

Ghana Institution of Engineering (GhIE)



Constitution

Adopted by SGM on 13th July 2017

Preamble

This Constitution is adopted, on this 13th Day of July 2017, at a Special General Meeting of the Ghana Institution of Engineers, as rules and regulations to guide the operations of the Ghana Institution of Engineering, with the understanding that it will come into full effect on 1st April 2018, subject to the Transitional Provision in Article 20 of this Constitution.

Signed
Ing Carlien Bou-Chedid
President

Signed
Ing George Essandoh
Executive Secretary

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Article 1: Definitions

1.1. Scope

1.1.1. In this Constitution unless the context requires otherwise:

- (a) “Branch” means a geographical branch of the Institution established under Article 4.2.3.
- (b) “Bye-Laws” means rules and regulations, subsidiary to this Constitution and adopted under Article 17:.
- (c) “Chapter” means a group of Members, recognized by the Branch, to organize Ordinary Meetings as provided for in Article 4.2.5.
- (d) “Class” means a category of membership of an Occupational Group as provided for under Article 5.2.
- (e) “Council” means the Governing Body of the Institution established under Article 10.1.
- (f) “Engineering” means the science and art of applying scientific and mathematical principles, experience, judgment, and common sense to create, develop, maintain, sustain, and apply technology for the needs and desires of society.
- (g) “Engineering Council” means the Council set up under the Engineering Council Act 2011 (Act 819) for the Regulation of Engineering in Ghana.
- (h) “Engineering Educational Unit” means a Registered Entity that trains potential Engineering Practitioners as provided for in Article 4.5.3.
- (i) “Engineering Practitioner” means a person possessing the necessary qualifications and experience and who is engaged in the practice of engineering.
- (j) “Engineering Service Provider” means a Registered Entity that employs Engineering Practitioners to provide engineering services as provided for in Article 4.5.2.
- (k) “Full Member” means a Member of the Institution in the Class of Fellow, Senior Member or Member in all Occupational Groups.
- (l) “Institution” means the Ghana Institution of Engineering.
- (m) “Member” means a person who is registered with the Institution as provided for in Article 5.1.

- (n) “Member of Good Standing” means a Member who has satisfied the conditions prescribed in article 6.111.
- (o) “Occupational Group” means a category of Engineering Practitioners as provided for under Articles 4.4.
- (p) “Registered Entity” means an Engineering Service Provider or Engineering Educational Unit registered with the Institution, as provided for in Article 4.5.
- (q) “Technical Division” means a technical group of the Institution established under Article 4.3.

Article 2: Name

2.1. The Name of the Professional Body

- 2.1.1. This association which is a professional body, registered under the Professional Bodies Registration Decree, 1974 (NRCD 143), shall be known as the “GHANA INSTITUTION OF ENGINEERING” and may be referred to as “GhIE”.

Article 3: Objective and Functions

3.1. Objective of the Institution

- 3.1.1. The objective of the Institution is to promote and advance the science and practice of engineering to the benefit of society in Ghana and Africa, and globally.

3.2. Functions of the Institution

- 3.2.1. To achieve the objective, the Institution shall collaborate with the Engineering Council, other statutory bodies and other relevant organizations to undertake the following in Ghana:
 - (a) Registration and Regulation of engineering practice in Ghana;
 - (b) Maintaining Professional Standards in the practice of engineering;
 - (c) Promoting the Welfare of Members and Registered Entities;
 - (d) Providing Civic Service; and
 - (e) Promoting and Recognizing Excellence in the science and practice of engineering.

- 3.2.2. In Registration and Regulation, the Institution shall:
- (a) Establish and manage a register of Members and Registered Entities;
 - (b) Determine and prescribe requirements for registration;
 - (c) Publish annually, the list of all Full Members and Registered Entities who are of Good Standing;
 - (d) Ensure that all Full Members and Registered Entities of Good Standing are registered by the Engineering Council; and
 - (e) Advocate for the enforcement of the limits to areas of engineering practice and operation.
- 3.2.3. In Maintaining Professional Standards, the Institution shall:
- (a) Prescribe, uphold and enforce professional engineering standards, conduct and ethics of Members and Registered Entities;
 - (b) Monitor, evaluate and recognize programs of education relevant to engineering practice;
 - (c) Undertake, recognize and promote research and innovation in the practice and science of engineering;
 - (d) Provide a framework and promote the Continuous Professional Development of Engineering Practitioners;
- 3.2.4. In promoting the welfare of Members and Registered Entities, the Institution shall:
- (a) Promote and defend the interest of the Engineering Practitioner in the workplace regarding remuneration, health and safety, conditions of service and fair labor practices;
 - (b) Promote proper procurement, contract management practices and remuneration for the engagement of services for Engineering Service Providers;
 - (c) Assist in the placement of Trainee Members in relevant engineering firms for the purposes of initial training and experience;
 - (d) Manage an information system that enhances opportunities of Members and Registered Entities to maximize their value on the job market;

- (e) Promote preference for indigenous Engineering Practitioners and Engineering Service Providers in the delivery of engineering services in Ghana and elsewhere; and
- (f) Promote socialization and social support programs for Engineering Practitioners as specified in the Bye-Laws.

3.2.5. In Providing Civic Service, the Institution shall:

- (a) Advise the Government and the public on engineering matters;
- (b) Promote an affirmative action for providing equal access and opportunity for the practice of Engineering with specific emphasis on gender and the under privileged in society;
- (c) Undertake activities, especially in the areas of engineering, science and technology, that promote the welfare of society; and
- (d) Encourage Members and Registered Entities to participate in activities that promote the welfare of society.
- (e) Ascertain the views of engineering practitioners on matters of public interest which lie within their competences and facilitate making the views public.

3.2.6. In Promoting and Recognizing Excellence, the Institution shall:

- (a) Publish newsletters and journals that will facilitate and promote the growth of engineering and engineering practice as provided for in the Bye-Laws;
- (b) Establish an award system to recognize and promote outstanding contributions by Members, Registered Entities and others to engineering, science and technology, for the benefit of society as provided for in the Bye-Laws; and
- (c) Recognize and promote the civic responsibility activities of Members and Registered Entities of the Institution.

3.2.7. The Statutory Bodies and relevant organizations that the Institution may collaborate with and the nature of the collaboration shall be provided for in the Bye-Laws.

Article 4: Organization of the Institution

4.1. Organizational Structures

4.1.1. The Institution shall be organized in the following manner:

- (a) Geographically, consist of the Headquarters, Branches and Chapters;
- (b) Professionally, consist of Technical Divisions;
- (c) For practice scope, consist of Occupational Groups; and
- (d) For registration, consist of Members and Registered Entities.

4.2. Headquarters and Branches

4.2.1. The Headquarters of the Institution shall preferably be in the national capital and currently at the Address provided for in the Bye-Laws.

4.2.2. The Institution will set up a Secretariat at the Headquarters to administer the affairs of the Institution. The Executive Director, appointed under Article 10.4, shall be the head of the Secretariat. The structures and operations of the Secretariat shall be subject to the prior approval of the Council in the following areas:

- (a) Its organizational structure and staff schedule;
- (b) The procedure and conditions of service for engagement of Staff; and
- (c) Rules and procedures for its operations.

4.2.3. Branches shall be set up to facilitate the operation and growth of the Institution, taking cognizance of the geographical and political divisions of the country and the location, worldwide, of Engineering Practitioners of Ghanaian origin or with interest in Ghana.

4.2.4. A Branch may, with the approval of the Council, set up a Branch office.

4.2.5. Chapters, including student Chapters, may be set up under a Branch to facilitate the Ordinary Meetings of the Branch.

4.2.6. The criteria for setting up Branches and Chapters are provided for in the Bye-Laws.

4.2.7. Further provisions on Branches are provided for in Article 12:.

4.3. Technical Divisions

- 4.3.1. Technical Divisions shall be set up to facilitate the operation and growth of the Institution, and promote the civic responsibility of the Institution, taking cognizance of the different disciplines of engineering and their evolution.
- 4.3.2. Sub-Divisions may be set up under the Technical Divisions.
- 4.3.3. The criteria for setting up Technical Divisions and Sub-Divisions shall be defined in the Bye-Laws.
- 4.3.4. Guidelines for organizing the Technical Divisions and Sub-Divisions are provided for in the Bye-Laws.

4.4. Engineering Occupational Groups

- 4.4.1. Engineering Occupational Groups shall be set up to group Members possessing similar level of qualification and who are engaged in the practice of engineering.
- 4.4.2. This grouping shall facilitate the operation and growth of the Institution and promote the responsiveness of the Institution to the needs of the different practitioners of engineering.
- 4.4.3. The Engineering Occupational Groups under the Institution are designated as follows:
 - (a) Professional Engineers;
 - (b) Professional Engineering Technologists;
 - (c) Engineering Technicians; and
 - (d) Engineering Craftsmen.
- 4.4.4. Every Member shall belong to an Occupational Group.
- 4.4.5. Further provisions on Members are provided under Article 5: and Article 6:.

4.5. Registered Entities

- 4.5.1. Registered Entities of the Institution are made up of:
 - (a) Engineering Service Providers; and
 - (b) Engineering Educational Units.
- 4.5.2. An Engineering Service Provider shall be a firm, or a unit of a firm, that employs Engineering Practitioners in providing engineering services or products in one or more of the following areas: policy, planning, design, construction, production, operations, maintenance, research, development, training and sales, and is registered with the Institution.

4.5.3. An Engineering Educational Unit is an educational entity which trains potential Engineering Practitioners and awards degrees, diplomas and/or certificates in that regard and is registered with the Institution.

4.5.4. Further provisions on Registered Entities are provided under Article 7:.

4.6. Other Structures

4.6.1. The Institution may form other structures to help in the achievement of its objective and functions as it may deem fit.

Article 5: Membership of the Institution

5.1. A Member of the Institution

5.1.1. A Member of the Institution is a person, who is an engineering practitioner or a trainee engineering practitioner or a student of an engineering institution, and is registered with the Institution in an Occupational Group.

5.2. Classes of Members

5.2.1. Each Occupational Group shall have the following Classes of Members:

- (a) Senior Member;
- (b) Member;
- (c) Trainee Member; and
- (d) Student Member.

5.2.2. Additionally, the Professional Engineers Group shall have a Class of Fellow.

5.3. Designations for the Classes of the Occupational Groups

5.3.1. The Members of the Professional Engineers Group shall be designated as follows:

- (a) Fellow (F);
- (b) Senior Professional Engineer (SPE);
- (c) Professional Engineer (PE);
- (d) Trainee Professional Engineer (TPE); and
- (e) Professional Engineering Student (PES).

5.3.2. The Members of the Engineering Technologist Group shall be designated as follows:

- (a) Senior Professional Engineering Technologist (SPET);
- (b) Professional Engineering Technologist (PET);
- (c) Trainee Professional Engineering Technologist (TPET);
and
- (d) Professional Engineering Technologist Student (PETS).

5.3.3. The Members of the Engineering Technicians Group shall be designated as follows:

- (a) Senior Engineering Technician (SET);
- (b) Engineering Technician (ET);
- (c) Trainee Engineering Technician (TET); and
- (d) Engineering Technician Student (ETS).

5.3.4. The Members of the Engineering Craftsmen Group shall be designated as follows:

- (a) Master (Senior) Engineering Craftsman (MEC);
- (b) Engineering Craftsman (EC);
- (c) Trainee Engineering Craftsman (TEC); and

5.4. Temporary Members

5.4.1. An Engineering Practitioner who intends to practice in Ghana for less than twelve (12) calendar months shall be designated a Temporary Member within an Engineering Occupational Group, Class, Technical Division and Branch.

5.5. Honorary Class

5.5.1. An Honorary Class for Engineering Practitioners is hereby established.

5.5.2. The Honorary Class shall be made up of and designated as:

- (a) Honorary Fellows (HF); and
- (b) Companion Members (CM).

5.6. Register of Members

5.6.1. The Institution shall maintain a Register for all Engineering Practitioners. Each Member shall belong to one Occupational Group, one Membership Class, one Technical Division and one Branch.

5.6.2. A Member shall be designated as Temporary Member if he/she is admitted in accordance with Article 5.4

5.6.3. A separate register shall be maintained for Honorary Members.

5.7. Nominal Titles and Designations

5.7.1. Full Members of the Professional Engineers Group are entitled to use the pre-nominal title “Ing” and the following post-nominal designations:

- (a) “F-GhIE” for a Fellow;
- (b) “SPE-GhIE” for a Senior Professional Engineer; and
- (c) “PE-GhIE” for a Professional Engineer.

5.7.2. Full Members of the Professional Engineering Technologists Group are entitled to use the following post-nominal designations:

- (a) “SPET-GhIE” for a Senior Professional Engineering Technologist; and
- (b) “PET-GhIE” for a Professional Engineering Technologist.

5.7.3. Full members of the Engineering Technician Group are entitled to use the following post-nominal designations:

- (a) “SET-GhIE” for a Senior Engineering Technician; and
- (b) “ET-GhIE” for an Engineering Technician.

5.7.4. Full members of the Engineering Craftsmen Group are entitled to use the following post-nominal designations:

- (a) “MEC-GhIE” for a Master Engineering Craftsman; and
- (b) “EC-GhIE” for an Engineering Craftsman.

5.7.5. Honorary Members are entitled to use the following post-nominal designations:

- (a) “HF-GhIE” for an Honorary Fellow; and
- (b) “CM-GhIE” for a Companion Member.

Article 6: Entry Requirements for Members

6.1. Professional Engineers Group

6.1.1. The entry requirements for Fellows are:

- (a) There shall be no direct entry to the Class of Fellow.
- (b) Only a Senior Professional Engineer (SPE), who has been a Member of Good Standing within the two (2) years immediately preceding his/her application can be transferred to the Class of Fellow.
- (c) The candidate shall be a person who at the time of the transfer is, or has been engaged, in the science and practice of engineering for at least twelve (12) years, including at least four (4) years in a superior position and who, in the opinion of the Council, has by personal attainments acquired and established a reputation as an engineer and whose admission as Fellow will be in the interest of the Institution.
- (d) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws.
- (e) Notwithstanding Sub-clauses (a) to (d) above, the Executive Committee of the Council may, in the case of exceptional professional attainments, recommend a waiver of any of the above requirements with approval by two-thirds majority of Council Members present at a regular Council meeting.

6.1.2. The entry requirements for Senior Professional Engineer (SPE) are:

- (a) There shall be no direct entry to the Class of Senior Professional Engineer (SPE)
- (b) Only a Professional Engineer (PE), who has been a Member of Good Standing within the two (2) years immediately preceding his/her application can be transferred to the Class of Senior Professional Engineer.
- (c) The candidate shall be a person who at the time of the transfer is, or has been engaged, in the science and practice of engineering for at least ten (10) years and who, in the opinion of the Council, has by personal attainments acquired and established a reputation as a Professional Engineer.

- (d) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws.
- (e) Notwithstanding Sub-clauses (a) to (d) above, the Membership Committee of the Council may, in the case of exceptional professional attainments, recommend a waiver of any of the above requirements with approval by two thirds majority of Council members present at a regular Council meeting.

6.1.3. The entry requirements for Professional Engineer (PE) are:

- (a) The Candidate must either hold an accredited University Degree in Engineering as provided for in the Bye-Laws, or an equivalent as approved for the purpose by the Council.
- (b) The Candidate shall have had at least two years of post-qualification practical training as Trainee Professional Engineer of a nature acceptable to the Council and shall have had such experience of not less than one additional year in a position involving responsibility in the practice of engineering as to qualify the candidate in the opinion of the Council for election or transfer to Class of Professional Engineer.
- (c) Or as a Senior Professional Engineering Technologist, or Professional Engineering Technologist, who has been a Member of Good Standing within the two (2) years immediately preceding his/her application, who has acquired additional qualification that satisfies Article 6.1.3 (a) and shall have had such experience of not less than one (1) additional year in a position involving responsibility in the practice of engineering as to qualify the candidate in the opinion of the Council for election or transfer to Class of Professional Engineer.
- (d) Furthermore, the candidate shall satisfy the Council at a Professional Examination conducted in that behalf that he/she has acquired practical knowledge adequate for his/her future responsibility as a Professional Engineer.
- (e) Any candidate who is a member in an equivalent class of a recognized Engineering Institution may be exempted from participating in either all or part of the Professional Examination as provided for in the Bye-Laws.

- (f) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws.
 - (g) Notwithstanding Sub-clauses (a) to (f) above, the Membership Committee may, in the case of exceptional professional attainments, recommend a waiver of any of the above requirements with approval by the Council.
- 6.1.4. The entry requirements for Trainee Professional Engineers (TPE) are:
- (a) The Candidate must hold an accredited University Degree, in accordance with Article 6.1.3(a), that qualifies him/her to become a Professional Engineer.
 - (b) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws.
- 6.1.5. The entry requirements for Professional Engineering Students (PES) are:
- (a) The Candidate must be a registered student of a recognized Engineering Educational Unit for obtaining an accredited University Degree that will qualify him/her, in accordance to Article 6.1.4(a) to become a Trainee Professional Engineer.
 - (b) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws.
- 6.2. Professional Engineering Technologists Group**
- 6.2.1. The entry requirements for Senior Professional Engineering Technologist (SPET) are:
- (a) There shall be no direct entry to the Class of Senior Professional Engineering Technologist (SPET)
 - (b) Only a Professional Engineering Technologist (PET), who has been a Member of Good Standing within the two (2) years immediately preceding his/her application can be transferred to the Class of Senior Professional Engineering Technologist (SPET).
 - (c) The candidate shall be a person who at the time of the transfer is, or has been engaged, in the science and practice of engineering for at least ten (10) years and who, in the opinion of the Council, has by personal attainments acquired and established a reputation as a Professional Engineering Technologist.

- (d) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws.
- (e) Notwithstanding Sub-clauses (a) to (d) above, the Membership Committee may, in the case of exceptional professional attainments, recommend a waiver of any of the above requirements with approval by two thirds majority of Council Members present at a regular Council meeting.

6.2.2. The entry requirements for Professional Engineering Technologist (PET) are:

- (a) The candidate must hold an accredited Diploma in engineering or other equivalent awards as provided for in the Bye-Laws, or an equivalent as approved for the purpose by the Council.
- (b) The Candidate shall have had at least two years of post-qualification practical training as Trainee Professional Engineering Technologist of a nature acceptable to the Council and shall have had such experience of not less than one additional year in a position involving responsibility in the practice of engineering as to qualify the candidate in the opinion of the Council for election or transfer to the Class of Professional Engineering Technologist.
- (c) Or as a Senior Engineering Technician, or Engineering Technician, who has been a Member of Good Standing within the two (2) years immediately preceding his/her application, who has acquired additional qualification that satisfies Article 6.2.2 (a) and shall have had such experience of not less than one additional year in a position involving responsibility in the practice of engineering as to qualify the candidate in the opinion of the Council for election or transfer to Class of Professional Engineering Technologist.
- (d) Furthermore, the candidate shall satisfy the Council at a Professional Examination conducted in that behalf that he/she has acquired practical knowledge adequate for his/her future responsibility as a Professional Engineering Technologist.

- (e) Any candidate who is a member in an equivalent class of a recognized Engineering Institution may be exempted from participating in either all or part of the Professional Examination as provided for in the Bye-Laws.
- (f) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws.
- (g) Notwithstanding Sub-clauses (a) to (f) above, the Membership Committee may, in the case of exceptional professional attainments, recommend a waiver of any of the above requirements with approval by the Council.

6.2.3. The entry requirements for Trainee Professional Engineering Technologist (TPET) are:

- (a) The Candidate must hold an accredited Diploma in engineering or other equivalent awards, in accordance with Article 6.2.2(a), that qualifies him/her to become a Professional Engineering Technologist.
- (b) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws.

6.2.4. The entry requirements for Engineering Technologist Student (ETS) are:

- (a) The Candidate must be a registered student of a recognized Engineering Educational Unit for obtaining an accredited Diploma in engineering or other equivalent awards that will qualify him/her, in accordance to Article 6.2.3(a) to become a Trainee Professional Engineering Technologist.
- (b) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws.

6.3. Engineering Technicians Group

6.3.1. The entry requirements for Senior Engineering Technician (SET) are:

- (a) There shall be no direct entry to the Class of Senior Engineering Technician (SET).
- (b) Only an Engineering Technician (ET), who has been a Member of Good Standing within the two (2) years immediately preceding his/her application can be transferred to the Class of Senior Engineering Technician (SET).

- (c) The candidate shall be a person who at the time of the transfer is, or has been engaged, in the science and practice of engineering for at least ten (10) years and who, in the opinion of the Council, has by personal attainments acquired and established a reputation as an Engineering Technician.
- (d) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws.
- (e) Notwithstanding Sub-clauses (a) to (d) above, the Membership Committee may, in the case of exceptional professional attainments, recommend a waiver of any of the above requirements with approval by two thirds majority of Council Members present at a regular Council meeting.

6.3.2. The entry requirements for Engineering Technician (ET) are:

- (a) The candidate must hold an accredited Technician Certificate in engineering or other equivalent awards as provided for in the Bye-Laws, or an equivalent as approved for the purpose by the Council.
- (b) The Candidate shall have had at least two years of post-qualification practical training as Trainee Engineering Technician of a nature acceptable to the Council and shall have had such experience of not less than one additional year in a position involving responsibility in the practice of engineering as to qualify the candidate in the opinion of the Council for election or transfer to Class of Engineering Technician.
- (c) Or as a Master Engineering Craftsman, or Engineering Craftsman, who has been a Member of Good Standing within the two (2) years immediately preceding his/her application, who has acquired additional qualification that satisfies Article 6.3.2 (a) and shall have had such experience of not less than one additional year in a position involving responsibility in the practice of engineering as to qualify the candidate in the opinion of the Council for election or transfer to Class of Engineering Technician.
- (d) Furthermore, the candidate shall satisfy the Council at a Professional Examination conducted in that behalf that he/she has acquired practical knowledge adequate for his/her future responsibility as an Engineering Technician.

- (e) Any candidate who is a member in an equivalent class of a recognized Engineering Institution may be exempted from participating in either all or part of the Professional Examination as provided for in the Bye-Laws.
- (f) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws.
- (g) Notwithstanding Sub-clauses (a) to (f) above, the Membership Committee may, in the case of exceptional professional attainments, recommend a waiver of any of the above requirements with approval by the Council.

6.3.3. The entry requirements for Trainee Engineering Technician (TET) are:

- (a) The Candidate must hold an accredited Technician Diploma in engineering or other equivalent awards, in accordance with Article 6.3.2(a) , that qualifies him/her to become an Engineering Technician.
- (b) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws.

6.3.4. The entry requirements for Engineering Technician Student (ETS) are:

- (a) The Candidate must be a registered student of a recognized Engineering Educational Unit for obtaining an accredited Technician Diploma in engineering or other equivalent awards that will qualify him/her, in accordance to Article 6.3.3(a) to become a Trainee Engineering Technician.
- (b) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws.

6.4. Engineering Craftsmen Group

6.4.1. The entry requirements for Master Engineering Craftsman (MEC) are:

- (a) There shall be no direct entry to the Class of Master Engineering Craftsman (MEC).
- (b) Only an Engineering Craftsman (EC), who has been a Member of Good Standing within the two (2) years immediately preceding his/her application can be transferred to the Class of Master Engineering Craftsman (MEC).

- (c) The candidate shall be a person who at the time of the transfer is, or has been, engaged in the practice of engineering craftsmanship for at least ten (10) years and who, in the opinion of the Council, has by personal attainments acquired and established a reputation as an Engineering Craftsman.
- (d) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws.
- (e) Notwithstanding Sub-clauses (a) to (d) above, the Membership Committee may, in the case of exceptional professional attainments, recommend a waiver of any of the above requirements with approval by two thirds majority of Council Members present at a regular Council meeting.

6.4.2. The entry requirements for Engineering Craftsman (EC) are:

- (a) The candidate must hold an accredited Proficiency 2 Certificate in engineering or other equivalent awards as provided for in the Bye-Laws, or an equivalent as approved for the purpose by the Council.
- (b) The Candidate shall have had at least four (4) years of practical training of a nature acceptable to the Council including a post-qualification experience of not less than one (1) year in a position involving responsibility in the practice of engineering craftsmanship as to qualify the candidate in the opinion of the Council for election or transfer to the Class of Engineering Craftsman.
- (c) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws.
- (d) Notwithstanding Sub-clauses (a) to (c) above, the Membership Committee may, in the case of exceptional professional attainments, recommend a waiver of any of the above requirements with approval by the Council.

6.4.3. The entry requirements for Trainee Engineering Craftsman (TEC) are:

- (a) The candidate must hold an accredited Proficiency 1 or 2 Certificate or other equivalent awards as provided for in the Bye-Laws, or an equivalent as approved for the purpose by the Council.
- (b) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws.

6.5. Temporary Members

6.5.1. A candidate who applies to register as a Temporary Member in accordance with Article 5.4 shall be:

- (a) Either a member of good standing in an equivalent Occupational Group and Class he/she applies for, in an engineering institution in his/her country of practice approved for the purpose by the Council, the evidence of their membership being verified by Council; or
- (b) Judged by the Council to have met the entry requirements for a Practitioner as provided for in Articles 6.1 to 6.4 above.

6.6. Honorary Members

6.6.1. The following provisions are for the admission of an Honorary Fellow:

- (a) The candidate shall be a person who satisfies the Council that he/she has rendered important service to engineering in any of the fields of science, production, management, commerce, finance and law, or is so connected with the application of engineering science or practice that admission of the candidate as Honorary Fellow would, in the opinion of the Council, be in the interest of the Institution.
- (b) There shall be a maximum number of Honorary Fellows at any time, as shall be provided for in the Bye-Laws.
- (c) Election of Honorary Fellows shall be limited to a maximum of two (2) persons in any twelve (12) month period.

6.6.2. The following provisions are for the admission of a Companion Member (CM)

- (a) The candidate shall be an established member of another profession who is associated with the methods, procedures or practices of engineering activities, and whose admission would be conducive to the general advancement of engineering and its applications.
- (b) The candidate shall be admitted into a specific Engineering Occupational Group.

- (c) The candidate shall have had at least five years of association with the methods, procedures or practices of engineering activities, with experience and responsibility allied to those of the relevant Occupational Group to which he/she is admitted.
- (d) The Candidate shall hold an accredited degree, diploma or certificate equivalent to that of the relevant Engineering Occupational Group as approved by the Council.
- (e) The Candidate shall follow the procedure and meet any additional conditions as provided for in the Bye-Laws for admission.

6.7. Mature Candidates

- 6.7.1. Candidates may be admitted to Membership in any Occupational Group under the mature candidate scheme in accordance with provisions in the Bye-Laws.

6.8. Additional Admission Requirements

- 6.8.1. A candidate who has satisfied the entry requirements prescribed in Articles 6.1 to 6.7 above shall be admitted as a Member, on payment of such Entry Fee, Annual Subscription and Levies as applicable.
- 6.8.2. Should the Candidate fail to comply with Article 6.8.1 above within a period stated in the Bye Laws after date of notification to the candidate of the election, such election may be declared null and void by the Council and the candidate shall be notified accordingly.
- 6.8.3. Candidates admitted as Fellows shall be formally recognized at the Annual General Meeting.
- 6.8.4. Candidates shall publicly subscribe to the Engineering Practitioner's Oath prior to admission or transfer to a Full Member status in any Occupational Group.
- 6.8.5. Other conditions for admission shall be specified in the Bye Laws.

6.9. Resignation

- 6.9.1. Any Member may resign from the Institution by sending his/her resignation in writing to the Executive Director. A member's name shall be removed from the Roll of Register as from the date on which the resignation becomes effective.

6.10. Re-Admission

- 6.10.1. The Council may re-admit to membership, in the Occupational Group and Class to which a Member formerly belonged, any person whose membership has terminated from any cause subject to the provisions of the Bye-Laws and provided the member satisfies the Council concerning any established procedures and practices approved by the Council on the matter of re-admission of candidates.
- 6.10.2. Any such Member re-admitted to membership shall first pay such amounts in respect of Entrance Fees and arrears of Annual Subscription and Levies as the Council may determine from time to time. In the event of the Council declining the application for re-admission in any case, the Council may do so without assigning any reason.

6.11. Member of Good Standing

- 6.11.1. A Member of Good Standing of the Institution is one who has by the 1st January of the year:
- (a) Paid up all his/her Annual Subscription and any levies due, up to the current year; and
 - (b) Received the required Continuous Professional Development (CPD) points as provided for in the Bye-Laws.
- 6.11.2. The Institution shall register all Full Members of Good Standing in the appropriate register of Engineering Practitioners of the Engineering Council of Ghana (ECGh) and issued with stamps as appropriate.
- 6.11.3. The Institution shall publish, for public information, a list of all Full Members of Good Standing, categorized by Occupational Group and Class by the 30th day of June each year.

6.12. Retired Members

- 6.12.1. A Member may apply to be put on the Retired Members List if the person, for reason of age or incapacity, has retired from active service. A retired Member must have been a Member of Good Standing of the Institution for at least ten (10) years.
- 6.12.2. The application must be reviewed by the Executive Director for a decision by the Executive Committee, it being understood that any such decision will be reported to the next Council meeting for it to be ratified.

6.12.3. The requirement to remain a Member of Good Standing as provided for in Article 6.11 will be abated for a Retired Member. The details of the abated obligations are provided for in the Bye-Laws, except that at all times such Members will be required to pay fully for their Registration with the Engineering Council of Ghana.

6.13. Life Members

6.13.1. Life Members are Full Members of any Occupational Group who have attained the age of seventy (70) years and have been Members of Good Standing for at least 20 years.

6.13.2. Life Members will remain Members of Good Standing for life but will be exempt from all related obligations as provided for in Article 6.11, except that at all times such Members will be required to pay fully for their Registration with the Engineering Council of Ghana.

6.13.3. Members who have attained the status of Life Members in the year preceding an Annual General Meeting shall be acknowledged at the meeting.

Article 7: Registered Entities

7.1. Engineering Service Providers

7.1.1. An Engineering Service Provider must demonstrate that the engineering services it provides is undertaken or appropriately supervised by registered Engineering Practitioners.

7.1.2. Engineering Service Providers shall be categorized for registration and for the provision of services as provided for in the Bye-Laws.

7.1.3. Guidelines for organizing the Engineering Service Providers shall be provided for in the Bye-Laws.

7.2. Engineering Educational Units

7.2.1. An Engineering Educational Unit operating in Ghana must:

- (a) Have a valid accreditation for their engineering programs by the relevant accreditation entities as provided by law in Ghana; and
- (b) Have the content of the program and its delivery recognized by the Council.

7.2.2. Engineering Educational Units shall be categorized for registration and the provision of services as provided for in the Bye-Laws.

7.2.3. Guidelines for organizing the Engineering Educational Units shall be provided for in the Bye-Laws.

7.3. Registration of Registered Entities

7.3.1. Registered Entities shall be registered as either Engineering Service Providers or Engineering Educational Units and in their respective categories as provided for in Article 7.1.2 and 7.2.2 above after:

(a) Providing relevant information as determined by the Council; and

(b) Payment of the necessary Entrance Fees, Annual Subscription and Levies where applicable.

7.3.2. A Registered Entity shall pay its Annual Subscription and any applicable Levies as determined by the Institution to remain in Good Standing as a Registered Entity.

7.3.3. Each Registered Entity, prior to the payment of its Annual Subscription, shall be required to provide an information update to determine its category of registration.

7.3.4. Notwithstanding, a Registered Entity may apply for an upgrade in status based on an information update at any time.

7.3.5. The Institution shall publish, for public information, a list of all Registered Entities of Good Standing in their various Categories by the 30th day of June each year.

7.3.6. Further provisions for registration of Registered Entities shall be in the Bye-Laws.

Article 8: Professional Conduct and Responsibility

8.1. Code of Ethics and Engineering Practitioner's Oath

8.1.1. The Institution shall publish and periodically update a Code of Ethics that defines in detail the ethical behavior expected of Engineering Practitioners, Engineering Service Providers, and Engineering Educational Units.

8.1.2. The Code of Ethics shall include the Engineering Practitioner's Oath. All Full Members shall be required to publicly subscribe to this oath.

8.2. Professional Conduct of Members and Registered Entities

8.2.1. All Members and Registered Entities shall:

- (a) Uphold the highest standard of integrity in the practice of engineering; and
- (b) Order their conduct in accordance with the Code of Ethics of the Institution.

8.3. Responsibility of Members and Registered Entities

8.3.1. All Members and Registered Entities have the responsibility to:

- (a) Promptly pay their Annual Subscriptions and Levies where applicable;
- (b) Abide by the Constitution and Bye-Laws of the Institution; and
- (c) Abide by the decisions of the General Meetings and the Council and to follow the policies and procedures emanating therefrom.

8.3.2. All Members of the Institution have the responsibility, in addition to those specified in Article 8.3.1 above, to:

- (a) Participate regularly in Continuous Professional Development activities;
- (b) Participate in all General Meetings of the Institution;
- (c) Participate actively in the Ordinary Meetings of the Institution, and those organized by the Branches and Chapters, Technical Divisions and Sub-Divisions, and the Occupational Groups to which they belong; and
- (d) Mentor and train younger and less experienced Members to attain excellence in their practice of engineering

8.3.3. Engineering Service Providers have the responsibility, in addition to those specified in Article 8.3.1 above, to:

- (a) Ensure that Engineering Practitioners working for them register as Members of the Institution, uphold the Code of Ethics, pay their Annual Subscription and Levies, and participate in General Meetings, Ordinary Meetings and in other activities of the Institution;

- (b) Seek the welfare of Engineering Practitioners working for them, ensuring that they are paid a fair salary, participate in Continuous Professional Development (CPD) activities, and work under acceptable health, safety and environmental standards;
- (c) Adopt a system for employment, training and mentoring for Trainee Engineering Practitioners and assisting them to prepare for and to take their professional examination; and
- (d) Be alive to their social responsibilities and support any activities promoted by the Institution in this regard.

8.3.4. Engineering Educational Units have the responsibility, in addition to those specified in Article 8.3.1 above, to:

- (a) Uphold the highest standard of integrity in the training of potential Engineering Practitioners;
- (b) Be committed to using standard and contemporary knowledge in the science and technology of engineering in the instruction of the next generation of Engineering Practitioners;
- (c) Ensure that students become Student Members of the Institution;
- (d) Ensure that Engineering Practitioners working for them register as Members of the Institution, uphold the Code of Ethics, pay their Annual Subscription and Levies, and participate in General Meetings, Ordinary Meetings and in other activities of the Institution;
- (e) Seek the welfare of Engineering Practitioners working for them, ensuring that they are paid: a fair salary, participate in Continuous Professional Development (CPD) activities, and work under acceptable health, safety and environmental standards; and
- (f) Be alive to their social responsibilities and support any activity promoted by the Institution.

8.4. Professional Misconduct

8.4.1. A professional misconduct shall include a willful or negligent action taken by a Member or a Registered Entity that is in contravention of the Constitution, Bye-Laws and/or Code of Ethics of the Institution, or in the opinion of the Council considered generally as professionally unacceptable and likely to bring the practice of engineering into disrepute.

- 8.4.2. A professional misconduct may apply to a Member as an individual practitioner or a Registered Entity as a body corporate or to both. The nature of offenses and related sanctions are provided for in the Bye-Laws.
- 8.4.3. Any allegation of professional misconduct shall be referred to the Professional Practice and Ethics Committee. The Council shall afford any Member or Registered Entity accused of professional misconduct the opportunity to appear before the Committee to respond to the specific charges of misconduct brought against him/her or the entity. The procedure shall be in accordance with the Procedures for Disciplinary Inquiry of the Institution as provided for in the Bye-Laws.
- 8.4.4. The Professional Practice and Ethics Committee shall make its recommendation to the Council through the Executive Committee which shall review the recommendation and advise the Council on the course of action.
- 8.4.5. In case of adverse finding against a Member or Registered Entity, the Council may, upon consideration of the Executive Committee report, sanction the Registered Member or Registered Entity.
- 8.4.6. The votes of not less than two thirds majority of the Councilors present (and forming a quorum) at a Council Meeting is required where the nature of the misconduct requires that the Member or Registered Entity is removed from the Roll of Register.
- 8.4.7. A Member whose name is struck out of the Register ceases to be Member.
- 8.4.8. A Registered Entity whose name is struck out of the Register ceases to be associated with the Institution.
- 8.4.9. In the case of adverse finding against a Member or Registered Entity by the Council, the Member or Registered Entity may appeal to the Council to review the decision. The decision of the Council on the appeal shall be final.

Article 9: Entrance Fees, Annual Subscription, Levies and Fees

9.1. Entrance Fees

- 9.1.1. All Members and Registered Entities shall pay an Entrance fee the first time they apply to become a Member or a Registered Entity of the Institution, except for Honorary Fellows who shall be exempt from paying any Entrance Fee.
- 9.1.2. No additional Entrance Fee shall be paid when a Member Transfers from one category of Engineering Occupational Group or Class to another or a Registered Entity transfers from one category to another.

9.2. Annual Subscription

- 9.2.1. All Members and Registered Entities shall pay an Annual Subscription to continue to be of Good Standing in the Institution subject to other provisions that provide for rebates and exemptions for Honorary Fellows, Life Members and Retired Members.
- 9.2.2. All Members and Registered Entities are required to pay their Annual Subscription by 30th November in advance for the year for which it is being paid.

9.3. Levies

- 9.3.1. The Council may in any special case, where in its opinion it is desirable to do so in conformance to the objective of the Institution, request a General Meeting of Members to determine a specific levy to be paid by all Members and Registered Entities, as appropriate, for the Institution to achieve the special goal so stated.
- 9.3.2. A levy so determined shall be for a specific project, a specific amount and must be over a specific period.
- 9.3.3. A levy so determined must take account of:
 - (a) The Engineering Occupational Group and Class of Members, except that in all cases, Honorary Fellows and Life Members shall be exempt and Retired Members shall be given rebates; and
 - (b) The category of Registered Entities.

9.4. Fees

- 9.4.1. The Council in undertaking its activities may charge Fees to cover the cost of such activities. Such fees shall be determined from time to time by the Executive Director and approved by the Executive Committee.
- 9.4.2. In determining the Fees, consideration may be given for rebates or subsidy for various categories of Members, especially Student Members, Honorary Fellows and Life Members.
- 9.4.3. A schedule of activities that will not attract any fees but will be financed from the Annual Subscription of Members is provided for in the Bye-Laws.

9.5. Schedule of Entrance Fees, Annual Subscriptions and Levies

- 9.5.1. The Council, on annual basis, will determine a schedule of Entrance Fees, Annual Subscription and Levies if any, and present it for approval at the Annual General Meeting.
- 9.5.2. Notwithstanding, the Council may at a Special General Meeting request the approval of any amendment to the schedule so approved by the Annual General Meeting.

Article 10: Governing Body

10.1. The Council

- 10.1.1. There shall be a Governing Body of the Institution to be called the Council. The Council shall be subject to decisions of the General Meeting of the Institution.
- 10.1.2. The Council shall comprise:
- (a) The President;
 - (b) The Immediate Past President (IPP) who shall be the latest living and available Past President;
 - (c) The President-Elect;
 - (d) The Vice-President
 - (e) One (1) Executive Representative for each Occupational Group;
 - (f) Three (3) National Councilors representing each Occupational Group;
 - (g) Chairpersons of Technical Divisions;

- (h) Branch Chairpersons;
 - (i) Four (4) Representatives of Registered Entities;
- 10.1.3. The Secretary of the Council shall be the Executive Director of the Institution who shall have no vote in the proceedings thereof.
- 10.1.4. Past Presidents shall be Ex-Officio members of the Council and are free to attend and participate in any meeting of the Council but shall have no vote in the proceedings thereof.
- 10.1.5. Representatives of Affiliated Engineering Groups may be co-opted as Ex-Officio members of the Council as may be recommended by the Council and approved at a General Meeting.

10.2. Executive Committee

- 10.2.1. The Officers of the Institution shall be the President, the Immediate Past President, the President-Elect, the Vice-President, the Executive Representatives of the Occupational Groups and the Executive Director.
- 10.2.2. The officers shall form the Executive Committee of the Council. They shall exercise the day-to-day authority of the Council in the administration of the Institution's affairs.
- 10.2.3. All actions of the Executive Committee shall be reported to Council by the Executive Director.

10.3. Responsibilities of the Officers of the Institution

- 10.3.1. The President, subject to provisions of this Constitution, has the mandate to act for and on behalf of the Institution. He/she also has the following additional responsibilities:
- (a) Provide the overall superintendence over the affairs of the Institution;
 - (b) Cause to be convened and preside over all General Meetings and Ordinary Meetings of the Institution organized by the Council;
 - (c) Cause to be convened and preside over all Council Meetings and Executive Committee Meetings;
 - (d) He/she is the official representative and mouthpiece of the Institution in all national and international engagements of the Institution;

- (e) He/she will deliver the Presidential Address, on a topic of his/her choice but with significance to the science and practice of engineering, in the first year of his/her term in office;
 - (f) He/she will deliver the State of the Institution Address in the second year of his/her term in office; and
 - (g) He/she is an ex-officio member of all Committees of the Council.
- 10.3.2. The Immediate Past President serves on both the Council and the Executive Committee and may represent the President in any engagement as the President may request from time to time.
- 10.3.3. The President-Elect serves on both the Council and the Executive Committee; an ex-officio member of all Committees of the Council; and may represent the President in any engagement as the President may request from time to time.
- 10.3.4. The Vice-President serves on both the Council and the Executive Committee; deputizes for the President in his/her absence; and may represent the President in any engagement as the President may request from time to time.
- 10.3.5. The Executive Representatives serve on both the Council and the Executive Committee and will play any role as may be requested by the Council, Executive Committee and/or the President.
- 10.4. The Executive Director**
- 10.4.1. The Executive Director shall be the head of the Secretariat as established under Article 4.2.2 and shall be responsible for the administration of the Institution under the direction and control of the Council. This responsibility includes:
- (a) Implementation of decisions of the General Meeting of the Institution;
 - (b) Implementation of decisions and policies of the Council;
 - (c) Financial management of the Institution; and
 - (d) Management of all other related operational issues.
- 10.4.2. The Executive Director shall be responsible directly to the President and the Executive Committee, who will be acting on behalf of the Council at all times.

- 10.4.3. The Executive Director must formally report to the Executive Committee, at each meeting, the activities of the Secretariat and formally to the Council every quarter on the state of the Institution.
- 10.4.4. The Executive Director shall prepare an annual report to the Council. Upon approval by the Council, the annual report shall be submitted to the Annual General Meeting.
- 10.4.5. The terms of engagement of the Executive Director shall be determined by the Council.
- 10.4.6. The Executive Director shall determine the staff and logistic requirements to meet the objectives set from time to time by the Executive Committee (on behalf of the Council) for the consideration and approval of the Council.
- 10.4.7. All proposals and reports of the Executive Director for the Consideration of Council must have the prior approval of the Executive Committee.

10.5. General Provisions for Elections of the Institution

- 10.5.1. Elections of the Institution shall be staggered in a way that allows for the election of some of the members to Council and the election of the Branch Officers to take place in alternate years.
- 10.5.2. Each candidate to be nominated for election to the Council and Branch Executive Committee shall be a Full Member of Good Standing.
- 10.5.3. Election to the Council and Branch Executive Committee shall be by secret ballot by eligible voters. Procedures for the election, including the use of electronic means, and declaration of results are provided for in the Bye Laws.
- 10.5.4. Only Full Members of Good Standing and Entities of Good Standing are eligible to participate in the nomination and voting to the Council and Branch Executive Committee.
- 10.5.5. The President, members of the Council and Branch Officers shall swear an oath of office before Members of the Institution prior to taking office. The nature of the oath shall be provided for in the Bye-Laws.

10.6. Specific Provisions for Election of Council Members

- 10.6.1. The President
 - (a) There shall be no direct election to the office of the President; and

- (b) The President-Elect shall become the President for the Institution on the expiry of the mandate of the incumbent President.

10.6.2. The President-Elect

- (a) The Candidate shall be a Fellow of the Institution;
- (b) He/she shall be nominated by a Fellow of the Institution and seconded by one Full Member of Good Standing from each of the Occupational Groups;
- (c) All Full Members of Good Standing shall be eligible to vote in electing the President-Elect.

10.6.3. The Vice-President

- (a) The Candidate shall be a Fellow of the Institution
- (b) He/she shall be nominated by a Fellow of the Institution and seconded by one Full Member from each of the Occupational Groups;
- (c) All Full Members of Good Standing shall be eligible to vote in electing the Vice-President.

10.6.4. The Executive Representatives

- (a) One Executive Representative shall be elected from among the Members of each Occupational Group.
- (b) The Candidate must be a Fellow or Senior Member of their respective Occupational Group.
- (c) He/she shall be nominated by a Fellow or Senior Member and seconded by two other Full Members of the Occupational Group.
- (d) Only Full Members of Good Standing of the respective Occupational Groups are eligible to vote for candidates representing their Occupational Group.

10.6.5. The National Councilors

- (a) Each Occupational Group shall elect three (3) of their Full Members as National Councilors;
- (b) A candidate, for the position of National Councilor, shall be a Full Member of their respective Occupational Group.
- (c) Each Candidate shall be nominated by a Full Member and seconded by two other Full Members of the respective Occupational Group.

- (d) Only Full Members of the respective Occupational Groups are eligible to vote for candidates representing their Occupational Group.

10.6.6. Chairpersons of Technical Divisions

- (a) The Candidate for the Chairperson of a Technical Division shall be a Fellow or a Senior Professional Engineer and shall belong to the Technical Division.
- (b) He/she shall be nominated by a Fellow or a Senior Professional Engineer who belongs to the Technical Division and seconded by one Full Member of Good Standing of the Division from each of the Occupational Groups.
- (c) The Eligible voters for the elections shall be Full Members registered in the respective Technical Divisions.

10.6.7. Branch Chairpersons shall be elected in accordance with Article 12.2.

10.6.8. Representatives of Registered Entities

- (a) Two (2) representatives of Engineering Educational Units shall be elected by a caucus of heads of the Units and presented to the Executive Director.
- (b) Two (2) Representatives of Engineering Service Providers shall be elected by a caucus of heads of the Service Providers and presented to the Executive Director.
- (c) Modalities for the selection will be provided for in the Bye-Laws.

10.7. Tenure of Office

10.7.1. The Tenure of the President, the Immediate Past President and the President-Elect shall be two years without the option of re-election.

10.7.2. The tenure of office of all other positions on the Council shall be two years with unlimited option for re-election.

10.8. Vacancy in the Office of Members of the Council

10.8.1. The office of a member of the Council shall, ipso facto, be vacated if the incumbent:

- (a) Becomes incapacitated, bankrupt or incarcerated; or

- (b) By notice, in writing to the Institution, resigns his/her office; or
 - (c) Ceases to be a Member of the Occupational Group, Branch, Technical Division, Engineering Service Provider or Engineering Educational Unit that he/she represents; or
 - (d) Is either absent from three (3) consecutive meetings of the Council or from more than half of any six (6) consecutive meetings of the Council, except under the express permission of the Council.
- 10.8.2. The Council shall declare the position vacant and announce to all Members the processes for filling the vacancy.
- 10.8.3. In the case that the position of the President becomes vacant, the President-Elect shall be sworn in as President. Under these circumstances, the President's term of office shall not be less than eighteen (18) months but shall not exceed thirty (30) months.
- 10.8.4. In the case that the position of President-Elect becomes vacant, a bye-election shall be called and all the provisions of this constitution shall apply, except that his/her tenure as President-Elect shall end at the same time as the incumbent President.
- 10.8.5. For all other positions, a bye-election shall be called if less than half the tenure has been served. Otherwise the Council, in consultation with the relevant Technical Division, Occupational Group or Branch, shall appoint a qualified Member in acting capacity for the remainder of the tenure. This Constitution and the Bye-Laws shall always be applicable.
- 10.8.6. The names of all such Members of Council elected to fill vacancies shall be announced in the Institution's publication as provided for in the Bye-Laws and on the website of the Institution.

Article 11: Meetings of the Council and the Executive Committee

11.1. Council Meetings

- 11.1.1. The Council shall meet as often as the business of the Institution may require, and in any event, not less frequently than once each quarter.

- 11.1.2. The meetings of the Council shall be convened by the Executive Director on the orders of the President. Such notice may be served by hand or by electronic transmission. At least a seven (7) day notice shall be required for every meeting of the Council. For Special Meetings, a thirty-six (36) hour notice shall suffice.
- 11.1.3. A Special Meeting of the Council shall be convened by the Executive Director upon the request of the President or the Executive Committee or at least ten (10) members of the Council, including at least one member each from the Occupational Group Representatives, provided they have stated the agenda to the Executive Director.
- 11.1.4. The Meetings of Council shall be held at the Headquarters of the Institution or such other places as the Council may decide or by electronic means provided participants can hear each other.
- 11.1.5. The quorum for a Council Meeting shall be at least one-third of its members, including the President or in his/her absence the Vice-President or in his/her absence the President's named member.
- 11.1.6. The Council may adjourn or regulate its meetings as it deems fit.
- 11.2. Executive Committee Meetings**
- 11.2.1. The Executive Committee shall meet as often as the business of the Institution may require, and in any event, not less frequently than once each month.
- 11.2.2. The meetings of the Executive Committee shall be convened by the Executive Director on the orders of the President. Such notice may be served by hand or by electronic transmission. At least a seven (7) day notice shall be required for every meeting of the Executive Committee. For Special Meetings, a thirty-six (36) hour notice shall suffice.
- 11.2.3. A Special Meeting of the Executive Committee shall be convened by the Executive Director on the request of the President or any three Members of the Executive Committee, provided they have stated the agenda to the Executive Director.
- 11.2.4. The Executive Director shall, upon direction of the President, invite any Member of the Council or any other person to any of the meetings of the Executive Committee to help them address a particular issue.

- 11.2.5. The Meetings of the Executive Committee shall be held at the Headquarters of the Institution or such other places as the Executive Committee may decide or by electronic means provided participants can hear each other.
- 11.2.6. The quorum for an Executive Committee Meeting shall be at least four (4) members, including the President or in his/her absence the Vice-President or in his/her absence the President's named member.
- 11.2.7. The Executive Committee may adjourn or regulate its meetings as it deems fit.

Article 12: Organization of the Branch

12.1. The Branch Executive Committee

- 12.1.1. There shall be a Branch Executive Committee established for each Branch of the Institution.
- 12.1.2. The Branch Executive Committee shall have the following Branch Officers:
 - (a) A Branch Chairperson;
 - (b) A Branch Vice-Chairperson;
 - (c) A Branch Secretary;
 - (d) A Branch Organizer;
 - (e) A Branch Treasurer; and
 - (f) Four Branch Occupational Group Representatives.

12.2. Election of Branch Officers

- 12.2.1. Election of Branch Officers shall be in accordance with the general provision for elections of the Institution in Article 10.5.
- 12.2.2. Each candidate to be nominated for election to membership of the Branch Executive Committee shall be:
 - (a) A Full Member of Good Standing, registered in the Branch; and
 - (b) Must have been active in the activities of the Branch.
- 12.2.3. The Council shall appoint an Electoral Officer for the election, who will be responsible for the nomination, election and declaration of the results. The declaration of the results shall take place at a Branch Annual General Meeting.

- 12.2.4. The eligible voters for the elections shall be Full Members of Good Standing registered in the Branch.
- 12.2.5. The Branch Chairperson and the Branch Vice-Chairperson must both be Fellows or Senior Professional Engineers. The conditions for their nomination and election are as follows:
- (a) Must be nominated by a Fellow or a Senior Professional Engineer;
 - (b) The nominations must each be supported by one Full Member registered in the Branch, from each of the Occupational Groups; and
 - (c) All Full Members of the Branch are eligible to vote.
- 12.2.6. The Branch Secretary, Branch Organizer and Branch Treasurer must be Full Members registered in the Branch. The conditions for their nomination and election are as follows:
- (a) Must be nominated by a Full Member registered in the Branch;
 - (b) Their nominations must each be supported by one Full Member registered in the Branch, from each of the Occupational Groups; and
 - (c) All Full Members of the Branch are eligible to vote.
- 12.2.7. One Branch Occupational Group Representative shall be elected from among the Full Members of each Occupational Group registered in the Branch. The conditions for their nomination and election are as follows:
- (a) Must be nominated by one Full Member of the respective Occupational Group registered in the Branch and seconded by another; and
 - (b) Only Full Members of the respective Occupational Groups registered in the Branch are eligible to vote for a candidate to represent their Occupational Group.
- 12.2.8. The Executive Director shall be notified at all stages of conducting a Branch Election and shall duly publish the names of all such Members elected as Branch Officers in the relevant publications of the Institution.
- 12.2.9. Other modalities for the elections shall be specified in the Bye-Laws.

12.3. Tenure of Office of Branch Officers

- 12.3.1. The tenure of office for all members of the Branch Executive Committee shall be two years with unlimited option for re-election.

12.4. Vacancy in the Branch Executive Committee

- 12.4.1. The Branch Officer's position shall, ipso facto, be vacated if the incumbent:
- (a) Becomes incapacitated, bankrupt or incarcerated; or
 - (b) By notice, in writing to the Branch, resigns his/her office; or
 - (c) Ceases to be a Member of the Occupational Group, that he/she represents; or
 - (d) Ceases to be a Member of the Branch; or
 - (e) Is either absent from three (3) consecutive meetings of the Branch Executive Committee; or from more than half of any six (6) consecutive meetings of the Committee, except under the express permission of the Committee.
- 12.4.2. The Branch Executive Committee shall declare the position vacant and announce to all Members the processes for filling the vacancy.
- 12.4.3. A bye-election shall be called if less than half the tenure has been served. Otherwise the Branch Executive Committee, in consultation with the relevant Occupational Group where applicable, shall appoint a qualified Member in acting capacity for the remainder of the tenure.
- 12.4.4. The Executive Director shall be notified at all stages of filling such vacancies. The Executive Director shall duly publish the names of all such Members elected to fill vacancies in the relevant publications of the Institution.

12.5. Responsibility of the Branch Executive Committee

- 12.5.1. The Branch Executive Committee shall be responsible for organizing and managing all activities of the Branch, including:
- (a) The Branch General Meetings;
 - (b) All Ordinary Meetings of the Branch;
 - (c) Liaising with Council and the national secretariat;
 - (d) Keeping all ordinary and financial records of the Branch;

- (e) Preparation of annual budget and financial statement of the Branch;
- (f) Preparation of the annual report of the Branch;
- (g) Providing direct support to all Student Chapters in the Branch;
- (h) Recognizing Chapters formed under the Branch and facilitating their participation in Branch Meetings, including the use of electronic means;
- (i) Seeking the welfare of Members in the Branch; and
- (j) Undertaking any other activity that promotes the study and practice of engineering.

12.5.2. The responsibility for each Branch Officer is as follows:

- (a) The Branch Chairperson shall represent the Branch on the Council and shall preside over all meetings of the Branch;
- (b) The Branch Vice-Chairperson shall assist the Branch Chairperson in his/her duties and deputize for him/her where necessary;
- (c) The Branch Secretary shall keep records of all meetings and correspondence, prepare reports and convene meetings as directed by the Branch Chairperson or as otherwise provided for in this Constitution;
- (d) The Branch Organizer shall assist the Branch Chairperson and Secretary to organize and facilitate meetings and activities of Branch, ensuring effective dissemination of information and arrangement of logistics;
- (e) Branch Treasurer shall take charge of all finances of the Branch including preparation of budget, keeping of prudent financial records and preparation of the Annual Branch Statement of Account.
- (f) The Branch Occupational Group Representatives shall take direct responsibility for Student Chapters of the Branch and provide other services the Committee may require of them from time to time.

12.6. Branch Executive Committee Meetings

12.6.1. The Branch Executive Committee shall meet as often as the business of the Institution may require, and in any event, not less frequently than once each quarter.

- 12.6.2. The meetings shall be convened by the Branch Secretary on the orders of the Branch Chairperson. Such notice may be served by hand or by electronic transmission. At least a seven (7) day notice shall be required for every meeting. For Special Meetings, a thirty-six (36) hour notice shall suffice.
- 12.6.3. A Special Meeting of the Committee shall be convened by the Branch Secretary on the request of the Branch Chairperson or any three Members of the Committee, provided they have stated the agenda to the Branch Secretary.
- 12.6.4. The Meetings of the Committee shall be held at such places as the Committee may decide or by electronic means if participants can hear each other.
- 12.6.5. The quorum for a Branch Executive Committee Meeting shall be at least four (4) Branch Officers, including the Branch Chairperson or in his/her absence the Branch Vice-Chairperson or in his/her absence the Branch Chairperson's named Officer.
- 12.6.6. The Committee may adjourn or regulate its meetings as it deems fit.

Article 13: Committees of Council

13.1. Nature and Workings of the Committees

- 13.1.1. The Council shall establish Standing Committees as well as Special Committees as the Council may decide from time to time in furtherance of its business.
- 13.1.2. The Council shall appoint the Chairpersons and members of all Committees on the advice of the Executive Committee.

13.2. Standing Committees of Council

- 13.2.1. The Council shall constitute the following Standing Committees:
 - (a) Finance Committee;
 - (b) Membership Committee;
 - (c) Education and Training Committee;
 - (d) Professional Practice and Ethics Committee;
 - (e) Publications Committee;
 - (f) Welfare Committee; and
 - (g) Conferences and Programs Committee.

- 13.2.2. The Responsibility of the Standing Committees shall be provided for in the Bye-Laws.
- 13.2.3. Preferably, the Chairpersons of the Standing Committees should be selected from among the Council members. Where the Chairperson is selected from outside the Council then he/she shall be co-opted to serve as a non-voting member on Council.
- 13.2.4. The Chairperson of the Finance Committee shall be designated as the Honorable Treasurer of the Institution and preferably should be selected among the Executive Committee members. Where the Honorary Treasurer is selected from outside the Executive Committee, he/she shall be co-opted into the Executive Committee.
- 13.2.5. The membership of each Standing Committee shall be provided for in the Bye-Law, but it shall include at least one Full Member from two of the Occupational Groups. A Standing Committee may co-opt other Members and form sub-committees in discharge of its mandate as it deems fit.
- 13.2.6. A Standing Committees shall meet as often as the business of the Committee may require, and in any event, not less frequently than once each quarter.
- 13.2.7. A standing Committee is expected to provide a report to Council at its meetings as frequently as it may be required, and in any event, not less frequently than once each quarter.
- 13.2.8. The Executive Director shall facilitate, providing secretarial and logistical support for all meetings and activities of the Committees and ensuring that adequate records are maintained at the Secretariat.
- 13.2.9. Additional Standing Committees may be established by provisions in the Bye-Laws if so required.
- 13.3. Special Committees of Council**
- 13.3.1. The Council may also establish Ad-hoc Committees as it may from time to time determine to be in the interest of the Institution. An Ad-hoc Committee shall be charged to carry out a specified task or tasks, and is discharged automatically upon presentation of its final report.
- 13.3.2. The Council may also establish a Past Presidents' Advisory Forum.

Article 14: Meetings of the Institution

14.1. Types of Meetings

14.1.1. The Institution shall have two types of meetings as follows:

- (a) General Meetings; and
- (b) Ordinary Meetings.

14.2. General Meetings

14.2.1. The General Meeting is the highest decision-making body of the Institution and the Branch General Meeting is the highest decision making body at the Branch level. The General Meetings of the Institution are:

- (a) Annual General Meeting;
- (b) Special General Meeting;
- (c) Branch Annual General Meeting; and
- (d) Branch Special General Meeting

14.2.2. The Annual General Meeting and Special General Meeting of the Institution shall be held at such places and at such times as the Council may determine. All Members of Good Standing shall be invited but it is only Full Members who shall have the right to vote at the General Meeting.

14.2.3. The Branch Annual General Meeting and Branch Special General Meeting of the Institution shall be held at such places and at such times as the Branch Executive Committee may determine. All Members of Good Standing in the Branch shall be invited but it is only Full Members who shall have the right to vote at a Branch General Meeting.

14.3. Annual General Meeting

14.3.1. The Annual General Meeting, shall be held in March of every year.

14.3.2. The business of the Annual General Meeting shall be:

- (a) To receive and consider the Annual Management Report of the Council;
- (b) To receive and consider the Annual Financial Report of the Council;
- (c) To mandate the Council on indicated matters concerning the direction and management of the affairs of the Institution for the coming year;

- (d) To approve the schedule of Entry Fees, Annual Subscription and Levies of the Institution for the next Financial Year;
- (e) To appoint Auditors for the Institution;
- (f) To appoint Scrutineers for election onto the Council and to declare the results;
- (g) To transact any other business of which notice in writing shall have been given to the Executive Director at least seven days before the General Meeting; and
- (h) To transact any other business that is admitted by the President or any other person presiding at the time.

14.3.3. Other procedures and requirements of the Annual General Meeting shall be provided in the Bye-Laws.

14.4. Special General Meeting

14.4.1. A Special General Meeting may be called at any time by the Council for any purpose relating to the direction and management of the affairs of the Institution, or for making, revoking, altering or amending any Article of the Constitution.

14.4.2. A Special General Meeting may also be called at any time by any forty (40) Full Members of the Institution, at least five (5) of whom shall be from each Occupational Group, by specifying the general nature of the business to be transacted in their request to the Council.

14.4.3. At least a thirty (30) day notice shall be required for calling any Special General Meeting.

14.4.4. Only the matters advertised in the notice for a Special General Meeting shall be admitted for discussion and decision making.

14.4.5. All other provisions of the Annual General Meeting shall apply at a Special General Meeting.

14.5. Branch Annual General Meeting

14.5.1. The Branch Annual General Meeting shall be held before 14th February of the year and in any case, at least forty-two (42) days before the Annual General Meeting of the Institution.

14.5.2. The Branch Annual General Meeting shall be convened by the Branch Secretary upon the instructions of the Branch Chairperson.

- 14.5.3. The Business of the Branch General Meeting shall be:
- (a) To receive and consider the Annual Report of the Branch Executive Committee;
 - (b) To receive and consider the Annual Financial Report of the Branch;
 - (c) To mandate the Branch Executive Committee to act on any matter concerning the direction and management of the affairs of the Branch;
 - (d) To mandate the Branch Executive Committee to bring before Council or the Annual General Meeting, matters concerning the direction and management of the affairs of the Institution;
 - (e) To arrange for the election of Branch Officers and the declaration of the results;
 - (f) To transact any other business of which notice in writing shall have been given to Branch Chairperson and the Branch Secretary at least seven days before the Branch General Meeting; and
 - (g) To transact any other business that is admitted by the Branch Chairperson or any other person presiding at the time.
- 14.5.4. Other procedures and requirements of the Branch General Meeting shall be provided in the Bye-Laws.
- 14.6. Branch Special General Meeting**
- 14.6.1. A Branch Special General Meeting may be called at any time by the Branch Executive Committee for any purpose relating to the direction and management of the affairs of the Branch or the Institution.
- 14.6.2. A Branch Special General Meeting may also be called at any time by any fifteen (15) Full Members of the Institution, at least three (3) of whom shall be from each Occupational Group, by specifying the general nature of the business to be transacted in their request to the Branch Executive Committee.
- 14.6.3. At least a fifteen (15) day notice shall be required for calling any Branch Special General Meeting.
- 14.6.4. Only the matters advertised in the notice for a Branch Special General Meeting shall be admitted for discussion and decision making.

14.6.5. All other provisions of the Branch Annual General Meeting shall apply at a Branch Special General Meeting.

14.7. Ordinary Meetings of the Institution

14.7.1. Ordinary Meetings of the Institution shall be convened for various purposes, including:

- (a) Branch Meetings;
- (b) Chapter Meetings;
- (c) Technical Division Meetings;
- (d) Technical Sub-Divisional Meetings;
- (e) Occupational Group Meetings;
- (f) Meetings of Engineering Service Providers;
- (g) Meetings of Engineering Educational Units; and
- (h) Any other meeting of a group of Members in furtherance of the objective of the Institution.

14.7.2. Ordinary meetings may be for:

- (a) Lectures, seminars and discussions of engineering and allied subjects;
- (b) Visits to works of engineering and other interests;
- (c) Discussion of the general good of the Institution;
- (d) Undertaking activities that promote the social responsibility of the Institution; and
- (e) Undertake activities that promote the welfare and social integration of Members of the Institution.

14.7.3. The Bye-Laws shall make additional provisions for holding Ordinary Meetings.

Article 15: Financial Management

15.1. Financial Management System

15.1.1. The Financial Management System for the Institution shall include the following:

- (a) Annual Budgets;
- (b) Financial Records and Reports;
- (c) Earmarked Funds; and
- (d) Compensation for Services by Members

15.1.2. The financial year of the Institution shall end on the 31st day of December in each year, and the Annual Budgets and Annual Financial Reports of the Institution shall be prepared accordingly.

15.1.3. All funds of the Institution shall be lodged in appropriate bank accounts of the Institution as approved by Council, except as provided for in the Bye-Laws. Disbursement of such funds shall be controlled by procedures and signatories as provided for in Bye-laws.

15.2. Annual Budgets

15.2.1. The Executive Director, based on the stated objectives of the Institution as has been prioritized at the time by the Council, shall prepare an Annual Budget for the Institution each subsequent financial year. The budget so prepared shall make provision for the following:

- (a) Projection of all income for the Institution;
- (b) Projected operational expenditure of the Institution, including its allocation to the Branches;
- (c) Projected capital and investment expenditure of the Institution; and
- (d) Projected expenditure of any earmarked funds of the Institution.

15.2.2. The budget so prepared shall be presented to the Finance Committee of the Institution for discussion, The Finance Committee, after prior discussion with the Executive Committee, shall present a report on the budget to Council for its consideration and acceptance.

15.2.3. The Proposed Budget shall then be submitted to the Annual General Meeting by the Council for approval.

15.2.4. Notwithstanding the provisions here provided, the Council shall approve a provisional budget for activities of the Institution within the first three months of the year, prior to the approval of the Annual Budget by the Annual General Meeting.

15.3. Financial Records and Reports

15.3.1. The Council shall cause to be kept proper and sufficient financial records and accounts of all financial transactions of the Institution and Branches, so that the true financial state and condition of the Institution may at all times be exhibited by such records and accounts.

- 15.3.2. The Finance Committee shall meet periodically in the year to review the financial performance of the Institution and submit quarterly reports to Council accordingly.
- 15.3.3. The Executive Director shall prepare an Annual Financial Report for the Institution and this shall be discussed by the Finance Committee and approved by the Executive Committee for auditing by the Auditor appointed for that purpose by the Annual General Meeting.
- 15.3.4. The Annual Financial Report, together with the Draft Auditor's Management Report and Audit Report shall be presented to the Council for their prior review and action.
- 15.3.5. The Annual Financial Report and Audit Report shall be laid before the Annual General Meeting of the following year for their approval.
- 15.3.6. The appointment, powers and duties of the Auditor or Auditors shall be regulated as nearly as may be and with the necessary modifications as if the Institution is a company registered in Ghana.
- 15.3.7. Branches shall prepare and submit budgetary inputs for their operations and these shall be approved by the Council and incorporated into the preparation of the Annual Budget of the Institution.
- 15.3.8. The Branches must apply funds they receive to activities approved by the Council and must demonstrate transparency in the management of their finances. The conditions under which a Branch will qualify to receive such funds will be specified in the Bye-Laws.
- 15.3.9. Each Branch shall prepare an annual statement of accounts based on all income and expenditure for the year. These accounts shall be audited by auditors appointed by the Council. The statement and auditor's report shall be presented to:
 - (a) The Executive Director to be incorporated into the Annual Financial Report of the Institution; and
 - (b) The Branch Annual General Meeting for approval by its Members.

15.4. Earmarked Funds

15.4.1. The following funds shall be set aside from the Annual Subscription and other income received by the Institution as provided for in the Bye-Laws:

- (a) The Welfare Fund;
- (b) The Branch Operations Fund; and
- (c) The Capital and Investment Fund.

15.4.2. The activities to be funded from the Welfare fund will be in accordance to Article 3.2.4. The details for such activities shall be determined by the Welfare Committee and Approved by Council from time to time.

15.4.3. The allocation of the Branch Operations Fund shall be based on provisions in the Bye-Laws and as approved by Council from year to year based on actual needs.

15.4.4. The Finance Committee shall make recommendations to Council for their approval on income generating investment from the Capital and Investment Fund from time to time.

15.4.5. The Executive Committee may make recommendation to the Council, for their approval, on investment into major capital projects relating to the normal business of the Institution to be funded from the Capital and Investment Fund.

15.5. Compensation for Services Rendered by Members

15.5.1. In general, services rendered by Members in advancing the objective and functions of the Institution shall be on voluntary basis and they shall not receive any compensation for such services, except that costs incurred in the discharge of their responsibilities may be reimbursed. The modalities for the payment of such costs shall be determined by the Executive Committee and approved by Council.

- 15.5.2. An honorarium may be paid to the President who is expected to devote a substantial amount of his/her time to the business of the Institution, and to any other Member of the Institution, who it is determined to be devoting a substantial amount of his/her time to the business of the Institution. The quantum of the honorarium and the modalities for determining who is qualified, shall be determined by a three-member committee of Past Presidents, selected by the Past Presidents' Forum upon the request of Council. The committee will make a proposal to Council who will approve same after due consideration. These conditions must be reviewed as often as Council considers necessary but at least once in every three (3) years.
- 15.5.3. Notwithstanding Article 15.5.1 above the following services, if rendered by Members, may be compensated for through the normal administrative processes for the determination of such matters:
- (a) Services rendered as an employee of the Institution;
 - (b) Services rendered as a vendor, service provider, consultant or contractor of the Institution;

Article 16: Dispute Resolution

16.1. Interpretation of the Constitution

- 16.1.1. Any dispute concerning this Constitution or the Bye-Laws shall be referred to the Executive Committee for resolution in writing.
- 16.1.2. The decision of the Executive Committee shall be endorsed by two-thirds majority vote of a regular Council Meeting and communicated accordingly to all interested parties.
- 16.1.3. Should this decision not become final based on an appeal for review by the interested parties, the Council shall form a committee consisting of two (2) Past Presidents and one (1) Full Member representing each of the Occupational Groups, to review the decision. Their decision shall be final.

Article 17: Bye-Laws

17.1. Preparation of the Bye-Laws

- 17.1.1. The Institution shall adopt Bye-Laws. The Bye-Laws shall be rules and regulations subsidiary to this Constitution but are equally binding.

- 17.1.2. The procedure for the preparation and adoption of the Bye-Laws are provided for in Article 20.2 of the Transitional Provisions.

Article 18: Amendments to the Constitution and Bye-Laws

18.1. Amending the Constitution

- 18.1.1. A proposed amendment to the Constitution shall be initiated by submission to the Executive Director, in writing, by:
- (a) Not less than fifty (50) members of good standing, including at least five (5) Full Members of each Occupational Group; or
 - (b) Not less than ten (10) Council Members including at least one (1) member from each Occupational Group, or
 - (c) A Constitutional Review Committee set up for that purpose by a majority vote of a regular Council Meeting.
- 18.1.2. The proposal shall be received at least twenty-eight (28) days in advance of the Council meeting at which it shall be discussed.
- 18.1.3. The proposed amendment shall be discussed at the said meeting of Council and accepted for further consideration by a two-thirds majority vote of the Council. Otherwise the amendment is rejected.
- 18.1.4. Upon acceptance, the Council shall refer the proposals to a Constitutional Amendment Committee. The Committee shall scrutinize the wording and the overall implications of the amendment and shall submit its recommendations to Council within 60 days of date of forming the committee.
- 18.1.5. The Amendments shall be discussed and accepted by a two-thirds majority vote of the Council for further consideration. Otherwise the amendment is rejected with an option of a onetime review by the Constitutional Amendment Committee which shall be completed within thirty (30) days.
- 18.1.6. The proposed amendment to the Constitution shall then be sent to the Annual General Meeting or a Special General Meeting of the Institution after circulating the agenda for the meeting and the precise written form of the amendment to all members and giving at least 30days notice.

18.1.7. For the adoption of the amendment to the Constitution, a two-thirds majority vote of valid ballots at the General Meeting shall be affirmative. The amendment shall become effective immediately after the voting results are announced.

18.1.8. The Executive Director is obliged to inform all the proposers of the Constitutional Amendment of each stage of the review process giving them an opportunity to provide further input into the review process.

18.2. Amending the Bye-Laws

18.2.1. A proposed amendment to the Bye-laws shall be initiated by submission to the Executive Director, in writing, by:

(a) Not less than twenty (20) Full Members of Good Standing, including at least two (2) members from each Occupational Group; or

(b) Not less than five (5) Council Members including at least one (1) member from each Occupational Group, or

(c) A Bye-Laws Amendment Committee set up for that purpose by a majority vote of a regular Council Meeting.

18.2.2. The proposal shall be received at least fourteen (14) days in advance of the Council meeting at which it shall be discussed.

18.2.3. The proposed amendment shall be discussed at the said meeting of Council and accepted or accepted for further consideration by a two-thirds vote of the Council. Otherwise the amendment is rejected with an option of a onetime review.

18.2.4. In case the proposed amendment is accepted for further consideration, the Council shall set up a Bye-Laws Amendment Committee which shall review the proposal and report back to the Council within thirty (30) days.

18.2.5. The Executive Director shall publish the proposed amendment accepted by two thirds majority of the Council within fourteen (14) days of its acceptance on the official website of the Institution and give a notice to all Members and Registered Entities of Good Standing to submit specific modifications.

- 18.2.6. All Members and Entities of Good Standing may, through notification to the Executive Director, suggest specific modifications to the proposed amendments of the Bye-Laws within thirty days of its publication. The Executive Director is obliged to immediately publish such suggested modifications as a subsidiary notice to the proposed amendments.
- 18.2.7. If no such notice is received within the notification period, then the proposed amendment is automatically adopted and the amendment becomes effective immediately.
- 18.2.8. Where such notices have been received, these will be considered by the Council within 30 days of the expiry of notification period and by a two thirds majority adopt the amendments in its original form or as has been further modified. The amendment becomes effective immediately. Otherwise the amendment is rejected.
- 18.2.9. The Executive Director is obliged to inform all the proposers of the Bye-Laws Amendment of each stage of the review process giving them an opportunity to provide further input into the review process.

Article 19: Miscellaneous Provisions

19.1. Co-Operative Agreements and Reciprocal Membership

- 19.1.1. The Council may sign Co-operative Agreements with other national and international engineering or engineering-related organizations, provided such co-operative agreements shall enhance the objective of the Institution.

19.2. Notices

- 19.2.1. Any notice may be served, or any communication may be sent, on behalf of the Council by the Executive Director or by the Branch Secretary on behalf of Branch Executive Committee, upon or to any Member or Registered Entity either personally or by sending it prepaid registration through the post or by electronic means using phone numbers or emails addressed to such person using the address registered in the books of the Institution.
- 19.2.2. Any notice or communication, if served or sent shall be deemed to have been served or delivered on or before:
 - (a) Twenty-four (24) hours from the time it was officially delivered personally; or

- (b) Fourteen (14) days from the date it was officially posted; or
- (c) Twenty-four (24) hours from the time an electronic mail is officially sent.

19.2.3. In proving such services or sending, it shall be sufficient to prove that the notice or communication was properly addressed and served or sent.

19.3. Representation to other Organizations

19.3.1. The Council may appoint representatives to national or international organization for such purposes and with such powers as it may determine. Such representatives shall submit a report to the Council as may be determined by the Council from time to time.

19.3.2. Such appointments may be made from Members of the Institution or from such other persons as the Council may select to further the interests and work of the Institution and may be cancelled at any time by the Council.

Article 20: Transitional Provisions

20.1. Purpose of Transitional Provisions

20.1.1. These transitional provisions are intended to provide a smooth transition of operations of the Institution from the day this Constitution is adopted until it comes into full effect.

20.2. Preparation and Adoption of the Bye-Laws

20.2.1. To meet the requirements of Article 17:, procedures are hereby provided for the preparation and adoption of the Bye-Laws. The Bye-Laws shall be made and adopted within eight (8) calendar months of adoption of this Constitution.

20.2.2. A Bye-Laws Committee shall be appointed by the Council at its meeting immediately after the adoption of this Constitution to prepare the Bye-Laws.

20.2.3. The Committee shall submit the completed draft of the Bye-Laws to the Executive Director within three calendar months of its appointment.

- 20.2.4. The Executive Director shall circulate the draft Bye-Laws to all Council Members immediately and give notice for a Council meeting to discuss and approve the Bye-Laws. The said Council meeting shall take place within 30 days of the notice but in not less than 14 days after the said notice.
- 20.2.5. The draft Bye-Laws shall be discussed and accepted by a two-thirds majority vote of the Council for further consideration.
- 20.2.6. The Executive Director shall publish the accepted draft Bye-Laws within 14 days of its acceptance on the official website of the Institution and give a notice to all Members of Good Standing to submit specific notices for amendment.
- 20.2.7. All Members of Good Standing may, through notification to the Executive Director, suggest specific amendments to accepted draft Bye-Laws within thirty days of its publication. The Executive Director is obliged to immediately publish such suggested amendments as a subsidiary notice to the accepted draft Bye-Laws.
- 20.2.8. The Bye-Laws Committee shall within two weeks of expiry of the notice to all Members submit a final draft of the Bye-Laws to the Executive Director.
- 20.2.9. The Executive Director shall circulate the final draft Bye-Laws to all Council Members immediately and give notice for a Council meeting to discuss and adopt the Bye-Laws. The said Council meeting shall take place within 30 days of the notice but in not less than 14 days after the said notice.
- 20.2.10. The Bye-Laws shall be adopted by a two-thirds majority vote of all members present at the said Council meeting provided they form a quorum.

20.3. Initial Term of Office for Members of Council

- 20.3.1. To meet the requirement of Article 10.5.1, the term of office of the following officers shall be one year immediately this Constitution comes into full effect and revert to two years thereafter in accordance with Article 10.7:
 - (a) The President;
 - (b) The Immediate Past President;
 - (c) The President-Elect;
 - (d) National Councilor; and
 - (e) Branch Chairpersons.

20.4. Status of Members

20.4.1. The status of Members shall automatically convert to an equivalent status as provided for in Article 6 of this Constitution at the time it is adopted, for elections, and shall remain so thereafter as follows:

- (a) All Fellows shall remain Fellows of the Institution;
- (b) All Corporate Members who have fifteen (15) years or more professional experience after graduation shall be designated as Senior Professional Engineers.
- (c) All Members who have less than fifteen (15) years professional experience after graduation shall be designated as Professional Engineers (PE);
- (d) All Associates who have fifteen (15) years or more professional experience after obtaining their HND shall be designated as Senior Professional Engineering Technologist (SPET);
- (e) All Associates who have less than fifteen (15) years professional experience after obtaining their HND shall be designated as Professional Engineering Technologists (PET);
- (f) All Affiliates and Technicians who have fifteen (15) years or more experience after obtaining their technician certificate shall be designated as Senior Engineering Technician (SET);
- (g) All Affiliates and Technicians who have less than fifteen (15) years professional experience after obtaining their technician certificate shall be designated as Engineering Technician (ET);

20.5. The Name of the Institution

20.5.1. The Name of the Institution shall remain the “Ghana Institution of Engineers” until the new Constitution comes into full effect on 1st April 2018, when the name will change to “Ghana Institution of Engineering” as provided for in Article 2 of this Constitution. The Logo and official seal of the Institution shall then be changed accordingly.

20.5.2. Any document bearing the Name “Ghana Institution of Engineers” and all transactions and agreements issued or executed before the coming into full effect of this Constitution shall remain valid as though it was issued by the Ghana Institution of Engineering.

20.6. Full Effect of the Constitution

- 20.6.1. The Constitution and Bye-Laws will come into full effect on 1st April 2018, when the Council elected under the provisions of this constitution take office, and after the Bye-Laws have been adopted, except that:
- (a) These Transition Provisions shall take immediate effect.
 - (b) The provisions for election of members of Council and Branch Officers in Articles 10.5, 10.6 and 12.2. shall take immediate effect after adoption of this Constitution.
 - (c) The President-Elect, elected prior to the adoption of this Constitution, will become the next President of the Institution as though he/she was elected under this Constitution.
 - (d) The Council, elected prior to the adoption of this Constitution, will continue to operate until 31st March 2018, when this Constitution comes into full effect. All their actions and decisions shall be deemed to have been made under this Constitution.
 - (e) The term of Office of all elected members of Council, elected prior to the adoption of this Constitution will terminate after this Constitution comes into full effect on 1st April 2018, except for the President-Elect, as provided for in Paragraph (c) above.