

ETHIOPIAN TEACHERS ASSOCIATION (ETA)

REGULATION/ARTICLES OF ASSOCIATION

Approved by ETA General Assembly
(as Revised)

September 2012

Ethiopian Teachers' Association (ETA) Regulation/Articles of Association

Approved by ETA General Assembly
(as Revised)

September 21, 2012

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CHAPTER ONE
GENERAL

PREAMBLE

Cognizant that Teachers' Association in the country was established in 1949 in Addis Ababa;

Aware that we, Ethiopian teachers, bear lofty responsibility of educating society; to make citizens adequately prepared to deliver present and future development of the nation .

Understanding the profession of teaching requires all rounded development of personality in terms of knowledge, skill and attitude through continuous learning/training without any discrimination and calls for patience to bring about the desired change.

Considering the enhanced role of the Association through organized activities in line with the federal structure of the country along with the increasing number of teachers and expansion of education;

Now, therefore, in accordance with Proclamation 621/2009 providing for regulation and registration of Charities and Societies, we teachers, practicing teaching at all levels of education from preschool to university tiers, formed an association named Ethiopian Teachers' Association with purpose to safeguard and protect lawful rights and benefits of teachers while also monitoring performance of duties under these Amended Articles of Association approved by General Assembly of Ethiopian Teachers' Association.

ARTICLE 1: ESTABLISHMENT

ETA, is an association preceded by its predecessor Teachers' Union, which was formed in 1941 and reconstituted as Ethiopian Teachers

Association in 1965 in accordance with Article 404 of Civil Code, reestablished as "Ethiopian Teachers' Association", restructured in line with federal structure, duly reregistered in accordance with Charities and Societies Proclamation No 621/2009 under Registration No 0344 with legal personality, established for an indefinite period.

ARTICLE 2: NAME

The association established under these Articles of Association is called Ethiopian Teachers Association (ETA) [or YeEthiopia Memihiran Mahiber (Emema) in Amharic]

ARTICLE 3: DEFINITION

Unless the context requires otherwise, in these Articles of Association:

3.1. "ETA" means association formed by teachers qualified and trained in various fields and levels of education and training and practicing the profession of teaching in educational institutions from preschool to university and technical and vocational and academic education and training facilities under education system in Ethiopia, including education professionals, which consists of member regional Teachers Associations of Benishangul Gumuz, Gambella, Afar, Somale and Harari National Regional States, Addis Ababa and Dire Dawa City Administrations and Universities accountable to Ministry of Education jointly formed Ethiopian University Teachers' Association with regional status.

3.2. "Central office" means head quarters/head office of ETA based in Addis Ababa;

3.3. "Council" means organ of the Association between the General Assembly and Executive Committee (EC) performing

particular powers and duties stipulated in these Articles of Association,

3.4. "Member Associations" means regional/city administration branch associations and subsidiary associations of higher education institutions and Teachers' training institutions structured in line with the structure of ETA,

3.5. "Supreme leadership body" means Executive Committees at all tiers of the Association from head quarters to Woreda/ district levels where appropriate;

3.6. "Solidarity Fund" means fund deposit account established for use in response to emergency relief/ disasters or financial assistance for implementation of various activities;

3.7. "Association/Professional Association" means ETA or Member Associations respectively;

3.8. "Member" means a teacher or education professional who is member to ETA or member Association or Basic Teachers' Association subject to the context;

3.9. "Member Teacher/Education Professional" means a trained or qualified teacher or education professional who is engaged in the practice of teaching or professional education in government or private education institutions at all tiers from preschool to university.

3.10. "Associate Member" means

3.10.1 An ex-member who is currently working in non-teaching position upon transfer from teaching or school administration position;

3.10.2 A teacher or education professional detached from their regular organization for temporary (usually short) assignment in the event of public elections, maintaining with position held;

3.10.3 Ex-member or associate member education professional who wishes to continue as member after retirement;

3.10.4 Ex-teacher who wishes to continue as member after transfer to other organizations;

3.10.5 A worker who completed at least secondary school and is working under the structure of Ministry of Education as support staff and wishes to become member to the association;

3.10.6 A foreign national engaged in the practice of teaching in Ethiopia;

3.10.7 Without prejudice to the provisions of Sub-Article 3.10.5 of this Article, membership shall not include appointed officers assigned in structures above schools or education institutions.

3.11 Honorary Member means

3.11.1 Any person or organization that is committed to provide moral and material support and donations towards expansion of education in Ethiopia in various areas of activities on voluntary basis;

3.11.2 Any recruit trainee teacher or student attending teachers' training or education course in education or training institutions who wishes to become member.

ARTICLE 4: LOGO OF THE ASSOCIATION



ETA has its own logo which is composed of sign of torch light across the center of an open book surrounded by bunch of palm trunk with the name of the Association written outside the surrounding bunch of palm trunk in inner circle against white background with outer circle in light blue background.

ARTICLE 5: MEANING OF THE LOGO

5.1 The text outside the round bunch of palm trunk shows the name of the Association;

5.2 White background of inner circle shows transparency

5.3 The bunch of palm trunk denotes peace

5.4 The book symbolizes knowledge

5.5 The lit torch indicates bright future and development

5.6 Light blue background of the outer circle denoting the ocean shows the breadth and depth of the world of knowledge.

ARTICLE 6: ADDRESS:-

Ethiopian Teachers' Association has its own building with head quarters located in Addis Ababa, Lideta Sub-City, Kebele 53 Sudan Avenue; the address is as follows:

ETHIOPIAN TEACHERS ASSOCIATION
P.O. Box 13205
Tel: +251-115-52-42-35
Fax: +251-115-52-41-41
E-mail: eta@ethionet.et
Website: www.ethiopianteachers.org
Addis Ababa, Ethiopia

CHAPTER TWO

PRINCIPLES; OBJECTIVES AND ACTIVITIES

ARTICLE 7: GENERAL PRINCIPLES OF ETA

7.1 The Association shall, without any external interference, inclinations and beliefs from any other associations, government, political organizations/parties and groups:

7.1.1 Follow democratic procedures and shall not be obedient to anyone but only leadership body duly elected by members and the law;

7.1.2 Remain independent association that can fully embrace diverse professional views and opinions and constructive engagement;

7.2. Provide internal administrative autonomy of member associations along the principles of federal structure.

7.3. Foster democratic principles of Leader-Follower relations in member associations.

7.4. Create enabling conditions for voluntary associations of members in their professional areas without any discrimination on the basis of race, ethnic identity, religion and gender.

7.5. Make efforts towards fostering the values of peace, respect of human rights, democracy, prosperity and development.

7.6. Set practical role model in respect of equality of nations, nationalities and peoples.

7.7. Contribute to practical implementation of education and training policy.

ARTICLE 8: OBJECTIVES AND ACTIVITIES OF ETA

8.1 Objectives of ETA

8.1.1 Create favorable conditions that would enable teachers and education professionals to join in membership to the Association so as to air common views and opinions on matters impacting on education and their interests.

8.1.2 Protect the rights and interests and safeguard social welfare of members.

8.1.3 Protect professional esteem of teachers and safeguard academic freedom of the professionals.

8.1.4 Discharge responsibilities towards improving access to quality education for all citizens.

8.1.5 Contribute its share towards fostering the values of democracy, human rights, equality of peoples, national development, peace, conservation of natural resources and development.

8.2 Activities of ETA

8.2.1 Strengthen unity of the Association by bringing together and organizing teachers, education professionals and workers in education institutions in the country under the Association without any discrimination on the ground of race, ethnic identity, religion and gender.

8.2.2 Submit opinions and participate in decision making in any efforts concerned with expansion of quality education and improvement by representing the Association.

8.2.3 Represent the Association in defending the rights of members in the structures of Ministry of Education, Civil Service, boards, government organizations, non.-governmental organizations and international institutions in dealing with matters related to education

and members and other related matters including promotion, transfer, educational opportunities, etc.

8.2.4 Organize evaluation meetings and evaluate or cause evaluation of leadership members at all levels in executive committee and General Assembly meetings of the Association.

8.2.5 Take appropriate measure by intervening in member associations upon approval of concerned council in the case of any act of misappropriation or embezzlement of property of the association or members, any act that may destabilize unity of member associations and when they are unable to protect rights of members upon petition by members or evidence submitted by Executive committee or Audit Committee.

8.2.6 Follow up appropriate implementation of laws, regulations and rules issued to protect the rights of members, and provide appropriate support for lawful activities of leadership bodies structured at all levels.

8.2.7 Follow up appropriate performance of duties and responsibilities of teachers and make efforts to ensure modifications in working conditions whenever deemed necessary.

8.2.8 Evaluate education policies, regulations and directives at all levels to ensure that these are balanced and democratic and play appropriate role for their implementation.

8.2.9 Carry out integrated efforts to foster democratic leadership and procedures in educational leadership of schools at all levels, and strengthen participation of teachers.

8.2.10 Contribute to creation of favorable environment for development and refinement of education and training policy and curriculum which protect democratic and

human rights and the rights of children to attend education in mother tongue.

8.2.11 Contribute to the ongoing effort to ensure the delivery of quality up to the stand.

8.2.12 Coordinate efforts to create enabling conditions for active participation of members in education sector activities and performance of their professional duties; and engage members in discussions on matters related to education and the association.

8.2.13 Contribute its share to study and research undertakings to strengthen education through science and technology and innovations in the area.

8.2.14 Play role in the efforts to ensure enrollment of all school age children and prevention of child labor.

8.2.15 Provide appropriate follow up to ensure improvement in the desired outcome of teaching and learning process and educational performance of students and make efforts for creation of competent citizens.

8.2.16 Contribute its share towards the creation of competent, disciplined and ethical citizens who believe in the respect of work and adequately equipped with problem solving capacity with a sense of civic duty to preserve spiritual and material values of the society.

8.2.17 Make concerted efforts to address challenges in the teaching learning process particularly gender based violence against females.

8.2.18 Create forums that help strengthen harmony among members and provide constructive engagement of members to address common social needs, with particular attention to address the needs of persons with physical disabilities.

8.2.19 Establish and administer income generating institutions to raise revenues for implementation of the objectives of the association.

8.2.20 Enhance and promote innovative efforts of members, facilitate short term and long term trainings and cause establishment of education or training institutions whenever deemed necessary.

8.2.21 Engage in planned lobbying efforts aimed at ensuring active participation and constructive engagement of the association in the process of policy dialogues and implementation follow up at all levels.

8.2.22 Follow up to ensure that government policies, legislations, regulations and directives are tailored to protection of the rights and interests of members and submit proposals to concerned bodies for appropriate modification of policies, legislations regulations and directives that may contradict the rights and interests of members.

8.2.23 Create relation and work in close collaboration and cooperation with other national, continental or international associations or institutions with similar objectives on the basis of common interest; and may subscribe membership to common platforms or regional, continental, international Teachers' Associations or unions or coalitions in so far as not inconsistent with national interests.

8.2.24 Keep truck of international laws, regulations, directives or opinions of interest to education, teachers, and education professionals and make efforts for their implementation in the context of Ethiopia whenever deemed appropriate.

CHAPTER THREE

ESTABLISHMENT, MEMBERSHIP, RIGHTS AND OBLIGATIONS

ARTICLE 9: ESTABLISHMENT OF ASSOCIATION

9.1 Teachers and education professionals in any government, private or public schools or education institutions or faith based education institutions, provided that they are two or more in number, may form Basic Teachers' Association by electing their delegates.

9.2 Without prejudice to the provisions of Sub-Article (1) of this Article, teachers or education professionals whose number is less than two, may choose to organize incorporating themselves together with the nearest institutions.

9.3 If a Basic Teachers' Association formed has from 2-10 members, they shall have two Executive Committee members; if they have 11-30 members, they shall have three Executive Committee members; if they have above 31 members, they shall have five Executive Committee members.

ARTICLE 10: RIGHTS OF MEMBER ASSOCIATIONS

10.1. In so far as not inconsistent with the Articles of Association and other basic principles of ETA, any member association shall have the right and powers to issue their own Articles of Association and internal rules subject to the objective context of the region.

10.2 Shall have the right to be represented by two delegates in any place where they are represented in accordance with their Articles of Association.

10.3 Shall have the right to express and pursue free opinion and to be heard in the Association in accordance with their Articles of Association.

10.4 Any member association shall have the right to autonomy; and may make its positions officially known to teachers and apply these in its internal process in so far as not inconsistent with the Articles of Association of ETA.

10.5 Shall be entitled to the right to operate its activities within teachers, organize and educate teachers under the association in its own way.

10.6 Shall have the right to create free relations and collaboration with any national association in accordance with their Articles of Association, subject to submission of performance report to ETA.

10.7 Shall have the right to create alliance or coalition/ experience sharing platform with any sister member associations of ETA.

10.8 Shall have the right to shared use of the property of ETA.

10.9 Shall have the right to participate in common decision making process of ETA.

10.10 Shall have the right to leave from membership of ETA at any time, subject to two- thirds majority vote of General Assembly of the regional teachers' association and upon approval by two-thirds majority vote of General Assembly of ETA.

10.11 Shall have the right to access to any information and

records associated to fixed and current assets, revenues and expenditure of ETA.

10.12 Shall have the right to exercise operational autonomy in its own internal and administrative process.

ARTICLE 11: OBLIGATIONS OF MEMBER ASSOCIATION

11.1 Accede to, comply with and cause compliance with the principles objectives and Regulation of Association of ETA; demonstrate commitment for practical implementation of the same and foster full democratic procedure in internal affairs.

11.2 Deposit due portion of membership contributions to ETA in accordance with the Articles of Association.

11.3 Demonstrate full commitment and compliance for implementation of the by-laws, decisions and directives of the Association at any time and place.

11.4 Make concerted efforts to ensure acceptance of the principles, objectives and decisions of the Association by professionals engaged in the education sector.

11.5 Safeguard vital interest of member associations and ETA and maintain confidential information of ETA.

11.6. Demonstrate vigilant commitment in prevention of any counter- productive views against ETA and strengthen harmony of the Association by strengthening democratic unity among member associations.

11.7 Raise awareness about the regulation of the Association; submit regular monthly, quarterly and annual reports, statistical data by the end of October every year, and any other reports upon ETA headquarters' request, including annual performance reports to ETA Council.

11.8 Call delegates/representatives of high level executive bodies of the association for participation in Council and General Assembly meetings of the regional association at all levels.

11.9 Get annual accounts of the association at all level audited, and submits such audit reports to concerned bodies at all level.

11.10 Convene annual meetings of the Council; failing which may result in sequestration of voting rights in ETA Council meeting.

11.11 Conduct general elections every 4 year; failing which may result in sequestration of representation in ETA headquarters and voting rights in ETA Council and General Assembly.

ARTICLE 12: STRUCTURING OF TEACHERS ASSOCIATIONS OF HIGHER EDUCATION, TEACHERS' EDUCATION AND TRAINING COLLEGES AND OTHER EDUCATION INSTITUTIONS

12.1 Universities responsible to Federal Ministry of Education shall be organized under one common regional Teachers' Association in its own right;

12.2 University level Associations shall be formed as zone status, college/faculty level as with woreda/district and department level as basic Teachers' association. University Teachers' Associations shall be answerable to Ethiopian Universities Teachers Association.

12.3 Colleges or other education institutions responsible to Regional Education Bureaus and TVET College shall be organized as Special Woreda/district Teachers' Association.

12.4 The provisions of Sub-Articles (1)-(3) of this Article shall be

also applicable to privately owned institutions of education.

12.5 Teachers of private (public) preschools, primary and secondary schools, Universities and TVET institutions/colleges shall be organized in a manner similar to teachers' associations of government education institutions.

ARTICLE 13: REGISTRATION

Execution of registration of member associations shall be determined by ETA Council.

ARTICLE 14: MEMBERSHIP

14.1 Membership is voluntary.

14.2 Any teacher or education professional who wishes to become member to the Association shall fill in application form, which shall be available in Finance and Property Administration Directives of the Association.

14.3 Any member teacher or education professional who wishes to leave membership to the Association shall notify such notice, including the reason, in writing to their Executive Committee of the Woreda/district structure of the Association or the next higher Basic association, which shall in turn notify the same to higher tier leadership.

14.4 Any member who defaults on payment of membership contribution for three consecutive months or for any six months in a year shall be subject to cancellation of membership.

14.5 ETA and regional teachers' associations shall not follow up, safeguard, or intervene in matters associated with rights of non member teachers.

14.6 Any member who is expelled from membership of the

Association upon the decision of Basic association, Woreda/ district or Zone Executive Committee on allegation of disciplinary violation, may lodge grievance to Executive Committee of the Regional/City Administration Teachers Association.

14.7 Any member who wishes to be reinstated after termination of membership in accordance with Sub-Articles (3) and (4) of this Article, may be reinstated subject to the decision of the committee at all levels from Basic association provided that it shall be approved by Woreda Executive Committee of the Association; however, the person shall have obligation to pay membership fee since termination; without benefits lost by the member due to cancellation of membership.

ARTICLE 15: RIGHTS AND OBLIGATIONS OF MEMBERS, ASSOCIATE & HONORARY MEMBERS

15.1 Rights and Obligations of Ordinary Members

15.1.1 Rights of Ordinary Members

15.1.1.1 Become equal beneficiary of benefits and services of members provided by the association.

15.1.1.2 Submit opinions on any matters associated to modifications on rules, and regulation directives and procedures of the Association.

15.1.1.3 Participate in any meetings of the Association convened to pass decisions on matters concerning the member in person and explain matters.

15.1.1.4 Express views freely in any meeting of the association in which they participate.

15.1.1.5 Exercise the right to vote and to be elected provided that their right is not limited by regulation of the Association and support or object a member proposed for election.

15.1.1.6 Any member who is aggrieved by a decision passed by a concerned body of the association may lodge grievance to high level leadership bodies of the Association.

15.1.1.7 Any member who is aggrieved by leadership bodies on alleged non performance of duties may, upon submission of petition signed by one thirds of members, request to convene a meeting for corrective action or removal from position held.

15.1.1.8 Any member shall have the right to access to information concerning asset/property and balance sheet of the Association

15.2 Obligations of Members

15.2.1 Observe and implement rules and regulations and resolutions passed by General Assembly and Executive Committee of ETA and member Associations.

15.2.2 Report any act or suspicion associated to embezzlement or misappropriation against funds or property of the Association to leadership bodies of the Association at any level for further inquiry into the matter.

15.2.3 Pay due membership contributions timely.

15.2.4 Participate in meetings called by the association; any member who fails to attend meetings for no good cause for four times may be expelled from the Association.

15.3 Rights and Obligations of associate Members

15.3.1 Rights of Association Members

15.3.1.1 Without prejudice to the provisions of Sub-Article (1), the provisions of Sub Article 15.1.1.8 of Article 15 shall be applicable only to Basic Teacher's Association.

15.3.1.2 Education professionals of education institutions and offices at basic association shall have the right to elect or be elected; heads and deputy heads have the right to elect but not to be elected.

15.3.2 Obligations of associate Members

15.3.2.1 All the provisions of Sub- Article (2) of Article 15 shall be applicable to obligations of Associate Members.

15.4 Rights and Obligations of Honorary Members

15.4.1 Rights of Honorary Members

15.4.1.1 Honorary Members shall have the rights stipulated in Sub-Articles (1), (1.1.3) and (1.1.4) of Article 15.

15.4.1.2 Honorary Members referred to in Sub-Article (11.2) of Article 3 may be organized under Basic Teachers' Association of the institutions they are in.

15.4.2 Obligations of Honorary Members

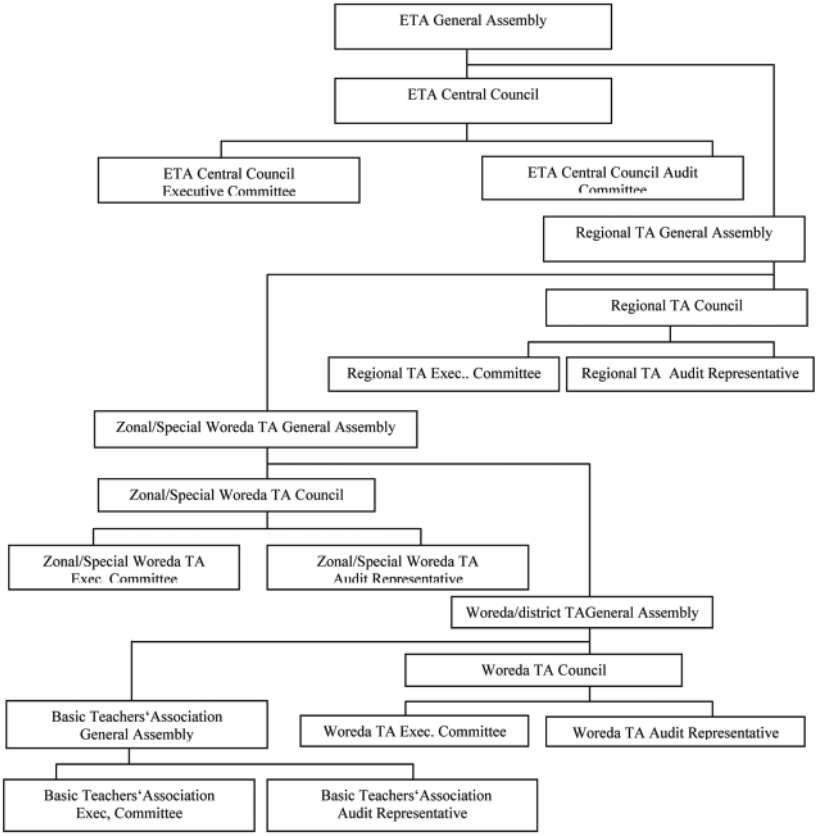
15.4.2.1 Honorary members shall observe the regulation of ETA and member association to which he is member.

CHAPTER FOUR

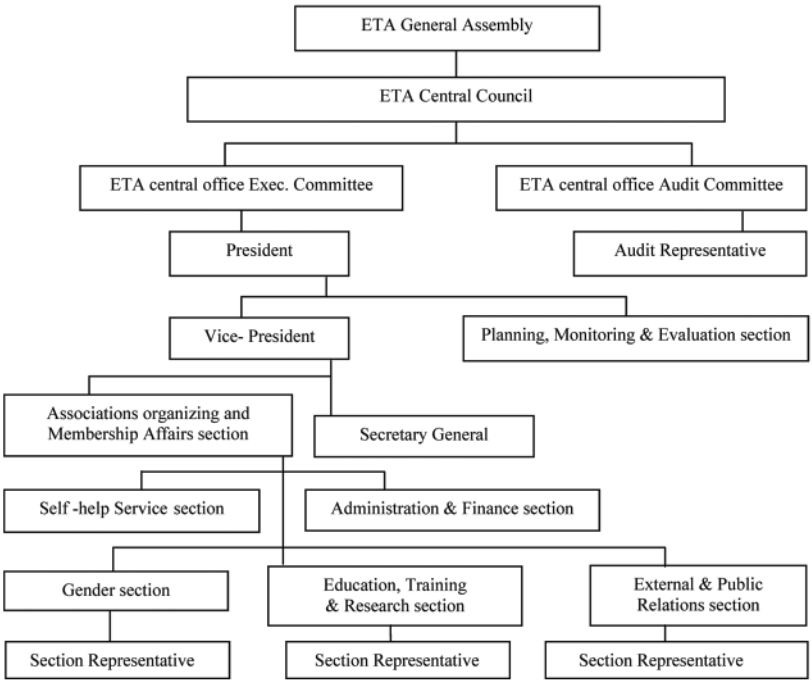
ORGANIZATIONAL AND ADMINISTRATIVE STRUCTURE

ARTICLE 16: STRUCTURE OF ETA

1.6.1 Organizational Structure of Ethiopian Teachers Association



16.2 ETA Administrative Structure



ARTICLE 17: ETA GENERAL ASSEMBLY

17.1 The General Assembly shall convene in the month of June every 4 years; however, emergency meeting may be called any time before or after a year.

17.2 Where it is not possible to convene Ordinary Assembly, the Assembly meeting may be postponed by a period not exceeding one year, subject to the decision of the Central Council.

17.3 Extra ordinary Assembly may be called when so determined by majority vote of ETA
Central Council.

17.4 Delegates represented in General Assembly meeting shall be elected at all levels in a democratic manner every 4 years.

17.5 presence of at least 51% of members in a General Assembly meeting shall constitute a quorum; where no quorum is constituted in one notice of call for a meeting, another adjourned meeting shall be called; where no quorum is constituted in second notice of call for a meeting, the meeting shall be convened and decisions shall be passed with members present; such decisions shall be binding on all members including member absent.

17.6 Any decision of the General Assembly shall be passed by majority vote; in case of a tie, the Chair shall have a casting vote.

17.7 Agenda items for deliberation of the Assembly meeting may be set when so requested by a member association or a participant subject to approval by 1/3rd of members of the General Assembly.

17.8 ETA General Assembly shall be presided over by the President or the Vice-president in his absence or the Secretary General in the absence of both.

17.9 Where the provision stipulated in Sub-Article (8) of this Article is not fulfilled, or if no consensus is reached among executive committee members, or when it is found necessary by members, the meeting may be presided over by a presidium, in which case every member association shall be equally represented in the presidium.

ARTICLE 18: ETA GENERAL ASSEMBLY MEMBERS

ETA General Assembly shall consist of the following members:

18.1 ETA Executive Committee members;

18.2 Executive Committee members of Regional/Member Associations;

18.3 400 members with voting rights to be distributed among member associations based on their number of members (30% of which shall be women in the leadership of teachers' associations).

18.4 Audit Committee members of the central office

18.5 Regional Audit Representatives;

18.6 Veteran teachers from regions not exceeding 5 in number, with no voting rights.

18.7 At least five years of teaching service is required for a teacher to qualify as member to ETA General Assembly.

ARTICLE 19: DUTIES AND RESPONSIBILITIES OF ETA GENERAL ASSEMBLY

19.1 ETA General Assembly is supreme organ of the Association;

19.2 Approve, modify or change rules and regulation of ETA;

19.3 Issue decisions on policy directions and draw strategies of ETA.

19.4 Hear and evaluate Central Council and Audit Committee Reports, and issue major decisions upon evaluation of matters submitted to it.

19.5 Approve election of Executive Committee members and elected delegates representing Regional Associations in General Assembly; elect President, Vice-President and Secretary General from the Executive Committee members;

19.6 Decides the numbers of members to be represented in headquarters leadership and General Assembly;

19.7 Decides on the principles governing relations that may be created by the Association with other democratic associations

and institutions; evaluate, approve or repeal relations created whenever deemed necessary;

19.8 Elect Audit Committee members;

19.9 Elect Gender representative.

19.10 Decides on matters associated to changes in head office of the Association, and opening of regional/branch offices;

19.11 Decides in the dissolution of the Association;

19.12 Decides on any other matters not assigned to any other organ of the Association.

ARTICLE 20: ETA COUNCIL

20.1 At least five years of teaching service is required for a person to qualify for membership of ETA Council.

20.2 ETA Council is the second supreme organ of the Association next to ETA General Assembly.

20.3 ordinary meeting of the Council shall be convened in the month of July every year; however, extra ordinary meeting may be called any time upon request of above half of member associations or when so decided by ETA Executive Committee; ETA Executive Committee may postpone a meeting for a period not exceeding two months.

20.4 Presence of at least 51% of members of the council shall constitute a quorum; decisions in the Council shall be passed by majority vote; in case of a tie, the Chair shall have a casting vote.

20.5 Where no quorum is constituted in one notice of call for a meeting, another adjourned meeting shall be called; where no quorum is constituted in second notice of call for a meeting, the meeting shall be convened and decisions shall be passed with members present; such decisions shall be binding on all

members including members absent.

ARTICLE 21: ETA COUNCIL MEMBERS

ETA Council shall consist of the following members:

21.1 ETA Executive Committee members;

21.2 President, Vice-President, Secretary General and Gender Representative of regional/member Associations;

21.3 Audit Committee members of the ETA central office /with voting rights;

21.4 200 members with voting rights to be distributed among member associations based on their number of members (30% of which shall be women in the leadership positions).

ARTICLE 22: DUTIES AND RESPONSIBILITIES OF ETA COUNCIL

22.1 Issue, modify, repeal or change directives of ETA;

22.2 Issue decisions of national significance between Council meetings; draw plans and strategies;

22.3 Issue detailed directives for implementation of rules & regulations of ETA;

22.4 Put in place and modify structures required for efficient operation of ETA;

22.5 Hear, evaluate, and approve Annual Reports of the Executive Committee, and Audit Committee and External Auditor's Reports;

22.6 Accept membership requests of new member association(s) upon 2/3 rd majority vote; submit proposal for cancellation of member associations who fail to perform their obligations for approval of the Council;

22.7 Take appropriate disciplinary measures against Council

members on offense, including suspension;

22.8 Resolve disputes that may arise between ETA Executive Committee, Audit Committee/Representative, member Associations or ETA Executive Committee and members, upon examining the matter;

22.9 Decides ceilings of subsidy allowance and per diems for ETA leadership on the basis of studies conducted and submitted to it by ETA Executive Committee;

22.10 Decides and approves budget submitted by Executive Committee of central office upon evaluation.

22.11 Upon investigation, take appropriate disciplinary measures against Executive Committee members including the president and Audit Committee member including suspension, replacement or any other appropriate action.

22.12 Replaces in positions left vacant for various reasons at head quarters by representatives of regions.

22.13 Issue decisions to resolve differences that may arise from interpretation of regulation of ETA;

22.14 Follow up and monitor implementation of plans, decisions and strategies issued by ETA General Assembly;

22.15 Approves /prepares agenda items and report for deliberation of ETA General Assembly;

22.16 Perform any other duties that may be assigned by General Assembly.

ARTICLE 23: ETA HEAD QUARTERS/CENTRAL OFFICE EXECUTIVE COMMITTEE

23.1 Shall be formed by member associations' delegates who are competent, qualified enough and have at least eight years of teaching service;

23.2 To be member of ETA Executive Committee, it is a requirement to be member of ETA General Assembly.

ARTICLE 24: DUTIES AND RESPONSIBILITIES OF ETA HEAD QUARTER'S EXECUTIVE COMMITTEE

24.1 Follow up any matters associated to the rights and interests of members of the Association by seeking legal advice or hire legal counsel whenever deemed appropriate.

24.2 Represent the Association in any lawsuit where it sues or is being sued.

24.3 Draw operational procedures of ETA and implement the same upon approval of the council.

24.4 In cases where the executive committee believes in the existence of a problem or in case of disagreement between the executive committee of member associations or if the head office finds out the existence of problem or when the assistance of ETA is sought, the executive committee can act together with member associations or under the approval of ETA council evaluate the case going down to basic association and notify the result to councils at each level for corrective measure

24.5 Shall execute decisions of the General Assembly and the Council.

24.6 Shall in case of budget deficit transfer budget from one entry to another upon request of Administration and Finance section in a report.

24.7 Shall lead activities of different central bodies.

24.8 Prepare reports and agenda items of General Assembly/ Council meetings.

24.9 Structure and commission ad-hoc bodies on important matters.

24.10 Issue operational directives for implementation of decisions passed by General Assembly or Council.

24.11 Issue decisions on reports submitted to it by member associations upon examination, and submit the same to the Council whenever deemed necessary.

24.12 Lead activities of the head office, hire and fire workers.

24.13 Shall, in accordance with instructions issued by the Council, create working relations with in land government organizations and non- governmental organizations, civil society associations and similar international associations; forge alliance and coalition and enter into agreements; determine delegates who will participate in international meetings representing the association.

24.14 Collect and compile complete statistical data on activities of member associations; issue up to date statements whenever deemed necessary.

24.15 Provide overall leadership and administration of activities and bodies of member associations between Council meetings.

24.16 Ensure appropriate utilization of approved budget in accordance with Finance and Property Administration directives and manuals of the Association.

24.17 Issue decisions on set agenda items submitted to it by Secretary General, Audit Committee representative and Executive Committee member of the Association upon deliberation.

24.18 Approve agreements & project contracts of ETA upon examination and evaluate their performance.

24.19 Decisions of Executive Committee meetings shall be passed

by majority vote of members; in case of a tie, the Chair shall have casting vote.

24.20 Subject to accountability, perform appropriate duties to fill in gaps left vacant by Executive Committee members for various reasons to ensure continuity of activities with the existing members in accordance with the principles and regulation of the association; however performance of any activity without majority presence of members of the Executive Committee or functional unit shall be reported by the performer when quorum requirement of the committee (section) is fulfilled.

ARTICLE 25: PRESIDENT

The President of the Association shall:

25.1 Provide follow up to ascertain due compliance with regulation and directives of the Association;

25.2 Preside over Executive Committee, Council and General Assembly meetings;

25.3 Execute decisions of Executive Committee;

25.4 Communicate with different partners, sign contract agreements and issue statements representing the Association.

25.5 Ensure submission of quarterly reports for evaluation of Executive Committee;

25.6 Supervise and coordinate activities of Central bodies to ensure appropriate performance of duties and responsibilities assigned to each executive body;

25.7 Submit reports of the Association to the Council and General Assembly; make sure that activity and External Audit Reports are duly received by concerned government bodies;

25.8 Operate accounts of the Association by serving as co-signatory

party in conjunction with Vice-President and Secretary General of the Association;

25.9 When deemed necessary, call emergency meetings of Executive Committee other than ordinary meetings, and lead overall activities of the office in between Executive Committee meetings;

25.10 Refer incoming letters to concerned sections and sign outgoing letters on behalf of the Association;

25.11 Approve matters related to hire, promotion, disciplinary measures and termination of employment of employees of ETA head office in accordance with Executive Committee decisions;

25.12 See to it that annual budget of the Association, prepared by Administration and Finance section is submitted to Executive Committee; oversee appropriate utilization of budget appropriation upon its authorization and approval by ETA Council;

25.13 Ascertain that funds of the Association are duly deposited in bank account of the Association, and operate drawings as one of the co-signatory parties;

25.14 Authorize and approve disbursements of the association in accordance with Finance and Property Administration directives of the Association; execute property procurement, sale, disposal or swap; grant delegation.

25.15 Grant Vice-President delegated power to authorize payment signing on behalf of absence in writing;

25.16 Submit reports identifying constraints faced in the process together with recommendations for remedial action by Executive Committee;

25.17 Coordinate, evaluate and direct operations of subordinate

section (s);

25.18 Draw strategies for growth and improvement of ETA operations; submit the same for approval of Executive Committee and execute the same upon approval;

25.19 Carry out manpower deployment of the sections in consultation with representative of the section; and submit the same for approval of Executive Committee;

25.20 Perform any other duties that may be assigned to by ETA Executive Committee, council or General Assembly;

25.21 Authorize order for opening of bank accounts of regional associations; notify to the bank changes in addresses of authorized signatory parties operating such accounts; and may grant delegated power to exercise the same role for presidents of regional/member associations for associations next to regional tiers

25.22 Be answerable to the Council.

ARTICLE 26: VICE PRESIDENT

The Vice President of the Association shall:

26.1 Serve as close aid to the President of the Association;

26.2 Perform delegated duties and responsibilities of the President in absence;

26.3 Without prejudice to the provisions of Sub-Article (2) of this Article, operate financial transactions of the Association in accordance with Sub-Article (15) of Article 25.

26.4 Perform any other duties that may be assigned by the Executive Committee and President;

26.5 Coordinate, direct and evaluate operations of subordinate sections;

26.6 Be answerable to the President.

ARTICLE 27: SECRETARY GENERAL

The Secretary General of the Association shall:

27.1 Prepare agenda items in consultation with the president for deliberations of Executive Committee meetings and keep minutes;

27.2 Keep documents of General Assembly, the Council and Executive Committee;

27.3 Compile reports submitted from member associations and submit the same for deliberation of Executive Committee;

27.4 Oversee administration, secretarial and filing system of the Association;

27.5 Supervise property administration of the Association; authorize disbursements upon signing documents; draw store issues in the name of the Secretary General upon approval of requisitions by President and Vice President;

27.6 Bring in monthly bank statements of the Association and submit the same for concerned units;

27.7 Supervise performance of hired employees of the Association; in the case of non performance of duties, get performance of such workers evaluated by Administration and Finance section and submit such report for approval of Executive Committee;

27.8 Coordinate, evaluate and direct operations of subordinate sections;

27.9 Manage mailing of letters keep official seal of the Association provided, however, that such seal shall be kept by record officer in its presence.

27.10 Perform any other duties that may be assigned by the Executive Committee and the President;

27.11 Operate bank account of the Association in conjunction with the President and Vice President;

27.12 Without prejudice to the provisions of Sub-Article (15) of Article 25 and Sub-Article (3) of Article 26 operate financial transactions of the Association on behalf of the President and Vice President in their absence when so delegated in writing;

27.13 Be answerable to the President.

ARTICLE 28: DELEGATE OF UNIVERSITIES

While, in accordance with Sub-Article (1) of Article 12, universities shall be represented by highly qualified delegate appointed by Executive Committee members or by associations of universities formed at regional level: delegate of universities shall:

28.1 Make concerted efforts to raise awareness among members of Teachers' associations of institutions of higher education about the Association; and contribute to strengthening of the Association;

28.2 Follow-up respect of rights and interests of teachers of institutions of higher education and ensure due diligence in performance of their duties and obligations;

28.3 Coordinate efforts to facilitate favorable conditions for that would enable teachers of institutions of higher education to engage in consultancy services to local community without compromising their normal working hours;

28.4 Provide follow-up and ensure appropriate participation of delegates of University Teachers' Associations in university governance and administration committees (including senate, academic commission, faculty committee, scholarship, etc.);

28.5 Contribute towards creation of enabling environment for

teaching learning process of institutions of higher education;

28.6 Carry out sensitization efforts to encourage engagement of teachers of institutions of higher education in research undertakings, create forums for dialogues on findings of research works and find ways for their practical application; facilitate experience sharing forums;

28.7 Discharge professional duty to ascertain quality education in institutions of higher education;

28.8 Carry out efforts to ensure appropriate academic linkage of education professionals at all tiers of education up to institutions of higher education;

28.9 Perform any other duty in any functional sections of the association he may be assigned to whenever deemed necessary;

28.10 Perform any other duty that may be assigned by the President and Executive committee;

28.11 Submit activity report to Executive Committee;

28.12 Be answerable to the President.

ARTICLE 29: ACCOUNTS OFFICER

Accounting system of the Association shall be directed by a hired professional staff; particulars of job description, duties and responsibilities of whom shall be included in the Administration and Finance Directives of the Association.

ARTICLE 30: CASHIER

Cashier of the Association shall be hired professional staff; particulars duties and responsibilities of whom shall be included in the Administration and Finance Directives of the Association.

ARTICLE 31: FUNCTIONAL SECTIONS

Functional sections structured in administrative structure of the Association shall develop and implement plans in accordance with the approved budget appropriation and Property and Finance Administration Directives of the Association.

Representatives of the sections shall give replies in response to matters that need common decision of section staff (committee) members, and have responsibilities to carry out day to day activities of the section; accordingly, the Association shall have the following sections

31.1 Associations organizing and Members Affairs section
31.2 Education, Training &Research section
31.3 External & Public Relations section
31.4 Gender section
31.5 Administration and Finance section
31.6 Planning, Monitoring & Evaluation section
31.7 self-help Service section
31.8 Audit Committee

ARTICLE 32: ASSOCIATIONS ORGANIZING AND MEMBERS AFFAIRS SECTION

Associations organizing and Members Affairs section shall be directed by Vice President; and Head of the section shall perform the following duties and responsibilities:

32.1 Make appropriate efforts to bring unorganized members together under the Association;
32.2 Evaluate strengths and weaknesses observed in the practical implementation process of the regulation and directives of the Association; submit proposals for their modifications for approval of the Executive Committee;
32.3 Submit proposals in view of further strengthening and

enhancement of various bodies and functional sections of the Association;

32.4 Collect, compile and analyze relevant statistical data in respect of activities of the Association;

32.5 Devise ways for appropriate protection of lawful rights of members;

32.6 In collaboration with Education, Training & Research section draws mechanisms that help to enhance reading culture and physical and mental competence of members; implement the same upon approval;

32.7 Ensure active participation of members and school community in health education awareness raising, care and support activities in prevention of communicable diseases including HIV/AIDS;

32.8 Facilitate appropriate working conditions along with additional care and support to meet special needs of teachers living with HIV/AIDS and other illnesses;

32.9 Carry out sensitization activities to galvanize integrated multifaceted efforts of the entire structure of the Association in preventive health intervention; evaluate performance of implementation in this respect;

32.10 Perform any other duties that may be assigned by the President and Executive Committee of the Association;

32.11 Prepare quarterly activity and progress report of the section upon evaluation by staff members of the section and submit the same for further evaluation and approval of Executive Committee;

32.12 Lead committees that may be formed by staff members of the section; identify matters that need common decisions of staff members of the section or Executive Committee

and submit the same to Committee of the functional section; submit recommendations of the staff members of the section to Executive Committee;

32.13 Head of the section shall be answerable to the President.

ARTICLE 33: EDUCATION, TRAINING & RESEARCH SECTION

Education, Training & Research section shall be directed by a competent and committed representative designated among Executive Committee members; and the representative shall perform the following duties and responsibilities:

33.1 Compile and publish outcomes of research undertakings of members;

33.2 Devise ways that enable junior professionals to share experience from senior professionals and veterans with a wealth of experience;

33.3 Create enabling environment for undertaking of research that helps to improve the profession of teaching; and search ways of their implementation to the benefit of the country.

33.4 Organize educational programs that help to enhance professional knowledge and aptitude of members; Follow up & make members aware of & update new development in the profession.

33.5 Draw plans and strategies for promotion of work outcomes of members; coordinate and encourage efforts of members in this respect;

33.6 Facilitate and coordinate conduct of annual research conferences, including symposia, seminars, lectures and debates from time to time;

33.7 Coordinate contributions of the Association towards improving

effectiveness of education sector activities;

33.8 Submit to Executive Committee proposals for improving quality and growth of education and working conditions, and implement the same upon approval;

33.9 Carry out recruitment of candidates who will be benefiting from further education and training opportunities at home and overseas provided by government; and monitor its implementation;

33.10 Carry out efforts to enhance participation of regional associations at all levels in bringing about quality education in educational administration;

33.11 Carry out monitoring and needs assessment/ research to ensure appropriate learning activities of students;

33.12 Perform any other duties that may be assigned by the President and Executive Committee of the Association;

33.13 Prepare quarterly activity and progress report of the section upon evaluation by staff members of the section and submit the same for further evaluation and approval of Executive Committee;

33.14 Lead committees formed by staff members of the section; identify matters that need common decisions of staff members of the section or Executive Committee and submit the same to Committee of the section; submit recommendations of the staff members of the section to Executive Committee;

33.15 Head of the section shall be answerable to the President.

ARTICLE 34: EXTERNAL AND PUBLIC RELATIONS SECTION

External & Public Relations section shall be directed by a competent and committed representative designated among Executive Committee

members; and the representative shall perform the following duties and responsibilities:

34.1 Promote activities of the association through mass media and promotional materials including brochures, posters, and magazines booklets; & develop such materials or commission appropriate professionals for the same purpose;

34.2 Disseminate news updates of new findings of science and technology and innovations to members through the appropriate media;

34.3 Facilitate meetings, trainings, symposia and conferences; prepare & introduce programs and host events;

34.4 Facilitate favorable conditions for creation of relations with government bodies & non-governmental organizations, particularly sister trade associations, mass based associations, or similar global as well as national associations of other countries in view of realizing the objectives of the association;

34.5 In consultation with Executive Committee, provide adequate response in reply to queries coming in from within the country and abroad on matters associated to activities of the Association;

34.6 Fulfill preconditions for arrangements on occasions where the Association is required to be represented in meetings at home and abroad;

34.7 In consultation with concerned bodies, develop programs on the occasion of hosting and refreshment of foreign visitors on working visit to the association; implement the same upon approval by Executive Committee;

34.8 Monitor practical implementation of contracts and agreements entered by the Association with external partners and

parties; make efforts to strengthen external relations of the Association;

34.9 Compile best practices of similar associations at continental and international level and disseminate the same to member associations whenever deemed necessary;

34.10 The section may invite experienced teachers with particular skills in literature to engage as members to the committee; facilitate conditions to ensure the presence of External Relations Coordinator whenever deemed necessary;

34.11 Perform any other duties that may be assigned by the President and Executive Committee of the Association;

34.12 Draw plans and strategies that help to strengthen relations of the Association with members; carry out media monitoring and submit report, and facilitate response in consultation with the President whenever deemed necessary;

34.13 In consultation with Secretary General of the Association, provide appropriate assistance in preparation of reports;

34.14 Develop and submit proposals aimed at improving performance of the section implement the same upon approval;

34.15 Lead committee formed by staff members of the section; identify matters that need common decisions of staff members of the section or Executive Committee and submit the same to Committee of the section; submit recommendations of the staff members of the section to Executive Committee;

34.16 Prepare quarterly activity and progress report of the section upon evaluation by staff members of the section and submit the same for further evaluation and approval of Executive Committee;

34.17 Head of the section shall be answerable to the President.

ARTICLE 35: GENDER SECTION

Gender section shall be directed by a woman teacher appointed by Executive Committee on majority vote of the General Assembly; the head of the section shall perform the following duties and responsibilities:

35.1 Carry out monitoring activities to ensure that the rights and interests of women teachers are respected;

35.2 Contribute towards realization of gender equality;

35.3 Participate in women's affair by representing the Association;

35.4 Make efforts to ensure effective participation of women teachers in the teaching and learning process;

35.5 Carryout or commission studies towards preventing violence against women teachers, perpetrated by students, leadership bodies and the community at large in the teaching learning process; compile data in this respect; notify the matter to concerned bodies and make utmost efforts to obtain decision on the matter;

35.6 Draw strategies to strengthen active participation of women teachers in education sector development activities by creating networks with government bodies and non-governmental organizations engaged in the area of women's affairs;

35.7 Contribute due role in the ongoing effort to ascertain that women's needs and interests are appropriately addressed in the process of development and implementation of education policy and planning and implementation of educational materials development;

35.8 Encourage active participation of women teachers to assume leadership positions at tiers of the Association by exercising

their rights to vote and be elected in the process;

35.9 Make efforts towards ensuring that due attention is attached to addressing social problems particularly associated to working conditions of women teachers including placement, transfer and capacity building training;

35.10 Follow up the structuring of Women's Affairs at regional tiers; share experience and provide technical assistance; encourage active participation of women in gender issues;

35.11 In collaboration with women's associations and other concerned bodies, make efforts towards creation of awareness raising and experience sharing forums whenever deemed necessary;

35.12 Monitor government regulations and directives formulated specific to gender in education sector development programs as to whether they are solutions to problems; and provide professional assistance for their effective implementation when found useful;

35.13 Contribute to the ongoing efforts aimed at improving participation and performance of student girls in education; provide professional assistance in this respect;

35.14 Encourage, support and participate in efforts aimed at prevention of harmful traditional practices against active participation of women;

35.15 Perform any other duties that may be assigned by the President and Executive Committee of the Association;

35.16 Lead committees that may be formed by staff members of the section; identify matters that need common decisions of staff members of the section or Executive Committee and submit the same to Committee of the section; submit recommendations of the staff members of the section to

Executive Committee;

35.17 Prepare quarterly activity and progress report of the section upon evaluation by staff members of the section and submit the same for further evaluation and approval of Executive Committee;

35.18 Head of the section shall be answerable to the President.

ARTICLE 36: ADMINISTRATION AND FINANCE SECTION

Administration and Finance Section shall be directed by Secretary General who shall perform the following duties and responsibilities:

36.1 Perform procurement of materials & ensure appropriate utilization of procured fixed assets and consumables of the Association;

36.2 Develop job descriptions for employees, and submit the same for approval of Executive Committee; fill in performance evaluation forms of employees and submit the same for approval of Executive Committee;

36.3 Carry out other administrative matters associated to personnel recruitment and selection, termination of employment, promotion, transfer and other related functions; submit for approval of Executive Committee;

36.4 Follow up and ascertain that due membership contributions are collected appropriately;

36.5 Prepare draft budget of the association and submit the same to Executive Committee;

36.6 Report to Executive Committee in case of budget deficit, together with recommendations for remedial action;

36.7 Draw revenue generating strategies and implement the same

upon approval;

36.8 Make efforts to ascertain that modern accounting system is put in place;

36.9 Supervise and ascertain appropriate keeping of bank and ledger accounts of the association;

36.10 Control current account transactions of the Association;

36.11 Perform any other duties that may be assigned by the President and Executive Committee of the Association;

36.12 Lead committees that may be formed by staff members of the section; identify matters that need common decisions of staff members of the section or Executive Committee and submit the same to Committee of the section; submit recommendations of the staff members of the section to Executive Committee;

36.13 Prepare quarterly activity and progress report of the unit upon evaluation by staff members of the section and submit the same for further evaluation and approval of Executive Committee;

36.14 Head of the section shall be answerable to the President.

ARTICLE 37: PLANNING, MONITORING AND EVALUATION SECTION

Planning, Monitoring & Evaluation Section shall be directed by President who shall perform the following duties and responsibilities:

37.1 Develop overall plans and set directions of the Association;

37.2 Monitor planning and implementation process of the sections;

37.3 Compile plans submitted by the sections and submit the same to Executive Committee;

37.4 Verify alignment of annual plans of sections with strategic

plan and where necessary with long term plans of the Association;

37.5 Fill in draft performance evaluation of the executive committee members and submit the same for approval; send the same to concerned bodies upon approval;

37.6 Collect data for use in project works;

37.7 Develop or commission development of projects that will benefit the Association;

37.8 Make efforts that the leadership organs of the association receive capacity building training.

37.9 Lead committees formed by staff members of the section; identify matters that need common decisions of staff members of the section or Executive Committee and submit the same to Committee of the section; submit recommendations of the staff members of the functional unit to Executive Committee;

37.10 Prepare quarterly activity and progress report of the section upon evaluation by staff members of the section and submit the same for further evaluation and approval of Executive Committee;

ARTICLE 38: SELF-HELP SERVICE SECTION

Self-Help Service section provides decentralized services at regional level; members of the section shall be members of self-help service; the section shall be directed by Secretary General, who shall perform the following duties and responsibilities:

38.1 Monitor appropriate implementation of self-help service;

38.2 Compile statistical data about self-help service members;

38.3 Provide technical assistance to regional associations;

38.4 Perform any other duties that may be assigned by President

and Executive Committee;

38.5 Prepare quarterly activity and progress report of the section upon evaluation by members of the section and submit the same for further evaluation and approval of Executive Committee.

ARTICLE 39: AUDIT COMMITTEE OF ETA HEAD OFFICE

39.1 Three (3) members of Audit committee shall be appointed by General Assembly.

39.2 The representative shall permanently work in the central Office; and other members of the committee shall work on shuttle basis.

ARTICLE 40: DUTIES AND RESPONSIBILITIES OF AUDIT COMMITTEE OF ETA HEAD OFFICE

40.1 Ascertain appropriate implementation of Finance and Property Administration Directives of the head office.

40.2 Monitor appropriate implementation of Finance and Property Administration related decisions passed by General Assembly of the Association.

40.3 Ascertain appropriate handover of Finance and Property documents in the head office.

40.4 Ensure that audit representative be present as observer during inventory of cash in the hand of cashier by Accounts unit every month or any other period as may be deemed necessary.

40.5 Perform any other duties that may be assigned by the General

Assembly.

40.6 Evaluate appropriate performance of identified duties assigned to Audit Committee on the basis of report submitted from the Representative.

40.7 The committee is answerable to the council.

ARTICLE 41: DUTIES AND RESPONSIBILITIES OF REPRESENTATIVE OF ETA AUDIT COMMITTEE

Representative of ETA Audit Committee shall be elected among Audit Committee members by majority vote of the General Assembly, and shall perform the following duties and responsibilities:

41.1 Participate in symposiums, panel discussions or workshops organized by the Association or other bodies;

41.2 Verify appropriate deposit of 10% membership fee from regional member associations to accounts of the head office against documents available in the head office;

41.3 Ascertain appropriate coding and recording of fixed assets in ledger;

41.4 Verify that payment vouchers are signed by concerned bodies;

41.5 Provide follow up to ensure appropriate security of assets of the Association against corruption and misappropriation; in the case of irregularities, report the matter to Audit Committee, Executive Committee and Council;

41.6 Monitor appropriate monthly reconciliation of bank accounts with bank statements;

41.7 Preside over Audit Committee meetings;

41.8 Monitor due compliance with Finance and Administration

Directives of the Association;

41.9 Monitor and ascertain appropriate collection of revenues of the Association against valid receipts and disbursements in accordance with Finance and Property Directives of the Association or project agreements;

41.10. Monitor appropriateness of stock deliveries and issues of fixed assets and consumables; carry out annual stock inventories in collaboration with concerned bodies;

41.11 Execute handover of finance and property documents in the association in the presence of representatives of Executive Committee and Administration and Finance section;

41.12 Participate as observer during inventory of petty cash in the hand of cashier by Accounts unit and verify appropriateness of the process;

41.13 Prepare overall balance sheet for own use;

41.14 Participate in ETA Executive Committee meetings without voting right;

41.15 Implement and cause implementation of resolutions passed by ETA Council in respect of finance and property directive and decisions of Audit Committee;

41.16 Submit activity report and plan to ETA Council, and summary report to General Assembly;

41.17 Submit quarterly activity and progress reports for evaluation of Audit Committee;

41.18 Shall have his own title tamp;

41.19 Perform any other duties that may be assigned by Audit Committee or Council;.

41.20 Shall be answerable to Audit Committee.

CHAPTER FIVE

MISCELLANEOUS PROVISIONS

ARTICLE 42: OFFICIAL LANGUAGE

Official language of ETA Central leadership (head office, Council and General Assembly) shall be Amharic; however official languages of regions and city administrations (Addis Ababa and Dire Dawa) shall be official languages of member teachers' Associations of regions and city administrations.

ARTICLE 43: INTERPRETATION

Should any dispute arise in interpretation of this regulation, the Amharic version shall prevail.

ARTICLE 44: SOLIDARITY FUND

Solidarity Fund is contributory fund deposit account established for use in response to emergency relief/disaster, financial assistance benefitting member teachers, leadership bodies and regional/member associations or for project implementation.

44.1 The fund shall be used for:

44.1.1 Strengthening solidarity and mutual assistance among member teachers, leadership bodies and member associations so as to provide appropriate service;

44.1.2 Channeling assistance or project financing to regional associations for the purpose of realizing the objectives of the association upon request;

44.1.3 Emergency relief assistance in response to natural or

manmade disasters at regional or national level or for use of development assistance whenever deemed necessary;

44.2 ETA shall deposit 0.01% of membership contributions of yearly income in solidarity fund.

44.3 Member associations shall deposit 0.01% of membership contributions of yearly income in solidarity fund every year.

44.4 Solidarity fund shall be deposited in accounts that can earn interest rate.

44.5 A member teacher, leadership member or member association who requests assistance shall be required to submit application together with the reason for the request.

44.6 Administration and Finance section shall submit proposal for solicited or unsolicited relief assistance in response to natural or manmade disasters to Executive Committee together with recommendation for action whenever deemed appropriate.

44.7 Subject to the urgency of the matter, appropriate assistance may be provided upon decision of Executive Committee; however, emergency relief assistance not exceeding a total value of birr 1,000 (one thousand birr) may be authorized by President as per the request; and implementation report shall be submitted to Executive Committee.

44.8 The assistance/relief channeled shall be reported to ETA Council.

44.9 Any request for project financing assistance submitted from member association /leadership bodies, which is presumed to be not very urgent in nature, and if the executive committee is convinced shall be made available upon approval by ETA Council.

44.10 Assistance implementation manual may be issued by

Executive Committee.

ARTICLE 45: GENDER REFERENCE

Unless otherwise stated in particular; in these regulation, any expression in the masculine gender shall be applicable in feminine gender as well.

ARTICLE 46: LEADER-FOLLOWER PRINCIPLES

In order to ascertain harmony and unity of purpose and action in the Association internal relations of hierarchical structures of bodies and members shall be governed by democratic principles of Leader-Follower relation; and

46.1 Leadership bodies at all tiers shall be directly responsible to their immediate superior.

46.2 Subordinates shall have obligation to accept and perform instructions issued by superiors in accordance with this regulation.

46.3 Superiors shall have responsibility to collect opinions from subordinates and members, follow up and keep up to date with their current status, provide replies in response to their requests in time, and address their needs.

46.4 In so far as not inconsistent with resolutions and plans set by superior organs, subordinates may pass their own resolutions and pursue planned activities in respect of matters associated to local affairs.

ARTICLE 47: EXPRESSION OF OPINION, SUBMISSION OF REQUEST AND CRITICISM

Anybody or member may express opinion, submit request and make criticism on organ or member at any hierarchical structure of

the Association and shall be entitled to due replies from the organ or member to whom the matter is lodged.

ARTICLE 48: DECISION MAKING PROCEDURES

Decisions of any organs of the Association shall be passed by majority vote; minorities who differ in opinion from decision of the majority may lodge their application through appropriate mechanism of the association while being always bound by majority rule.

ARTICLE 49: RECONSIDERATION OF DECISION

Decision passed by an organ may be reconsidered upon request only when the request is seconded by 1/3 (one thirds) of members; however, such procedure shall be in no way applicable more than once in one case.

ARTICLE 50: SELF- HELP SERVICE

A special contributory self- help fund shall be established for the purpose of providing social and economic services to members; particulars of directives for its implementation shall be determined by regional council.

ARTICLE 51: CONDUCT OF ELECTIONS

Any candidate teacher who's right to vote and run for elected office is not limited by this regulation is entitled to vote and be elected; and any election in the Association shall be conducted in the following manner:

51.1 Any member may propose a candidate of their choice for election.

51.2 Any member shall have the right to engage in a debate in support of or against a candidate running for election.

51.3 Any prospective candidate who is seconded or argued against shall qualify as a candidate by 1/3 support of the electorate to run for election.

51.4 Elections shall be conducted in secret ballot or voting in a free and direct manner.

51.5 Election of any member shall be considered legitimate and appropriate for the position only when the member is elected by majority vote.

51.6 An elected leadership member who has the required experience, qualification and merit and active participation in the position held may be reelected for another term of office.

51.7 Elections shall be executed by Election executing committee composed of members designated by the Council in which regions are represented; directives for implementation shall be determined by the Council.

51.8 Delegates appointed by regional constituencies shall be member of the regional teachers' association council.

51.9 Gender Representative and Audit Representative, who are members to General Assembly of the constituent region, shall be member in General Assembly of the representing region.

ARTICLE 52: OATH

Elected leadership members of the association shall sworn in, by saying the following statement, which shall be administered by high level leadership body (Election Executing Committee for head quarters):

We (I), elected leadership member(s) hereby declare oath of allegiance to render faithful and honest service to Association and its member in accordance with the regulation of the association & the laws the land.

ARTICLE 53: PRINCIPLES OF EVALUATION

53.1 Members, organs and the Association in general shall be expected to have readiness to admit and engage in constructive criticism and self criticism in respect of any matter associated to areas of assigned duties and responsibilities in the Association at all levels in view of preventing mistakes in performance of duty before they occur.

53.2 Performance evaluation of every Executive Committee member shall be filled in accordance with evaluation criteria and implementation directives and the results shall be compiled and forwarded to concerned bodies.

ARTICLE 54: PRINCIPLE OF JOINT RESPONSIBILITY

The Association shall follow the principle of team leadership and several responsibilities that prevents personality cult, fosters harmony and unity of purpose and action, cultivates democratic working lives of members and discipline, and improves efficiency.

54.1 Committee members assigned in one position shall assume equal responsibility.

54.2 Committee members shall have responsibility to follow up appropriate performance of duties and responsibilities assigned to the committee.

54.3 No committee shall assign vested powers fully to any individual member; however shall follow distribution of powers, in which case members shall have responsibility jointly and severally.

ARTICLE 55: LEAVE

ETA leadership members shall be granted leave in the following manner:

55.1 Any ETA leadership member shall be entitled to 30 (thirty)

working days leave every year.

55.2 Annual leave shall be granted upon request of the member; however conditions shall be facilitated to avoid jeopardizing normal work of the Association;

55.3 Annual leave not exceeding 10 days may be authorized by the President; however if it is above 10 days, it shall be subject to approval of Executive Committee;

55.4 Requests for marital leave, sick leave or bereavement leave which shall not be deducted from annual leaves shall be determined by Executive Committee;

55.5 Maternity leave shall be granted in accordance with Civil Servants Administration;

55.6 A member who makes himself absent from work without permission or fails to report to work upon expiry of annual leave for no good reason shall be subject to deduction of amounts from subsidy allowance and monthly wages to be deposited to the Association including disciplinary action;

55.7 Annual leave shall be granted with pay;

55.8 Any unutilized annual leave of a member may be carried forward to the next fiscal year for a period not exceeding twice upon request; however request for payment in lieu of unused annual leave shall in no way be allowed;

55.9 A member who wishes to pursue further education privately or otherwise shall be allowed to pursue education with payment of benefit (annual leave and allowance) subject to approval of the request by the Council at that level; particulars of implementation shall be determined by ETA Executive Committee;

ARTICLE 56: PROCEDURES OF MEETING

Procedures of meetings shall be determined by ETA Council.

ARTICLE 57: SOURCES OF REVENUES AND FEES

57.1 Offices of the association at all level shall be financed by membership contributions and fees and other sources of revenues.

57.2 Where regions face budget constraints to execute within the ceilings set in Article 22 and Sub-Article (9) of Article 22, allowances and per diems of leadership bodies may be determined by Councils of the Association at that level.

ARTICLE 58: MEMBERSHIP FEES

58.1 Membership fee rates shall be fixed by ETA General Assembly.

58.2 According to Sub-Article (1) of this Article, monthly membership fee of each member of member associations shall be birr 4 (four).

58.3 Regions wishing to improve their financial capacity may upon convincing their members, increase membership contribution rates subject to approval of respective regional congress.

ARTICLE 59: CONTRIBUTION

59.1 Every member association shall deposit 10% (ten per cent) of their collections of membership fees to accounts of ETA head office.

59.2 Without prejudice to the provisions of Sub-Article (1) of this Article, portions of membership fees payable from members for different levels of the branch offices /regions shall be determined by the respective Regional General Assemblies.

59.3 Any region which got additional membership fee determined

in accordance with Sub-Article (3) of Article 58 shall have no obligation to deposit membership contribution to ETA for additional contribution exceeding 4 birr pending a uniform rate is determined for all regions.

59.4 Any member association which has not paid membership fee for above 6 months for no good reason shall have no voting right in council or General Assembly meeting in which they participate.

ARTICLE 60: FISCAL CALENDAR OF THE ASSOCIATION

Fiscal year of the Association runs for a period starting at Hamle 1, ending at Sene 30 every year according to Ethiopian calendar.

ARTICLE 61: EXTERNAL RELATIONS OF ETA WITH NATIONAL TEACHERS ASSOCIATIONS OF OTHER COUNTRIES

61.1 ETA shall respect vital interests of national teachers associations of other countries, and shall in no way interfere in their internal affairs

61.2 ETA shall create and strengthen democratic relations and cooperation with continental and international teachers associations.

61.3 ETA's external policy is guided by the principles of mutual interest based on equality; it ensures that agreements made at continental or international conventions promote vital interest of ETA.

61.4 ETA shall respect laws and conventions of international teachers associations to which it is a member in so far as these are not inconsistent with the vital interest of ETA and its members.

ARTICLE 62: PROFESSIONAL ETHICS & DISCIPLINE

Members or member associations shall be based on free consent and requires active participation of bodies and members fully equipped with good professional and ethical conduct that fosters discipline loyalty, trust and democratic relation between leaders and followers in an environment free from sexual harassment.

62.1 A member teacher or education professional shall not engage in any act aimed at destabilizing or causing loss of trust in the school he is working.

62.2 Any act of misappropriation with an intention to promote self interest or personal enrichment which includes taking over or replace position of another teacher in inappropriate manner shall be considered disciplinary violation.

62.3 A member shall refrain from any act giving report or press statement that might causes defamation or degradation or undermines the vital interest of the Association or human dignity of members.

62.4 Submitting inappropriate report by a member aimed at degrading or undermining unity of the Association or leadership bodies out of malicious motive shall be considered professional or ethical misconduct.

62.5 It is absolutely prohibited for any member to solicit or receive any form of favor in exchange of admission (registration) or any similar act from students.

62.6 suspension penalties may be imposed against a committee member who cannot be corrected despite criticism and a notice of warning, or in the case of repeated offense; presented to the council. If removal from position held is accepted by the council, replacement may be made by election.

62.7 Any member association, leadership body or member shall be

expected to observe the program, basic principles, directives and plans and resolutions of the Association; demonstrate professional and personal commitment to harmony and unity of purpose and action, and mission of the association, free from corruption and equipped with sound discipline and conduct; any irregularities in this respect may be considered disciplinary violation.

62.8 Subject to the nature and gravity of the offense, penalty from simple to heavy may be imposed against a member association or a member on disciplinary violation.

62.9 The main purpose of any disciplinary penalty should be to correct behavior of the offender in a constructive manner while also assisting other members and the association to rise up to enhanced mission further strengthening the association.

62.10 Types of penalties

62.10.1 Oral notice of warning;

62.10.2 Written notice of warning

62.10.3 Suspension

62.10.4 Demotion

62.10.5 Dismissal from membership

62.11 Subject to the nature and gravity of the offense, appropriate penalty may be imposed without following the steps in penalty stipulated above.

62.12 The maximum disciplinary penalty that can be imposed in the Association shall be dismissal of membership from the Association.

62.13 If the nature of the offense committed by an individual member or member association is of aggravated nature that might undermine the very survival of the Association, in addition to disciplinary penalty given by the association, it

may file charge in accordance with the law of the land.

62.14 It is always the duty and responsibility of the member Association and the member to respect and cause due respect of the guiding professional code of conduct.

62.15 Any leadership member of the Association shall have the right to participate and be heard in any discussion convened to pass decision on any matters of concern in person.

62.16 Superior or Executive Committee at that level of the association shall have the power of jurisdiction to impose and execute penalties stipulated in Sub- Articles (10.1), (10.2) and (10.3) of this Article; while on the other hand, Executive Committees at all tiers of the association shall have the power of jurisdiction to impose and execute penalties stipulated in Sub Articles(10.3) and (10.4) of this Article; nevertheless, subject to approval of the respective council; penalty stipulated in Sub Article (10.5) of this Article shall enter into force only upon approval by General Assembly.

62.17 A leadership member who makes himself absent from Executive Committee meeting of the Association for any four times in a year, and from Council and General Assembly meetings for any two times for no good reason shall be expelled from leadership position.

62.18 Any member association, leadership member or individual member who is aggrieved by disciplinary action imposed against them as stipulated in Sub-Article (10) of this Article may lodge grievance to respective Council of the Association or supreme leadership body of the association.

62.19 Further directives for implementation of penalties associated to particular disciplinary offenses may be issued by ETA Council.

CHAPTER SIX

DISSOLUTION AND AMENDMENT

ARTICLE 63: DISSOLUTION OF THE ASSOCIATION

63.1 ETA may be dissolved only when so requested by ¾ majority of member associations subject to approval of the request by no less than ¾ majority of members present in General Assembly, the supreme organ of the Association.

63.2 Upon dissolution of the Association, its property shall be assigned and distributed to successor associations with similar purpose; to this effect liquidation committee shall be designated by General Assembly upon dissolution of the Association.

ARTICLE 64: AMENDMENT OF REGULATION/ ARTICLES OF THE ASSOCIATION

64.1. Amendment

64.1.1. Motion for amendment of this regulation may be submitted by ETA Executive Committee or any member association; provided, however, that the motion shall be sent to regions for review and inputs through President in no less than three months prior to the date of meeting of the General Assembly.

64.1.2 Only ETA General Assembly has the power of jurisdiction to determine amendment, repeal and change in regulation of the Association; thus, this regulation may be amended by and upon ¾ majority vote of the General Assembly meeting.

64.2. About the Regulation

64.2.1 This regulation is amended by 20th Session of the ETA General Assembly.

64.2 2 The previous regulation is hereby repealed and replaced by this regulation.

64.2.3 This regulation, as amended, shall enter into force from the date of its ratification this 21st day of September 2012.

64.2.4 No laws, regulations, directives and decisions shall, so long as it is not in conflict with other superior laws in comparison with this regulation, have force and effect in respect of matters provided for in this regulation.

Amend by ETA General Assembly.
Done at Addis Ababa this 21st day of September 2012.