

BYLAWS OF THE ETHIOPIAN TRANSLATORS' ASSOCIATION (ETA)

(An Addendum to the Memorandum of Association of ETA)

Article 1: General Provisions

1.1 Name and Legal Status

The association shall be known as the **Ethiopian Translators Association (ETA)**, hereinafter referred to as “**the Association.**” It is a non-profit, professional organization established under Ethiopian law.

1.2 Headquarters

The official headquarters of the Association shall be in **Addis Ababa, Ethiopia**, with the right to establish regional chapters as necessary.

1.3 Objectives

The objectives of the Association include:

1. Promoting professional standards in translation and localization.
2. Protecting the rights and interests of translators and interpreters.
3. Providing training and certification programs.
4. Enhancing collaboration with international translation bodies.
5. Advocating for fair working conditions and ethical practices in the profession.

Article 2: Membership

2.1 Membership Categories

Membership in the Association shall be categorized as follows:

1. **Full Members** – Professional translators and interpreters with proven experience.
2. **Associate Members** – Early-career translators and those transitioning into the field.
3. **Student Members** – Individuals currently enrolled in translation-related studies.
4. **Institutional Members** – Organizations and companies engaged in translation and localization.
5. **Honorary Members** – Individuals recognized for outstanding contributions to the profession.

2.2 Membership Requirements

1. Membership is open to individuals and entities meeting the eligibility criteria.
2. New members shall be subject to a **six-month probationary period** before obtaining full rights.
3. Membership fees shall be determined annually by the General Assembly.

2.3 Rights and Responsibilities of Members

1. All members have the right to participate in Association activities, vote (except probationary members), and receive professional support.
2. Members must adhere to the **Code of Ethics** and professional standards set by the Association.

3. Institutional members shall have one vote per institution.

2.4 Membership Termination and Appeals

1. Membership may be terminated due to non-payment of fees, ethical violations, or professional misconduct.
2. A **Disciplinary Committee** shall review cases before expulsion.
3. Members may appeal to the **Executive Committee**, and if rejected, to an **independent appeals panel** composed of senior members and external professionals.

Article 3: Governance Structure

3.1 The General Assembly

1. The **General Assembly** is the highest governing body of the Association, consisting of all voting members.
2. It meets **annually**, with extraordinary meetings convened as needed.
3. A quorum shall be **50% of the members for regular meetings and 30% for extraordinary meetings**.
4. Decisions are made by a **simple majority**, except for constitutional amendments requiring a **two-thirds majority**.

3.2 The Executive Committee

1. The **Executive Committee** is elected by the General Assembly and consists of:

- **President**
 - **Vice President**
 - **Secretary-General**
 - **Treasurer**
 - **Public Relations Officer**
 - **Training and Development Coordinator**
 - **Two Additional Members as Needed**
2. **Ex-officio, non-voting members** include:
 - The **General Manager**
 - The **Office Secretary**
 3. The Executive Committee is responsible for policy-making, strategic direction, and overseeing the Association's activities.

3.3 The General Manager

1. The **General Manager** is an appointed professional who oversees daily operations, staff supervision, policy implementation, and fundraising.
2. The **General Manager has no voting rights** but reports to the Executive Committee.
3. The **Executive Committee appoints, renews, or terminates** the General Manager based on performance.

3.4 The Office Secretary

1. The **Office Secretary** is an administrative staff member responsible for office management, record-keeping, meeting coordination, and correspondence.

2. The Office Secretary is **hired and dismissed by the General Manager**.

Article 4: Disciplinary Committee and Conflict Resolution

4.1 Disciplinary Committee

1. A **Disciplinary Committee** shall handle cases of misconduct, ethical violations, and professional disputes.
2. The Committee shall comprise **five members**, including:
 - Two Executive Committee members
 - Two senior regular members
 - One independent legal or professional expert

4.2 Disciplinary Process

1. **Complaint Submission** – Complaints must be submitted in writing to the Disciplinary Committee.
2. **Investigation Phase** – The Committee shall conduct a **30-day review** of the allegations.
3. **Hearing Phase** – The accused shall be given the opportunity to present a defense.
4. **Decision Phase** – The Committee may issue penalties such as:
 - Written warning
 - Temporary suspension
 - Expulsion from the Association

4.3 Appeals Process

1. Dismissed members may appeal first to the **Executive Committee**.
2. If unsatisfied, they may appeal to an **independent appeals panel** consisting of three senior members and one external professional.

Article 5: Financial Oversight and Transparency

5.1 Finance Committee and Auditing Team

1. A **Finance Committee** shall oversee budgeting, expenditures, and financial planning.
2. An **Auditing Team**, elected by the General Assembly, shall conduct **annual audits** and submit reports to members.
3. The **Auditing Team shall serve a renewable two-year term**.

5.2 Financial Management

1. **Expenditures above 100,000 ETB** require approval from the General Assembly.
2. Financial reports shall be **published annually and accessible to all members**.
3. **Misuse of funds shall result in legal action**.

Article 6: Conflict of Interest Policy

1. Executive Committee members, staff, and members must **disclose any conflicts of interest annually.**
2. **Engaging in financial transactions that benefit a member personally is prohibited.**
3. Violations shall result in **removal from office and possible legal action.**

Article 7: Amendments and Dissolution

7.1 Amendments to the Bylaws

1. Amendments may be proposed by **any member with at least 10% member support.**
2. Amendments must be approved by a **two-thirds majority** in the General Assembly.

7.2 Dissolution of the Association

1. The Association may be dissolved by a **two-thirds majority vote** of the General Assembly.
2. Upon dissolution, assets shall be transferred in the following order of priority:
 - Other professional translator associations
 - Educational institutions offering translation programs
 - Charitable organizations or the Ethiopian government as a last resort

Final Provisions

1. These bylaws shall take effect immediately upon approval by the General Assembly.
2. The Executive Committee is responsible for their enforcement and interpretation.