



PEO Etobicoke 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 Etobicoke.
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.
3. 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 engineers-in-training and licensed members in the promotion and evolution of a self regulated engineering profession with specific emphasis on:

- a. Presence
- b. Communication
- c. Grassroots Participation
- d. Recognition
- e. Governance

Note: 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.

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 the native chapter.
2. Engineering Intern (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 the native chapter.
3. Members of PEO and EIT who are residing outside the Chapter boundaries, but have selected the Chapter as their alternate chapter, shall forego their membership of native chapter and be members of the alternate Chapter.
4. Members of PEO and EIT can only be members of ONE Chapter at any one time. This selection of alternate chapter overrides the native chapter selection but it only affects chapter communications.

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 20. Quorum for Chapter Board Meeting shall be a) simple majority of the five officer positions (three out of five); and b) simple majority of the chapter executives (50% +1); and c) at least 50% of all members present must be P.Eng.
3. Board members of a chapter must be members of the chapter (native or elected to be via alternate chapter selection) and be a P.Eng. or EIT with PEO, current with their respective dues and payments with PEO. The number of EITs on the Board shall be no more than 50% of the size of the Board. Non P.Eng. or non EIT cannot be board members but are welcomed to volunteer for the chapter.
4. A majority of the officer positions of the Board and a majority of the executives must reside within the geographic boundary of the chapter.
5. Engineering Interns (EIT) can hold executive positions in the chapter board, become a subcommittee chair subject to chapter board approval, and serve as a chapter officer without signing authority and, as such, can only serve as an officer in the capacity of secretary. Engineering Interns (EIT) cannot have signing authority for the chapter. Engineering Interns (EIT) have full voting rights in the Chapter, ability to move and second motions in the Chapter, and nominate P.Eng. or EIT for chapter election.
6. A Chapter Nominating Committee shall comprise of three members of the chapter:
 - 6.1 All members of the Chapter Nominating Committee must NOT be part of the current slate of candidates.
 - 6.2 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).
 - 7.1 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.
9. A slate of candidates shall be proposed by the Chapter Nominating Committee for presentation at the Chapter AGM.
 - 9.1 Nominations will close one week prior to the AGM at the time and date announced by the chapter nominating committee.
 - 9.2 Unless your chapter motion prohibits, the Chapter Nominating Committee is obligated to accept nominations from the floor of the AGM.
 - 9.3 Each floor nomination must be moved and seconded by the two nominators who are eligible to vote at the chapter AGM and the nominee must accept the nomination.
10. The Board and 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.
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 Board is empowered to appoint a successor for the balance of the term of the Board.
13. Should additional Board members be required due to either resignation or insufficient numbers of individuals elected at the AGM, the current Board is empowered to appoint such additional members as may be required for the balance of the term of the Board.

- 13.1 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. Chapter Election Officer shall be a P.Eng. member of PEO in good standing (current with their respective dues and payments with PEO)
 - 14.1 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.
 - 14.2 The Chapter Election Officer must NOT be part of the current slate of candidates and can be a member of another Chapter.
 - 14.3 The Chapter Election Officer shall be appointed by the current Board or via an approved motion at the Chapter AGM.
15. Two Chapter Election Scrutineers are required for a Chapter Election. Both Scrutineers shall be a P.Eng. or EIT member of PEO in good standing (current with their respective dues and payments with PEO)
 - 15.1 Chapter Election Scrutineers shall assist the Chapter Election Officer to conduct the election for the Chapter in accordance with established Chapter Policies and processes.
 - 15.2 The role of the scrutineers shall be to make sure the election process is followed and double check the count if required.
 - 15.3 The Chapter Election Scrutineers must NOT be part of the current slate of candidates and they cannot be a member of another Chapter.
 - 15.4 The Chapter Election Scrutineers shall be appointed by the current Board or via an approved motion at the Chapter AGM.

ARTICLE 5 - Meeting

1. A minimum of four Board meetings a year shall be held at the discretion of the Board. One meeting shall be the AGM to be held in the first quarter of the year.
2. Extraordinary Chapter 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 Chapter 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. The bank account of the chapter shall require two signatures, signed by the Treasurer and any one of the officers (Chair, Vice-Chair, Past Chair or Secretary) provided he/she is a P.Eng.

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 their 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 Committee for 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 to all current Chapter members calling the meeting. 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.