



Ghana Transportation Professionals Forum

CONSTITUTION

OF THE

GHANA TRANSPORTATION PROFESSIONALS FORUM (GTPF)

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

ARTICLE I: NAME

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

ARTICLE II: MISSION

Section 1: GTPF 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 systems 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.



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ARTICLE IV: AFFILIATIONS

Section 1: The organization will seek affiliations and collaborations with institutions which share in its mission and visions.

ARTICLE V: MEMBERSHIP

Section 1: The majority of the membership of this organization shall consist of transportation professionals, practitioners, and students in transportation-related fields 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 elected officers (president, vice president, secretary, and treasurer), and other positions appointed as needed.

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 Forum.

A. President

1. The president shall be the chief executive officer and set the direction for the organization.
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 by the President with approval of the general membership by email consensus

B. Vice President

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

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4. The vice president shall coordinate with the appointed parliamentarian to oversee GTPF elections as needed.
- 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.
 4. The secretary shall manage the GTPF email account and online shared drive folders, including managing access.
- D. Treasurer
1. The treasurer shall keep a current record of all financial transactions and manage all GTPF cash accounts.
 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, including member reimbursements.
 4. The treasurer will perform other duties as directed by the president.
- E. Communications Officer (Webmaster)
1. The communications officer shall be responsible for developing and managing all GTPF websites (main website, conference website) with current relevant information on the GTPF vision/mission and programs, and affiliates.
 2. The communications officer shall perform periodic updates as necessary to communicate with members and the general public on activities of GTPF.
 3. The communications officer shall perform other duties as directed by the president.
- F. Social Media Officer
1. The social media officer shall launch and maintain social media accounts for the organization, including facilitating membership and activity on the WhatsApp platform.
 2. The social media officer shall perform other duties as directed by the president.
- G. Student Affairs Officer
1. The student affairs officer shall represent the views and interests of GTPF's student members on the Executive Board
 2. The student affairs officer shall be a liaison from the Executive Board to all student members, communicating to them as needed
 3. The student affairs officer shall perform other duties as directed by the president.



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H. Webinar Coordinator

1. The webinar coordinator shall plan two to three webinars for the membership each year on both technical and professional development topics.
2. The webinar coordinator shall perform other duties as directed by the president.

I. External Coordinator

1. The external coordinator shall be the main point of contact (besides the President) for all interaction and communication with partner organizations.
2. The external coordinator shall facilitate joint activities and represent the interest of the organization.
3. The external coordinator 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 biennially in January. Notice must be given at least two months 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 two years; from January 31 to January 30. A person can be reelected for a specific position no more than three times.
- 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.



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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 corporate management related policies, and motivate the general membership as a whole with directions 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 to provide advice upon request and also share knowledge, expertise, and experiences with the group.
 4. The Advisory Board will be non-voting members of the executive board.
- Section 4: Should an Advisory Board position become vacant during the year, a replacement will be 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 Ratified	June 21, 2020