**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 5 – Volunteer Guidelines (Part A – for Volunteers)**

*"The biggest benefit I get is the satisfaction of incorporating*

*service into our lives and making a*

*difference in our community and country.” RZ*

**Volunteer Guidelines**

Professional Engineers Ontario

Hamilton-Burlington Chapter **February 2016**

Amendments and updates to Policy 5 – Volunteer Guidelines may be made by the Board at any time. The web site version will be considered the current document in effect.
Please refer to the Chapter web site for examples of volunteer activities – a) the Event Calendar, b) photos of activities, and c) the complete list of events and activities in the Cornerstone pages.

All Committees, Activities, Events, Volunteers connect with the Board through one of the eight Board members. PEO and the Hamilton-Burlington Chapter has the right to reassign or terminate volunteers from their service at the discretion of the PEO Chapter and/or PEO.

**Volunteer Guidelines**

Members, as well as community representatives, contribute their time, talent and energy to the Hamilton-Burlington Chapter of PEO and many have done so for years. These individuals provide essential and valued service, and are the essence of the chapter and the association. Volunteers cite a variety of reasons for their contributions to Chapter management, events and/or activities:

ALTRUISM
 To ‘give back’ to the profession and community.
SKILLS
 To use existing strengths, skills and experience to work and socialize with others.
 To learn and develop new skills within a supportive community.
PROFESSIONAL
 To expand professional networks and to improve job opportunities
 SOCIAL
 To make and develop social contacts and to enjoy experiences with friends and new acquaintances with common aptitudes, interests and educational background.

*"I enjoy the experience of getting out and*

*meeting new people through volunteering.” RZ*

**1. About the Hamilton-Burlington Chapter**

Refer to the Chapter **By-Law and Policies** for details regarding:

**Professional Engineers Ontario**

 PEO’s Core Values

 The Purpose of PEO Chapters

**Hamilton-Burlington Chapter**

Mission of the Chapter

The FACE of the Chapter

Cornerstone Aims and Functions *to support the Chapter Purposes*

Objectives to achieve the Chapter Cornerstones

**Chapter Board**Chair, Vice Chair, Treasurer, Secretary, Past Chair, Executive, Executive, Executive

*“Volunteering for PEO Hamilton-Burlington Chapter could lead*

 *to various other opportunities to serve.” ST*

**2. Volunteer Overview**

**2.1 Registration**

PEO Volunteer Registration and Training requires that all Chapter volunteer registrants communicate with a member of the Chapter Board to discuss guidelines and expectations prior to beginning as a volunteer.

**Acknowledgement and Agreement**

Before volunteering begins, all Volunteers must have acknowledged receiving, have read and have agreed to abide by **Volunteer Guidelines.**

Continuing, and some new, volunteers may be exempted from the discussion with the Chapter Volunteer Coordinator provided they have acknowledged receiving, have read and have agreed to abide by the **Volunteer Guidelines.**

Some volunteer positions may require a Background or Police Check. The Volunteer is responsible to complete and file the required documents, if necessary.

*"Volunteering for PEO enhances both leadership training
and regulatory knowledge for members and EITs.” RZ*

**2.2 Basic Considerations
Prohibited Conduct**

Volunteers should be familiar with PEO requirements and responsibilities relating to Engineering Law and Ethics, as well as the Engineering Act and Regulations.

Volunteers should avoid any situation that may be, or be perceived to be, a conflict of interest, without declaring it, and referring to the Act and Regulations.

**Insurance**

Volunteers should consult with PEO to confirm insurance coverage for PEO approved activities.

**Assistance**

If you have questions, concerns, or just want to talk about your volunteer assignment (working with others; safety rules and procedures; reporting activities; if you need help, etc.), please talk with your Chapter Volunteer Coordinator, a Board member or your Committee Chair. Try to resolve problems as quickly as possible, in a professional manner.

**Operational Guidance**
Volunteers should have a contingency plan that includes contact information and alternate arrangements if timing, lateness, missing an appointment, rescheduling, weather, or other conditions create a problem.

**Expenses and reimbursement of expenses**

The Chapter should approve resources (money, time, space, equipment, and insurance) for volunteer programs. Approval should be obtained in advance.

Expenses for events and activities, as well as personal expense claims, should be approved before they are incurred. Check with a Board member for details. [PEO Expense Policy](http://peo.on.ca/index.php?ci_id=27435&la_id=1)

**Recognition**

The Chapter will make every effort to record volunteer activities so that suitable recognition can be made to those who volunteer. The Volunteer is responsible to assist with details and for maintaining a current record of volunteer activities.

*"I enjoy the experience of teamwork.*

 *The biggest benefit I get is improved skills for interacting with professionals.*

*Volunteering for PEO is an important growth opportunity for me,*

*and also,*

*I am able to help students and young engineers find their potential." DH*

**2.3 Expectations** **for Conduct and Behaviour**

Engineers in Ontario should know and follow the ideals presented in the Act and Regulations.

**PEO Act, Regulations and By-laws** can be found through the [PEO web site](http://www.peo.on.ca/index.php/ci_id/1812.htm).

 [Professional Misconduct](http://www.peo.on.ca/index.php/ci_id/2167/la_id/1.htm) (Section 72 of the Regulation - O. Reg. 941)

 Professional Engineers Ontario [Code of Ethics](http://www.peo.on.ca/index.php?ci_id=1815&la_id=1), Section 77 of the O. Reg. 941

 [PEO Privacy Policy](http://peo.on.ca/index.php/ci_id/22750/la_id/1.htm), March 27, 2015

**2.3.2 Safety**

Thinking and acting safely are paramount.

**2.3.2 Professionalism**

Although the job is voluntary, the commitment is professional.

Identify yourself and your colleagues.

Wear a name tag – print clearly with a large font.

Become familiar with your colleagues and environment.

Maintain an attitude of mutual respect and confidence.

Work as a team – let others know your plans and program.

Be flexible.

Volunteers plan, prepare, present, speak, discuss, organize, help, build, lift and carry, cleanup and **conduct** many other activities, in a variety of situations and **surroundings**. They act on behalf of PEO as they interact with peers and the community through these activities.

**2.3.3 Conduct**

**Attitude, Appearance, Speaking, Language**

Many first (and lasting) impressions are derived from how a person speaks, acts and looks.

A positive and constructive attitude is an easy way to participate.

Dress appropriately for the activity or event.

Speak thoughtfully and clearly using appropriate language. Remember to listen.

**Dependability**

Please be on time! Volunteers’ timeliness affects everyone else.

Others rely on the services performed by volunteers. If you are unable to volunteer on your scheduled day, please make every effort to find a substitute. If you cannot find a substitute, notify the organizers as soon as possible – with an alternate plan if possible.

**Confidentiality**

Volunteers must protect the right to privacy. Regardless of how a volunteer comes by private information and/or develops personal opinions, it is considered privileged and, must be kept personal and private. Never share knowledge and/or opinions about the professional competency of others in the community or with anyone who has no legitimate need to know.

**Respectful Behavior**

Volunteers are expected to exhibit behavior that is respectful and assumes equality toward members of the same and opposite sex, and all ethnic/racial and religious groups. Volunteers shall not make any comments that can be construed as racist, sexist, bigoted, etc. Volunteers shall respect cultural differences and attempt to broaden their knowledge and understanding of human relations. Be inclusive in your thoughts, words and actions.

Volunteers should avoid promoting any commercial products.

**Behaviour Management**

If dealing with children, youth and students, allow the organizers/teachers to maintain a respectful environment and to conduct discipline if necessary. If there are incidents of misbehavior, it is the organizer’s or teacher’s job to deal with them. As a volunteer, it is helpful to be specific about rules and expectations with students. Keep limits and boundaries in place. Consistently and calmly work with students, taking a neutral stance, restating rules and expectations, and offering reasonable choices.

**2.3.4 Surroundings**

**Facilities, Rooms, Office, Venue spaces, Equipment**

If you need help finding or using something, please ask someone in the facility.

Work and act safely – be a role model.

Be sure to clean up the space after you use it.

**Emergency Procedures**

If there is a fire or earthquake drill, lockdown or emergency exercise of any kind, please follow safe procedures and/or instructions of event hosts and organizers.

**If on a Field Trip with students and their teachers.**

Field trips can be especially challenging. Teachers recommend that volunteers:

• Act as an authority figure.

• Realize your first responsibility is to help, NOT socialize.

• Impart NO special favors.

• Abide and enforce the parameters set forth by the teacher.

**Coats/Purses**

As much as possible, leave valuables at home or locked in a suitable location. Purses should be kept close to you and within eyesight.

**Phones**

Please turn off cell phones or place on silent mode. Do not use cell phones in the venue.

**Driving, Alcohol, Smoking**

Field trip and car pool drivers will need to have the following:

• Seatbelts for every passenger

• Current registration

• Completed Driver Information Form

* Proof of insurance

Drivers should use safety measures and be aware that no consumption of alcohol should occur for at least six hours prior to driving. Do not use cell phones for texting or talking while driving. Obey the laws with regard to alcohol and smoking. Be respectful of others around you.

*“I enjoy the experience of working with colleagues*

*with the above objectives in mind.” ST*

There are always opportunities to make significant volunteer contributions in our Chapter through our Cornerstone Aims and Functions.