

**ETHIOPIAN AIRLINES**  
**Former Employees Association**

# **Bylaws**



**May 1, 2013**

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# Ethiopian Airlines Former Employees Association (EAFEA) BYLAWS

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## ARTICLE I -NAME

**Section 1.** The name of the Association is Ethiopian Airlines Former Employees Association (“EAFEA” or the “Association”).

**Section 2.** The home office of the Association is Washington D.C.

## ARTICLE II - MISSION OF THE ASSOCIATION

**Section 1.** Ethiopian Airlines Former Employees Association (EAFEA) was formed in 1995 by a few former employees residing in the metropolitan Washington DC area. It is a non-profit organization registered under the laws of the District of Columbia.

**Section 2.** The mission of EAFEA is as follows:

- a) To protect, support and promote the interest of Ethiopian Airlines and its employees by serving as a bridge between different communities worldwide
- b) To help create an environment of cooperation with Ethiopian Airlines and non-profit organizations by providing humanitarian services to alleviate poverty and suffering and to help in advancing educational opportunities including offering scholarship to young and talented children of former Ethiopian Airlines employees and others in Ethiopia.
- c) To provide social services during times of sickness, death, natural disaster and personal hardship to EAFEA members.
- d) To reach out to all former Ethiopian Airlines employees living in different parts of the world and to help in the establishment of local chapters for members living in the region.
- e) To organize and hold an annual general meeting to review, assess and evaluate the performance of the organization in which all EAFEA member and invited guests from different parts of the world may participate thereby furthering cordiality and fellowship between and amongst EAFEA members and representatives of similar organizations.
- f) To Conduct all other activities that may be required to carry out the mission of the Association as set forth in its bylaws.

## ARTICLE III - THE EXECUTIVE COMMITTEE

**Section 1.** The organizational set up of the Association is structured to include a President, Vice President Industry Affairs, Vice President Social Services, a Secretary, a Treasurer, and an Auditor.

**Section 2.** The officers of the Association shall be elected at every other Annual General Meeting ("AGM") of EAFEA to serve for a period of two years. The terms of such officers shall run until their successors are elected or appointed as set forth in the bylaws.

**Section 3.** In the event a sitting officer of the Association other than the President resigns, becomes incapacitated, or is otherwise unable or unwilling to serve, the President shall appoint a member of the Association to fill the remaining term of such officer. In the event the President of the Association resigns, becomes incapacitated, or is otherwise unable or unwilling to serve, either Vice President shall serve as President of the Association for the remaining term.

### **Section 4. The President:**

- a) Shall be responsible to the General Assembly for the overall management and operation of the Association.
- b) Shall direct the activities of the Executive Committee, set guidelines and develop short and long-term goals and objectives of the Association.
- c) Shall prepare the annual budget of the Association, set financial and investment policies and submit such recommendations to the General Assembly for approval.
- d) Shall preside over the Annual General Meeting of the Association and any meetings of the Executive Committee.
- e) Shall establish ad-hoc committees and appoint members to serve in such committees as maybe necessary.
- f) Shall work closely with the Board of Trustees and implement their recommendations after securing the approval of the General Assembly.

### **Section 5. The Vice President of Industry Affairs:**

- a) Shall function in place of the President if the President is absent and perform the duties of the office of the president.
- b) Shall solicit and assist in the establishment of new Regional Chapters of the Association, and assist the President in such matters as requested.
- c) Shall be responsible for the issuance of regular publications to the membership and for developing a favorable image of the Association through various public media.

- d) Shall be responsible for maintaining, a current and accurate roster of EAFEA members and historical data in order to disseminate member contact information and directories as required.
- e) Shall be responsible for coordinating and updating the Association's website ([www.eafea.org](http://www.eafea.org)) on a regular basis in coordination with the president.
- f) Shall research and identify funding sources and establish ways, means and procedures for raising funds for the Association.

#### **Section 6. The Vice President of Social Services:**

- a) Shall function in place of the President if the President is absent and perform the duties of the office of the president
- b) Shall guide and carryout the daily activities of the social services section of the Association consistent with the bylaws
- c) Shall select, appoint and lead the Development of the Association in the area of Social Services.
- d) Shall implement the decision of the general assembly relative to social services in coordination with the President and other members of the executive committee.

#### **Section 7. The Secretary:**

- a) Shall keep and maintain formal minutes of the Annual General Meetings of the Association and of the meetings of the Executive Committee.
- b) Shall update the bylaws as approved by the General Assembly.
- c) Shall maintain the record of the Fiscal Policies of the Association as approved by the Executive Committee.
- d) Shall distribute copies of all necessary documents to Executive Committee members.
- e) Shall maintain the complete address of each member for reference purposes.
- f) Shall ensure that newly elected officers and all other concerned individuals are in possession of the most recently updated copies of the bylaws and Fiscal Policies soon after the conclusion of the Annual General Meeting.
- g) Shall confirm quorums, tabulate votes at meetings, and perform other duties as directed by the President.

#### **Section 8. The Treasurer:**

- a) Shall maintain the financial accounting and budgeting of the Association and coordinate the annual audit by a CPA.
- b) Shall collect membership dues,

- c) Shall pay obligations that have been approved by the President,
- d) Shall submit to the President financial reports as requested.
- e) Report the financial status of the Association to the members at the Annual General Meeting
- f) Shall perform other duties as may be assigned by the President.

#### **Section 9.The Auditor:**

- a) Shall audit the Association's financial transactions and provide an annual audit report to the General Assembly at each Annual General Meeting.
- b) Shall ensure that resolutions passed by the General Assembly are incorporated in the annual audits and any audit guidelines adopted are followed properly.
- c) Shall perform such other duties as may be applicable to his or her responsibilities.

## **ARTICLE V- PRODUCTS AND SERVICES**

**Section 1.** The Association, among others things, may provide employment, cargo handling, crew transportation, promotion and advertising, and consultancy services to Ethiopian Airlines and other African carriers, and shall secure the necessary government permits to do so.

**Section 2.** The Association shall organize and engage in various fundraising activities from time to time.

## **ARTICLE VI - REGIONAL CHAPTERS**

**Section 1.** The policy of the Association is to encourage the formation of Regional Chapters in cities where there are enough interested members to warrant activities on an organized and regular basis.

**Section 2.** The President, upon request by any region, will appoint a temporary Regional representative to determine if there are a minimum of 5 former Ethiopian Airlines employees to form a Regional Chapter at such location.

**Section 3.** The Association will provide the necessary support and a grant of \$100.00 to cover the initial expense to open a Regional Chapter.

## ARTICLE VII - MEMBERSHIP AND DUES

**Section 1.** Membership in the Association shall be limited to former Ethiopian Airlines employees with a minimum service of two years.

**Section 2.** Each new member of the Association is obliged to pay a one - time fee of \$120.00 for registration and a \$50 annual membership renewal fee thereafter. Upon payment of the annual dues, the members is eligible to participate in all Association activities and functions, and shall be entitled to vote on each matter submitted at the Annual General Meeting.

**Section 3.** Each new member of the Social Services section of the Association shall pay a registration fee of \$300.00 and a monthly payment of \$20.00 for couples and \$15.00 for singles. Such payment shall entitle the member to all the rights and privileges of the Social Services membership consistent with the bylaws.

**Section 4** A member of the Social Services section of the Association, regardless of Domicile, is a member of the Association, and will not be required to pay the annual registration fee and renewal fee of the Association. However, such member is required to pay the usual monthly membership fee of the Social Services to enjoy the benefits

**Section 5.** Survivor members are surviving spouses of former Ethiopian Airlines employee who were members of the Association. Such survivors shall be eligible to participate in all Association activities and functions (if they are not members already), and shall be entitled to vote on each matter submitted at the Annual General Meeting.

## ARTICLE VIII - MEMBERSHIP MEETINGS

**Section 1.** The Annual General Meeting shall be called by the President each year and he/she will advise the time, place and city to each member. Each member will be supplied with reservation forms, which will be mailed a minimum of 60 days prior to the date of the meeting. A quorum of 51 % attendance of dues-paying members is required for the Annual General Meeting to take place.

**Section 2.** The order of business at the Annual General Meeting shall be at the discretion of the President.

**Section 3.** The Executive Committee shall facilitate hotel accommodations, outings, roundups, or other social activities as may be required.



**Section 4.** The Executive Committee may organize special events from time to time for visiting EAL official(s) and/or other important guests to brief members about EAL aviation developments and achievements or the achievements of other airlines. Members attending such events will pay their own expenses. The Executive Committee shall notify all members by e-mail and/or telephone about the opportunity to attend such events.

## ARTICLE IX - ELECTION PROCEDURES

A Nominating Committee shall be appointed by the President at least 90 days in advance of every two years before the Annual General Meeting for proposing a slate of nominees for election to the Executive Committee. This Committee shall consist of three members who will nominate the Committee Chairman. The Nominating Committee shall submit its list of nominees to the President at least 60 days in advance of the Annual General Meeting and conduct the election. Nominations may be made from the floor by a member in good standing after the Nominating Committee's report, and before a vote is taken for each officer position on the Executive Committee.

## ARTICLE X - AMENDMENTS

**Section 1.** These bylaws may be amended by a two-thirds majority vote of members present at an Annual General Meeting.

**Section 2.** Proposed amendments of the bylaws must be submitted to the Secretary in writing, bearing the signatures of at least ten members of the Association at least 60 days prior to the Annual General Meeting. The Secretary will distribute the proposed amendments to the members of the Executive Committee 30 days prior to the Annual General Meeting for their review and concurrence. The executive committee will present the result to the general membership at the Annual General Meeting for their approval.

## ARTICLE XI - AFFILIATION

The association shall make its best effort to affiliate with major airlines employees association, local entertainment industries, pilot association and the like.

## **ARTICLE XII - DISSOLUTION**

In the event the General Assembly desires to dissolve the Association, the assets of the Association shall be transferred to charities of the General Assembly's choice.

# Ethiopian Airlines Former Employees Association (EAFEA)

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**eafea.org**

**WWW.EAFEA.ORG**

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