



By-Laws

Mississauga Chapter of Professional Engineers Ontario

(As amended on February 5, 2010)

GENERAL

Chapters of the Association of Professional Engineers of Ontario (called PEO) are constituted and operate under the Professional Engineers Act, Chapter 13, Statutes of Ontario 1984, 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 Mississauga Chapter of PEO 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.
3. A copy of this by-law shall be filed with the Chapter Manager of PEO.

ARTICLE 2 – Essential Purpose

The essential purpose of Chapters is Policy and Communications through the following initiatives:

- (a) Enhance a local presence for the engineering profession through 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 regard to i) policy development ii) succession planning for PEO Leadership and 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 (EIT's) as defined in Regulations who reside within the Chapter boundaries shall be extended all the privileges of chapter membership.

ARTICLE 4 – Chapter Management

1. The governing board of the chapter, known as the Board, shall not be less than 5 members or more than 17 members. A quorum shall consist of 5 members of the Board with at least 2 of the members being officers.
2. 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 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 geographic boundary of the chapter.
5. Engineers-In-Training can be a Board member and hold the position of Secretary, but cannot have signing authority for the Chapter.
6. The current Board shall appoint a Nominating Committee comprised of one member of the current Board and two members-at-large. 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). Nominations must bear the signature of two nominators who are eligible to vote at the AGM, and the nominee accepting the nomination. They do not need to attend the AGM.
7. The nominating committee for presentation at the AGM shall propose a slate of candidates for the Board.
8. The Board shall be elected at the AGM from the proposed slate of candidates.



9. The Board from among its members shall elect its officers at the first executive meeting following the AGM.
10. The Chair should normally have served at least two (2) years on the Board or other committee of Council during the previous five years.
11. The Chair may only serve maximum of two (2) consecutive years. And can be re-elected after at least one year has lapsed since his or her previous mandate.
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. The Chair of the Board shall recommend the potential successor.
13. If the Chair position becomes vacant, the Vice-Chair fills the position for the balance of the term of the Board.
14. Should additional 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.
15. The Board may appoint other Committees as it considers desirable to assist the Board in chapter affairs.

ARTICLE 5 – Meeting

1. A minimum of four Board meetings a year shall be held at the discretion of the Board. Any adjustment to a scheduled meeting day should be at the Chair's discretion. 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.
5. Meetings should be conducted in accordance with Weinberg's Rules of Order.
6. The Chair presides over all chapter meetings. In absence of the Chair, the Vice-Chair presides over the meeting.

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. In the case of urgency Chair of the chapter may authorize payments up to \$500.00. The payment must be ratified by the Board at the first meeting after the payment was made.

3. The Treasurer shall be responsible for the financial accounting of the Chapter affairs.
4. All accounts shall be paid by cheque, signed by two of the following Board Officers: the Chair, Vice-Chair, and Treasurer.

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 his/her successor is 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 auditors' report shall be submitted to the Chapter Manager of PEO and the Senior Regional Councilor within a month after the AGM.

ARTICLE 8 – Report

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 a business plan which includes planned activities for the coming year and 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, by June 30th of each year for the upcoming calendar year.

ARTICLE 9 – Privacy

The Chapter shall follow the current PEO Privacy Policy.

ARTICLE 10 – Awards

The Board may recognize and/ or award member for exceptional service provided to the Chapter.

ARTICLE 11 – Publicity

All Information, resolutions (like Chapter brochure) released to the public must be approved by the Board before they are made public.

ARTICLE 12 – 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.