

CONSTITITION AND STANDING RULES "EUROPEAN CABIN CREW ASSOCIATION" EurECCA

PREFACE

The articles of association are required to give legal structure to EurECCA and contains only those items required by the law. The Standing Rules are designed as the governing document of the EurECCA and include all the legal requirements as formulated in the articles of association as well as any further governance rules as required by the ECCA Conference. Changing the Standing Rules will require the same procedure as the articles of association, but will not involve the Notary and official publication required by the Belgian law.

The Procedures Manual will contain requirements for the daily administration of EurECCA as required by either the ECCA Conference or the ECCA Board. Changing the Procedures Manual for those bodies is subject to normal notice and regular absolute majorities.

ARTICLES OF ASSOCIATION 0. PREAMBLE

In twenty thirteen, flight attendants' representatives from all over Europe met to discuss the need for cabin crew members in Europe to be able to express their views and opinions as one. With this objective in mind, a group of cabin crew unions set up the European Cabin Crew Association, "EurECCA" for short, with a view to working effectively on making progress in all professional and social fields affecting and involving cabin crews.

The following unions took part in this meeting: AVIA, SNPNC, SNPVAC, STAVLA, UFO, UNSA, VNC (i.e. the founding members, described in greater detail above).

EurECCA is based on democratic principles, and on solidarity and consensus. It is also underpinned by shared positions on issues relating to cabin crews at European level.

EurECCA welcomes individuals and associations from all over Europe and its bordering countries, who share the same view and support the same objectives.

EurECCA works together with other associations in the field of civil aviation and social issues, basing itself on the principles of independence, respect, mutual recognition and equality.

EurECCA subscribes to the view of a unified, peaceful and prosperous European Union that has a concern for social aspects and shows solidarity.



1. NAME, REGISTERED OFFICE, OBJECT AND TERM

1.1. An international non-profit-making association governed by Title III of the Belgian Act of 27 June 1921 on Non-profit-making Associations is incorporated under the name "European Cabin Crew Association", abbreviated to "EurECCA". For ease of reading, the term "ECCA" is used throughout these Articles of Association.

1.2. The registered office is located in the Brussels Region and is currently at the following address: Rue du Commerce, 20-22, B – 1000 Brussels. The registered office may be moved to any place in the Brussels Region pursuant to a decision of the ECCA Board published within one month at most in the Annexes to the Belgian Official Journal.

- 1.3. The ECCA is incorporated for an unlimited term.
- 1.4. The objectives of the ECCA are not based on any profit- earning intention and are aimed at:
- a. Collectively representing its Members at European level as a stakeholder (before the European institutions, in European social dialogue structures and at any forum where the European cabin crew community has a legitimate interest);
- b. Obtaining and maintaining EU Social Partner status;
- c. Providing industrial support services to its Members;
- d. Promoting and protecting the profession of Cabin Crew.

1.5. The ECCA is authorized to carry out any action, effect any transaction and take any measure or initiative aimed at fulfilling its objectives, and in particular to:

a. collect and disseminate statistical data;

b. gather appropriate information and supply this to its Member Associations (Affiliates);

c. promote research and scientific studies, in particular in the field of aviation safety, health, social issues and security;

d. cooperate with national and international bodies on matters that are of interest to the ECCA's Affiliated Associations.

1.6. The ECCA is authorized to enter into agreements with other organizations in the field of civil aviation and industrial relations, and this may go as far as to include the granting of observer status for some or all of the ECCA's internal meetings. None of these agreements shall compromise the Association's full independence.

1.7. Definitions

a. Card Vote – Each Member holds a number of votes, referred to by the term "Card Vote", corresponding to its Declared Membership.

b. Total Card Vote – the declared total membership of all the members, including YourECCA (representing one Member).

c. Member Vote - Each Member holds one vote, which is referred to by the term "Member Vote".

d. Declared Membership – the declaration made by each Member annually of the number of members or participants who are cabin crew in their own association. An accounting report verifying the declaration may be requested by the ECCA Conference.



e. Country Vote – Full Members coming from one and the same country together hold one vote, which is referred to by the term "Country Vote".

f. ECCA Conference – decision-making meeting of the representatives of the Full Members, Associate Members and YourECCA, chaired by the ECCA Chairman.

g. General Meeting – one of the ECCA's annual conferences devoted to all the decisions that are legally required under Belgian law.

h. Absolute Majority – a number of votes constituting more than half of the number of votes cast.

i. National union in which a cabin crew section has the majority – a union in which the Declared Membership represents the absolute majority of all the members or participants of that union.

j. Procedures Manual - describes working procedures to clarify and unify daily administration requirements.

2. MEMBERS

2.1. The ECCA is an independent association.

2.2. The ECCA is composed of Full Members, Associate Members and Individual Members. Full Members are legally made up of groups of:

- a. professional cabin crew members (Cabin Crew Associations), or
- b. professional cabin crew unions affiliated to a national union, or

c. a national union in which the cabin crew section has the majority as is to be stipulated in the Articles of Association, primarily belonging to one or more Member States of the European Union (EU) or any other European State that has entered into or has undertaken to enter into an agreement with the European Union with a view to adopting and applying EU laws in the field of civil aviation, or any other states bordering the EU and/or having close economic ties or legal relations with the EU in the civil aviation sector. Full Members hold a number of votes known as "Card Votes" corresponding to their Declared Membership, and one "Member Vote".

Associate Members are the Cabin Crew associations or Cabin Crew sections of national unions that do not fulfil the criteria for full membership. Associate Members have a consultative status.

They do not have voting rights and cannot be given a proxy except for approval of the subscription fee for Associate Members and decisions to liquidate the association, in which case they will have one Member Vote and one Card Vote. Individual Members are individual Cabin Crew members. They are grouped in the body called "YourECCA".

The body YourECCA holds one Member Vote and one Card Vote in the ECCA Conference, but only when the Declared Membership (i.e. the total number of individual members) is equal to or more than the lowest Declared Membership figure of one of the Full Members.

YourECCA does not hold a Country Vote. Individual members representing themselves do not have any voting rights except when a collective vote is held to determine the Member Vote or Card Vote. The General Secretary represents YourECCA at the General Meeting. In the case of impediment of the General Secretary a director from the ECCA Board will be assigned by the ECCA Board to represent YourECCA at the General Meeting.

If there is a change to the legal status of an existing member (for example, further to merger/affiliation/assimilation), its official member status is suspended and the procedures described in point 2.6 are applicable.



2.3. In principle, and within the limits laid down in paragraph 2.2, all Full Members of the ECCA have the same rights and obligations. When the legal scope of a matter to be discussed is limited by the EU treaties to EU Member States only, those members not belonging to the EU do not have voting rights. The legal basis of a proposal made by the EU institution shall determine this issue.

2.4. Any application for membership must be addressed in writing to the ECCA Board, which will then submit it to the approval of the ECCA Conference.

2.4.1. The ECCA Conference decides without appeal.

2.4.2. Any decision of admission must comply with the procedure as laid down in paragraph 2.6.1.

2.4.3. Admission of a new member takes effect immediately after the positive decision taken by the ECCA Conference and payment of the membership fee applicable for the financial year under way. New Members will make a membership declaration aimed at establishing their Declared Membership.

2.4.4. An accounting report verifying the Declared Membership may be required by the ECCA Conference.

2.5. Any Member is free to withdraw from the ECCA and from YourECCA by sending its letter of resignation by registered post to the ECCA Board. The resignation comes into force on the thirty-first of December of the same year or six months after the date of resignation, whichever is later. During this period of notice, a Member leaving the ECCA and YourECCA shall maintain all its rights and obligations, including that of payment of all membership fees payable.

2.6. Full or Associate Membership of or exclusion from the ECCA may be decided on at the ECCA Board's proposal and by decision of the ECCA Conference accompanied by an explanation.

2.6.1. If two third or more of the Country Votes and two third of the Card Votes are present at that ECCA conference and vote in favor of admission.

2.6.2. In case a union from a country already present in ECCA applies to enter, it must comply with the following procedure:

The Member concerned must always be allowed to submit its application itself beforehand.

- The candidate union must provide all documents necessary to prove its compliance with article 2.2. and a membership declaration verified by an official accounting report.

These documents must be sent by postal mail at least 60 days before the ECAA conference.

- The full member(s) of this country must be consulted in advance and give written opinion on such candidature at least 30 days before the ECCA conference.

2.6.3. No appeal may be lodged against the decision taken by the ECCA Conference.

2.7. A Member ceasing to belong to the ECCA may not claim any right whatsoever to the association's assets. It remains liable for payment of the annual membership fee for the financial year under way.



3. STRUCTURE OF THE ECCA

- 3.1. The following bodies will underpin the operational structure of the ECCA:
- a. the ECCA Conference;
- b. the ECCA Board;
- c. the Chairman and the Vice-Chairman;
- d. the General Secretary;
- e. the working groups and committees.

3.2. ECCA CONFERENCE

3.2.1. The ECCA Conference holds all the powers enabling it to pursue the ECCA's object, and in particular to:

- a. modify or dissolve the association;
- b. appoint and dismiss the members of the ECCA Board;
- c. appoint and dismiss the Chairman, the Vice-Chairman and the General Secretary;
- d. approve the annual accounts and the budget;
- e. adopt and amend the Association's Articles of Association and Standing Rules;
- f. exercise any other power deriving from the law or the Articles of Association.

3.2.2. The ECCA Conference is made up of all Full Members, Associate Members and YourECCA, and is chaired by the Chairman.

3.2.2.1. Each Member designates its delegate(s) to the ECCA Conference. The voting strength of each Member and Country is indivisible.

3.2.2.2. Before each ECCA Conference each Member and Country shall notify the ECCA Board of the name of the Chief Delegate or the proxy holder who holds the voting rights.

3.2.3. The ECCA Conference may validly deliberate provided half the Country Votes are present and represent at least fifty percent (50%) of the total Declared Membership (Card Votes). The presence of the Associate Members should not be taken into account in the calculation of these quorums.

3.2.4. Unless the law or the articles of association contain provisions stipulating otherwise, the decisions of the ECCA Conference are taken by absolute majority of the Country Votes and these countries hold at least two thirds of the Card Votes present.

3.2.5. The ECCA Conference holds an ordinary meeting at least once a year on the date and at the place fixed by the ECCA Board.

3.2.5.1 Each year one of the ECCA Conferences will serve as a General Assembly for all the decisions legally required by the Belgian law and, if necessary, for the below mentioned subjects and placed on the agenda in that order:



- a. elections to the ECCA Board;
- b. election of the Chairman;
- c. election of the Vice-chairman;
- d. election of the General Secretary;
- e. changes to the articles of association or standing rules;
- f. defining of budget and membership fee;
- h. other notes and motions.

3.2.5.2. The other meetings of the ECCA conference will decide on the issues mentioned in paragraph 3.2.5.1. a to g only when there are unforeseen and extraordinary circumstances. One third of the Full Members, or the ECCA Board by unanimous vote, can declare the existence of unforeseen and extraordinary circumstances. All Members will be informed about the extraordinary circumstances and the resulting subjects on the agenda of the regular ECCA Conference, not being the Assembly Meeting, 60 days in advance of the meeting.

3.2.5.3 Notes and motions can be put on the agenda of an ECCA Conference by Full Members bringing it forward to the ECCA Board and in compliance with the possibility to inform the ECCA members of the subject 60 days in advance.

3.2.5.4. During an ECCA conference notes and motions can be added to the agenda when such a note or motion is supported by:

- a. two other Full Members and
- b. a majority of the Country Votes present and in favour of such an addition. The Chairman decides when the added note or motion shall be discussed.

3.2.6. The decisions of the ECCA Conference and the ECCA Board are taken in accordance with the law and the articles of association. In the event of urgent circumstances for which no provision is made in the articles of association, the Members of the ECCA Board are authorised to take the necessary measures. However, ultimate responsibility lies with the ECCA Conference.

3.2.7. The minutes of the ECCA Conference's ordinary and extraordinary meetings will be drafted and filed at the association's registered office in a register placed at its Members' disposal.

3.2.8. The ECCA Board is obliged to hold an extraordinary meeting of the ECCA Conference at the request of at least a third of the Members.

3.2.9. All Members will be informed by post or by e-mail at least sixty (60) days in advance, unless a shortening of this period is rendered necessary due to an urgent reason indicated in the notice convening the meeting or due to art. 3.2.5.2

3.3. ECCA BOARD

3.3.1. The ECCA is run by the ECCA Board.

3.3.2. The ECCA Board will draft standing rules for those aspects that are important for the operation of the ECCA. The standing rules are not part of the articles of association. The ECCA conference will adopt and amend the standing rules.



3.3.3. The Members of the ECCA Board (Directors) are elected for a period of three (3) years, which is renewable twice. The Members of the ECCA Board are elected to and dismissed from their post by the ECCA Conference. If a Director is unable to complete his/her term of office, the ECCA Conference has to elect a replacement who will hold the post until the end of the mandate in question.

3.3.4. The ECCA Board is vested with the most wide-ranging powers with a view to effecting any management act and has all the necessary and useful powers to fulfil the association's object. It is competent in respect of all acts that are not expressly reserved, by virtue of the law or the articles of association, for the ECCA Conference, subject to the condition, however, that it is obliged to respect all instructions, directives and deliberations that might be adopted by the ECCA Conference.

3.3.5. The ECCA Board is authorised to delegate some of its powers to one or more Directors or to one or more other persons. However, the ECCA Board may not delegate all of its powers.

3.3.6. The Chairman and the Vice-Chairman are elected from the ECCA Board. The General Secretary may be elected from the ECCA Board or may be a third person. The Chairman, the Vice-Chairman and the General Secretary are entrusted with the day-to-day management of the ECCA under direction of the ECCA Board and perform the duties assigned to them by the ECCA Conference.

3.3.7. The dates and venues of the ECCA Board's meetings will be subject to the Directors' agreement and will be posted on the ECCA's website. Directors who were not in attendance at this meeting will be informed by e-mail. An additional meeting will have to be organised if at least one third of the Directors so request. The Directors will be informed by e-mail.

3.3.8. The ECCA Board may validly deliberate provided an absolute majority of the ECCA Board members has been assembled.

3.3.9. Decisions will be taken on the basis of consensus. If consensus cannot be reached, a decision will require an absolute majority of votes in favour or will be subject to the other provisions laid down in the Articles of Association. Each Director has one vote.

3.3.10. A register containing all the decisions taken by the ECCA Board will be kept at the association's registered office and placed at the disposal of its Members.

3.3.11. The ECCA Board is made up of at least three (3) members and at most seven (7) members, with the total being an uneven number. However, for the first term following the establishment of this association, the ECCA Board will be composed of one member from each of the founding associations. Directors of the ECCA Board may only come from Full Members.

3.3.11.1. ECCA Board members are expected to act collectively on behalf of all Members in the best interest of the ECCA and they do not act as delegates or representatives of their own association. They should preferably not hold any post or perform any duties within their own association that could lead to a conflict of interest in their roles as ECCA Board members.

3.3.11.2. Candidates for ECCA Board members can be nominated by any Member. A Candidate must be a member in good standing of a Full Member in good standing and has to hold the approval of this Full Member to stand for election.

3.3.11.3. The ECCA Board shall ensure that ECCA accounts are in full compliance with the decisions of the ECCA Conference.

3.3.12.1. The posts of Chairman and Vice-Chairman within the ECCA Board must be occupied at all times. The Chairman, The Vice- Chairman, and the General Secretary (in case he has been elected from the ECCA Board), may only come from different members and different countries.



3.3.12.2. In case the General Secretary is a third person he must also come from different countries as the Chairman and the Vice-Chairman.

3.3.12.3. The post of General Secretary must first be proposed to Full Members.

3.3.13. Actions that binds the ECCA vis-à-vis third parties and are not part of the day-to-day management must, except in the case of a specific mandate, be signed by two Directors, one of whom must be the Chairman, the Vice-Chairman or the General Secretary.

3.3.14. The ECCA is represented before the courts by the Chairman or in the capacity of substitute by the Vice-Chairman or in the event of impediment of both by the General Secretary.

3.4. CHAIRMAN AND VICE-CHAIRMAN

3.4.1. The Chairman and Vice-Chairman are members of the ECCA Board.

3.4.2. The Chairman and Vice-Chairman are elected to and dismissed from their post by the ECCA Conference. If the Chairman or Vice-Chairman is unable to complete his/her term of office, the ECCA Conference has to elect a replacement who will hold the post until the end of the mandate in question.

3.4.3. The Chairman:

- a. chairs the meetings of the ECCA Conference and the ECCA Board;
- b. sees to it that the ECCA operates efficiently and effectively and ensures that the decisions taken by the ECCA Conference and ECCA Board are observed;
- c. will represent the ECCA at formal and public events and together with the General Secretary will be responsible for the selection of other representatives of the ECCA at external meetings.

3.4.4. The Vice-Chairman supports the Chairman in his duties and in the event of impediment of the Chairman will substitute him.

3.5 THE GENERAL SECRETARY

3.5.1. In case the General Secretary is elected from the ECCA Board he is member of the ECCA Board. In case the General Secretary is a third person he is added to the ECCA Board. In this case the General Secretary is elected by the ECCA Conference for a period of three (3) years, which is renewable twice.

3.5.2. The General Secretary is elected to and dismissed from his/her post by the ECCA Conference.

If the General Secretary is unable to complete his/her term of office, the ECCA Conference has to elect a replacement who will hold the post until the end of the mandate in question.

3.5.3. The General Secretary:

- a. prepares the meetings of the ECCA Conference and the ECCA Board;
- b. administers and executes the decisions taken by the ECCA Conference and ECCA Board and ensures that the ECCA's daily affairs operate efficiently and effectively;
- c. represents the ECCA for matters concerning the daily affairs. Together with the Chairman will be responsible for the selection of other representatives of the ECCA at external meetings.



3.6. WORKING GROUPS AND COMMITTEES

3.6.1. The ECCA Board is empowered to draw up a Procedures Manual and, with the aim of supporting the decision-making process, to set up working groups and committees, the composition, mandate and term of which it shall determine.

3.6.2. The members of these working groups and committees do not have any decision-making powers as such. However, one or more members of these working groups and committees may be delegated some powers by the ECCA Board, in accordance with the provisions of paragraph 3.3.5. of these Articles of Association.

4. FINANCE

4.1. The financial year and accounting period commence on the first of January and end on the thirty-first of December every year.

4.2. The ECCA Board submits the annual accounts and the budget for the following financial year to the ECCA Conference for its approval, without undue delay.

4.2.1. The majority needed to approve the accounts and budget will be: a majority of the Members present and two third or more of the Total Card Votes in favor.

4.3. The ECCA Conference may decide to establish a reserve fund and to fix the amount of the contributions that Members have to pay to provision this fund, and the frequency with which these contributory payments are to be made.

4.3.1. The majority needed to approve changes to the reserve fund contributions will be: a majority of the Members present and two third or more of the Total Card Votes in favor.

4.3.2. A Basic Reserve Fund, to cover part of possible social costs, rent and charges for the event of the liquidation or the restructuring of the ECCA and an Additional Reserve, to cover extraordinary operational costs linked to special or unforeseen projects are created. The minimum amount of these funds will be set by the Conference and updated every 3 years or earlier if justified, in accordance with the guidelines set up in the Procedures Manual.

4.4. Full or Associate Members pay an annual membership fee corresponding to their Declared Membership. This annual membership fee forms part of the budget and is set by the General Meeting. Exceptions can be made and decisions on these are taken by the ECCA Conference.

4.5. Every member affiliated to the ECCA is liable for payment of an annual subscription fee. According to the category of membership, this fee is calculated in the manner laid down in the standing rules.

4.5.1. The Full Member subscription – a fee paid by each Full Member multiplied by its Declared Membership.

4.5.2. The Associate subscription – a fee paid by each Associate Member multiplied by its Declared Membership.

4.6. Individual Members forming part of YourECCA pay an annual subscription fee set by the ECCA Conference.

4.7. Every Member is liable for payment of the annual subscription fee set by the ECCA Conference, but does not shoulder any individual responsibility resulting from the commitments entered into in the name of the ECCA.

4.7.1. Changes to the level of each of the above mentioned fees are proposed by the ECCA Board and approved by the ECCA Conference.



4.7.2. The majority needed for approval to change the level of fees will be: a majority of the Members present and two third of the Total Card Votes in favor.

4.7.3. Annual subscriptions shall be due for the first day of each year.

4.7.4. Alternatively the payment of the annual subscription may be made in four equal installments payable on: first of January, first of April, first of July and first of October of each year.

5. MODIFICATION OF THE ARTICLES OF ASSOCIATION AND DISSOLUTION

5.1. In the case of a proposal for modification of the articles of association, the text must be annexed to the letter calling the meeting of the ECCA Conference which will give a decision on the proposal. Said text will be sent to each Member and delegate at least sixty (60) days before the date of this ECCA Conference.

5.2. The ECCA Conference may deliberate on such a proposal for a modification of the articles of association if two thirds of the Member Votes and at least two thirds of the total Card Votes are present.

5.3. Decisions to modify the articles of association must be approved by two thirds of the Member Votes and two thirds of the total Card Votes in favor of the modification.

5.4. Modifications to the articles of association shall only take effect after having fulfilled the legal requirements.

5.5. The ECCA Conference decides on the Association's dissolution or liquidation in accordance with the voting procedures applicable to a modification of the articles of association.

5.6. The net assets, after liquidation, may be distributed proportionally among the Members only up to their contributions, and this amount shall be used for non-profit-making ends.

5.7. The net assets after liquidation – and if such is the decision taken by the ECCA Conference after the distribution among the Members provided for in Article 5.6 – will be transferred to a national or international non-profit-making organization to be used for non- merchantable ends. This organization will be designated by the ECCA Conference in accordance with the voting procedures applicable to a modification of the articles of association.

5.8. Any matters for which no provision is made in the articles of association, and in particular notifications and announcements to be published in the Belgian Official Journal, shall be handled in accordance with the legal provisions.

6. OFFICIAL LANGUAGE OF THE ARTICLES OF ASSOCIATION

6.1 Only the French version of the text of the articles of association should be regarded as official. The English version of the articles of association should be regarded as an internal working document.

7. VOTING PROCEDURES

7.1. When electing officials, the following procedure shall apply:

7.1.1. If there is only one candidate properly nominated for a position, that candidate shall be deemed elected.

7.1.2. If there are two candidates properly nominated for a position, then an absolute majority of Country Votes present and validly casted shall elect the successful candidate.



7.1.3. If there are 3 or more candidates properly nominated for a position the successful candidate will be:

7.1.3.1. Any candidate who achieves an absolute majority of the Country Votes present and validly casted.

7.1.3.2. If no candidate achieves an absolute majority of the Country Votes present and validly casted, the last placed candidate will be eliminated. If after a reelection any candidate achieves an absolute majority of the Country Votes present and validly casted, the Candidate is deemed elected.

7.1.3.3. This process will be repeated until a candidate achieves an absolute majority of the Country Votes present and validly casted and is then deemed elected.

7.2 If after counting the Country Votes present and validly casted in sub paragraphs 7.1.2. and 7.1.3. above, the number of Country Votes present and validly casted is equal; the Card Votes of the relevant Countries will be calculated and will decide the majority vote.

7.3 If following nominations, and prior to the vote being taken, half of the Full Members present call for an "alternate vote", the voting procedure will be amended as follows: 7.3.1. Where there are 2 candidates:

The majority needed for election of the successful candidate will be an absolute majority of the Card Votes casted.

7.3.2. If there are 3 or more candidates properly nominated for a position the successful candidate will be:

7.3.2.1. Any candidate who achieves an absolute majority of the Member Votes present casted.

7.3.2.2. If no candidate achieves an absolute majority of the Member Votes casted, the last placed candidate will be eliminated. If after a reelection any candidate achieves an absolute majority of the Member Votes casted, this Candidate is deemed elected.

7.3.2.3. This process will be repeated until a candidate achieves an absolute majority of the Card Votes casted and is then deemed elected.

7.4 If after counting the Card Votes casted in sub paragraphs 7.3.1. or 7.3.2. above, the number of Card Votes casted is equal, the Member Votes will be calculated and this will decide the majority vote.

7.5 When withdrawing an official from the board, the following procedure shall apply:

7.5.1. The decision can only be made on a valid ECCA conference;

7.5.2. In case of a proposal of withdrawal of an official, the proposal shall be annexed to the letter convening the meeting of the ECCA Conference, which will deliberate on it. Such text will be sent to each Member and delegate at least 60 days prior of the date of such ECCA Conference;

7.5.3. At least two third of the Members should be present and represent at least two third of the Total Card Votes;

7.5.4. The concerned official shall always be entitled to present its own case;

7.5.5. Withdrawal is immediately effective if an absolute majority of Members representing at least two third of the Total Card Votes are in favor;

7.5.6. The decision of the ECCA Conference cannot be the object of any recourse.