

RITUAL

and

FORM OF INITIATION



Amalgamated Transit Union
AFL-CIO and CLC

RITUAL

and

FORM OF INITIATION

of the

Amalgamated Transit Union

Affiliated with AFL-CIO and CLC

including

INSTALLATION OF OFFICERS



ORDER OF BUSINESS

1. Call to Order by President
2. President or Designee Examines Members Present
3. Roll Call of Officers
4. Reading Minutes of Previous Meeting
5. Initiation of New Members
6. Communications and Bills
7. Reports of Officers
8. Reports of Delegates and Standing and Special Committees
9. Unfinished Business
10. New Business and Welfare of the Local
11. Nomination and Election of Officers
12. Installation of Officers
13. Receipts and Expenditures
14. Adjournment

OPENING CEREMONIES

(Three Raps of Gavel)

PRESIDENT

We are about to open this Local Union meeting. We respectfully request that all those who are not members please leave the hall.

PRESIDENT

(Two Raps of Gavel)

The Chair understanding that all those remaining are properly qualified, this meeting will come to order and all will please rise.

Brother and Sisters, 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 labor.

(One Rap of Gavel)

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

INITIATIONS

(Presidents of Local Unions authorized to deputize Local executive officers and members of the Executive Board to administer the Obligation and instructions of the Union to candidates. In all cases the new member shall be given the Obligation and the President's instructions so that the new member will be clear as to the policies of the Union.)

PRESIDENT

The Recording Secretary will please step outside the hall and determine if there are any candidates waiting to be administered the Obligation and promptly report such to the Chair.

(Secretary steps outside hall, returns and reports.)

RECORDING SECRETARY

Brother/Sister President, there are candidates present who, their initiation fees having been paid, await admission.

PRESIDENT

Brothers and Sisters, your silence and order during this initiation ceremony will be appreciated.

The Recording Secretary will please bring the candidates into the hall and introduce them.

(Recording Secretary brings candidates into hall.)

RECORDING SECRETARY

Brother/Sister President, allow me to introduce Mr./Ms. _____, (each) a qualified candidate, who has freely and voluntarily come soliciting admission to membership in this Local of the Amalgamated Transit Union.

PRESIDENT

Welcome. We are pleased you have expressed a desire to identify yourself with your fellow workers in this organization, and that from this point on your labors and influence will be with us and for us. This Union is dedicated to the defense and self-protection of your fellow workers, to the improvement of our mental, moral and social condition, and the elevation of our occupations.

Recognizing that our interests as employees may be at odds with those of our employers, we aim at all times to exercise discretion and good judgement, and do all in our power to maintain peace and harmony.

In our mutual work we unite to engage in such legislative, political, educational, cultural, social, and welfare activities as will further the interests and welfare of our membership, to seek the improvement of social and economic conditions in the United States and Canada, and to promote the interests of Labor everywhere.

You will be asked to take a solemn oath or obligation not to divulge any of the workings of this Union to those not entitled to know such, and to bind yourself to our laws; but nothing in this Obligation will in any way interfere with nor other wise restrict your political and religious rights, nor will it in any way be inconsistent with your duties to your family and relatives.

With this understanding, are you willing to take an obligation which binds you, upon your honor, to adhere to such as long as you remain a member of this Union? If so answer "I am."

(Candidate(s) answer(s).)

Please raise your right hand and repeat after me the following obligation, using your name where I use mine:

OBLIGATION

I, _____, in the presence of God and the members of this Union, do solemnly promise and pledge (without any reservation or evasion) to support the Constitution and General Laws of this Amalgamated Transit Union. I will keep myself in good standing by paying all dues, fines and assessments required. I will work to promote the best interests of this Union and encourage my fellow workers to become members of the same. I will not take the place of any member of this organization, or any other union worker who may be on strike or locked out. I will not reveal any of the private business to anyone not entitled to know the same. I will not engage in activity evidencing gross disloyalty nor in conduct otherwise unbecoming a member, and will not knowingly wrong a member or see one wronged if in my power to prevent it. I will not appeal to any legal authority in matters pertaining to this Union until I have exhausted all means of redress provided by its laws. I will be considerate of others in word and action and will never discriminate against a fellow worker on account of race, religion, color, creed, sex, sexual orientation, gender identity or expression, age, disability, citizenship, or national origin. I also promise to promote the cause of trade union principles and defend freedom of thought, whether expressed by tongue or pen, with all the power at my command.

I understand there is nothing in this obligation that will in any way interfere with my political and religious rights or that will be in any way inconsistent with my duties arising from any of the relations of life.

This obligation I take upon my honor, and solemnly promise to keep the same, as long as I remain a member of this Union.

PRESIDENT

It is now my responsibility to instruct you in the work of this Union. In order that you may better understand our aims and objectives, and to acquaint you with the laws governing this Union, I hereby present you with copies of our International Constitution and General Laws and the Bylaws of our Local.

(Here the President will present to the candidate a copy of the International Constitution and General Laws and a copy of the Local's Bylaws.)

You should carefully study and familiarize yourself with these documents. In addition to establishing and detailing the structure and organization of our Union, these documents also set forth your individual rights and obligations as an ATU member.

You will soon be receiving your certificate of membership as recorded in the International Office of this Union. Carefully examine it and see that all the information printed on the certificate is correct. You are also reminded of your continuing obligation to advise the Financial Secretary of any change in your name or address. It is essential that this information be kept current at all times to ensure the timely receipt of membership benefits by yourself and your family.

To attend Local Union membership meetings your current dues, fines and assessments must be paid. No member of this organization is in good standing without being current in his or her financial obligations. It is therefore your duty to look after and pay your dues and to see that you are always in good standing. Any member in arrears for dues, fines or assessments after the 15th day of the month is not in good standing and is not entitled to funeral or disability benefits. A member who is two months in arrears is automatically suspended from membership in this Union. The dues of this Local are currently _____ per month.

The regular meetings of this Local are held on at the hour of _____. It is your duty to attend these meetings and to participate in the work of this Union to the best of your ability.

This Union was formed for the common purpose of bargaining collectively to improve wages and working conditions and for the betterment and enrichment of each member and each member's family. It is because of the Amalgamated Transit Union's history of strength and unity that we have been able to obtain the standard of living, the benefits and the protection in the workplace that we enjoy today. We trust you will join with us in honoring the sacrifices made by those who came before us and worked so hard to build our Union. We trust you will actively work with us to maintain the unity of purpose and commitment which our Union represents.

(Two Raps of Gavel)

Brothers and Sisters, I ask that you now rise. By the authority of this Local of the Amalgamated Transit Union, I hereby proclaim this (these) individual(s) a member (members) of our Union, entitled to all the rights and privileges guaranteed to members by our Constitution, Bylaws and customs.

(One Rap of Gavel)

Please be seated. We will now proceed with the regular order of business.

ORGANIZING NEW LOCALS

(When conducting the first regular meeting of a New Local, the Chair will use the Obligation and subsequent instructions as above down until where the two raps are given (which calls the members to their feet) when he or she will use the following:)

(Two Raps of Gavel)

Now, by authority vested in me, I am honored and pleased to declare this assembly duly and legally organized as Local _____ of the Amalgamated Transit Union, this _____ day of _____ in the year _____.

(The Chair shall then instruct the Local as to the Constitution and Bylaws and such other information as is necessary to put the Local in working shape.)

INSTALLATIONS

(The Past President shall be the legal installing officer in all Local Unions. In organizing a new Local, the Organizer or an officer of the International Union shall install the officers.)

INSTALLING OFFICER

The Recording Secretary will announce the names of the officers-elect, who, as their names are called, will come forward and approach the Chair.

Do you, each of you, accept the office to which the members of this Local have elected you?

(Officers-elect each answer, "I do.")

INSTALLING OFFICER

Each of you will raise your right hand and repeat the following obligation:

I do solemnly promise, in addition to the membership obligation I have already taken, that I will, to the best of my ability, perform the duties of the office to which I have been elected, as laid down in the Constitution and the Bylaws of this Local, until my successor is duly elected and installed.

That I will faithfully attend the meetings of this Local, diligently guard and turn over to my successors all property of the Local entrusted to my possession and responsibility, and should the Local lapse or cease to work, that I will convey and deliver all such property to the officer legally authorized to receive the same; and further, that all my official acts while holding this office shall be just and honorable, working for the good of the Amalgamated Transit Union.

(Installing Officer gives one rap of gavel, instructing that all except the officers are to be seated. Then, placing the gavel in the hands of the President-Business Agent, the Installing Officer states:)

This gavel symbolizes your position and your control over this Local; use it with firmness but also justly and with discretion. The duties of your office, defined in the Constitution, Bylaws, and in your Obligation, are of the greatest importance. To a considerable extent the success of this Local depends upon you and your efforts. Should any occasion arise not covered by the regulations therein contained, you are expected to act accordingly to the dictates of common sense, guided by an earnest desire for the best interests of the Union.

It is indeed a great honor to be elected to a position of such importance. And it will be a much greater honor for you to prove yourself worthy of the confidence expressed in you by your fellow members by an official career of commitment and strict integrity. Think well of your responsibilities, and strive by good judgement and wisdom to merit the confidence which your fellow workers have placed in you.

(Installing Officer, turning to the Vice-President, states:)

To you is entrusted the position of Vice President. It will be your duty to assist the President in maintaining order in the meetings of this Local and in the absence of the President to act as President. Should the office of President-Business Agent become vacant or should the President of this organization relinquish this position in any manner, it shall be your duty to assume the position of President-Business Agent until an election shall have been made to fill the vacancy in the office.

(The Installing Officer, turning to the Treasurer and the Financial Secretary, states:)

The duties assigned to you, covering as they do the financial affairs of your Local, require accuracy and absolute honesty. It is a proud honor to be elected to such important trusts. It will be a still higher fame for you to prove yourselves worthy of the confidence expressed by an official career of strict integrity and fidelity.

(The Installing Officer then turns to the Recording Secretary and states:)

The duties assigned to you are of the greatest importance, as they include making a history of the acts done by your Local. You should strive that your records shall be plainly and correctly kept, and that they shall give a complete register of all transactions, not merely so that you, yourself, can read them, but also that any other member of the Local can gather from them an intelligent idea of the business acted upon.

(The Installing Officer turns to the members elected to the Executive Board of the Local and states:)

To those whom we entrust the supervision of our Local and to whom we look to direct its management, we commit our property, our livelihood, our all.

Remember and honor your responsibilities and strive to always display good judgement and wisdom meriting the confidence which your fellow workers have placed in you.

INSTALLATION OF INTERNATIONAL OFFICERS

(The International President or a retired executive officer of the International Union shall be the legal installing officer, who, at the close of the Convention, shall install all of the officers duly elected.)

INSTALLING OFFICER

All of the officers-elect will please rise.

Do each of you accept the office to which the delegates of this Convention have elected you?

(Officers-elect each answer. "I do.")

INSTALLING OFFICER

Each of you will raise your right hand and repeat the following obligation:

I, in the presence of the members of this Convention, do solemnly promise that in addition to the membership obligation I have already taken in this Union, I will, to the best of my ability, faithfully perform the duties of the office to which I have been elected, as laid down in the Constitution of this Union, until I have been relieved by the proper officers or my successor duly elected and installed, and that I will faithfully perform all work that falls to my office, as prescribed by the Constitution of this Union.

I further promise to diligently guard and turn over to my successor all properties of the Union entrusted to my possession and responsibility, and that all of my official acts while holding this office shall be just and honorable, working for the good of the Amalgamated Transit Union.

INSTALLING OFFICER

I now declare these officers duly installed and into their hands submit the work of caring for, directing and managing the affairs of the Amalgamated Transit Union for the term for which they have been elected.