



# CONSTITUTION

## OF THE GHANA TRANSPORTATION PROFESSIONALS FORUM OF NORTH AMERICA (GTPF-NA)

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This constitution and by-laws are written to guide GTPF-NA in its operations and activities.

### ARTICLE I: NAME

Section 1: The name of this organization shall be the Ghana Transportation Professionals Forum of North America.

### ARTICLE II: MISSION

Section 1: GTPF-NA is a private, non-profit group of multi-disciplinary professionals with a mission to promoting innovation and sustainable developments in transportation infrastructure and related systems via research, professional practice, policy development and implementation.

### ARTICLE III: PURPOSES

- Section 1: The overall purpose of this organization shall be to promote research related to transportation polices and the planning, design, construction, operations, and maintenance of physical infrastructure of the transportation system in Ghana.
- Section 2: Provide Leadership in the development of sustainable solutions to transportation-related issues in Ghana towards promoting long-term economic growth.
- Section 3: Provide a global platform for public expression and knowledge exchange; promote creative collaborations with public and private leaders, agencies, communities and professionals regarding transportation-related issues.
- Section 4: Provide leadership to influence national policy discussions, development and implementations in transportation-related developments and the built-environment that will improve public health and safety, protect the environment, and strengthen security and the economy.
- Section 5: Encourage teams of expertise and professionals from private/public sectors and academia to actively engage in research that will yield technologies and insights leading to innovations in effective utilization of resources.
- Section 6: Promote ethics and excellence in professional practice in Ghana.



#### **ARTICLE IV: AFFILIATIONS**

Section 1: This organization is currently affiliated with the Ghana Institution of Engineers (GhIE) and the Ghanaian Engineers and Architects Association of America (GEAAA). The organization will seek affiliations and collaborations with institutions which share in its mission, including the Transportation Research Board in Washington, D.C.

#### **ARTICLE V: MEMBERSHIP**

Section 1: The majority of the membership of this organization shall consist of transportation professionals, practitioners, and students in transportation-related agencies and organizations.

Section 2: This organization and its members shall not discriminate against any individuals for reasons of race, national origin, color, religion, gender, age, veteran status, sexual orientation, and/or ability status.

Section 3: Membership in this group shall be open to all who are interested and can state conclusively the purpose for their interest in the organization. This will be followed by ratification by the general membership.

#### **ARTICLE VI: EXECUTIVE BOARD**

Section 1: The Executive Board of the organization shall comprise the officers (president, vice-president, secretary, and treasurer), the communications officer (webmaster), and the advisors.

#### **ARTICLE VII: OFFICERS**

Section 1: The officers of the organization and their roles shall be under-listed: All officers must be members of the Ghana Transportation Professionals of North America.

A. President

1. The president shall be the chief executive officer.
2. The president shall appoint all committee chairpersons.
3. The president, with approval of the executive board, directs the budget.
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership by email consensus

B. Vice President

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution and bylaws.
4. The vice president will be responsible for scheduling programs.



**C. Secretary**

1. The secretary shall be responsible for keeping the minutes of all the general membership meetings and the meetings of the executive board.
2. The secretary will provide a copy of the minutes for each officer and advisor and keep a master file. The master file will be passed into the keeping of each succeeding secretary.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.

**D. Treasurer**

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements.
3. The treasurer will be responsible for checking the accuracy of all the bills and invoices and paying them correctly and on time.
4. The treasurer will perform other duties as directed by the president.

**E. Communications Officer (Webmaster)**

1. The webmaster shall be responsible for developing and managing all GTPF-NA websites (main website, Facebook, and Linked in) with current relevant information on the GTPF-NA vision/mission and programs, and affiliates.
2. The webmaster shall perform periodic updates as necessary to communicate with members and the general public on activities of GTPF- NA and relevant links.
3. The webmaster shall perform other duties as directed by the president.

**F. Student Affairs Officer**

1. The webmaster shall be responsible for developing and managing all GTPF-NA websites (main website, Facebook, and Linked in) with current relevant information on the GTPF-NA vision/mission and programs, and affiliates.
2. The webmaster shall perform periodic updates as necessary to communicate with members and the general public on activities of GTPF- NA and relevant links.
3. The webmaster shall perform other duties as directed by the president.

- Section 2: The qualifications for each office  
The various positions for the offices shall be nominated by the collective membership and subject to ratification by the organization during a regular election business meeting via an internet portal. Election of officers shall be held annually in January. Notice must be given at least two general meetings' before the election meeting. Nominations shall be initiated online and the person receiving the majority vote will be elected as officer.
- Section 3: The term of each office shall be one year; from January 31 to January 30 of the following year. A person can be reelected for a specific position no more than five times. Also, there can be no more than three consecutive terms.
- Section 4: Any officer may be removed from his/her office by a two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. The said officer shall be considered reinstated with two-thirds approval of the members



Section 5: Any vacancy which may occur in an office shall be filled by appointment by the president pending ratification at the next group meeting.

**ARTICLE VIII: ADVISORY BOARD (COUNCIL OF ELDERS)**

Section 1: The Advisory Board shall be a group of accomplished professionals elected/appointed to assist, monitor and help steer the executive board in establishing direction for GTPF-NA corporate management related policies, and motivate the general membership as a whole with direction for future actions and deliberations.

Section 2: The Advisory Board shall be members of the organization deemed in good standing. Good standing will be determined by the Executive Board and will be a function of timely payment of dues and participation in regular organizational activities.

Section 3: The roles of the Advisory Board are:  
1. Assist the group in their execution of roles and responsibilities.  
2. Solicit and provide feedback to the organization regarding its operations and functions.  
3. The Advisory Board shall serve as a resource.  
4. The Advisory Board shall provide advice upon request and also share knowledge, expertise, and experiences with the group.  
5. The Advisory Board will be non-voting members of the executive board.

Section 4: Should an Advisory Board position become vacant during the year, it will be re-nominated by the President and subject to ratification by the general membership which will deem the position ratified when a quorum is attained.

**ARTICLE IX: MEETINGS**

Section 1: Meetings will be held every year in Washington DC, during the TRB Annual Meeting.

Section 2: Regular online meetings of the organization shall be held every 3 months.

Section 2: Special meetings of the organization shall be held as and when it is required. It is the authority of the President to call these meetings and on average, two weeks' notice is required.

**ARTICLE X: AMENDMENTS**

Section 1: This constitution shall be amended by a vote (2/3) of the majority of the membership only at the end-of year meeting when elections are to be held or at a special meeting convened by the President.

Section 2: Provision for advance notice of amendment shall be achieved initially by notification by email as well as announcement at two consecutive prior meetings.

Date Ratified January 13, 2015  
Date Revised  
Date Revised  
Date Revised