

# Chapter Frequently Asked Questions (FAQ)

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## Section 1: Chapter Membership

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### Chapter Membership for Professional Engineers (P.Eng.) and Engineering Interns (EIT)

Members of the association are known as professional engineers. They can have the title P.Eng. after their names. Please note the correct use of the title: there are no additional spaces between “P.” and “Eng”. There should be periods after both “P” and “Eng”. If there are other titles that follow, there should be no spaces after the “Eng.” and the comma that follows. It should read “P.Eng., XXXX” where XXXX is another title.

Engineering interns or EITs are people who are in the process of fulfilling the requirements to become professional engineers and have registered to participate in the engineering intern training program. Please refer to section 20.1 of the *Professional Engineers Act* (linked from the PEO website under About PEO) for the requirements to become an engineering intern. Limitations around the use of the title “engineering intern” or “EIT” are given in section 40(3.2) of the Act. Please note the correct use of the title: there are no periods and spaces with “EIT”. EIT is the designation for someone who is an engineering intern. The old title “engineer-in-training” is no longer in use.

Per PEO By-Law No.1, Section 2, “*members of the association whose residence address are within a chapter area shall be members of that chapter*”. Thus chapter membership is automatically assigned according to the home address (primarily the first three alpha numeric of the postal code) of a professional engineer (P.Eng.). Section 5 permits similar assignment to a chapter for an engineering intern (EIT). This is known as the “**Default Chapter**” selection.

It is possible for a professional engineer to belong to another chapter other than his or her default chapter by selecting an “**Alternate Chapter**” on their member’s login on the PEO website. This selection is available only to professional engineers as per Section 5 of By Law No. 1.

### Chapter Membership for Holders of Other Licences

Only members of the association and engineering interns have been extended the privileges of chapter membership. Holders of a **temporary licence**, a **provisional licence**, or a **limited licence** are not members of the association (*Professional Engineers Act*, 18(5)). Some provisional licence holders may also be engineering interns, however, so would be assigned to a chapter.

#	Question	Answer
1.1	Can a professional engineer select which chapter to be affiliated with, regardless of where they reside?	Yes.
1.2	Can an engineering intern select which chapter to be affiliated with, regardless of where they reside?	No.
1.3	If a professional engineer selects an alternate chapter, do they forego their membership of the default chapter?	Yes. However, their default chapter will still be the chapter that determines the region in which the professional engineer is eligible to vote in PEO Council elections.
1.4	Can a professional engineer or engineering intern be a member of more than one chapter at any one time?	No. All professional engineers and engineering interns are automatically assigned to a default chapter; if a professional engineer selects to be a member of an alternate chapter, they automatically cease being a member of their default chapter, except for the purposes of determining the region in which they are eligible to vote in PEO Council elections.
1.5	Can a professional engineer who is living out of the province or out of the country, but in the vicinity of a chapter (i.e. just across the border), be affiliated with that chapter?	Yes. The professional engineer, by virtue of the home address, is considered to be out-of-province for the purposes of eligibility to vote for a Regional Councillor in PEO Council elections. However, the professional engineer can select to be part of the chapter in their vicinity by virtue of an alternate chapter selection.
1.6	Can an engineering intern who is living out of the province or out of the country, but in the vicinity of a chapter, be affiliated with that chapter?	No. Engineering interns do not have the ability to select alternative chapter.
1.7	Does an engineering intern get assigned by default to a chapter to be affiliated with, just like a professional engineer?	Yes.

1.8	If the alternate chapter is in a different region than the default chapter, does the selection change the region in which the professional engineer is eligible to vote in terms of PEO Council Elections?	No. Voting in PEO Council Elections is governed by the Professional Engineers Act and Regulation 941 and it states that the home address determines the region in which one votes, rather than any chapter selection.  Note: Engineering interns do not vote in PEO Council elections, as they are not yet members of the association.
1.9	Can a professional engineer vote in their alternate chapter's chapter board election?	Yes. Voting in chapter board elections is governed by whatever chapter affiliation the professional engineer has selected. By selecting an alternate chapter, a professional engineer has opted to be a member of that chapter.  Note: Engineering interns can vote in their chapters' chapter board elections.

## Section 2: Chapter Communications (Newsletters and email blasts)

Professional engineers and engineering interns automatically receive communications from the chapter they belong to. If they have selected an alternate chapter, they will receive communications from that chapter; Otherwise, they will automatically receive communications from their default chapter.

#	Question	Answer
2.1	Will professional engineers and engineering interns automatically receive communications from their default chapters?	Yes.
2.2	Can professional engineers receive communications from other than their default chapters?	Yes. There are two ways: 1. If they have selected to be a member of an alternate chapter, they will automatically receive communications from that chapter (in this case they will not automatically receive communications from their default chapter); 2. They can read the newsletter of any chapter on that chapter's website, or ask a chapter to put them on their distribution list.

2.3	Can a non-member regularly receive chapter communications (for example: an MPP, other interested individuals)?	Yes. Upon approval by the chapter executive, the chapter can enter the contact information of non- members into Campaigner as part of their distribution list.
2.4	Should chapter newsletters and other chapter publications be reviewed by the PEO Communications Department prior to production or publication?	Yes. All publications should be reviewed by communications prior to their release. Please send material for review to the Chapters Administrative Assistant.
2.5	Should public announcements (e.g. email blasts, on the website) be approved by the PEO Communications department first?	Yes.
2.6	Can anyone be a spokesperson for PEO?	No. PEO's Communications Policy designates certain people to speak on behalf of PEO, although others may be / has been designated from time to time depending on the subject matter.  Please refer to the PEO Communication Policy for details.
2.7	Can a professional engineer or engineering intern be a spokesperson for PEO?	No. PEO's Communications Policy designates certain people to speak on behalf of PEO, although others may be / has been designated from time to time depending on the subject matter.  Please refer to the PEO Communication Policy for details.

### Section 3: Chapter Events

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Chapters organize events on a regular basis as part of outreach to their diverse membership and the public. Some events are members-only, while others are public. It is up to each chapter to decide who gets invited to its events.

#	Question	Answer
3.1	Can professional engineers or engineering interns take part in another chapter's event?	Yes, if the host chapter is willing.
3.2	If so, what are the limitations and restrictions?	No limitations, subject to availability of space or subsidization of attendees (if any).

3.3	Are chapter events open to the public?	Depends on the event. It's up to the chapter.
3.4	Are spouses and family invited to chapter events?	Depends on the event. It's up to the chapter.
3.5	Should chapters encourage professional engineers and engineering interns in other chapters to attend their functions?	Yes, subject to availability of space or subsidization of attendees (if any). Cross pollination and inter- chapter events are encouraged.

## Section 4: Chapter Governance

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Our 36 chapters throughout Ontario are sub-committees of the Regional Councillors Committee (RCC). The RCC is a sub-committee of PEO Council. Only professional engineers can vote in PEO elections, or be elected to PEO Council.

Chapter volunteers together form the chapter board. The board consists of chapter executives and officers. Chapter executives are those who have a vote on the chapter board and are required to attend chapter board meetings for quorum. Subject to the chapter's by-laws, engineering interns can volunteer for the chapter at the board level.

The "management" of a chapter is done by the officers. There are five officer positions in each of the 36 chapters: chair, vice chair, treasurer, past chair and secretary. The past chair is an ex-officio position. Secretary is the only officer position that can be held by an engineering intern (i.e. EITs cannot serve in an officer position with signing authority).

To enable succession planning for our chapters, engineering interns are often encouraged to participate in chapters and regional congresses.

The chapter board is made up of officers and chapter executives.

**Officers of a chapter are the: Chair, Vice-Chair, Treasurer, Secretary, and Past Chair (ex- officio). The remainder of the chapter board are known as the chapter executives.**

**Duty to avoid conflicts of interest:** Whenever an individual has a personal interest in the same subject matter as that of the organization to which they are a board member (Councillor), a conflict of interest arises. The words "personal interest" have generally been interpreted to mean a personal or pecuniary (monetary) interest.

#	Question	Answer
4.1	Upon the approval of the chapter membership, can a professional engineer of another chapter be on the chapter executive, be an officer/chapter executive?	Yes, as long as a majority of the executive positions are held by members who reside within the chapter boundaries.
4.2	Can an engineering intern be on the executive of a chapter?	Yes.
4.3	Can an engineering intern be an officer of a chapter?	Secretary is the only officer position that can be held by an EIT.
4.4	Can an engineering intern be the chair, vice-chair or treasurer of a chapter?	No. Technically EITs are not members of PEO yet.
4.5	Can an engineering intern have signing authority for the chapter?	No. EIT cannot have signing authority with the chapter.
4.6	Should an engineering intern be the chair of the Licensure Assistance Program (LAP) Subcommittee of the chapter?	Normally EIT are welcome to be subcommittee chairs. As the work of the LAP Subcommittee creates a conflict of interest for anyone who is an EIT, EIT are precluded from being LAP Subcommittee Chair.
4.7	Are engineering students allowed to attend chapter meetings? Or is attendance limited to a representative from the local Engineering Society or from the Engineering Students Societies' Council of Ontario (ESSCO)?	Engineering students may attend chapter meetings as observers. Attendance is not restricted to representatives of the local Engineering Society or ESSCO.
4.8	May an engineering student volunteer on a subcommittee of a chapter?	Yes.
4.9	May an engineering student be the chair of a subcommittee of a chapter, or be a member of the chapter executive?	No. Engineering students are not members of PEO, nor are they engineering interns. They may not therefore assume leadership roles within a chapter or its subcommittees.
4.10	May a member of the public (i.e. not a professional engineer or engineering intern) be a chapter executive?	No. Members of the public may only attend chapter meetings as observers, at the discretion of each chapter.
4.11	May a member of the public volunteer on a subcommittee of a chapter?	Yes.
4.12	May a member of the public chair a subcommittee of a chapter?	No. Only professional engineers and engineering interns may chair subcommittees of a chapter.

4.13	Should Professional Engineers and Engineering Interns always declare any conflict of interests? Should there be a conflict of interest, should the individual refrain from taking part in decision making?	Yes. Refer to the <b>duty to avoid conflicts of interest</b> explanation above.
4.14	Should a chapter officer be elected to PEO Council or hired as staff at PEO, must he/she resign his/her position as chapter officer prior to taking on said role?	Yes. Refer to the <b>duty to avoid conflicts of interest</b> explanation above.
4.15	Should a chapter executive be elected to PEO Council, can he/she remain as a chapter executive, but without the ability to move, second, vote and influence the chapter decision making process?	Yes. Refer to the <b>duty to avoid conflicts of interest</b> explanation above.
4.16	Should a chapter executive be hired as staff at PEO, must he/she resign his/her position as chapter executive prior to taking on said role?	Yes. Refer to the <b>duty to avoid conflicts of interest</b> explanation above.
4.17	The Ontario Society of Professional Engineers (OSPE) is the advocacy and services body for Ontario engineers. PEO regulates professional engineering practice.	Yes, as long as they are a member of PEO.
4.18	Can an OSPE director be an officer of a chapter?	Yes, as long as they are a member of PEO.
4.19	Who can be past chair of a chapter, if the immediate past chair is not available?	The chapter might consider inviting the penultimate past chair (i.e. past, past chair) to service, if that is possible.
4.20	Good standing with PEO means an individual holds a current licence.  Must a member of a chapter board be in good standing with PEO?	Yes.

## Section 5: Chapter Meetings

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Chapters usually have monthly executive meetings, except during the summer. These meetings are attended by the chapter board, which consists of officers and executives. The chapter by-laws establish the quorum requirements for these meetings and, hence, their legality (i.e. whether binding decisions can be made at the meetings by passing motions). Chapter executive meetings are conducted in accordance with the PEO Special Rules of

Order and the rules in *Wainberg's Society Meetings*.

According to By-Law No. 1, section 15(2), all meetings are open to the public, except under the specific circumstances in section 15(4). Section 15(5) covers in detail how to handle that situation.

#	Question	Answer
5.1	May members of the public attend chapter meetings, Regional Congresses or Regional Councillors Committee meetings?	Yes, once the member of the public has been invited to the open session of the meeting by the meeting's chair.
5.2	Are chapter executive meetings/Regional Congresses open to engineering interns who are on the chapter executive?	Yes, but they should receive an invitation to the open session of the meeting from the meeting's chair.
5.3	Are engineering students allowed to attend chapter executive meetings or Regional Congresses?	Yes, but they should receive an invitation to the open session of the meeting from the meeting's chair.
5.4	Can a professional engineer (P.Eng.) or Engineering Intern (EIT) vote at another chapter's Annual General Meeting?	No. One can be a member of only one chapter, either the default chapter or an alternate chapter. Therefore, one can vote in the AGM of only the chapter that one is a member of.
5.5	Is quorum a simple majority of the board (50% + 1) of the officer positions present?	Yes. Unless a chapter's bylaw specifies otherwise.

## Section 6: Chapter Finances

#	Question	Answer
6.1	Can chapters use their allotment only in accordance with the business plan submitted and approved by RCC?	<p>Yes. Chapters must use their allotment only to fulfill the business plan submitted and approved by RCC.</p> <p>However, understanding that not all ideas for events will be part of a business plan submitted six months prior to the fiscal year, the Regional Councillors Committee has decided that as long as an event meets at least one of the five essential purposes of a chapter, was properly constituted, and was approved by the chapter board, the chapter can spend allotment</p>

		money towards that idea.
6.2	Can chapters use money in the bank as approved by the chapter board?	Yes, as long as the use satisfies one of the five essential purpose of a chapter.
6.3	Can chapters use money raised as approved by the chapter board?	Yes.
6.4	Can Special Project Funds be used only in accordance with the approved application?	Yes.

## Section 7: On the Web and Social Media

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For further details, please refer to the PEO Social Media Policy located on the chapters website ([chapters.peo.on.ca](http://chapters.peo.on.ca))

#	Question	Answer
7.1	Chapter website: Can a chapter sell banner advertising space on the chapter website?	No. The chapter website is PEO webspace. PEO does not sell advertising on its website.
7.2	Can a chapter sell advertising space in the chapter newsletter?	Yes. Rates can be determined by the chapter.
7.3	Can a chapter newsletter with a paid advertisement be posted on the chapter website?	Yes. It can be posted as long as it is a link to a PDF file.
7.4	Can the approved chapter newsletter be email distributed to the membership of the chapter?	Yes. The approved chapter newsletter (by PEO communications) can be emailed to the chapter membership.
7.5	Can a chapter have social media presence (like Facebook, Twitter and LinkedIn)?	Yes. Chapters are encouraged to augment their other communications with social media. Please adhere to all applicable PEO policies on communications and social media.
7.6	Can a chapter state personal opinion on the chapter social media sites?	No. Stating personal opinion on a chapter social media site could be interpreted as speaking on behalf of PEO, so is not allowed.

## Section 8: PEO Council Election

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#	Question	Answer
8.1	Can a professional engineer publicly support the platform of a candidate running for PEO Council election?	Yes, as individuals, professional engineers can publicly support any candidate they choose.
8.2	Can a chapter publicly support the platform of a candidate running for PEO Council election?	No, chapters cannot publicly support or endorse any candidate. PEO communications media (including chapter communications) must be seen to be non-partisan.
8.3	Can a chapter email blast the membership about the Council election?	No, PEO already does this.
8.4	Can a chapter give the email addresses of its membership to candidates?	No, this does not comply with PEO's Privacy Policy.
8.5	Can a chapter organize all candidates meetings paid for with its own money?	Yes.
8.6	Can a chapter endorse a candidate running for PEO Council election?	No, chapters cannot publicly support any candidate, but can encourage members to run for PEO elected office and members to vote in the elections.

## Section 9: Others

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#	Question	Answer
9.1	What are the five essential purposes of a chapter?	Presence Communications Grassroots Participation Recognition Governance