



**SRI LANKAN HOSPITALITY  
PROFESSIONALS ASSOCIATION  
UNITED ARAB EMIRATES**

# CONSTITUTION

01/03/2021

Version 1.0



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UAE.



A Member Association of the  
**SRI LANKAN PROFESSIONALS ASSOCIATION - UAE**  
Office No 902, Level 9, Dubai World Trade Center, Dubai, UAE, Tel.+971 4 311 6387



Association Management Company  
**MCI MIDDLE EAST**

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## Vision

To be a leader in professional & personal development of the Sri Lankan hospitality sector in line with United Arab Emirates & their leader's vision with the global standards.

## Mission

Industry subject matter experts working to develop future leaders to deliver high-quality professional service within the hospitality industry in the United Arab Emirates and bringing the image of the profession to the highest level.

Its members fulfill this mission through education, training and professional skill development.

Bring the entire Sri Lankan professional hospitality sector under one umbrella

Whereas, certain eminent Sri Lankans engaged in the Hospitality Industry in the United Arab Emirates (UAE) consisting of Dammika Herath, Diyan Manjula, Saman Polgampola, Shan Pussala, Dilantha Asela, Manjula Kumara, Sanjaya Dhanushka, Tharindu Lakshan, Sanjaya Bandara, Daya De Silva, Michel Foster, and Channa Munasinghe assembled through a Virtual Zoom Meeting on 22.11.2020 at the invitation of Chef K.A.C. Prasad to draft a Constitution and to take all necessary steps for the formation of the Sri Lankan Hospitality Professionals Association (SLHPA);

Whereas, on 22.11.2020 the aforesaid K.A.C. Prasad Dammika Herath, Diyan Manjula, Saman Polgampola, Shan Pussala, Dilantha Asela, Manjula Kumara, Sanjaya Dhanushka, Tharindu Lakshan, Sanjaya Bandara, Daya De Silva, Michel Foster, and Channa Munasinghe decided on the basic principles on which the Association shall be formed and appointed a drafting committee consisting of K.A.C. Prasad, Daya De Silva Dilantha Asela Kushan Perera and Shammi De Costa to draft a Constitution and Bye-Laws;

Whereas the said drafting committee shared the draft of the proposed Constitution with the Members who were present on 22.11.2020 to consider the draft Constitution and called for their observations and suggestions on or before 01.02.2021 and thereafter the drafting committee considered the observations and suggestions and made the necessary amendments to the proposed draft Constitution; and

Whereas, the said K.A.C. Prasad, Dammika Herath, Diyan Manjula, Saman Polgampola, Shan Pussala, Dilantha Asela, Manjula Kumara, Sanjaya Dhanushka, Tharindu Lakshan, Sanjaya Bandara, Daya De Silva, Michel Foster, and Channa Munasinghe met on 18.10.2020 through a Virtual Zoom Meeting and adopted the Constitution hereinafter set out and empowered the drafting committee to convene the inaugural meeting of the Sri Lankan Hospitality Professionals Association and to elect the first Office Bearers and Members of the Association at the said inaugural meeting.

## 1. Article 1- Name of the Association

- 1.1. There shall be an association called Sri Lankan Hospitality Professionals Association (Association} hereinafter referred to as the “SLHPA”.

## 2. Article 2 - Objectives of the SLHPA

- 2.1. The Objectives of the SLHPA shall include: -
- 2.2. Support the development of the standards of Sri Lankan hospitality professionals resident in the United Arab Emirates (UAE) (hereinafter referred to as the Professionals) and provide a forum to discuss matters connected with their professional interest and standards within and outside the industry;
- 2.3. Promote the interests of the Professionals, both locally and globally, and safeguard the common interest in the hospitality and other affiliated industries;
- 2.4. Encourage Sri Lankans resident in the United Arab Emirates to consider embarking on a career in the hospitality industry and to encourage them to advance further within the industry;
- 2.5. Enhance the standing of the United Arab Emirates in the international hospitality industry;
- 2.6. Encourage and promote training programs, culinary events, and educational programs for all members of the Association & other Sri Lankans engaged in the hospitality industry;
- 2.7. Advocate the formation and development of a hospitality association to represent the United Arab Emirates;
- 2.8. Develop a mutual understanding and coordination with the stakeholders of the hospitality industry, such as hotels, restaurants, catering services, and other industries connected thereto;
  - 2.8.1. Forster the understanding and coordination between the other professional associations or organizations established within and outside the United Arab Emirates;
  - 2.8.2. Conduct and implement programs:
  - 2.8.3. to promote training and the welfare of the Professionals;
  - 2.8.4. to promote an understanding of the activities of Professionals and their roles and responsibilities in society;

### 3. Article 3 - Governing Principles

3.1. The Members and the Office Bearers of the Association shall act under the following principles, in conducting their activities to attain the objectives of the Association:

- 3.1.1. There shall not be any political, religious, or ethnic aims or interest in the advancement of its objectives;
- 3.1.2. No steps shall be taken or engage to advance, promote or influence any laws, rules, regulations, or practices established within or outside the United Arab Emirates;
- 3.1.3. Shall not engage or intervene in any activity that is detrimental to peace and harmony in the society;
- 3.1.4. Uphold mutual respect and respect the dignity and independence of the Professionals;
- 3.1.5. Shall assist, promote and foster its activities to achieve the highest professionalism in the United Arab Emirates and Sri Lanka;

### 4. Article 4 - Membership

4.1. The Founder Members of the Association shall be those who have participated in the inaugural meeting and have fulfilled the requirements to be eligible for membership of the Association.

- 4.1.1. Membership shall be opened to all the Professionals holding a United Arab Emirates resident visa and employed in the hospitality industry or any profession or industry related to the hospitality industry which is recognized by the Association.
- 4.1.2. A Professional shall accept the objectives of the Association and fulfill the requirements set out in this Constitution and the By-Laws made thereunder.
- 4.1.3. There shall be guidelines established by the Executive Committee on the eligibility to become a Member of the Association and shall be published in the Association.
- 4.1.4. An application for membership as per the form provided in together with a resume, shall be submitted with a recommendation of an active Member.
- 4.1.5. Admission of an eligible applicant as a Member of the Association will be made on the approval of the Executive Committee
- 4.1.6. If necessary, the Executive Committee may call for further details from an applicant for the consideration of a membership application.
- 4.1.7. The Association shall maintain a register of the Members admitted to the Association, including the name, address, identity details, visa status, contact details, destination and place of employment, and other particulars that the Executive Committee may determine.
- 4.1.8. A member may be suspended from membership on the following: -
  - 4.1.8.1. If a Member violates the provisions of the Constitution.
  - 4.1.8.1. If the residence visa is expired or canceled;

4.1.8.1. Act in breach of trust relating to the activities of the Association;

A Member may be removed from membership, after an inquiry conducted by the Executive Committee, if it is proved that a Member has acted in a manner provided in Article 7(i) to (iii).

## 5. Article 5 - Governance

5.1. The SLHPA shall be governed by the Executive Committee that consists of the following office bearers.

- 5.1.1. President
- 5.1.2. Vice President
- 5.1.3. Regional Vice President – Abu Dhabi
- 5.1.4. Regional Vice President - Dubai
- 5.1.5. Regional Vice President - Sharjah
- 5.1.6. Northern Emirates - East Coast
- 5.1.7. Immediate Past President
- 5.1.8. General Secretary
- 5.1.9. Assistant Secretary
- 5.1.10. Treasurer
- 5.1.11. Assistant Treasurer
- 5.1.12. Executive Committee Members – 6 – 8 members
- 5.1.13. Sub Committee Leads

### 5.1.1.a. The President

1. The President shall be a distinguished person residing in the United Arab Emirates and shall be employed at the time of election at a hospitality establishment within the United Arab Emirates.
2. He shall also hold a position of an executive sous chef above or assistant department head and or above or business development manager or any position considered to be above the aforesaid, within the industry.
3. The President-elect shall hold office until the conclusion of the Annual General Meeting unless he resigns from the post giving notice as provided herein or is removed by the Members at an Extraordinary or Annual General Meeting.
4. The President elected at an Annual General Meeting shall be inducted at the Annual General Meeting.
5. In the event, the President so elected is unable to assume duties, the President currently holding the position shall continue to function in the post of the President until such time the President-elect assumes duties before the next Annual General Meeting.

6. The President shall preside at the meetings of the general meeting and the Executive Committee or any other meeting as required.
7. The President shall implement the decisions of the Executive Committee.
8. The President, under the final directions, the decision of the Executive Committee, may issue statements on behalf of SLHPA.

#### 5.1.2-7.a. The Vice President & Region Vice Presidents

1. There shall be Vice President.
2. He shall assist the President in his duties and act in the absence or resignation/termination of the President until an appointment is made to the vacant position at the subsequent Annual General Meeting.
3. The Regional Vice Presidents' appointed, based on geographical representation, shall be distinguished person resident in the UAE and shall be employed at the time of election by a hospitality establishment within respective geographical jurisdiction in the UAE and also hold a position of an executive chef, executive sous chef, sous chef, department head or assistant and above. Any exceptional cases shall be approved by the majority of Executive Board Members.
4. In the absence of the President and the Vice President, the Regional Vice President of Abu Dhabi or in his absence the Vice President of Dubai or Sharjah of Northern Emirates of East-Coast Emirates shall preside the meetings, in the said sequence.
5. The Regional Vice Presidents shall assist the President in the performance of his duties and coordinate all matters relating to the Association within the respective geographic jurisdictions.
6. The Regional Vice Presidents may encourage, facilitate the Members residing within the respective regions in their activities and to support them and submit regular reports to the Executive Committee.

#### 5.1.8.a. General Secretary

1. The General Secretary shall carry out the functions assigned to him under the Constitution or by a decision of the Executive Committee.
2. He shall take necessary action to give effect to the matters placed before him as he may consider necessary in the interest of the Association.
3. The General Secretary shall summon all meetings of the Executive Committee, special meetings, and Extraordinary or Annual General Meetings of the Association.



4. The General Secretary shall maintain a register of the Members of the Association and their details, as required by the Executive Committee.
5. General Secretary shall maintain all communications, minutes of meetings, and other related documents of the association.

5.1.9.a. Assistant Secretary

The Assistant Secretary shall deputize the General Secretary in his absence and also assist the General Secretary in the performance of his duties.

5.1.10.a. Treasurer

1. The Treasurer shall be responsible for the maintenance of all account books and the custody of checkbooks, accounts books, receipt, and disbursement of money belong to the Association.
2. The Treasurer shall take all necessary steps to timely collect the membership fees, other receivables, ensure timely payment of any dues of the Association.
3. Perform all matters entrusted to Treasure by the Executive Committee.

5.1.11.a. Assistant Treasurer

1. The Assistant Treasurer shall deputize the Treasure in his absence and also assist the Treasurer in the performance of his duties.

5.1.12.a. Executive Committee Members – 6 – 8 members

1. Committee Members shall comply with the Constitution of the Association. The number of Committee Members shall not be more than four.

5.1.13.a. Sub Committee

1. There shall be the following Sub Committees established to give effect to the objectives of the Association. The number of members for each Sub Committee shall not be more than 10 Members.
2. The Sub Committees are as follows and which shall be amended with the majority approval of the Executive Committee:
  - a. Media Team
  - b. Social Activities & Welfare
  - c. Training & Development
  - d. Membership
  - e. Financial & Sponsorship



3. The Members for the Sub Committees shall be appointed at the Annual General Meeting.
4. A Member can represent one or more Sub Committees, but cannot be appointed as a Leader of more than one Sub Committee.
5. The Leaders for the Sub Committees shall be appointed by the Members of the Executive Committee.
6. The Leaders shall represent the respective Sub Committee at the Executive Committee.

## 6. Article 6 - The Powers and Functions of the Executive Committee

- 6.1. The President shall be the Chairman of the Executive Committee and give necessary directions to the Executive Committee.
- 6.2. The Powers and functions of the Executive Committee shall be to: -
  - 6.2.1. Carry out the objectives of the Association.
  - 6.2.2. To formulate and adopt the policies which govern the operation of The SLHPA and to direct the administration of SLHPA objectives.
  - 6.2.3. To represent the Association at all local and federal departments and agencies in the UAE.
  - 6.2.4. To enter into contracts on behalf of the SLHPA.
  - 6.2.5. To select and employ agents of the SLHPA and delegate to them the authority to carry out the purposes of the SLHPA.
  - 6.2.6. To evaluate the effectiveness of the SLHPA 's agents and to direct them in the performance of their duties.
  - 6.2.7. Decide on matters relating to admission of Members to the Association.
  - 6.2.8. To take disciplinary action against any Member as may be required including termination of Membership;
  - 6.2.9. Appoint Sub Committee Leaders as provided in Article 5 (9) iv. of this Constitution;
  - 6.2.10. Make necessary By-Laws and Rules required for the performance of the functions of the Association.
  - 6.2.11. Take any other necessary steps to establish any policies consistent with the Constitution or deemed necessary for the well-being or advancement of The SLHPA.

## 7. Article 7 - Meetings of the Association

### 7.1. Annual General Meeting

- 7.1.1. The Annual General Meeting of the Association shall be convened on or before the 30th day of April each year.

- 7.1.2. Notice of such meeting shall be given to the Membership at least 15 days before the meeting, in writing or through email registered with the Association.
- 7.1.3. The business of the Annual General Meeting shall include the election of the Members of the Executive Committee and office bearers, adoption of audited accounts and reports, appointment of auditors, and any other matters that have been included in the notice of the meeting.
- 7.1.4. The quorum of the Annual General Meeting shall be at least a minimum of 50 Members of the Association.
- 7.1.5. Only the members who have paid their membership subscriptions shall be permitted to vote at the Annual General Meeting.
- 7.1.6. The Members shall endeavor to reach the decisions by consensus. In the event of any failure to reach consensus, decisions shall be reached by a majority decision by those present and voting. In the event of the numbers voting for and against are equal, then the President shall decide on the question using a casting vote.

## 7.2. Ordinary General Meeting

- 7.2.1. An Ordinary General Meeting shall be convened by the General Secretary, on the directions of the Executive Committee when required, after giving the Members at least 10 days prior notice of the meeting, in writing or through email registered with the Association.
- 7.2.2. The business of the Ordinary General Meeting shall only be to discuss and attend to the matters that have been included in the notice of the meeting unless such other matter arisen during the meeting is required to be discussed for the benefit of the Association.
- 7.2.3. The Quorum of the Ordinary General Meeting shall be at least 50 Members or 30% of the Association.
- 7.2.4. The membership shall endeavor to reach the decisions by consensus. In the event of any failure to reach consensus, decisions shall be reached by a majority decision by those present and voting. In the event of the numbers voting for and against are equal, then the President shall decide on the question using a casting vote.

## 7.3. Special/Extra Ordinary General Meeting

- 7.3.1. An Special/Extra-Ordinary General Meeting shall be convened by the General Secretary, on the directions of the Executive Council or at the request of made by more than 30% members of the Association, after giving the membership at least 10 days before the meeting, in writing or through email registered with the Association.
- 7.3.2. Only matters for which the meeting has been convened shall be discussed at the meeting.
- 7.3.3. The quorum of the Special/Extra-Ordinary General Meeting shall be 50 members of the Association.

- 7.3.4. The Members shall endeavor to reach the decisions by consensus. In the event of any failure to reach consensus, any decision shall arrive at a 2/3rd majority of those present and voting.

#### 7.4. Executive Committee Meetings

- 7.4.1. The Executive Committee shall meet at least once a month, as may be decided by the Executive Committee. The meetings shall be held on an agreed date by the Executive Committee.
- 7.4.2. The General Secretary shall communicate the date of such meeting to the Members of the Executive Committee.
- 7.4.3.
- 7.4.4. President shall preside at the Executive Committee meetings. In the absence of the President or the Vice President, the procedure set out in Article 5(3)(iv) shall be followed.
- 7.4.5. Decisions at the Executive Committee shall be reached by consensus. In the event of any failure to reach consensus, the President shall call for a vote. If the numbers voting for and against are equal, then the President shall decide on the question using a casting vote.
- 7.4.6. The quorum for the Executive Committee Meeting shall be a minimum of 2/3rd of the Executive Committee Members.
- 7.4.7. If an Executive Committee Member fails and/or neglects to attend three consecutive Executive Committee meetings without a valid reason, such member shall be removed from the Executive Committee.

## 8. Article - 8 Finance

- 8.1. The Executive Committee shall cause book(s) of accounts to be maintained and shall have a balance sheet prepared as of the 30th of April each year.
- 8.1. The Executive Committee shall have the accounts audited by the chartered accountant appointed at the Annual General Meeting.
- 8.1. The Executive Committee may authorize expenditure from the Association funds and shall maintain appropriate records thereto.
- 8.1. All funds or cheques issued by The SLHPA must carry the signatures of two members out of Three Nominated Executive Committee Members, one of whom must be the Treasurer, and in his absence, the Assistant Treasurer will be authorized.

- 8.1. Bank Accounts - There shall be three members nominated, namely, President, General Secretary, and the Treasurer or Assistant Treasurer to operate bank accounts on behalf of the Association.

## 9. Article 9 - Amendments to the Constitution

- 9.1. Amendments to the Constitution may be proposed from time to time by the Executive Committee or by a resolution signed by at least 25% of the Members and presented at an Annual General Meeting or Special/Extra-Ordinary General Meeting.
- 9.1. Any proposal to amend the constitution shall be to achieve the objectives of the Association and shall be consistent with the objectives more fully described in Article 2 of this Constitution.
- 9.1. Any amendment to the Constitution shall be passed by a 2/3rd majority of those present and voting.

## 10. Article 10 - Subscriptions

- 10.1. Every member shall pay the annual subscription as determined at the Annual General Meeting on the recommendation of the Executive Committee.
- 10.2. The subscription shall be paid on or before the date specified in the Constitution.

## 11. Article 11 - Election procedure

- 10.1. Election of Executive Committee
- 11.1.1. The Members of the Executive Committee shall be elected as per the Constitution.
- 11.1.2. The new Executive Committee Members shall be appointed through an election process among the Members. The Members who wish to apply for Executive Committee membership shall submit their nominations 14 days before the Annual General Meeting to the General Secretary.
- 11.1.3. The voting at the meetings of the Association shall be by ballot paper.
- 11.1.4. No candidate shall canvass and/or solicit support for his candidature.

11.1.5. If any position of the Executive Committee falls vacant, the Executive Committee may nominate a suitable Member to hold such position, until the next Annual General Meeting.

10.2. Appointment of staff

11.2.1. The Executive Committee may appoint suitable staff for carrying out the duties of the Association.

11.2.2. Any remuneration to such employee shall be determined by the Executive Committee and be paid from the funds of the Association.

10.3. Membership Fee

11.3.1. The initial Member registration fee shall be AED 250.

11.3.2. The annual membership fee shall be AED 100.

11.3.3. The Membership fee shall be paid to the designated bank account by the Executive Committee, indicating the membership Number.

10.4. Membership

11.4.1. Membership application shall be submitted in the form provided hereto, in the manner provided in Article 4(4) of the Constitution.

10.5. Professions Eligible for membership

11.5.1. If a Culinary Background CDP Above

11.5.2. If Any Other Professions Supervisor Level Above

10.6. Roles and responsibilities of the Sub Committees

11.6.1. Media Team,

One from the Executive Member and a group of team arranged with a Leader to, all the Association media & marketing, documentation approval and arrange whenever necessary. No, collate material such as flyers, etc. to be submitted to outside the group without the supervisor or approval of the media group. Changing/update of presentations, profiles, website, and multimedia is the main criteria of the media group. All the media scope to be underline of the UAE media law.

11.6.2. Social Activities & Welfare, Group benefit

One from the Executive Member and a group of a team to arrange with a leader to, organize particular social, welfare & group activities also support the Members in their personnel or official matters when they need to assist after considering the Executive team inside the. min, one activity to behold in a month.

#### 11.6.3. Training & Development

One from the Executive Member and a group of team arrange with a leader to, a yearly training plan with the approval of the Executive and regular education and general knowledge upskill for the group is the main responsibility of this group. min, one activity to behold in a month.

#### 11.6.4. Membership

One from the Executive Member and a group of team arrange with a leader too, increase the Members of the group, and coordinate with the admin until they're logged in the group. Help any new member who needs assistance while joining.

#### 11.6.5. Financial & Sponsorship

One from the Executive Member and a group of team arrange with a leader to, handle all the financial & find new sponsorships in the group. Assure all the documentations, bookkeeping, reports are true and transparent and always update the Executives on the financial reports.

END