SRI LANKAN PROFESSIONALS ASSOCIATION

UNITED ARAB EMIRATES

CONSTITUTION

9th May 2022

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Vision

To be the leading institution for the advancement of Sri Lankan professionals and to empower our members to perform at the highest standards of professional conduct, thereby improving the brand of Sri Lankan professionals in the United Arab Emirates and the region as a whole.

Mission

To guide and encourage members to practice the standards of the respective Member Associations, and to maintain highest internationally recognised standards of competence for the benefit of its members and the society at large.

We accomplish this by;

Encouraging all Sri Lankan professionals working in the UAE to join hands with the Sri Lankan Professionals Association in the UAE (SLPA-UAE), and leading them to practice professionalism at the highest standards.

Promoting opportunities for the advancement of Sri Lankan professionals in the UAE.

Providing facilities for networking and interaction among members of the participating associations and the professionals at large.

Providing assistance to the Sri Lankan government to improve the Sri Lankan brand in the UAE.

1.0 PREAMBLE

There shall be a non-profitable organization called "The Sri Lankan Professionals Association" (*More fully described in Article 2.0 herein*) duly administrated by the M/s. MCI in accordance with the applicable laws and regulations of the Emirate of Dubai and the United Arab Emirates (UAE).

Affairs and functions shall be performed in accordance with the provisions of this Constitution as stipulated hereinafter.

2.0 NAME OF THE ORGANIZATION

The formal name of the organization shall be the "**Sri Lankan Professionals Association in the UAE"**. Commonly known as "**SLPA-UAE**"

3.0 DEFINITIONS

In the Constitution (this Constitution), which include Appendices , the following words and expressions shall have the meanings hereby assigned to them, except where the context requires otherwise.

3.1 **Association** – means "Sri Lankan Professionals Association in the UAE", (SLPA-UAE). (Hereinafter referred as the "Association").

3.2 **Member Association** means an association, a group, a society, and the like consisting of Sri Lankan professionals resident in the UAE that which may be affiliated to the Association as a Member Association (*hereafter called as Member Association(*s)).

3.3 **Member** means any Sri Lankan professional resident with a valid residence visa in the UAE who would become a member of a Member Association that may be affiliated to the Association.

3.4 **Executive Board means** board consisting of the Members nominated from the Member Associations.

3.5 **Executive Board Member** means a Member nominated to serve as an Executive Board Member by the Member Association.

3.6 **Patron** means a person who is appointed by the Executive Board by a 2/3rd majority to serve as the Patron to the Association.

The holders of the post of the Ambassador of the Democratic Socialist Republic of Sri Lanka to the UAE and the Consul General of the Democratic Socialist Republic of Sri Lanka for Dubai and Northern Emirates shall be Patrons ex-officio and shall not be removed by the Executive Board.

The maximum number of Patrons of the Association, including those holding the post ex-officio, is limited to three.

Any person appointed as a Patron except Ambassador of the Democratic Socialist Republic of Sri Lanka to the UAE and the Consul General of the Democratic Socialist Republic of Sri Lanka for Dubai and Northern Emirates shall serve unless resign or is removed by the Executive Board with a 2/3rd majority of those present and voting.

3.7 **Sub Committee** means committee appointed by the Executive Board by a 2/3rd majority of the Executive Board Members present and voting, to perform various functions to achieve the objectives of the Association.

3.8 **Professional** means that a person formally certified by a professional body or belonging to a specific profession by virtue of having completed a required course of studies and/or practice, and whose competence can usually be measured against an established set of standards.

3.9 **Profession** means a disciplined group of individuals who adhere to ethical standards and who hold themselves out as, and are accepted by the public as possessing special knowledge and skills in a widely recognised body of learning derived from research, education and training at a high level, and who are prepared to apply this knowledge and exercise these skills in the interest of others.

3.10 **Founder Member Associations** mean Associations who engineered the formation of the SLPA in the UAE are as follows:

Institution of Incorporated Engineers, Sri Lanka - UAE Branch (IIESL-UAE): A body consisting of members of IIESL governed by an executive committee.

Institute of Quantity Surveyors of Sri Lanka – UAE Chapter (IQSSL-UAE): A body consisting of members of IQSSL working in the UAE, governed by a steering committee.

Sri Lankan Quantity Surveyors – United Arab Emirates (SLQS-UAE): A body consisting of Sri Lankan Quantity Surveyors in the UAE governed by a central committee.

Postgraduate Institute of Management Alumni - UAE (PIMA-UAE): A body consisting of Postgraduate Business Administrators (of University of Sri Jayewardenepura, Sri Lanka) in the UAE governed by an executive committee.

The Associations are non-profitable Sri Lankan community organization that aspires to cultivate a sense of caring for Sri Lankan professionals in the UAE.

3.11 **Day** means the Gregorian calendar Days.

3.12 **Lead Member** means one of the Members nominated to serve as an Executive Board Member by the Member Association, delegated the authority to vote on behalf of the respective Member Association and the primary point of communication, declared by the respective Member Association at the time of inauguration meeting of the new Executive Board. In the event of casual vacancy of a Lead Member, successor replacement must be appointed within two weeks of such occurrence by the respective Member Association. Until such time one of the remaining two Members of the Executive Board from that respective Member Association shall act as the Lead Member as agreed by the Executive Board.

3.13 **Working Procedures** means established or prescribed set of step-by-step guidelines and methods mapped in such a way that permits understanding of a complete process and to be followed routinely for the best performance of designated operations or in designated situations of the SLPA-UAE. Upon compilation of such Working Procedures, receipt of views and recommendations, the Executive Board shall review and approve such Working Procedures with two thirds of (2/3rd) majority. If such Working Procedures are approved with two thirds of (2/3rd) majority, the same shall duly be documented in minutes of the meeting and incorporated to the Constitution.

4.0 OBJECTIVES

SLPA-UAE is the professional body to be established consisting of selected representatives of mainly Sri Lankan Professional legally working or practicing in the United Arab Emirates. Through its leadership, relevant standards and code of ethics, it ensures that members practicing within the UAE under their respective professions are dedicated to maintaining the highest standards of professional excellence, promotion of the interests of their professions and the safeguarding of common interests of the professions and promote the image of the professionals from Sri Lanka. They have the mandate to develop professionalism among the members of the Member Associations of respective disciplines.

5.0 EXECUTIVE BOARD

The administrative structure of the SLPA-UAE shall consist of a Board called Executive Board. Each Member Association shall nominate three (3) members to the Executive Board. The Member Association shall name one of these three members from the Member Association as the lead member. Hereafter named that Executive Board Member as the Lead Member of the respective Member Association. Lead Member shall be the point of contact between the respective Member Association and the SLPA-UAE.

5.1 Executive Board shall consist of the following office bearers: -

(a) Chairman
(b) Vice Chairman
(c) Secretary
(d) Assistant Secretary
(e) Treasurer
(f) Assistant Treasurer
(g) Media Coordinator
(h) Editor
(i) Internal Auditor
(j) Board members

5.1.1 Three Members to the Executive Board shall be nominated by each Member Association at an Annual General Meeting.

All such positions listed under Sub-article 5.1(a) to (i) shall be rotated annually among the Member Associations. Initially, for next three years, commencing from the AGM in year 2021, such rotation shall be prioritized in the order stated in the Sub-article 5.1(a) to (i) within the founder Member Associations in the order of the Appendix "A" (Appointment of Executive Board).
Thereafter, procedure will continue as per the order of joining of Member Associations with the SLPA-UAE, regardless of the membership strength of such Member Association.
At the very first Executive Board meeting which is immediately after the AGM, the rest of the office bearers who were not appointed at the AGM are to be appointed. The main and its deputy positions shall not be assigned to the same Member Association.

5.1.2 The terms of the Executive Board shall be one-year period from the date of appointment. The Executive Board shall be reconstituted as provided in Article 5.1.1 above at the AGM or within fourteen days from the date of the AGM.

Out of three Executive Board Member representations from each Member Association, two of such Executive Board Members may re-appoint for successive year term for the Board. However, holding of SLPA-UAE office bearer positions as the Chairman, Secretary and Treasurer is limited to a maximum of one-year period from the date of appointment. Likewise, such same Executive Board Members shall not nominate as Chairman, or Secretary, or Treasurer of the SLPA-UAE for period of another two years from the end of their respective term as Chairman, or Secretary, or Treasurer, representing from any other Member Associations.

The maximum consecutive term of an Executive Board Member to serve in

the Executive Board is three years. Such same Executive Board Member shall not be re-appointed to the Executive Board under the same Member Association or under any other Member Association for another term within two years upon expiry of the respective three-year term.

5.1.3 An Executive Board Member whose Membership ceased due to resign himself or cease to hold office as provided in this Constitution or cease to be a resident of the UAE (cancelling the UAE Resident Visa) or upon his death or become incapacitated to serve as a Member.

5.1.4 In the event a vacancy in the Executive Board arises as provided in Article 5.1.3 above, the respective Member Association to which the ceased Member was belonged to shall appoint a person to replace the Executive Member within 30 days from the date of notification of the resign or cease to hold office whose Membership ceased as described in the Article 5.1.3 and 5.3.7. The terms of office of such person appointed to a vacancy shall cease on the expiry of the terms of the Executive Board.

5.1.5 Notwithstanding the process of appointment of office bearers and representatives within the respective Member Associations, all Member Associations should allow two out of three members appointed as per Sub-article 5.1 to serve as the Executive Board Members of the SLPA-UAE to complete their full tenure of two years in delivering their assigned duties.

5.1.6 In the event a casual vacancy in the Executive Board arises as provided in Sub-article 5.1.3 and remedied as per the Sub-article 5.1.4, the newly appointed member shall join the Executive Board as a Board Member category listed under Sub-article 5.1.(j) and shall not entrusted with the duties of position listed under Sub-article 5.1.(a) to (i). The vacant post listed in the Sub-article 5.1.(a) to (i) shall be assigned to another Executive Board member who does not assigned with any such posts currently. In the case of vacancy of Chairman, Secretary or Treasurer due to Sub-article 5.1.3 such vacancy shall be filled by its deputies assigned in Sub-articles 5.1.(b), (d) and (f). The new casual vacancy generated due to such elevation of a deputy, shall be assigned to another Executive Board member who does not have assigned with any such posts currently. The terms of office of such person appointed to a casual vacancy shall cease on the expiry of the terms of the Executive Board and shall not be re-elected to such posts if they served more than 12 months in that post from the date of appointment.

5.1.7 Upon completion of period of one year maturity within the SLPA-UAE, all subsequently joined Member Associations of the SLPA-UAE shall be eligible to hold positions of the Executive Board of the SLPA-UAE defined under Sub-article 5.1(a) to (i).

5.1.8 At the time of SLPA-UAE exceeds the number of Member Associations more than 10, Executive Board representation of each Member Association shall be reduced to two (2). Accordingly, out of two Executive Board Member representations from each Member Association, one of such Executive Board Members may re-appoint for successive year term for the Executive Board. The Member Associations shall name one of these two Executive Board Members from the Member Association as the Lead Member.

5.2 Executive Board Meetings

a. Executive Board shall meet on a quarterly basis or as agreed by the Executive Board Members on a pre-agreed day of a week in each month and the Secretary shall prepare the minutes of meetings. In exceptional circumstances, Chairman may call for an extra ordinary Executive Board meeting.

b. The quorum for the Executive Board meeting shall be 2/3rd of the Executive Board Members.

c. At least 14 days notices shall be given to the Members of the Executive Board of the Executive Board meeting.

5.3 Mandate of the Executive Board

5.3.1 Direct and lead the activities of the Association and perform any other matter to achieve the objectives of the Association.

5.3.2 Coordinate, facilitate, approve, implement or reject proposals of a Sub Committee.

5.3.3 Interpret the provisions of the Constitution.

5.3.4 Perform any function that the Executive Board deem necessary to achieve the objectives of the association.

5.3.5 Perform any function or activity entrusted to the Executive Board by the Member Associations at an Annual General Meeting or Extra Ordinary General Meeting.

5.3.6 The Lead Member of the Member Association of the Executive Board only has voting power in the Executive Board.

5.3.7 In the event of an Executive Board member fails to attend three consecutive Executive Board meetings without an acceptable reason, the Executive Board Member shall be deemed considered as vacated the position of the Executive

Board.

5.3.8 Members of the Executive Board must:

- act with reasonable care and diligence
- act in good faith in the Association's best interests and for a proper purpose
- must not misuse Association's opportunities, and
- must not misuse confidential information.

6.0 Functions of the Office bearers.

6.1 Chairman

The Chairman is the principal elected officer of the Association and shall preside at all meetings of the Association and shall be an ex-officio member of all sub committees.

The Chairman shall conduct all business meetings in accordance with the Association's Constitution. As the chief elected officer, the Chairman shall be responsible for all Association business. He/she shall ensure that decisions and resolutions of the Association are delegated and carried out. ,

The Chairman's specific accountabilities include:

i. Driving Association based on the approved strategic plan of the Association
ii. Overseeing development of Association operating plan
iii. Being the primary point of contact between the Association and Member Associations
iv. Promote the Association not limited to any single profession of the Association adhering to the policies and principles of the Association including:
    - Branding principles outlined in the Constitution and MOU between Member Associations
    - Policy on speaking with the media
    - Statements of position from the Association
    - Privacy policy
v. Liaising with government authorities and local representatives advocating the benefits of engaging professionals of the Member Associations
vi. Be knowledgeable about and aware of all the activities conducted by the Association
vii. Determines the agenda for all Association meetings and the Association Annual General Meeting

6.2 Vice- Chairman

The Association Vice Chairman should be prepared to assume the office of Chairman or temporarily act in that position at any time. The Vice Chairman should be familiar with the duties and responsibilities of the Chairman, and of the other elected officers and Executive Board Members.

6.3. Secretary

The Secretary shall assist the Chairman in the performance of his duties. He shall be responsible for the maintenance of all registers and records and maintain minutes of meetings, namely; Annual General Meetings, Extraordinary General Meetings, Executive Board Meetings and Extra Ordinary Executive Board meetings. The Secretary will be the custodian of the membership register, minutes of meetings, all incoming and outgoing correspondences etc.

As Secretary, he may have some of the following duties:

i. Attend all meetings and keep accurate minutes; distribute the minutes soon after each meeting

ii. Be responsible for all Association correspondence (request, draft, proof member correspondence)

iii. Coordinate the Executive Board meetings and other meetings including the Association AGM

iv. Coordinate the votes by the members regarding matters presented at the AGM and Executive Board meetings.

v. The custodian of the fixed assets of the Association and shall maintain an inventory of assets.

vi. Maintain and compile all required correspondence and reports and archive them and distributed them among the Member Associations as required on a timely basis.

6.4 Assistant Secretary

The Assistant Secretary shall assist the Secretary in the performance of his duties.

6.5 Treasurer

The Treasurer administers and is responsible for the functioning and financial management of the Association. The Treasurer shall record and monitor all contributions, fees, dues, as required and is responsible for ensuring payments by the appropriate deadlines by each Member Association to the MCI ME who shall retain such funds ; The Treasurer shall keep financial records in order and up to date; devises fund raising activities with the cooperation of the appropriate committee or committees preparing an annual budget and annual account statement and submit to the Executive Board on or before 31st December of each year.

6.6 Assistant Treasurer

The Assistant Treasurer shall assist the Treasurer in the discharge of his duties, and will also act for Treasurer in his absence

6. 7 Media Coordinator

Media Coordinator writes and publish content to promote an Association's brand, activities or services in printed form as well as electronically through Associations web site.

The Media Coordinator shall act as a liaison between the Association, the public, and the media to ensure that the Association's name remains top of mind.

The Media Coordinator's responsibilities includes:

i. Collaborate with Executive Board to develop and implement an effective communications strategy based on our target audience.
ii. Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the Associations' activities, products and/or services.
iii. Respond to media inquiries, arrange interviews, and with the consent of Chairman, act as a spokesperson for the Association on case by case basis.
iv. Establish and maintain effective relationships with journalists and maintain a media database.
v. Seek opportunities to enhance the reputation of the Association, and coordinate publicity events as required.
vi. Maintain records of media coverage and collate analytics and metrics.

6.8 Internal Auditor

Internal Auditor is responsible to provide Association with guidance on financial accuracy, internal controls and regulatory compliance. Internal Auditor examines and improve operating practices, and financial and risk management processes of the Association.

The Internal Auditor's specific responsibilities include:

i. Identify and assess areas of significant business risk.
ii. Implement best audit and business practices in line with applicable internal audit statements.
iii. Manage resources and audit assignments.
iv. Identify and reduce all business and financial risks through effective implementation and monitoring of controls.
v. Develop, implement and maintain internal audit policies and procedures in accordance with local and international best practice.
vi. Compile and implement the annual Internal Audit plan.
vii. Conduct ad hoc investigations into identified or reported risks.
viii. Oversee risk-based audits covering operational and financial processes.
ix. Ensure complete, accurate and timely audit information is reported to the Executive Board in every six-month interval.

6.9 Board Members

Board Members will be required to:

i. Attend Executive Board meetings regularly.
ii. Participate in deliberations and votes
iii. Show independent judgments when voting
iv. Be informed about organisational activities
v. Rely on trustworthy sources of information
vi. Fulfil these obligations honestly, in good faith, and with the care of an ordinarily prudent person
vii. Comply with SLPA Constitution, Memorandum of Understanding between Member Associations, Guidelines, Policies and all relevant legislation

7.0 AMENDMENTS.

A Member Association may submit written amendments to this Constitution to the Chairman who shall submit such proposed amendments to the Executive Board Members for their review and obtain their views and recommendations within 30 days from the receipt of the Chairman. Upon receipt of such views and recommendations, at the next immediate Executive Board Meeting, the Executive Board shall review and approve such proposals with a two thirds of

(2/3rd) majority. If such amendments are approved with two thirds of (2/3rd) majority, the same shall duly be documented in minutes of the meeting and incorporated to the Constitution by the Secretary.

8.0 SUB-COMMITEES

8.1 A Sub-Committee shall be formed for a particular task selected by the Executive Board Members. Each Member Association shall nominate two of its Members to the Sub Committee considering the tasks of the Sub Committee and merits of such nominating Member.

8.2 Each Sub Committee shall include minimum of two (2) Executive Board Members. Those two Executive Board Members shall coordinate with the Executive Board.

8.3 Executive Board Members of the Sub-Committee shall appoint a Chairman to the sub-committee at the formation of the Sub Committee. The Chairman of the Sub Committee shall coordinate with the members of the Sub Committee and ensure to deliver the assigned tasks collectively.

8.4 Number of members other than the Executive Board Members nominated to a Sub Committee may be amended by each Sub Committee as per their scope of functionalities of the Sub Committee.

8.5 Each Chairman of a Sub Committee shall submit a comprehensive report on their respective activities, progress, achievements at the end of the task assigned to the Sub Committee.

8.6 Prior of implementation of each and every activity planned by the respective Sub Committee, they shall submit a written project proposal to the Executive Board for majorities' approval with minimum of following information.

a. Purpose and objective of the project/event/task,
b. Date and time of the project/event/task which likely to be implemented,
c. Three options to implement the project/event/task where appropriate and applicable as directed by the Executive Board, Budget of the project/event/task clearly describing the income and expenditure forecasts,
d. Tentative action plan where applicable.

9.0 AUDITING

9.1 The accounts of the Association prepared by the Treasurer to be audited quarterly by the Internal Auditor and submit his report to the Executive Board.

9.2 Accounts to be annually audited by a licensed external auditor and submit the audit

report by 31st March of each year to the Executive Board. The licensed external auditor will be appointed by the Executive Board.

9.3 Financial year of the Association is from 1st January to 31st December of each year.

9.4 It is the responsibility of the Treasurer and Assistants Treasurer to obtain the audit reports described in Article 9.1 and 9.2 above within the prescribed time frames.

10.0 GENERAL ADMINISTRATION, TENURE AND REMOVAL OF A MEMBER ASSOCIATION

10.1 In order to comply with the mandates specified by the UAE government, a third-party management company approved by the UAE Regulatory Authorities shall be appointed and used as the medium through which the SLPA is administrated unless until registered its own by the SLPA-UAE with the UAE Authorities in the future.

10.2 Member Associations may exchange relevant economic data and research, except for exclusive confidential data, which can generate common benefit and to promote their respective missions in a collaborative fashion.

10.3 The Member Associations shall be held financially responsible for their activities confined within individual entities. Member Association shall inform its activities the Executive Board and be fully transparent. Each Member Association shall be fully and wholly responsible for its activities. Neither Executive Board nor the SLPA-UAE will be responsible for such activities of the Member Association.

10.4 Member Association can exit from its Membership by serving 30 calendar days written notice. However, regardless of the length of the remainder of the committed period of Agreement, such withdrawing Member Association must share the apportioned management fee as planned at the onset of said period of Agreement.

10.5 The period of the Agreement referred in Article 10.4 above shall commence from the date of signing the agreement between the SLPA and the management company, which shall end after 730 calendar days from the commencement.

10.6 The Executive Board may suspend or remove a Member Association, after an inquiry, for reasons, such as, acting contrary to the objectives of the Association, bringing disrepute to the Association or any other matter that the Executive Board may consider justifiable.

10.7 If the Executive Board is convinced that any one of the Member Associations is not complying with the specified terms of this Constitution, such defaulted Member Association can be expelled from the SLPA by the simple majority of the Executive Board Members and the Article 10.4 above shall apply with regard to the management fee.

10.8 A decision to suspend or remove a Member Association shall be communicated to the respective Member Association by the Chairman.

11.0 ENROLMENT OF MEMBERSHIP OF OTHER PROFESSIONAL ORGANISATIONS

11.1 In the event of desire for collaboration of a new likeminded professional organisations in the UAE with the SLPA, subject to compliance of all such fundamental requirements specified below and subject to two third majority vote approval by the Executive Board, such new association can become a Member Association of the SLPA -UAE.

11.2 The new Member Association shall submit the application form appended to this Constitution as Appendix "B" (Application for Member Association Status) with the following requirements:

a. Written request to obtain the Member Association status of the SLPA-UAE signed by 2/3 of the central committee/board of the respective new association

b. Copy of the constitution of the new association.

c. List of names, designations, and contacts details of the central committee/board members of the new association.

d. Statement of core objective of the new association with the list of activities planned for the next 12 months with tentative dates and tentative venue.

Upon receipt of above information by the Executive Board, the Executive Board shall review such application and shall take a decision with 2/3 majority within 30 days of receipt such application for Member Association status of the SLPA-UAE.

The Chairman shall formally communicate in writing the final decision of the Executive Board within 7 days of the final decision to the association who applied for the Member Association status of the SLPA-UAE.

12.0 ANNUAL GENERAL MEETING

12.1 The Annual General Meeting (AGM) of the Association shall be held on or before 30th May of each year. Patrons and members of the central committee/board of the Member Association shall be eligible to attend to the Annual General Meeting.

12.2 Agenda of the AGM

Opening of the AGM – by Chairman

a. Confirmation of the minutes of previous AGM.
b. Annual report – by Secretary Financial Report – by Treasurer.
c. Appointment of new Executive Board members if due.
d. Suggestions and discussions
e Vote of Thanks – Vice Chairman

12.3 Extraordinary General Meeting.

The Executive Board with the majority consent, in the event of urgent matter, may call for an Extra Ordinary General meeting by giving written a notice to Members 14 days prior to the date of such meeting.

13.0 ASSETS AND LIABILITIES.

13.1 Funds

Subject to strict compliance with the specified requirements of the UAE Regularity Authorities, the Association shall obtain or generate funds from.

a. Due contributions of the Member Association

b. Donations from well-wishers.

c. Any lawful source e.g. public fund raising events, sponsorships etc.

13.2 Bank Accounts

a. The Association shall operate a bank account under the duly appointed third-party management company approved by the UAE Regulatory Authorities for SLPA operations within the UAE.

b. The duly appointed third-party management company for the Association's regular operations shall maintain one combined master account with a reputed bank and shall records all the income / expenditure of the Association separately in its sub-account and maintain separate ledgers for each Member Association.

On behalf of the Association, the appointed third-party management company shall provide following finance management services;

- Budget management, monitoring and reporting
- Quarterly reports (numbers activities, business, transactions, etc. being handled in that particular quarter)
- Credit card, cash and cheque processing
- Transaction processing for registrations or other transactions
- Issuance of invoices
- Payment for suppliers
- Follow up and collection of overdue balances
- will provide a current account statement which will be posted on a shared folder, with access to approved Association staff only
- All payments shall be authorised by minimum of two signatories of Association to Agreement with third-party management company except the Chairman.

- Any reimbursement payments to Association shall be authorised by minimum of two signatories to the Agreement with third-party management company except the Chairman.

The following Financial Procedure shall be followed by both third-party management company and Association as and when necessary, in all transactions:

a. All invoices to be addressed to third-party management company
b. All original invoices need to be delivered to third-party management company,
c. Payment shall be made by cheque within 20 days from the date of receipt of the request for the payment by Association,
d. The payment shall be made by third-party management company upon receipt of a "Payment Request Form" signed by minimum of two signatories to Agreement with third-party management company except the Chairman.
e. Any cash payments made by members shall be reimbursed if accompanied with an original invoice subject to approval by minimum of two signatories to Agreement with third-party management company except the Chairman.
f. All petty cash expenses and payment shall be approved by minimum of two signatories to Agreement with third-party management company except the Chairman.
g. If bank transfers need to be made – details need to be provided by Association (charges may apply).
h. Money collections of Association can be arranged via courier by third-party management company subject to charges.
i. All Member Associations shall deposit all their funds, incomes with the bank account maintained by the third-party management company

14.0 EFFECTIVE DATE OF THE CONSTITUTION.

This Constitution shall be passed by at least 2/3rd majority of the Executive Board present and voting and become effective immediately thereafter.

15.0 DISSOLUTION OF THE ASSOCIATION.

15.1 The Association shall not be dissolved except by a resolution passed to that effect by more than a 75% (3/4) of the Executive Board Members which shall be conveyed to the Members at the Annual General Meeting or Extraordinary General Meeting; or

15.2 Dissolution upon instruction by a Government Authority of the Emirate of Dubai or the UAE.

15.3 Upon dissolution of the Association the Executive Board shall take no actions other than liquidation of cash and all assets of the Association and settle all liabilities. Thereafter, reminder of the funds, if any, shall be donated to the Cultural Education Center attached to the Consulate General of Sri Lanka in the UAE for Dubai and Northern Emirates.

16.0 LETTERHEADS AND LOGO

16.1 All letters are issued in specified letterheads with logos of the Association as decided by the Executive Board.

17.0 APPENDICES TO THE CONSTITUTION

1. Appendix “A” - Appointment of Executive Board.
2. Appendix “B” - Application for Member Association Status.
3. Appendix “C” - SLPA UAE Working Procedure Guide.
    1. Board Meetings and General Administration.
    2. SLPA - UAE Financial Procedures.
    3. Financial Discipline by Member Organizations.
    4. Interaction with MCI.
    5. Branding and Media .
    6. Tribute to the Relatives.
    7. SLPA Fund Raising and Sub-committees.
    8. Administration of SLPA Zoom Account.
    9. AGM Working Procedure.