unions may want to sponsor during the Conference.

4.05 The Conference is the governing body of ATU Canada

A special Conference can be called:

- a. By a vote of the delegates to the Annual Conference.
- b. At the request of the Executive Board of ATU Canada.
- c. At the request of the majority of Local Unions affiliated with ATU Canada signed in writing by the Local Union Presidents.

4.06 If the Conference is the result of a request from affiliated Local Unions, the Executive Board shall issue the Conference Call with thirty (30) days. In any case, the Executive Board will give affiliates sixty (60) days notice of the time and place of the Conference and a statement of the matters to be discussed.

4.07 Representation to a special Conference shall be the same as a regular Conference.

4.08 A special Conference will have the same authority as a regular Conference.

5.00 **QUORUM**

5.01 The quorum for all ATU Canada Executive Board meetings shall be a majority of the members of the Executive Board, including the President or, in their absence, the Vice President.

5.02 The quorum for all ATU Canada Conferences shall be fifty percent (50%) of all registered delegates to the ATU Canada Conference.

6.00 **DELEGATE REPRESENTATION AND GUESTS**

6.01 The basis of representation to the Conference shall be one delegate for each Local Union having three hundred (300) or fewer members. A local Union having three hundred and one (301) up to six hundred and fifty (650) members shall be entitled to two delegates. A Local Union having six hundred and fifty-one (651) up to nine hundred and fifty (950) members shall be entitled to three delegates. A Local Union having from nine hundred and fifty-one (951) up to twelve hundred and fifty (1,250) members shall be entitled to four delegates, and for each additional four hundred (400) members or a fraction thereof, shall be entitled to one additional delegate.

- 6.02 In totalling membership, only those members in good standing the month 90 days preceding the Conference are to be counted, with the exception of the Local Unions which represent school bus workers which will be allowed to base their representation on the month with the highest number of members in good standing anytime in the preceding six (6) months.
- 6.03 The registration fee for delegates and alternate delegates shall be set by the Executive Board, which shall be paid at or before the opening of the ATU Canada Conference.
- 6.04 A member of the ATU in good standing with the host Local union may attend the Conference as a guest. Such guest shall not be required to pay a registration fee, and shall have neither voice nor vote. A member of the ATU in good standing with their Canadian Local Union, which is not the host Local Union may, at the invitation of their Local Union, attend the Conference as a guest. Such a guest shall be required to pay a registration fee as set by the Executive Board, which shall be paid on or before the opening of the Conference, and shall have neither voice nor vote.
- 6.05 A Local Union in good standing may invite to the Conference a guest who is not a member in good standing of the ATU, provided however that such a guest may attend the Conference only upon approval of the ATU Canada President. Such a guest shall be required to pay a registration fee as set by the Executive Board, which shall be paid on or before the opening of the Conference, and shall have neither voice nor vote.
- 6.06 Delegates' status to the ATU Canada Conference shall be determined by per capita paid to the International Union, 90 days prior to the Conference. Any Local Union in arrears from the 90 day cut-off date of the previous year's Conference until the 90 day cut-off of the current year's Conference, will not be seated as delegates until all arrears have been paid in full. Any Local Union which cannot meet its obligations under this clause can apply to the ATU Canada Executive Board for exemption and may be seated only upon approval by the Conference.

7.00 **DELEGATES VOTING, SPEAKING AND MOVING MOTIONS**

- 7.01 The President of ATU Canada shall, by virtue of their office, be an officer and delegate to the ATU Canada Conference for all purposes including elections,

subject to Article 11.01. The Canadian International Vice Presidents and any Canadian Representatives appointed by the International President, shall, by virtue of their offices, be delegates to the ATU Canada Conference. They shall have a voice, but shall not move or second motions, nor shall they have a vote. Any ATU member in good standing who is registered as a delegate or guest shall be eligible to attend any meeting or caucus of delegations of ATU Canada.

7.02 Voting delegates shall be delegates as defined in Article 6.00. All delegates shall have one vote: There shall be no proxy voting. Only delegates in attendance shall vote; there shall be no votes by mail. Only delegates shall move and second motions.

7.03 Retired Canadian International Vice-Presidents, and past officers of ATU Canada and the ATU Canadian Council who are still members in good standing of the Amalgamated Transit Union shall be invited to attend all ATU Canada Conferences. They shall attend as guests and have a voice, but shall not move or second motions, nor shall they have a vote.

7.04 In the event a local's delegate is unable to attend, their alternate shall assume the delegate's position.

8.00 **DELEGATE TO INTERNATIONAL CONVENTIONS**

8.01 The President shall, by virtue of their office, be the ATU Canada delegate to the International Union Convention and the election ballot shall so state.

9.00 **OFFICERS**

9.01 The Officers of ATU Canada shall consist of the President, Vice President, **Financial Secretary** and five (5) Executive Board Members. Of the five Board Members, three (3) shall be from Eastern Canada (Ontario and East) – at least one of whom shall be from a Local Union in Ontario and at least one of whom shall be from a Local Union East of Ontario (Quebec and East) – and two (2) shall be from Western Canada (Manitoba and West).

9.02 Officers of ATU Canada shall be elected for three-year terms by the delegates to the ATU Canada Conference.

9.03 No Local Union shall be allowed to have more than one position on the Executive Board.

9.04 Officers who retire from office voluntarily or through elections must turn over all files, records and materials with which they have been entrusted to the newly elected officers.

9.05 All Officers and staff of ATU Canada shall be bonded in accordance with Section 37.3 of the ATU Constitution and General Laws.

10.00 **ELECTIONS**

10.01 Election of Officers to the ATU Canada Executive Board will be held at the 2018 ATU Canada Annual Conference; and, thereafter, every three years at the ATU Canada Annual Conference.

10.02 Candidates for office to ATU Canada shall be Officers/Executive Board Members of their Local Union. Their term of office shall be for three years, provided, however, that in the event that any member other than the ATU Canada President ceases to be an Officer or Executive Board Member of their Local Union, the office in ATU Canada shall be declared vacant, and such vacancy shall be filled at the next ATU Canada Conference for the unexpired term.

10.03 All Delegates shall be entitled to nominate and vote for all Officers of ATU Canada.

10.04 When electing any Officers, ATU Canada will use the plurality ballot systems where two or more candidates are nominated for the same office, the candidate receiving the most votes shall be declared elected.

11.00 **DUTIES OF THE PRESIDENT**

11.01 The President shall preside at all meetings of the Executive Board of ATU Canada and:

- Shall chair all ATU Canada Conferences and conduct same according to Roberts Rules of Order.
- Shall cast the deciding vote in case of a tie, but at no other time.
- Shall also sit as an ex-officio officer of all committees of ATU Canada

11.02 The President shall call a meeting of all ATU Canada Local Union delegates and members attending as alternates or guests at the International Convention and the

Canadian Labour Congress Convention to discuss proposed resolutions and any other matters of importance which could affect the ATU's Canadian membership.

- 11.03 The President will be a full-time position and shall be the Amalgamated Transit Union ranking officer in Canada and the representative on the Canadian Labour Congress Council.
- 11.04 The President shall fill by interim appointment any midterm Executive Board vacancy subject to the approval of the Executive Board. All appointees shall meet all eligibility requirements as per article 9.1 of these bylaws. Any appointee shall serve until the next Conference; if a regular election is not scheduled for that Conference, an interim election shall be held to fill the office for the remainder of the term.
- 11.05 The President shall supervise and direct the business of ATU Canada.
- 11.06 The President may act for, commit and bind ATU Canada consistent with these Bylaws and the ATU Constitution and General Laws.
- 11.07 The President shall submit weekly reports on ATU Canada's activities to the Executive Board and International President, and a comprehensive financial report prior to the semi-annual Executive Board meetings.
- 11.08 A committee consisting of the President and two (2) members of the Executive Board shall recommend, subject to approval by the full ATU Canada Executive Board, the hiring of staff employee(s) for the operation of ATU Canada.
- 11.09 The President shall submit to the Local Unions comprehensive reports on ATU Canada's activities on a quarterly basis, and on an annual basis to the ATU Canada Conference.
- 11.10 The President shall be in charge of books, documents, files and effects of ATU Canada, which shall at all times be subject to the inspection of the Executive Board.
- 11.11 The financial books of ATU Canada will be audited once a year by an accredited chartered accountant prior to the annual ATU Canada Conference.
- 11.12 The President shall have prepared a financial report of ATU Canada for each meeting of the Executive Board, with the exception of the Executive Board

meeting immediately prior to the annual ATU Canada Conference, where an audited statement must be presented.

11.13 The President shall issue the call(s) for all Executive Board Meetings and Conferences. Copies of all Conference proceedings shall be forwarded to all Canadian Local Unions within sixty (60) days following any such Conference.

11.14 Any additional duties and responsibilities of the President shall be established by the Executive Board of ATU Canada.

11.15 The President shall comply with all policies, including those regarding finances and bookkeeping, on file with ATU Canada and the International Union.

12.00 **DUTIES OF THE VICE PRESIDENT**

12.01 The Vice President shall assist the President in their duties and shall act on their behalf in the absence of the President.

12.02 In the event there is a midterm vacancy of the office of the President, the Vice President shall assume all duties of the President until a bi-election is called at the next conference. An emergency bi-election may be called at the direction of the Executive Board. If the Vice President does not assume the duties of President, they shall resign the office of Vice President

13.00 **DUTIES OF THE FINANCIAL SECRETARY**

13.01 The **Financial Secretary** shall keep an accurate account of all ATU Canada Executive Board Meetings, Conferences, and any other meetings as required by the Executive Board.

13.02 All minutes will be submitted to the Executive Board and President for distribution with thirty (30) calendar days following any such meeting, for review and Executive Board approval.

13.03 Upon completion of the minutes of any such meeting an electronic copy will be distributed to all Local Union Presidents and Financial Secretaries for the purpose of keeping Local Unions updated.

14.00 **DUTIES OF THE EXECUTIVE BOARD**

- 14.01 The Executive Board is the governing body of ATU Canada. It shall set policy direction and authorize actions taken on behalf of ATU Canada between Conferences.
- 14.02 When and if a recommendation for an appointment for an International position is sought by the International President, the ATU Canada Executive Board shall, in case of an emergency, call for a special Conference; otherwise the Executive Board of the ATU Canada shall make a recommendation to the next Conference of ATU Canada for delegates' approval.
- 14.03 Canadian ATU International Vice Presidents shall be ex-officio members of the ATU Canada Executive Board and shall have a voice, but no vote.
- 14.04 The Executive Board shall hold no less than two semi-annual meetings, one of which immediately prior to the annual Conference.
- 14.05 In the event of a dispute between the Executive Board and the President on the interpretation of the ATU Canada Bylaws an appeal shall be directed to the International President.
- 14.06 The President may donate up to **one-thousand (\$1000)** dollars to any charitable organization. Any amount that exceeds the amount **of one-thousand (\$1000)** dollars must be approved by the Executive Board. Donations shall not exceed **ten-thousand (\$10000)** dollars per calendar year.
- 14.07 The President shall have the authority to donate up to five-hundred (\$500) dollars to each ATU-related caucuses or conferences.**
- 15.00 **PER CAPITA TAX**
- 15.01 Upon adoption of these Bylaws, no Local Unions shall be obligated to pay per capita tax to ATU Canada as otherwise authorized under Section 48 of the ATU Constitution and General Laws, subject to action taken under Section 16.02 of these Bylaws.
- 16.00 **DELEGATE EXPENSE**
- 16.01 It shall be the responsibility of each Local Union affiliated with ATU Canada to be represented at the annual Conference by at least one delegate. Where a Local

Union is unable to send a delegate due to financial constraints, upon written request to ATU Canada with such proof, ATU Canada will provide the lowest excursion air fare available or as per C.R.A. standards per kilometre for use of automobile (the total which will not exceed the total air fare) plus four (4) nights' accommodations and one hundred dollars (\$100.00) per day per diem for four (4) days.

16.02 In accordance with the International Constitution and General Laws, it is the responsibility of each Local Union to attend the International Convention. Where a Local Union is unable to send a delegate due to financial constraints, upon written request to ATU Canada with such proof, ATU Canada will provide the lowest excursion air fare available or as per C.R.A. standards per kilometre for use of automobile (the total of which will not exceed the total air fare) plus one hundred dollars (\$100.00) per day per diem for seven (7) days (plus exchange rate) less the amount that is provided for under Section 6.13 of the International Constitution and General Laws.

17.00 **EXPENSES – EDUCATIONAL SEMINARS**

17.01 ATU Canada will subsidize 50% of the not otherwise covered lowest air fare costs or automobile costs (kilometres/miles) for all Canadian ATU Local Unions who have to travel two hundred kilometers or more driving distance to send one representative to any ATU Canada training or educational seminar. ATU Canada will subsidize 100% of the not otherwise covered lowest air fare costs or automobile costs (kilometers/miles) for Canadian ATU Local Unions with three hundred (300) or fewer members. These subsidies are exclusive of the ATU Canada Conference, International Convention or any special Conference or Convention.

17.02 The President shall have the authority to approve up to twenty-five (\$25) dollars per participant per day for any related meal expenses at any full-day ATU Canada– sanctioned training.

18.00 **ATU CANADA EXPENSES**

18.01 An honorarium of **seven-hundred and fifty (\$750)** dollars per annum shall be paid to the Financial Secretary.

18.02 For attendance at the Executive Board meetings, each Executive Board Member will be paid hotel rate for single accommodation, one-hundred (\$100) dollar per

day per diem and economy air fare or as per CRA standards per kilometre for use of automobile (the total of which will not exceed the total air fare)

18.03 Upon request of the majority of the Executive Board of ATU Canada, a special meeting of the Executive Board shall be called and such expenses as are deemed necessary to members of the Executive Board shall be paid.

18.04 The President shall receive one-hundred (\$100) dollars per day per diem for any **overnight stay** away from the ATU Canada office. In addition, they shall receive the CRA standard rate per kilometre for the use of automobile while on ATU Canada business. Shall receive reimbursement for any other expenses incurred in carrying out their duties.

18.05 The Sergeant's-at-Arms accommodations and transportation shall be paid. They shall also receive one-hundred (\$100) dollars per day per diem, including travel days.

18.06 All of the above expenses shall be adjusted by the same rate as the change in the Canadian Consumer Price Index from the previous year, except mileage.

19.00 RESOLUTIONS

19.01 Resolutions shall be submitted to and received by the President of ATU Canada no later than sixty (60) days prior to the Conference meetings.

19.02 All Resolutions submitted to ATU Canada shall be tabled at Day one of the Conference with an Executive Board recommendation and discussed and voted on at Day Two.

20.00 SIGNING OFFICERS

20.01 Signing Officers shall be the President and one other of the Officers of ATU Canada as authorized by the Executive Board.

21.00 CHANGE OF BYLAWS

21.01 All proposed changes must be submitted to and received by the President of ATU Canada no later than sixty (60) days prior to the Conference.

21.02 A Local Union member submitting a Bylaws change or addition must first get approval for the change or addition from their Local Union. Changes submitted less than sixty (60) days prior to a Conference will be entertained only upon approval of the delegates.

22.00 **ORDER OF BUSINESS FOR CONFERENCE**

22.01 Call to order by the President
Opening Ceremonies from ATU Ritual Books

(Two raps of Gavel)

The Chair understanding that all present are properly qualified, this meeting will come to order and all will please rise. Delegates, we meet again for the purpose of promoting the objects of this Union. I wish to remind you that it is your duty as members to be courteous, respectful and considerate in these proceedings. We are here to work for our mutual and collective good; let us do so and advance the cause of our families, our Union and organized labour.

(One rap of Gavel)

You may be seated. This meeting is now open for the transaction of business.

Opening of Conference by the Host Local Union
Appointment of Committees
Appointment of Sergeant-at-Arms
Reading and Adoption of Minutes of the previous Conference
Financial Report and Audit
Correspondence
President's Report
International Vice President's Reports
Report of Board Members
Committee Reports
Unfinished Business
Nominations and Elections
Installation of Officers
New Business
Good and Welfare
Adjournment

23.00 **ORDER OF BUSINESS FOR EXECUTIVE BOARD MEETINGS**

23.01 Call to order by President
Equity Statement
Reading and Adoption of Minutes
Presidents Report
Financial Report
Report of Officers and Committees
Correspondence
Unfinished Business
New Business
Good and Welfare
Adjournment

24.00 **GOVERNANCE OF BYLAWS**

24.01 In any circumstance where the ATU Canada caucus meets, these bylaws shall prevail.

APPENDIX “A”

ELECTION PROCEDURES

1. Nominations and elections shall be held on the second official day of the ATU Canada Conference and shall take place as the first order of business.
2. The nominations and elections for each individual office shall be conducted separately in the following order:

President

Vice President

Financial Secretary

First Eastern Canada Executive Board Member (Quebec and East)

First Western Canada Executive Board Member

Second Eastern Canada Executive Board Member (Ontario)

Second Western Canada Executive Board Member

Third Eastern Canada Executive Board Member

The nominations and election for an individual office must both occur prior to the opening of nominations for a subsequent office.

3. There will be no advance polls allowed.
4. There shall be no proxy voting for the election of Officers.
5. The President or Chair will reserve a secure location at the site of the ATU Canada Conference for voting.
6. The President or Chair will appoint five (5) members to the Balloting Committee.
7. The Balloting Committee will appoint a Chairperson from the five (5) members appointed to the Committee.
8. On the day of the Election of Officers, the President or Chair will turn over all ballots, ballot boxes and a voting list of all delegates entitled to vote to the Chairperson of the Balloting Committee.
9. The Balloting Committee will count the ballots before distributing them to the delegates.
10. Each polling station shall be secured by the Balloting Committee members to allow the delegates to cast a secret ballot. No persons shall be allowed within the area designated by the Balloting Committee as a secure area for voting.

11. Campaign paraphernalia such as: t-shirts, hats, pins, plaques, brochures of any candidate running for election, including paraphernalia of the candidate's home local is prohibited within the balloting area during election day.
12. The Chairperson of the Balloting Committee will then inform the President or Chair when they are ready to receive the delegates for the casting of their votes.
13. Each balloting booth shall have two (2) members of the Balloting Committee and they shall have a list of delegates who are entitled to vote.
14. Delegates must show their delegate badge before receiving a ballot.
15. The Balloting Committee members shall record the delegate to whom they give a ballot.
16. The delegate shall then proceed immediately to the balloting booth to cast vote.
17. No person shall be permitted to interfere with the rights of a delegate when they are casting their vote.
18. Once the delegate has completed voting, they shall deposit their ballot into the ballot box.
19. Once all voting delegates have cast their ballots, the Chairperson of the Balloting Committee will secure a designated location and proceed to count the ballots.
20. Each candidate, if they so choose, will be allowed one (1) scrutineer to observe the ballot count.
21. If a scrutineer wishes to challenge a ballot, they will make this challenge to the Chairperson of the Balloting Committee. The Balloting Committee Chairperson's decision is final, subject to appeal to the delegates.
22. Once all ballots have been tallied and accounted for, the Balloting Committee Chairperson will present the results to the President or Chair who will, in turn, present the results to the delegates.
23. The Balloting Committee will remain at the front podium until all results are announced and the President or Chair dismisses the Balloting Committee.

APPENDIX “B”

ATU CANADA POLICY ON NO HARASSMENT

ATU Canada wants to provide a harassment free environment at all ATU activities.

We have democratically passed tough, meaningful, anti-sexual and anti-racial harassment policies at ATU Canada Conferences. They are not just words. We take them seriously. We have and will act on them as well as any other form of harassment.

Mutual respect must be the basis of interaction among trade unionists in addition to cooperation and understanding. The ATU will neither tolerate or condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

Harassment is not a joke. It is cruel and destructive behaviour that creates feelings of uneasiness, humiliation and discomfort.

It is an expression of perceived power and superiority by the harasser(s) over another person, usually for reasons over which the victim has little or no control; sex, race, age, creed, colour, marital status, sexual orientation, gender identity or expression, disability, political or religious affiliation, citizenship or place of national origin.

Harassment can be defined as any unwelcome or unwanted action by any person, whether verbal or physical, on a single or repeated basis, which humiliates, insults or degrades.

“Unwelcome” or “unwanted” actions in this context means any actions which the harasser under any circumstances knows, or ought to know, is not desired by the victim of the harassment.

Prohibited grounds under the federal and provincial human rights acts/codes include: race, ancestry, national or ethnic origin, citizenship, creed, colour, religion, age, sex, sexual orientation, marital status, same-sex partnership status, family status, disability, record of offences, and conviction for which a pardon has been granted.

For the purpose of this policy, racial and sexual harassment is defined as follows:

Racial Harassment

Any unwelcome or unwanted comments, racist statements, slurs, and jokes, racist graffiti and literature including articles, pictures and posters.

Sexual Harassment:

Any unwelcome or unwanted attention of a sexual nature or a gender-related nature, such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

There are two principles that are fundamental to the trade union movement: human rights and solidarity. Harassment strikes at the heart of both. As trade unionists we must work to protect rights, not take them away.

Trade union principles prohibit us from infringing on the human rights of others, and oblige us to stand with victims and to protect human rights when others attack them.

ATU Canada considers harassment of any kind a serious offence. Complaints of harassment at activities of the union will be investigated. A substantiated complaint will result in the removal of the harasser from the event. A letter outlining the reasons for the removal will also be sent to the appropriate Local Union

Procedure

1. Confidentiality will be respected throughout.
2. At each function of ATU Canada this policy will be brought to the attention of the delegates as one of the first orders of business. The participants at the function will select a three (3) person committee that will hear any complaints that arise at the function.
3. If a participant believes they are being harassed at the function and wants help then:
 - a) The complainant, accompanied by a supportive delegate (if they choose), shall approach a member of the Committee at the function.
 - b) The Committee will immediately investigate the problem. The Committee may take action necessary to stop the harassment up to and including removal of the harasser from the function.
 - c) An incident involving the removal of a harasser must be recorded and brought to the attention of the President of ATU Canada.
 - d) Should the findings or decisions of the Committee not be satisfactory to the parties involved, the appeal procedure in the Amalgamated Transit Union Constitution and General Laws will apply.

APPENDIX “C”

“EQUITY AND INCLUSION COMMITTEE” STRUCTURE

PURPOSE OF THE COMMITTEE

First and foremost, the standing committee is *internally-focused*, meaning that it addresses issues of equity and inclusivity within the ATU Canada membership as its top priority. The purpose of the committee is therefore to shed light on barriers to inclusivity within ATU Canada union locals, union-sanctioned events, and leadership positions, and to work with existing national and local leadership to address systemic discrimination and exclusionary culture. The committee will ensure current ATU Canada by-laws and constitutional items are in line with the goals and standards of this committee. The committee will oversee training of the committee members and rank and file members in each local of ATU Canada. Second, the committee has an advocacy role within the workplace, focusing on the issues of marginalized workers within ATU Canada’s membership and how to improve the material conditions of members through advocacy and bargaining. Third, the committee will represent ATU Canada’s equity-seeking groups within the Canadian labour movement to push for more inclusive and equitable policies and legislation in Canada.

MEMBERSHIP

The committee membership shall be comprised of ATU Canada members who wish to volunteer to be an active member of a local. These members do not have to self-identify with membership to an equity-seeking group (ie. women, BIPOC, LGBTQ+). These are not elected positions, delegate status is not required to join the committee, and members can join the committee at any time with the expectation that they will meet the minimum attendance requirements for members-at-large. To represent the geographic diversity of the union, the committee will encourage membership participation from across the country.

THE EXECUTIVE

- The executive board will be comprised of the three (3) Co-Chairs.
- The executive members of the committee shall be elected by the delegation of the steering committee to serve three (3) year terms in conjunction with the ATU Canada tri-annual elections.
- The executive committee will attend the ATU Canada conference on an annual basis.
- They must attend the conference in person or submit a written statement for consideration of the voting delegation. (ATU Canada will cover the cost of travel, accommodations and per diems.)
- The executive board of the committee shall be made up of members who self-identify with membership to an equity-seeking group (ie. women, BIPOC, LGBTQ+).
- The executive members are required to facilitate the business of the committees, including running meetings, planning campaigns and events, and liaising directly with the ATU Canada executive board.

- As a shared leadership structure, the executive is expected to share responsibilities and to make decisions on a consensus basis.

MEETINGS, ATTENDANCE, VACANCIES

- The executive members and the members will meet at least every two months during the term of the mandate. Quorum will require that at least two of the chairs are present, and that a minimum of twenty-five percent (25%) or nine (9) active members are present.
- Members are required to attend at least three (of six) meetings each year. The executive members are required to attend at least four (4) of six (6) meetings each year.
- If a vacancy for the executive member position occurs, an interim election will be held to fill the vacant executive position for the remainder of the term.

SUB-COMMITTEES

The subcommittees of the ATU Canada Committee on Equity and Inclusion may be formed as; women, youth, BIPOC, and LGBTQ+ based on interest of the membership. The sub-committees will be chaired by the executive committee chairs. They will determine their own schedule for meeting and will address specific concerns of members who identify with the equity-seeking group that they represent.