

## **ETA Membership Policy**

**Purpose:** To outline the criteria, rights, and obligations of members, ensuring compliance with the FDRE Ministry of Culture and Sports' directive requiring professionals and corporate entities to pass a test and obtain a license to practice translation and interpretation.

### **Section 1: Membership Categories**

#### **1.1. Regular Members:**

- **Professional Translators and Interpreters:** Individuals who hold a valid license from the FDRE Ministry of Culture and Sports and meet the Association's professional standards.
- **Corporate Entities:** Legally registered translation and interpretation service providers that hold a valid business license and meet the Ministry's requirements.

#### **1.2. Honorary Members:**

- Individuals or organizations recognized for their significant contributions to the translation and interpretation profession or the Association's objectives.
- Honorary members do not have voting rights and are not required to pay membership fees.

### 1.3. Student Members:

- Students enrolled in recognized higher education institutions in translation, interpretation, or related fields.
- Student members have limited rights and are not eligible to vote or hold office.

## Section 2: Eligibility Criteria

2.1. **Regular Members:** Ethiopian nationals, Ethiopians of Ethiopian descent, or foreign nationals with legal residence permits who meet the following criteria:

- **Individuals:**
  - Must hold a valid license issued by the FDRE Ministry of Culture and Sports.
  - Must possess professional certification or accredited knowledge and experience in translation or interpretation.
  - Must be over 18 years of age.
  - Are over 18 years of age.
  - Believe in the vision and objectives of the Association.
  - Adopt and comply with the Association's Articles of Association and Code of Conduct.
  - Are able to pay membership fees and contributions as determined by the General Assembly.

- **Corporate Entities:**

- Must hold a valid business license and a license from the FDRE Ministry of Culture and Sports.
- Must employ at least one licensed translator or interpreter.
- Must comply with the Association's ethical and professional standards.

## 2.2. **Honorary Members:**

- Must have made significant contributions to the translation and interpretation profession or the Association's objectives.
- Must be nominated by the Executive Committee and approved by the General Assembly.

## 2.3. **Student Members:**

- Must be enrolled in a recognized higher education institution in translation, interpretation, or a related field.
- Must provide proof of enrollment.
- Must adhere to the Association's Code of Conduct.

## **Section 3: Membership Application Process**

### **3.1. Application Submission:**

- Prospective members must submit a written application to the Executive Committee, along with the following documents:
  - Proof of professional certification or license from the FDRE Ministry of Culture and Sports.
  - Proof of accreditation or relevant experience (for individuals).
  - Business license and proof of employment of licensed professionals (for corporate entities).
  - Proof of enrollment (for student members).

### **3.2. Application Review:**

- The Executive Committee shall review the application and supporting documents to ensure compliance with the Association's eligibility criteria.
- The Committee may request additional information or clarification if needed.

### **3.3. Approval:**

- Approved applicants shall be notified in writing and provided with a membership certificate.
- Denied applicants shall receive a written explanation for the decision and may reapply after addressing the deficiencies.

## Section 4: Membership Fees

### 4.1. Fee Structure:

#### 4.1.1. Registration Fee

- **Regular Members (Individuals):** Registration fee of **ETB 1,000**.
- **Regular Members (Corporate Entities):** Registration fee of **ETB 3,000**.
- **Student Members:** Registration fee of **ETB 500**.
- **Honorary Members:** No membership fees required.

#### 4.1.2. Monthly Membership Fee

- **Regular Members (Individuals):** Monthly fee of **ETB 1,000**.
- **Regular Members (Corporate Entities):** Monthly fee of **ETB 3,000**.
- **Student Members:** Registration fee of **ETB 500**.
- **Honorary Members:** No membership fees required.

### 4.2. Payment Deadlines:

- Membership fees are due on **January 1st** of each year.
- New members must pay their fees within **30 days** of approval.

### 4.3. Consequences for Non-Payment:

- Members who fail to pay their fees by the deadline shall be notified in writing.
- If fees remain unpaid after **60 days**, the member's voting rights and access to Association resources shall be suspended.
- If fees remain unpaid after **90 days**, the member shall be expelled from the Association.

## **Section 5: Rights and Obligations**

### **5.1. Rights of Members:**

- **Regular Members:**

- Vote in General Assembly meetings.
- Be elected to the Executive Committee or other leadership positions.
- Access Association resources, including training programs, workshops, and networking events.
- Participate in Association activities and initiatives that support the Association's mission.
- Obtain information about the Association's activities.
- Attend General Assembly meetings, provide comments, and vote on Association matters.
- Be heard before a decision to terminate their membership is made.
- Claim any benefits provided by the Association.

- **Honorary Members:**

- Access Association resources (excluding voting and leadership positions).

- **Student Members:**

- Access Association resources (excluding voting and leadership positions).

## **5.2. Obligations of Members:**

- Adhere to the Association’s Code of Conduct, Articles of Association, bylaws, guidelines, and decisions.
- Pay membership fees and contributions promptly.
- Participate in Association meetings and activities.
- Avoid conflicts of interest and uphold professional ethics.
- Report any changes in professional status (e.g., loss of license) to the Executive Committee.
- Contribute to achieving the Association’s objectives.
- Attend regular and emergency meetings.

### **Article 5.3: Consequences for Not Fulfilling Member Obligations**

Members of the Ethiopian Translators Association (ETA) are expected to fulfill their obligations as outlined in Article 5.2. Failure to meet these obligations may result in disciplinary actions, as detailed below. The consequences are designed to ensure accountability, maintain the integrity of the Association, and protect the interests of all members.

#### **5.3.1. Failure to Adhere to the Association’s Code of Conduct, Articles of Association, Bylaws, Guidelines, and Decisions**

- **First Offense:** The member shall receive a written warning from the Executive Committee, detailing the violation and the expected corrective actions.

- Second Offense: The member shall be suspended from participating in Association activities for a period of three months.
- Third Offense: The member shall be expelled from the Association, and the decision shall be communicated to the General Assembly.

### **5.3.2. Failure to Pay Membership Fees and Contributions Promptly**

- First Offense: The member shall receive a reminder notice and be given a 30-day grace period to settle the outstanding fees.
- Second Offense: If fees remain unpaid after the grace period, the member's voting rights and access to Association resources shall be suspended.
- Third Offense: If fees remain unpaid for 90 days or more, the member shall be expelled from the Association. Reinstatement may be possible upon payment of all outstanding fees and a reinstatement fee of ETB 500.

### **5.3.3. Failure to Participate in Association Meetings and Activities**

- First Offense: The member shall receive a written warning from the Executive Committee, emphasizing the importance of participation.
- Second Offense: The member shall be required to attend a mandatory meeting with the Executive Committee to discuss their lack of participation.
- Third Offense: The member shall be suspended from the Association for six months. During this period, the member shall not have access to Association resources or voting rights.

#### **5.3.4. Failure to Avoid Conflicts of Interest and Uphold Professional Ethics**

- First Offense: The member shall receive a written warning and be required to complete a professional ethics training program approved by the Association.
- Second Offense: The member shall be suspended from the Association for six months and may be required to submit a written apology to affected parties.
- Third Offense: The member shall be expelled from the Association, and the violation shall be reported to the FDRE Ministry of Culture and Sports if it involves professional misconduct.

#### **5.3.5. Failure to Report Changes in Professional Status (e.g., Loss of License)**

- First Offense: The member shall receive a written warning and be required to provide updated documentation of their professional status within 30 days.
- Second Offense: If the member fails to provide the required documentation, they shall be suspended from the Association until the issue is resolved.
- Third Offense: The member shall be expelled from the Association, and the matter shall be reported to the FDRE Ministry of Culture and Sports.

#### **5.3.6. Failure to Contribute to Achieving the Association's Objectives**

- First Offense: The member shall receive a written warning and be encouraged to participate in Association initiatives.

- Second Offense: The member shall be required to attend a mandatory meeting with the Executive Committee to discuss their lack of contribution.
- Third Offense: The member shall be suspended from the Association for six months. During this period, the member shall not have access to Association resources or voting rights.

### **5.3.7. Failure to Attend Regular and Emergency Meetings**

- First Offense: The member shall receive a written warning and be reminded of the importance of attendance.
- Second Offense: The member shall be required to attend a mandatory meeting with the Executive Committee to discuss their lack of attendance.
- Third Offense: The member shall be suspended from the Association for three months. During this period, the member shall not have access to Association resources or voting rights.

### **5.3.8. General Disciplinary Procedures**

- Investigation: All alleged violations shall be investigated by the Executive Committee or a designated Disciplinary Committee.
- Right to Defense: The accused member shall have the right to present evidence, call witnesses, and defend themselves during the investigation.
- Appeals: Members who are subject to disciplinary actions may appeal the decision to the General Assembly within 30 days of receiving the decision. The General Assembly's decision shall be final.

### **5.3.9. Reinstatement After Expulsion**

- Members who have been expelled may apply for reinstatement after one year by submitting a written request to the Executive Committee.
- The request must include evidence that the member has addressed the issues that led to their expulsion (e.g., payment of outstanding fees, completion of ethics training).
- Reinstatement shall be subject to approval by the General Assembly.

## **Section 6: Membership Renewal and Termination**

### **6.1. Renewal Process:**

- Members must renew their membership annually by submitting a renewal application and paying the required fees.
- Renewal applications shall include updated proof of licensing (for regular members) and proof of enrollment (for student members).

### **6.2. Grounds for Termination:**

- Failure to pay membership fees for more than 90 days.
- Loss of professional license or business license (for regular members).
- Violation of the Association's Code of Conduct or Articles of Association.
- Failure to participate in Association activities or meet membership obligations.
- Voluntary resignation submitted in writing.

### **6.3. Reinstatement:**

- Members who have been terminated may apply for reinstatement by addressing the grounds for termination (e.g., paying outstanding fees, obtaining a new license).
- Reinstatement applications shall be reviewed and approved by the Executive Committee.

## **Section 7: Compliance with FDRE Ministry of Culture and Sports Directive**

### **7.1. Licensing Requirement:**

- All regular members (individuals and corporate entities) must hold a valid license from the FDRE Ministry of Culture and Sports.
- Members must provide proof of licensing during the application and renewal processes.

### **7.2. Verification of Licenses:**

- The Executive Committee shall verify the licenses of all regular members annually.
- Members who fail to provide proof of licensing shall be suspended until the issue is resolved.

### **7.3. Consequences of Non-Compliance:**

- Members who lose their license or fail to meet the Ministry's requirements shall be terminated from the Association.
- The Association shall report serious violations to the FDRE Ministry of Culture and Sports.