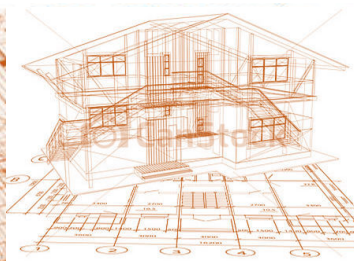




## **GHANA INSTITUTE OF ARCHITECTS**

No. 3, Abdul Diuof Road, Ridge,  
P.O. Box MB 272, Ministries, Accra - Ghana.  
E-mail : [administrator@gia.org.gh](mailto:administrator@gia.org.gh)  
Tel: +233-302- 229464

## **CONSTITUTION** (December, 1994 - 2nd EDITION)



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## CONSTITUTION:

### ARTICLE

- 1.00 Establishment of Institute:** There is hereby established, **THE GHANA INSTITUTE OF ARCHITECTS** hereinafter referred to as "The Institute"
- 2.00 Aims and Objectives:** The objects of the Institute are the advance of the ART AND SCIENCE OF ARCHITECTURE in Ghana and the promotion of research, education of and practice connected therewith, and for the purpose of carrying out those objects but not otherwise may:
- 2.01
- a. promote, guide and provide education training and research in the Art and Science of Architecture and its related disciplines in the Building Industry such as;  
  
PROJECT MANAGEMENT  
CONSTRUCTION MANAGEMENT  
MANUFACTURE OF BUILDING MATERIALS AND COMPONENTS  
CONSTRUCTION WORKS  
PRODUCTION OF FURNITURE  
LANDSCAPE DEVELOPMENT WORKS  
REAL ESTATE DEVELOPMENT  
SPECIALISED INSTALLATION WORKS  
MANUFACTURE.S REPRESENTATIVE
  - b. hold and recognise examinations and courses of study in Architecture and in the Arts, Sciences and related disciplines connected therewith and award certificates and diplomas thereof;
  - c. provide a central organisation for qualified architects by means of which strict standards of professional etiquette, practices and a high standard of professional qualification and competence might be created, maintained and improved;
  - d. compile and publish books, journals, pamphlets, information and forms and provide services, which re likely to be of interest or utility;
  - e. promote an understanding of the Art and Science of Architecture by the Science of Architecture by the public;
  - f. encourage and assist professions and occupations, which are auxiliary, kindred or complementary to the architectural profession;
  - g. provide and maintain a library and museum;
  - h. to further good relations and co-operations between the Institute and similar organizations within or outside Ghana;
  - i. promote , maintain and safeguard the welfare and status of architects
  - j. Compile , and maintain and publish a register of persons , groups of persons or corporate entities qualified to practise architecture in Ghana;
  - k. Promulgate conditions of engagement and scales of professional charges for use by members of the Institute;

- i. To do any other lawful thing which is incidental to or conducive to the attainment of the said objectives.

**3.00 Common Seal:**

The Institute shall have a common seal which shall be kept by the Secretary or by some other officers as the Council may time to time determine and shall not be affixed to any document except by the order of the Council and in the Council who shall sign any such document or instrument independently of the signature of any person who may have signed the document or instrument as a witness.

**4.00 Membership:**

4.01

No person shall practice in Ghana as an architect unless he is properly registered by the Institute to practice as such.

4.02

Membership of the Institute shall be opened to all qualified Architects practising in Ghana as individuals, or within unincorporated groups and corporate bodies

4.03

Membership shall comprise the following classes:

**(a) CORPORATE**

- i. Fellows
- ii. Associates
- iii. Firms

**(b) NON - CORPORATE**

- i. Honorary Fellow
- ii. Honorary Associates
- iii. Probationers
- iv. Students
- v. Retired Members

**5.00 Qualification of Members:**

5.01

**Fellows:**

shall be elected from the Association class and shall have practised Architecture for a minimum of ten years, at least five of which must have been in Ghana, and whose standard of work and contribution to Architecture is considered by the Council worthy of commendation.

Every Fellow shall be entitled to use after his or her name the initials F.G.I.A i.e, Fellow of the Ghana Institute of Architects.

5.02

**Associates**

shall be persons who have either:

- (a) passed the qualifying examinations of the courses prescribed or approved by the Council and have completed practical training of such description and for such period as the Council may prescribe or
- (b) have passed the qualifying examination of any society or institute of Architects by whatever name called, approved by the Ghana Institute of Architects and who have passed or have been exempted from the professional practice Examinations of the Institute, after the prescribed period of practical training;
- (c) no persons shall be entitled to use an Associate unless he has attained the age of twenty-one and is or has become a resident in Ghana.
- (d) Every Associate shall be entitled to use after his or her name the initials A.G.I.A i.e, Associate of the Ghana Institute Architects and shall be provided with a stamp.

5.03

**Firms:**

shall be corporate bodies duly registered with the Institute and subject to the regulations and bye-laws in paragraph 1.02 and 2.03 of regulations

5.04

**Honorary Fellow:**

The Council may, subject to the approve of the Institute, elect from time to time as Hon. Fellows persons eminent in public life of this Country or

elsewhere, not professionally engaged in the Practice of Architecture, who have shown exceptional interest matters relating to Architecture and Planning.

- 5.05 The number of honorary fellows shall not at any one time exceed 5% of the corporate members of this class.
- 5.06 Every Honorary Fellow shall be entitled to use after his or her name the initials Hon. F.G.I.A. i.e. Honorary Fellow of the Ghana Institute of Architects.
- 5.07 **Honorary Associates:**  
The Council may, subject to the approval of the Institute, elect from time to time as Honorary Associates persons who have not professionally engaged in the practice of Architecture but have distinguished themselves in other professions or other fields of learning or have shown exceptional interest in matters relating to Architecture and Town Planning or have rendered commendable service to the Institute.
- 5.08 The number of Honorary Associates shall not at any time exceed 5% of the number of the corporate members of this class.
- 5.09 Every Honorary Associate shall be entitled to use after his or her name the initials Hon. A.G.I.A i.e. Honorary Associate of the Institute of Architects.
- 5.10 **Probationers:**  
Probationers shall be persons who have passed the appropriate qualifying examinations but who have not completed their practical training or passed the Professional Practice Examination of the Institute.
- 5.11 **Students:**  
Students shall be bona fide students engaged in the study of Architecture with the aim of becoming Architects and have passed the BSc degree in design or similar qualification approved by the Institute.
- 5.12 **Retired Members:**  
Retired Members shall be Fellows or Associate who have retired from practice in Ghana.
- 5.13 They shall be entitled to use the letters F.G.I.A (Rtd) or A.G.I.A (Rtd) after their names.
- 5.14 **Diploma of Membership**  
Every Fellow and Associate shall upon registration be entitled to obtain a Diploma of Membership subject to such conditions and on payment of such subscriptions or other sums as the Regulations may from time to time prescribe, and any such person ceasing to be a Member, shall on demand, return to the Council his diploma or Certificate of Membership;
- 5.15 **Non-transferability of rights and privileges of a member.**  
The rights and privileges of a member of this Institute shall be personal to himself, and shall not be transferable or transmissible by his own act or by operation of law.
- 6.00 General Disqualifications:**
- 6.01 No person shall be registered as an architect,  
(a) unless he has:  
i. become resident in Ghana  
ii. attained the age of twenty .one years, and  
iii. paid the prescribed fees; or

- (b) If he has been:
- i. Adjudge by a court of competent jurisdiction to be of sound mind.
  - ii. Convicted by a court of competent jurisdiction whether in Ghana or elsewhere, of any offence involving fraud or dishonesty or
  - iii. Adjudged an insolvent or bankrupt but has not been granted by a court of competent jurisdiction, a certificate to effect that his insolvency or partly from unavoidable losses or misfortunes.

6.02 Notwithstanding anything in this Article a **Non-resident** being otherwise qualified and who requires temporary registration for the purpose of executing a specific project may apply to the Council for the such registration.

6.03 No firm shall be registered as an architectural firm if:

- (a) it is authorized objects do not include the practice of Architecture
- (b) In the case of group practice or corporate bodies, the majority of partners or directors are not members of the G.I.A of whom at least one must be an Architect.
- (c) In the case of a consortium , the component Architectural firm must be registered with the G.I.A.
- (d) None of its Architects- partners/ director is a Ghanaian.
- (e) No person whose name is not for the time being entered in the Register of the Architects may take or use the title of .Architect., .Architecture. or .Architectural. in combination with the terms applicable to the other allied disciplines as may from time to time be nothing in the use of the terms implies architectural practice.

**7.00 Officers:** The following shall be the officers of the Institute and shall be elected from the Fellows or Associates of the Institute.

7.01 (a) **President:**  
He/She shall preside over all the meetings of the Institute and the Council and direct the affairs of the Institute generally.

7.02 (b) **Vice President:**  
He/ she shall deputise for the President during the latter's absence and assist him generally in the performance of his duties.

(c) **Honorary Secretary:**  
He/she shall keep all the records of the Institute and shall be responsible for all communications to and from the Institute. He shall take the minutes at all meetings of the institution and the council. He shall be the custodian of the institute's properties including its common seal.

(d) **Honorary Treasure:**  
He/ she shall collect, keep and account for the funds of the Institute.

**8.00 Council:**

8.01 The governing body of the Institute shall be the Council, which shall consist of:

- (1) The President of the Institute
- (2) The immediate past President of the Institute
- (3) The Vice President of the Institute.
- (4) The Honorary Secretary of the Institute.
- (5) The Honorary Treasure of the Institute.
- (6) Representative of Chapters of the Institute
- (7) Representatives of the Ministry responsible for the practice of the Institute

- (8) Representatives of accredited schools of Architecture in the Country
- (9) Five (5) Members of the Institute who may be Fellows or Associates.

**9.00 Powers and functions of the Council:**

- 9.01 The Council shall be responsible for the administration and management of the affairs of the Institute and shall be responsible for the carrying out the provisions of the Constitution of the objects. It may from time to time make Regulations for all or any of the following purposes:
- (a) for the management and duties of the Council, the holding of meetings by the Council and the issue of notices calling such meetings;
  - (b) for the appointment of committees of prescribed the powers, duties and proceedings of such committees;
  - (c) for the administration, investment and expenditure of the property and funds for the property and funds of the Institute from whatever source and for whatever purposes received;
  - (d) for the definition of unprofessional conduct and for determining the mode of inquiry into and the method of dealing with such conduct and the penalties which may be imposed upon any member found guilty of such conduct;
  - (f) for the scale of fees to be charged by architects for professional advice, services rendered and work done;
  - (g) for the fees to be paid for initial and annual registration;
  - (h) for prescribing the procedures to be followed by persons applying for registration;
  - (i) for instructions and orders conducive to the maintenance and improvement of the status of architects in Ghana, and
  - (j) generally for the attainment of the objects of the Institute.
- 9.02 The council shall be empowered to make appropriate bye-laws and amend it from time to time as may be necessary;
- (a) the Council shall prescribe or approve courses of study for, and the conduct and standards of qualify examinations for registration as an architect;
  - (b) the Council shall maintain and publish a register of architect and architectural firms;
  - (c) the council shall prescribe and uphold standards of professional conduct and ethics in order to regulate the practice of architecture; in order to control the practice of architecture.
- 10.0 Registrar & other Employees:** The Council may appoint a Registrar and such other employees upon such terms and conditions, as it may deem necessary.
- 11.0 Disciplinary Committee:** The Council shall appoint a Disciplinary Committee consisting of the following:
- 11.01
- (1) two members of the Council, one of whom shall be the Chairman of the Committee
  - (2) three members of the Institute who shall be either Fellows or Associates;



- (3) the committee will elect one of its members as Secretary.
- 11.02 The Committee may from time to time co-opt any person whether he is a member of the Institute or not to be a member of the Committee for the discharge of its duties and entitled to vote on any matter for decision by the Committee.
- 11.03 The Disciplinary committee shall inquire into all allegations of professional misconduct referred to it by Council and shall submit its findings and recommendations to the Council.
- 12.0 Penalties:**
- Where the Disciplinary Committee reports to the Council that an allegation of professional misconduct has been proved against a member, Council may apply any of the following sanctions;
- (a) strike off the register, the name of the architect against whom the adverse findings have been made;
  - (b) suspend the architect concerned from membership of the Institute for such period as the Council may deem fit or
  - (c) Reprimand the architect member or
  - (d) Impose any other penalty which it may deem fit having regard to all the circumstances of the case.
- 13.0 Appeals:**
- 13.01 Any person aggrieved by a decision of the Council in the exercise of its disciplinary powers may appeal against that decision to the Court of Appeal.
- 14.00 Reinstatement:**
- 14.01 Any person whose name has been struck off the register of architects may have his name restored if the Council is satisfied that he has become subsequently a fit and proper person to practise the profession of Architecture, on the settlement of such penalties which may be decided by the Council.
- 15.0 Registration Fee & Subscriptions:**
- 15.01 All members of the Institute shall be required to pay such registration fees or annual subscriptions as the Council may from time to time determine for each class.
- 16.00 Branches:**
- 16.01 The Council may form branches of the Institute in such regions and in towns as it shall think fit.
- 16.02 The duties and responsibilities of the Branches shall be laid down by means of a resolution of the Council, and the Council shall be empowered from time to time as it may think desirable to revise the Constitution of such Branches and regulations governing their organisation and business.
- 17.00 Funds of the Institute:**
- The Institute may receive, administer and apply the funds, donations, bequests and endowments for prizes, exhibitions, studentships or scholarships or for any general or special object or purpose connected with the Institute or for any benevolent purpose connected with Architecture.
- 18.00 Property of the Institute:**
- 18.01 All Institute may received, manage, charge or dispose of any property of any description, including land of any tenure, on such terms as it thinks fit.
- 18.02 All properties of the Institute shall be vested in the Council in trust for



- the Institute.
- 19.00 Delegation of Powers:**
- 19.01 The Council may delegate to any person or body of persons (whether or not he is or they are members of the Council or of the Institute) with or without restrictions, the exercise of any of its functions subject to the provisions of this Constitution.
- 20.00 Annual Report:**
- The Council shall prepare a yearly report on the state of the Institute, which shall be presented at the Annual General Meeting.
- 21.00 Annual General Meeting:**
- 21.01 An Annual General Meeting shall be convened in every year at such place and at such time and on such date (not being later than twelve months after the last preceding Annual General Meeting) as the Council shall determine. All members except that such members disqualified by reasons of non-payment of subscriptions or for other misconduct shall not have the right to vote.
- 21.02 The Annual General Meeting shall:
- (a) receive and consider Financial Statement and the Annual Report of the Council;
  - (b) elect the Council for the ensuing term;
  - (c) transact such other business as may be necessary;
- 22.00 Amendment of Constitution:**
- 22.01 The Constitution may be amended by a resolution passed by a two-thirds majority of the members present and entitled to vote at an Extraordinary General Meeting of the Institute called for the purpose and terms of the proposed amendment circulated to members together with the notice convening the meeting.
- An Extraordinary General Meeting may be held on the same day at the place as an Annual General Meeting