

## SLITPA-UAE

# Constitution

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**Edition -01**

**Dated 27/03/2021**

[Sri Lankan IT Professionals Association in the United Arab Emirates (hereafter referred as SLITPA-UAE) is a non-profit association of Sri Lankan IT professionals in the United Arab Emirates with an objective of helping and improving the presence of Sri Lankan IT professional's foot print in the UAE market. This document is to establish a constitution for the SLITPA-UAE.]

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## 1. Introduction

Sri Lankan Information Technology (IT) Professionals (as defined in article 2.1.5 below) Association in the United Arab Emirates (hereafter referred as SLITPA-UAE) is a non-profit association of Sri Lankan IT professionals in the United Arab Emirates with an objective of helping and improving the presence of Sri Lankan IT professional's foot print in the UAE market. This document is to establish a constitution for the SLITPA-UAE.

## 2. Definitions

- 2.1.1 **AGM** – Annual General Meeting
- 2.1.2 **CPD** - Continuous Professional Development
- 2.1.3 **Executive Committee** - Committee elected from the Members at the AGM or SGM in order to drive the towards their objectives
- 2.1.4 **IT** - Information Technology
- 2.1.5 **IT Professional** – Any person who is engaged in a profession related to IT as defined in the International Skills Framework for the Information Age (SFIA) Framework.
- 2.1.6 **MOU** - Memorandum of Understanding
- 2.1.7 **Member** - Sri Lankan IT Professional as per the definition in the Article 5.1 below.
- 2.1.8 **SLITPA-UAE** - Sri Lankan Information Technology Professionals Association in United Arab Emirates
- 2.1.9 **Sub Committee** – Committee Appointed by the Executive Committee by representing 2 committee members to perform various functions and tasks to achieve the objectives of the SLITPA-UAE
- 2.1.10 **UAE** - United Arab Emirates
- 2.1.11 **SGM** – Special General Meeting

### **3. Objectives**

#### **3.1 Business Promotion/ Business Opportunities / Outsource Opportunities in relation to the IT sector**

- 3.1.1 Help Sri Lankan IT companies to set-up and conduct the business in UAE.
- 3.1.2 Help Sri Lankan IT companies to outsource IT project from UAE companies.
- 3.1.3 Help Sri Lankans to establish IT companies in UAE.

#### **3.2 Welfare (help Members of the SLITPA-UAE)**

- 3.2.1 Sharing IT job opportunities among Members..
- 3.2.2 IT related knowledge sharing.
- 3.2.3 Conduct CPD programs for the Members.
- 3.2.4 Sharing training and certification opportunities for the Members.
- 3.2.5 Arranging and conducting workshops for IT related subject matters/social gatherings for the Members.

#### **3.3 Support Our Motherland**

- 3.3.1 Helping Sri Lankan IT Professionals who are based in Sri Lanka to find job opportunities in UAE.
- 3.3.2 Organize and conduct charity and welfare projects in Sri Lanka and UAE as defined in Article 4.11.

### **4. Governing Principles**

The SLITPA-UAE is governed based on the below governing principles. All actions and decisions of the SLITPA-UAE shall be in line with these governing principles set out in this Constitution.

- 4.1 SLITPA-UAE is primarily an organisation that is established to represent and support the Sri Lankan IT professionals living and working in the UAE with valid UAE residence visa.
- 4.2 SLITPA-UAE must always be operated as a democratic organisation and respect the individual member needs, desires and aspirations.
- 4.3 All Members must be treated equally and fairly. No Member must be discriminated based on his/her position, seniority, or rank when dealing with the matters related to the SLITPA-UAE.
- 4.4 The SLITPA-UAE must recognize Sri Lankan heritage, and the culture. The social heritage of Sri Lanka must be cherished and upheld within its structure and operations of the SLITPA-UAE.

- 4.5 SLITPA-UAE must not positively or negatively discriminate its Members or beneficiaries such as IT companies based in UAE or Sri Lanka on his or her religion, gender, ethnic background or political affiliations and views.
- 4.6 SLITPA-UAE must be driven by its Objectives. All of its projects/ programmes and activities must align to one or more of the Objectives of the SLITPA-UAE.
- 4.7 SLITPA-UAE may establish MOU and conduct joint initiatives with other such organisations. Any long-term MOUs with such external organisations must align to the Objectives of the SLITPA-UAE and be ratified by the Executive Committee.
- 4.8 SLITPA-UAE may support different business organizations in Sri Lanka or UAE in line with the Objectives of the SLITPA-UAE. However, Members must ensure that any personal relationship with such organisation is not in conflict with the interests of SLITPA-UAE.
- 4.9 All Member welfare initiatives must be open to all Members. Any payments for such Member benefits must be equally applicable for all Members.
- 4.10 When Members provide donations, free services those must be with no intention of reciprocation. If a Member is provided with any special concession in account of such donations, free services all such must be specifically noted, approved by Executive Committee.
- 4.11 Any charitable projects, business promotions done in the UAE or Sri Lanka must be supporting Information Technology related aspects (ex: Donations for initiative that has no direct relationship to IT industry must be avoided)
- 4.12 Personal or professional issues related to Members, including legal proceedings or resulting criminal convictions that does not impact the objectives, activities or reputation of the SLITPA-UAE must not be a hindrance to the membership of any individual Members.
- 4.13 Members must not represent the SLITPA-UAE in any organisation (formally or informally) in a manner that is not permitted by the SLITPA-UAE. When the Members represent the SLITPA-UAE in any such organisation they must demonstrate professionalism and adhere to best professional practice.
- 4.14 SLITPA-UAE must ensure it has strong financial governance and must drive towards financial and organizational independence in the long term.
- 4.15 SLITPA-UAE may develop relationships and work together with Sri Lankan government and authorities only to the extent that it supports SLITPA-UAE Objectives, however, SLITPA-UAE must remain politically neutral.

- 4.16 SLITPA-UAE must work together with other professional organizations to lobby and support initiatives aimed at improving the conditions and legal framework applicable for Sri Lankan IT professionals working in both Sri Lanka and UAE.
- 4.17 In order to operate in the UAE and to have a legal identity to the SLITPA-UAE, it is required to be partner with Sri Lankan Professionals Association of United Arab Emirates (SLPA-UAE). However, during the renewal of annual partnership with SLPA-UAE, the SLITPA-UAE can decide to be independent association or join with another parent body. This decision requires 2/3 majority votes of During the AGM or SGM.

## 5. Membership

- 5.1 An individual who fulfills the following criteria, shall be eligible to apply for a Membership of the SLITPA-UAE as Members.
- 5.1.1 Holding an IT qualification such as a diploma, undergraduate, and post graduate degree from a reputed institution,or,
  - 5.1.2 Working as an IT Professional as defined in the Article 2.1.5 above.
  - 5.1.3 individual shall be residing in the UAE with valid residence visa.
- 5.2 Membership shall be accepted by the Membership Sub Committee and shall decide whether to grant or reject membership to the SLITPA-UAE.
- 5.3 The membership fee will be AED 100 per annum and shall be paid by each Member upon due.
- 5.4 Members shall be entitled to renew their membership annually and will be entitled to vote, hold office and participate in all activities organized by the SLITPA-UAE.
- 5.5 Membership of the SLITPA-UAE shall terminate:
- 5.5.1 Upon the Member ceasing to be eligible for membership.
  - 5.5.2 Upon receipt by the Secretary of the Member's written notice of resignation.
  - 5.5.3 If the membership fee is due over twelve (12) months in arrears.
  - 5.5.4 By expelling by a vote of two-thirds of the Members at a General Meeting on a resolution presented for that purpose or,
  - 5.5.5 In the unfortunate event of the death of a Member.
  - 5.5.6 When Member informed the Membership Sub Committee that Member is Leaving UAE permanently.

## 6. Committees

### 6.1 Executive Committee

The Executive Committee of the SLITPA-UAE shall have sixteen (16) Members as appointed according to the Article 6.1.2 of this Constitution which is empowered to execute the duties of the SLITPA-UAE and exercise powers of the SLITPA-UAE as per the Article 6.3 herein comprised with officials.

- i. President
- ii. Vice President
- iii. Secretary
- iv. Assistant Secretary
- v. Treasurer
- vi. Assistant Treasurer
- vii. Ten (10) Committee Members.

6.1.1 The term of the Executive Committee including President, Secretary and Treasurer is two years and all other Executive Committee positions including Sub Committees can be re-elected if required during the next term and no Executive Committee Member shall serve more than three (03) years in the Executive Committee.

6.1.2 To elect the President, Secretary or Treasurer of the SLITPA-UAE, the Member should have been in the Executive Committee of the SLITPA-UAE for a minimum of two years and this will be applicable from the 2nd Annual General Meeting onwards.

6.1.3 The Executive Committee shall meet minimum of eight meetings per annum and the quorum for such meeting shall be half of its Executive Committee Members inclusive of the President or the Vice President.

6.1.4 If an Executive Committee Member is absent for two consecutive Executive Committee meetings without valid reason of obtaining leave by email, telephone or WhatsApp message to the Secretary of the SLITPA-UAE, Executive Committee Member be deemed to have vacated the membership of the Executive Committee.

6.1.5 The nominations for the election of Executive Committee Members should be submitted twenty-one (21) Gregorian calendar days prior to the Annual General Meeting. All nominees must be Members of the SLITPA-UAE according to the Article 5.1 as of the date of the Annual General Meeting.

6.1.6 In the event of receiving more than one nomination for the same position of the Executive Committee, voting can be called from the Members who are presence at

the Annual General Meeting to elect the Executive Member position from the highest casted votes.

- 6.1.7 In the event of any vacancy exist in the Executive Committee before the expiration of its term, the Executive Committee shall invite a Member of its choice from the SLITPA-UAE or request for nominations from the Members to fill such vacancy for the remaining period regardless of the term of the Executive Committee including the very first Executive Committee of the SLITPA-UAE.

## **6.2 Sub Committees**

Following are the five Sub-Committees of the SLITPA-UAE and the term of each Sub-Committee is two years from the Annual General Meeting at which the Sub-Committee was appointed. The number of Sub Committee can vary according to the majority decision of the Executive Committee.

- 6.2.1 Membership Sub committee
- 6.2.2 Events and Social Affairs Sub Committee
- 6.2.3 Media and Communication Sub Committee.
- 6.2.4 Training and Career Development Sub Committee
- 6.2.5 Business Development, Establishment and Business Guidance Sub Committee
- 6.2.6 Appointment of Sub Committee Members for each Sub Committee should be chosen from the existing Members of the SLITPA-UAE on voluntary basis or nomination by an Executive Committee Member of the SLITPA-UAE.
- 6.2.7 Each Sub-Committee shall include minimum of two Executive Committee Members. Those two Executive Committee Members shall coordinate between the Sub-Committee and the Executive Committee.
- 6.2.8 The Co-Coordinator of the Sub Committee will coordinate between the sub-Committee and the Executive Committee.
- 6.2.9 Number of members to a Sub- Committee will be decided by each Sub-Committee as per their scope of functionalities/responsibility during their first Sub Committee meeting.
- 6.2.10 Coordinators of a Sub-Committee shall submit an annual project plan which clearly describes their event/activity name, tentative date and the intended budget to the Executive Committee at least 21 days after the Annual General meeting.
- 6.2.11 Coordinators of a Sub-Committee shall submit a comprehensive report on their respective activities, progress, achievements to the Executive Committee during each Executive Committee Meeting.



6.2.12 If a Sub Committee Member is absent for three consecutive Sub Committee meetings without valid reason or obtaining leave in terms of the Article 5.1, Sub Committee Member be deemed to have vacated the membership of the Sub Committee. In such cases, the vacant Sub Committee Member can be filled by nomination by an Executive Committee Member or the Coordinators of the Sub Committee with the consent of the Sub Committee Members.

### **6.3 Duties and Authorities**

#### **6.3.1 President**

- 6.3.1.1 Driving the SLITPA-UAE based on the strategic plan in order to achieve the Objectives of the SLITPA-UAE.
- 6.3.1.2 Convene and preside at all meetings, and generally perform the duties of the presiding officer.
- 6.3.1.3 Represent and be the spokesman of the SLITPA-UAE at all official meetings and events that the SLITPA-UAE should attend. In the event that the President opts not to attend, he shall nominate the best suitable person or personnel to attend such meetings or events.
- 6.3.1.4 Authorize all disbursements of the SLITPA-UAE funds in conformity with its approved budget as defined in the Article 9.3
- 6.3.1.5 Not vote on any issue at any meeting of the SLITPA-UAE at which the President is presiding unless the voting is by a secret ballot. However, if there is a tie the President shall have a casting vote.
- 6.3.1.6 Perform other duties that may be assigned to the President from time to time by the General Meeting and/or the Executive Committee.
- 6.3.1.7 Present a written report on the tenure of office to the General Meeting at the end of the term by the President.

#### **6.3.2 Vice President**

In the absence of the President, the Vice President shall assume the duties of the President. In the absence of the President and the Vice President, the Secretary, Assistant Secretary and the Treasurer may elect one of them to perform temporarily all the duties of the President.

### **6.3.3 Secretary**

6.3.3.1 Keep minutes of all meetings and shall sign them after they are duly adopted. The Secretary shall also give due notice of motions and meetings to the Members and maintain the membership register.

6.3.3.2 Keep accurate record of the proceedings of all meetings of the SLITPA-UAE and attend to all correspondence.

6.3.3.3 Perform all other duties that may be assigned to him by the Executive Committee.

### **6.3.4 Assistant Secretary**

The Assistant Secretary shall be responsible to assist the Secretary in carrying out his/her role at all times. This position shall have the same status of the Secretary, in the absence of the Secretary.

### **6.3.5 Treasurer**

6.3.5.1 Have full charge of the SLITPA-UAE funds.

6.3.5.2 Submit a statement of funds at each Executive Committee Meeting. A financial statement shall be prepared by the Treasurer for distribution among the Members during the AGM.

6.3.5.3 Keep an accurate account of all funds received and paid by the SLITPA-UAE.

6.3.5.4 Render to the Executive Committee a report of his receipt and disbursements at each Executive Committee meeting.

6.3.5.5 Maintain proper accounting records and make them available for inspection and auditing upon request.

6.3.5.6 Authorize all disbursements of the SLITPA-UAE funds in conformity with its approved budget as defined in the Article 9.3.

6.3.5.7 Prepare a financial report of the SLITPA-UAE up to the 31st December of every year for presentation to the Annual General Meeting of the SLITPA-UAE.

### **6.3.6 Assistant Treasurer**

The Assistant Treasurer shall be responsible to assist the Treasurer in carrying out his/her role at all times. This position shall have the same status of the Treasurer, in the absence of the Treasurer.

### **6.3.7 Committee Member**

- 6.3.7.1 Coordinate between the Sub-Committee and the Executive Committee.
- 6.3.7.2 Lead the Sub Committee in carrying out assigned task and responsibilities according to the approved annual plan by the Executive Committee.
- 6.3.7.3 Support the Executive Committee to plan the year events /tasks planner calendar by proactively coming up with tasks and events according to the objective of the Sub Committee.

## **7. Meetings**

- 7.1 AGM shall be held within the first quarter of each calendar year or as may be agreed by the majority of the Executive Committee. AGM shall be notified one month prior to the event to all Members.
- 7.2 The agenda of the AGM shall include:
  - 7.2.1 Receiving a report from the President of the SLITPA-UAE of the year.
  - 7.2.2 Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.
  - 7.2.3 Electing a new Executive Committee Members and considering any other matter as may be appropriate at such a meeting.
- 7.3 A SGM may be summoned by the Executive Committee as and when required for the purpose of ratifying a special resolution and/or discussing any especial matters of common importance to the Members. In either case subject to this Constitution, a notice shall be sent out to all Members at least one month before the such SGM, and the notice shall specify the general nature of the matters to be brought before and the resolutions (if any) to be moved at such meeting, and no other than that business shall be transferred at that meeting.
- 7.4 The minutes of each AGM or SGM shall be circulated among the Members of the SLITPA-UAE within one month of the AGM or SGM and the final minutes of the meeting shall be circulated among Members within a reasonable time.
- 7.5 The Executive Committee meetings of the SLITPA-UAE shall be held at the date, time and venue as announced by the Secretary. The notice of which shall reach the Executive Committee Members minimum three (3) days prior to the meeting.
- 7.6 The minutes of these meetings shall be written and circulated by the Secretary to the office bearers and shall be read and adopted at the subsequent meeting.

## **8. Quorum**

- 8.1 The quorum for an AGM and SGM shall be 30% of the registered Members of the SLITPA-UAE.
- 8.2 If the concerned AGM or SGM is held without the quorum, for unavoidable circumstances, the proceedings of such a meeting shall be valid unless or otherwise disputed/ contradicted by any of the Members within seven (07) days following the communication of the outcome of such a meeting, with the consent of two-third of the Executive Committee.
- 8.3 If any Member disputes or contradicts within the stipulated time of any of the proceeding(s) or decision(s) taken in an AGM/SGM where there was no Quorum existed, such disputed proceeding(s)/ or decision(s) shall be referred to the Members for their consideration for another two weeks, within which more than one-third (1/3) of the Members dispute or contradict the same, the subject proceeding(s) or decision(s) shall be considered null and void.
- 8.4 The quorum of the Executive Committee Meeting or Sub Committee Meeting shall be half of its Committee plus one.
- 8.5 The majority interest, present in person or represented by proxy, shall constitute a quorum for the transaction of business at all meetings of the Members.

## **9. Admin of Funds**

### **9.1 Administration of funds**

All the funds of the SLITPA-UAE shall be deposited in a common bank account designated by the SLPA- UAE.

### **9.2 Fund Collection**

Collections of funds for the SLITPA-UAE shall be through;

- (i) Membership fees.
- (ii) Contributions from sponsorships for an event approved by the Executive Committee.
- (iii) Any lawful source e.g., public fund-raising events.
- (iv) Donors from well-wishers approved by the Executive Committee.
- (v) Any organization who has benefitted through SLITPA-UAE may be requested to contribute to the SLITPA-UAE fund.

All funds received to the SLITPA-UAE shall be deposited in the bank account of the SLPA-UAE within 10 working days of its receipt.

### **9.3 Expenses and Payments terms**

- 9.3.1 The approval of the Executive Committee shall be obtained for all the expenses made by the SLITPA-UAE. The Treasurer shall make sure that the expenses are made in accordance with a recognized procedure and a valid receipt or any other valid document shall be obtained for all the expenses made by the SLITPA-UAE.
- 9.3.2 All payments/transactions up to AED 500.00 can be made by the President by informing the Executive Committee prior to the transaction/payment and taking the ratification at the immediate Executive Committee meeting by submitting an approval request.
- 9.3.3 All payments/transactions ranging above AED 500.00 and up to AED 5,000.00 must be duly approved in hard copy by the simple majority (51%) of the Executive Committee prior to the payment/transaction.
- 9.3.4 All Payments/transactions above AED 5,000 should be duly approved in hard copy by the 2/3rd majority of the Executive Committee prior to the payment/transaction.
- 9.3.5 The Treasurer shall have the authority to maintain the petty cash and it shall not be more than AED 2000 per annum. This limit may be increased with the approval of the Executive Committee if it is required to do so.
- 9.3.6 Annual fee for the SLPA-UAE shall be paid by the SLITPA-UAE.
- 9.3.7 All the Payments shall be done through the Event Management Company "MCI" of the SLPA-UAE upon sending an official request by email with an attachment of authorized signatories to the SLPA-UAE

### **9.4 The Financial Year**

The financial year of the SLITPA-UAE shall be from Annual General Meeting to the next Annual General Meeting.

## **10. Amendments to the Constitutions**

Any amendments to the constitution shall be done with the 2/3 majority of the Executive Committee.

## **11. Communication Management**

General communications to the Members can be made through the email, social media and any other public media by the President of the Executive Committee. Individual communications can also be made directly through a phone call in addition to an email communication as and when necessary.

## **12. Dissolution of the Association**

In the event that the Members are unable to support the SLITPA-UAE, the SLITPA-UAE shall be dissolved with the consent of not less than eighty percent (80%) of the Members who express their consent at a AGM or SGM , representing the Quorum, called for the purpose. All the assets, including funds or any other subjects gathered, collected or entitled by the SLITPA-UAE shall first be expended for financial liabilities of the SLITPA-UAE and the remaining assets shall be donated to the IT related charity projects in UAE or Sri Lanka.