



CONSTITUTION AND CODE OF ETHICS

(AS REVIEWED BY COUNCIL)

February 2019

CONSTITUTION
FOR THE
INSTITUTION OF ENGINEERING AND TECHNOLOGY (I.E.T.), GHANA

PREAMBLE

IN THE NAME OF THE ALMIGHTY;

WE, PRACTITIONERS, PROVIDERS AND DEALERS OF ENGINEERING AND TECHNOLOGY AT VARIOUS LEVELS;

DESIROUS of maintaining the spirit of PROFESSIONAL EXCELLENCE, TOGETHERNESS AND THE NEED TO ASPIRE TOWARDS EXCELLENCE IN THE PRACTICE OF ENGINEERING;

MINDFUL of our duty to ourselves and to THE PROFESSION WE BELONG TO;

KEEN AND BENT on exploring all legitimate avenues in ensuring THAT EXCELLENCE IN PROFESSIONAL PRACTICE AS REQUIRED IS UPHeld AT ALL TIMES;

DO HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

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ARTICLE 1 – NAME AND EMBLEM

1. The name of the association shall be “Institution of Engineering and Technology (I.E.T.), Ghana” hereinafter referred to as “IET Ghana” or “the Institution”.
2. The design, specification and guidelines for the use of the Institution’s emblem or logo shall be determined by the Council.

ARTICLE 2 - OBJECTIVES

The objectives of the Institution shall be:

1. To establish and manage a Register of Professional Engineers, Professional Engineering Technologists, Engineering Technicians and Engineering Craftsmen qualified to practice in Ghana as per the applicable laws and regulations.
2. To advance the profession of engineering and technological practice to the benefit of the Ghanaian society and beyond. This shall be undertaken through the following:
 - A. Secure the maintenance of professional standards among persons who are members of the Institution and to take such steps as may be necessary to acquaint such persons with the methods, procedures and practices necessary to such standards as practitioners of Engineering and Technology internationally.
 - B. Maintain a library of books, periodicals and such other library material (hardcopy or electronic), relating to technological methods procedures and practices, while encouraging the publications of such books and periodicals, etc.
 - C. Encourage research and timely utilization of result for the benefit of Society.
 - D. Facilitate the exchange of information and ideas relating to or concerning engineering practice and advancement.
 - E. Ascertain and publish the views of the engineering profession on matters of public importance which lie within its competence.
 - F. Undertake such other lawful activities as incidental or conducive to the attainment of the above objects.

ARTICLE 3 - ESTABLISHMENT, LOCATION AND SET-UP

1. The Institution shall comprise of its National Secretariat, Sectors and Technical Divisions and such other structures as shall be established.
2. The National Secretariat of the Institution shall be located in Accra.
3. The institution may, subject to the approval of Council establish such Sectors as it shall determine. A geographical area of Ghana proposed for designation as a Sector shall have a minimum of fifty (50) members in good standing from all classes for the purpose of ensuring an effective decentralized administration of the Institution within that Sector.
4. The Institution shall, subject to the approval of the Council, establish Technical Divisions for the various branches of engineering within the institution. Any such Division as shall be established shall be for the purposes of advancing engineering practice and knowledge acquisition only.

ARTICLE 4 – CLASSES OF MEMBERSHIP

1. Membership of the Institution shall consist of the following classes of engineering practitioners:
 - A. Professional Engineering classes are:
 - i. Professional Engineers
 - ii. Professional Engineering Technologists
 - iii. Engineering Technicians
 - iv. Engineering Craftsmen
 - B. Non-Professional Engineering classes are:
 - i. Honorary Fellows
 - ii. Students
 - iii. Company/Firm Membership
 - iv. Educational Institution Membership
 - v. Temporary Membership in all Classes as above.
2. The Institution shall maintain a Register in which shall be entered the names of every member under a specific class of membership.
3. All members of the Institution shall subscribe to this Constitution, Regulations, Code of Ethics, Policies, and Procedures of the Institution, Sectors and the Technical Divisions to which they are assigned and there shall be no difference in the privileges of members by reason of any criteria.
4. Every member of the institution shall belong and be identified by a Technical Division and a Sector.

5. DESIGNATION OF MEMBERS

- A. Members of the Professional Engineering classes of the Institution shall be entitled to use after their names the following abbreviated grade of membership appropriate to them.
 - i. Professional Engineer**
 - a) Fellow - F.PE-IET (GH)
 - b) Professional Engineer - PE-IET (GH)
 - c) Professional Engineer (Interim) - PE(I)-IET (GH)
 - d) Professional Engineer (Trainee) - PE(T)-IET (GH)
 - ii. Professional Engineering Technologist**
 - a) Fellow - F.PET-IET (GH)
 - b) Professional Engineering Technologist - PET-IET (GH)
 - c) Professional Engineering Technologist (Interim) - PET(I)-IET (GH)
 - d) Professional Engineering Technologist (Trainee) - PET(T)-IET (GH)
 - iii. Engineering Technician** - ET-IET (GH)
 - iv. Engineering Craftsman**
 - a) Master Craftsman - Mc.IET (GH)
 - b) Craftsman - EC.IET (GH)
- B. Confirmed Professional Engineers and Professional Engineering Technologists shall be entitled to use the prefix “Engr” before their names.

- C. Non-Professional Engineering practitioners as listed below, shall be entitled to use the following abbreviated designation after their names:
 - i. Honorary Fellow - Hon.FIET (GH)
- D. There shall be 'Student Members' at the various engineering-based training institutions who shall registered and categorized as such and prepared through various programmes for membership upon completion.

6. CONFERMENT OF THE INSTITUTION'S FELLOWSHIP

- A. There shall be no direct entry into Fellowship of the Institution. Admission shall only be by transfer from the class of Professional Engineer or Professional Engineering Technologist.
- B. Every candidate for transfer to the class of Fellow shall be a person who at the time of the application is, or has been engaged, in a position of superior managerial responsibility for at least ten (10) years in the practice of engineering and advancement of technological practice and who, in the opinion of the Council, has by personal attainments (be they academic, service to the institution or service to the nation), acquired an established reputation as a Professional Engineer or Professional Engineering Technologist and whose admission as Fellow will be in the continued interest of the Institution.
- C. The Candidate shall either hold an engineering-based degree or accredited equivalent approved for the purpose by the Council or hold engineering based recognized Higher National Diploma or an equivalent engineering qualification approved by the Council.
- D. The candidate shall be required to present a technical dissertation which shall be assessed by the Council as well as satisfy the Council at a professional interview.
- E. The Executive Committee may, in the case of proven exceptional academic and professional attainments or exceptional services to the Institution and the country, recommend a waiver on the required number of years required to have been served to a minimum of five (5) years.

7. CLASSES OF PROFESSIONAL ENGINEERING MEMBERSHIP

A. PROFESSIONAL ENGINEER

a) Definition and Role

The role of the Professional Engineer is predominantly analytical in nature requiring the exercise of original thought. It predominantly covers the conceptualization of projects, research and development, analysis and design, review and development of systems and life-cycle management. It also covers the ability to supervise the technical and administrative work of other members of the engineering team.

b) Qualification

- i. Every candidate for election or transfer to the class of Professional Engineer shall be a person who at the time of application is engaged in a position of responsibility in the practice of engineering and who, in the opinion of the Council has by personal attainments acquired an established reputation as a

Professional Engineer and whose admission as a to that class will be in the interest of the Institution.

- ii. A candidate for election or transfer to the class of Professional Engineer shall possess an engineering based University Degree, or accredited equivalent, approved for the purpose by the Council.
- iii. The candidate shall have had at least five (5) years post-qualification experience as an engineering practitioner of a nature acceptable to the Council.
- iv. Members in possession of an engineering based recognized Higher National Diploma or a recognized accredited equivalent approved by the Council, with post-qualification experience of a minimum of ten (10) years (with considerable years of it in managerial roles) shall be eligible for consideration.
- v. All candidates for election or transfer to the class of Professional Engineer shall satisfy the Council at a professional examination and interviews conducted in that behalf that he or she has acquired practical knowledge adequate to the candidate's chosen profession as a Professional Engineer.
- vi. A candidate with the minimum educational qualification but with less than a year post-qualification experience shall be considered for Professional Engineer (Trainee) grade for a duration not exceeding two (2) years. All Professional Engineers (Trainee) shall be required to submit Annual Reports signed by their Heads of Department and/or senior Professional Engineer on the progress made by the candidate.
- vii. A Professional Engineer (Trainee) may after serving for a period of two (2) years and upon satisfactory internship, apply for upgrading to the grade of Professional Engineer (Interim). Movement from the status of Professional Engineer (Trainee) to Professional Engineer (Interim) shall be by recommendation of the requisite senior Professional Engineer(s) who shall have undertaken assessment of the candidate during the two-year period of internship.
- viii. A Professional Engineer (Interim) shall serve in that grade for a further three (3) years after which he/she may be considered for the grade of Professional Engineer with all the attendant privileges. Movement from the grade of Professional Engineer (Interim) to Professional Engineer shall be by assessment interview only.
- ix. Any candidate who is a member of a recognized licensed Engineering Institution of such other class of membership as the Council may from time to time determine shall claim exemption to satisfy the Council at a professional interview conducted in that behalf.

c) Responsibilities

- i. All Professional Engineers in good standing shall be entitled to the usage of the institution's approved Professional Stamps for the authentication of their work, subject to regulations as shall be determined by the Council from time to time.

B. PROFESSIONAL ENGINEERING TECHNOLOGIST

a) Definition and Role

The work of the Professional Engineering Technologist may be predominantly routine mental or physical nature not requiring excessive application of original thought and judgement. In industry, they are mostly suited for the application of specific engineering technology and processes, review the practice or methods in the application of specific engineering technology, perform specific specialized tasks, conduct and interpret the results of engineering study and implement various areas of engineering technology. Professional Engineering Technologists can be trained to supervise the technical and administrative work of other members of the engineering team.

b) Qualification

- i. Every candidate for election or transfer to the class of Professional Engineering Technologist shall be a person who at the time of application is engaged in a position of responsibility in the practice of engineering and who, in the opinion of the Council has by personal attainments acquired an established reputation as a Professional Engineering Technologist and whose admission as a to that class will be in the interest of the Institution.
- ii. A candidate for election or transfer to the class of Professional Engineering Technologist shall possess an engineering based Higher National Diploma or its accredited equivalent, approved for the purpose by the Council.
- iii. The candidate shall have had at least five (5) years post-qualification experience as an engineering practitioner of a nature acceptable to the Council.
- iv. Members in possession of the Full Technological Certificate or Engineering Technician Certificate III its accredited equivalent approved by the Council, with post-qualification experience of a minimum of ten (10) years (with considerable of it in managerial roles) shall be eligible for consideration.
- v. All candidates for election or transfer to the class of Professional Engineering Technologist shall satisfy the Council at a professional examination and interviews conducted in that behalf that he or she has acquired practical knowledge adequate to the candidate's chosen profession as a Professional Engineering Technologist.
- vi. A candidate with the minimum educational qualification but with less than a year post-qualification experience shall be considered for Professional

Engineering Technologist (Trainee) grade for a duration not exceeding two (2) years. All Professional Engineering Technologists (Trainee) shall be required to submit Annual Reports signed by their Heads of Department and/or senior Professional Engineers or Professional Engineering Technologists on the progress made by the candidate.

- vii. A Professional Engineering Technologist (Trainee) may after serving for a period of two (2) years and upon satisfactory internship, apply for upgrading to the grade of Professional Engineering Technologist (Interim). Movement from the grade of Professional Engineering Technologist (Trainee) to Professional Engineering Technologist (Interim) shall be by recommendation of the requisite senior Professional Engineer(s) and/or Professional Engineering Technologists who shall have undertaken assessment of the candidate during the two-year period of internship.
- viii. A Professional Engineering Technologist (Interim) shall serve in that grade for a further three (3) years after which he/she may be considered for the grade of Professional Engineering Technologist with all the attendant privileges. Movement from the grade of Professional Engineering Technologist (Interim) to Professional Engineering Technologist shall be by assessment interview only.
- ix. Any candidate who is a member of a recognized licensed Engineering Institution of such other class of membership as the Council may from time to time determine shall claim exemption to satisfy the Council at a professional interview conducted in that behalf.

c) Responsibilities

- i. All Professional Engineering Technologists in good standing shall be entitled to the usage of the institution's approved Professional Stamps for the authentication of their work, subject to regulations as shall be determined by the Council from time to time.

C. ENGINEERING TECHNICIAN

a) Definition and Role

Engineering Technicians are essentially trained in hands-on application of tools and processes. In industry, they are mostly suited for performing specific set of skilled operations, diagnosis, maintenance and repair activities, measuring, recording and monitoring processes and undertaking complex tools and equipment to form objects, produce an item or test an item. The Engineering Technician usually works under the supervision of a Professional Engineer, Professional Engineering Technologist or a senior Engineering Technician.

b) Qualification

- i. Every candidate for election or transfer to the class of Engineering Technician shall be a person who at the time of application is engaged in an engineering skill set within the practice of engineering and who, in the opinion of the Council has by personal attainments acquired an established reputation as a Engineering Technician and whose admission as a to that class will be in the interest of the Institution.
- ii. A candidate for election or transfer to the class of Engineering Technician shall hold a City and Guilds or Ghana Education Service Engineering Technician Certificate II or Polytechnic Ordinary National Diploma (Non-tertiary) or accredited equivalent approved for this purpose by the Council.
- iii. Master Craftsmen who have had at least ten (10) years industrial experience as an engineering practitioner of a nature acceptable to the Council shall be eligible for consideration.
- iv. All candidates for election or transfer to the class of Engineering Technician shall satisfy the Council at a professional examination and interviews conducted in that behalf that he or she has acquired practical knowledge adequate to the candidate's chosen profession as a Engineering Technician.
- v. Any candidate who is a member of a recognized licensed Engineering Institution of such other class of membership as the Council may from time to time determine shall claim exemption to satisfy the Council at a professional interview conducted in that behalf.

D. ENGINEERING CRAFTSMAN

a) Definition and Role

Engineering Craftsmen are essentially trained through apprenticeship, assessed practically and certified on that score. In industry, Engineering Craftsmen are best suited for specific skilled tasks requiring literacy or numeracy skills, routine activities, practical work with creative skills as well as measure, record values and monitoring of processes. The above skills are honed through practice under the supervision of a Professional Engineer, Professional Engineering Technologist, a senior Engineering Technician or Master Craftsman.

b) Qualification

- i. Every candidate for election or transfer to the class of Engineering Craftsman shall be a person who at the time of application is engaged in an engineering skill set within the practice of engineering and who, in the opinion of the Council has by personal attainments acquired an established reputation as a Engineering Craftsman and whose admission as a to that class will be in the interest of the Institution.

- ii. A candidate for election or transfer to the class of Master Craftsman shall either hold a City and Guilds or Ghana Education Service Technician Certificate I or Advanced Craft Certificate or National Craftsman Certificate or accredited equivalent approved for this purpose by the Council.
- iii. A candidate for election or transfer to the class of Master Craftsman shall either hold a City and Guilds or Ghana Education Service Technician Certificate I or Advanced Craft Certificate or National Craftsman Certificate or accredited equivalent approved for this purpose by the Council.
- iv. An Engineering Craftsmen on request may be upgraded to the class of Engineering Technician after six (6) years of meritorious membership in that class of the Institution.
- v. All candidates for election or transfer to the class of Engineering Craftsmen shall satisfy the Council at a professional examination and interviews conducted in that behalf that he or she has acquired practical knowledge adequate to the candidate's chosen profession as a Engineering Craftsmen.
- vi. Matured candidates may be considered for election to the classes of Engineering Technician in cases where the matured candidate is not less than thirty (30) years of age and is a person with considerable experience as an engineering/technological practitioner who is not eligible for regular registration because he or she lacks formal academic qualification defined by the Constitution of the Institution. A candidate shall complete the official standard application form for Mature Candidate. In addition they shall complete a confidential questionnaire form, which shall be signed by their sponsor. A detailed career report shall also be prepared and attached to the application form.
- vii. The completed application form including all required biographical data and other supporting documents shall be submitted to the Executive Secretary by the mode to be determined by Council.
- viii. The candidate shall also satisfy the Council at an interview conducted to assess the candidate's experience and training in technological practice.
- ix. Any candidate who is a member of a recognized licensed Engineering Institution of such other class of membership as the Council may from time to time determine shall claim exemption to satisfy the Council at a professional interview conducted in that behalf.

8. CLASSES OF NON-PROFESSIONAL MEMBERSHIP

A. HONORARY FELLOWSHIP (Mainly Non-Professional Engineering Members)

- i. The Council shall invite to Honorary Fellowship persons who have rendered important service to engineering in any of the fields of science, production, management, commerce, finance and law, or is so connected with the application of engineering

science or practice, that admission of the candidate as Honorary Fellow would, in the opinion of the Council, be in the interest of the Institution.

- ii. Election of Honorary Fellow shall be limited to a maximum of two (2) persons in any twelve (12) months period.
- iii. Honorary Fellows shall be exempted from payment of entry fee and annual dues.

B. STUDENT MEMBERSHIP

A candidate for election as a Student Member shall be registered in a recognized Engineering or Technical Institution and shall satisfy the Council that the candidate is studying and or receiving training in engineering and technological practice and intends to adopt the practice of engineering or technology.

C. COMPANY/FIRM MEMBERSHIP

- i. An engineering company or members seeking to obtain a group registration shall be so registered if its incorporation and certificate to practice conform to the regulations for practicing engineering and/or vending of engineering products as shall be determined by the Council.
- ii. An application to that effect shall be submitted to the Council through the Executive Secretary for approval.
- iii. Any recognition, fees/subscription paid in respect of a firm shall only be in respect of the engineering operations of the firm and/or products but not that of its engineering practitioners.
- iv. Annual subscription for firms shall be fixed by Council as appropriate.

D. ENGINEERING EDUCATIONAL INSTITUTIONS AND UNITS

- i. An engineering educational institution and/or unit seeking to obtain a group registration shall be so registered if its establishment conforms to the applicable laws and regulations for the training of engineering practitioners as shall be determined by the Council.
- ii. An application to that effect shall be submitted to the Council through the Executive Secretary for approval.
- iii. Any recognition, fees/subscription paid in respect of an educational institution and/or unit shall only be in respect of the engineering operations of the firm and not that of its engineering practitioners, lecturers and/or instructors.
- iv. Annual subscription for educational institutions and/or units shall be fixed by Council as appropriate.

E. TEMPORARY MEMBERSHIP

- i. Temporary membership in all the classes may be granted to candidates who do not intend to practice in Ghana for more than twelve (12) calendar months.

- ii. Candidates intending to apply for temporary membership shall prove their membership of an approved engineering institution in their country or origin and be members in good standing. Evidence of their membership shall be verified by Council.

ARTICLE 5 – ELECTION AND TRANSFER TO MEMBERSHIP

1. Application for Membership

- A. Anyone satisfying the Constitutional requirement for any class of membership may apply for election or upgrade.
- B. For admission to any class of membership or advancement, the official standard Application Form shall have to be completed by all applicants.
- C. A candidate for election shall be proposed and supported as provided hereunder, from personal knowledge on the Application Form.
 - i. Any member desirous of transfer to the class of Fellowship shall be proposed by two Fellows and supported by two other professional engineering practitioners.
 - ii. Any person desirous of election as a member shall be proposed by one professional engineering practitioner and supported by two other members.
 - iii. Any person desirous of election as a Student Member shall be recommended by an appropriate authority at the institution where the candidate is registered for engineering engineering/technology programme of study and approval by the Council.
- D. The completed Application Form including all the required biological data and other supporting documents shall be submitted to the Executive Secretary by the mode as determined by Council.

2. Election and Transfer of Members

- A. The election or transfer of candidates to any class of membership shall be by the Council upon recommendation by the Membership Committee. In case of election to Fellowship, the Executive Committee shall make recommendation to Council.
- B. The election and transfer of candidates to any class of membership of the Institution shall be published in the publication outlets of the Institution, for any member who may wish to raise any objection. Such objection together with reasons, shall have to reach the Executive Secretary within thirty (30) days from date of publication. If there are no objections, the elections and transfers would be deemed to have been approved and, thereafter the candidates shall be notified by the Executive Secretary in writing of their election or transfer as shall be deemed appropriate.

3. Objection made towards proposal to Election of Members

- a. If the proposed admission of any candidate attracts an objection to the admission to any class of membership within thirty (30) days from date of publication of notice of election

or transfer in the Institution publication outlets, the Council shall suspend such admission and investigate the objection.

- b. Any such investigation shall be completed within ninety (90) days from date of submission of such objection to enable Council to confirm admission or declination.
- c. A candidate seeking to be admitted and whose application is declined may petition the Engineering Council for review. The decision of the Engineering Council shall be final.

ARTICLE 6 – ENTRANCE FEES, ANNUAL SUBSCRIPTIONS AND LEVIES

1. Admissions

- A. In addition to satisfying the applicable clauses in Articles 4 and 5, the admission of a candidate to any class as the case may be, shall effect the payment of such fees as Admission Fee, Annual Subscriptions, etc as set in the Constitution and/or approved by Council.
- B. Should the payment of such fees not be made by the candidate within a period of three (3) months after date of notification to the candidate of the election, such election may be declared null and void by the Council and the candidate shall be notified accordingly.
- C. A candidate seeking to be admitted and whose application is declined shall have the right to petition the Engineering Council for review. The decision of the Engineering Council shall be final.

2. Admission Fees, Annual Subscriptions and Levies

- A. Admission fees shall be paid by Professional Engineers, Professional Engineering Technologists, Engineering Technicians, Engineering Craftsmen, Students, Engineering Firms and Educational Units at a rate to be determined from time to time by the Council.
- B. Annual Subscriptions shall be paid by Professional Engineers, Professional Engineering Technologists, Engineering Technicians, Engineering Craftsmen, Students, Engineering Firms and Educational Units at the rate to be determined from time to time by the Council.
- C. The Schedule of all Fees and Subscriptions shall be set forth in the appropriate Regulations by Council.
- D. The Council may in any special case, where in the opinion of Council it is desirable to do, in conformance to the objectives of the Institution, request a General Meeting of members to determine specific levies to be paid by all members of the Institution to achieve the special goal so delineated.

3. Life Membership Subscriptions

- A. All members of professional engineering classes shall be given the opportunity to pay twelve (12) times the current Annual Subscription to earn the title of Life Membership.
- B. Life Members shall be exempted from the payment of subscription (levies exempted) for as long as they shall live and belong to the Institution.

- C. Subscriptions received from life membership shall be invested into an Endowment Fund for the Institution as shall be regulated by the Council.

4. Subscriptions by Retired Members

- A. Retired members shall be members of the Institution for at least ten (10) continuous years and having attained the age of not less than sixty years, have applied and have been approved by the Council for transfer to the retired list of the various Registers of Practitioners.
- B. Fees and Subscriptions for retired members shall be determined from time to time by the Council.
- C. The Annual Subscription for retired members shall not exceed 35% of those payable by active members of the professional class of the retired member.
- D. Members on retirement, whose professional incapacity is established by the Council shall have their subscription as well all levies exempted in perpetuity.

5. Sustainability of Fees and Subscriptions

- A. All Admission Fees, Annual Subscriptions and/or other Levies shall be payable to the Institution of Engineering and Technology Ghana.
- B. All Annual Subscriptions shall become due on election or transfer and thereafter on the first day of January of each succeeding year.
- C. Members of any class elected before the first day of July in any year shall pay the full Annual Subscription for that calendar year, and those elected on or after the first day of July in any year shall, for that calendar year, pay half such Annual Subscription.
- D. A member of any class whose Annual Subscription is more than twelve (12) months in arrears shall not be entitled to attend or participate in any meeting of Institution or to receive any notice or publication of the Institution that may be issued, or exercise any rights or privileges of membership until such dues are paid in full. Members shall face automatic expulsion if subscription exceeds twenty-four (24) months in arrears.
- E. Any member of any class whose annual dues is two (2) years in arrears may by resolution of the Council be excluded from the Institution, and the defaulter shall thereupon cease to be a member and shall be removed from the Roll of Register.
- F. Notwithstanding such exclusion, the defaulter shall not be relieved from the liability for the payment of arrears of subscription due and calculated up to.
- G. The Council may in any special case where in the opinion of Council it is desirable to do so, reduce or remit the Admission Fees or the arrears of Annual Subscription of any member of any class.
- H. Not later than 1st December each year, the Executive Secretary shall circulate to each member at the latest address(es) known to the Institution, a statement of current indebtedness, if any the amount of dues for the ensuing year.
- I. Where Reciprocal Membership has been extended to the Secretary or a higher officer of a sister national engineering organization, Council shall have the authority to waive the

dues for such persons provided such organization extends reciprocal privileges to the Institution.

ARTICLE 7 - SEPARATIONS

1. Any member may be subjected to disciplinary action for violating any of the provisions of the Constitution, Regulations or Code of Ethics of the Institution.
2. The Council shall consider proceedings for the disciplinary of a member upon the: recommendations of the Professional Practice and Ethics Committee, or a written petition of ten or more members. Petitions against members shall be referred to the Professional Practice and Ethics Committee who shall submit its recommendation to the Council within three months at the latest.
 - A. Prior to the Council's consideration of any such case, the Professional Practice and Ethics Committee shall submit to Council, a written statement of the facts of the case and any recommended disciplinary action, whether expulsion, suspension or others.
 - B. The affected member shall be advised of the charges in writing and be notified of the time and place of the meeting, He shall be invited to present a defence either in person or in writing. At the said meeting, the Committee shall consider all evidence presented and shall decide if the charges are sustained. To sustain the charges, it shall require a simple majority of the Committee members present at such meeting.
3. If the charges are sustained, Council may confirm or vary the recommendations of the Professional Practice and Ethics Committee. If the disciplinary action confirmed is expulsion, a three-quarters ($\frac{3}{4}$) vote of Council members shall be obtained. For all disciplinary actions, the affected members shall be informed in writing by the Executive Secretary stating the reasons.
4. The Council, upon receipt of recommendations and by the votes of not less than three-quarters ($\frac{3}{4}$) of the Council members present, may suspend or remove from the Roll of Register the name of any member who shall have willfully acted in contravention of this Constitution, Regulations or Code of Ethics or who in the opinion of the Council, shall be guilty of such conduct as shall render the member unfit to continue to belong to this Institution.
5. A member, whose name has been removed by the Council, shall cease to be a member of any class of membership of the Institution and shall, during the period, lose all rights and privileges of membership of the Institution.
6. Council may direct copies of notification of any suspension, expulsion or other disciplinary action to the membership of the IET Ghana, to any other organization of Engineers to which the disciplined member may belong to or intends to belong to and to the Engineering Council, which shall have licensed the disciplinary member or intends to license him or her.
7. Any member of any class may resign from the Institution by sending his resignation in writing to the Executive Secretary of the Institution, after ensuring the settlement of all the annual dues, including that for the current year. A member's name shall be removed from the Roll of Register as from the date on which the resignation becomes effective.

ARTICLE 8 - RE-ADMISSION

1. The Council may re-admit to membership in the class to which a member formerly belonged, any person whose membership has been terminated from any cause provided the member satisfies the Council concerning any established procedures and practices approved by the Council on the matter of re-admission of candidates.
2. Former members of the Institution who resigned voluntarily or expelled for non-payment of dues or who were at that time under investigation by the Professional Practice and Ethics Committee shall not be reinstated to Institution memberships except by the action of the Professional Practice and Ethics Committee which shall prepare a report and recommendations on the reinstatement to Council. A two-thirds ($\frac{2}{3}$) vote of Council shall be required for reinstatement.
3. Any such member re-admitted to membership shall first pay such amounts in respect of entrance fees and arrears of dues as the Council may determine from time to time.
4. In the event of the Council declining the application for re-admission in any particular case, the Council shall have to notify the person assigning reason(s) for the refusal.
5. A candidate seeking to be re-admitted and whose application is declined shall have the right to petition the Engineering Council for review. The decision of the Engineering Council shall be final.

ARTICLE 9 - PROFESSIONAL CONDUCT

1. Every member of any class is required to subscribe to the provisions of this Constitution as well as regulations of the Council as shall be approved, in addition to any enactments by the State regulating the practice of the engineering profession.
2. All members shall be required to uphold the institution's Code of Ethics by maintaining a demeanour and candour as shall be necessary to uphold the dignity of the profession and to act in whatever capacity that the member may be engaged in, in a strictly fiduciary manner towards other members, client and employers and towards others with whom the member's work is connected, in a manner consistent with best interest of the Institution.
3. In the case of professional victimization of an engineering practitioner, the Council, may consider and take up the matter and arrange for such support as the person shall require.

ARTICLE 10 - COLLABORATIVE AGREEMENTS AND RECIPROCAL MEMBERSHIP

1. The Council shall have the authority to enter into Collaborative Agreement(s) with other National and International Engineering Organizations, provided such collaborations shall enhance the objectives of the Institution.
2. The Council shall have the authority to elect to membership of the Institution, the Secretary or a higher officer of other National Engineering and International Organizations, provided that such organizations extend reciprocal privileges to the Institution.
3. Reciprocal memberships shall lapse upon termination of service of a person so elected, to their national organization or upon the termination of the collaborative agreement.

4. The Council shall also be encouraged to promote cooperation with its sister professional bodies in Ghana.

ARTICLE 11 - THE COUNCIL AS GOVERNING BODY

1. THE COUNCIL

A. Mandate of the Council

- i. There shall be a governing body for the Institution of Engineering & Technology called the Council of the Institution. The Council shall be the highest decision-making body of the Institution in the absence of the Annual General Meeting.
- ii. In the execution of its mandate, the Council shall direct and control the affairs of the Institution by:
 - a) Establishing policy and regulations as shall be necessary for the smooth administration of the institution;
 - b) Evaluating the implementation of policy by the President and/or Executive Secretary; and
 - c) Exercising such other powers conferred upon it by the Constitution and Regulations.
- i. In conformity with the provisions of the Constitution, the Council is responsible for directing and controlling the affairs and funds of the Institution, exercising control over officers of the Institution and its committees and providing general supervision to all members.
- ii. In exercising such control and direction over the funds of the Institution, the Council may, as fixed by the budget expand in any fiscal year as may be necessary to accomplish the purpose of the Institution. The Council shall report to the next Annual General Meeting as to the special conditions under which expenditures have been made from the surplus. The Council shall at no time incur indebtedness in excess of the assets of the Institution.
- iii. The Council shall in accordance with this Constitution and Regulations, appoint Standing, Special and other Committee of Council.
- iv. The Council shall direct the Executive Secretary who shall on behalf of the Institution, appoint the required supporting staff in accordance with Article 12.2.C of this Constitution.
- v. In exercising these powers, the Council shall not exercise any powers, which are required to be exercised by the Institution in Annual General or Special Meeting.

B. Composition of the Council

The Council shall comprise of the following persons:

- i. The President
- ii. The Immediate-Past President
- iii. The President-in-Waiting (When in place)

- iv. Two Vice-Presidents (One of whom shall be a Sector Chairperson and the other Chairperson of Technical Division)
- v. The Executive Secretary (Who shall serve as Secretary to the Council but without any vote in the proceedings thereof)
- vi. Four Non-Office holders (To be elected from among the Chairpersons of the Technical Divisions)
- vii. Four Non-Office holders (To be elected from among the Sectors) and
- viii. Four (4) Ex-Officio Members

C. Duties of Council Members

i. The President

- a. There shall be a President for the institution who shall serve a two-year tenure.
- b. The President's term of office shall commence immediately after the Biennial General Meeting of the Institution.
- c. The President shall be the highest ranking officer of the Institution. He shall be the principal spokesperson of the Institution, preside at all meetings of the Institution and Council, review the work of and offer counsel to the Vice-Presidents and performs such other duties as pertain to his/her office.
- d. Upon the election of the President-in-Waiting, it shall be the responsibility of the President to tutor and offer all necessary guidance to enable the President-in-Waiting be fully prepared to assume office of the President when the time is due.
- e. The President shall submit a report covering his tenure of office at the Biennial General Meeting. Such report shall outline the state of the institution as at the time.
- f. The President shall be eligible for re-election upon the recommendation of majority of members of the Council. Such re-election bid so recommended shall only be for one instance.

ii. Immediate-Past President

- a. The Immediate-Past President of the Institution shall be a member of the Council.
- b. His term shall begin immediately from his handing-over to his succeeding President and come to an end at the expiration of the tenure of his/her successor, who shall have stepped down at the time of constituting the new Council.
- c. The Immediate-Past President shall avail his/her expertise and knowledge in office to effectively counsel and advice the Council where appropriate.
- d. He/She shall perform such other duties as the Council shall assign him/her from time to time.

iii. The President-in-Waiting

- a. As per the relevant provisions of the Constitution, a person elected as President-in-Waiting shall during the period prior to the assumption of office, perform only duties as shall be assigned him by the Council.
- b. Upon election, a President-in-Waiting shall offer him/herself up for tutelage by the President to enable him/her be fully prepared to assume office of the President when the time is due.
- c. A President-Elect shall use the period to draft his vision covering his/her tenure and draw up programmes and shall obtain input as necessary to enable him/her give highlights upon assumption and subsequent approval by the Council when he/she assumes office as President.

iv. The Vice-Presidents

- a. The persons elected as Vice-Presidents shall serve as officers and members of the Council.
- b. The Vice-Presidents shall hold office for two years beginning immediately following the Biennial General Meeting at which they were elected. They shall be eligible for immediate re-election to the same or eligible for election to any other office.
- c. The Vice-Presidents shall assist the President in the discharge of his/her duties and shall in consultation with the Executive Secretary ensure the welfare and training needs of the employees of the Institution. They shall ensure the periodic inspection and routine maintenance of items of equipment and other property of the Institution.
- d. The Vice-Presidents shall serve as members of the Council and shall have only such duties and powers as shall arise from membership on the Council.
- e. In the absence of the President from any Institution or Council meeting, one of the two Vice-Presidents shall be elected to chair the said meeting.
- f. They may however be assigned further duties by the President or the Council.

v. Non-Office Holders

- a. There shall be eight (8) persons elected as Non-Office Holders on the Council. Four of such persons shall be elected from among the Chairpersons of the Technical Divisions with the four other representatives being elected from among the Regional Chairpersons in a manner as shall be proportionate to the operations of the Sectors.
- b. These Non-Office Holders shall represent the interest of their Technical Divisions and Sectors for the best interest of the institution on the Council.

- g. They shall serve as members of various Council Committees and shall have only such duties and powers as shall arise from membership on the Council.
- h. They may however be assigned further duties by the President or the Council.

vi. Ex-Officio Members

- a. There shall be four (4) persons who shall be nominated by their service organizations to serve the best interest of the engineering profession as follows:
 - i. One representative each from the sector government Ministry as shall be determined.
 - ii. One representative from the engineering-based Universities and Polytechnics.
 - iii. One representative from Technical and Vocational Institutes.
 - iv. One representative from the Council for Technical and Vocational Education and Training (COTVET).
- b. These Ex-Officio Members shall represent the interest of their institutions for the best interest of the practice of engineering on the Council.
- c. They may be required to serve as members of various Council Committees and shall have only such duties and powers as shall arise from membership on the Council.
- d. They may also be assigned further duties by the President or the Council.

vii. Co-opted Members

- a. The Council may co-opt former Presidents to the Council as it deems it appropriate. Such co-opted persons shall however not have voting rights.
- b. Ex-Officio Members shall avail expertise and knowledge in office to effectively counsel and advice the Council where appropriate.
- c. Such co-opted persons shall not have voting rights while they sit on the Council.

ARTICLE 12 – EXECUTIVE SECRETARY

1. The Executive Secretary

- A. There shall be an Executive Secretary who shall be the Chief Executive of the Institution's Secretariat who shall work under the direction and control of the Council.
- B. The Executive Secretary of the Institution shall be a senior professional practitioner of the Institution or such other personality of similar qualities appointed by the Council to serve in that capacity.
- C. A candidate for the position of Executive Secretary shall not be over sixty-five (65) years old as at the time of his appointment or renewal of tenure. A medical report from a

medical facility as Council shall determine shall be submitted to enable a decision to be taken on the appointment.

- D. The Executive Secretary shall have a minimum academic, professional and administrative expertise as shall be determined by the Council from time to time.
- E. The tenure of the Executive Secretary shall be for a period of three (3) years at the first instance. The Council may renew the mandate of the Executive Secretary for further number of years subject to assessment reports and other criteria as the Council shall determine. However, in no instance shall the occupant of the office of Executive Secretary exceed the age of seventy (70) years at the time of his/her eventual exit.
- F. The specific terms and conditions of service for the Executive Secretary shall be determined by the Council in his/her letter of appointment.
- G. Confidential report(s) shall be submitted by the Vice-President responsible for the administration of the Secretariat to the Council at the end of each year. The report shall assess the output of the Executive Secretary in exercising his functions as prescribed in this Constitution and the terms of his appointment letter and make appropriate recommendations on ensuring the effectiveness of the Executive Secretary, and the renewal of contract. The confidential report shall be laid before the Council whose decision shall be final.

2. Duties of Executive Secretary

The duties of the Executive Secretary shall among others, include the following:

- A. Be responsible to the President and the Council for the implementation of policies and procedures of the Institution and for the management and administration, including financial administration of the Institution.
- B. Keep and maintain all Membership Registers on behalf of the Council.
- C. Subject to the approval of the Council engage employees, take the necessary steps for their retention, dismiss and be responsible for all employees engaged to conduct the business of the Institution. Job descriptions shall be spelt out to employees to comply with.
- D. Directly oversee and supervise the operations of the National Secretariat.
- E. Determine with the approval of the Council, the remuneration and other conditions of service for staff of the National Secretariat.
- F. Conduct the correspondence of the Institution, attend meetings of the Institution and the Council, read all minutes and communications and superintend the publication of such papers and publications as the Council may direct.
- G. Submit an annual report to the Council. Upon approval by the Council, the report as approved shall become a key input for the Annual Report that shall be laid at the Annual General Meeting for ratification.
- H. Represent the Institution at meetings, conferences, etc as the Council shall direct.
- I. Supervise the schedule staff in ensuring that the required books of accounts are recorded properly; Annual budgets are prepared for approval of the Council; Maintain

Income and Expenditure of the Institution in order to periodically advise and update the Finance Committee as well the Council; And ensure that the Institution's annual accounts are audited not later than two (2) calendar months before the date for the Annual General Meeting and presented to it after due consideration by the Council.

ARTICLE 13 – ELECTIONS

1. AD-HOC ELECTORAL COMMITTEE

- A. There shall be an Ad-hoc Electoral Committee comprising of three (3) members appointed by the Council to spearhead the various processes leading to the conduct of the elections to the appropriate offices of the Institution.
- B. A request shall be made to the National Electoral Commission for representative(s) who shall oversee the successful conduct of the polls on the day of elections to various offices of the Institution.
- C. Elections to all offices shall be conducted in accordance with the Constitution and regulations of the Institution.

2. QUALIFICATION FOR ELECTION AS COUNCIL MEMBERS

A. General

A candidate to be nominated for election to the Institution's Council shall be a professional engineering practitioner of good standing for a minimum of five years as well as be a person with proven integrity, in accordance with the Constitution and Regulations of the Institution at the time of being proposed.

B. President

- i. A candidate for the office of President shall be a senior Professional Engineer who is a Fellow of the Institution.
- ii. He shall be in good standing and shall be nominated and elected by secret ballot by the professional members in accordance with the Constitution and Regulations and shall hold office for a term of two (2) years. He shall be eligible for re-election upon a majority recommendation of the Council.
- iii. The election of a new President shall take place at the expiration of the first year of the preceding President. This shall only apply in cases where the Council has decided not to endorse the President for a second term bid.
- iv. A candidate for the office of President except where otherwise provided shall have served a full term as Council Member, Committees of the Institution and/or has exhibited impeccable proven commitment to the Institution.
- v. A candidate shall, in addition to Article 13.2.A have been a senior Professional Engineer and be between the ages of forty and sixty-five years.

C. Vice-Presidents

- i. The Two Vice-Presidents shall be the elected representatives of the Sector Chairpersons and Chairpersons of the Technical Divisions of the Institution. He/She shall be elected by the Council which shall constitute its maiden meeting as an Electoral College (with all eligible persons present) and holding office for a term of two (2) years each and eligible for re-election for a second term only.
- ii. A candidate for election to the office of Vice-President shall, in addition to the requirement of Article 13.2.A shall have served a full term of two years on the Council, Committees of the institution and/or has exhibited impeccable proven commitment to the Institution.
- iii. He/She shall also be willing and prepared to serve as Acting President of the Institution at any given time.
- iv. A candidate for the election to the office of a Vice-President shall, in addition to the requirement of Article 13.2.C.i shall have been a senior Professional Engineer and have his residence or principal place of business in the geographical area which such a Chairperson is expected to represent in the case of the representative of the Sector Chairperson. In the case of the representative of the Chairperson of Technical Divisions, he/she shall be a senior Professional Engineer who shall be a Chairperson of a Technical Division.

D. Eight Non-Office Holders

- i. The eight (8) non-office holders of the Council shall be elected by secret ballot only by the professional members registered and in accordance with this Constitution and other Regulations.
- ii. Four of the non-office holders shall be elected from among the elected Regional Chairpersons of the Sectors and the four others elected from among the Chairperson of the Technical Divisions of the Institution.
- iii. Names of all the elected Regional Chairpersons and Chairpersons of the Technical Divisions shall be submitted to the Council which shall constitute its maiden meeting as an Electoral College for the election of four (4) representatives each who shall hold office for a term of two (2) years each and shall be eligible for re-election for a second term only.

E. Four Ex-Officio Members

- i. The four (4) Ex-Officio Members of the Council shall be nominated by the relevant institutions upon request(s) to those institutions.
- ii. The nominating institution shall at all times have the prerogative of withdrawing, replacing its accredited representative to the Council. This shall be done expressly by writing to the Executive Secretary. Any such nominations shall require the prior approval of the Council.

3. DECLARATION OF VACANCIES IN SERVICE

A. Vacancy in the Office of Member of the Council

The office of a member of the Council shall, ipso facto, shall be declared vacant if:

- i. The incumbent completes the term for which he/she was elected; or
- ii. The incumbent becomes bankrupt or certified as a lunatic or incarcerated on criminal charges; or
- iii. By notice, in writing to the Institution, the incumbent resigns his office; or
- iv. The incumbent ceases to be member of the required class of the Institution; or
- v. The incumbent is either absent from all meetings of the Council held during any period of five consecutive months or from more than half the meetings of the Council held in any period of ten consecutive months; or
- vi. A Sector Chairperson and/or representative(s) ceases to be resident or have his principal place of business in the geographical area he represents.
- vii. A Chairperson of Technical Division and/or representative(s) ceases to be member of the Technical Division he represents.
- viii. An Ex-Officio Member shall cease to be a member if his nomination to the Council is withdrawn by the sponsoring institution whose interest he represents.

4. FILLING OF VACANCIES ON COUNCIL IMMEDIATELY AFTER ELECTIONS

- A. In the event of a vacancy(ies) occurring in an office or offices after elections, the Council may take steps as shall be deemed as necessary to have the re-run of elections for the said office(s) or appoint temporal representatives until the next Annual General Meeting where the appointment(s) shall be ratified or otherwise.
- B. Upon appointment by the Council, the Executive Secretary shall take immediate steps to publish the appointment(s) for the notification of members.

5. FILLING OF UNEXPIRED VACANCIES

Unexpired vacancies in the office of members of Council shall be filled in accordance with the Constitution and Regulations of the Institution as follows:

A. Vacancy in the Office of the President

In the event of a vacancy in the office of the President, the Council shall elect by secret ballot one person from among the two Vice-Presidents and the Immediate-Past President as an Acting President of the Institution for the unexpired term. The vacancy created if it is by the elevation of a Vice-President to the office of President shall be filled. The names of the Acting President and Vice-President so elected shall be published in the Newsletter of the Institution.

- i. The election procedures to be adopted shall be as follows:
 - a. The Executive Secretary shall communicate to all eligible professional practitioners the occurrence of such a vacancy, whiles at the same time inviting these professional practitioners for nominations to fill the vacancy.

The invitation shall be in harmony, as far as intervals are concerned, with regulations to the extent that time permits.

- b. In the event that the proximity of the date of the vacancy to the Annual General Meeting does not permit the procedure to be followed, nominations shall be called by the Executive Secretary and the nominations voted on during the Annual General Meeting, the Returning Officer will first examine the qualifications of the nominees and only those found to be eligible would be voted on.

B. Vacancy in the office of Sector Chairperson

- i. Where the office of a Sector Chairperson becomes vacant between the time of election of a Sector Chairperson and the time such Sector eligible professional practitioner from the geographical area which the Sector Chairperson represents, shall elect a new Sector Chairperson to fill the vacancy for the unexpired term of the office.
- ii. Such election shall to the extent feasible be in accordance with the procedures for the election of a Sector Chairperson.

C. Vacancy in the Office of Immediate-Past President (IPP)

In the event of a vacancy in the office of the Immediate-Past President on the Council, the latest surviving past President shall take up the position with immediate effect.

D. Vacancy in the Office of President-in-Waiting

Where the position of a President-in-Waiting becomes vacant before the elected person assumes office as the President, an election of a new President-in-Waiting shall be held as soon as possible as shall be determined by the Council.

E. Vacancies in the office of Chairperson of a Technical Division

- i. Where the office of Chairperson of a Technical Division becomes vacant between the time of election of Chairperson of a Technical Division and the time such a Chairperson would have completed, members from the affected Technical Division which the Chairperson represent, shall elect a new Chairperson of the Technical Division to fill the vacancy for the unexpired term of office, such election shall, to the extent feasible, be in accordance with the procedure for the election of a Chairperson of a Technical Division.
- ii. If the affected Chairperson of Technical Division was a representative on the Council, the newly elected Chairperson shall assume that position on the Council for the unexpired term.

F. Vacancies in the position of Non-Office Holder

- i. Where the position of a Non-Office Holder becomes vacant between the time of the election of a new Non-Office Holder and the time such a Council Member would have completed the first year of the term of office, the vacancy shall, be filled by following procedure as shall be determined by the Council.
- ii. Such election shall to the extent feasible be in accordance with the procedures for the election of a Non-Office Holder.

ARTICLE 14 – PROCEDURES FOR THE CONDUCT OF COUNCIL ELECTIONS

1. DETERMINATION OF ELECTORAL TIME TABLE

Pursuant to Article 13 of this Constitution, the procedures below shall be in accordance with the Regulations of the Institution

- A. Publication of Performance of current Members of the Council shall be done by 15th September of any election year.
- B. Publication of Members in Good Standing shall be done by the 15th September of any election year.
- C. Call for Nominations shall be done from the 15th September to 14th October of any election year.
- D. Publish Names of Candidates for election shall be done by 24th October of any election year.
- E. Electioneering campaign shall be done between the 24th and 30th October of any election year.
- F. Voting by Proxy, postage or electronic ends before 30th November of any election year.
- G. Voting and Declaration of Results at Biennial General Meeting shall take place before the 30th November in any election year.
- H. Swearing into office of all elected officers at Biennial General Meeting before 30th November in any election year.
- I. Formal handing/taking-over shall be done by 15th December of the year of election.
- J. Where the exigencies require, the Council may vary the time table as above and publish a revised time table, which shall be published ahead of any election cycle.

K. Performance of Current Members of the Council

Not later than the 15th day of September of each election year, the Council shall publish a list of the current Members of the Council showing the number of Council and Committee Meetings called and how often each member has attended such meetings.

L. Members in Good Standing

At the same time that the Council is publishing the performance of Council members it shall also publish a list of professional engineering practitioners in good standing.

2. CALL FOR NOMINATIONS

- A. Nominations shall be invited at the same time of the said publications for election of a new Council. Such nominations shall be on the prescribed form obtainable from the National Secretariat.
- B. The nomination of the appropriate engineering practitioners desirous of offering themselves for elections to any of the offices on the Council shall commence from 15th day of September each election year.
- C. The deadline for the submission of duly completed nomination forms to the National Secretariat or the designated location shall be the close of work (i.e. 4: 30pm) on the 14th day of October of each election year.
- D. Engineering practitioners who are in good standing and desiring to offer themselves for elections to any of the Council positions shall be advised through publications, to obtain nomination forms for completion and filing from the National Secretariat.

3. ELIGIBLE PROPOSERS

Nomination forms shall be proposed and/or endorsed by the following persons:

- A. Council Member
- B. Any qualified professional engineering practitioner may nominate any other duly qualified person for election to the vacancies of President, Sector Chairpersons and Members to the Council.
- C. Sector Chairperson
- D. Chairperson of a Technical Division
- E. Any qualified professional engineering practitioner registered in a Technical Division, may nominate any other duly qualified person for election to the vacancy of Chairperson of a Technical Division on the Council as may be required.
- F. Any qualified professional engineering practitioner resident in the geographical area, may nominate any other duly qualified person for election to the vacancy of Sector Chairperson and/or Regional Chairperson.

4. SUBMISSION OF NOMINATIONS

- A. Nominees seeking election shall file their completed nomination forms with the Ad-hoc Electoral Committee directly or through the Secretariat as shall be directed by Council. This shall be done not later than the 14th day of October of each election year.
- B. Each nomination form duly completed shall be valid only when:
 - i. It satisfies the requirements in Article 13.2 as well as been endorsed by not less than five (5) professional engineering practitioners qualified for the purpose.
 - ii. It contains a written, signed statement of the person or persons so nominated indicating their awareness of and willingness to perform the duties of the Council
 - iii. It contains the Curriculum Vitae of the person or persons nominated.
 - iv. Evidence of payment of nomination (filing) fee to be determined by Council for any election.

- v. Upon receipt of the nomination forms, the Ad-Hoc Electoral Committee shall vet them as appropriate after which it shall present its report on the nominations for the approval of Council.
- vi. Where the number of nominations for a particular office after close of nominations is less than two (2), the Council may have the option of making up the nomination to two (2) in a manner as it shall determine. In making up the number, the Council will be guided by the fact that the interest of the Institution are best served by the widest representatives possible.

5. CANDIDATES FOR ELECTION

- A. After consideration by the Council, the Electoral Committee shall through the Secretariat, publish to all members the names of the approved persons within ten working days. It shall be done not later than 24th day of October of each election year.
- B. The National Secretariat shall display the names and pictures of the various positions at the premises of the Biennial General Meeting.

6. ELECTIONEERING CAMPAIGN

- A. Contestants shall be given the opportunity to address the electorates/members during the first day of the Biennial General Meeting.
- B. A nominated person may withdraw his or her candidate at any time prior to the election.

7. VOTING IN COUNCIL ELECTIONS

- A. Within five (5) working days after the electioneering campaign, the Electoral Committee, through the National Secretariat, shall send to each member entitled to vote a Ballot Slate listing the nominees and the positions.
- B. Each voter will indicate personal preference for positions on the ballot slate provided. The ballot slate shall be returned to the Ad-hoc Electoral Committee so as to reach them no later than 10:00 am on the day of Biennial General Meeting. Members may vote early on the day of the conference. Voting may be done by proxy and postage/electronic media as may be directed by the Returning Officer
- C. At the Biennial General Meeting, which shall be held not later than the 30th day of November, the Returning Officer, assisted by members of the Ad-hoc Electoral Committee, shall conduct the elections, announce the result and declare the winner accordingly. Voting shall be by secret ballot.
- D. In a situation where the Council approves a candidate to contest as a singular candidate for a position(s), such unopposed candidate(s) shall have to obtain a minimum of 75% of the valid votes cast to stand elected.
- E. The elected Council members shall be sworn into office immediately by the Representative of the National Electoral Commission or such other person as shall be determined by Council.

- F. A Formal Handing/Taking-over shall then be conducted by the 15th day of December of an election year.

ARTICLE 15 - MEETINGS OF THE INSTITUTION

1. MEETINGS OF THE INSTITUTION

Meetings of the Institution shall be held at such places and at such times as the Council may decide as follows:

A. Biennial General Conference

- i. This shall be convened not later than the 30th day of November in an election year.
- ii. The business shall be to arrange for collation of ballot papers for the election of members of the Council and other statutory business as shall be determined by the Council.

B. Annual General Meetings

- i. This shall be convened in the month of November in each year.
- ii. The business of the Annual General Meeting shall be to receive annual management report and the annual financial report of the Council, and mandate to the Council indicating matters concerning the direction and management of the affairs of the Institution for the ensuing year.
- iii. Other matters to be transacted at the Annual General Meeting shall be:
 - a. To appoint or confirm appointment of Auditors of the Institution.
 - b. To transact any other business of which notices in writing shall have been given to the Executive Secretary at least seven days before the Annual General Meeting.
 - c. To take note of all items of report as well as receive, and by simple majority vote, consider the transaction of other matters not previously tabled.

C. Special General Meeting

- i. A Special General Meeting shall be convened at any time by the Council for:
 - a. Making, altering or amending any article of the Constitution two (2) years after the promulgation of this Constitution.
 - b. Participation in Lectures, Seminars and discussions of engineering and allied subjects as well as industrial visit(s) to engineering work sites.
 - c. A Special General Meeting of the Institution may also be called at any time by specifying the general nature of the business to be transacted in a requisition by a minimum of thirty (30) members to the Council. At least a 30-day notice shall be required for calling a meeting in that category.

2. PROCEEDINGS AT GENERAL MEETINGS

A. Chair of Meetings

- i. The President of the Institution shall preside at all General Meetings of the Institution.
- ii. In the absence of the President, one Vice-President or if none be present, a member of the Council shall preside at any of the meetings.

B. Voting

- i. Only professional engineering practitioners shall be eligible to vote at the Annual and Special General Meeting and each member shall have one vote.
- ii. Votes may be cast at any General Meeting either personally or by proxy. On a show of hands, every professional engineering practitioner entitled to vote at such meeting shall have one vote. In case of a secret ballot, every professional engineering practitioner in person or by proxy and entitled to vote at such meeting have one vote.
- iii. The instruments appointing a proxy shall be in writing under the hand of the appointer or the attorney of the appointing member.
- iv. The instrument appointing a proxy and the power of attorney, if any, under which it is signed shall be deposited at the National Secretariat not less than twenty-four (24) hours before the time for holding the meeting at which the person named proposes to vote. No instrument appointing a proxy shall be valid after the expiration of six calendar months from its date of execution.
- v. In the case of an equality of votes, the Chairperson of the meeting shall both on a show of hand and at a poll have an additional casting vote.

C. Procedural Vote during Meetings

- i. A poll may be demanded by the Chairperson of any General Meeting or by any six (6) professional engineering practitioners personally present and entitled to vote there: and if so demanded, shall be taken in such manner as the Chairperson of the meeting directs either immediately or after an interval.
- ii. A poll may not be demanded on a purely procedural matter. The fact that a poll has been demanded shall not prevent the continuance of the meeting for the transaction of any business other than the question on which a poll has been demanded. A demand for a poll may be withdrawn.

D. Quorum at Meetings

- i. The quorum at any Annual or Special General Meeting shall be twenty (20) of those members entitled to be present and vote and no business shall be transacted at any such meeting unless the quorum is constituted.

- ii. 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 institute a Special Meeting on the business of the day.

E. Deliberations in the Absence of a Quorum

- i. In the event of the absence of a quorum at the next meeting the deliberations shall still be ratified provided that sufficient notice of the meeting had been given.

F. Commencement of Business

- i. The business of any General Meeting called after the Special Meeting described above shall commence with discussions on the Minutes of the Special Meeting.

G. Notice for General Meetings

- i. A minimum of twenty-one (21) days notice shall be required for Annual and Special General Meetings. A minimum of fourteen (14) days notice shall be required for General Meetings.
- ii. The accidental omission to give Notice of a Meeting to any member of any class shall not invalidate the meeting.

3. MEETINGS OF THE COUNCIL

A. General Meetings of Council

- i. The Council shall convene for General Meetings as often as the business of the Institution may require, and in any event not less than once in a quarter and meetings shall be held at the National Secretariat of the Institution or such other places as the Council may decide.
- ii. The Council may adjourn or regulate its meeting as it deems fit.

B. Special Meetings of Council

The Executive Secretary shall, on the request of the President and any one of the two Vice-Presidents or the two (2) Vice-Presidents convene a special meeting of the Council, provided they have stated the agenda to the Executive Secretary.

C. Notice of Council Meeting

- i. Meetings of the Council shall be convened by the Executive Secretary as scheduled at the beginning of the year.
- ii. A minimum of seven (7) day notice with all reading materials shall be required for every meetings of the Council.
- iii. For Special Meetings a forty-eight (48) hour notice shall suffice.

4. PROCEEDINGS AT COUNCIL MEETINGS

A. Quorum and Deliberations

- i. At every meeting of the Council, a third of the members present shall constitute a quorum.
- ii. At any meeting, each member shall have one vote and all matters shall be decided by a simple majority, except as otherwise herein provided for. In the event of equality of votes, the Chairperson shall have a casting vote.
- iii. The Chairperson may direct, and any two members present may demand that voting shall be a secret ballot.
- iv. No attendance and voting by proxy shall be permitted.
- v. At each meeting of the Council, the chair shall be taken by the President or in the absence, a Vice-President or in absence of them by a member of the Council elected by the member present.
- vi. In the absence of any specific provision in the regulation of its meetings, the Council shall regulate itself.

B. Deliberations in the absence of a Quorum

In the event of the absence of a quorum, the deliberations shall still be ratified at the next meeting, provided also that sufficient notice of the meeting had been given.

C. Stayed Resolutions

On the demand of any five members of the Council, any resolution of the Council passed at such meeting shall be adjourned to the next meeting for further consideration, and in such case the resolution shall not become effective unless it is confirmed by a simple majority at the subsequent Council Meeting.

D. Minutes

Minutes of all Council Meeting(s) shall be recorded and filed for the purpose by the Executive Secretary.

5. COMMITTEES OF THE INSTITUTION

A. Composition of Committees

- i. The Council shall establish the institution's Standing Committees in the following manner:
 - a) Executive Committee (To be chaired by the President with the two Vice-Presidents, Immediate-Past President, President-in-Waiting and Executive Secretary as members)
 - b) Finance Committee (To be chaired by one of the Vice-Presidents with the Executive Secretary and three others as members)
 - c) Membership Committee (To be chaired by the President with the two Vice Presidents, Executive Secretary and three others as members)

- d) Programmes and Conferences Committee (To be chaired by a Council Member with four others as members)
 - e) Education and Training Committee (To be chaired by a Council Member with four others as members)
 - f) Publications, Library and ICT Committee (To be chaired by a Council Member with the Executive Secretary and three others as members)
 - g) Professional Practice and Ethics Committee (To be chaired by one Vice-President with four others as members)
 - h) Public and International Affairs Committee (To be chaired by a Council Member with four others as members)
 - i) Welfare Committee (To be chaired by one of the Vice Presidents with four others as members)
 - j) Strategic Planning, Research and Awards Committee (To be chaired by the Immediate-Past President with the Executive Secretary and three others as members)
 - k) Past Presidents Committee (To be chaired by the Immediate-Past President with the Executive Secretary and three surviving Past Presidents as members).
- ii. The tenure for all Standing Committees shall be co-terminus with that of the elected officers of the Institution.
 - iii. Special/Ad-hoc Committees may from time to time be constituted by the Council of the Institution. Such Special Committees would be charged to carry out specified tasks and would be discharged automatically on completion of their task.

B. Membership of the Committees

- i. The Council shall appoint the members of the Committees and any Sub-Committee thereof and shall also designate the Chairperson and Secretary of each Committee and Sub-Committee(s) constituted.

6. FUNCTIONS OF THE STANDING AND AD-HOC COMMITTEES

A. Standing Committees

The functions of the Standing Committees as per Article 15.5.A shall be the following:

i. Executive Committee

The Executive Committee shall exercise such part of the authority of Council in the administration of the institution's affairs as may from to time be delegated to it. The Executive Committee shall undertake the following functions:

- a. Supervise the execution and implementation of all decisions of the Council;
- b. Receive and review all committee reports for the attention of the Council;

- c. Ensure that the various programmes and plans of the institution are being implemented as approved and in conformity with the policies and procedures of the institution as well as institutional best practices;
- d. Receive various reports including financial statements to enable it advise the Council;
- e. Supervise the day-to-day activities of the Secretariat and report same to the Council;
- f. Submit reports on its activities on quarterly basis indicating all actions by it for ratification by the Council as well as submit other reports the Council shall request.

ii. Finance Committee

- a. Ensure that the financial and accounting records of the institution are kept in a manner consistent with the regulations of companies and institutional policy;
- b. Recommend to the Council, various approaches of raising funds for the institution;
- c. Exercise responsibility for and keep an up-to-date record of all movable and immovable assets of the institution;
- d. Ensure that accurate financial information is made available to the Council and/or Executive Committee as and when required.

iii. Membership Committee

- a. Cause to be set standard model questions for each division of engineering, from which the various examining questions for membership examinations shall be selected from;
- b. Receive and scrutinize all membership application forms as per established admission criteria;
- c. Arrange for the marking of all examination scripts as written by membership applicants with scores duly entered into the appropriate forms for further assessment;
- d. Co-ordinate the organization of membership interviews for all applicants in the various engineering divisions;
- e. Receive the results of both examinations and interviews for all applicants and collate them and make appropriate recommendations to the Council for final decision;
- f. Regularly review the various engineering classifications under which members are registered;
- g. Ensure that all members are registered in various professional classes as appropriate;

- h. Responsibility for ensuring institutional representation of IET to other institutions and bodies as required;
- i. Develop and periodically review policy on the admission of entities for professional membership;
- j. Liaise with other Committee(s) as appropriate to develop a policy on the issuance of institutional professional stamps and identity cards;
- k. Assist the Education and Training Committee in the orientation of successful candidates ahead of induction into membership.

iv. Programmes and Conferences Committee

- a. Exercise responsibility for the organization of all special-purpose programmes as determined by the Council as well as all Conferences of the Institution;
- b. Develop and submit proposed programme details and budget among others for the approval of the Council;
- c. Facilitate avenues for obtaining funding the collaborative relationships with relevant educational and training institutions for the benefit of members;
- d. Undertake continuous evaluation of the training needs of members in order to develop courses and programmes relevant to their professional practice;
- e. Liaise with the appropriate Technical Divisions and/or Committee(s) to create the appropriate platform needed for continuous development of members through institutional conferences.
- f. Liaise with the Membership Committee in the orientation of successful candidates ahead of induction into membership.

v. Education and Training Committee

- a. Exercise responsibility over the packaging of relevant programmes, courses, seminars and symposia as shall be required for the Continuous Professional Development programme for members;
- b. Develop various criteria for the award of Continuous Professional Development points for participation in various training programmes organized by the institution;
- c. Develop equivalent criteria in the award of Continuous Professional Development points for participation in training programmes undertaken by members from other training and professional institutions;
- d. Facilitate collaborative relationships with relevant educational and training institutions for the benefit of members;
- e. Undertake continuous evaluation of the training needs of members in order to develop courses and programmes relevant to their professional practice;

- f. Liaise with the appropriate Technical Divisions and/or Committee(s) to create the appropriate platform needed for continuous development of members through seminars and training programmes.
 - g. Liaise with the Membership Committee in the orientation of successful candidates ahead of induction into membership.
- vi. Publications, Library and ICT Committee**
- a. Facilitate collaborative relationships with relevant educational and training institutions for library material of relevance to members;
 - b. Ensure that all publications and library material belonging to the institution are well catalogued and referenced for use by members in need of them;
 - c. Be directly responsible for the publication of all newsletters, journals and such other publications as the Council shall determine;
 - d. Liaise with the relevant institutions and individuals to ensure that papers, creativity documents, etc submitted to the institution are registered as is required;
 - e. Supervise the activities of the Communications Unit as shall be established by Council.
- vii. Professional Practice and Ethics Committee**
- a. Ensure that the highest standards of professional practice and ethics as enshrined in the institution's Code of Ethics and other enactments and regulations are subscribed to by all members of the institution at all levels;
 - b. Submit to the Council any proposals on review of the Code of Ethics that are necessary for instilling the highest levels of professional practice in engineering and technology;
 - c. Facilitate the inculcation of ethics by liaising with the appropriate Technical Divisions and/or Committees for training as required.
- viii. Public and International Relations Committee**
- a. Formulate, implement and be responsible for the review institution's public relations policy of the institution as shall be approved;
 - b. Responsible for coordinating the institution's relationship with foreign professional institutions and organizations;
 - c. Ensure that requisite training is offered to all officials of the institution whose schedule(s) require regular interface with the general public and international community.
- ix. Welfare Committee**
- a. Facilitate the development of a welfare policy for the benefit of members;

- b. Be responsible for ensuring that the social and welfare needs of members are dealt as much as possible and in a manner which is recognized as fair and equitable;
- c. Advise the Council on all activities meant to promote interaction among members as well as improve relationship between the institution and its collaborative ones and;
- d. Be directly responsible for the administration of any welfare policy that shall be instituted by Council.

x. Strategic Planning, Research and Awards Committee

- a. Exercise responsibility in ensuring that the Strategic Plans of the institution are regularly reviewed in conformity with its strategic direction;
- b. Offer inputs for the review of Strategic Plans, Action and Plans to make it them relevant towards the intended direction of the institution;
- c. Promote highest levels of research by members into various aspects of engineering and technology practice;
- d. Liaise with the relevant Committee(s) for the establishment of awards as well as submitting clear criteria for determining qualification for all awards in the institution as instituted; and
- e. May submit input on honorees for award(s) of the institution.

xi. Past Presidents Committee

- a. Serve as an advisory team offering critically needed advise to the Council;
- b. Offer counsel to the President and the Council for the effective administration and operations of the institution.

xii. Communications Unit

The Communications Unit shall operate as a Sub-Committee of the Publications, Library and ICT Committee and shall undertake the following functions:

- a. Assist the Council in the formulation of a communications strategy for the institution;
- b. Cause to be circulated in good time and on all its platforms, information relating to the activities of the institution in the most effective manner;
- c. Liaise with the relevant Committee(s) to ensure that the institutions website and other communication platforms are regularly updated. Receive all and scrutinize all membership application forms as per established admission criteria; and
- d. Submit reports on its activities as shall be required of it by the parent Committee and/or the Council.

B. Ad-Hoc Committees

i. Electoral Committee

The Electoral Committee constituted for any election be to undertake the following functions:

- a. Liaise with the Executive Secretary to have Electoral Commission of Ghana be present at institutional elections to supervise the conduct of the elections to yield free, fair and transparent outcomes;
- b. Liaise with the Secretariat to ensure that management of the entire electoral cycle beginning with notice of poll, nominations, vetting, campaign, compilation of electoral roll, voting and declaration of results for the elections is undertaken in a manner as shall ensure free, fair and transparent results;
- c. Advise the Council on the best methodologies and approaches in the organization of any future elections of the institution;
- d. Submit a report on its activities to the Council after which it shall stand dissolved for the meantime.

C. In addition to the outlined functions, the various Committees shall perform any other responsibility incidental to their work and/or as shall be assigned the Committee by the Council.

D. The Council may vary the terms of reference of any Committee as shall be constituted as and when it deems it necessary.

E. All Standing Committees and Sub-Committees shall submit reports on their activities on quarterly basis and/or as shall be required of it by the Council;

7. PROCEEDINGS AT COMMITTEE MEETINGS

A. Meeting(s) of Committee and Sub-Committees

- i. Committees and Sub-Committees shall meet at such times and places upon such notice as may be determined by the Council.
- ii. A majority of the membership shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee or Sub-Committee.

B. Secretary to Committees

- i. The Council shall designate the Secretary for each Committee as shall be constituted.
- ii. Unless otherwise provided for in the relevant clauses, the Executive Secretary may serve as Secretary for Committees.
- iii. In the long absence of a Secretary appointed for a Committee, the Executive Secretary may, with the approval of the Council, appoint another person to serve as Secretary.

C. Quorum

A third of the members of a Committee shall constitute a quorum at any meeting, unless otherwise provided for in the regulations or by the Council in establishing Committees.

D. Transaction of Business by Communication

A Committee may transact businesses by any appropriate means of communication under such rules or procedures as may be prescribed by the Council unless otherwise provided in the Constitution and/or regulations.

E. Authority of Committee

The actions of all Committees shall be subject to the prior approval of the Council before they are implemented.

8. REPRESENTATIVES TO OTHER ORGANIZATIONS

The Council may appoint representatives for such purposes and with such powers as it may determine. Such appointment may be made from members of the Institution or from such other persons as the Council may select to further the interest and work of the Institution and may be cancelled at any time by the Council. These representatives shall submit a report to the Council once every three months.

9. OTHER SPECIALIZED GROUPINGS

- A. The Council may constitute College(s) of all members inducted into Fellowship, Elders of the Institution or such other group(s) for the purposes of undertaking research, special assignment or any other mandate as shall be required of them by the Council.
- B. The Council shall determine and/or vary the specific terms of engagement in the services any College of Fellows, Elders or grouping that shall be established.

ARTICLE 16 – SECTOR OPERATIONS

1. ESTABLISHMENT AND SET-UP

- A. The Institution shall have as established, such number of Sectors that shall altogether cover all the administrative regions of Ghana in a manner as shall be determined by the Council.
- B. The Sectors so established, shall be implementing organs in decentralizing the administration of the institution and carry out such programmes and activities including the organization of Sector Meetings, limited Workshops, Field trips and other such programmes as shall be determined by the Council.
- C. A Sector’s operational office shall be located in a regional capital within the Sector.
- D. The Sectors may carry out such other functions as shall be determined by the Council from time to time.

- E. The Sectors shall devolve to the regional branches as much as practicable to ensure the effective operations of the Sectors.
- F. Where appropriate, Sectors may with the approval of the Council, establish city/town branches with a lean leadership that shall be elected/appointed in a manner as shall be determined by the Council.
- G. The Sectors shall be obliged to submit their programmes that shall be drawn in line with the broad vision of the Council as shall be determined, for approval.
- H. The Council shall be obliged to provide the administration of the Sectors with the necessary logistical support required to enable them operate in the most efficient and effective manner as will promote the growth and well-being of the Institution.

2. ELECTION OF SECTOR EXECUTIVES

A. Composition of Sector Executive Committees

There shall be an Executive Committee for each Sector comprising the:

- i. Chairperson
- ii. Vice-Chairperson
- iii. Secretary
- iv. Organizing Secretary
- v. Treasurer
- vi. All Regional Chairpersons making up the Sector

B. Sector Elections

Each Sector shall elect biennially a Chairperson and other officers as per the Articles 13 and 14 of the Constitution as well as other Regulations as shall be approved. The election of members of the Executive Committee for each Sector shall be done as follows:

- i. A candidate for the office of Sector Chairperson, Vice-Chairperson, Secretary and Regional Chairperson shall be a professional engineering practitioner in good standing who shall be nominated and elected by secret ballot of the members in accordance with the Constitution and Regulations. The Sector Executives so elected, shall hold office for a term of two (2) years commencing immediately after the election. They shall be eligible for re-election for one further term only.
- ii. A candidate for the office of Organizing Secretary and Treasurer shall be a member in good standing who shall be nominated and elected by secret ballot of the professional engineering practitioners in accordance with the Constitution and Regulations and shall hold office for a term of two (2) years commencing immediately after the election. They shall be eligible for re-election for further terms.

C. Qualification for Election

- i. General
 - a) Each candidate to be nominated for election as a Sector Executive shall be of good standing for a minimum of five years in the case of the Chairperson, Vice Chairperson, Secretary and Regional Chairperson; and two years in the case of the Organizing Secretary and Treasurer.
 - b) A candidate for the election to any Sector executive office shall in addition to the general requirement have his residence or principal place of business in the geographical area within which he/she is to represent.
- ii. Sector Chairperson
 - a. A candidate for election to the office of Sector Chairperson shall, in addition to the general requirement above shall have either served a full term of two years on the Council or Sector Executive or exhibited proven commitment to the institution.
- iii. Sector Representation on Council
 - a. Each Sector shall present its Chairperson who shall be a candidate for election for Vice-Presidency.
 - b. The Sector shall also present its Regional Chairpersons as candidates for election for vacant slots on the Council.

D. Sector Vacancies

Any office of the Sector Executive Committee shall, ipso facto, be declared vacant if:

- i. The incumbent becomes bankrupt or certified as a lunatic or incarcerated on criminal charges; or
- ii. By notice, in writing to the Institution, the incumbent resigns his office; or
- iii. The incumbent ceases to be member of the required class of the Institution; or
- iv. The incumbent is either absent from all meetings of the Executive Committee held during any period of five consecutive months or from more than half the meetings of the Executive Committee held in any period of ten consecutive months; or
- v. The incumbent ceases to be resident or have his principal place of business in the region he represents.

E. Filling of Vacancies

- i. Vacancies in the office of members of Council shall be filled in accordance with the Constitution and Regulations as shall be so determined.
- ii. Elections to all positions shall be held by secret ballot and supervised by an Ad-Hoc Electoral Committee set up by the Council in a manner consistent with modalities for organizing such elections as per this Constitution.

3. SECTOR FINANCES

- A. Each Sector shall subject to the approval of Council open, maintain and operate bank accounts for the effective administration of the Sector.
- B. The Sectors shall be required to submit annual budgets to support its programme of activities by the third quarter of each year for the ensuing year for the approval of the Council.
- C. Each Sector shall be required to submit the relevant statement of accounts and such other reports as shall be required by the Council.

4. OPERATIONS OF REGIONAL CHAIRPERSONS

- A. With the approval of the Council, a Sector shall facilitate the establishment of Regional Branches as may seem to them desirable and better to meet the specialized need of groups of members within their Sector.
- B. The continuance of any such Branches and the terms of its relationship with the Council and with the Sector Committee by which it is set up, and the rules under which it operates shall be as the Council may from time to time determine.

ARTICLE 17 – OPERATIONS OF TECHNICAL DIVISIONS

1. ESTABLISHMENT AND SET-UP

- A. The Institution shall establish Technical Divisions for the various engineering divisions such as Mechanical, Electrical/Electronics/ICT, Building/Construction/Civil, Biomedical, Petro-Chemical and such other divisions that shall be determined by the Council.
- B. The Technical Divisions so established, shall be an implementing organ carrying out such programmes and activities including the organization of Engineering Seminars and Workshops, Field trips and other such programmes as shall be determined by the Council.
- C. All activities of the Technical Divisions shall attract Continuous Professional Development (CPD) points as shall be determined by the Council upon recommendation from the Divisions and/or such other Committee.
- D. Technical Divisions shall do well to establish branches in engineering firms that provide the bulk of members to it. A Technical Division may subject to the approval of Council, designate an engineering base as its office.
- E. The Technical Divisions may carry out such other functions as shall be determined by the Council from time to time.
- F. The Technical Divisions shall submit to the Council for approval, its programmes and activities, which shall be planned to align with the broad vision of the Council.
- G. The Council shall be obliged to provide the Technical Divisions with the necessary logistical support required to enable them function in the most efficient and effective manner as will promote the professional development and growth of members as well as that of the Institution.

2. ELECTION OF EXECUTIVES FOR TECHNICAL DIVISIONS

A. Composition of Technical Divisions

There shall be an Executive Committee for each Technical Division comprising the:

- i. Chairperson
- ii. Vice-Chairperson
- iii. Secretary
- iv. Organizing Secretary
- v. Treasurer
- vi. Engineering Institutional Chairpersons making up the Division (As applicable) using modalities to be determined by the Council.

B. Technical Divisions Elections

Each Technical Division shall elect biennially a Chairperson and other officers as per the Articles 13 and 14 of the Constitution and other Regulations as shall be approved. The election of members of its Executive Committee for each Technical Division shall be as follows:

- i. A candidate for the office of Chairperson of Technical Division, Vice-Chairperson, Secretary and Engineering Institutional Chairpersons shall be a professional engineering practitioner in good standing who shall be nominated and elected by secret ballot of the members in accordance with the Constitution and Regulations. The Executives of Technical Division so elected, shall hold office for a term of two (2) years commencing immediately after the election. They shall be eligible for re-election for one further term only.
- ii. A candidate for the office of Organizing Secretary and Treasurer shall be a member in good standing who shall be nominated and elected by secret ballot of the professional engineering practitioners in accordance with the Constitution and Regulations and shall hold office for a term of two (2) years commencing immediately after the election. They shall be eligible for re-election for further terms.

C. Qualification for Election

- i. General
 - a) Each candidate to be nominated for election as a Technical Division Executive shall be of good standing for a minimum of five years in the case of the Chairperson, Vice Chairperson, Secretary and Engineering Institutional Chairpersons; and two years in the case of the Organizing Secretary and Treasurer.
 - b) A candidate for the election to executive office for any Technical Division shall, in addition to the general requirement belong to the Technical Division by virtue of his engineering branch.

- ii. Chairperson of Technical Division
 - a. A candidate for election to the office of Chairperson in a Technical Division shall, in addition to the general requirement above shall have either served a full term of two years on the Council or exhibited proven commitment to the institution and/or the engineering branch to which he/she seeks to serve.
- iii. Representation on Council by Technical Divisions
 - c. All Chairpersons of Technical Divisions shall be presented to the Council as candidates for election for Vice-Presidency.
 - d. Beyond the election of one Chairperson of Technical Division for the Vice-Presidency, the remaining Chairpersons of Technical Divisions shall also be eligible for election for four (4) vacant slots on the Council.

D. Technical Division Vacancies

Any office of the Executive Committee of a Technical Division shall, ipso facto, be declared vacant if:

- i. The incumbent becomes bankrupt or lunatic or incarcerated; or
- ii. By notice, in writing to the Institution, the incumbent resigns his office; or
- iii. The incumbent ceases to be member of the required class of the Institution; or
- iv. The incumbent is either absent from all meetings of the Executive Committee held during any period of five consecutive months or from more than half the meetings of the Executive Committee held in any period of ten consecutive months; or
- v. He/She ceases to be a member of the engineering branch to which he/she belonged and for which he/she was elected to represent.

E. Filling of Vacancies

- i. Vacancies in the office of members of Council shall be filled in accordance with the Constitution and Regulations as shall be so determined.
- ii. Elections to all positions shall be held by secret ballot and supervised by an Electoral Committee set up by the Council in a manner consistent with modalities for organizing such elections as per this Constitution.

3. FINANCES OF TECHNICAL DIVISIONS

- A. Each Technical Division shall subject to the approval of Council open, maintain and operate bank accounts for the effective administration of the Technical Division.
- B. The Technical Divisions shall be required to submit annual budgets to support its programme of activities by the third quarter of each year for the ensuing year for the approval of the Council.
- C. Each Technical Division shall be required to submit the relevant statement of accounts and other such reports as shall be required by the Council.

ARTICLE 18 - FINANCE

1. Financial Year

- A. The financial year of the Institution shall end on the 31st day of December in each year.
- B. The accounts of the Institution shall be made up each year to that date and, after having been approved by the Council and audited by an auditor, shall together with the Auditor's report be laid before the Annual General Meeting.

2. Bank Accounts

- A. The Council shall have the authority to open various types of accounts if deems fit, with reputable banking organizations with the view of enhancing the financial operations of the institution.
- B. The President, one of the Vice-Presidents (to be elected by Council) and the Executive Secretary shall be the signatories, but the President and any one (1) of the two signatories shall be sufficient mandate.

3. Financial Records

- A. The Executive Secretary shall be required to present a report of the state of finance of the Institution at every meeting of Council and when requested, at Executive Committee Meetings.
- B. The Council shall cause to be kept proper and sufficient accounts of the capital, investments, funds, income and expenditure of the Institution, so that the true financial state and condition of the Institution may be at all times exhibited by such accounts.

4. Limits of Financial Authority

- A. The President or Executive Secretary shall have no authority to appropriate any funds towards expenditures which have not been budgeted for, except with the approval of the Executive Committee and subsequently the Council.

5. Appointment of Auditors

- A. The appointment, powers and duties of the Auditor(s) shall be regulated as nearly as may be and with the necessary modification as if the Institution were a company registered in Ghana.

6. Allocation of Funds to Sectors and Technical Divisions

- A. The Council shall allocate and remit to each Sector and Technical Division such monies as the Council may consider necessary for the efficient administration of such Sector, activities of the Technical Division or for the promotion of some special activity that will foster the aims and the objects of the Institution.

ARTICLE 19 - PUBLICATIONS

1. The Institution shall publish or facilitate the publication on its behalf official publications as shall be necessary to facilitate the objectives of the institution.
2. The Publications, Library and ICT Committee shall oversee all publication activities of the Institution including the publication of the Magazine, the Newsletter of the IET, the Journals, Reports and Papers on proceedings at conferences, workshops and seminars.
3. The right of publishing all such papers and the reports of the proceeding and discussions at meeting of the Institution and Technical Divisions, shall be reserved to the Council who may, as they fit, give their consent to the publication in approved case.
4. The Institution shall have the right of free use of any papers presented to the Institution in full or in abstract, and every paper read before the Institution or Technical Division in any manner that will further the aims of the Institution. The Council in such case as they may think fit, shall have power to release or surrender rights of the Institution in respect of any such paper.
5. The Newsletter and the Magazine of the I.E.T. shall be supplied free to all members of good standing. The Journal shall be distributed through subscription.
6. The Publications Library and ICT committee shall establish and maintain a website for the Institution.
7. A Sub-Committee shall be constituted to undertake all ICT/Communications activities of the Institution.

ARTICLE 20 – RELATIONSHIP WITH ENGINEERING COUNCIL

1. The Council shall be required to take all necessary steps required to ensure that the licensed granted to the institution is exercised in conformity with the Engineering Council Act and such other regulations as shall apply to the operations of licensed bodies.
2. The Council shall as long as the Institution remains a licensed member of the Engineering Council, encourage and facilitate for licensing in the Engineering Council Register(s) or for transfer from one register to another any member who, consistent with these applicable laws and articles for the time being of the Engineering Council is eligible to be so nominated.

ARTICLE 21 - NOTICES

1. The statement of account and dues for each member shall be sent to all members by 1st December each year to include a form for confirmation or change of address if any. All members shall be required to use this service to inform Institution of their current addresses.
2. Any notice may be served or any communication may be sent, by the Council, or by the Executive Secretary of the Institution, upon or to any member either personally or by sending it prepaid registration through the mail and addressed to such person using the address (including electronic) as registered in the books of the Institution.
3. Any notice or communication, if served or sent by mail, shall be deemed to have been served or delivered on or before the twenty-first day following that on which the same is mailed and in

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

4. As much as possible, the Institution shall use modern SMS messaging, e-mails, fax or other electronic media to get notices to members.

ARTICLE 22 – THE SEAL

1. The Council shall be empowered to adopt a Common Seal for use by the Institution and shall provide for its safe custody.
2. The Seal shall only be used by the authority of the Council or of a Committee of the Council expressly authorized by it, and every instrument to which the Seal shall be affixed shall be signed by the Executive Secretary or by some other person appointed by the Council for the purpose.
3. The Seal of the Institution in use on the date of the adoption of this Constitution shall be the official Seal of the Institution unless otherwise replaced by the Council.

ARTICLE 23 – SUBSIDIARY LEGISLATION

1. The Council may enact such rules to be known as Regulations as shall be necessary for the effective implementation of the objectives and other constitutional provisions of the Institution.
2. The Institution shall also adopt a Code of Ethics to regulate the professional conduct of all members in ensuring that the acceptable engineering standards are always upheld.
3. In all cases, the Regulations, Codes, etc so enacted shall not be inconsistent with the provisions of this Constitution and or other laws and enactments of the Republic of Ghana.

ARTICLE 24 – DEFINITIONS AND INTERPRETATION

1. Definitions

In this Constitution, unless the context requires otherwise:

- A. 'Institution' refers to the Institution of Engineering and Technology Ghana, registered under the Professional Bodies Registration Decree NRCO 143 (1973) and gazetted under Certificate number 23 and licensed by the Engineering Council, Ghana.
- B. 'Sector' refers to a geographical branch of the Institution established under Articles 3 and 16.
- C. 'Divisions' refers to an engineering/technical branch (e.g. Civil/Construction, Electrical/Electronics/ICT, Chemical, Mechanical or Biomedical).
- D. 'The Council' refers to the governing body of the Institution.
- E. 'Class' or 'Grade' refers to a category of membership.
- F. 'Honorary Fellow' refers to practitioners outside the scope of Professional Engineer and Engineering Technologist but who by reason of extremely exceptional engineering feats are recognized with the award as well as non-professional engineering practitioners who are decorated for various reasons as Council shall determine.

- G. Professional Engineers, Professional Engineering Technologists, Engineering Technicians and Engineering Craftsmen 'of/in Good Standing' means being current with all Subscriptions and Levies as approved by the Council.
- H. An engineering practitioner who has served for a minimum of ten (10) years in any particular class shall be deemed to be a senior member of that class of membership.
- I. 'Technical Dissertation' refers to a researched paper on engineering design and/or works undertaken within one's professional practice, engineering service rendered, etc that have been proven to have either added to engineering knowledge and/or improved technology.
- J. For the avoidance of doubt, all positions and appointments are gender-neutral.

2. Interpretations

- A. Any provision in this Constitution and other regulations shall be rendered ineffective in so far as those provision(s) are found to be inconsistent with the established Laws of the Republic of Ghana.
- B. This shall include existing Acts of Parliament, Legislative Instruments and such other enactments that regulate the practice of engineering in Ghana as shall come into force after the adoption of this Constitution.
- C. Any question arising from the interpretation of any provision(s) of the Constitution and/or Regulations shall be referred to the Council whose decision thereon shall be final.
- D. Any such interpretation once determined shall be so recorded and remain so in as long as the Constitution and/or Regulations are in effect.

ARTICLE 25 – AMENDMENTS

1. A proposed amendment to the Constitution shall be submitted to the Executive Secretary in writing by not less than fifty (50) Members of good standing. The proposal shall be received sixty (60) days in advance before the Council meeting at which the proposal shall be discussed. An amendment may also be proposed by Council by two-thirds ($\frac{2}{3}$) vote at two meetings of Council after two (2) years from the promulgation of this Constitution.
2. At the said meeting of Council, by a two-thirds majority vote, the proposal shall be referred to a Review Committee for further consideration. The proposed amendment shall be rejected if the $\frac{2}{3}$ vote is not obtained. The Review Committee shall scrutinize the wording and the overall implication of the proposed amendment(s) and shall submit its recommendations to Council within ninety (90) days of forming the Committee.
3. The precise written form of the amendment as per the reviewed Constitution, shall be circulated by the Executive Secretary to all members of the Institution thirty (30) days prior to the Council meeting at which the proposal shall be discussed.
4. The proposal(s) shall then be tabled at a Special General Meeting of the Institution after circulating the agenda for the meeting and the precise written form of the amendment(s) to all members and giving thirty (30) days notice.

5. For the adoption of the proposed amendment(s) to the Constitution, a two-thirds ($\frac{2}{3}$) majority vote of valid ballots at the Special General Meeting shall be affirmative. The amendment(s) shall become effective immediately after the voting results are announced.

ADOPTION AND COMMENCEMENT

Be it known that by authority of the Annual General Meeting of the Institution of Engineering and Technology Ghana, this amended Constitution is adopted this Day of, 20..... by the Northern and Southern Sectors respectively; and thus comes into force this same day.

.....
EXECUTIVE SECRETARY

.....
PRESIDENT

A. PREAMBLE

1. Honesty, justice and courtesy form a moral philosophy, which associated with mutual interest among men, constitute the foundation of ethics. The engineering practitioner should recognize such a standard, not in passive observation, but as a set of dynamic principles guiding his conduct and way of life, his duty to practice his profession according to this Code of Ethics.
2. As the keystone of professional conduct is integrity, the engineering practitioner should discharge his duties with fidelity to the public, his employers, and clients, and with fairness and impartiality to all. It shall be his duty to interest himself in public welfare, and to be ready to apply his special knowledge for the benefit of mankind. He should uphold the honour and dignity of his profession and also avoid association with any enterprise of questionable character. In his professional conduct he should be fair, tolerant and courteous.
3. This Code of Ethics shall be administered in tandem with any professional ethics as shall be applicable from the Engineering Council, Ghana.

B. PROFESSIONAL LIFE

1. The engineering practitioner shall co-operate in extending the effectiveness of the practice of engineering, science and technology as a profession by interchanging information and experience with other engineering practitioners and students and by contributing to the work of engineering and technology societies, schools and the scientific, engineering and technology presses.
2. He shall not advertise his work or merit in a self-laudatory manner, and he shall avoid all conduct or practice likely to discredit or do injury to the dignity and honour of his profession.
3. He shall not improperly solicit professional work either directly or indirectly or by an agent, nor shall he pay, by commission or otherwise any person who may introduce clients to him.

C. RELATIONS WITH THE PUBLIC

1. In his professional conduct, the Engineering practitioner shall endeavour to extend public knowledge of engineering and technology, and shall discourage the spreading of untrue, unfair and exaggerated statements regarding engineering and technology.
2. He shall have due regard for the environment, the safety of life and health of the public and employees who may be affected by the work for which he is responsible, and in this regard he shall not undertake responsible engineering and works of technology for which he is not competent and qualified.
3. He shall express opinion only when it is found on adequate knowledge and honest conviction, while he is serving as a witness before a court, commission, or other tribunal.

4. He shall not issue ex-parte statements, criticisms, or arguments on matters connected with public policy which are inspired or paid for by private interests, unless he indicates on whose behalf he is making the statement.
5. He shall refrain from expressing publicly an opinion on an engineering and technology subject unless he is informed as to the facts relating thereto.

D. RELATIONS WITH CLIENTS AND EMPLOYERS

1. He shall not undertake responsible engineering and technology practice for which he is not competent and qualified.
2. The engineering practitioner shall act in professional matters for his client or employer as a faithful agent and trustee.
3. He shall act with fairness and justice between his client or employer and the contractor when dealing with contracts.
4. He shall make his status clear to his client or employer before undertaking an engagement if he may be called upon to decide on the use of inventions, apparatus, or any other thing in which he may have a financial interest.
5. He shall guard against conditions that are dangerous or threatening to life, limb, or property on work for which he is responsible, or if not responsible, shall promptly call such conditions to the attention of those responsible.
6. He shall present clearly the consequences to be expected from deviations proposed if his engineering and technological judgment is overruled by non-technical authority in cases where he is responsible for the technical adequacy of engineering and/or technology work.
7. He shall engage, or advice his client to engage, and he shall co-operate with, other experts and specialist whenever the client's or employer's interests are best served by such service.
8. He shall disclose no information concerning the business affairs or technical process of clients or employers without their consent.
9. He shall not accept compensation, financial or otherwise, from more than one interested party for the same service, or for service pertaining to the same work, without the consent of all interested parties.
10. He shall not receive directly or indirectly any royalty on, or any gratuity or commission in respect of any patented or protected article or processes used on, or for the purpose of the work in respect of which he is acting for a client or employer unless and until such royalty, gratuity or commission has been authorized in writing by such client or employer.
11. He shall not accept commissions or allowances directly or indirectly, from contractors, or other parties dealing with his client or employer in connection with work for which he is responsible.

12. He shall not have any self-interest financially in the tenders of a contractor on competitive work for which he is employed as an Engineering practitioner unless he has the written consent of his client or employer.
13. He shall promptly disclose to his client or employer any interest which he may have financial or otherwise in a business which may compete with, or affect the business of his client or employer. He shall not allow such interest in any business to affect his decision regarding engineering and works of technology for which he is employed, or which he may be called upon to perform.
14. He shall not be the medium of payment on behalf of his client or employer, unless specifically so requested in writing by his client or employer, but shall only issue certificates for payments.
15. He shall not place orders on his own behalf but shall only do so explicitly on behalf of his client or employer.

E. RELATIONS WITH OTHER ENGINEERING PRACTITIONERS

1. The engineering practitioner shall endeavour to protect the engineering and technology profession collectively and individually from misrepresentation and misunderstanding.
2. He shall take care to ensure that credit for engineering and works of technology is given to those whom credit is properly due.
3. He shall uphold the principle of appropriate and adequate compensation for those engaged in engineering and works of technology, including those in subordinate capacities, as being in the public interest and maintaining the standards of the profession.
4. He shall not impede but rather endeavour to provide opportunity for the professional development and advancement of engineering practitioner in his employment or working under him.
5. He shall not directly or indirectly injure the professional reputation, prospects or practice of another engineering practitioner. However, if he considers that an Engineering practitioner is guilty of unethical, illegal or unfair practice or professional misconduct, he shall present the information to the proper authority for action.
6. He shall exercise due restraint in criticizing another engineering practitioner's work in public, recognizing the fact that the engineering institution and the engineering presses provide the proper forum for technical discussion and criticism.
7. He shall not attempt, directly or indirectly, to supplant another engineering practitioner in a particular employment after becoming aware that definite steps have been taken toward the other's appointment.
8. He shall not review or take over the work of another Engineering practitioner for the same client, until he has either obtained the consent of such an Engineering practitioner or has been formally notified by the client that the connection of such an Engineering practitioner with the work has been terminated.

9. He shall, knowingly, not compete on the basis of professional charges, with another Engineering practitioner for employment.
10. He shall not knowingly become associated in responsibility for work with engineering practitioners who do not conform to ethical practices.
11. He shall not take part in a competition involving the submission of proposals and designs for engineering or works of technology unless as authorized by the Council. In such competitions an assessor who shall be an engineering practitioner of acknowledged standing would have been appointed, to whom all such proposals and designs are to be submitted for adjudication.
12. If practicing outside the Republic of Ghana, he may order his conduct according to the rules of the professional conduct or code of ethics obtaining in that foreign country.

F. PENALTIES

Any person who contravenes any provision of this Code shall be deemed to have committed professional misconduct and shall be dealt with under the relevant Clauses of the Constitution of the Institution.

G. DISCIPLINARY PROCEDURES

1. Introduction

The purpose of the disciplinary procedures is to provide a mechanism whereby complaints against members of the Institution may be processed fairly, effectively and in timely fashion. The procedures are primarily concerned with complaints relating to an apparent breach of the Code of Ethics (or the Code of Professional Conduct).

2. Background

The purpose of the complaint and Disciplinary Procedure (the 'Procedure') is to have a mechanism whereby the Code of Ethics (the 'Code') is seen to be capable of enforcement.

3. Elements

The procedure contains three important elements:

- a) Only two types of complaints will be convened by the procedures:
 - i. An apparent breach of a relation or professional life in the Code of Ethics.
 - ii. Council of the Institution having reasonable grounds to believe that a member has brought discredit upon the profession or the Institution.
- b) Stages in the procedure are specified and are designed to ensure that any complaint is dealt with as speedily as possible while giving all parties concerned adequate time to respond to each stage.
- c) Any ability to exercise sanctions on the member concerned. Such sanctions are likely to be suspension or termination of membership coupled with possible unpublished or published censure.

- d) The institution's Professional Practice and Ethics Committee is a standing body appropriately nominated by the Council. It is made up of outstanding senior members within the Institution.
- e) The Investigation Team will comprise of individual member(s) of the Professional Practice and Ethics Committee as well as the Secretary of the Committee. In the absence of the Secretary, by reason of conflict of interest or other reasons, the Council shall nominate a member of the Institution who is not serving on the Council to serve on the Investigations Team of the Professional Practice and Ethics Committee.
- f) The Appeals Committee will comprise two or three members of the Professional Practice and Ethics Committee and up to two other members of the Council.
- g) No matters that are currently the subject of a legal action will be covered by the procedures. Apart from any published censure, no details of any matters brought before the Institution will be published except where the parties involved cannot be identified.

4. THE PROCEDURES

1. Any complaint against any member of the Institution of Engineering and Technology Ghana (the 'IET') shall first be considered by the Professional Practice and Ethics Committee. Save in exceptional circumstances, only complaints in writing specifying a particular breach of relation or professional life in the Institution's Code of Ethics (the 'Code') will be considered by the Institution, and the Secretary shall if necessary so inform the complainant.
2. On receipt of such a complaint in writing, the Secretary shall promptly acknowledge same and advise the complainant of the Institution's complaints and disciplinary procedures. At the same time, the Secretary shall notify the complaint to the member against whom it has been made, and invite him to respond in writing within twenty-eight days of notification of the complaint.
3. The exceptional circumstances referred to above will arise if the complaint, although not alleging a particular breach of relation or professional life in the Code, gives the Institution's Professional Practice and Ethics Committee (the 'Committee') reasonable grounds for belief that the member against whom the complaint has been made is guilty of an act, omission or course of behaviour which has brought or is liable to bring discredit upon the profession or upon the Institution.
4. As soon as possible after receipt of the member's response or after expiry of the twenty-eight days period for response, no response having been received, an Investigations Team (the 'Team') appointed by the Committee shall consider the complaint and any response thereto and shall decide whether a prima facie breach of the Code has been made.

5. If the Team shall decide that there is no prima facie case, the complaint shall be dismissed. If the Team shall decide that there is a prima facie case, a meeting of the Institution's Committee shall be convened and held within forty-two days of receipt of the written complaint. The Complainant and the member shall both be informed in writing of the Committee's decision.
6. If the Committee receives information giving reasonable ground for belief that a member has committed misconduct of such a kind as would, if substantiated, justify termination or suspension of that member's membership in accordance with stipulated provisions of the Institution's Constitution, it shall cause the Secretary to notify the member concerned giving particulars of the alleged misconduct and to invite him to respond in writing within twenty-eight days of such notification.
7. Thereafter the matter shall be dealt with the same way as a complaint of a breach of the Code save that the matter shall be referred directly to the Committee and paragraphs 4 and 5 above shall not apply. In such cases references in the following paragraphs to the complaints and the complainant shall as far as possible have effect as references to the allegation of misconduct and the Committee respectively.
8. The Committee shall examine the matter and shall reach its decision by simple majority vote. In the event of an equality of votes, the Chairperson of the Committee shall have a second or casting vote.
9. The members of the Committee shall read the written representations of the complainant and the member against whom the complaint is made prior to their meeting to consider the complaint.
10. Both the complainant and the member against whom the complaint is made shall be entitled to make oral submissions to the Committee either personally or through a representative.
11. The Committee may invite further written representations from both the complainant and the member against whom the complaint has been made. Any such representations shall be made within fourteen days of the meeting of the Committee.
12. On completing its review of the case, the Committee shall make its recommendations in writing to the Council, both as to whether the complaint has been substantiated and as to any sanctions to be applied. Subject to the member's right of appeal (described in paragraphs 13 below) the Committee's decision shall be final and binding on all concerned.
13. Any appeal by a member against a disciplinary decision of the Committee must be lodged in writing at the Institution's Secretariat within fourteen days of notification of the Committee's decision to the member concerned.
14. If no such appeal be lodged, the Council shall appoint an Appeals Committee made up of one or two of its own membership and two or three members of the

Committee. The Appeals Committee shall have no less than three and no more than five members.

15. The member bringing the appeal shall have the right to make oral submission to the Appeals Committee either personally or through a representative.
16. The Appeals Committee shall reach its decision by simple majority vote. In the event of an equal division of votes, the Chairperson of the Appeals Committee shall have a second or casting vote.
17. The Appeals Committee may confirm or reject a finding by the Committee that there has been a breach of the Code and if it confirms, such findings may confirm, reduce or increase any sanction imposed by the Committee.
18. The decision of the Appeals Committee shall be notified in writing to the complainant and the member against whom the complaint was brought and shall be final and binding on all concerned for all purposes whatsoever.

5. TERMINATION

1. Any member of the Institution whose appointment or contract shall be terminated by an employer shall be required under the provisions of the Code to submit a written report on the circumstances surrounding the termination to the Council of the Institution.
2. The detailed report shall be submitted by the member affected or the member's representative as soon as practicable but not later than six weeks from the date of termination.
3. Failing which, the Council shall request the Professional Practice and Ethics Committee to arrange a meeting at which time the member so affected shall be required to attend in person or by a representative recognized by the Council.
4. The Professional Practice and Ethics Committee shall recommend to the Council what steps appear indicated after determining the facts of the termination from the member so affected as described above.
5. Any member of the Institution who is so invited to be granted audience by the Professional Practice and Ethics Committee and who fails to attend the said meeting without giving reasonable notice of the member's inability to honour such invitation shall cause the Professional Practice and Ethics Committee to proceed with its investigations without the member's participation and make the necessary recommendation to the Council.
6. The Professional Practice and Ethics Committee shall allow not more than twelve weeks from the date of the summons of the Council to recommend to the Council what measure the Council should address on the matter of the member so affected.

ADOPTION AND COMMENCEMENT

Be it known that by authority of the Annual General Meeting of the Institution of Engineering and Technology Ghana, this amended Code of Ethics is adopted this Day of 20..... by the Northern and Southern Sectors respectively; and thus comes into force this same day.

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EXECUTIVE SECRETARY

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PRESIDENT