



CHAPTER BYLAW - DRAFT TEMPLATE
(as approved at the Chapter AGM March 24, 2007)

GENERAL

Chapters of the association of Professional Engineers of Ontario (called PEO) are constituted and operate under the Professional Engineers Act, Chapter 20, 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 – Chapter Name

1. The Chapter shall be known as Simcoe-Muskoka Chapter hereinafter called “Chapter”.
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. (See Appendix No. 1)
3. A copy of this by-law shall be filed with the Chapter Manager of PEO.

ARTICLE 2 – Essential Purpose

1. The essential purpose of Chapters is Policy and Communications through the following initiatives:
 - a) Enhance a local presence for the engineering profession throughout Ontario.
 - b) Provide an introduction and training for professional engineers who want to participate in the statutory functions of the profession.
 - c) Provide timely and current information to license holders.
 - d) Provide an active communication link between the membership and Council with regards to:
 - i. Policy development
 - ii. Succession planning for PEO Leadership
 - iii. PEO and Chapter Budget planning
 - e) Provide a forum for the local discussion of professional and civic affairs.
 - f) Enhance the professional development, competency and social responsibility of professional engineers.
 - g) Serve as an information resource for professional engineers, the public and society.
 - h) Promote public awareness of the engineering profession in the local community.



- i) Provide local point of contact for the community to access information on the profession of Engineering.
- j) Promote participation of license holders in Chapter activities and PEO committees.
- k) Promote recognition of individuals or firms for their support of the profession.

ARTICLE 3 – Membership

1. Members of PEO residing within the Chapter boundaries shall be members of the Chapter.
2. Engineers in Training (E.I.T.s) as defined in Regulations who reside within the Chapter boundaries shall be extended all the privileges of chapter membership (formerly not entitled to vote or hold office)

ARTICLE 4 – Chapter Management

1. The governing board of the chapter, known as the Board, shall not be less than six members and not more than 12. A quorum shall be a simple majority of the five Officer positions and a simple majority of the Board.
2. The officers shall be Chair, Vice-Chair, Secretary, and Treasurer. The immediate Past-Chair shall also be an officer. All other members of the Board are called Executives.
3. Board members of a chapter must be in good standing with PEO.
4. A majority of the officer positions of the Board and a majority of the executives must reside within the defined boundary of the chapter.
5. Engineers-In-Training can hold executive positions.
6. A Nominating Committee comprised of one member of the current Board and one member at large shall be appointed by the current Board. A notice shall be sent to all members requesting nominations for the Board with names to be received by the Nominating Committee two weeks prior to the Annual General Meeting (AGM).
7. A slate of candidates shall be proposed by the nominating committee for presentation at the AGM.
8. The Board shall be elected at the AGM from the proposed slate of candidates.
9. The Executive shall meet within a month after the AGM to elect the officers from their members.



10. The Chair should normally have served at least one year on the Board or other committee of Council during the previous five years.
11. 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.
12. 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. Each appointed Officer shall stand in a specific Officer's position for a maximum of 2 consecutive years. The Executive member may accept an alternate Officer's position when appointed at any time.
14. If an Executive Board member does not participate for 3 successive meetings, the Board may decide to replace them temporarily (through a majority vote) for the remainder of their term.

ARTICLE 5 – Meetings

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 15 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 two 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 exceeding an amount approved by the Board at the start of the fiscal year shall require separate approval 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, signed by the Treasurer and one other Officer.



ARTICLE 7 – Auditors

1. An auditor, who is either a member of the Chapter (but not a member of the Board), or a registered Chartered Accountant, shall be appointed at the AGM to act for the ensuing twelve months or until their successors are appointed.
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 auditor's report shall be submitted to the Chapter Manager of PEO and the Senior Regional Councillor within a month after the AGM.

ARTICLE 8 – Reports

1. The Board shall submit an annual report by January 31st of each year to the Chapter Manager of PEO and the Senior Regional Councillor concerning the activities of the Chapter for the preceding fiscal year.
2. The Board shall prepare annual business plans which include planned activities for the coming year and the financial assistance required to conduct the local affairs of the Chapter. Such plan shall be completed and submitted in sufficient time for inclusion within the annual PEO budget process each year for the upcoming calendar year.

ARTICLE 9 – Privacy

1. The Chapter is required to follow the established PEO Privacy Policy.

ARTICLE 10 – Amendments

1. The Chapter may pass by-laws, subject to approval by the Council of PEO, for the government of its members and all other purposes as may be deemed necessary for the management of the Chapter and conduct of its business.
2. This by-law may be amended by a *two-thirds* majority vote of the Board at any Board meeting provided that the notice of the proposed amendment has been included with the notice calling the meeting. Notices for this purpose must be postmarked or electronically sent at least ten days in advance of the meeting.
3. Amendments are subject to ratification by the majority of the Chapter members attending the next AGM, provided that the notice of the proposed amendment has been included with the notice calling the AGM. Notices for this purpose must be postmarked or electronically sent at least ten days in advance of the meeting. Amendments, when passed, shall require the approval of PEO Council.



APPENDIX NO. 1

Reference: Article 1.2

Attached are the following excerpts from the minutes of PEO Council Meeting #423:

Pages 1 and 2: List of Attendees and Call to Order

Pages 24 and 25: Minute No. 10061 (Recognition of Chapters)