**Professional Engineers Ontario**

**Hamilton-Burlington Chapter**

**Governance: By-law and Policies**

**December 2016**

Approved by the Board on December 19, 2016

**Welcome**

*A warm welcome to our Chapter!*

***Chapter Mission***

*We will enthusiastically provide leadership, experience, skills and time in a co-operative and open-minded manner to achieve success in realizing current and future Chapter goals that benefit our members and our community.*

*PEO’s Core Values of Accountability, Respect, Integrity, Professionalism, and Teamwork will be basic to all Chapter endeavours and opportunities.*

*We invite and encourage you to:*

*– keep in touch and check the web site regularly*

*– participate as you are able and when you can.*

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**1. Professional Engineers Ontario (PEO)**

Professional Engineers Ontario, or PEO, is the regulatory body that licenses professional engineers in Ontario. PEO sets standards for and regulates the practice of professional engineering in the province.

Under the Professional Engineers Act, PEO has the mandate to serve and protect the public interest where the practice of engineering is concerned. PEO enforces compliance with the Act so that only those with a licence may practice engineering or advertise their engineering services. The association also disciplines engineers and companies that fail to maintain the profession’s standards.

We do not have an office as we are a local organization made up of volunteers to run events for the registered Engineering Interns (EIT) and Professional Engineers (P. Eng.) of the Hamilton-Burlington area. Some things we do include networking, social events, technical tours, sessions with speakers, and new P. Eng. certificate presentation ceremonies.

In order to become an EIT, go to http://peo.on.ca/ and submit an application. If you’re within 6 months of graduation the application fee is waived. Full details are there. Once you’re an EIT in the area, you’ll start getting our emails about events and can always check in at our website at http://hamilton.peo.on.ca/

Professional Engineers Ontario fulfills the same role the College of Physicians and Surgeons does for physicians and the Law Society of Upper Canada for lawyers.

**PEO’s Core Values**

PEO’s core values are intended to inform the behaviour of its members, staff, and volunteer leaders in their everyday activities and interactions.

**Accountability**

PEO protects the public interest by being accountable to the public, such that PEO staff and volunteers accept responsibility for their actions and decisions, and deliver what they promise to deliver, and PEO as an organization honours its legislated and financial obligations. Staff and volunteer performance will be appraised based on meeting objectives within desired timeframes.

**Respect**

PEO demonstrates respect for its staff, volunteers, applicants, licence holders, and external stakeholders through fair practices and timely, informative communications. In turn, PEO expects that its regulatory obligations and activities in serving and protecting the public interest are respected by its stakeholders.

**Integrity**

PEO demonstrates alignment between the Professional Engineers Act and its processes and practices, including consistency of its policies and their application to maintain integrity of the licence, and will adhere firmly and impartially to its legislated requirements in pursuit of regulatory excellence.

**Professionalism**

PEO operates in a professional manner with its applicants, licence holders and external stakeholders, by demonstrating competence, impartiality and reliability.

**Teamwork**

PEO achieves its goals through effective teamwork and collaborative partnerships both within the organization, between its staff and volunteers, and with other bodies involved in the practice of professional engineering.

**The Purposes of PEO Chapters**

PEO chapters perform a wide variety of functions including organizing licence certificate ceremonies, hosting technical seminars and social events; providing a forum for members to exchange knowledge and ideas; and offering professional networking opportunities.

**PEO chapters aim to:**

a) facilitate participation and training of licence holders in the governance, succession planning for PEO leadership, and statutory duties of the profession;

b) work to identify the value of the profession to future licence holders;

c) promote and enhance understanding within society of the self-regulated engineering profession and the importance of licensure; and

d) actively participate in PEO’s policy development.

PEO chapters also engage the youth in discovering the joys of math, science and engineering through education outreach programs and local events throughout the year, including those associated with National Engineering Month.

PEO licence holders and EITs are encouraged to take advantage of the numerous opportunities provided by their local chapter by attending events or even volunteering.

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**2. Hamilton-Burlington Chapter**

**Chapter Boundaries**

The borders of PEO Hamilton-Burlington include Ancaster, Burlington, Dundas, Mountsberg, Stoney Creek and Waterdown, as outlined in the map to the right.

**Communities**

The Official PEO list of communities includes: Alberton, Aldershot, Ancaster (10%), Binbrook, Branchton, Bidgeview, Burlington (45%), Carlisle, Chedoke, Copetown, Dundas (8%), Freelton, Fruitland, Glen Morris, Grassie, Greensville, Hamilton (23%), Hannon, Jerseyville, Kilbride, Lynden, Millgrove, Mount Forest, Mount Hope, Hamilton, Saltfleet, Stoney Creek (5%), Troy, Vinemont, Waterdown (4%), West Flamborough, West Lincoln and Winona. (The figure represents the percentage of members in that community.)

**Chapter By-law**

The Chapter Bylaw outlines our structure and governance model.

Changes to the Chapter By-Law may be made as outlined in Article 10 – Amendments.

**2015 05 19 – Approved by the Board**



**PEO HAMILTON-BURLINGTON Chapter By-Law**

**GENERAL**

Chapters of the Association of Professional Engineers of Ontario (called PEO) are constituted and operate under the Professional Engineers Act, Chapter P-28, Statutes of Ontario 1990, Regulation 941 and By-Law No.1:

"3) ...are continued as chapters of the association with areas constituted by their present boundaries..."

"7) ...each chapter may pass by-laws governing its operations and respecting the conduct of their affairs..."

**ARTICLE 1 - Name**

1. The Chapter shall be known as HAMILTON-BURLINGTON.
2. The Chapter shall operate in accordance with this by-law and the Terms of Reference for Chapters - roles and responsibilities as passed by Council at Council Meeting #423 dated June 17-18, 2004.

1. A copy of this by-law shall be filed with the Chapter Office at PEO.

**ARTICLE 2 – Essential Purpose**

The essential purpose of chapters is as a vehicle for involving Engineering Interns and licensed members in the promotion and evolution of a self-regulated engineering profession with specific emphasis on:

* 1. Presence
  2. Communication
  3. Grassroots Participation
  4. Recognition
  5. Governance

*Note 1: For full details of the Essential Purpose of Chapters, please refer to the most recent version of the Chapter Policy on Essential Purpose of a Chapter.*

*Note 2: To support the Essential Chapter Purposes, the PEO Hamilton-Burlington Chapter has* ***Chapter Policies.*** *For full details please refer to the most recent version of the Hamilton-Burlington* ***Chapter Policies****.*

**ARTICLE 3 – Membership**

1. Members of PEO residing within the Chapter boundaries (with home address registered with PEO) shall be members of the assigned Chapter. This selection is called their native chapter.

2. Engineering Interns (EIT), as defined in Regulations, who reside within the Chapter boundaries (with home address registered with PEO) shall be members of the assigned Chapter. This selection is called their native chapter.

3. Members of PEO (not EITs) who are residing outside the Chapter boundaries, but have selected the Hamilton-Burlington Chapter as their alternate chapter, shall forego membership of their native chapter and only be members of the alternate Chapter.

4. Members of PEO and EITs can only be members of ONE Chapter at any one time.

**ARTICLE 4 – Chapter Management**

1. The governing board of the chapter, known as the Board, is made up of officers and chapter executives. The officers shall be Chair, Vice-Chair, Secretary, and Treasurer. The immediate Past-Chair shall be an officer ex-officio. All other members of the Board are called chapter executives.
2. The Board shall not be less than five members and not more than twenty.   
   Quorum for a Chapter Board Meeting shall be:   
   a) a simple majority of the Chapter Board; and   
   b) a simple majority of the signing officer positions; and   
   c) at least half of all members present must be P.Eng.
3. Board members must be members of this chapter and in good standing with PEO.
4. A majority of the members in officer positions and a majority of the members in executive positions must reside within the geographic boundary of the chapter.
5. Engineers-in-Training Chapter members shall have all the privileges of members, except that they may not hold the Officer positions of Chair, Vice Chair, Treasurer, Past Chair, or any position with signing authority over Chapter monies.
6. A Chapter Nominating Committee shall comprise of three members of the chapter:
   1. All members of the Chapter Nominating Committee must NOT be part of the current slate of candidates.
   2. All members of the Chapter Nominating Committee shall be appointed by the current Board.
7. A call for election notice shall be sent to all chapter members, requesting nominations for the slate of candidates for the Board, two weeks prior to the Chapter Annual General Meeting (Chapter AGM).
   1. The slate of candidate nominations shall be received and verified by the Chapter Nominating Committee.
8. All valid nominations must bear the signatures of two nominators who are eligible to vote at the Chapter AGM and the nominee must accept the nomination. Electronic signatures and acceptances are permitted.
9. A slate of candidates shall be proposed by the Chapter Nominating Committee for presentation at the Chapter AGM.
   1. Nominations will close one week prior to the AGM at the time and date announced by the Chapter Nominating Committee.
   2. Chapter Nominating Committee is obligated to accept nominations from the floor of the AGM.
   3. Each floor nomination must be moved and seconded by two nominators who are eligible to vote at the chapter AGM and the nominee must accept the nomination. Electronic acceptances are permitted.
10. The Officers of the Chapter shall be elected in accordance with established Chapter Policy, on an annual basis, or at such other times as approved by Chapter motion at a General Meeting.
11. The Chair must have served at least one year on the Board or other committee of Council during the previous five years to qualify to be the Chair.
12. Should any Officer position become vacant between elections, the Chair, with advice from the Board, is empowered to appoint an eligible successor for the balance of the term of the Board.
13. Should additional Board members be required at any time due to either resignation or insufficient numbers of individuals elected at the AGM, the Chair, with advice from the Board, is empowered to appoint such additional members as may be required for the balance of the term of the Board.
    1. Should appointments of additional Board members fail to meet the quorum requirements for the Chapter Board meeting (Article 4, sub section 2), the Regional Councillors Committee shall step in to appoint such additional members as may be required for the balance of the term of the Chapter Board.
14. The Chapter Election Officer shall be a P.Eng. member of PEO in good standing with PEO. The Chapter Election Officer shall be appointed by the current Board or via an approved motion at the Chapter AGM.
    1. With the assistance of two Chapter Election Scrutineers, the Chapter Election Officer shall conduct the election for the Chapter in accordance with established Chapter Policies and processes.
    2. The Chapter Election Officer must NOT be part of the current slate of candidates and may be a member of another Chapter.
15. Two Chapter Election Scrutineers are required for a Chapter Election. Both Scrutineers shall be P.Eng. or EIT members of PEO in good standing. The Chapter Election Scrutineers shall be appointed by the current Board or via an approved motion at the Chapter AGM
    1. Chapter Election Scrutineers shall assist the Chapter Election Officer to conduct the election for the Chapter in accordance with established Chapter Policies and processes.
    2. The role of the Scrutineers shall be to make sure the election process is followed and to prevent the occurrence of corruption or genuine mistakes.
    3. The Chapter Election Scrutineers must NOT be part of the current slate of candidates and they cannot be a member of another Chapter.

**ARTICLE 5 - Meeting**

1. A minimum of four Board meetings and one General Meeting (AGM) shall be held each year. The first Board meeting shall be immediately following the AGM. The Board shall set the dates of the Board meetings. The AGM shall be held in the first quarter of the year.

2. Extraordinary General Meetings may be called by the Chair of the Chapter, as deemed necessary.

3. Upon the written petition of 20 members of the Chapter to the Chapter Secretary, Extraordinary General Meetings shall be convened.

4. Notice of Board meetings shall be sent to all Board members not less than seven days before the meeting is to take place.

**ARTICLE 6 - Expenditures**

1. The fiscal year of the Chapter shall be the calendar year.
2. All expenditures on behalf of the Chapter shall be approved by the Board.
3. The Treasurer shall be responsible for the financial accounting of the Chapter affairs.
4. All accounts shall be paid by cheque or suitable electronic method. The bank account of the Chapter shall require two signatures, signed by the Treasurer and any one of the other Signing Officers (Chair or Vice-Chair).

**ARTICLE 7 – Examiner**

1. An examiner, who can either be a member of the Chapter but not a member of the current Board, or an individual bearing a valid Chartered Professional Accountant (CPA) designation, shall be appointed by the Chapter Board to act as an examiner for ensuring the previous 12 months financial statement is free from material error. The appointment shall stand until his/her successor is appointed by the Chapter Board.
2. The books shall be closed and audited annually, at least one week prior to the AGM. The audited financial statement and the summary of completed activities shall be presented to the membership at the Chapter AGM.
3. A copy of the examiner signed Financial Report shall be submitted to the Chapter Manager of PEO and the Senior Regional Councillor within a month after the Chapter AGM, or the end of the first quarter, whichever comes first.

**ARTICLE 8 – Report**

1. The Board shall submit their chapter annual activity report by January 31st of each year, to the Chapter Office at PEO and the Senior Regional Councillor concerning the activities of the Chapter for the preceding fiscal year. The chapter annual activity report is completed by filling in the activity report tab on the business plan spreadsheet.

2. The Board shall prepare annual business plans which include planned activities for the coming year and financial assistance required to conduct the local affairs of the Chapter. Chapter business plans shall be completed and submitted in a time as specified by the Regional Councillors Committeefor inclusion within the annual PEO budget process.

**ARTICLE 9 – Compliance with Legislation**

1. The Chapter is governed by the same legislation which applies to PEO as a Not-for-profit Corporation.
2. The Chapter is required to comply with Personal Information Protection and Electronic Documents Act (PIPEDA) and more specifically follow the established PEO Privacy Policy.
3. The Chapter is required to comply with Canadian Anti-Spam Legislation (CASL) or similar legislations.

**ARTICLE 10 – Amendments**

1. This by-law may be amended by a two-thirds majority vote of the Chapter Board at any Chapter Board meeting, provided that the notice of the proposed amendment has been included with the notice calling the meeting, is sent to all current Chapter members. Notices for this purpose must be postmarked or electronically sent at least ten days in advance of the meeting.
2. Any amendments to the by-law are subject to a first review by the Regional Councillors Committee. Amendments to the by-Law, when passed by the Regional Councillors Committee, shall require the ratification of PEO Council.
3. The Chapter may pass additional by-laws, again, subject to approval by the Regional Councillors Committee and ratified by PEO Council, for the governance of its members and all other purposes as may be deemed necessary for the management of the Chapter and conduct of its business. Such additional by-laws shall be outlined as appendixes to this by-law. Such by-law amendment shall not take effect until such time as it has been approved by a resolution of PEO Council.

**Chapter Policies**

Chapter policies are subject to change by the Board at any time.

Chapter By-Law Article 2 – Essential Purpose.

*Note 2: To support the Essential Chapter Purposes, the PEO Hamilton-Burlington Chapter has* ***Chapter Policies.*** *For full details please refer to the most recent version of the Hamilton-Burlington* ***Chapter Policies****.*

There are five Chapter Policies.

**Policy 1 – Supplement to the By-Law**

This policy enhances the By-Law by outlining procedures and operations useful to the membership in understanding, interpreting and implementing the Articles in the By-Law.

**Policy 2 – Chapter Overview**

This policy outlines the Chapter Mandate/Essential Purposes of the Chapter, as well as “The FACE of the Chapter” which is a frame of reference for Chapter activities and volunteering commitments. It includes – Needs, Why, Who, What, Where, Purpose, and How considerations.

**Policy 3 – Cornerstone Aims and Functions to support the Chapter Purposes**

This policy provides an organizational framework for five identified areas of Chapter activities. Cornerstone Aims and Functions:

1. Official Activities

2. Communications

3. Education and Professional Development

4. Social Events

5. Special Projects & Committees

Members have opportunities throughout the year to develop, organize, plan and run a wide variety of events and activities that are consistent with the Chapter Mandate. Participation in all events and activities is encouraged.

**Policy 4 – Objectives to achieve the Cornerstone Aims and Functions**This policy specifies the basic objectives to be considered in all Chapter activities:  
**1. Information**

Provide timely, current information to license holders (members).

**2. Communication**

Provide communication links between the membership and PEO Council.

**3. Development**

Enhance the professional development, competency and social responsibility of engineers.

**4. Participation**

Promote participation of license holders in PEO and Chapter activities.

**5. Awareness**

Promote public awareness of the engineer with other professional, technical, educational and community organizations.

**6. Camaraderie**

Promote a spirit of camaraderie amongst the members of the Chapter

**Policy 5 – Volunteer Guidelines**

This policy provides a useful resource for volunteers as they engage in activities on behalf of the Chapter and PEO. Members, as well as community representatives, contribute their time, talent and energy, and they deserve guidance and support from the Chapter.