

ARCHITECTS REGISTRATION COUNCIL OF GHANA

3, Ninth Road, Ridge
P.O. Box MB 272, Ministries
Accra, Ghana



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BYE-LAWS

IN exercise of the powers conferred on the Architects' Registration Council by section 6 of the Architect's Decree, 1969 (NLCD 357) these bye-laws are hereby made.

Location of Council

1. The location of the Council is temporarily at the premises of the Ghana Institute of Architects at Architecture House, No. 3, Ninth Road, Ridge, Accra.

Postal Address

The postal address of the Council is

Architects Registration Council
Post Office Box MB 272,
Ministries
Accra

Tel. (021) 7010552 Fax: (021) 229464

Membership

3. (1) The Council as established under the Decree consist of
- (a) one member nominated by the Ministry responsible for Works and Housing who shall be a registered architect;
 - (b) five members nominated by the Ghana Institute of Architects;
 - (c) one member nominated by the Faculty of Architecture of the University of Science of Science and Technology;
 - (d) one member nominated by the Academy of Arts and Sciences;
 - (e) a legal advisor nominated by the Attorney – General; and
 - (f) the Registrar of the Council nominated by the Ghana Institute of Architects.
- (2) The Council shall elect a registered architect as chairman from amongst its members.

Functions of Council

4. (1) The Council shall be concerned with the architectural profession and shall be charged with the responsibility of securing the highest practicable standards in the practice of Architecture in Ghana.
- (2) The Council shall

- (a) prescribe or approve courses of study for, and the conduct and standards of qualifying examinations for registration as a registered architect under the Decree;
- (b) maintain and publish a register of Architects;
- (c) prescribe and uphold standards of professional conduct and ethics; and
- (d) control the practice and architecture.

Officers of the Council

5. The officers of the Council are
- (a) a chairman who is
 - (i) a registered architect; and
 - (ii) elected by members of the Council;
 - (b) a registrar who
 - (i) nominated by the Ghana Institute of Architects; and
 - (ii) a registered architect;
 - (c) a treasurer who is elected from among the Council members.

Functions of the Officers

6. The officers shall perform the following functions
- (a) the chairman shall
 - (i) preside at every meeting of the Council but in the absence of the chairman a member of the Council elected by the members present from among their number shall preside; and
 - (ii) exercise general supervision over the work of the Council;
 - (b) the Registrar shall
 - (i) keep the registers of the Council;
 - (ii) update and publish the registers as are due annually;
 - (iii) provide certification as needed regarding and architect on the register of the Council;
 - (iv) exercise general control and management of administration as well as authority over employees of the Council.
 - (c) the treasurer
 - (i) Shall preside at the meetings of the Finance Committee but in the absence of the treasurer a member of the present from among their number shall preside;
 - (ii) Shall exercise general supervision over the income and expenditure of the Council;
 - (iii) Shall ensure that the accounts of the Council are properly kept.

Registration

7. (1) An architect seeking registration shall
- (a) submit a complete registration form obtained from the Secretariat of the Architects' Registration Council to the Registrar,
 - (b) provide evidence of membership of the Ghana Institute of Architects, and
 - (c) pay the prescribed registration fees.
- (2) The onus for registration with the Architects' Registration Council lies on the architect.

Notification

8. (1) A registered architect who changes address shall notify the Registrar.
- (2) The Registrar, in January every year, shall publish in the Gazette the
 - (a) names
 - (b) addresses
 - (c) dates of registration, and
 - (d) qualificationsof all registered architects.

Classes of Registers

The Council shall maintain

- (a) a standing register for the registration of individual architects,
- (b) a provisional register for the registration of individual architects
- (c) a temporary register for the registration of individual architects,
- (d) a standing register for the registration of firms, and
- (e) a temporary register for the registration of firms.

Standing Registers for the Registration of individuals

10. (1) A person who
 - (a) is duly qualified as an architect,
 - (b) intends to practice permanently in Ghana, and
 - (c) fulfils the requirements of the Decree regarding registration,shall be registered on the standing register for individual architects.
- (2) A person registered under sub bye-law (1) may
 - (a) use the title chartered architect,
 - (b) act as an architectural consultant, or
 - (c) submit plans for planning and development approval.

Provisional Register for individual Architects

11. (1) A person who has passed a course of study in architecture approved by the Council shall be registered on the provisional register for the registration of individual architects.
- (2) A person registered under sub bye-law (1) may
 - (a) use the title architect,
 - (b) work or practice as an architect, or
 - (c) submit plans for planning and development approval only under the name and signature of a chartered architect listed among architects of good standing
- (3) A person shall not act as a principal or an architectural consultant

Temporary Register for individual Architects

12. A person who
 - (a) has passed a qualifying examination of any society or Institute of Architects approved by the Council, and
 - (b) who does not intend to practice permanently in Ghana.

shall be registered on the temporary register for the registration of individual architects

Standing Register for Firms

13. (1) An architectural firm
(a) that fulfils the requirements of the Decree regarding registration, and
(b) has its principal as a person who has a minimum of 10 years post-qualification experience as a chartered architect
shall be registered on the Standing Register for Firms.

(2) Notwithstanding sub bye-laws (1), an architectural firm which has its principal or one of its principals as a person who has
(a) passed a qualifying examination of any society or Institute of Architects approved by the council with a minimum of 10 years post-qualification experience as an architect,
(b) at least 2 years post chartered practice
shall be registered on the standing register for firms.

Temporary Register of Firms

14. A foreign registered architectural firm undertaking any specific local project in association with a fully registered local firm shall be registered on the temporary register for firms.

Prohibition

- (1) An architect whose name is on a 'Provisional' or 'Temporary' Register shall not practice architecture in Ghana as a principal of an architectural firm.
- (2) An architect who contravenes the above sub bye-law (1) commits an act of professional misconduct and is liable to disciplinary action to be determined by the Disciplinary Committee

Rights of Registration

Any registered architect

- (a) shall practice as an architect to the extent allowed under the Decree and the Byelaws,
- (b) with less than 10 years post-qualification experience as a 'chartered architect' may practice as an individual or run a business which is not listed as a formal architectural practice.

Removal from the Register of Names

17. (1) The Registrar may recommend to the Council, the removal from the register of the name of an architect or a firm who for a period of one year or more has continuously failed to answer a written communication addressed to the firm.
- (2) An architect or firm whose name is removed from a register may have that architect or firm's name restored to the register if the architect or firm
 - (a) applies to the Registrar in writing to have the name restored,
 - (b) satisfies the requirements of the communication addressed to that architect or firm by the Registrar, and
 - (c) pays the prescribed fees.

Registration Fees

18. (1) The Council may fix fees in respect of the following services
 - (a) Registration on the various registers,
 - (b) Transfer of an architect's name to another register
 - (c) Retention of name on register,
 - (d) Restoration of name in the register
 - (e) Alteration of name in the register,
 - (f) Issue of an extract from the register, and
 - (g) Issue of certificate of good standing
- (2) The Council may review the fees from time to time.
- (3) The Registrar shall make the fees available at the Secretariat of the Council.

Committees of the Council

19. The Council shall have
 - (a) a standing and general purposes committee;
 - (b) a finance committee;
 - (c) an investigation committee; and
 - (d) an education committee.

Standing and General Purpose Committee

20. (1) The standing and general purpose committee consist of
 - (a) the Chairman of the Council who shall be the chairperson of the committee,
 - (b) the Registrar,
 - (c) the treasurer, and
 - (d) two other members of the Council
- (2) The standing and general purpose committee shall
 - (a) vet and recommend to the Council any application for registration;
 - (b) supervise the keeping of the register, the printing and publication of the register in the Gazette in January each year;
 - (c) implement the decisions of the Council; and consider and act on any matter which the council may refer to it.

Finance Committee

21. (1) The Finance Committee consist of
 - (a) the treasurer who shall be the chairpersons of the committee;
 - (b) the Registrar; and
 - (c) three other members of the Council.
- (2) The Finance Committee shall
 - (a) advise the Council with respect to the appointment, remuneration and the terms and conditions of service of persons employed by Council;
 - (b) examine the accounts submitted annually by the treasurer and report to Council; and

- (c) prepare an annual budget for the approval of the Council and for presentation to Ministry of Works and Housing.

Investigation Committee

- 22. (1) Investigation committee consist of
 - (a) three nominees of the Ghana Institute of Architects one of whom shall be the chairperson of the committee; and
 - (b) two other members of the Council.
- (2) The investigation committee shall investigate and decide on any allegation of professional misconduct made against any architect.
- (3) The committee after hearing the parties may submit its recommendations to the Council.
- (4) The Council shall set up a disciplinary committee in accordance with the First Schedule of the Decree to further investigate the allegation of professional misconduct.

Education Committee

- 23. (1) The education committee consist of
 - (a) the member of the Council representing the University of Science and Technology, Kumasi;
 - (b) the Registrar;
 - (c) one member of the council; and
 - (d) two nominees of the Ghana Institute of Architects.
- (2) The committee shall elect one its members as the chairperson of the committee.
- (3) The education committee shall
 - (a) advise the Council on the aims and objectives of architectural education in Ghana;
 - (b) determine both the primary and specialist qualifications to be recognized by the Council;
 - (c) advise the Council on the appointment of a moderator and examiners for examiners for examinations; and
 - (d) ensure that courses of study and training in architecture, including continuing educational programmes, are such as can sufficiently guarantee possession of the knowledge and skills needed for the efficient practice of architecture in Ghana.

Other Professionals

- 24. An architect shall not engage any person as a partner in an architectural firm unless that person qualifies as a professional and is registered under the law, which regulates the profession to which that person belongs.

Meetings of Committees

- 25. A committee set up under these bye-laws shall determine and regulate the procedure for its meetings.

26. Funds of the Council

The funds of the Council include

- (a) government grants,
- (b) fees charged by the Council, and
- (c) gifts.

Audit

27. (1) The annual accounts of the Council shall be audited by a chartered accountant appointed by the Council.
- (2) The accounts for the preceding year as audited shall be approved by the members at the annual general meeting.

Inspection of documents

28. (1) A registered architect who seeks to inspect the registers of the Council shall give three days written notice to Registrar.
- (2) A register under inspection shall not be removed from the premises of the Council.
- (3) A register and the information derived from it shall be treated as confidential.

Additional information

Any person who seeks any information in respect of the Council and the registration of architects may inquire from

The Registrar
Architects Registration Council
P.O. Box MB 272, Ministries
Accra

Interpretation

In these bye-laws unless the context otherwise require

- "Council" means the Architects Registration Council established by the Decree;
- "Decree" means the Architects Decree, 1969 (NLCD 357);
- "Profession" means a profession other than that of an architect.

Commencement

These byes came into force on the 1st day of January 2001.