**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.*

**Contents**

1. Professional Engineers Ontario (PEO)

PEO’s Core Values

The Purposes of PEO Chapters

2. Hamilton-Burlington Chapter

Chapter Boundaries

Chapter By-law

Chapter Policies

Policy 1 – Supplement to the By-law

Policy 2 – Chapter Overview

Policy 3 – Cornerstone Aims and Functions to support Chapter Purposes

Policy 4 – Objectives to achieve the Cornerstone Aims & Functions

Policy 5 – Volunteer Guidelines

Part A – for Chapter Volunteers

Part B – for Board reference and use

3. References & Links

**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.

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.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**Policy 2 – Chapter Overview**

This policy outlines the Chapter Mandate/Essential Purposes, 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.

**Chapter Mandate/Essential Purposes**

**Presence:**

Enhance public awareness for the engineering profession in the local community.

**Events** (seminars/ workshops, National Engineering Month, Science fairs, EIT, debates, etc.); Educational outreach (primary, secondary, & post-secondary schools); Chapter scholarships; Certificate presentations; Community (public) outreach; Mentorship; Public communications, Chapter Government Liaison Program; etc.

**Communication:**

Facilitate two-way communication with the license holders and PEO Council.

**Events** (regulatory, seminars/ workshops, EIT, debates, tours, etc.); Certificate presentations; Chapter meetings; Chapter AGM; Chapter communications; Regional Congresses; Subcommittees; Chapter Government Liaison Program; etc.

**Grassroots Participation:**

Promote participation of license holders in Chapter and other PEO activities. Encourage license holders to take an interest and participate in PEO Governance (i.e. voting in PEO elections, conversations, coming out to town hall meetings, asking questions, etc.)

**Events** (regulatory, social, sporting, seminars/ workshops, National Engineering Month, Science fairs, EIT, debates, etc.); Certificate presentations; Chapter meetings; Chapter AGM; Chapter communications; Mentorship; Regional Congresses; Subcommittees; Chapter Government Liaison Program; PEO Events; Education outreach; etc.

**Recognition:**

Recognition of individuals for their support of the profession.

**Service** pins, FEC, Order of Honour Service Awards, etc.

Recognition of firms for their support of our chapter and of the profession.

**Appreciation** Plaques, Certificates, Awards, Gifts Presentation, etc.

Recognition of chapters for exceptional leadership and programming.

**Recognition** certificate, etc.

**Governance:**

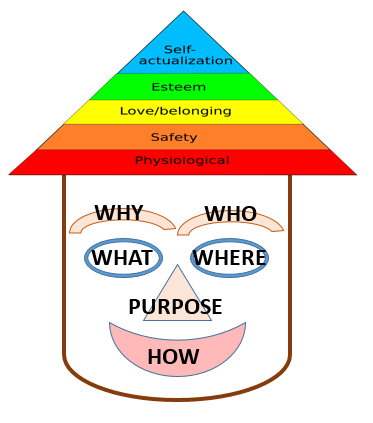
Encourage professional engineers to participate in regulatory roles at PEO.

**PEO events** (Annual General Meeting; Regional Congresses Conferences;  
Debates; Seminars/workshops; Subcommittees; etc.)

**The FACE of the Chapter**

In 2015 the Board created an image of a ***FACE of the Chapter*** that we could use as a reference for our activities and volunteering commitments.

We hope this will be useful to all Chapter members and volunteers.



Maslow outlined a **hierarchy of needs** whereby people are **motivated** to reach the highest level called self-actualization. We chose this at the ‘hat’ we wear.

**Why**

What motivates an engineer, any individual, a company, a group, an industry or organization to become motivated as a Chapter volunteer?

What hat are you wearing?

**Who & Where**

Who and in which circumstances bring common and special talents and time? Physically or virtually.

Locally or globally. Individually or collectively.

**What**

What are the outcomes when we work together?

We have opportunities to impact lives, achieve goals, add value, help others, do the ‘right’ thing, make things better, and, make difference.

**Purpose**

Our reasons for doing things should pass the ‘[sniff test’](http://www.ccic.ca/resources/archives_coe_ethical_decision_making_basics_e.php). We should be accountable.

We need to understand the Why, Who, Where and What, before we establish our directions and goals.

**How**

There are parameters on how we move forward – such as laws and regulations, ethics, by-laws, mandates, budgets, structures and restrictions.

We will achieve Chapter goals through effective relationships with members and our community, utilizing resources, knowledge, skills, experience, connections, creativity, methods and time.