

Ghana Institution of Engineering (GhIE)



Bye-Laws

As Adopted by the Council on 13th March 2018

With Amendments as at 23rd November 2022

Preamble

These Bye-Laws are Adopted by the Council, in accordance with Article 17 of the Constitution of the Ghana Institution of Engineering, on this 13th Day of March 2018, as rules and regulations subsidiary to the Constitution, but equally binding, to guide the operations of the Institution, with the understanding that it will come into full effect on 1st April 2018, in accordance with Article 20.6 of the Constitution.

Signed
Ing Carlien Bou-Chedid
President

Signed
Ing Winfred Aniagyei
Ag. Executive Secretary

Amendments

23rd November 2022

These amendments to the Bye-Laws were adopted by the Council in accordance with Article 18.2.8 of this Constitution on 23rd November 2022.

Article 10.5 General Provisions for Elections of the Institution

- i. Delete item (2c) of Article 10.5.3.
- ii. Amend item (2d) of Article 10.5.3 by adding at the end of the sentence “not later than the 7th day of February”
- iii. Amend item (3b) of Article 10.5.3 by replacing the word “deadline” with “period”.
- iv. Add a new item (3e) to Article 10.5.3 as follows: “e. Shall provide an updated schedule of all Full Members of Good Standing, indicating the Occupational Group, Technical Division and Branch.”
- v. Amend item (4) of Article 10.5.3 by adding at the end of the Paragraph, “The Executive Director shall provide daily updates on the voting to members.”
- vi. Add a new item (8) to Article 10.5.3 as follows: “8) Not later than the 30th day of June before an election, the Council shall appoint a five-member Ad-hoc Electoral Committee to oversee the processes leading to, during and immediately after the elections. The Committee shall be chaired by a past President with the Executive Director as secretary. Their tenure shall elapse after the results of the elections have been published on the official website of the Institution.”

Article 12.2 Election of Branch Officers

- vii. Amend Article 12.2.9 by replacing the word “except” in the first paragraph with “including”.

Signed
Ing Dr Charles Anum Adams
President

Signed
Ing David Kwatia Nyanteh
Executive Director

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Article 1: Definitions

There are no additional provisions

Article 2: Name

There are no additional provisions

Article 3: Objective and Functions

3.1. Objective of the Institution

There are no additional provisions

3.2. Functions of the Institution

3.2.4(f) In promoting a socialization and social support program for Members, the Institution shall:

- 1) Establish a socialization and social support program with the objective of:
 - a. Encouraging greater social interaction among Members and their families; and
 - b. Assist Members and their nuclear family in time of need.
- 2) The program shall include:
 - a. A group insurance scheme for Members;
 - b. A beneficiary scheme for marriage, incapacitation, bereavement and death;
 - c. Socialization programs like visitations, get-togethers, health and fitness programs and excursions; and
 - d. Any other activity that the Council may approve from time to time.
- 3) Detailed Guidelines for the program shall be developed by the Welfare Committee and approved by the Council for implementation and may be reviewed periodically to enhance its impact.

3.2.6(a) In promoting and recognizing excellence, the Institution shall have publications as provided hereunder.

- 1) A monthly Newsletter, published by the Secretariat, containing news on the activities of the Institution and others that may be of interest to Members. This will be distributed electronically to all Members of Good Standing.
- 2) A quarterly Magazine, published electronically by the Publications Committee. It will contain technical articles of engineering interest. An editorial board may be established for this purpose.
- 3) A Journal published at least twice a year, by the Publications Committee, both electronically and in hard copy. It shall be a Technical Publication of engineering, technology and

applied science papers. An editorial board may be established, and every paper will have to be peer reviewed before acceptance for publication.

- 4) Other publications will include Proceedings of Conferences and Presidential Addresses.
- 5) The Council may approve for publication any other material they determine to be appropriate for publication.
- 6) The Detailed Guidelines for publications shall be developed by the Publications Committee and approved by the Council for implementation and may be reviewed periodically to enhance its impact.

3.2.6(b) In promoting and recognizing excellence, the Institution shall establish an award system as provided hereunder.

- 1) The categories of award will include:
 - a. Engineering Excellence Award;
 - b. Best Engineering Graduate Award;
 - c. Industrial Partnership Award;
 - d. Best Performance at the Engineering Professional Examination; and
 - e. Any other category that the Council may approve of.
- 2) The Detailed Guidelines for the award system shall be developed by the Committee responsible for awards and approved by the Council for implementation and may be reviewed periodically to enhance its impact.

3.2.7 The Institution may collaborate with relevant statutory bodies, and other national and international organizations that share with it some common objectives, as provided hereunder.

- 1) The category of organizations and the nature of the collaboration shall include:
 - a. National Regulatory Bodies: The nature of the collaboration will include regulation of the practice of engineering, upholding engineering standards and specification and the promotion of public welfare.
 - b. National and International Professional Organizations and Associations: The nature of the collaboration will include the promotion of sustainability, health, safety and technology in training, design, implementation, operation and maintenance in the industrial and built environment sectors; and the exchange of ideas through conferences and international exchange programs.

- c. Educational Institutions: The nature of the collaboration will include promoting the publication of technical papers by lecturers, organization of seminars, industrial attachments for students, and organizing student Chapters of the Institutions.
 - d. Government and Private Organizations: The nature of the collaboration will include development of national and local policy, upholding engineering standards and specification and the promotion of public welfare.
- 2) The Council may enter into a Memorandum of Understanding that states the nature of its collaborations with any organization that the Institution may wish to collaborate with.
 - 3) The Council will retain and keep an updated schedule of organizations in the various categories that the Institution is collaborating with and the nature of the collaboration.

Article 4: Organization of the Institution

4.1. Organizational Structures

There are no additional provisions

4.2. Headquarters and Branches

- 4.2.1** The current address of the Headquarters of the Institution is “13 Continental Road, Roman Ridge, Accra”
- 4.2.3** The Council shall publish on the Institution’s official website a schedule of Branches in operation at any time and their geographical area of operation.
 - 1) The Branches in operation at the time these Bye-Laws come into force and their geographical areas of operation shall be:
 - a. Branch 1, in the Ashanti Region of Ghana;
 - b. Branch 2, in the Brong-Ahafo Region of Ghana;
 - c. Branch 3, in the Eastern Region of Ghana;
 - d. Branch 4, in the Greater Accra Region of Ghana;
 - e. Branch 5, in the Northern, Upper East and Upper West Regions of Ghana;
 - f. Branch 6, in Volta Region of Ghana; and
 - g. Branch 7, in the Western and Central Regions of Ghana.
 - 2) The Schedule shall also include:
 - a. A list of all Branch Executive Committee members; and
 - b. Any other relevant information about the Branch as the Executive Committee may determine.

4.2.5 A schedule of Chapters and their scope of operation shall be published alongside the schedule of Branches as provided for under Article 4.2.3 in this Bye-Laws. The schedule shall include the scope of operations of the Chapter and any other relevant information the Executive Committee may determine.

4.2.6 The criteria and procedures for setting up new Branches and Chapters are provided hereunder.

- 1) The minimum criteria for setting up a Branch are that the Branch shall:
 - a. Have a clearly stated geographical area of operation, distinct from all other Branches;
 - b. Have a membership of at least one hundred (100) Full Members;
 - c. Have a minimum of five (5) members who are eligible to be Branch Chairperson in accordance with Article 12 of the Constitution;
 - d. Have Members from multiple engineering disciplines and with a fair representation of Full Members from at least two Technical Divisions;
 - e. Demonstrate, to the satisfaction of Council, that the Branch will have the administrative, organizational and financial capacity to exist and operate to meet the objective of the Institution and to perform the relevant functions as provided for in Article 3 of the Constitution;
 - f. Demonstrate, to the satisfaction of Council, that the new Branch will not undermine the administration and operations of any existing Branch, and that a mother Branch will continue to meet the minimum requirements for a Branch herein provided for; and
 - g. Satisfy the Council that the setting up of the Branch will be in the interest of the Institution.
- 2) The procedure for setting up a Branch is as follows:
 - a. The Process for setting up a Branch may be initiated by the Council or the Executive Committee or by a petition from twenty (20) Full Member representing at least three (3) Occupational Groups and two (2) Technical Divisions, five (5) of whom shall be Fellows or Senior Professional Engineers, to the Executive Director;
 - b. Where the process is initiated by the Council, the Council shall set up a Special Committee to provide a justification paper for the creation of the Branch;
 - c. Where the process is initiated by the Executive Committee, the Executive Committee will provide the justification paper to the Council, and if accepted by the Council, referred to a Special Committee;

- d. Where the process is initiated by a petition, the petitioners shall provide the justification paper attached to the petition, and that will form the basis upon which the Executive Committee shall make a recommendation to the Council;
 - e. If the petition is acceptable to the Council, the Council shall refer the matter to a Special Committee for further consideration, otherwise the council will reject the petition with reasons and request the Executive Director to communicate same to the petitioners;
 - f. The Special Committee shall consider all available information and conduct all the due diligence required to meet the minimum criteria provided for above and to satisfy the Council that it is in the interest of the Institution to set up the Branch;
 - g. The report of the Special Committee, including its recommendations and justification, shall be submitted to Council for its consideration;
 - h. The creation of a Branch must be approved by two-thirds majority vote at a regular Council meeting;
 - i. If approved, the decision of Council, together with the report of the Special Committee shall be published on the official website of the Institution for a minimum period of thirty (30) days, with a notice requesting for any objections;
 - j. Where there are no objections, the decision of the Council will become effective immediately; and
 - k. Where there are objections, the Council will undertake a one-time review of its decision and publish same on the official website, and such a decision shall be final and become effective immediately.
- 3) The minimum criteria for setting up a Chapter are:
- a. The Chapter shall have a clearly stated geographical and operational scope, distinct from all other Chapters and shall operate under a Branch;
 - b. Will have a membership of at least twenty-five (25) Members; and
 - c. Shall demonstrate, to the satisfaction of the Branch Executive Committee, that it has leadership and are in the position to organize Ordinary Meetings of the Chapter and will operate to meet the objectives of the Institution.
- 4) The procedure for setting up a Chapter is as follows:
- a. A Chapter will be formed by the decision of the Branch Executive Committee if they believe the minimum criteria provided above have been met;

- b. A group of Members may come together, and by a petition to the Branch Executive Committee, request that a Chapter is formed;
- c. The petition must have attached to it a justification paper that demonstrates that the minimum criteria has been satisfied;
- d. A Chapter will then be formed, if the petition is acceptable to the Branch Executive Committee;
- e. If the petition is not accepted, the Branch Executive Committee will write to inform the petitioners of their decision and the reasons thereof, with a copy to the Executive Director; and
- f. The Branch Executive Committee will inform the Executive Director of the formation of a Chapter, providing all the relevant information that the Council may require.

4.3. Technical Divisions

4.3.1 The Council shall publish a schedule of Technical Divisions on the official website of the Institution.

- 1) The schedule shall include:
 - a. A list of all Sub-Divisions under each Division;
 - b. A list of all engineering disciplines under each Sub-Division; and
 - c. The scope of practice under each Sub-Division.
- 2) The Technical Divisions in operation at the time these Bye-Laws come into force shall be:
 - a. Civil;
 - b. Electrical/Electronic;
 - c. Mechanical; and
 - d. Chemical/Mining.

4.3.2 A schedule of Sub-Divisions shall be published alongside the Divisions as provided for in Article 4.3.1 of this Bye-Laws.

4.3.3 The criteria and procedures setting up new Technical Divisions and Sub-Divisions are provided hereunder.

- 1) The minimum criteria for setting up a new Technical Division are:
 - a. A Technical Division shall have clearly defined engineering discipline(s) accepted by the Council and duly published as required;
 - b. Shall have a membership of at least one hundred (100) Full Members;

- c. Shall have a minimum of five (5) members who are eligible to be elected as Technical Division Chairperson in accordance with Article 10.6.6 of the Constitution;
 - d. Shall have membership from at least two Occupational Groups;
 - e. It must be demonstrated, to the satisfaction of Council, that the Technical Division will have the organizational capacity to exist and operate to meet the objective of the Institution and to perform the relevant functions as provided for in Article 3 of the Constitution;
 - f. It must be demonstrated, to the satisfaction of Council, that the new Technical Division will not undermine the operations of any existing Division, and that a mother Division will continue to meet the minimum requirements for a Technical Division herein provided for; and
 - g. It must be demonstrated, to the satisfaction of the Council, that the setting up of the Technical Division will be in the interest of the Institution.
- 2) The procedure for setting up a Technical Division is as follows:
- a. The Process for setting up a Technical Division may be initiated by the Council or the Executive Committee or by a petition from twenty (20) Full Member representing at least two (2) Occupational Groups, five (5) of whom shall be Fellows or Senior Professional Engineers, to the Executive Director.
 - b. Where the process is initiated by the Council, the Council shall set up a Special Committee to provide a justification paper for the creation of the Technical Division.
 - c. Where the process is initiated by the Executive Committee, the Executive Committee will provide the justification paper to the Council, and if accepted by the Council, referred to a Special Committee.
 - d. Where the process is initiated by a petition, the petitioners shall provide the justification paper attached to the petition, and that will form the basis upon which the Executive Committee shall make a recommendation to the Council.
 - e. If the petition is acceptable to the Council, the Council shall refer the matter to a Special Committee for further consideration, otherwise the council will reject the petition with reasons and request the Executive Director to communicate same to the petitioners.

- f. The Special Committee shall consider all available information and conduct all the due diligence required to meet the minimum criteria provided for above, and to satisfy the Council that it is in the interest of the Institution to set up a Technical Division or otherwise; and
 - g. The report of the Special Committee, including its recommendations and justification, shall be submitted to the Council for its consideration.
 - h. The creation of a Technical Division must be approved by two-thirds majority vote at a regular Council meeting;
 - i. If approved, the decision of Council, together with the report of the Special Committee shall be published on the official website of the Institution for a minimum period of thirty (30) days, with a notice requesting for any objections;
 - j. Where there are no objections, the decision of the Council will become effective immediately; and
 - k. Where there are objections, the Council will undertake a one-time review of its decision and publish same on the official website, and such a decision shall be final and become effective immediately.
- 3) The minimum criteria for setting up a Technical Sub-Division are that the Sub-Division shall:
- a. Have clearly defined engineering discipline(s) accepted by the Council and duly published as required;
 - b. Have a membership of at least fifty (50) Full Members, including at least five (5) Fellows and/or Senior Professional Engineers; and
 - c. Demonstrate, to the satisfaction of the Council, that there are grounds for holding separate Ordinary Meetings of the Sub-Division, and that the will operate to meet the objectives of the Institution.
- 4) The procedure for setting up a Technical Sub-Division is as follows:
- a. A Sub-Division may be formed by a decision of the Council if the Council is of the view that the minimum criteria provided above have been met;
 - b. Alternatively, a group of Full Members of a Technical Division may come together, and by a petition to the Executive Director, request that a Technical Sub-Division is formed;
 - c. The petition must have attached to it, a justification paper that demonstrates that the minimum criteria has been satisfied;

- d. The Executive Committee will review any such petition and make recommendations to Council;
- e. A Technical Sub-Division will then be formed, if the petition is acceptable to the Council; and
- f. If the petition is not accepted by the Council, the Executive Director will write to inform the petitioners of the Council decision, stating the reasons thereof.

4.3.4 The guidelines for the organization of the Technical Division and Sub-Divisions are provided hereunder:

- 1) Each Technical Division shall have a Technical Division Operations Committee, constituted as follows:
 - a. Technical Division Chairperson;
 - b. Technical Division Vice-Chairperson;
 - c. Technical Division Secretary;
 - d. Technical Division Occupational Group Representatives; and
 - e. Leaders of Technical Sub-Divisions created under the Technical Division;
- 2) The Technical Division Chairperson shall, within one month of being sworn into office, and supported by the Executive Director, organize a meeting of all Full Members of the Division to elect the other members of the Technical Division Operations Committee, using the following criteria:
 - a. Those eligible to be elected shall be Full Members of Good Standing, registered in the Technical Division and active in the activities of the Technical Division;
 - b. The Technical Division Vice-Chairperson must be a Fellow or Senior Professional Engineer;
 - c. The Technical Division Secretary must be a Full Member registered in the Technical Division;
 - d. Each Occupational Group in the Technical Division will elect one person from among their Full Members respectively; and
 - e. Each Technical Sub-Division will elect one Fellow or Senior Professional Engineer from among their Members as their Leader.
 - f. The eligible voters for the elections shall be Full Members of Good Standing registered in the Technical Division;
 - g. The Executive Director shall be notified at all stages of conducting a Technical Division Election and shall duly publish the names of all members of the Technical Division Operations Committee in the Newsletter and on the official website of the Institution;

- h. The tenure of office for all members of the Technical Division Operations Committee shall be two years with unlimited option for re-election;
 - i. A member of the committee ceases to be member if he/she fails to attend three consecutive meetings without due notification or writes to resign or ceases to be a Full Member of the Institution. He/she shall be replaced by a bye-elections organized by the Division after due notification to its Members and the Executive Director.
- 3) The Technical Division Operations Committee shall meet for the business of the Institution as follows:
 - a. As often as the business of the Institution may require, and in any event, not less frequently than once each quarter;
 - b. The meetings shall be held at such places as the Committee may decide or by electronic means provided participants can hear each other;
 - c. The quorum for a meeting shall be at least four (4) members, including the Technical Division Chairperson or in his/her absence the Technical Division Vice-Chairperson or in his/her absence the Technical Division Chairperson's named member.
 - d. The Committee may adjourn or regulate its meetings as it deems fit.
- 4) The Technical Division Operations Committee shall organize and manage all activities of the Technical Division as follows:
 - a. Organize all Ordinary Meetings of the Technical Division;
 - b. Arrange for the preparation of relevant technical papers and responses as required by Council;
 - c. Organize at least one mini-conference every year for the Division;
 - d. Prepare quarterly and annual reports for the Division;
 - e. Provide input for the preparation of the annual budget and financial statement of the Institution;
 - f. Provide appropriate support to all Branches, Sub-Divisions and Chapters, including Student Chapters;
 - g. Seek the welfare of Members in the Technical Division; and
 - h. Undertake any other activity that promotes the study and practice of engineering.

- 5) The Technical Sub-Divisions shall regulate their own activities and perform the following functions:
 - a. Meet as often as they deem fit to hold Ordinary Meetings which have specific relevance to their engineering discipline(s);
 - b. Organize themselves to participate actively in the Ordinary Meetings of the Division and of the Institution; and
 - c. Undertake any other activity that promotes the study and practice of engineering.
- 6) The Secretariat shall provide support for all meetings of the Technical Division Operations Committee and all Ordinary Meetings of the Technical Divisions and Sub-Divisions.

4.4. Engineering Occupational Groups

4.4.2 To promote the responsiveness of the Institution to the needs of the different practitioners of engineering, guidelines for the organization of the Occupational Groups are provided hereunder:

- 1) Each Occupational Group may organize itself as an Occupational Group Forum to:
 - a. Facilitate the nomination and encourage the participation of their members in the election of representatives on the Council, Branch Executive Committees and Technical Divisions; and
 - b. Discuss issues that are of common interest but advance the objectives of the Institution.
- 2) In organizing the Occupational Group Forum, the following guidelines shall be followed:
 - a. The Executive Representative and the three National Councilors representing the Occupational Group will constitute the executive team of the forum;
 - b. The forum and the executive team may hold Ordinary Meetings, convened and chaired by the Executive Representative;
 - c. The meetings may be held at such places as the executive team may decide or by electronic means provided participants can hear each other;
 - d. The executive team will determine the frequency and purpose of its meetings and that of the forum, in consultation with the Executive Director;
 - e. The Executive Director shall provide logistical support for the meetings of the forum;
 - f. The forum is free to regulate its own meetings;

- g. Minutes of all meetings of the forum may be recorded by a staff of the Secretariat, nominated by the Executive Director, and circulated to all Full Members of the Occupational Group and members of the Council; and
- h. The forum may hold meetings at the Branch level but must always be with the consent of the Branch Executive Committee, that will be required to provide the logistical and secretarial support for the meeting.

4.5. Registered Entities

There are no additional provisions

4.6. Other Structures

There are no additional provisions

Article 5: Membership of the Institution

There are no additional provisions

Article 6: Entry Requirements for Members

6.1. Professional Engineers Group

6.1.1(d) The Candidate for the Class of Fellow shall meet the additional requirements and follow the procedures provided hereunder.

- 1) The additional requirements the Candidate must satisfy are:
 - a. Must be proposed by two Fellows and supported by two SPEs and/or PEs;
 - b. Demonstrate that he/she has acquired and established a reputation as an Engineer, has been in responsible positions and has mentored other engineers; and
 - c. Demonstrate that he/she is active in the affairs of the Institution and is socially responsible.
- 2) The procedure that the Candidate must follow include the following:
 - a. Complete an application form for the purpose and submit it to the Executive Director
 - b. The Application will be reviewed by the Executive Committee to ensure that it meets the basic requirements and to determine if the process must continue;
 - c. Where the Executive Committee determines that the process is curtailed, the Executive Director shall write to the Candidate, indicating the reasons for the curtailment;

- d. Where the Executive Committee decides to proceed, they will appoint three Assessors, at least one (1) of whom shall be a member of the Division of the Candidate, and who must be Fellows of the Institution, for each of them to undertake an independent assessment of the Candidate and provide their opinion as to his/her suitability for transfer to the Class of Fellow;
- e. The Executive Committee, based on the independent reports of the Assessors, shall make a recommendation to the Council for the transfer or otherwise of the Candidate to the Class of Fellow based on the assessment of at least two (2) of the Assessors;
- f. The Council may, with a two-thirds majority of those present at the meeting, approve the transfer of the Candidate to the class of Fellow;
- g. Where a Candidate is approved by the Council for transfer to the Class of Fellow, The Executive Director shall publish a notice on the official website of the Institution giving a 30-day notice for anyone to raise an objection;
- h. If there are no objections after the period, the Executive Director will write to confirm the Council's decision to the Candidate and inform him/her about arrangements for his/her formal induction;
- i. If there is an objection, The Executive Committee shall investigate, where necessary including an interview with the person who raised the objection and the Candidate, and advise the Council;
- j. The decision of the Council shall be final and the person who raised the objection will be informed accordingly; and
- k. Where a Candidate is not approved for transfer to the class of Fellow by the Council, the Executive Director will write immediately to the Candidate, informing him/her of the Council's decision, indicating the reasons thereof.

6.1.2(d) The Candidate for the Class of Senior Professional Engineer (SPE) shall meet the additional requirements and follow the procedures provided hereunder.

- 1) The additional requirements the Candidate must satisfy are:
 - a. Proposed by a Fellow and supported by two Fellows and/or SPEs;
 - b. Demonstrate that he/she has established a reputation as a Professional Engineer; and
 - c. Demonstrate that he/she is active in the affairs of the Institution and is socially responsible.
- 2) The procedure that the Candidate must follow include:
 - a. Complete an application form for the purpose;

- b. The Application will be reviewed by the Membership Committee to determine if the Candidate meets the basic requirements;
- c. The Membership Committee shall make a recommendation to the Council for the transfer or otherwise of the Candidate;
- d. The Council may, with a simple majority vote, approve the transfer of the Candidate to the class of Senior Member;
- e. Where the transfer is approved by the Council, the Executive Director shall publish a notice on the official website of the Institution giving a 30-day notice for anyone to raise an objection;
- f. If there is no objection after the period, the Executive Director will write to confirm the Council's decision to the Candidate, stating any conditions thereof;
- g. If there is an objection, the Membership Committee will investigate, where necessary including an interview with the person who raised the objection and the Candidate, and advise the Council;
- h. The decision of the Council shall be final and the person who raised the objection will be informed accordingly; and
- i. Where a Candidate is not approved for transfer to the class of Senior Professional Engineer by the Council, the Executive Director will write immediately to the Candidate, informing him/her of the Council's decision, indicating the reasons thereof.

6.1.3(a) The university degrees in engineering that a Candidate must hold to qualify to be elected or transferred to the Class of Professional Engineer (PE) is a Bachelor of Science degree in engineering accredited by the National Accreditation Board or its equivalent approved for the purpose by the Council.

The Institution, in consultation with the relevant regulatory bodies, may determine additional tuition or training content that a Candidate may require, to make his/her degree acceptable for entry or transfer to the Professional Engineers' Class.

6.1.3(b) The Nature of the Practical Training that will qualify a Candidate to participate in the Engineering Professional Examination includes:

- 1) The completion of a logbook of activities undertaken during the training, covering a wide range of engineering activities that lie within the scope of operations of the employing institution and duly endorsed by his/her supervisors; and
- 2) Work under the general guidance of a Licensed Professional Engineer.

6.1.3(d) The components of the Engineering Professional Examination and other details on the examination are provided hereunder:

- 1) The Examination will have three (3) components as follows:
 - a. Technical Review: This component involves a brief presentation of a specific project or activity, or process undertaken by the Candidate or a task given to the Candidate; and answer questions by a panel made up of Members with relevant knowledge of the subject area. This will constitute a minimum of 40% of the total points awarded for the examination.
 - b. General Interview: This component involves the Candidate answering questions before a panel of Members based on his/her training and general experience and on his/her general knowledge of the Institution and current affairs. This will constitute a maximum of 30% of the total points awarded for the examination.
 - c. Essay: This component involves the Candidate writing an essay on the general theme, “the Engineer in Society.” This will constitute a maximum of 30% of the total points awarded for the examination.
- 2) The determination that a Candidate has passed or failed the Engineering Professional Examination is based on the following criteria:
 - a. The Candidate must obtain a minimum of 50% of the total points awarded for the examination and at least 50% for each component to pass.
 - b. A Candidate who fails to obtain 50% or more of the points awarded for the Technical Review or fails to obtain 50% or more in any two categories of the examination has failed and will be required to re-sit the whole Professional Examination at a future date;
 - c. A Candidate who obtains a minimum of 50% of the total points awarded for the examination and 50% or more for the Technical Review and one other component but obtained less than 50% in the third component, will be required to re-sit only the component of the examination that he/she failed, at a future date.

6.1.3(e) Exemption from the participation in the Professional Examination by Candidates who are members of recognized Engineering Institutions in an equivalent class shall meet the following requirements:

- 1) The exemption will apply to Institutions with which the GhIE has such bi-lateral agreements or members of Engineering Institutions recognized for the purpose by the Council.

- 2) The Candidate must complete an application form and provide adequate information on his/her membership of the relevant institution.
- 3) The Executive Director, on receiving such an application, will undertake the necessary due diligence to confirm the assertions of the Candidate and ensure that he/she is of good standing with his/her mother institution and advise the Membership Committee accordingly.
- 4) If confirmed, the Candidate will be exempted from taking part in the Technical Review and Essay components of the Professional Examination but will be required to face a panel of Professional Engineers in the General Interview component. He or she must obtain a minimum of 50% of the points awarded by the panel to pass.
- 5) All the other rules for membership will apply.

6.1.3(f) The Candidate for the Class of Professional Engineer (PE) shall meet the additional requirements and follow the procedures provided hereunder.

- 1) The additional requirements the Candidate must satisfy are:
 - a. Proposed by a Fellow and supported by two Fellows, SPEs and/or PEs;
 - b. Submit a career report that details out his/her experience in training and practice of engineering;
 - c. Submit a completed and duly endorsed logbook of his/her training as a Trainee Professional Engineer; and
 - d. Demonstrate that he/she has met the CPD requirements.
- 2) The procedure that the Candidate must follow include:
 - a. Complete an application form for the purpose;
 - b. The Membership Committee will review the application and its attachment and determine if the applicant has acquired enough engineering practical training and experience to be invited to participate in the Professional Examination;
 - c. Candidates who qualify for the Professional Examination will be invited for the examination by a letter from the Executive Director;
 - d. Where an Applicant's candidature is declined, the Executive Director will write immediately to inform him/her, indicating the reasons thereof;
 - e. The Membership Committee shall compile and review the results of the Professional Examination and make recommendations to the Council for Approval;

- f. The Council shall, with a simple majority, approve the election or transfer of the Candidate to the class of Professional Engineer.
- g. Where the election or transfer of a Candidate is approved by the Council, The Executive Director shall publish a notice on the official website of the Institution giving a 30-day notice for anyone to raise an objection.
- h. If there is no objection after this period, the Executive Director will write to confirm the Council's decision to the Candidate, providing all the details relating his/her formal induction and the conditions thereof.
- i. If there is an objection, The Membership Committee will investigate, where necessary, including an interview with the person who raised the objection and the Candidate, and advise the Council;
- j. The decision of the Council will be final and the person who raised the objection will be informed accordingly; and
- k. Where a Candidate is not approved for transfer or election to the class of Professional Engineer by the Council, the Executive Director will write immediately to the Candidate, informing him/her of the Council's decision, indicating the reasons thereof.

6.1.4(b) An Applicant for the Class of Trainee Professional Engineer (TPE) shall meet the additional requirements and follow the procedures provided hereunder.

- 1) The additional requirements the Applicant must satisfy are:
 - a. Proposed by a Fellow, SPE or PE and supported by one other; and
 - b. Must have a degree that satisfies Article 6.1.3(a) of this Bye-Laws.
- 2) The procedure that the Applicant must follow include:
 - a. Complete an application form for the purpose
 - b. The Executive Director will review the application and its attachment and determine if the applicant is qualified to be admitted as a Trainee Professional Engineer (TPE).
 - c. Where an applicant is qualified, the Executive Director will write to confirm his decision, stating any preconditions thereof.
 - d. Where an applicant is not qualified, the Executive Director will write to inform him/her, stating the reasons thereof.
 - e. Where an applicant appeals against the decision of the Executive Director, this shall be reviewed by the Executive Committee, and their decision will be final.

- 6.1.5(b)** An Applicant for the Class of Professional Engineering Student (PES) shall meet the additional requirements and follow the procedures provided hereunder:
- 1) Complete an application form and submit it to the leadership of the Student Chapter in his/her school;
 - 2) Pay any Membership dues required by the Student's Chapter.

6.2. Professional Engineering Technologists Group

- 6.2.1(d)** The Candidate for the Class of Senior Professional Engineering Technologist (SPET) shall meet the additional requirements and follow the procedures provided hereunder:
- 1) The additional requirements the Candidate must satisfy are:
 - a. Proposed by a Fellow, SPE or SPET and supported by two SPETs;
 - b. Demonstrate that he/she has established a reputation as a Professional Engineering Technologist; and
 - c. Demonstrate that he/she is active in the affairs of the Institution and is socially responsible.
 - 2) The procedure that the Candidate must follow is the same as that for transfer to SPE, as provided in Article 6.1.2(d)(2) of this Bye-Laws.
- 6.2.2(a)** The accredited diploma in engineering that a Candidate must hold to qualify to be elected or transferred as a Professional Engineering Technologist (PET) is the Higher National Diploma (HND) or its equivalent as approved by Council.
- 6.2.2(b)** The Nature of the Practical Training that will qualify a Candidate to participate in the Engineering Professional Examination is the same as that for a PE, as provided in Article 6.1.3(b) of this Bye-Laws, except that, the Candidate must have worked under the general guidance of a Professional Engineer or a Professional Engineering Technologist.
- 6.2.2(d)** The components of the Engineering Professional Examination and other details on the examination is the same as that for the Professional Engineer as provided in Article 6.1.3(d) of these Bye-Laws.
- 6.2.2(e)** The exemption will apply to Institutions with which the Institution has such bi-lateral agreements or members of Engineering Institutions recognized for the purpose by the Council.
- 6.2.2(f)** The Candidate for the Class of Professional Engineering Technologist (PET) shall meet the additional requirements and follow the procedures provided hereunder:
- 1) The additional requirements the Candidate must satisfy are:

- a. Proposed by a SPE or SPET and supported by two PEs, SPETs and/or PETs;
 - b. Submit a career report that details out his/her experience in training and practice of engineering;
 - c. Submit a completed and duly endorsed logbook of his/her training as a Trainee Professional Engineering Technologist; and
 - d. Demonstrate that he/she has met the CPD requirements.
- 2) The procedure that the Candidate must follow is the same as that prescribed for a Professional Engineer in Article 6.1.3(f)(2) of these Bye-Laws.
- 6.2.3(b)** An Applicant for the Class of Trainee Professional Engineering Technologist (TPET) shall meet the additional requirements and follow the procedures provided hereunder:
- 1) The additional requirements the Candidate must satisfy are:
 - a. Proposed by a SET or ET and supported by one other; and
 - b. Must have a diploma that satisfies Article 6.2.2(a) of this Bye-Laws.
 - 2) The procedure that the Candidate must follow is the same as that prescribed for a TPE as in Article 6.1.4(b)(2) of these Bye-Laws.
- 6.2.4(b)** An Applicant for the Class of Professional Engineering Technologist Student (ETS) shall meet the same requirements and follow the same procedures as provided for PES in Article 6.1.5(b).
- 6.3. Engineering Technicians Group**
- 6.3.1(d)** The Candidate for the Class of Senior Engineering Technician (SET) shall meet the additional requirements and follow the procedures provided hereunder:
- 1) The additional requirements the Candidate must satisfy are:
 - a. Proposed by a Fellow, SPE, SPET or SET and supported by two SETs;
 - b. Demonstrate that he/she has established a reputation as an Engineering Technician; and
 - c. Demonstrate that he/she is active in the affairs of the Institution and is socially responsible.
 - 2) The procedure that the Candidate must follow is the same as that for transfer to SPE, as provided in Article 6.1.2(d)(2) of this Bye-Laws.

- 6.3.2(a)** The accredited technician certificate in engineering that a Candidate must hold to qualify to be elected or transferred as an Engineering Technician (ET) is National Certificate 2 as provided for in the second schedule of Council for Technical and Vocational Education and Training (COTVET) Regulations, 2012 (LI 2195).

The training preceding the award of the certificate must have content that satisfies the standards prescribed by the Engineering Council of Ghana (EC), and the program and Institution offering the program must have accreditation from the Council for Technical and Vocational Education and Training (COTVET).

- 6.3.2(b)** The Nature of the Practical Training that will qualify a Candidate to participate in the Engineering Professional Examination is the same as that for a PE, as provided in Article 6.1.3(b) of this Bye-Laws, except that, the Candidate must have worked under the general guidance of a Professional Engineer, a Professional Engineering Technologist or an Engineering Technician.

- 6.3.2(d)** The components of the Engineering Professional Examination and other details on the examination is the same as that for the Professional Engineer as provided in Article 6.1.3(d) of these Bye-Laws, except that more weight must be given to the Technical Review component.

- 6.3.2(e)** Exemption from the participation in the Professional Examination by Candidates who are members of recognized Engineering Institutions in a class equivalent to that of an Engineering Technician shall meet the same requirements prescribed for a Professional Engineer in Article 6.1.3(e) of these Bye-Laws.

- 6.3.2(f)** The Candidate for the Class of Engineering Technician (ET) shall meet the additional requirements and follow the procedures provided hereunder.

- 1) The additional requirements the Candidate must satisfy are:
 - a. Proposed by a PE, PET or SET and supported by two SPETs, PETs, SETs or ETs.
 - b. Submit a career report that details out his/her experience in training and practice of engineering.
 - c. Submit a duly endorsed logbook of his/her training as a Trainee Engineering Technician.
 - d. Provide evidence that he/she has undertaken the required Continuous Professional Development (CPD) activities.
- 2) The procedure that the Candidate must follow is the same as that prescribed for a PE in Article 6.1.3(f)(2) of these Bye-Laws.

- 6.3.3(b)** An Applicant for the Class of Trainee Engineer technician (TET) shall meet the additional requirements and follow the procedures provided hereunder:
- 1) The additional requirements the Applicant must satisfy are:
 - a. Proposed by a PET or ET and supported by one other;
 - b. Must have a certificate that satisfies Article 6.3.2(a) of this Bye-Laws.
 - 2) The procedure that the Candidate must follow is the same as that prescribed for a TPE in Article 6.1.4(b)(2) of these Bye-Laws.
- 6.3.4(b)** An Applicant for the Class of Engineering Technician Student (ETS) shall meet the same requirements and follow the same procedures as provided for PES in Article 6.1.5(b).

6.4. Engineering Craftsmen Group

- 6.4.1(d) The Candidate for the Class of Master Engineering Craftsman (MEC) shall meet the additional requirements and follow the procedures provided hereunder.
- 1) The additional requirements the Candidate must satisfy are:
 - a. Proposed by a SPET, SET and supported by two MECs;
 - b. Demonstrate that he/she has established a reputation as an Engineering Craftsman; and
 - c. Demonstrate that he/she is active in the affairs of the Institution and is socially responsible.
 - 2) The procedure that the Candidate must follow is the same as that for transfer to SPE, as provided in Article 6.1.2(d)(2) of this Bye-Laws.
- 6.4.2(a) The accredited proficiency certificate in engineering that a Candidate must hold to qualify to be elected or transferred as an Engineering Craftsman (EC) is National Proficiency 2 as provided for in the second schedule of the Council for Technical and Vocational Education and Training (COTVET) Regulations, 2012 (LI 2195).
- 6.4.2(b) The Nature of the Practical Training will include:
- 1) Work under the general guidance of an Engineering Technician or an Engineering Craftsman as an apprentice prior to, or after obtaining the Proficiency 2 Certificate.
 - 2) The completion of a logbook of activities undertaken for at least the one year after obtaining the Proficiency 2 certification, duly endorsed by his/her supervisor; and

- 6.4.2(c) The Candidate for the Class of Engineering Craftsman (EC) shall meet the additional requirements and follow the procedures provided hereunder:
- 1) The additional requirements the Candidate must satisfy are:
 - a. Proposed by a PET, SET or MEC and supported by two SETs, ETs, MECs or ECs;
 - b. Attach a completed and duly endorsed logbook of his/her training as a Trainee Engineering Craftsman.
 - 2) The procedure that the Candidate must follow is:
 - a. Complete an application form for the purpose;
 - b. The Membership Committee will review the application and its attachment and determine if the applicant has acquired enough engineering practical training for election or transfer to the class of Engineering Craftsman and make a recommendation to Council for approval;
 - c. Where the election or transfer of a Candidate is approved by the Council, The Executive Director shall publish a notice on the official website of the Institution giving a 30-day notice for anyone to raise an objection.
 - d. If there is no objection after this period, the Executive Director will write to confirm the Council's decision to the Candidate, providing all the details relating his/her formal induction and the conditions thereof.
 - e. If there is an objection, The Membership Committee will investigate, where necessary, including an interview with the person who raised the objection and the Candidate, and advise the Council;
 - f. The decision of the Council will be final and the person who raised the objection will be informed accordingly; and
 - g. Where a Candidate is not approved for transfer or election to the class of Professional Engineer by the Council, the Executive Director will write immediately to the Candidate, informing him/her of the Council's decision, indicating the reasons thereof.
- 6.4.3(b) An Applicant for the Class of Trainee Engineering Craftsman (TEC) shall follow these procedures and meet these additional requirements:
- 1) The additional requirements the Applicant must satisfy are:
 - a. Proposed by a MEC or EC and supported by one other;
 - b. Must have a certificate that satisfies Article 6.4.3 (a) of the Constitution.
 - 2) The procedure that the Candidate must follow is the same as that prescribed for a TPE in Article 6.1.4(b)(2) of these Bye-Laws.

6.5. Temporary Members

- 6.5.1(c) A person who applies for a Temporary Member status shall follow the procedures and meet the requirements specified hereunder.
- 1) The Candidate must complete an application form and provide adequate information on his/her membership in a similar Institution and his/her qualification.
 - 2) The Executive Director, on receiving such an application, will undertake the necessary due diligence to confirm the assertions of the Candidate and ensure that he/she is of good standing with his/her mother institution and advise the Membership Committee accordingly.
 - 3) If confirmed, the Candidate will be exempted from taking part in the Technical Review and Essay components of the Professional Examination but will be required to face a panel of Professional Engineers in a General Interview. He or she must obtain a minimum of 50% of the points awarded by the panel to pass.
 - 4) All the other rules for membership will apply.

6.6. Honorary Members

- 6.6.1(b) The maximum number of Honorary Fellows at any one time is twenty (20) and no more than two (2) Honorary Fellows shall be admitted within any 12-month period. The following procedure will be followed:
- 1) A written proposal will be given to the Executive Director, with all the details that the Council will require to decide.
 - 2) The Executive Committee will review the proposal and if they find it acceptable, make a recommendation to the Council with justification.
 - 3) The Council will approve any such proposal with a two-thirds majority.
- 6.6.2(e) The Candidate for membership as a Companion shall follow these procedures and meet these additional requirements:
- 1) Complete an application form for the purpose;
 - 2) Proposed by a Fellow or a SPE and supported by two Senior Members of the Occupational Group he/she is applying to join;
 - 3) Submit a career report that details out his/her experience and practice of his/her profession and the way such experience is associated with engineering;
 - 4) The Membership Committee will review the application and its attachment and determine if the applicant has been associated with the methods, procedures or practices of

engineering, and if his/her admission would be conducive to the general advancement of engineering;

- 5) Candidates who are determined to qualify will be invited to the Professional Examination by a letter from the Executive Director.
- 6) Where an Applicant's candidature is declined, the Executive Director will write immediately to inform him/her, indicating the reasons thereof.
- 7) The Membership Committee shall compile and review the results of the Professional Examination and make recommendations to the Council for Approval.
- 8) The Council shall, with a simple majority, approve the election of the Candidate as a Companion.
- 9) Where a Candidate is approved by the Council, The Executive Director shall publish a notice on the official website of the Institution giving a 30-day notice for anyone to raise an objection.
- 10) If there is no objection after this period, the Executive Director will write to confirm the Council's decision to Candidate, providing all the details relating his/her formal induction and the conditions thereof.
- 11) If there is an objection, The Membership Committee will investigate, review and advise the Council. The decision of the Council will be final and the person who raised the objection will be informed accordingly.
- 12) Where a Candidate is not approved for election as a Companion by the Council, the Executive Director will write immediately to the Candidate, informing him/her of the Council's decision, indicating the reasons thereof.

6.7. Mature Candidates

6.7.1 The mature candidate scheme allows anyone to apply to be elected or transferred as a Member of any occupational group, using his/her experience and practice of engineering in lieu of the required academic qualification. The conditions and procedures are provided hereunder:

- 1) The Applicant must not be less than 40 years if applying to be elected as a PE or PET and 35 years if applying to be elected as an ET or EC.
- 2) The Applicant will complete an application form for the purpose, proposed by a Fellow or a SPE and supported by two Senior Members of the Occupational Group he/she is applying to be transferred to.
- 3) The Applicant will submit a career report that details out his/her experience and practice of engineering in a format

prescribed by the Membership Committee. This must clearly demonstrate that the Applicant has adequate experience of the practice of engineering, and that experience can be accepted in lieu of an academic qualification.

- 4) The Membership Committee will review the application and its attachment and determine if the applicant is qualified for the Professional Examination.
- 5) Candidates who are determined to qualify will be invited to the Professional Examination by a letter from the Executive Director.
- 6) Where an Applicant's candidature is declined, the Executive Director will write immediately to inform him/her, indicating the reasons thereof.
- 7) The Membership Committee shall compile and review the results of the Professional Examination and make recommendations to the Council for Approval.
- 8) The Council shall, with a simple majority, approve the election transfer of the Candidate.
- 9) Where a Candidate is approved by the Council, The Executive Director shall publish a notice on the official website of the Institution giving a 30-day notice for anyone to raise an objection.
- 10) If there is no objection after this period, the Executive Director will write to confirm the Council's decision to Candidate, providing all the details relating his/her formal induction and the conditions thereof.
- 11) If there is an objection, The Membership Committee will investigate, review and advise the Council. The decision of the Council will be final and the person who raised the objection will be informed accordingly.
- 12) Where a Candidate is not approved for election as a Companion by the Council, the Executive Director will write immediately to the Candidate, informing him/her of the Council's decision, indicating the reasons thereof.

6.8. Additional Admission Requirements

There are no additional provisions

6.9. Resignation

There are no additional provisions

6.10. Re-Admission

- 6.10.1 A former Member who wishes to be re-admitted as a Member will complete an application form for that purpose and submit same to the Executive Director.

- 1) Where the applicant, ceased to be a Member for failing to satisfy the conditions for being a Member of Good Standing, then he/she will be required to pay all the outstanding Subscriptions and Levies up to a maximum of three (3) years and demonstrate that he/she is current on Continuous Professional Development (CPD) requirements. The application will be referred to the Membership Committee who will make a recommendation to the Council.
- 2) Where the Applicant ceased to be a Member for ethical reasons, his or her application shall be referred to the Professional Practice and Ethics Committee. The committee will determine if the ethical issues have been adequately mitigated by the applicant and shall prepare a report with recommendation to the Council.
- 3) The Council will be required to approve the re-admission of a Member by a simple majority based on the report of the Membership Committee or the Professional Practice and Ethics Committee, except that if the Applicant was separated by expulsion, a two-thirds majority will be required.

6.11. Member of Good Standing

6.11.1(b) A Full Member of the Institution will be required to complete at least eighteen (18) Professional Development Hours (PDH) units of Continuous Professional Development (CPD) in each calendar year as a requirement to remain of Good Standing in the following year. Additional CPD requirements are provided for in the Continuing Professional Development Regulations of the Institution as approved by the Council.

6.12. Retired Members

6.12.1 The age of retirement is the statutory age of retirement applicable in Ghana.

6.12.3 To remain of Good Standing, a Retired Member will be required to enjoy an abatement of assessed Subscriptions and Levies of the Institution as determined by the Annual General Meeting. Where the Retired Member continues to practice engineering, he/she will also be required to meet the CPD requirements and fully pay for his/her registration with the EC.

6.13. Life Members

6.13.2 Where the Life Member continues to practice engineering, he/she will be required to meet the CPD requirements and fully pay for his/her registration with the EC.

Article 7: Registered Entities

7.1. Engineering Service Providers

7.1.2 Engineering Service Providers shall be categorized for registration and for the provision of services into the following industry groups:

- 1) Mining and Extractive;
- 2) Manufacturing and Manufacturer's Representatives;
- 3) Construction;
- 4) Consultants;
- 5) Telecommunication and Media;
- 6) Utilities;
- 7) Automobile, Plant and Equipment;
- 8) Marketing; and
- 9) Any other category that may be determined by the Council as necessary.

7.1.3 Guidelines for organizing the Engineering Service Providers is provided hereunder:

- 1) The Engineering Service Providers need to be organized for:
 - a. Election of Representative on the Council; and
 - b. To discuss issues that are of common interest and advance the objectives of the Institution.
- 2) The Institution will organize meetings of the Engineering Service Providers as follows:
 - a. The Council shall prepare, and keep updated, a list of all existing industry-based organizations for each category of Engineering Service Providers;
 - b. The Institution shall create a Forum of Engineering Service Providers (FESP) with two (2) representative each from each identified industry-based organization, co-chaired by the two representatives of the Engineering Service Providers on the Council;
 - c. All meetings of FESP will be called by the co-chairpersons, through a notice issued by the Executive Director, to all identified representatives, stating clearly the agenda for the meeting;
 - d. The FESP shall determine the frequency of its meetings, but in any case, not less than once a year;
 - e. The FESP is free to regulate its own meetings;
 - f. Minutes of FESP will be recorded by the Executive Director and circulated to all Engineering Service

Providers registered with the Institution and to all representatives on the FESP.

7.2. Engineering Educational Units

7.2.2 Engineering Educational Units shall be categorized for registration and for the provision of services, in accordance with the highest certificated awarded based on the eight levels provided for in the second schedule of Council for Technical and Vocational Education and Training (COTVET) Regulations, 2012 (LI 2195), as provided hereunder.

- 1) Degree Awarding Institutions: Made up of universities and colleges that award degrees at bachelor, masters and/or doctorate levels;
- 2) Diploma Awarding Institutions: Made up of institutions that award certificates up to Higher National Diploma (HND);
- 3) National Certificate Awarding Institution: made up of Institutions awarding certificate up to National Certificate 1 and 2; and
- 4) Proficiency Certification Institutions: Made up of institution awarding Proficiency 1 and 2 Certificates only.

7.2.3 Guidelines for organizing the Engineering Educational Units is provided hereunder:

- 1) The Engineering Educational Units need to be organized for:
 - a. Election of Representative on the Council; and
 - b. To discuss issues that are of common interest and advance the objectives of the Institution.
- 2) The Institution will organize meetings of the Engineering Educational Units as follows:
 - a. The Council shall prepare, and keep updated, a list of all existing industry-based organizations for each Category of Engineering Educational Units;
 - b. The Institution shall create a Forum of Engineering Educational Units (FEEU) with two (2) representatives each from each identified industry-based organization, co-chaired by the two representatives of the Engineering Educational Units on the Council;
 - c. All meetings of FEEU will be called by the co-chairpersons, through a notice issued by the Executive Director, to all identified representatives, stating clearly the agenda for the meeting;
 - d. The FEEU shall determine the frequency of its meetings, but in any case, not less than once a year;
 - e. The FEEU is free to regulate its own meetings;

- f. Minutes of FEEU will be recorded by the Executive Director and circulated to all Engineering Service Providers registered with the Institution and to all representatives on the FEEU.

7.3. Registration of Registered Entities

7.3.6 Further provisions for registration of Registered Entities include provision, and continued update, on the entity, such as:

- 1) Statutory information on registration;
- 2) VAT/TIN identification Numbers;
- 3) SSNIT Registration Numbers;
- 4) Total number of full-time employees and number of Engineering Practitioners in the entity;
- 5) Number of Trainee Engineering Practitioners in the Entity;
- 6) Number of Engineering Students accepted for attachment (internship) in the year;
- 7) Social responsibility programs undertaken in the year; and
- 8) Any other information the Council may require, as agreed with FESP and FEEU.

Article 8: Professional Conduct and Responsibility

8.1. Code of Ethics and Engineering Practitioner’s Oath

There are no additional provisions

8.2. Professional Conduct of Members and Registered Entities

There are no additional provisions

8.3. Responsibility of Members and Registered Entities

There are no additional provisions

8.4. Professional Misconduct

8.4.2 The nature of the offenses and related sanctions for professional misconduct are provided hereunder.

- 1) A professional misconduct may apply to a Member, as an individual practitioner, or a Registered Entity as a body Corporate, or to both.
- 2) The nature of offenses, and the applicable sanctions shall be provided for fully under the heading, “Offenses and Applicable Sanctions,” in the Code of Ethics of the Institution.
- 3) The general nature of offenses to be provided for are:

- a. Failure to comply with the Constitution and Bye-Laws of the Institution;
 - b. Misrepresentation and breach of trust;
 - c. Professional misconduct, negligence and incompetence; and
 - d. Fraud and criminal behavior.
- 4) The category of sanctions that are applicable are:
- a. Verbal Warning: This is for a first-time offender whose offense is a minor infraction, and may be delivered by the Professional Practice and Ethics Committee and reported to the Council;
 - b. Written Warning: This is for a multiple offender whose offenses are minor infractions, or for a first-time offender whose infraction is moderately severe, and shall be issued by the Executive Director on the Instruction of the Council;
 - c. Suspension ranging from a minimum of three (3) months to a maximum of three (3) years: This is for an offender who has received two or more Written Warnings previously, or for a first-time offender whose infraction is serious, and shall be issued through a notice by the Executive Director on the Instructions of the Council.
 - d. Expulsion or Removal from the Register: This is for an offender who has received two or more Written Warnings previously or suspended previously or for a first-time offender whose infraction is very serious and shall be issued through a notice by the Executive Director on the Instructions of the Council.

8.4.3 The procedure for undertaking a disciplinary enquiry shall fully comply with Article 8.4 of the Constitution and shall be provided for in detail under the heading, “Disciplinary Procedures,” in the Code of Ethics of the Institution.

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

9.1. Entrance Fees

There are no additional provisions

9.2. Annual Subscription

There are no additional provisions

9.3. Levies

There are no additional provisions

9.4. Fees

9.4.3 Cost centers, listed in the schedule below, shall be financed from the Annual Subscription of Members and shall be provided at no additional cost to all Members:

- 1) Participation in the General Meetings of the Institution, excluding cost of transportation and accommodation, and cost of food and drinks outside that provided for all participants at the meeting.
- 2) Participation in all Ordinary Meetings of the Institution, including:
 - a. Meetings of Branches and Chapters, Technical Division and Sub-Divisions, FESP, FEEU, Occupational Groups, and the like, that lasts for only a few hours in a day;
 - b. Lectures and technical presentations, usually organized as evening activities, that last for a few hours;
 - c. Excursions for educational or social purposes, where the cost of transportation, meals and drinks are not major considerations;
 - d. Social gatherings, where the cost of transportation, meals and drinks are not major considerations; and
 - e. Any other Ordinary Meeting the Council or Branch Executive Committee can accommodate within its budget for the year.
- 3) Receipt of publications of the Institution, distributed electronically, including:
 - a. Monthly Newsletter;
 - b. Quarterly Magazines;
 - c. Minutes of General Meetings;
 - d. Proceedings of Conferences;
 - e. Notifications of various forms; and
 - f. Any other publication the Council or Branch Executive Committee can accommodate within its budget for the year.
- 4) Any other cost the Council or Branch Executive Committee can reasonably accommodate within its budget for the year.

9.5. Schedule of Entrance Fees, Annual Subscriptions and Levies

There are no additional provisions

Article 10: Governing Body

10.1. The Council

There are no additional provisions

10.2. Executive Committee

There are no additional provisions

10.3. Responsibilities of the Officers of the Institution

There are no additional provisions

10.4. The Executive Director

There are no additional provisions

10.5. General Provisions for Elections of the Institution

10.5.3 Procedures for the election to the Council are provided for hereunder. The procedures for election to Branch Executive Committee is provided for in Article 12.2.9 of these Bye-Laws.

- 1) Not later than the 30th day of November of each year, the Executive Director shall publish a Notice calling for Nominations for elections unto the Council for positions that will become vacant on 1st April of the following year. The Notice shall satisfy the following conditions:
 - a. Shall be published on the website of the Institution, in the Newsletter and in any other media that the Council deems appropriate, and an electronic message shall be sent to all Full Members of Good Standing informing them and providing them an electronic link to the Notice;
 - b. A Nomination Form, in a prescribed format, shall be annexed to the notice and published on the website of the Institution, listing all the positions that are due for election;
 - c. A schedule, showing for each Council member, the number of Council meetings he/she was expected to attend and the number of such meetings he/she attended since his/her last election unto the Council, shall be annexed to the notice and published on the website of the Institution;
 - d. A schedule of all Full Members of Good Standing, indicating the Occupational Group, Technical Division and Branch the Member belongs, shall be annexed to the notice and published on the website of the Institution.
- 2) Not later than the 31st day of January of each year, subject to the provisions in Article 10.6, any duly qualified Full Member may nominate another duly qualified Full Member for election to a position on the Council that shall become

vacant on the 1st of April in the year. The nomination shall satisfy the following conditions:

- a. Contain Consent Form, signed by the Member so nominated, indicating his/her awareness of and willingness to perform the duties of the Council;
 - b. A brief of the professional experience, the previous role in the activities of the Institution, and the curriculum vitae of the nominee shall be attached to the nomination form;
 - c. Deleted; and
 - d. The Secretariat will cast lots among the nominees to determine the positions on the Voting Form no later than the 7th day of February.
- 3) Not later than the 14th day of February of each year, the Executive Director shall publish Notice of Voting to fill the positions on the Council that shall become vacant on the 1st of April of the year. The Notice shall satisfy the following conditions:
- a. Shall be published on the website of the Institution, in the Newsletter and in any other media that the Council deems appropriate, and an electronic message shall be sent to all Full Members of Good Standing informing them and providing them an electronic link to the Notice;
 - b. Shall contain directions for voting, including how each Member could receive a Voting Form, how a valid vote could be cast, the period for casting a vote and when votes will be counted, and the results announced;
 - c. A Voting Form, in a prescribed format, shall be annexed to the Notice and published on the website of the Institution, providing for each vacant position, the names and pictures of each nominee for the position and the space and direction for casting a vote; and
 - d. A brief of the professional experience, the previous role in the activities of the Institution, and the curriculum vitae of each nominee, shall be annexed for each nominee on the Voting Form, and published on the website of the Institution.
 - e. Shall provide an updated schedule of all Full Members of Good Standing, indicating the Occupational Group, Technical Division and Branch.
- 4) Full Members shall have the option of casting their ballots securely online or manually at voting stations established by the Council at the Head Office and Branch Offices of the Institution, and on the day of the AGM, at the venue of the AGM, and in all cases to be delivered to the Executive Director of the Institution no later than 10.00am on the day

of the Annual General Meeting. The Executive Director shall provide daily updates on the voting to members.

- 5) The Annual General Meeting shall choose three or more Members, preferably under the leadership of the Immediate Past President, to be Scrutineers for the voting. The Online Voting Tally and the returned Voting Papers shall be delivered unopened by the Executive Director to the scrutineers who shall open, count and compile the results. The results shall be recorded and reported in writing to the Chairperson of the meeting.
- 6) The Leader of the Scrutineers shall announce the results of the Vote. In the event a vacant position remains unfilled due to equality of votes, the Scrutineers shall submit the names of the candidates having the same number of votes to the Chairperson who shall call for a secret vote of those eligible to vote, to be taken at the Annual General Meeting.
- 7) The names of the Council members for the ensuing year shall be announced by the by the Chairman of the Annual General Meeting and they shall assume office immediately after conclusion of the business of the meeting.
- 8) Not later than the 30th day of June before an election, the Council shall appoint a five-member Ad-hoc Electoral Committee to oversee the processes leading to, during and immediately after the elections. The Committee shall be chaired by a past President with the Executive Director as secretary. Their tenure shall elapse after the results of the elections have been published on the official website of the Institution.

10.5.5 The nature of the oath of offices for the President, Member of Council and Branch Executive Officer shall be:

I, *(Name of Member)*, a Member of the Ghana Institution of Engineering, having been elected to the office of *(President, member of the Council or Branch Officer)* of the Ghana Institution of Engineering, do hereby, in the name of Almighty God, solemnly affirm:

That I shall, at all times, preserve and uphold the Constitution, Bye-Laws, Code of Ethics, Decisions of the General Meeting and Decisions of the Council of the Ghana Institution of Engineering;

That I will faithfully and conscientiously discharge the duties of *(President, member of the Council or Branch Officer)* of the Ghana Institution of Engineering;

That I shall, at all times, to the best of my ability, contribute to the realization of the objectives of the Ghana Institution of Engineering.

So, help me God.

10.6. Specific Provisions for Election of Council Members

10.6.8(c) Representatives of the Registered Entities on Council shall be elected as follows:

- 1) The representatives of the Engineering Service Providers shall be elected by the Forum for Engineering Service Providers (FESP) as provided for under Article 7.1.3(2)(b) of these Bye-Laws; and
- 2) The representatives of the Engineering Educational Units shall be elected by the Forum for Engineering Educational Units (FEEU) as provided for under Article 7.2.3(2)(b) of these Bye-Laws.

10.7. Tenure of Office

There are no additional provisions

10.8. Vacancy in the Office of Members of the Council

10.8.6 Names of Members elected to fill vacancies will be published on the official website and Newsletter of the institution, and by any other means as determined by the Council.

Article 11: Meetings of the Council and the Executive Committee

There are no additional provisions

Article 12: Organization of the Branch

12.1. The Branch Executive Committee

There are no additional provisions

12.2. Election of Branch Officers

12.2.9 The procedures for election of Branch Executive Committee member, including the Chairperson, is provided hereunder.

- 1) Not later than 60 days before the Annual Branch General Meeting, the Branch Electoral Officer shall publish a Notice calling for Nominations for elections unto the Branch Executive Committee for positions that will become vacant on 1st April of the following year. The Notice shall satisfy the following conditions:
 - a. Shall be published on the website of the Institution, in the Newsletter and in any other media that the Council deems appropriate, and an electronic message shall be sent to all Full Members of Good Standing of the Branch informing them and providing them an electronic link to the Notice;

- b. A Nomination Form, in a prescribed format, shall be annexed to the notice and published on the website of the Institution, listing all the positions that are due for election;
 - c. A schedule, showing for each Branch Executive Committee member, the number of Branch Executive Committee meetings he/she was expected to attend and the number of such meetings he/she attended since his/her last election unto the committee, shall be annexed to the notice and published on the website of the Institution;
 - d. A schedule of all Full Members of Good Standing, in the Branch, indicating the Occupational Group and Technical Division the Member belongs shall be annexed to the notice and published on the website of the Institution.
- 2) Not later than the 30 days before the Branch Annual General Meeting, subject to the provisions in Article 12.2, any duly qualified Full Member may nominate another duly qualified Member for election to a position on the committee that shall become vacant on the 1st of April of the year. The nomination shall satisfy the following conditions:
- a. Contain a signed statement of the Member so nominated indicating his/her awareness of and willingness to perform the duties of the Council;
 - b. A brief of the professional experience, the previous role in the activities of the Institution, and the curriculum vitae of the nominee shall be attached to the nomination form;
 - c. Where the number of nominations for a position is fewer than two, the Branch Electoral Officer shall request the Branch Executive Committee to make up the nomination to two, guided by the fact that the Institution's interests are best served by the widest representation possible; and
 - d. The Branch Electoral Officer will cast lots among the nominees to determine the positions on the Voting Form.
- 3) Not later than the 30 days before the Branch Annual General Meeting, the Branch Electoral Officer shall publish a Notice of Voting to fill the positions on the committee that shall become vacant on the 1st of April of the year. The Notice shall satisfy the following conditions:
- a. Shall be published on the website of the Institution, in the Newsletter and in any other media that the Council deems appropriate, and an electronic message shall be sent to all Full Members of Good Standing informing them and providing them an electronic link to the Notice;

- b. Shall contain directions for voting, including how each member could receive a Voting Form, how a valid vote could be cast, the deadline for casting a vote and when votes will be counted, and the results announced;
 - c. A Voting Form, in a prescribed format, shall be annexed, through an electronic link, to the Notice and published on the website of the Institution, providing for each vacant position, the names and pictures each nominee for the position and the space and direction for casting a vote; and
 - d. A brief of the professional experience, the previous role in the activities of the Institution, and the curriculum vitae of each nominee, shall be annexed for each nominee on the Voting Form, and published on the website of the Institution.
- 4) Full Members of the Branch shall have the option of casting their ballots securely online or manually at voting stations established by the Council at the Head Office and the Branch Offices of the Institution, and on the day of the BAGM, at the venue of the BAGM, in all cases to be delivered to the Branch Electoral Officer no later than 10.00am on the day of the Annual General Meeting.
 - 5) Not later than 10.00am on the day of the Branch Annual General Meeting, the Chairperson of the Branch shall choose two or more members of the Branch to join the Branch Electoral Officer as Scrutineers for the voting. The Online Voting Tally and the returned Voting Papers shall be delivered unopened to the Scrutineers who shall open, count and compile the results. The results shall be recorded and reported in writing to the Chairperson of BAGM.
 - 6) The Branch Electoral Officer shall announce the results of the Vote. In the event a vacant position remains unfilled due to equality of votes, the Scrutineers shall submit the names of the candidates having the same number of votes to the Chairperson who shall call for a secret vote of those eligible to vote, to be taken at that Branch Annual General Meeting.
 - 7) The names of the committee members for the ensuing year shall be announced by the Chairperson of the Branch Annual General Meeting. They shall take the Oath of Office, and they shall assume office immediately after conclusion of the business of the meeting.

12.3. Tenure of Office of Branch Officers

There are no additional provisions

12.4. Vacancy in the Branch Executive Committee

There are no additional provisions

12.5. Responsibility of the Branch Executive Committee

There are no additional provisions

12.6. Branch Executive Committee Meetings

There are no additional provisions

Article 13: Committees of Council

13.1. Nature and Workings of the Committees

There are no additional provisions

13.2. Standing Committees of Council

13.2.2 The Standing Committees of the Institution, together with the Branch Executive Committees and the Technical Division Operations Committees, will support the Council and the Executive Committee to undertake the functions and achieve the objectives as set out in Article 3 of the Constitution. The distinct functions for the Standing Committees are provided hereunder.

- 1) **The Finance Committee** has the responsibility to ensure good financial management and control, and sustainability of finances of the Institutions. In doing this, the Committee will:
 - a. Prepare, for the approval of Council, a financial management manual for the Institution that ensures that Article 14 of the Constitution is fully implemented, using appropriate accounting principles and standards;
 - b. Review and recommend for the approval of Council and Annual General Meeting, the annual budget of the Institution, in accordance with Article 15.2 of the Constitution;
 - c. Ensure that adequate financial records are kept by the Secretariat, and that financial reports are prepared, reviewed, audited and presented to the Council for approval, in accordance with Article 15.3 of the Constitution;
 - d. Ensure that earmarked funds are properly set aside and prudently managed, in accordance with Article 15.4 of the Constitution;
 - e. Ensure that there is a system, approved by Council, for the procurement and compensation for services rendered to the Institution for services, employees and Members, in accordance with Article 15.6 of the Constitution.
 - f. Ensure that surplus funds of the Institution are efficiently invested to optimize the returns to the Institution;
 - g. Advice and support the Council to raise funds and sponsorship for its activities; and

- h. Advise the Council regarding all issues relating to financial management of the Institution.
- 2) **The Membership Committee** is responsible for the admission and transfer of Members onto the Membership Register of the Institution. In doing this, the Committee will:
- a. Organize regular and special Engineering Professional Examinations to admit or transfer Members into various Classes and Occupational Groups;
 - b. Promote the Institution to attract engineering practitioners and engineering students in a bid to making the Institution, the Licensing Body of choice for Engineering Practitioners in registering with the Engineering Council of Ghana (EC);
 - c. Produce and disseminate guidelines, with the approval of Council, for admitting various classes of Members and transfer from one Class and Occupational Group to the other;
 - d. Provide guidance, with the approval of Council, for in-service training of Trainee Engineers and their preparation for undertaking the Engineering Professional Examination;
 - e. Organize, in collaboration with the Conferences and Programs Committee, the Induction Ceremony for those who have been transferred or admitted as Full Members; and
 - f. Advise the Council on issues relating to management of Members and the Membership Register.
- 3) **The Education and Training Committee** is responsible for establishing the education and training requirements for the admission of Members and their continuous professional development. In doing this, the Committee will:
- a. Develop the basic requirements, approved by Council, for the education and training of Engineering Practitioners, as minimum requirements for admission into the Occupational Groups;
 - b. Liaise with education and training institutions for Engineering Practitioner to ensure that they are using the appropriate content and methods and are involved in appropriate research activities;
 - c. Develop the basic requirements, approved by Council, for Continuous Professional Development of all Classes and Occupational Groups of the Institution, required to remain of Good Standing;

- d. Provide guidelines, approved by the Council, for management of the Continuous Professional Development (CPD) scheme for the Institution;
 - e. Organize training programs and workshops, in consultation with the Technical Divisions, for the continuous professional development of Members; and
 - f. Advise Council on all issues relating to education and training of Engineering Practitioners as it relates to the manpower development of the country.
- 4) **The Professional Practice and Ethics Committee** is responsible for prescribing, upholding and enforcement of professional engineering standards, conduct and ethics of Members and Registered Entities. In doing this, the Committee will:
- a. Prepare the Code of Ethics for approval of the Council, and promote its use among Members and Registered Entities;
 - b. Investigate, review and make recommendation to the Council on all cases of professional misconduct by Members and Registered Entities;
 - c. Promote the proper procurement, contract management practices and remuneration for the engagement of services of Engineering Service Providers;
 - d. Advocate for the enforcement of the limits to areas of engineering practice and operation for Engineering Practitioners and Entities.
 - e. Manage an information system that enhances opportunities of Members and Registered Entities to maximize their value on the job market;
 - f. Promote preference for indigenous Engineering Practitioners and Engineering Service Providers in the delivery of engineering services in Ghana and elsewhere;
 - g. 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;
 - h. Develop, for the approval of Council, an engineering excellence and award system and see to its implementation; and
 - i. Advise the Council on issues related to professional practice and ethics as it relates to national development.

- 5) **The Publications Committee** has responsibility for publishing all the publications of the Institution to facilitate the dissemination and sharing of knowledge and information to enhance the practice of engineering. In doing this, the Committee will:
 - a. Publish the Newsletter, Magazine, Journal, proceedings of conferences and all other publications of the Institution;
 - b. Ensure that the Institution maintains a vibrant website that is informative and provides adequate information to Members, Registered Entities and the public;
 - c. Provide oversight for the Library of the Institution, including the creation of an electronic library;
 - d. Advise the Council on issues relating to public relations, and relationship with both local and international professional organizations; and
 - e. Advices the Council on policies relating to publications, national and international relations, and public affairs, for the approval of Council.
- 6) **The Welfare Committee** has responsibility for ensuring the professional and social well-being of Members. In doing this, the Committee will:
 - 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. Design guidelines, for the approval of Council, and ensure the implementation of a socialization and social support scheme for Members, as provided in Article 3.2.4(f) of the Constitution and Bye-Laws;
 - c. Ensure that the Welfare Fund is properly administered in collaboration with the Finance Committee; and
 - d. Advise the Council on policies and programs that will enhance welfare and living standards of Members and promote their social interaction.
- 7) **Conferences and Programs Committee** has the responsibility to organize all conferences and major programs of the Institution in a manner that promotes the participation of Members and the public and promotes the benefits and values of the practice of Engineering. In doing this, the Committee will organize:
 - a. The Annual General Meetings;
 - b. Annual Conferences;
 - c. Presidential Inaugurations and Banquet;

- d. Mini Conferences in liaison with the Technical Divisions;
- e. Induction of Full Members in consultation with the Membership Committee;
- f. The Presidential Address;
- g. The State of the Institution Address; and
- h. Any other program that the Council may direct.

13.2.5 The membership of each Standing Committee is provided hereunder:

- 1) The President and President-Elect are ex-officio members of all Standing Committees;
- 2) All Standing Committees shall have a membership of at least seven (7) Full Members of Good Standing.
- 3) In constituting the Committees, the Council must ensure that members are predisposed to contribute meaningfully to the work of the Committee whilst ensuring that there is balance in representation in respect of the Technical Divisions, Occupational Groups, Branches and Gender.
- 4) Except for the Finance Committee and the Membership Committee, the membership of all Committees will be constituted as follows:
 - a. The Chairperson of the Committee;
 - b. Members of the Committee selected in accordance with Paragraph 3, above; and
 - c. A secretary, appointed by the Executive Director, who shall be a member of staff of the Secretariat and in a position equivalent to a Deputy Director or higher, and who must facilitate and be in-attendance at all meetings of the Committee.
- 5) The membership of the Finance Committee shall include:
 - a. The Chairperson, who shall be the Honorary Treasurer;
 - b. The Chairperson of all the Standing Committees;
 - c. The Executive Director; and
 - d. The Director with responsibility for Finance in the Secretariat of the Institution, who shall be the secretary to the Committee, and who must facilitate and be in-attendance at all meetings of the Committee.
- 6) The membership of the Membership Committee shall include:
 - a. The Chairperson of the Committee;
 - b. The Chairperson or Vice-Chairperson of each Technical Division;

- c. The Executive Representative of each of the Occupational Groups; and
- d. The Director with responsibility for Membership in the Secretariat of the Institution, who shall be the secretary to the Committee, and who must facilitate and be in-attendance at all meetings of the Committee.

13.2.9 An additional Standing Committee may be established based on a recommendation of the Council and approved by the Annual General Meeting.

13.3. Special Committees of Council

There are no additional provisions

Article 14: Meetings of the Institution

14.1. Types of Meetings

There are no additional provisions

14.2. General Meetings

There are no additional provisions

14.3. Annual General Meeting

14.3.3 The procedures and requirements for the Annual General Meeting are provided hereunder:

- 1) The Executive Director shall publish a Notice for the Annual General Meeting at least sixty (60) days before the meeting as follows:
 - a. Shall be published on the official website of Institution with a link to all Members, in the Newsletter of the Institution and on any other media as the Council may decide;
 - b. Shall state date, venue and time for the meeting and provide the Agenda;
 - c. Shall state the requirements for admitting Other Matters;
 - d. Shall state the requirements for admitting proxies; and
 - e. Shall state when and where all documents to be considered at the meeting can be obtained by Members.
 - f. The accidental omission to give notice of a meeting to any Member shall not invalidate the meeting.
- 2) A Full Member may appoint a proxy to vote on his/her behalf during the meeting as follows:
 - a. The instrument appointing a proxy shall be in writing under the hand of the appointer or the attorney of the appointing Member;

- b. The instrument shall be delivered to the Executive Director of the Secretariat of the Institution not less than twenty-four (24) hours before the time for holding the meeting at which the person named proposes to vote; and
 - c. The appointment expires after the meeting for which it was issued.
- 3) The Executive Director shall publish a Supplementary Notice for the Annual General Meeting at least fourteen (14) days before the meeting with the same requirements for the Notice issued under Paragraph 1, except that, all documents to be considered at the meeting will be attached for the information of all Members.
- 4) The quorum for the meeting shall be at least forty (40) Full Members of Good Standing, including the President or in his/her absence the Vice-President or in his/her absence the President's named member of the Executive Committee. Additionally,
 - a. No business shall be transacted at any such meeting unless the quorum is constituted, except that, if a meeting is not quorate within half an hour from the time appointed for holding the meeting, members present may either elect to call off the meeting or shall hold an Ordinary Meeting on the business of the day;
 - b. The record of the Ordinary Meeting and any decision taken shall be treated as that of the General Meeting once a quorum is formed and the chairperson informs and receives the consent of the meeting of what had proceeded before the quorum was obtained;
 - c. If a quorum is not obtained before the meeting closes, the minutes and decisions shall be presented to the next General Meeting, and if accepted or amended, adopted as Minutes of a General Meeting in its amended form.
- 5) The order of proceedings shall be as follows:
 - a. Opening
 - b. Adoption of Agenda
 - c. Appointment of Scrutineers for Elections
 - d. Confirmation of Minutes of Previous Meeting
 - e. Matters arising out of Previous Minutes
 - f. Main Business of the Meeting
 - g. Report of Scrutineers for Election
 - h. Any Other Business
 - i. Closing

- 6) Votes may be cast at the meeting on any matter under consideration either personally or by proxy as follows:
 - a. All Full Members entitled to vote shall have one vote if they are present at the meeting or by a proxy, appointed in accordance with paragraph 2 above;
 - b. Votes shall be taken by show of hands or by secret ballot;
 - c. A vote may be called by the Chairperson of the meeting, and shall be taken in such a manner as the Chairperson directs;
 - d. In the case of an equality of votes, the Chairperson of the meeting shall have an additional casting vote.

14.4. Special General Meeting

- 14.4.5 The procedures and requirements for a Special General Meeting are similar to that of the Annual General Meeting provided in Article 14.3.3 of these Bye-Laws, except that;
- 1) The Notice period shall be 30 days, and it shall meet the requirements of a Supplementary Notice; and
 - 2) The minutes of any previous meeting may not be considered unless it is admitted by the Chairperson for the meeting.

14.5. Branch Annual General Meeting

- 14.5.4 The procedures and requirements for a Branch General Meeting are similar to that of the Annual General Meeting provided in Article 14.3.3 of these Bye-Laws, except that;
- 1) The Notices shall be issued by the Branch Secretary, the Notice period shall be 30 days, and the Supplementary Notice period shall be 7 days; and
 - 2) The quorum for the meeting shall be at least fifteen (15) Full Members of Good Standing, including the Branch Chairperson or in his/her absence the Branch Vice-Chairperson or in his/her absence the Branch Chairperson's named member of the Branch Executive Committee.

14.6. Branch Special General Meeting

- 14.6.5 The procedures and requirements for a Special Branch General Meeting are similar to that of the Branch Annual General Meeting provided in Article 14.5.4 of these Bye-Laws, except that:
- 1) The Notice period shall be 14 days, and it shall meet the requirements of a Supplementary Notice; and
 - 2) The minutes of any previous meeting may not be considered unless it is admitted by the Chairperson for the meeting.

14.7. Ordinary Meetings of the Institution

- 14.7.3 Ordinary Meetings will be called with at least three (3) days' notice and chaired by the President or the Chairperson of the group that called the meeting, or their nominated Member. Decisions taken at an Ordinary Meeting is not binding on the Institution unless it is tabled and adopted at a Branch Executive Committee Meeting, a Council Meeting, and/or a General Meeting of the Institution.

Article 15: Financial Management

15.1. Financial Management System

- 15.1.3 Further provisions are made for the financial management of the Institution hereunder.
- 1) The Council must ensure that an Accounting Policies and Procedures Manual for the Institution is prepared and used, based on appropriate accounting principles and standards, to prudently manage all financial matters of the Institution;
 - 2) The Accounting Policy and Procedures Manual must have, among others, the following content:
 - a. The accounting policies, principles and standards of the Institution;
 - b. Charts of Accounts;
 - c. Procedures for procurement of goods and services;
 - d. Procedures for cash receipt and disbursement;
 - e. Procedures for banking and bank reconciliation;
 - f. Procedures for end of month and end of year accounting;
 - g. Procedures budgeting and cost allocations;
 - h. Procedures for management of reserves, investments and Earmarked Funds; and
 - i. Internal controls, financial audit and compliance.
 - 3) The Council must ensure that surplus funds of the Institution are efficiently invested, within or outside the banks, to optimize returns for the Institution
 - 4) All funds of the Institution shall be disbursed with the following controls:
 - a. The President, the Immediate Past President, the Honorary Treasurer and the Executive Director shall be the signatories to the bank accounts and any major financial transaction of the Institution; and the signature of any two shall be sufficient mandate for any such transaction, provided due process has been followed; and

- b. Only funds that have been appropriated in the Annual Budget can be disbursed, except with the authority of Executive Committee, within approved limits, or by the authority of the Council;

15.2. Annual Budgets

There are no additional provisions

15.3. Financial Records and Reports

15.3.8 The conditions under which a Branch will qualify to receive funds from the Council are that the Branch:

- 1) Has a Bank Account with approved signatories by the Council;
- 2) Is up to date on submission of audited accounts;
- 3) Has an approved Annual Budget for the current year; and
- 4) Has satisfied the Council with its previous performance and transparency in the application of funds.

15.4. Earmarked Funds

15.4.1 The minimum proportion that the Council must set aside in the Annual Budget for Earmarked Funds, out of the Annual Subscription of Members and Registered Entities, less any portion allocated for payment of EC License Fees, are as follows:

- 1) The Welfare Fund 10%;
- 2) The Branch Operations Fund 10%; and
- 3) The Capital and Investment Fund 10%.

15.4.3 The allocation of the Branch Operations Fund shall be based on a formula, approved by Council, that include the following variables:

- 1) Minimum operational needs of each Branch;
- 2) Per capita Full Members belonging to the Branch; and
- 3) Discretionary funds allocated by the Council based on approved programs.

15.5. Compensation for Services Rendered by Members

There are no additional provisions

Article 16: Dispute Resolution

There are no additional provisions

Article 17: Article 17: Bye-Laws

There are no additional provisions

**Article 18: Article 18: Amendments to the
Constitution and Bye-Laws**

There are no additional provisions

Article 19: Article 19: Miscellaneous Provisions

There are no additional provisions

Article 20: Transitional Provisions

There are no additional provisions