**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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**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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Updated Jan 31, 2016 | | | | | | |
| **Cornerstone Aims and Functions *to support the Chapter Purposes*** | | | | | | |
| **1. Official Activities** | | | | | |  |
|  | **1.1** |  | **Governance** | | |  |
|  |  |  |  | **1.1.1** | **Legal (Consistent with current PEO policies)** | |
| **A** |  |  |  |  |  | Mandate & Purpose (Face of HBPEO) |
| **A** |  |  |  |  |  | By-Laws |
| **A** |  |  |  |  |  | Chapter Policy |
| **A** |  |  |  |  |  | Approvals and Contracts |
| **B** |  |  |  |  |  | Transparency |
|  |  |  |  |  |  | Legal issues |
| **B** |  |  |  | **1.1.2** | **Strategic Plan (3 a)** | including 'fundraising' events |
|  |  |  |  |  | **Annual Calendar** |  |
|  |  |  |  | **1.1.3** | **General Meetings** |  |
| **B** |  |  |  |  |  | Annual General Meeting |
| **B** |  |  |  |  |  | Board Nominations and Elections |
| **B** |  |  |  |  |  | Extra-ordinary General Meetings |
|  |  |  |  | **1.1.4** | **Volunteer Management (Records Management)** | |
| **A** |  |  |  |  |  | Chapter member demographics |
| **A** |  |  |  |  |  | Volunteer Guide, Privacy Policy, Photo Policy |
|  |  |  |  |  |  | Committee Guide |
|  |  |  |  |  |  | Police Checks |
| **A** |  |  |  | **1.1.5** | **Cornerstone Aims & Functions** | |
|  | **1.2** |  | **Finance** | |  |  |
| **A** |  |  |  | **1.2.1** | **Accounting** |  |
| **A** |  |  |  |  |  | Budgets |
| **A** |  |  |  |  |  | Banking |
| **B** |  |  |  |  |  | Auditor |
|  |  |  |  | **1.2.2** | **Planning and Reporting (3 year plan)** | |
|  | **1.3** |  | **Ceremonies and Awards** | | |  |
| **A** |  |  |  | **1.3.1** | **Certificate Presentation Ceremonies** | |
| **A** |  |  |  |  | October |  |
| **B** |  |  |  |  | May |  |
| **A** |  |  |  | **1.3.2** | **Recognition and Awards - see 1.6.6** | |
|  |  |  |  |  |  | Engineering awards (TBD) |
| **A** |  |  |  |  |  | Volunteer Appreciation Luncheon (August BBQ) |
|  | **1.4** |  | **Board** | |  |  |
| **A** |  |  |  | **1.4.1** | **Meetings (format, venue, planning, expectations)** | |
|  |  |  |  |  |  | Venue - Holiday Inn, etc., |
| **A** |  |  |  |  |  | Typical Meeting Outline |
| **A** |  |  |  |  |  | Rules of Order (Nathan's Company Meetings) |
| **A** |  |  |  |  |  | Members always welcome, w/notice required |
| **A** |  |  |  |  |  | Direct billing with Holiday Inn, Burlington |
| **A** |  |  |  | **1.4.2** | **Schedules for Board** | |
| **A** |  |  |  | **1.4.3** | **Board Retreat (see 1.0) set objectives, format, time, etc.** | |
| **B** |  |  |  | **1.4.4** | **Board dinner** |  |
|  | **1.5** |  | **Community Initiatives** | | |  |
|  |  |  |  | **1.5.1** | **Participate in Functions and Meetings organized & run by others** | |
|  |  |  |  | **1.5.2** | **Participate in Community Events (laying wreath, panels, charities)** | |
|  | **1.6** |  | **PEO Events** | | |  |
| **A** |  |  |  | **1.6.1** | **AGM usually in April** | |
| **A** |  |  |  | **1.6.2** | **Vol Leaders Conf usually at AGM** | |
| **A** |  |  |  | **1.6.3** | **OPEA usually in Nov** | |
| **A** |  |  |  | **1.6.4** | **Financial Bus Plan usually at end of Jun** | |
| **A** |  |  |  | **1.6.5** | **Financial Mid-year usually at end of Jun** | |
| **A** |  |  |  | **1.6.6** | **Awards usually in Feb and Oct** | |
| **A** |  |  |  |  | Volunteer Recognition for HB Chapter - see 1.3 | |
| **A** |  |  |  | **1.6.7** | **West R Conf usually in Jun, Feb and Sep** | |
| **B** |  |  |  | **1.6.8** | **GLP Academy - ongoing NE** | |
| **A** |  |  |  | **1.6.9** | **Activity Report usually in Feb, Jun, Sep** | |
|  |  |  |  |  |  |  |
| **2. Communications** | | | | | |  |
|  | **2.1** |  | **Correspondence** | | |  |
|  |  |  |  | General | |  |
| **A** |  |  |  |  | Generic 'Message' letters, emails, forms, etc. | |
|  |  |  |  | Board |  |  |
| **A** |  |  |  |  | Posting Agenda and Minutes to web site | |
|  |  |  |  |  | Sending Minutes to PEO | |
| **A** |  |  |  | Chapter | |  |
| **B** |  |  |  | Committees | |  |
| **A** |  |  |  | Members | |  |
| **B** |  |  |  | New Members | | keeping in touch; see 3.1.4 for programs |
| **A** |  |  |  | Records | |  |
| **A** |  |  |  | Reports | |  |
| **B** |  |  |  |  | Create and maintain Annual Calendar | |
|  |  |  |  | Surveys | |  |
|  | **2.2** |  | **Media** | |  |  |
| **A** |  |  |  | **2.2.1** | **News (articles, reports, interest, details)** | |
| **A** |  |  |  | **2.2.2** | **Web site** |  |
| **A** |  |  |  |  |  | Cornerstone Functions - updates |
|  |  |  |  |  |  | Webmaster - contract |
|  |  |  |  |  |  | Web Care Package - maintenance |
|  |  |  |  |  |  | Tools (Surveys, data base, continuity, contacts) |
|  |  |  |  |  |  | On-line presentations, learning |
| **A** |  |  |  | **2.2.3** | **Social Media (Facebook, Twitter, more)** | |
| **B** |  |  |  | **2.2.4** | **Photography** |  |
|  | **2.3** |  | **External Relations** | | |  |
|  |  |  |  | Identity, Branding | |  |
|  |  |  |  |  | Brochures - on-line? | |
| **A** |  |  |  | Promotion - more than material items (TBD by Board) | | |
|  |  |  |  |  | Banners, Nametags, | |
| **A** |  |  |  | Links on web site | |  |
|  |  |  |  | Business Cards | |  |
|  |  |  |  | Promotional Video | |  |
| **3. Education/Professional Development** | | | | | |  |
|  | **3.1** |  | **Training** | | |  |
| **A** |  |  |  | **3.1.1** | **Licensure Assistance Program** | |
| **A** |  |  |  | **3.1.2** | **Engineers-in-Training Program** | |
| **A** |  |  |  | **3.1.3** | **PASSPORT to PENG** | |
| **B** |  |  |  | **3.1.4** | **New Member Program - organizing, running and engaging for 2.1** | |
| **B** |  |  |  | **3.1.4** | **Gain, Train, Maintain Program for Chapter Volunteers** | |
|  |  |  |  |  |  | See 1.1.4 Volunteer Management |
| **B** |  |  |  |  |  | Volunteer Information & Training Day |
|  | **3.2** |  | **Outreach** | | |  |
|  |  |  |  | **3.2.1** | **Education** |  |
|  |  |  |  |  |  | Schools |
| **A** |  |  |  |  |  | Fairs, Competitions, Contests (e.g. Pythons' Pit) |
| **A** |  |  |  |  |  | Bay Area Science & Engineering Fair (BASEF) |
| **A** |  |  |  |  |  | Industry Education Council, Hamilton (IEC) |
| **A** |  |  |  |  |  | Halton Industry Education Council (HIEC) |
| **B** |  |  |  |  |  | National Engineering Month (NEM) |
|  |  |  |  | **3.2.2** | **Universities (McMaster)** |  |
| **A** |  |  |  |  |  | Engineering, Continuing Education, Research, Events, Innovations, Competitions |
|  |  |  |  | **3.2.3** | **Chapter Initiatives for the Community** | |
|  |  |  |  |  |  | Business, Industry, Governments |
|  |  |  |  |  |  | Events |
|  |  |  |  |  |  | Related Activities |
|  | **3.3** |  | **Professional Development** | | |  |
|  |  |  |  | **3.3.1** | **Tours (industry, education, government, community)** | |
| **A** |  |  |  |  |  | Thordon Bearings Tour |
| **A** |  |  |  |  | Guests, Seminars, Panels | |
|  |  |  |  |  | Courses, Symposium | |
|  | **3.4** |  | **Advisory** | | |  |
|  |  |  |  | **3.4.1** | **Member Advisory Committee** | |
| **A** |  |  |  | **3.4.2** | **Past Board Advisory Committee** | |
|  |  |  |  | **3.4.3** | **Resources Team** |  |
|  |  |  |  |  |  |  |
| **4. Social Events** | | | | | |  |
|  |  |  | To provide Work/Life Balance | | | |
|  | **4.1** |  | **Annual** | |  |  |
|  |  |  |  | **4.1.1** | **Annual Social Events** |  |
| **A** |  |  |  |  |  | Golf Tournament & Long Drive |
|  |  |  |  |  | RECONSIDER | Fall Luncheon - Engineering Partnerships |
|  |  |  |  |  | RECONSIDER | Winter Gala - Engineering Month (Awards) |
| **B** |  |  |  |  |  | Curling |
| **A** |  |  |  |  |  | Seasonal Family Breakfast (December) |
| **B** |  |  |  |  |  | Seasonal Family BBQ (Summer) |
|  |  |  |  |  |  | Family activities, hikes, opportunities |
|  |  |  |  |  |  |  |
|  | **4.2** |  | **Special** | |  | **L** |
|  |  |  |  | **4.2.1** | **Special Social Events** |  |
|  |  |  |  |  |  | Winery Tour |
|  |  |  |  |  |  | Family Hike - seasonal |
|  |  |  |  |  |  | Family tour of Steam & Tech Museum |
|  |  |  |  |  |  | Pub nights |
|  |  |  |  |  |  | Tours, Trips, Events |
|  |  |  |  |  |  |  |
| **5. Special Projects & Committees** | | | | | |  |
|  | **5.1** |  | **Projects** | |  |  |
| **A** |  |  |  | **5.1.1** | **Activity 1** | **International Trained Engineer Internship** |
|  |  |  |  | **5.1.2** | **Activity 2** | **Path2PEng (future?)** |
|  |  |  |  |  |  |  |
|  | **5.2** |  | **Committees** | | |  |
|  |  |  |  |  |  |  |