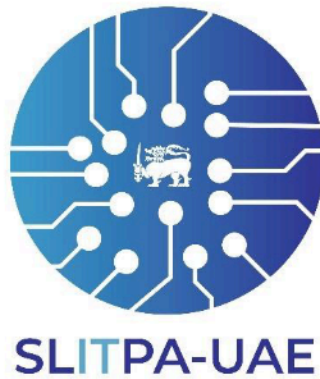


# **Constitution of the Sri Lankan IT Professionals Association in the UAE (SLITPA-UAE)**



**Edition – 04  
Date: 14-May-2025**

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 footprint in the UAE market. This document is to establish a constitution for the SLITPA-UAE.

## Revisions

Date	Section	Description of Change	Approved By
27-March- 2021	All	Initial Release of Edition 01	Executive Committee
21-May-2022	All	Release of Edition 02	AGM
06-July-2024	Article IV, V, VI, IX and X.	Incorporated Amendments – Release of Edition 03	AGM
14-May-2025	Article IV and VI	Incorporated Amendments – Release of Edition 04	AGM

## Table of Contents

Article I.	Introduction.....	3
Article II.	Definitions.....	3
Article III.	Objectives .....	4
Article IV.	Governing Principles .....	4
Article V.	Membership .....	7
Article VI.	Committees .....	7
Article VII.	Meetings.....	12
Article VIII.	Quorum .....	12
Article IX.	Administration of Funds .....	13
Article X.	Amendments to the Constitutions.....	14
Article XI.	Communication Management.....	14
Article XII.	Dissolution of the Association .....	15

## **Article I. Introduction**

Section 1.01 The Sri Lankan Information Technology (IT) Professionals Association in the United Arab Emirates (SLITPA-UAE) is a non-profit association of Sri Lankan IT professionals in the United Arab Emirates with the objective of enhancing the presence of Sri Lankan IT professionals in the UAE market. This document establishes the constitution for SLITPA-UAE.

## **Article II. Definitions**

- (a) AGM - Annual General Meeting
- (b) CPD - Continuous Professional Development
- (c) Executive Committee - Committee elected from the Members at the AGM or SGM to drive towards their objectives
- (d) IT - Information Technology
- (e) IT Professional - Any person engaged in a profession related to IT as defined in the International Skills Framework for the Information Age (SFIA) Framework
- (f) MOU - Memorandum of Understanding
- (g) Member - Sri Lankan IT Professional that fulfills the membership requirements as per Article V, [Section 5.01](#), [5.02](#), and [5.03](#).
- (h) SLITPA-UAE - Sri Lankan Information Technology Professionals Association in United Arab Emirates
- (i) Sub Committee - Committee Appointed by the Executive Committee to perform various functions and tasks to achieve the objectives of SLITPA-UAE
- (j) UAE - United Arab Emirates
- (k) SGM - Special General Meeting

### **Article III. Objectives**

#### **Section 3.01 Business Promotion/Business Opportunities/Outsource Opportunities in IT**

- (a) Help Sri Lankan IT companies set up and conduct business in the UAE
- (b) Help Sri Lankan IT companies outsource IT projects from UAE companies
- (c) Help Sri Lankans establish IT companies in the UAE

#### **Section 3.02 Welfare (help Members of SLITPA-UAE)**

- (a) Share IT job opportunities among Members
- (b) IT-related knowledge sharing
- (c) Conduct CPD programs for Members
- (d) Share training and certification opportunities for Members
- (e) Arrange and conduct workshops for IT-related subject matters/social gatherings for Members

#### **Section 3.03 Support Our Motherland**

- (a) Help Sri Lankan IT Professionals in Sri Lanka find job opportunities in the UAE
- (b) Organize and conduct charity and welfare projects in Sri Lanka and the UAE as defined in Article IV, Section 4.01, [\(k\)](#)

### **Article IV. Governing Principles**

**Section 4.01** The SLITPA-UAE is governed based on the following principles. All actions and decisions of SLITPA-UAE shall be in line with these principles:

- (a) SLITPA-UAE is primarily an organization that is established to represent and support the Sri Lankan IT professionals living and working in the UAE with valid UAE residence visa.
- (b) SLITPA-UAE must always be operated as a democratic organization and respect the individual member's needs, desires and aspirations.
- (c) All Members must be treated equally and fairly. No Member must be discriminated against based on his/her position, seniority, or rank when dealing with the matters related to the SLITPA-UAE.
- (d) 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.

- (e) 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.
- (f) SLITPA-UAE must be driven by its Objectives. All its projects/ programmes and activities must align to one or more of the objectives of the SLITPA-UAE.
- (g) SLITPA-UAE may establish MOU and conduct joint initiatives with other such organizations. Any long-term MOUs with such external organizations must align to the Objectives of the SLITPA-UAE and be ratified by the Executive Committee.
- (h) 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 an organization is not in conflict with the interests of SLITPA-UAE.
- (i) All Member welfare initiatives must be open to all Members. Any payments for such Member benefits must be equally applicable for all Members.
- (j) When Members provide donations, free services must be provided with no intention of reciprocation. If a member is provided with any special concession on account of such donations, free services, all such must be specifically noted, approved by the Executive Committee.
- (k) 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)
- (l) 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.
- (m) Members must not represent the SLITPA-UAE in any organization (formally or informally) in a manner that is not permitted by the SLITPA-UAE. When the Members represent the SLITPA-UAE in any such organization they must demonstrate professionalism and adhere to the best professional practice.
- (n) SLITPA-UAE must ensure it has strong financial governance and must drive towards financial and organizational independence in the long term.
- (o) 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.
- (p) 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.

- (q) 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.
- (r) SLITPA, as a member organization of Sri Lankan Professional Association (SLPA), will be required to support and conduct activities such as supporting SLPA sponsors and community activities. The SLITPA president must inform the Executive Committee of such obligations and obtain approval before making any commitments to SLPA or its initiatives.
- (s) SLITPA must appoint three members to represent it in the SLPA executive committee. The SLITPA president will be the lead representative, with the secretary and the treasurer as members. If these officers are unable to fulfil their duties, the SLITPA executive committee must appoint new members to these roles.
- (t) Interim appointees of the Executive Committee shall not have their tenure counted as part of an official term, ensuring that only those elected through the regular nomination and election process are recognized for their full term of service.

## **Article V. Membership**

### **Section 5.01 Eligibility**

- (a) An individual who fulfills the following criteria, shall be eligible to apply for a Membership of the SLITPA-UAE as Members.
  - (i) *Holding an IT qualification such as a diploma, undergraduate, and post graduate degree from a reputed institution, or*
  - (ii) *Working as an IT Professional as defined in Article II, [\(e\)](#) above.*
  - (iii) *Individuals shall be residing in the UAE with valid residence visa.*

Section 5.02 Membership shall be accepted by the Membership Sub Committee and shall decide whether to grant or reject membership to the SLITPA-UAE.

Section 5.03 The executive committee must propose any changes to the membership fee at the AGM for member approval. The annual membership fee is to be paid within thirty days of membership renewal.

Section 5.04 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.

Section 5.05 Membership of the SLITPA-UAE shall terminate:

- (a) Upon the Member ceasing to be eligible for membership.
- (b) Upon receipt by the Secretary of the Member's written notice of resignation.
- (c) If the membership fee is due over twelve (12) months in arrears.
- (d) By expelling by a vote of two-thirds of the Members at a General Meeting on a resolution presented for that purpose or,
- (e) In the unfortunate event of the death of a member.
- (f) When Member informed the Membership Sub Committee that Member is Leaving UAE permanently.

## **Article VI. Committees**

### **Section 6.01 Executive Committee**

- (a) The Executive Committee of the SLITPA-UAE shall have eleven (11) Members as appointed 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 VI, [Section 6.03](#) herein comprised with officials.
  - (i) *President*
  - (ii) *Vice President*



- (iii) Secretary*
  - (iv) Assistant Secretary*
  - (v) Treasurer*
  - (vi) Assistant Treasurer*
  - (vii) Five (05) Directors of Sub-Committees*
- (b) The terms for the President, Secretary, and Treasurer are two years. All other Executive Committee positions can be re-elected indefinitely. The President, Secretary, and Treasurer cannot be re-elected immediately after their term ends. The current Vice President, Assistant Secretary, and Assistant Treasurer will be nominated as preferred candidates from the ExCom.
  - (c) 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.
  - (d) 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.
  - (e) If an Executive Committee Member is absent for three consecutive meetings without valid reason or is not performing duties as expected, the Executive Committee can replace the member by majority vote during an official meeting. The vote must be recorded in the meeting minutes.
  - (f) 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 V](#) as of the date of the Annual General Meeting.
  - (g) 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 present at the Annual General Meeting to elect the Executive Member position from the highest cast votes.
  - (h) In the event of multiple nominations for the same Executive Committee position, voting can be organized by the current executive committee using a reputable, traceable online voting engine, voting software hosted on the SLITPA website, or in-person voting with proxies. Votes are not by secret ballot; member names must be recorded against votes.
  - (i) 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.



## Section 6.02 Sub Committees

- (a) Following is 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.
  - (i) *Membership Sub committee*
  - (ii) *Events and Social Affairs Sub Committee*
  - (iii) *Media and Communication Sub Committee.*
  - (iv) *Training and Career Development Sub Committee*
  - (v) *Business Development, Establishment and Business Guidance Sub Committee*
- (b) Apart from the aforementioned Sub-Committees, a Business Committee Forum may be established to foster collaboration and engagement with key industry leaders. This Forum shall consist of appointed heads of reputed companies, who will be invited to participate based on their expertise and prominence in the business community. The purpose of the Forum is to provide strategic insights, guidance, and support to the association, with members serving in an advisory capacity. The invitees will not hold formal voting rights within the Executive Committee, but their contributions will be valuable for shaping key decisions and initiatives.
- (c) 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.
- (d) Each Sub-Committee shall include one Executive Committee member who will be appointed as the Director of that respective Sub-Committee.
- (e) The Director of the Sub Committee will coordinate between the sub-Committee and the Executive Committee. The Director may delegate their authority to another member of the subcommittee; however, the ultimate responsibility and accountability remain with the person appointed as the Director at the AGM.
- (f) The 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.
- (g) Director 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.
- (h) Director of a Sub-Committee shall submit a comprehensive report on their respective activities, progress, and achievements to the Executive Committee during each Executive Committee Meeting.

- (i) If a Director is absent for three consecutive Sub Committee meetings without valid reason or obtaining leave in terms of Article VI, Section 6.02, ([h](#)), Sub Committee Member be deemed to have vacated the membership of the Sub Committee. In such cases, the vacant Director can be filled by nomination by an Executive Committee Member or the Members of the Sub Committee with the consent of the Sub Committee Members.

### Section 6.03 Duties and Authorities

#### (a) President

- (i) *Driving the SLITPA-UAE based on the strategic plan in order to achieve the objectives of the SLITPA-UAE.*
- (ii) *Convene and preside over all meetings, and generally perform the duties of the presiding officer.*
- (iii) *Represent and be the spokesman of the SLITPA-UAE at all official meetings and events that the SLITPA-UAE should attend. If the President opts not to attend, he shall nominate the best suitable person or personnel to attend such meetings or events.*
- (iv) *Authorize all disbursements of the SLITPA-UAE funds in conformity with its approved budget as defined in the Article IX, [Section 9.03](#).*
- (v) *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.*
- (vi) *Perform other duties that may be assigned to the President from time to time by the General Meeting and/or the Executive Committee.*
- (vii) *Present a written report on the tenure of office to the General Meeting at the end of the term by the President.*

#### (b) Vice President

- (i) *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.*

(c) Secretary

- (i) 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.*
- (ii) Keep accurate records of the proceedings of all meetings of the SLITPA-UAE and attend all correspondence.*
- (iii) Perform all other duties that may be assigned to him by the Executive Committee.*

(d) Assistant Secretary

- (i) The Assistant Secretary shall be responsible for assisting the Secretary in carrying out his/her role at all times. This position shall have the same status as the Secretary, in the absence of the Secretary.*

(e) Treasurer

- (i) Have full charge of the SLITPA-UAE funds.*
- (ii) 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.*
- (iii) Keep an accurate account of all funds received and paid by SLITPA-UAE.*
- (iv) Render to the Executive Committee a report of his receipt and disbursements at each Executive Committee meeting.*
- (v) Maintain proper accounting records and make them available for inspection and auditing upon request.*
- (vi) Authorize all disbursements of the SLITPA-UAE funds in conformity with its approved budget as defined in Article IX, [Section 9.03](#).*
- (vii) Prepare a financial report of the SLITPA-UAE up to the 30<sup>th</sup> of April of every year for presentation to the Annual General Meeting of the SLITPA-UAE.*

(f) Assistant Treasurer

- (i) The Assistant Treasurer shall be responsible for assisting the Treasurer in carrying out his/her role at all times. This position shall have the same status as the Treasurer, in the absence of the Treasurer.*

(g) Director

- (i) Coordinate between the Sub-Committee and the Executive Committee.*
- (ii) Lead the Sub Committee in carrying out assigned tasks and responsibilities according to the approved annual plan by the Executive Committee.*
- (iii) 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.*

## **Article VII. Meetings**

Section 7.01 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 (01) month prior to the event to all Members.

Section 7.02 The agenda of the AGM shall include:

- (a) Receiving a report from the President of the SLITPA-UAE of the year.
- (b) Receiving a report and presentation of last financial year's accounts from the Treasurer on the finances of the group.
- (c) Electing new Executive Committee Members and considering any other matter may be appropriate at such a meeting.

Section 7.03 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 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.

Section 7.04 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.

Section 7.05 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.

Section 7.06 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.

## **Article VIII. Quorum**

Section 8.01 The quorum for an AGM and SGM shall be 30% of the Members of the SLITPA-UAE.

Section 8.02 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.

Section 8.03 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.

Section 8.04 The quorum of the Executive Committee Meeting or Sub Committee Meeting shall be half of its Committee plus one.

Section 8.05 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.

## **Article IX. Administration of Funds**

### **Section 9.01 Administration of funds**

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

### **Section 9.02 Fund Collection**

- (a) 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.*
- (b) 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.

### **Section 9.03 Expenses and Payments terms**

- (a) The approval of the Executive Committee shall be obtained for all the expenses incurred 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 incurred by the SLITPA-UAE.
- (b) 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.

- (c) Payments/transactions above AED 500.00 and up to AED 5,000.00 must be approved by a simple majority (51%) of the Executive Committee and documented in the meeting minutes. The treasurer must then communicate the approval to all Executive Committee members via authenticated email, WhatsApp, or SMS.
- (d) Payments/transactions above AED 5,000 must be approved by a 2/3 majority of the Executive Committee and recorded in the meeting minutes. The treasurer must communicate the approval to all Executive Committee members via authenticated email, WhatsApp, or SMS.
- (e) 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.
- (f) The annual fee for the SLPA-UAE shall be paid by the SLITPA-UAE.
- (g) 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

#### Section 9.04 The Financial Year

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

### **Article X. Amendments to the Constitutions**

Section 10.01 Any amendments to the constitution must be approved by a 2/3 majority of the Executive Committee and published to the general membership at least 14 days before the SLITPA AGM. The amendments will be deemed approved if no objections are raised at the AGM. This process is subject to the provisions of Article VIII, [Section 8.03](#).

### **Article XI. Communication Management**

Section 11.01 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 email communication as and when necessary.

## **Article XII. Dissolution of the Association**

Section 12.01 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 an 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.

- End of the Constitution-