
Organization Contact Information

a. Organization Official Name

ICT Association of Malawi -(ICTAM)

a1. Organization Name in English (if available)

ICT Association of Malawi -(ICTAM)

a3. Organization Name Acronym (if available)

ICTAM

b. Organization Wiki

c. Organization's official website URL

<http://www.ictam.org.mw>

d. Organization email address

secretariat@ictam.org.mw

e. Organization phone number (include country/city codes)

+265997000042

f. Organization mailing address (location and postal address, if different)

ICT Association of Malawi | P O Box 31076 | Lilongwe 3, Malawi

g. Organization Country

Malawi

h. Organization City

Lilongwe

i. Upload Organization Logo

https://atlarge-rails-production.s3.amazonaws.com/uploads/at_large_structure/logo/579/pp.jpg

Primary contact

Primary contact Name

Bram Fudzulani

Primary contact Email
beatblam@hotmail.com

Primary contact Telephone
+265997000042

If primary contact has additional contact information, please provide it below

Secondary contact

Secondary contact Name
Wisely Phiri

Secondary contact Email
wisely.phiri@ictam.org.mw

Secondary contact Telephone
+265999384404

If secondary contact has additional contact information, please provide it below

Other contact

Additional contact information (name, email, telephone, etc.)

Structure and Governance

a. Are members of your organization residents of this specific region you seek to represent?
Yes

b. Are the officers of your organization residents of this specific region?
Yes

Please explain the answer above in sufficient detail so that a person not familiar with your Organization would be able to understand the reasons for your answer, and reference the

URLs where any statutes or operating principles or other supporting information related to this question can be found:

ICT Association of Malawi is a professional grouping representing all ICT practitioners in Malawi with a role of providing policy guidance to the governance and the stakeholders at large in all matters of ICT for the development and promotion of ICT in Malawi.

c. Is your organization formally incorporated or organized under a national legal jurisdiction?

Yes

IF YES: Please describe what legal recognition it has and indicate the place of legal incorporation or registration

ICTAM was incorporated under the laws of Malawi as a non governmental professional group.

d. Describe your Organization's structure (e.g. governing and decision-making bodies and processes):

The Association has the executive committee which comprises of the president and his vice, the general secretary, treasure and the publicity secretary and three executive members representing membership, policy and civil society.

e. In what language/s does your Organization conduct its business?

English

About Your Members

a. Do you have individual members with the ability to vote in or otherwise control the management of the organization?

Yes

IF NO: Describe what role individuals have in the management and work of the organization.

b. Do you have organizations as all or part of your membership?

Yes

IF YES: Describe whether they are profit-making, non-profit-making, a mixture of both, and/or what proportion of the total membership each type of private sector organization is. Please also describe what the nature of the organizational members is: For example, are they all of a similar type or interested in a similar activity or policy area?

We have other members that are telcos as corporate members which are profit making organizations and others that are not profit making

c. Do you have governmental bodies, or quasi-governmental bodies, as members of your organization?

No

IF YES: Please describe their nature and role in the decision-making and work of your organization, and the proportion of the total membership made up of these types of organization.

d. Describe the general membership – are they predominately of one (or more) professional background or interest group? (e.g. journalists, online rights activists, consumer organizations, individual consumers, etc.)

Our membership is based on your professional qualifications, you have to be a practicing IT professional to be affiliated with ICTAM

e. Describe how your Organization keeps its constituents/membership informed about, and enables them to participate in, decisions regarding issues of interest:

We have a mailing list which enables us to reach out to our members and whenever there's a need for a voting to be done an extraordinary meeting is called and members are allowed to vote in

f. Approximately how many members of each type of membership class (if you have more than one) do you have?

We have over 300 active members

g. Explain the eligibility requirements (if any) for your Organization's constituents/membership:

- Membership is based on a combination of ICT qualifications and relevant experience or on Demonstrated Equivalence
- Applicants with formal ICT qualifications will be required to provide a copy of their academic transcripts in support of their application. These must be either original documents or certified copies of original documents.
- Applicants with industry certification qualifications will be required to provide proof of their qualification.
- Any document that is not in English must be accompanied by a certified translation.
- All documents used to support an application will be retained by ICTAM.
- Only full time involvement in appropriate ICT activities will be considered. ICTAM must be satisfied that your experience is of a suitable quality as well as being in a suitable job classification.
- A reference number will be provided to you once your application has been submitted and should be included with any relevant documentation forwarded to Member Services to facilitate the application process, including payment.

- Ensure you read the Guidelines for membership before completing an application.

Funding

a. What is the primary source, or sources, of funding for your Organization? (if unfunded/entirely voluntary simply indicate "N/A"):

N/A

b. Is your organization mainly self-supporting and would not be dependent on ICANN funding for the day-to-day operations of the organization?

Yes

c. Do you receive any funding from government agencies or for-profit entities? If so, please describe below and describe their involvement in the activities of the organization (if they so participate):

We only receive funding if we are holding a conference and require organisations to help us with the funds

Communication

a. Does your Organization commit to supporting its individual constituents'/membership's informed participation in ICANN?

Yes

b. Does your Organization post on the Internet publicly-accessible, current information about your Organization's goals, structure, description of constituent group(s)/membership, working mechanisms, leadership, and contact(s)?

Yes

If this information currently is available, provide URLs

<https://www.facebook.com/ICTAM2016/>

c. Provide information on your Organization's leadership (leaders' names, positions, emails):

Wisely Phiri- President (wisely.phiri@ictam.org.mw)

Daud Suleman- General Secretary (daud.suleman@ictam.org.mw)

Tuntufye Mwamlima- Treasure General (tuntufye.mwamlima@ictam.org.mw)

Bram Fudzulani - Publicity Secretary (bram.fudzulani@ictam.org.mw)

d. Are the leaders of your organization, as individuals, involved in other similar organizations or entities?

Yes

If yes, please say which ones:

Malawi IGF, National ICT Working Group

Objectives

a. Please describe your Organization's mission and purpose (please post in the text box below or provide a URL, if posted):

<http://www.ictam.org.mw/>

b. What ICANN-related issues currently are of interest to your Organization's constituents/membership:

Advocating for the rights of the internet users and connecting the next billion people on the internet

c. Has your organization set up any event, meeting, or real-life activity pertaining to Internet governance issues, or other issues related to the interests of individual users?

Yes

If yes, please provide examples:

Malawi IGF meeting/ conference

d. Has your organization been active in international, regional or national Internet governance issues?

Yes

If yes, please provide examples:

Southern Africa IGF

e. If your Organization is accredited, will it commit to participating actively in the Regional At-Large Organization (RALO) for the region in which your Organization is based?

Yes

f. If your Organization is accredited, does it or will it agree to adhere to the provisions of the Memorandum of Understanding (MoU) between the other ALSes in your Geographic Region and ICANN, as if it were an original signer of that document?

Yes

g. Does your organization have written bylaws or other constitutional instruments?

Yes

IF YES: Please insert the text of the written bylaws or other constitutional instruments below (in English if available)

PART I

ARTICLE 1- NAME AND ADDRESS

The Name of the Organization shall be the Registered Trustees of Information and Communications Technology Association, hereinafter called 'the Organization' and its registered address, which shall also be its address for service, shall be Filimoni House, City Center, P.O. Box 31076, Lilongwe 3.

ARTICLE 2 -INTERPRETATION

Unless the context requires otherwise, the following words shall have the following meanings assigned to them:-

'Committee' means the Executive Committee of the Organisation;

'Organisation' means the Registered Trustees of the Information and Communications Technology Association;

'Promoters' means such persons who have taken and will take the preliminary steps necessary for the formation and incorporation of the Organisation.

ARTICLE 3 -OBJECTIVES

The Organization shall have the following objectives:-

- (1) To develop and promote the integrity and competence of the Information and Communications Technology (ICT) profession in Malawi;
- (2) To collect, provide and disseminate information on ICT development in Malawi;
- (3) To promote knowledge and understanding of ICT among members, individuals, institutions and the general public for effective and productive utilization of ICT in Malawi;
- (4) To provide a forum for exchange of views among ICT professionals and users;
- (5) To provide professional opinion, ideas, warnings and facts on the position of particular information technology issues or solutions in Malawi;
- (6) To make, print and produce leaflets, newspapers and posters to disseminate information on ICT in Malawi;
- (7) To cooperate and collaborate with other national, regional and international organizations and professional bodies with similar objectives;
- (8) To undertake and support research activities on issues concerning ICT in Malawi;
- (9) To lobby for the creation of a conducive policy and legal framework for promotion of activities and various issues on ICT in Malawi.

PART II- MEMBERSHIP

ARTICLE 4 – MEMBERSHIP

- (1) The Organisation shall be a membership based Organisation.

- (2) Membership of the Organisation shall be open to both natural and legal persons who retain an interest in ICT issues.
- (3) Any person who desires to become a member of the Organisation shall apply for membership to the Committee of the Organisation who shall decide on that application in their absolute discretion.
- (4) On being admitted to membership and thereafter annually on such dates as the Committee shall determine, each member shall pay to the Organisation a membership fee as shall be prescribed by the Committee. A member who fails to pay his membership fee shall not be entitled to exercise any of the rights contained in Article 5 of this Constitution.

ARTICLE 5 – RIGHTS OF MEMBERS

Members of the Organisation shall have the following rights and privileges: -

- (1) To attend meetings, conferences, continuing development workshops and such other events as shall be organised by the Organisation from time to time. Provided that nothing contained in this provision shall be construed as limiting the power of the Committee to require that such a member contribute a reasonable cost of holding such meeting or conference as they shall in their discretion determine.
- (2) To requisition meetings of the Organisation and to propose matters for discussion at those meetings.
- (3) To contest for election to any elected office of the Organisation. Provided that this right shall only be exercised by natural persons who are members of the Organisation in their own behalf.
- (4) To be kept informed of matters relating to the manner in which the Organisation is being run and managed including but not limited to matters concerning the Organisation's finances.

ARTICLE 6 – DISCIPLINE AND RELATED MATTERS

- (1) Every member of the Organisation shall uphold and be bound by this Constitution and all such other Codes of Conduct and Regulations as shall be promulgated by the Organisation from time to time.
- (2) Any member who conducts himself in a manner that is inconsistent with this Constitution or any Code of Conduct or Regulation promulgated by the Organisation from time to time or who in any way conducts himself in a manner likely to bring the ICT profession in Malawi into disrepute shall be liable to disciplinary measures. Such disciplinary measures shall include a formal and written censure, a suspension of the member's rights under Article 5 and expulsion of the member from the Organisation.
- (3) The disciplinary measures referred to in this Article shall comply with rules of natural justice at all times.
- (4) The disciplinary powers referred to in this Article shall be exercised by the Ethics and Disciplinary Committee of the Organisation.

PART III- GOVERNANCE AND ADMINISTRATION

ARTICLE 7 – GENERAL ASSEMBLY

- (1) There shall be a General Assembly of the Organisation which shall comprise all members of the Organisation.
- (2) The General Assembly shall be the supreme decision making body of the Organisation and shall have the following powers and functions:-
 - (a) To elect members of the Executive Committee. Provided that the Organisation's initial members of the Executive Committee shall be appointed following the procedure laid down in Article 10 hereof.
 - (b) To appoint sub-committees of the Organisation including the determination of their terms of reference.
 - (c) To appoint the Organisation's Auditors.
 - (d) To receive and consider the Organisation's governance reports including but not limited to the reports of the President and Treasurer of the Organisation.
 - (e) To approve the reorganisation and or dissolution of the Organisation.
 - (f) To consider and decide upon motions for amendments to this Constitution.
 - (g) To promulgate, repeal and amend any Code or Regulation promulgated under this Constitution.
 - (h) To pass a motion of no confidence in the Executive Committee or any member thereof.
- (3) The General Assembly shall be convened at such times as the General Secretary in Consultation with the President shall determine, provided that there shall be held at least one meeting of the General Assembly every 12 months.
- (4) There shall be circulated to members a Notice of the meeting of the General Assembly together with an Agenda not less than 7 days before the meeting. The quorum at all meetings of the General Assembly shall be constituted by the presence of 50% of all members of the Organisation at the beginning of the meeting.
- (5) A meeting of the Organisation shall be convened by the General Secretary within fourteen days of the receipt by the General Secretary of a requisition convening a meeting signed by not less than 30 members of the Organisation.
- (6) The General Assembly shall be presided over by the President of the Organisation save where the Assembly is conducting the business of electing members of the Executive Committee in which case it shall be presided over by the Chairperson of the Organisation's Elections Committee.

ARTICLE 8 – EXECUTIVE COMMITTEE

- (1) There shall be an Executive Committee for the Organization which shall consist of seven members elected in that behalf by the General Assembly of the Organization. The Committee shall comprise of the following members, who shall each be individually elected in that behalf by the General Assembly:-
 - (a) The President
 - (b) The Vice President
 - (c) The General Secretary
 - (d) The Treasurer
 - (e) Committee members (Three).
 - (f) the following shall be members of the Committee ex officio—
 - (i.) Secretary for Information or his designated representative;

- (ii.) The Head of the Department of ICT at the Malawi Polytechnic or his designated representative.
- (2) Subject to paragraph (3), each member of the Committee shall hold office for a term of 2 years and shall be eligible for reelection.
- (3) Each member of the Committee shall serve in his respective capacity for a maximum of 3 consecutive terms.

ARTICLE 9- POWERS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall have the following powers.

- (1) Providing general policy direction to the Organization.
- (2) Mobilizing resources for the Organization.
- (3) Exercising general oversight over the work of the Organization.
- (4) Appointing the Organization's Executive Director.
- (5) Representing the Organization at any forum in pursuit of the objectives of the Organization.
- (6) Setting up working groups on ICT matters and determining their terms of reference.

ARTICLE 10- INITIAL EXECUTIVE COMMITTEE

- (1) The initial members of the Executive Committee shall be appointed from amongst the promoters of the Organization by the promoters.
- (2) The initial members of the Executive Committee shall apply for incorporation of the Organization under the Trustees Incorporation Act (Cap. 5:03 of the Laws of Malawi) and shall pay all expenses incurred in connection therewith out of the funds of the Organization to which they shall equally contribute and shall exercise such powers, authority, rights, discretion and privileges as are by this Constitution and any other law in force conferred on them.
- (3) At the expiry of 2 years from the date of their appointment, the General Secretary shall convene a General Assembly where members of the Executive Committee shall be elected.
- (4) A casual vacancy arising on the initial Executive Committee shall be filled by the remaining members of the Committee.

ARTICLE 11- VACANCIES ON THE EXECUTIVE COMMITTEE

- (1) A vacancy shall arise on the Executive Committee by virtue of a member's death, resignation or the missing of 3 consecutive meetings of the Committee without valid reason or upon a motion of no confidence being successfully debated and carried in respect of a member of the Committee by the General Assembly.
- (2) Casual vacancies on the Committee shall be filled by the General Assembly.
- (3) No person shall be appointed or elected nor continue acting as a members of the Committee—
 - (a) unless he has attained the age of 21 years; or
 - (b) if by reason of mental disorder, illness or injury he is incapable of managing and administering his own affairs; or
 - (c) if he is disqualified from acting as a trustee or a member of a Board of Directors under the Laws of Malawi.

ARTICLE 12- MEETINGS AND QUORUMS

- (1) The meetings of the Executive Committee shall be called by the President after giving a 7 day notice to members.
- (2) A quorum for the Executive Committee shall be constituted by the presence at the beginning of the meeting of not less than half of the members of the Committee.
- (3) Any two members of the Executive Committee shall at any given time be competent to requisition a meeting of the Committee by serving at least 14 days' notice to all Committee members with an indication of the proposed Agenda.

ARTICLE 13- EXECUTIVE DIRECTOR

- (1) There shall be an Executive Director of the Organization who shall be appointed by the Executive Committee in that behalf and who shall hold his/her office for a renewable term of 3 years on such terms and conditions as the Committee shall approve.
- (2) The Executive Director shall be responsible for the day to day management of the Organization and shall report to the Executive Committee in the exercise of his/her functions.
- (3) The Executive Director shall appoint such other members of staff, subordinate to him/her, as shall be necessary for the carrying out of the objectives of the Organization. Provided that the Committee shall determine the seniority of members of staff whose appointment shall require its prior approval.

PART IV –MISCELLANEOUS

ARTICLE 14 - APPLICATION OF FUNDS AND ASSETS

- (1) The funds and assets of the Organization shall be applied solely towards the promotion of the objectives of the Organization as set forth in this Constitution.
- (2) No portion thereof shall be paid or transferred directly or indirectly by way of dividend, and gift to any member of the Executive Committee except that nothing shall prevent the payment, in good faith, of reasonable and proper remuneration of any member of the Committee in return for services actually rendered to the Organization.
- (3) Members of the Executive Committee shall not be appointed to a salaried office of the Organization.

ARTICLE 15 - INDEMNITY OF MEMBERS OF THE EXECUTIVE COMMITTEE

The Organisation shall out of its funds indemnify a member of the Executive Committee or any other authorised person transacting the business of the Organisation for any loss suffered or any liability incurred in the discharge of any act for the Organisation's benefit.

ARTICLE 16 -DISCLOSURE OF INTEREST IN CONTRACTS

A member of the Executive Committee who in any way, whether directly or indirectly, has an interest in any business being transacted by the Organization shall disclose the nature of his/her interest at a meeting of the Committee at which the said transaction is being discussed and or decided. A member of the Committee shall not vote in respect of any decision or transaction in which he/she is interested.

ARTICLE 17 - FINANCIAL YEAR

The financial year of the Organization shall be from July to June of every year.

ARTICLE 18- POLITICS

- (1) The Organization shall be non-partisan and shall not be involved in politics.
- (2) Any member of the Executive Committee or officer of the Organization who becomes a candidate for any political party shall resign from the position held in the Organization.

ARTICLE 19 –COMMON SEAL

The General Secretary shall have the custody of the Common Seal of the Organisation which Common Seal shall be affixed to documents by the General Secretary in the presence of the President of the Organisation or any member of the Executive Committee who shall subscribe their names as witnesses to the placing of the Common Seal.

ARTICLE 20-AMENDMENTS TO THE CONSTITUTION

- (1) The Constitution shall be amended by the General Assembly upon an affirmative vote of two-thirds of members of the General Assembly present and voting.
- (2) A proposal for the amendment of the Constitution shall be circulated to the members of the Organization at least 21 days before it is tabled for debate and resolution.

ARTICLE 21- DISSOLUTON AND DISPOSAL OF PROPERTY

- (1) The Organization shall not be dissolved or wound up except by a resolution passed by the General Assembly and supported by two-thirds of members of the General Assembly present and voting.
- (2) If upon the winding up or dissolution of the Organization, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed amongst the members of the Organization, but shall be given or transferred to some other institution(s) or Organizations having objects similar to the objects of the Organization, and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Organization. Provided that such institution(s) shall be determined by the members of the Executive Committee at or before the time of dissolution and in default thereof, by a person for the time being serving in the office of Director General of the Malawi Communications Regulatory Authority.

Signature

Signature
Bram Fudzulani

Name
Bram Fudzulani

Title

Publicity Secretary