



## **CHAPTER OPERATIONS MANUAL**

**September 2023**

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## **1.0 INTRODUCTION**

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### **1.1 OACETT Vision Statement**

Be a recognized leader in certification and member experience, enabling engineering technology professionals to successfully navigate their careers.

### **1.2 OACETT Mission Statement**

OACETT is Ontario's independent certifying body for engineering and applied science technicians and technologists. The Association provides member certification, career-long educational opportunities, professional support for the benefit of the economy and safe and secure communities.

### **1.3 Authority**

"Subject to the approval of the Board of Directors, the Member Services and Engagement Committee shall be responsible for and have authority to establish and implement policies and procedures relating to Chapter affairs and operations.

All Chapters shall function in accordance with, and with guidance from the Member Services and Engagement Committee, MESC policies and this manual.

Chapters shall be empowered to carry on such activities on behalf of the Association as may from time to time be authorized by the (Member Services and Engagement Committee) or the Board of Directors.

### **1.4 Chapter Operations Manual**

The operation of Chapters shall be governed by the Chapter Operations Manual which is based on the OACETT Act, the By-laws and the Policies/Rules of the Member Engagement and Services Committee (MESC).

The information contained in the manual is accurate as of the date of issue.

The by-law and policy references cited at the beginning of the various sections of text throughout this manual do not imply the words following the notation are necessarily a verbatim quotation of the actual by-law or policy, but merely cite the source of the statement.

Recognizing that the Association will make on-going administrative changes needed to serve a "living" membership, it is possible a conflict between the instructions contained in the manual and other sources may occur from time-to-time. Should this occur, the following order of precedence should be consulted for a final resolution:

1. The OACETT Act, and any other relevant Act or Regulation of the Province of Ontario.

2. By-law 20 as amended from time to time.
3. Board of Directors Policies and Resolutions, as amended.
4. Member Services and Engagement Committee Rules.
5. Chapter Operations Manual.

In the interest of brevity, and to avoid the past practice of over-regulating every possible activity, this manual should be regarded as a minimum standard of operation. If the Chapter wishes to embark on a new program or activity, which is not expressly addressed in this manual, it is asked to seek the appropriate advice and direction from the MESC or the Director of Member Engagement and Services in advance. The absence of any specific permission or prohibition in this manual should not be construed as automatic permission to proceed with a new venture.

Concerns, questions, and advice are always welcomed, and should be addressed to the MESC representative.

Any inquiries received from members at the chapter level regarding certification or members' files should be advised to direct their questions to the Registration and Professional Practice (RPP) staff at [certify@ieto.org](mailto:certify@ieto.org) the corporate office or to email the Deputy Registrar at [cwarner@oacett.org](mailto:cwarner@oacett.org). Only RPP staff have access to members' records and the relevant knowledge to answer such inquiries in a timely manner.

## **2.0 CHAPTER FORMATION AND DISSOLUTION**

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### **2.1 Pre-amble**

The Association is a self-governing body which was incorporated in 1962. The members of the Association are represented on a local level by a system of Chapters. On a regional level, the members are represented by a MESC representative.

### **2.2 Definition**

The Chapter is a functional unit of the Association operating at a local level to serve the members resident within defined boundaries, and ordinarily identified with a major population centre or municipal region. The prime function of the Chapter is to increase awareness and appreciation of the professional identity of the members of the Association through member-directed activities. The Chapter is an ambassador to the community, a consultant to the membership, a communicative device, and a consolidator of members' opinions and a source of skills to the Board of Directors.

### **2.3 Formation**

The Board of Directors of the Association, upon receipt of a formal application signed by twenty-five Certified Members or one-quarter of the membership of a defined geographic area, if such area is recorded as the usual domicile of a minimum of sixty Certified Members, shall designate such area as a Chapter of the Association. Notwithstanding, in isolated areas, the Board of Directors may authorize the creation of Chapters with less than sixty Certified Members upon receipt of a formal application signed by one-quarter of the membership in the proposed Chapter boundary.

The Board of Directors, based on recommendations of the said Chapter and immediate neighbouring Chapter shall set Chapter boundaries.

### **2.4 Dissolution**

The Chapter shall be considered inoperative when it has been reduced to fewer than three executive members for any portion of a term of office immediately preceding the said Chapter's annual meeting and is unable to establish a new executive committee at that annual meeting.

Where the Chapter is inoperative, the MESC representative will submit a status report annually to the Member Services and Engagement Committee recommending that the Chapter remain inactive for an additional year with services provided by surrounding Chapters, or that it be formally dissolved, and its members absorbed by the surrounding Chapters.

## 2.5 Regions

As of the publication of this manual, the members of the association are divided into the following regions:

Central Region	The Counties and Regional Municipalities of Durham, Simcoe and York.
Eastern Region	The Counties and Cities of Frontenac, Haliburton, Hastings, Kawartha lakes, Lanark, Leeds and Grenville, Lennox and Addington, Northumberland, Ottawa, Peterborough, Prescott and Russell, Prince Edward, Renfrew and Stormont, Dundas and Glengarry.
Horseshoe Region	The Regional Municipalities Cities and Towns of Haldimand, Halton, Hamilton, Niagara, Norfolk and Peel.
Northern Region	The Regional Municipalities and Districts of Algoma and Manitoulin, Cochrane, Kenora, Muskoka, Nipissing District, Parry Sound, Rainy River, Sudbury, and Thunder Bay.
Toronto Region	The City of Toronto.
Western Region	The Counties, Regional Municipalities and Cities of Brant, Brantford, Bruce, Chatham-Kent, Dufferin, Elgin, Essex, Grey, Huron, Lambton, Middlesex, Oxford, Perth, Waterloo and Wellington.

## 2.6 Chapters

Each member shall belong to a Chapter within the regions identified above, based on the member's address of record. Boundaries may be adjusted according to postal codes when necessary for the effective operation of a Chapter.

If a member wishes to transfer to a different chapter that is not specified in the chapter boundaries for the Region, a request must be made to the Member Services and Engagement Committee after seeking approval from both chapter chairs. If approved, notification of the change will be sent to the respective MESC representatives and both chapter chairs.

As of the publication of this manual, the members of the Association are assigned to the following Chapters:

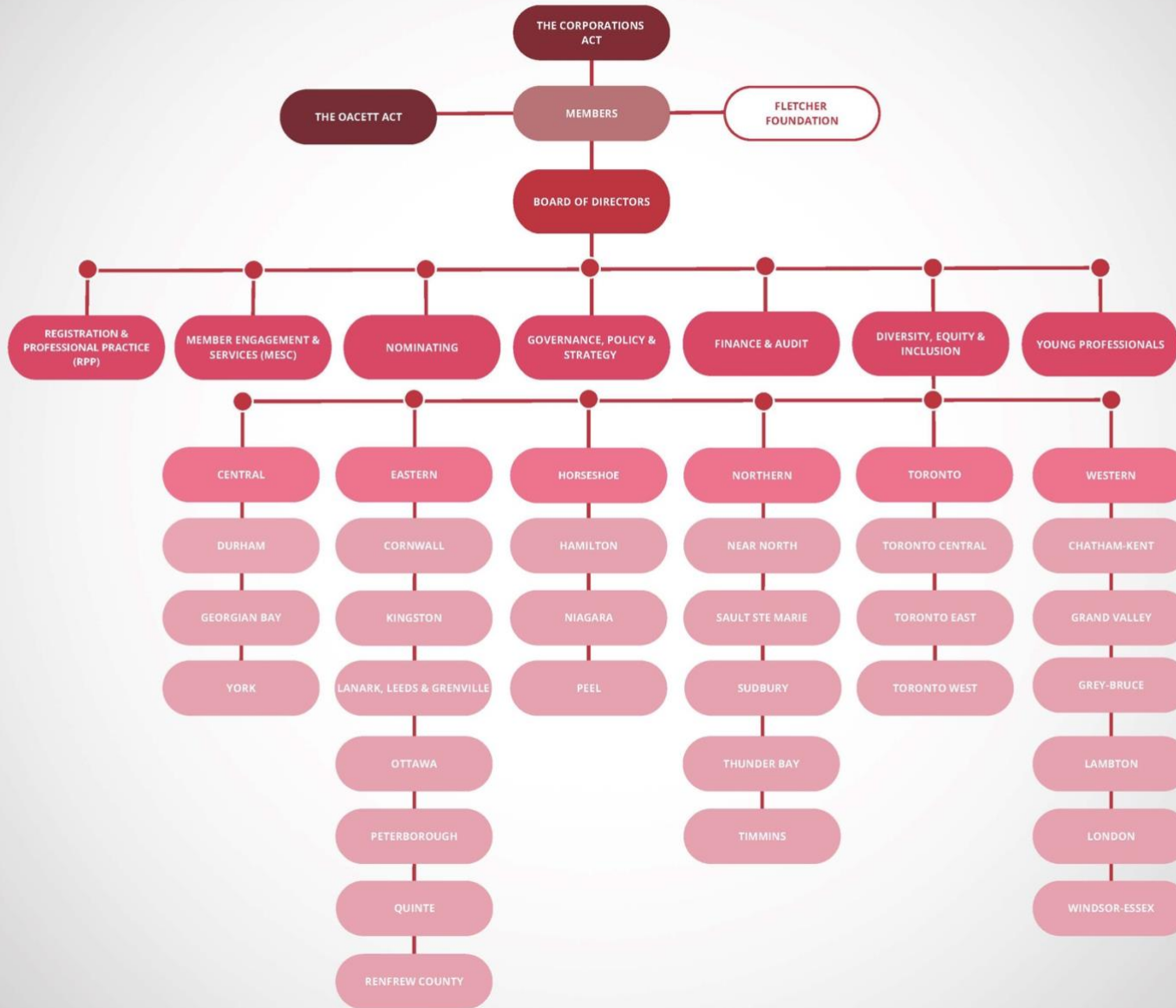
Western Region:	Lambton Windsor-Essex Chatham-Kent London Grand Valley Grey-Bruce
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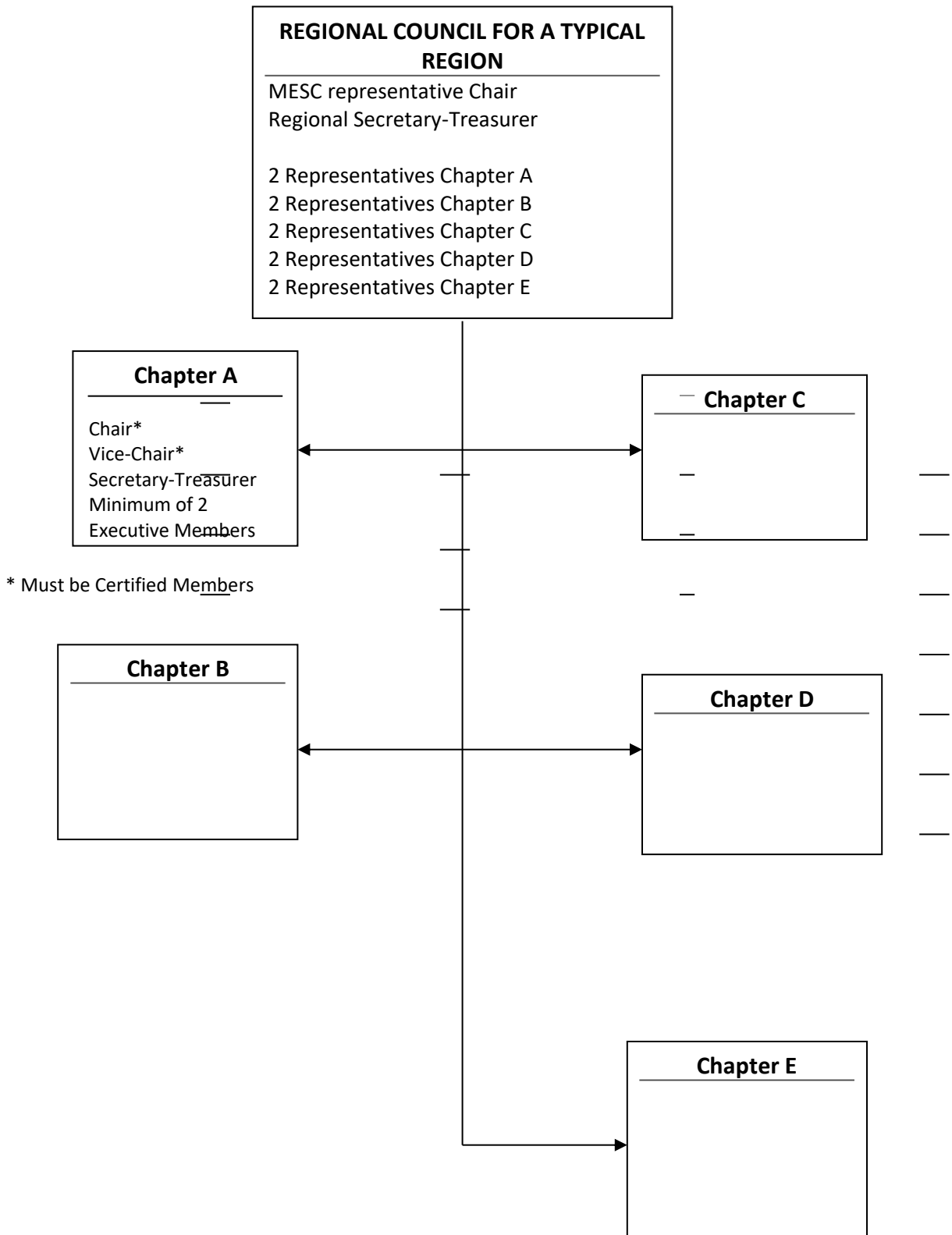
Horseshoe Region:	Niagara Hamilton Peel
Toronto Region:	Toronto West Toronto Central Toronto East
Central Region:	Georgian Bay York Durham
Eastern Region:	Peterborough Quinte Kingston Lanark – Leeds - Grenville Cornwall Ottawa Renfrew County
Northern Region:	Sault Ste. Marie City of Greater Sudbury Near North Timmins Thunder Bay

See the two diagrams below for a visual representation of the Region and Chapter structure.

## ORGANIZATIONAL CHART



REGIONAL COUNCILS



## 2.7 Representation to Board of Directors

OACETT's Board of Directors may form Chapters within regions, as defined by the governing by-law, based on an application to the Board. Chapters in existence at the time of enactment of this by-law and new Chapters may report to the Board through the MESC member representing the region wherein the Chapter or Chapters are located.

In the absence of representation on the Board by a MESC representative, the Chapter or Chapters may report to the Board through the Secretary of the Association.

## 2.8 Application for Creation and Designation of Chapter

WE THE UNDERSIGNED hereby request MESC to approve the creation of the \_\_\_ (name)\_\_\_ Chapter of the Ontario Association of Certified Engineering Technicians and Technologists, within Region \_\_\_(number)\_\_\_, and generally encompassing \_\_\_(municipal description)\_\_\_.

WE HAVE REGISTERED a minimum of twenty-five Certified Members and/or one-quarter of the total membership within the proposed Chapter boundaries, and request that the following postal address codes be assigned to the new Chapter upon its creation: \_\_\_\_\_.

WE REQUEST that all current or future members be assigned affiliation with the new Chapter upon its creation.

WE DECLARE THAT at a duly called organizational meeting of the new proposed Chapter, held on \_\_\_(date)\_\_\_ at \_\_\_(place)\_\_\_ commencing at \_\_\_(time)\_\_\_, the following members were elected and/or acclaimed to serve on the proposed Chapter executive:

Chair:                    \_\_\_(name)\_\_\_(member number)\_\_\_(signature)\_\_\_

Vice-Chair:            \_\_\_(name)\_\_\_(member number)\_\_\_(signature)\_\_\_

Secretary:             \_\_\_(name)\_\_\_(member number)\_\_\_(signature)\_\_\_

Treasurer:             \_\_\_(name)\_\_\_(member number)\_\_\_(signature)\_\_\_

Executive                \_\_\_(name)\_\_\_(member number)\_\_\_(signature)\_\_\_

Members:

                              \_\_\_(name)\_\_\_(member number)\_\_\_(signature)\_\_\_

                              \_\_\_(name)\_\_\_(member number)\_\_\_(signature)\_\_\_

MESC representative:        \_\_\_(name)\_\_\_(member number)\_\_\_(signature)\_\_\_  
(ex officio)

## 3.0 CHAPTER EXECUTIVE

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### 3.1 Executive Committee

An elected committee of at least three members shall constitute the Executive Committee of the Chapter to which they belong.

All registered Certified Members in good standing of OACETT shall be eligible to hold office and vote at the Chapter level.

Elected positions may include:

1. Chapter Chair
2. Chapter Vice-Chair
3. Chapter Past- Chair
4. Secretary/Treasurer
5. College Liaison
6. Women in Technology (WIT) Chapter Representative
7. Chapter Executive Member (to a maximum of 5 persons)

At the discretion of the Chair, the Secretary/Treasurer position maybe separated into two positions.

Chapters are welcome to establish sub-committees or working groups where volunteers will lead specific projects or events as needed. However, only the elected volunteer positions listed above will be considered part of the chapter executive.

### 3.2 Chapter Chair

The Chapter Chair is a Certified Member in good standing, elected by the Certified Members of their Chapter for a one-year term of office, which may be renewed up to 5 consecutive terms.

As the senior volunteer within the Chapter, they are responsible for the orderly management of all functions within the Chapter. For this reason, they should be fully conversant with the Association's by-laws, policies, and administrative procedures that affect the operation of the Chapter.

The Chapter Chair must, by a combination of tact and persuasion, interest other Chapter members in the work necessary for an active and productive Chapter.

Upon assuming office, the new Chapter Chair must:

1. Meet with the outgoing Chapter Chair to ensure a continuity of operation is maintained.

2. Become apprised of any initiatives or programs, which have been created by the Chapter in the past so as to maintain a positive image of the Chapter for both members and the public in general.
3. Ensure that the Chapter's finances are in order and that all necessary banking records are up-to-date.
4. Ensure that all required documentation of the election of a new executive committee is promptly sent to the OACETT office, as well as the full contact information of all members of the new Chapter executive committee.
5. Set an inaugural meeting of the new executive committee to review all past Chapter activities and plan for the next year's program.

The Chapter Chair's ongoing duties include, but are not limited to:

1. Setting all regular and special Chapter meetings.
2. Presiding at all business meetings of the Chapter.
3. Ensuring that all necessary Chapter positions are filled by appropriately qualified volunteers.
4. Making routine checks on all work being done by members of the Chapter executive.
5. Ensuring that all required documentation with the OACETT office is submitted in a timely manner.
6. Initiating and maintaining contact with other similar organizations in the community, such as the PEO Chapter, and to represent the Chapter at all community functions when called upon.
7. Representing, either in person or through an appointed delegate, the Chapter at all chapter related meetings.
8. Ensuring appropriate liaison with the MESC representative.
9. Overseeing all publications and advertising done in the name of the Chapter.
10. Submitting a quarterly report of activities to the MESC representative.
11. Keeping the Chapter informed of any relevant activities, initiatives, or developments communicated to the Chapter from the OACETT office.

### 3.3 Chapter Vice-Chair

The Chapter Vice-Chair is a Certified Member in good standing, elected by the Certified Members of their Chapter for a one-year term of office, which may be renewed.

While not stipulated, in most cases, the Chapter Vice-Chair is an orientation position for a member who will succeed the present Chapter Chair or is the Immediate Past Chair.

While the Chapter Vice-Chair has no specific mandate, they will assist the Chapter Chair as needed, and may be delegated any of the duties described above for the Chapter Chair.

In the absence of the Chapter Chair for any function, the Vice-Chair will serve in their stead.

### 3.4 Chapter Past-Chair

The Past-Chair is a Certified Member in good standing who has acted as a Chair in the previous calendar year. This position can be acclaimed if taking on the role immediately following his/her term as Chair or elected by the Certified Members of their chapter if the previous Chair is not available. This role is for a one-year term of office, which may be renewed.

The Past-Chair main role is to provide mentorship and assistance to the incoming Chair in the performance of his/her duties. The Past-Chair's duties include but are not limited to:

1. Assisting the incoming Chapter Chair in the transition and orientation on his/her duties as Chapter Chair and providing information on Chapter resources, opportunities, and policies.
2. Offering information and guidance on recent decisions, plans and business of the Chapter to provide continuity, including assisting the Chair with Chapter Grant Forms.
3. Assisting the Chair and Vice-Chair with ongoing tasks if/when requested.
4. Help ensure smooth Chapter leadership transitions by participating in the recruitment and identification of future Chapter executives.

### 3.5 Secretary

The Chapter Secretary is a Certified or Associate Member in good standing, elected by the Certified Members of their Chapter for a one-year term of office, which may be renewed.

The Chapter Secretary's duties include, but are not limited to:

1. Maintaining the minute book of all meetings of the Chapter.
2. Recording the relevant proceedings of all Chapter meetings in the minute book and ensuring a copy of such minutes are sent promptly to the MESC representative and the Regional Secretary/Treasurer.
3. Updating of the chapter's web page information.
4. Ensuring that all required Chapter forms and documentation is sent to the OACETT office in a timely manner.
5. Maintaining a file of all current Chapter correspondence.

6. Maintain and update the Chapter's copy of the Chapter Operational Manual, as well as all other relevant administrative manuals and instructions.
7. Seeing that all address and membership information updates are communicated to the OACETT office in a timely manner.
8. Procuring all stationery and supplies, on behalf of the Chapter, from the OACETT office.
9. In consultation with the Chapter Chair, sending all notices of meetings and Chapter events.
10. Overseeing all activities connected with the Chapter's annual meeting and elections.

### 3.6 Treasurer

The Chapter Treasurer is a Certified or Associate member in good standing and is elected by the Certified Members of their Chapter for a one-year term of office, which may be renewed.

If the position of Treasurer and Secretary are held concurrently, the position may be titled "Secretary/Treasurer".

In selecting a member to serve as Treasurer, the successful candidate should be competent in financial management.

The Chapter Treasurer's duties include, but are not limited to:

1. Maintaining all financial records of the Chapter.
2. Preparing and reporting on the Chapter's financial position when required by the Chapter executive.
3. Ensuring that all bills presented to the Chapter are promptly paid, upon presentation of appropriate invoices or receipts to substantiate the transaction.
4. Advising the Chapter executive of the financial impact and feasibility of undertaking any Chapter program or activity.
5. Ensuring that the Chapter's banking information is promptly updated upon a new executive assuming office.
6. Ensuring a copy of the Chapter's banking information is promptly sent to the MESC representative following a new executive assuming office, in addition to any change in the banking institution, which may be initiated by the Chapter executive.
7. Preparing the Chapter's annual financial return as well as the annual Chapter budget submission to the MESC representative.



### 3.7 College Liaison

The Chapter College Liaison is a Certified or Associate Member in good standing, elected by the Certified Members of their Chapter for a one-year term of office, which may be renewed. This position may also be by appointment by the Chapter Chair.

As liaison with the local campuses of all colleges/institutes/universities within the Chapter's area is of prime importance, especially considering that on-campus recruiting is the single most effective means of recruiting new members to the Association, at least one Chapter member should be designated with the responsibility of on-going Chapter/school communications.

When selecting a candidate for this important marketing role, sensitivity to this target audience's perceptions and values should be considered to ensure an appropriate "peer" role model is maintained.

e.g. A woman representative for a program with a high concentration of women students, similar in discipline or alumni affiliation to the majority of students, and of relative age to that of the students.

Wherever possible, the Chapter should endeavour to procure a dedicated bulletin board or display case on-campus in which relevant Association material may be constantly displayed.

The Chapter College Liaison's duties include, but are not limited to:

1. Co-ordinate with OACETT's college partnerships manager all college outreach activities.
2. Ensuring a notice of all upcoming relevant Chapter activities is posted and distributed to faculty and students at the local campus.
3. Maintaining (if applicable) the Chapter's bulletin board or display case on-campus.
4. Acting as the Chapter contact for any student engineering societies or clubs wishing to establish a formal on-going link with the Chapter.
5. Ensuring the appropriate faculty is aware of the annual Fletcher Foundation scholarships, as well as any Chapter academic awards, and to solicit appropriate nominations for such awards.

### 3.8 Women in Technology (WIT) Chapter Representative

A WIT Chapter Representative is a Certified or Associate Member in good standing, volunteering to sit on the Chapter Executive for a one-year term of office, which may be renewed.

The WIT Chapter Representative is the local representative reaching out to female OACETT members and non-members. The purpose is to engage them to become strong supporters of their professional association and to encourage women to consider careers as engineering technicians and technologists.

If the chapter is unable to secure a WIT female representative, it is acceptable to have a male representative fulfilling this role.

The WIT Chapter Representative will report to the local chapter chair.

The Chapter WIT representative's duties include, but are not limited to:

1. Operate as the local champion for WIT and encourage female members of the Association to get involved in their chapter.
2. Encourage women in junior and high schools to consider careers in engineering technology.
3. Plan, participate and attend events locally on behalf of OACETT and assist with activities and events directed from the Chapter Chair to support the chapter's mandate
4. Seek out and engage with women belonging to other technology-related associations, political and community organizations, to educate them on OACETT and career options available to women in engineering technology.
5. Prepare a financial budget and plan for WIT activities and present it to your Chapter Chair for discussion.
6. Speak or give presentations at local events; educating the public on the vital role women in technology play in advancing the industry, the benefits of a career in engineering technology and how certification enhances career options for women.
7. Provide written quarterly reports to the Chapter Chair on plans, activities, insights, suggestions, and any issues.
8. Raise the profile of women working in applied science and engineering technology professions by connecting with young people and men and women working in the profession on OACETT's social media platforms, Facebook and LinkedIn.

### **3.9 Chapter Executive Member (maximum 5 persons)**

A Chapter Executive Member is a Certified or Associate Member, in good standing, volunteering to sit on the Chapter Executive for a one-year term of office, which may be renewed.

In contrast with the other executive positions, a Chapter Executive Member serves without a specific portfolio and may be assigned any necessary assignment, which will forward the goals and objectives of the Association and the Chapter.

### **3.10 MESC representative**

The MESC representative shall be an ex officio member without voting privileges of all Chapters within their region.

The elected representative of the membership for the region is the local members' voice to MESC as well as the conveyor of MESC information back to the Chapter and its members. The elected representative is in essence the local "member of parliament".

## 4.0 CHAPTER MEETINGS, EVENTS AND ACTIVITIES

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### 4.1 Rules for Business Meetings

Rules for meetings enable the business of the Association to be conducted with speed and efficiency and, at the same time, protect the rights of (Chapter) members. These rules are an abridged list of Parliamentary Rules and are to be used by the Association for its business meetings. The rules stated briefly are:

1. Only one subject can be brought before the meeting at a time.
2. Each proposal coming before the meeting shall be freely debated.
3. Each member has rights equal to those of every other member.
4. The will of the majority shall be carried out, yet the minority has the right to present its case.
5. The desires of the membership should be brought together in such a way that the welfare of the Association as a whole is served.

Appreciating that the business meetings of the local Chapter, while still important, do not have the same legal impact as that of a Board of Directors meeting, a generally more relaxed and informal decorum is appropriate.

#### 1. *Getting the Floor*

No one has the right to speak at a meeting, unless they have been recognized, by the Chair; that is, have been “given the floor”.

#### 2. *Suspend the Normal Order of Business*

The agenda is a guide to aid in seeing that all business is taken up.

#### 3. *Motions*

Whenever members wish to take action, they do so through the passage of a “motion”. Almost all of the activity of a meeting revolves around motions and what happens to them - whether they are adopted, with the exception of certain types of motions.

Motions should be stated positively in such a manner that the action, timing and responsible party are clear. If it is awkwardly worded or confusing, the Chair, with the permission of the maker, should reword it so that the meaning is clear. If the Chair believes that the motion is “out of order”, they should say so immediately.

A member deciding to make a motion may request the privilege of explaining its intent before making the motion. If there is no objection from the group, the Chair may allow the request. Every motion must be “seconded” before it can be discussed except where noted in the parliamentary procedure booklet.

#### 4. *Voting*

After a motion has been moved, seconded, and everyone present has had an opportunity to speak to it, the Chair should ask if the group is ready to consider “the question.”

For most business being conducted at the Chapter level, a motion “by general consent” is sufficient. Should someone object to the motion, a formal vote by voice; show of hands; roll call; or secret ballot may be called. Should a formal vote be demanded by anyone at a meeting, the Chair should be mindful that the by-law restrictions on only Certified Members voting must be observed. If this objection is not demanded, the passage of “by general consent” motions will indirectly permit Associate Members who form the Chapter executive or the general membership to participate.

Normally, a Chapter Chair does not vote on matters during the Chapter meeting, as the Chair must remain impartial. In the event of a tie, the Chair may elect to send the motion back to further discussion or vote to pass or defeat the motion.

#### 5. *Minutes*

The Chapter is required to send minutes of all business meetings to the MESC representative and the Regional Secretary- Treasurer.

### **4.2 Chapter Meeting Location**

Effective January 1, 2019, all chapter meetings including meetings of the executive, committees or sub-committees must be open to all members, therefore, chapters must ensure that all meetings are held in a public, accessible locations such as public libraries, community centres, civic centres, local colleges, restaurants, etc. and not at private residences.

### **4.3 Chapter executive meeting - quorum policy**

Chapter meeting quorum is achieved when more than 50% of the chapter executive committee members are present in-person or virtually before a meeting starts or to make the proceedings of that meeting valid. Including the recommendation for votes or decisions relating to chapter finances, the treasurer and the Chair or vice-chair must be present.

### **4.4 Chapter executive meeting - attendance policy**

Chapter executives must show consistent participation. If a chapter executive committee member misses at least 50% of chapter executive committee meetings within the last six months or three consecutive meetings without informing the chapter chair with an acceptable reason, the chapter executive or committee member's position is considered vacated unless the executive advises otherwise.

1. If a chapter executive committee member is in breach of their attendance requirements, or there is an attendance issue then the chair will consult them to discuss this matter.
2. If the chapter executive committee member's difficulties are resolvable, then the chair will attempt to resolve them.
3. If no mutually satisfactory resolution is possible, the chair will ask the chapter executive committee member to resign.
4. If the chapter executive committee member refuses to resign, then the member's response will be put to the chapter executive committee at its next meeting. The chapter executive committee member will be entitled to speak to this item, and to have it voted upon. The chapter executive committee will then decide what actions to take regarding that chapter executive committee member's future membership on the chapter executive committee.
5. If the decision is to terminate the chapter executive member, a special meeting of the MESC must be called for the purpose of removing a chapter executive committee member.

#### **4.5 Chapter Resources**

To assist in the orderly operation of Chapter programs, a variety of "resources" are recommended. In many cases these are available complimentary or on a cost-recovery basis from the OACETT office.

##### *1. Chapter Banner*

An OACETT "Banner Bug" has been purchased for each region along with an OACETT tablecloth. Chapters may borrow the Banner Bug from their MESC representative. Each chapter has their own table top banner bug.

##### *2. Corporate Name Tags*

Official engraved corporate nametags are available to Chapter Executive members on a cost-recovery basis through the OACETT office. The nametag is silver-metallic plastic with the enamelled logo of the Association along with "OACETT" and the person's name and designation. Nametags are available with either a traditional brooch-pin closure or magnet attachment.

To save costs, orders are accumulated and placed once each month by the OACETT office staff. Rush orders, outside of the monthly ordering cycle, are possible with all additional rush charges being levied against the Chapter.

To order a nametag, send a message to the services department, containing the correct spelling of each person's name, exactly as it is to appear on the nametag and their professional designation if it is to be included as well. Please note that only OACETT conferred designations, in addition to P.Eng, OAA, and OLS are permitted, and subject to space limitations.

Please ensure that the name submitted is that which the person wishes to be called in conversation (e.g. "Bill" vs. "William", or "Liz" vs. "Elizabeth"). Simply photocopying the page from the annual telephone directory is not acceptable. Nametags, which must be reordered due to an error being submitted by the Chapter, will also be charged back at full cost.

3. *Lapel Pin*

A corporate lapel pin for each member of the Chapter Executive may be obtained without cost from the OACETT office.

4. *Chapter Operations Manual*

An updated copy of this manual is available to download in the volunteer section of the members' portal.

5. *Assets/Hard Goods*

Refer to Section Five – Chapter Finance/Assets

## **4.6 Chapter Activities**

The Chapter plays an important role in the fostering of the Association's goals and objectives at a grass-roots level. While the Chapter is always free to increase activities, a minimum standard must nevertheless be maintained.

### **4.6.1 Chapter Strategic Priorities**

Chapters are encouraged to incorporate the following three *Strategic Priorities* into chapter planning and daily activities.

#### *Strategic Priority One: Careers*

Focus on the career journey of individuals working in the engineering technology sector, providing support at each stage of their career.

Make sure certification and standards remain rigorous and adaptive, ensuring members become and remain ready for professional service as the work environment transforms.

#### *Strategies to Achieve:*

1. Continue to regularly review and update standards and certification response to changes in the profession.
2. Enhance employment support services for members.
3. Increase access to continuing professional development opportunities.

#### *Strategic Priority Two: Chapters*

Support the Chapters to provide a meaningful arena for members and potential members to gather, engage, support, and learn from each other.

#### *Strategies to Achieve:*

4. Increase support in terms of how they operate, how they share information and how they provide opportunities to mentor and grow their members' capabilities.
5. Each year, identify 3 – 4 chapters on which to focus specific development attention.

6. Increase focus on and support for networking, mentoring, and learning opportunities between and among chapters, including recognition of contribution.

### Strategic Priority Three: Community

Actively engage with the community of stakeholders who influence members' careers.

#### *Strategies to Achieve:*

For each community (government, employers, educational institutions, related professional associations, community groups, and the public):

7. Identify the most relevant way to connect and set specific objectives to achieve.
8. Identify the right profile (brand) and develop appropriate communication vehicles to use.
9. Create and share the targeted messages, positions, and opportunities with chapters, members and others.

#### **4.6.2 Succession Planning/Member Engagement**

Chapters will undertake activities to ensure appropriate, qualified, member representation at Chapter, and Board of Directors levels of OACETT.

Chapters will ensure we have knowledgeable, quality volunteers in all areas that will lead with forward thinking and continue to provide the service members expect.

OACETT encourages the Chapters to invite guest speakers to provide information of general interest or technical nature to the Chapters. Chapters should be mindful that these events are not to involve the sales of a product or service. The MESC is responsible for any partnership programs. Should a Chapter be approached for a partnership the potential partner must be referred to the Director of Member Engagement and Services and the MESC representative.

When contemplating to undertake any long-term or permanent activity above the required minimum, careful consideration must be directed to the sustainability (physical, human and financial) of any on-going initiative. In some cases, the negative publicity from members and the public is greater when something meaningful is discontinued than the positive publicity when the program is launched. Programs that are considered important but unstable in terms of their longevity may be possible if a partnership between multiple Chapters, organizations, and/or the OACETT office is included from the beginning. All possibilities should be explored before any commitment or public news release is made.

#### **4.7 Chapter Meetings/Events**

A minimum of four meetings and/or events must be offered each year. One meeting must be the Chapter's annual meeting during which a call for nominations for Chapter executive positions is made.

In addition, the Chapter will send two certified members to their Regional Meetings. There are two Regional meetings per year, one of which is held at the OACETT Annual Conference.



The Chapter has an opportunity to present the Ten, Quarter Century, Forty, Fifty and Sixty Lapel Pins locally. This may be done as part of the Chapter's annual meeting or held at a different time of the year, such as a social event.

To increase participation as well as help with planning logistics, many Chapters plan their meetings in conjunction with a neighbouring OACETT Chapter or the equivalent Chapter of PEO, OAAAS, OLS, OAA, or IEEE.

Keeping in mind that members indicated that at least four weeks' notice of an event is required, Chapters are urged to plan and announce at least the framework of their meetings for the complete next year all at once.

In selecting a meeting schedule, the following framework is suggested:

1. Identify the four separate months in which events will be offered.
2. If possible, identify a standard day or week in the month on which events will be offered (e.g. second Tuesday of the month).
3. Identify, if possible, a regular meeting place at which meetings/events will be held, unless the nature of the event dictates otherwise (e.g. business meetings will be held at in the community room at the local college campus).
4. Identify, if possible, a regular starting time for all meetings/events, unless the nature of the event dictates otherwise.
5. Identify, if possible, the tentative theme of each meeting, whether or not a final guest speaker is confirmed (e.g.; Fall meeting with award certificate presentations, winter meeting will be a plant technical tour, spring meeting will be the annual meeting with a corporate OACETT guest speaker, summer will be a social family event in conjunction with the local PEO Chapter). Consider the six strategic priorities when selecting a theme.

#### **4.8 Liaison with Other Professional Organizations**

As the local representative of the Association, it is important to foster a close dialogue with other like-minded organizations.

Upon assuming office, the new Chapter Executive should work quickly to establish contact, and hopefully a functional working partnership, with the equivalent local Chapter/branch of OACETT's allied organizations.

Before making first contact, Chapters should insure they have been briefed, by either memo or telephone from their MESC representative, as to any on-going joint provincial initiatives or concerns that may exist between the two organizations.

Once fully informed of the two organization's official activities, any dialogue, which may ensue from local meetings or discussion, can be answered with confidence and professionalism.

Possible contact could include:

1. Professional Engineers Ontario (PEO)
2. Ontario Association of Architects (OAA)
3. Association of Ontario Land Surveyors (OLS)
4. Consulting Engineers Ontario (CEO)
5. Ontario Association of Applied Architectural Sciences (OAAAS)
6. Ontario Building Officials Association (OBOA)
7. Chambers of Commerce and Board of Trade
8. Institute of Electrical and Electronics Engineers (IEEE)

#### **4.9 Serve on Community College Advisory Committees**

As an extension of the general community college liaison, the Chapter may wish, following a briefing by OACETT, to offer to sit on a college technical advisory committee. This can be an effective way of promoting the Association's missions and standards, as well as adding some personal profile and credibility to the individual member who is serving on the committee.

#### **4.10 On-Campus Presentation**

Each year OACETT conducts an on-campus visit to college campuses in Ontario that offer engineering/applied science technician or technologist programs. The purpose of these visits is to introduce the students to the Association, explain the requirements for certification, and solicit Associate membership.

This is an excellent opportunity for local chapter representatives to meet the students and promote OACETT at the local level. Staff will notify the Chapter Chair, College Liaison and MESC representative when a visit is scheduled to colleges within the chapter.

#### **4.11 Submit Information on Upcoming Events for Publication**

Chapters are responsible for updating their own web pages with information about upcoming events.

Information on upcoming events, as well as recently completed events, should also be forwarded to the OACETT office for inclusion in the next edition of *The Ontario Technologist's* InfoOACETT section.

#### **4.12 Careers in Technology Promotion/Science Fairs**

Requests for guest speakers on careers in technology, as well as judges for science fairs, are regularly received by the OACETT office throughout the year.

If award recognition is considered appropriate, the Chapter may order academic certificates and corporate presentation folders and frames, on a cost-recovery basis, from the OACETT office.

Before deciding on an awards program, reference should be made to the science fair organizers to determine if a board of education policy exists with regard to prizes. In some jurisdictions, all forms of prizes, other than certificates, are prohibited due to their perceived cash-value creating levels or classes of winner.

Please allow sufficient time, usually two weeks for the OACETT office to prepare certificates and order frames if required. OACETT office staff is not permitted to accept “rush” or “urgent” requests without the approval of the Director, Member Engagement and Services or the Chief Executive Officer.

#### **4.13 Information about Local Industrial Situations to OACETT**

While senior staff at the OACETT office attempt to keep informed of all major situations that affect members in the workplace, the Chapter can be an invaluable resource in providing a pipeline of local information back to the Association.

Listings of local technical jobs, regardless if asking for an OACETT member, should be sent to the OACETT office. Information kits are regularly sent to employers explaining the benefits of certification and membership, as well as advertising the CTEN site and the cost-effective advertising that is available in *The Ontario Technologist*.

General information about significant engineering projects, business openings and closings are also important, which may result in an official response from the Association.

#### **4.14 Liaison with Local Industry**

While the Association can easily obtain a general list of employers to contact, the Chapter can be invaluable in identifying local industries or businesses for visits by the OACETT office with the local Chapter representative (when available). The meetings are generally arranged to discuss OACETT's strategic partnership program and make the employer aware of OACETT.

#### **4.15 Articles for Publication**

The editor of *The Ontario Technologist* is constantly looking for meaningful technical articles for publication.

The Chapter can assist greatly by either submitting material for possible publication, or supplying the necessary information of technically innovative processes, which the editor can pursue on his/her own.

The Chapter should be aware that, if possible, publication of someone's work is discussed, no guarantee to publish can be given, and that the Association does not normally pay commissions or royalties on submitted works.

#### **4.16 Promote the Benefits of Membership**

Many members, despite numerous mailings of information, are not fully aware of the many benefits of membership.

The Chapter should be well versed on the details of OACETT's benefits and services. To that end, the Chapter should not overlook inviting a guest speaker to speak on member benefits and services when trying to finalize a list of Chapter events for the year. Presentations are easily prepared on general benefits and services.

#### 4.17 Contact New Chapter Members

As part of the new member admissions process, a list of new members is generated and is available to the Chapter by the OACETT office. It is sourced through the member list interface on the OACETT webpage. This list includes the name, address, e-mail, and telephone number of new members.

This list generally contains less than ten names, therefore a personal telephone call (ideal) or a personalized "welcome" letter or e-mail (minimum) should be generated. Besides conveying greetings from the local executive, it is an ideal opportunity to invite the new member to an upcoming Chapter event.

January 15, 20\_\_

John Q. Smith  
123 Town Line Road  
Carleton Place, Ontario K8Y 3E4

Dear Mr. Smith:

On behalf of the Ottawa Chapter of OACETT, I would like to take this opportunity to welcome you to the Association. The Ottawa Chapter covers the entire Regional Municipality of Ottawa-Carleton along with Arnprior and Lanark County. In conjunction with the Chapters operating in Brockville, Cornwall and Renfrew County, we constitute Region 5 of the Association.

The Chapter executive meetings are held once each month, in addition to our regular schedule of events. Details of upcoming meetings and events can be obtained from any member of the Chapter executive or by accessing the events section of the OACETT web site at [www.oacett.org](http://www.oacett.org). I encourage you to become an active member of the Chapter.

If you have any comments, suggestions or inquiries about OACETT in general, or the local Chapter, please do not hesitate to contact me.

Again, welcome to the Ottawa Chapter, and I look forward to meeting you in person at our next meeting on February 8th.

Yours truly,

Jane E. Doe, C.E.T.  
Chapter Chair

#### 4.18 Member Information Update

Chapters should encourage members to keep their contact information up to date via OACETT's web utility. Alternatively, if a Chapter discovers a member's information has changed, they may send that update to [info@oacett.org](mailto:info@oacett.org) on behalf of the member.

#### **4.19 Guidelines for Requesting OACETT Staff/Senior Volunteer to Attend Chapter Event**

To improve the flow of information and maximize the availability of OACETT staff and executive members (President, President Elect, VP, etc.) your MESC (Member Engagement and Services Committee) requests the following guidelines be adhered to. Use the document provided below.

1. Request is to be e-mailed to your MESC Regional Representative with the following details:
  - a) Date, start and end time of event.
  - b) Name(s) of OACETT staff / executive members who you are requesting to attend.
  - c) Nature of the event, e.g., Chapter AGM, Chapter event (provide brief description).
  - d) Expectation of Staff / Executive Members, e.g., attendance, make a presentation on a specific topic (include time allotment) etc.
2. Your MESC representative will then send an e-mail request to the OACETT Staff/ Executive member(s) and confirm their attendance at your event.
3. Depending on availability your MESC representative may suggest alternate member(s) if the original request cannot be filled.
4. Please send request in a minimum of 15 days in advance of the event.
5. The staff/executive member will respond to your MESC representative within three working days.
6. Your MESC rep will respond to your request within five working days.

# CHAPTER GUEST ATTENDANCE FORM

## Chapter Information

Submission Date *(mm/dd/yyyy)*

Submitted to

Title

Chapter Name

Chapter Chair

Signature

Person requested to attend

Alternate person requested to attend

Event Date *(mm/dd/yyyy)*

Start Time

End Time

Venue

Location

## Description of Event

Primary Event Type  
(Check one)

- Chapter ACM
- Committee Updates (MES/RPP)
- Education/Training
- New Member Recruitment
- Office Updates/Greetings
- Outreach (College/Business)
- Other

**NOTE:** 15 days advance notice is required before event date.

Written Description

#### **4.20 Event Contracts and Lease Agreements**

Before signing any contract that has the result of financially and/or otherwise legally binding the Association, the matter must be referred to the OACETT office through the MESC representative.

For certain contracts, the Executive Director alone must sign on behalf of the Association, while others can be signed by another senior staff member at the OACETT office.

#### **4.21 Personal Volunteer Insurance**

The Association maintains a plan to provide coverage for all members and authorized non-members working on behalf of the Association while they are conducting Association business. Indemnity is payable in the event of loss of life, dismemberment, and accident injury. Coverage is \$150,000 per person with an aggregate of \$1,000,000 per accident. The annual cost, of this policy is, covered by the Association.

#### **4.22 Event Insurance/ Event Participation Waiver and Consent Form/Alcoholic Beverages**

In addition to general “volunteer” insurance, described above, a second insurance policy is in place to cover “non-volunteer” participants who attend an authorized Chapter activity. The annual cost, of this policy is, also covered by the Association.

As general event insurance does not automatically cover the “unregulated” consumption of alcoholic beverages, Chapters in the past have been limited to holding such events in either a “regulated” setting, where special insurance was provided or in an “unregulated” setting after they purchased the special insurance themselves.

As of October 1997, a new insurance policy has been obtained which does permit the Chapter to serve alcoholic beverages in an “unregulated” setting without the need/expense of separate insurance. As this new insurance policy is subject to change in the future, the Chapter is cautioned to still check with the OACETT office, whenever planning an “unregulated” alcoholic event, to verify this special exemption is still in force.

Events where alcoholic beverages are served in a “regulated” setting, and for which the Chapter never required special insurance, include:

1. A meeting/event at a licensed (LLBO) establishment (e.g. restaurant) where alcohol is served by employees of the establishment that carries its own liability insurance as a condition of their license.
2. A licensed bartender is retained for the meeting/event, regardless where it takes place, who is in sole charge of serving and regulating the consumption of alcoholic beverages by attendees, and who carries his/her own liability insurance as a condition of being a licensed bartender.



Events where alcoholic beverages are served in an unregulated setting, and for which the Chapter was required to obtain special insurance, include but are not limited to:

1. Chapter Executive member(s), not being a licensed bartender in their own right, is in control of and serving alcoholic beverages to attendees.
2. An event/meeting where alcoholic beverages are left unsupervised for attendees to serve themselves (e.g. wine and cheese party or picnic).

It is still the Chapter's responsibility to obtain all necessary permits and insurance (if not provided) for any alcohol-related event that is held in an "unregulated" setting. Such additional expenses are not eligible for special funding consideration.

The following are the event guidelines covered under OACETT policy at no additional charge:

**Coverage for low hazard activities up to 5000 attendees (General Liability)**

AGM

Raffles

Sponsored walks

Dinners/luncheons

Booth attendance

Tradeshows/conferences

Attendance of seminars

Sporting or high-risk events are NOT covered and need to be referred for underwriting and additional premiums apply if insurer agrees to cover them. The cost of insuring high-risk events is not covered by the Association.

If required and with suitable notice, a certificate of insurance coverage can be obtained from the Association's insurance broker (different to the member benefits insurance broker) through the Director, Member Engagement and Services at the OACETT.

If there are any questions about insurance coverage or waivers, refer them to the MESC representative.



**INSURANCE PROGRAM MANAGERS  
GROUPS & ASSOCIATIONS**  
Dion Insurance Program Management Inc.

Dion Insurance Program  
Management  
1935 Silicone Drive  
Pickering, ON L1W 3V7

Insurance and risk management services provided for:



## Third Party Certificate Request Form

Name of Association (Insured)

### INFORMATION REQUIRED FOR ISSUING THE CERTIFICATE

1. Name of Event / Activity / Program

2. Location Name of Venue or Third Party requesting the Certificate

3. Address of Venue or Third Party requesting the Certificate

City

Province

Postal Code

Additional Insured(s) (if applicable):

4. Date of Event (mm/dd/yyyy)

5. Please provide brief description of Event / Activities / Program: (For example, Conference, Booth at event, Annual General Meetings, Raffles, Golf Day, Sponsored Walks and so forth?)

6. No. of attendees / participants at this event

7. Are you organizing or attending event?

8. Is there alcohol involved?    Yes    No

(a) minimal

(b) cash bar?, or

(c) If alcohol served, confirm it will be served by venue & their staff    Yes    No

### EVENTS TO BE REFERRED TO INSURER

- Hockey, soccer, football, basketball, baseball, marathons, Horseback riding, Spa days, whitewater rafting, bungee jumping and so forth.
- Events involving supervision of children.
- Events where alcohol is being service by your association
- Meetings / Trade Shows / Conferences hosted by Association taking place **outside** of Canada.



The Ontario Association of Certified Engineering Technicians and Technologists
Event Participation, Waiver and Consent Form (For those over 18 years of age)

OACETT

By signing this document, you will waive certain legal rights, PLEASE READ CAREFULLY.

Participant:
Address:
City/Town: Postal Code:
Phone: H: W: C:
Email:

FOREMOST, The Ontario Association of Certified Engineering Technicians and Technologists (OACETT) and volunteers have done and will do all they can reasonably do to ensure safe events;

IN CONSIDERATION of my acceptance by OACETT into, and the ability to participate as part of, OACETT's programs, activities and events (including any before and after-event activities) (collectively, the "OACETT Events"): I UNDERSTAND AND AGREE, on behalf of myself, next of kin, assigns and personal representatives (collectively, the "Releasees") that there may be risks (known and unknown) in attending at and participating in the OACETT Events, some of which may include the serving of alcohol. I knowingly and freely assume all such risks, both known and unknown and be responsible for any injury or other loss, which I might receive while participating in the OACETT Events activities and programs (including, without limitation, all pre and post event activities, transportation and hospitality). I know that if I consume alcohol or other drugs, my judgement may be impaired and that I will not operate a motorized vehicle. In such instances, I will make alternative arrangements for my transportation.

RELEASE AND INDEMNIFICATION.

I, on behalf of myself and the other Releasees, RELEASE the Organizers (as "Organizer" is defined below) of responsibility from any claims, demands, actions, expenses, costs, and causes of action, whether arising in law or equity, in respect of death, injury, loss or damage to person or property, HOWSOEVER CAUSED, arising or to arise by reason of my or any of the Releasees' participation in OACETT Events (whether as a member, guest, general public, volunteer or otherwise) whether prior to, during or subsequent any OACETT Events or activities put on by, or in any way associated with OACETT. I FURTHER HEREBY UNDERTAKE AND HOLD AND SAVE HARMLESS AND AGREE TO INDEMNIFY all of the Organizers from and against any and all liability incurred by all or any of them caused by or as a result of, or in any way connected with, my participation in OACETT Events. I understand "Organizers" to mean: OACETT and OACETT's directors, officers, members, employees, partners, volunteers, participants, sponsors, owners/operators of facilities, and representatives.

USE OF PERSONAL INFORMATION/MEDIA RELEASE:

I, on behalf of the Releasees grant permission to OACETT to: (a) collect and use my personal information to administer and conduct the OACETT Events together with all related events, activities and travel; and (b) to collect and use my name, voice, statements, photograph, image, likeness, actions at the OACETT Events and/or my biographical data in any live or recorded form (including, but not limited to, any form of video display or other transmission or reproduction), in whole or in part, for purposes of promoting OACETT Events and/or any programs associated with OACETT, in perpetuity worldwide on standard and non-standard television, video, print, electronic and on-line media (including, without limitation, the Internet), and in any other means of distribution, publication or exhibition, whether now known or hereinafter created without any additional consideration in connection with the OACETT Events, future programs, and the marketing, advertising and promotion thereof.

I ACKNOWLEDGE MAKING THIS AGREEMENT. I have read and understood the terms and conditions of this agreement, and by signing it voluntarily, I am agreeing to abide by these terms.

\_\_\_\_\_

---

**Printed Name of  
Participant**

---

**Signature of Participant**

---

**Date**



**The Ontario Association of Certified Engineering Technicians and Technologists**  
**Event Participation, Waiver and Consent (For those Under the Age of 18 years of age)**

By signing this document, you will waive certain legal rights for yourself and your children/ward,  
PLEASE READ CAREFULLY.

Participant: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: H: \_\_\_\_\_ W: \_\_\_\_\_ C: \_\_\_\_\_

Email: \_\_\_\_\_

**FOREMOST, The Ontario Association of Certified Engineering Technicians and Technologists (OACETT) and volunteers have done and will do all they can reasonably do to ensure a safe events;**

**IN CONSIDERATION** of my child/ward’s acceptance by OACETT into, and the ability of my child/ward to participate as part of, OACETT’s programs, activities and events (including any before and after-event activities) (collectively, the “**OACETT Events**”):

I am the parent/guardian of the above named participant having full legal responsibility for decisions regarding the above-named participant.

**I UNDERSTAND AND AGREE**, on behalf of myself, my children, my wards, my heirs, assigns, personal representatives and next of kin (collectively, the “**Releasees**”) that: (i) I am registering my child/ward willingly to participate voluntarily in OACETT Events; (ii) I agree that there are risks, and my child/ward will be exposed to these risks and hazards; (iii) I agree to accept all these risks and hazards and be responsible for any injury or other loss, which my minor child/ward might receive while participating in OACETT Events.

**Release and Indemnification.** I, on behalf of myself and the other Releasees, **RELEASE** the Organizers (as “Organizer” is defined below) of responsibility from any claims, demands, actions, expenses, costs, and causes of action, whether arising in law or equity, in respect of death, injury, loss or damage to person or property, **HOWSOEVER CAUSED**, arising or to arise by reason of my child/ward’s or any of the Releasees’ participation in OACETT Events (whether as a spectator, participant, volunteer or otherwise) whether prior to, during or subsequent any such events, activities. **I FURTHER HEREBY UNDERTAKE AND HOLD AND SAVE HARMLESS AND AGREE TO INDEMNIFY** all of the Organizers from and against any and all liability incurred by all or any of them as a result of, or in any way connected with, my child/ward or any of the Releasees’ participation with OACETT(as a spectator, participant, volunteer or otherwise) in an OACETT Event. I understand “**Organizers**” to mean: OACETT and OACETT’s directors, officers, members, employees, partners, volunteers, participants, sponsors, owners/operators of facilities, and representatives.

**Use of Personal Information:** I, on behalf of myself and my child/ward grant permission to OACETT to: (a) collect and use my child/ward’s personal information to administer and conduct the OACETT Events together with all related events, activities and travel; and (b) to collect and use my child/ward’s name, voice, statements, photograph, image, likeness, actions at the OACETT Events and/or my child/ward’s biographical data in any live or recorded form (including, but not limited to, any form of video display or other transmission or reproduction), in whole or in part, for purposes of promoting OACETT Events and/or any programs associated with OACETT, in perpetuity worldwide on standard and non-standard television, video, print, electronic and on-line media (including, without limitation, the Internet), and in any other means of distribution, publication or exhibition, whether now known or hereinafter created without any additional consideration in connection with the OACETT Events, future programs, and the marketing, advertising and promotion thereof.

**I ACKNOWLEDGE MAKING THIS AGREEMENT**

I have read and understood the terms and conditions of this agreement, and by signing it voluntarily, I am agreeing to abide by these terms.

Name of Child(ren)	Name of Parent/Guardian	Signature of Parent/Guardian	Date
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#### 4.23 Annual Chapter Meeting

The Chapter must hold an annual meeting for the purpose of electing a Chapter Chair and an Executive Committee, as well as reporting to the local members on the activities and finances of the Chapter over the preceding year.

The Annual Chapter Meeting (ACM) must be held any time between January 1<sup>st</sup> and April 15<sup>th</sup>. The chapter must notify corporate office of the result of their election within 2 days following the appointments.

Notice of the ACM must be published to members no less than thirty days prior to the date of the meeting. This notice will be sent electronically and posted on the Chapter's web page.

Providing that due notice has been given to all members, the quorum shall be those present and qualified to vote.

At the ACM, the Chapter Secretary should conduct the election of the executive as follows:

1. Each position should be individually considered in descending order:
  - a) Chapter Chair
  - b) Chapter Vice-Chair
  - c) Chapter Past-Chair
  - d) Chapter Secretary
  - e) Chapter Treasurer
  - f) Chapter College Liaison Representative (can be appointed by the Chair)
  - g) Women in Technology (WIT) Chapter Representative
  - h) Chapter Executive Member (to a maximum of 5 persons)
2. During the term of office, should an elected position become vacant for any reason, the Chapter Executive may appoint a qualified member from the Chapter to assume those responsibilities for the balance of the term of office.
3. Except as otherwise provided, only Certified Members in good standing are entitled to vote on each question arising at any meeting of the members of the Association, including special or general meetings or regional meetings.
4. As each position is being considered, the Chapter Secretary should:

- a) Announce the name(s) of those qualified members who have already been nominated, or allowed their name to stand for an additional term of office.
- b) Ask for any new nominations from the floor of the meeting for the position being considered.
- c) If only one name is on the slate of candidates, then declare the candidate acclaimed to the position, or if two or more qualified names are on the slate of candidates, conduct a vote by either a show-of-hands or written secret ballot, as the consensus of the group dictates.

## 5.0 CHAPTER FINANCE

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### 5.1 Funding and Financial Statements

The Association, according to the policies established by the MESC, is responsible for Chapter funding.

The fiscal year for the Chapter's operation is the same as for the Association, namely January 1<sup>st</sup> to December 31<sup>st</sup>.

Each year, the Chapter is required to submit a financial statement as of December 31<sup>st</sup>, showing revenue, expenditures, bank balance, monies budgeted for expenditure in the year following (funds committed), bank name, branch and account number. A copy of the Chapter's bank statement showing the balance of December 31<sup>st</sup> for that year must also be submitted.

The Chapter may supplement its funding by a number of ways, which include:

1. Making applications for extra funding
2. Fundraising

### 5.2 Assets

Assets and records of the Chapter are considered the property of the Association and must be returned to the OACETT office when the Chapter becomes inoperative. Any proposed, asset purchases, must be approved by the MESC representative. A business plan detailing the reasons for the purchase must be presented.

As a general rule, the Chapter should avoid purchasing its own physical assets and/or equipment without first consulting with the OACETT office. Questions that need to be considered include, but are not limited to:

1. Is it needed for a purpose, which could and/or should be performed by the OACETT office using already existing equipment (i.e., photocopier, computer)?
2. What will be its disposition should the Chapter become inoperative or the next Chapter Executive Committee determine it is no longer needed?
3. Is it an appropriate use of the Chapter's limited funds?
4. How is it needed and/or how would it be used in terms of forwarding the goals and objective of the Association?
5. Is it suitable for many Chapters, and thereby have the Association co-ordinate and/or fund a multiple bulk purchase that would be in everyone's collective best interest?



6. Chapter inventory of hard assets must be provided to the MESC representative annually via the Chapter grants form.

### 5.3 Banking/Financial Records

The Chapter will establish an account at any Canadian bank or trust company of its choice. This account should be set up with the signatures of any three Chapter Executive members. Signing authority is any two of the three members. Generally, this is granted to the Chair, Treasurer, and/or Vice-Chair.

All Chapter bank accounts must be in the Association's full legal name incorporating the name of the Chapter – e.g. "The Ontario Association of Certified Engineering Technicians and Technologists - Trillium Chapter". For bank statement and cheque imprinting purposes, the abbreviation - "OACETT Trillium Chapter" - is acceptable.

Official banking documents must also include the address of the OACETT office, as well as any local address, should the bank/trust company need to contact the Association and the local Chapter's address of record become useless.

As the Association is classified as a not-for-profit professional association for income tax purposes, the Chapter should investigate if the bank/trust company it is looking to select will provide any complimentary or reduced fee charges on their services. If required, a letter confirming our tax status can be requested from the OACETT office.

When the bank statement is received, it should be promptly checked against the cashbook and any discrepancies immediately addressed.

Chapter financial records must be retained for audit purposes for a minimum of five years.

#### **5.3.1 Procedure for Bank Access to Chapter Funds in The Event of Chapter Dissolution**

If a Chapter is dissolved, the authorized individuals on the Chapter bank account have the responsibility of closing the account. A reconciliation of funds spent to date would be required and reported to head office. Head office needs to approve any remaining funds to be disbursed prior to the Chapter closing the bank account. Once the bank account is closed, confirmation of closure and the final bank statement will need to be forwarded to head office. OACETT head office will not be able to close the Chapter bank account as we are not authorized on any of the Chapter bank accounts. All financial documents – bank statements, invoices, unused cheques and deposit book, should be forwarded to head office to store. OACETT stores up to 7 years of documentation. Anything older than this should be shredded. All assets should be returned to OACETT.

### 5.4 Cash Advances

In some cases, it is convenient and necessary to advance the organizer of a Chapter event or activity a lump sum of money in order to allow them to finalize necessary arrangements without expending their own

personal resources. This is similar to a petty cash account except the amount of money advanced is usually larger and a full financial accounting is required to cover the activity.

Cash advances should be made following a resolution of the Chapter executive to authorize such transaction.

At the time of making the cash advance, a single journal entry is made in the cashbook including the name of the person receiving the advance and the notation that it is a cash advance.

Typical situations when a cash advance may be necessary:

1. Making a security deposit for a meeting facility where a cheque made payable directly to the landlord was not possible.
2. Purchasing of food, refreshments and supplies for an upcoming Chapter meeting or event.
3. Purchasing a gift for a guest speaker or “retiring” Chapter Executive member.
4. Incidental travel expenses (gasoline, etc.) when a Chapter Executive member is travelling on behalf of the Chapter to another event.

Allowable expenses incurred by a Chapter representative to attend the Regional Chapter Chairs Conference, as well as the annual Provincial Regional Council Meeting, are covered by the OACETT office upon submission of an expense report and supporting receipts. Cash advance made to assist with such journeys must be reimbursed to the Chapter upon receipt of an Association expense cheque.

## 5.5 Operating Grants

The Chapter is generally funded through a combination of a basic operating grant, paid at the beginning of each year, and a supplemental per capita grant based on the number of members in that chapter. The aggregate amount is paid in one lump sum annually. The basic Chapter operating grant is payable upon receipt of the Chapter’s financial statement, along with a copy of the December 31 Bank Statement, as required by MESC, and a proposed budget for the next year.

Based on the Chapter’s membership on December 1<sup>st</sup>, the basic operating grant is as follows per MESC approval:

- |                          |          |
|--------------------------|----------|
| 1. 1 - 499 members       | \$800.00 |
| 2. 500 to 999 members    | \$600.00 |
| 3. 1,000 or more members | \$300.00 |

The payment of this basic grant will only be made after the Chapter’s MESC representative has approved the financial statement of the Chapter for the previous year and the proposed budget for the next year.

The per capita grant is 1.5% of the resident full member fee, payable in one payment based on the Chapter's membership as of December 1<sup>st</sup>.

Associate Members will be added to the Chapter lists, and the Chapter will receive a per capita grant for them, beginning on January 1<sup>st</sup> of the year following the granting of Associate membership to the individual.

The Chapter is advised that it must never make financial commitments beyond the amount in its bank account.

Supplemental funding through Policies and Rules will not cause a reduction in the operating grant, as described above, in the next year following such funding.

Chapter grant funds shall not be used to reimburse chapter members for mileage or any other expenses related to attending the Association's AGM & Conference.

Chapter donations, if any, should be made to the George and Carole Fletcher Foundation. Donations to other organizations or charities must be submitted to the Director of Member Engagement for consideration and approval.

All Chapter donations must be at most 15% of the chapter grant funds to a maximum of \$1,000.

## 5.6 Chapter Fundraising

In addition to basic operating grants, chapters may generate additional funds through approved fundraising activities within their own chapter boundaries. Before committing to such activities, however, notice must be given and approval received from, the MESC representative (acting on behalf of the Regional Council), and from the Director of Member Services and Engagement or designate. Approval shall not be unreasonably delayed or withheld.

Should the MESC representative, decline such a fundraising activity, the chapter may appeal such decision to the Regional Council, and if necessary, a further appeal to the Member Services and Engagement Committee.

Funds generated through authorised fundraising activities, shall not be subject to any reduction in on-going annual operating grants supplied by the Association.

Authorised fundraising activities and/or procedures include:

1. Monetary donations and/or gifts-in-kind.
2. May not be accepted until after a specific event is established.
3. May not individually exceed \$500.00, and can only be accepted for a defined purpose.
4. Cannot preclude similar suppliers from making donations and/or participating in the event.

Raffles may be permitted under the following specific limitations:

1. No tobacco or alcoholic products may be used as prizes.
2. Participation and/or ticket purchases are restricted to participants physically attending the event.
3. The chapter will be required to obtain and pay any applicable levies or permit fees.

Events where alcoholic beverages are being complimentary provided must be restricted to persons of legal drinking age.

The event must be advertised and controlled as an OACETT activity, despite a “sponsored by...” notation/banner.

## 5.7 Extra Funding

A separate regional fund of \$2,000 is available annually to assist Chapters in each region with the costs of organizing special events and awards programs.

Funds are provided on a first come - first served basis. The amount of these funds has to be approved by the MESC representative each year.

An application for extra funding is made to the MESC representative, submitted in hard copy, and signed by the Chapter Chair. The application must include the following specific information:

1. Name/title of the event or award program for which funding is requested.
2. Where and when the event or program will take place.
3. Who are likely to attend the event or program (e.g., Chapter executive, provincial executive/the OACETT office senior staff, public).
4. The anticipated merits/benefits of the event or program towards forwarding the goals and objectives of the Association.
5. Total event or award program costs, including a breakdown of:
  - a) What external funding is being received and from whom;
  - b) The amount of funding being requested by the application.

The Regional Council and the MESC representative processes applications in consultation with the Director, Member Services and Engagement, who will:

1. Approve the request in full;

2. Approve the request at a reduced funding amount; or
3. Decline the application in its entirety.

At the conclusion of any event or program for which extra funding was received, a report must be filed back with the MESC representative, including any documentation of expenses, promotional literature or brochures, which were distributed as part of the event.

## **5.8 OACETT Expense Policy (Guidelines for Chapter Financial Reimbursement When Travelling on OACETT Authorized Official Business)**

### **5.8.1 Expense Policy**

All reasonable, legitimate, and necessary expenses incurred by volunteers in conducting authorized work for the Association may be reimbursed in accordance with the following guidelines. Volunteers are expected to uphold their fiduciary duty and act in good faith when conducting Association business.

#### **1. General Expenses**

In case of uncertainty or required exceptions, Head Office approval must be obtained 30 days in advance of incurring the expense. OACETT understands this may not always be possible and exceptions on a case-by-case basis may be considered if reasonable justification can be presented. OACETT reserves the right to refuse the reimbursement of any expense that it may consider unreasonable. In the event of a reimbursement dispute the Treasurer, not staff, will be the final arbiter of any disputed claim.

Expenses incurred in connection with OACETT activities, when so authorized by this policy or advanced approval by Head Office, will be reimbursed based on actual expenses paid. Expense claims must be supported with an **itemized paid receipt** that shows the payee, date, and an itemized breakdown of cost. Documentation must also include the names of all individuals participating, and the name of the committee/meeting for which the expenses were incurred. Scanned receipts will be accepted when submitting expenses electronically.

Expenses must be submitted by **December 12<sup>th</sup>** of each fiscal year (January 1<sup>st</sup> to December 31<sup>st</sup>) in which they are incurred. If December 12<sup>th</sup> falls on a weekend the deadline will automatically extend to the end of the next business day. Expenses submitted after the submission deadline, after the fiscal year end or without a receipt will not be reimbursed.

#### **2. Travel**

Volunteers will make their own travel arrangements and include the cost on an expense claim through the member Portal. Maximum travel reimbursements for volunteers will be set based on the most economical mode of transportation available.

**Automobile** – mileage will be reimbursed for the actual kms driven to and from the event/meeting from the point of origin, whether home or work. Mileage will be reimbursed for the shortest distance according to Google Maps. Mileage rates are based on [Canada Revenue Agency guidelines](#).

Costs associated with Toll Roads are eligible for reimbursement above the mileage rates if reasonable

justification can be presented.

**Parking** - self-parking costs will be reimbursed. Valet parking will not be reimbursed unless it is the only option available.

**Car rental** – a rental car with unlimited mileage may be used in lieu of a personal vehicle if the car rental is more economical. This is typically the case for distances greater than 200km. Only mid-size vehicles or smaller will be reimbursed. The volunteer must purchase the rental company's collision protection, unless otherwise insured.

**Air/Rail Travel** – the most economical fare that is eligible for refunds and changes to travel plans will be reimbursed. Volunteers will make every effort to ensure that the premium fees associated with last minute bookings are avoided and the Treasurer may determine that full reimbursement of a last-minute booking is not eligible if sufficient notice of the event requiring the travel has been provided. Change fees will not be reimbursed unless the change was caused by OACETT. If a volunteer elects to change to a more expensive class of ticket or fare, they will be responsible for the difference. An itinerary will not be accepted in lieu of a receipt.

**Taxi, Bus, Ride Share, Airport Limo or Active Transportation Services** – These methods of transportation may be used when required in conjunction with the above. Receipts are required for reimbursement with the exception of public transportation.

### **3. Accommodation**

The Association will book and pay for accommodation and parking for Board of Directors and large group meetings. Volunteers will be responsible for all incidental costs over and above accommodation and parking. Hotel charges such as pay-per-view movies, food, room service, mini-bar will be the volunteer's responsibility.

For other events, volunteers will make their own accommodation arrangements and include the cost in an expense claim. Volunteers will choose a mid-level hotel accommodation commensurate with the location.

For volunteers attending Board of Directors functions, an overnight stay will be permitted if the distance travelled is greater than 200km one-way, time travelled is greater than 2hrs one-way, end-time of function is after dinner, or weather/travel conditions warrant.

### **4. Meals**

The Association will arrange and pay for meals directly for Board of Directors and large group meetings, or for meetings held within the Association's offices. In other cases, volunteers will make their own meal arrangements and include the cost on an expense claim which includes detailed restaurant receipts. Documentation must also include the names of all individuals participating, and the name of the committee/meeting for which the expenses were incurred. Receipts for confectionery or snack items will not be reimbursed unless they are a replacement for a meal. The guidelines for total meal expenditures (before taxes and tip) are as follows:

- Breakfast, Lunch, and Dinner will be reimbursed based on [CRA Meal Allowances](#) for Travel within Canada
- Guidelines for tips would be up to a maximum of 18% of the bill

## **5. Alcohol**

Alcohol expenses are eligible within meal allowances note above. A maximum of 2 drinks per eligible meal can be claimed.

## **6. Travel Companion and Association Guest expenses**

OACETT strives to provide a family-friendly environment for its volunteers but must also consider the financial health of the Association. Travel companions and guests are always welcome but may not be eligible for reimbursement.

For clarity:

- Special events and gatherings that are eligible for volunteers to receive reimbursement for travel companions or association guests, such as the OACETT Annual Conference or Leadership Retreats, will be identified as part of the RSVP process, along with what expenses are eligible for reimbursement;
- Meetings where the regular business of the association is conducted, (ex. Board and Committee meetings), are not eligible for travel companion or guest reimbursement;
- When eligible, reimbursement will be limited to one travel companion or guest; and
- When eligible, reimbursement is limited to the meals at the event and the ability for the travel companion or guest to share the accommodations and ground transportation of the volunteer. Air and rail travel for the guest are not reimbursed, nor are any meals in transit. A volunteer who chooses to drive or rent a car rather than take air or rail in order to accommodate their guest will be reimbursed up to the value of a comparable air or rail ticket, including allowance for ground transportation where appropriate, if that value is significantly less than return mileage. The Treasurer will be the final arbiter on any such adjustment.

As noted above exceptions may be approved based on reasonable justification if received 30 days in advance.

## **7. IT**

Serving on OACETT's Board of Directors does require the ability to access materials and meetings electronically. It is anticipated that most volunteers will have the capacity with existing equipment, software and internet access to accommodate this requirement. If, however, such capacity would create financial hardship for a volunteer, the following optional IT reimbursements are available:

Item	Amount	Rationale
Equipment (e.g. tablet, laptop, etc.) – <b>one-time</b>	\$500	A contribution towards the purchase of a dedicated tablet or laptop so that confidential OACETT information is not stored on personal or work equipment
Microsoft Office license - <b>annual</b>	\$70	The annual cost of license which allows appropriate access to email and documents.
Internet contribution - <b>annual</b>	\$270	Based on 25% of the average internet contract of \$90/month

If a Board member wishes to access the reimbursement, they would claim this through expenses on the member Portal at the beginning of their term.

**8. Non-reimbursable expenses**

Expenses not outlined in this policy are not eligible for reimbursement unless prior approval is received (See General Expenses).

**9. Executive Expenses**

Officers of the Board of Directors commit an extensive amount of time in carrying out their duties. These duties can impinge on their livelihood and impact their personal expenses.

Professional development for Officers may contribute to the growth of the Association. OACETT may provide reimbursement or allowances to help minimize the impact on employment, track expenses, minimize out of pocket costs, make available professional development, and encourage members to stand for executive positions. These reimbursements and allowances are based on OACETT business priorities, convenience for the executive volunteer, and cost effectiveness for OACETT.

Special circumstances may require variance from this policy. As such, a discretionary budget for Executive Expenses will be set and approved each year as part of the budgetary process and business planning. Detailed itemized paid receipts will be required and items included in this discretionary reimbursement budget for extraordinary expenses may include, but are not limited to:

**10. Formal Attire**

Expenses related to the dry cleaning or rental of formal attire to represent OACETT at high profile stakeholder events and meetings are eligible for reimbursement.

Purchasing of formal attire is eligible for reimbursement with advanced approval and reasonable justification. For clarity reasonable justification(s) would include:

- More economical to purchase than to rent;
- Suitable rental options are not available; and
- Replacement of attire damaged while conducting OACETT business.



## **11. Meals, Alcohol and Entertainment**

For Officers representing OACETT at high profile events or meetings, engaging in the business of the Association or building relationships for the purpose of meeting the Association's objectives, the maximum alcohol expense is limited to a total of two drinks per person, and only permitted when entertaining external stakeholders or attending an event where the meal is covered but there is a cash bar.

## **12. Misc Expenses**

Professional development will be reimbursed within budget allocation.

Long distance charges and premium internet upgrades incurred for OACETT-related business will be reimbursed.

Corporate credit cards may be used for OACETT business expenses only.

## **13. Other**

Any expenses not covered specifically under this policy will be considered on a case-by-case basis and prior approval from the Treasurer must be obtained.

## **14. Reimbursement for Chapter Executive**

Effective January 1, 2023, Chapter executives are eligible for mileage reimbursement at the rate established in the current volunteer policy to attend the annual chapter meeting plus one additional executive meeting. The entire trip mileage (per car) will be covered if the distance is at least 75km/one way.

## **5.9 Financial Record Keeping**

As Chapters operate on funds provided by the OACETT office, which in turn is provided through membership dues, formal documentation and accountability is required. While the Association is a registered not-for-profit corporation for the purposes of business taxes, stringent accounting practices are required.

All financial records, whether kept by the local Chapter or forwarded to the OACETT office for storage, must be retained for a minimum of seven years.

Notwithstanding, the actual record keeping of the Chapter need not be overly complex or onerous, but can be adequately handled within the scope of any introductory secondary school accounting course and the monthly balancing of a personal chequing account.

### **1. *Cash Book/Journal***

A simple three column Cash Book or Journal is necessary. This is basically an expanded form of a chequebook ledger, which shows the cash standing of the Chapter. A sample journal is shown on the next page.

#### **a) Date**

Enter the date of the transaction

#### **b) Transaction**

If a deposit is made, enter a simple dash (---) in the field and enter the amount as a credit in the second figures column.

If a cash withdrawal is made, enter (CASH) in the field and enter the amount as a debit in the first figures column.

If a cheque is written to pay an expense, enter the (CHEQUE NUMBER) in the field and enter the amount as a debit in the first figures column.

If a bank charge appears on the statement or in the account passbook, enter (S/C) in the field and enter the amount as a debit in the first figures column.

c) Item

Enter a description of the transaction. A written notation, showing the date of the journal "posting" is written onto the hardcopy of whatever transaction is being processed. (e.g. if paying a restaurant meal bill after a meeting, the date and cheque number should be clearly written onto the original receipt to indicate the bill has been paid, and then the date of journalizing the entry should be entered below that information to show it was transferred into the cash book.)

d) Withdrawal/Deposit/Balance

For the purpose of Chapter records, the simplified method of showing withdrawals (WITH) and deposits (DEP) can be used. This matches the layout of any bank passbook or chequing account statement, and should simplify the monthly reconciliation process.

It should be noted that the Cash Book shows the total cash of the Chapter, and does not differentiate between the cash-in-bank and cash-on-hand such as a petty cash or special cash advance. Normally all cash, except that which has been reserved for petty cash or advances, should be deposited to the Chapter's account as soon as possible, thereby having little cash-on-hand lying around.

XXX CHAPTER CASH BOOK/JOURNAL					
DATE	TRANS	ITEM	WITH	DEP	
2023					
Jan 30	---	OACETT Jan Grant		1125.00	1575.00
Feb 6	23	Advance to Legion Hall for party room	50.00		1525.00
Feb 10	---	Deposit sale of tickets for dinner		60.00	1585.00
Feb 20	24	Meal/Refreshments at meeting	130.56		1454.44
Feb 20	25	Balance owing to Legion for party room	74.68		1379.76
Mar 28	26	Book Prize for Grad Student award	100.00		1279.76
Apr 7	27	Cash Advance J Peters for bus tour	50.00		1229.76
May 1	---	Reimburse surplus Cash Adv J Peters		15.98	1245.74
May 12	28	Postage for special mailing	360.00		885.74
May 29	29	Mail Order Invoice from OACETT HQ	24.98		860.76
<b>LEGION CATERS BILL 02-20-23</b>					
			Total Food	100.43	
			GST	7.03	
			PST	8.03	
			Gratuity	15.07	
			<b>TOTAL</b>	<b>130.56</b>	
chq 24 - \$130.56 Entered Feb 20/23					

**2. Bank Reconciliation Statement**

Each month, upon receipt of the Chapter’s bank statement or having the passbook updated, a bank reconciliation statement needs to be prepared to ensure that the bank accounts of the Chapter accurately reflect its financial situation.

Depending on the financial institution used for the account, a blank bank reconciliation statement may be printed on the reverse side of the statement. If one is not provided, a sample version appears below.

The statement starts with the account balance as it appears on the bank statement. To this total, all deposits, which have been made but not posted to the statement/passbook, are added. Similarly, all cheques and withdrawals made/issued but not cleared or posted to the account are deducted. The final balance should equal the Cash Book/Journal total.

<b>XXX CHAPTER BANK RECONCILIATION STATEMENT May 15, 2023</b>			
	Bank Balance (as per bank statement or passbook) - May 1, 2009		943.45
MINUS	Cheques issued but not cleared		
	#54    12.96		
	#60    9.87		
	#71    68.37		91.20
			852.25
PLUS	Deposits made but not posted on statement/passbook		
	May 5    10.00		
	May 12   15.97		25.97
	Cash Book Balance		878.22
	Cash Advances/Cash-on-hand recorded in Cash Book	20.00	

**3. Annual Statement of Income and Expenses**

As part of the annual year-end reporting procedures, the Chapter must complete and submit a statement of its income and expenses.



## ONTARIO ASSOCIATION OF CERTIFIED ENGINEERING TECHNICIANS AND TECHNOLOGISTS

### Chapter Grant Forms - Preparation Guidelines: SAMPLE

#### OVERVIEW

Chapter Grant forms

The complete 2023 Chapter Grant submission consists of FOUR documents. These documents are:

1. Bank Reconciliation as of December 31, 2022 (an electronic copy is included in this Excel Workbook).
2. Photocopy of a bank-verified account balance as of December 31, 2022 for each account held by the Chapter.
3. Annual Statement of Income and Expenditures for the Year Ending December 31, 2022 (an electronic copy is included in this Excel Workbook).
4. Proposed Budget for 2023 (an electronic copy is included in this Excel Workbook).

Chapter Grant Schedule - the gross chapter grant amount for each chapter included in this Excel Workbook.

Each of these documents must be signed and dated by the Chapter Chair and the Chapter Treasurer and submitted to the MESC representative. Typically, the Chapter Grant application is submitted by the end of January but it must be submitted no later than the Association Annual General Meeting (AGM).

The following provides a brief description of the required entries and completion of the forms. While the electronic copies of the forms have embedded formula intended to make proper completion of the forms easier it is wise to "check the math". If questions arise with regards to the forms and the process to be followed, please contact your MESC representative.

Complete the checklist below, indicating all forms have been completed and forwarded to your MESC representative.

## **BANK RECONCILIATION AS OF DECEMBER 31, 2022 : Sample**

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One copy of this form and the accompanying bank-verified account balance is required for **each** bank account held by the Chapter:

1. Enter Chapter name
2. Line 101 - enter December 31, 2022 bank balance as indicated on the bank account balance statement / passbook
3. Lines 102 to 106 - enter revenue NOT reflected on the December 31, 2022 bank statement / passbook
4. If more than one entry is required on a specific line (e.g. more than one fundraising entry) additional lines may be inserted between Line 102 and Line 106 of the spreadsheet
5. Where space is provided a brief description of the entry should be provided (e.g. activity for raising funds)
6. Line 106 - Sub-total (total of Lines 102 to 105)
7. Lines 107 to 110 - enter amounts NOT reflected on the December 31, 2022 bank statement / passbook
8. If more than one entry is required on a specific line (e.g. more cheques than space allows) additional lines may be inserted between Line 107 and Line 111 of the spreadsheet
9. Where space is provided a brief description of the entry should be provided (e.g. purpose of issued cheque)
10. Line 111 - Sub-total (total of Lines 107 to 110)
11. Line 112 - add Petty Cash
12. Line 113 - the Total Funds on Hand as of December 31, 2022 (Line 101 plus Line 106 minus Line 111 plus Line 112)
13. Line 114 - the Total Funds on Hand as of December 31, 2021 (Line 113 from the 2021 Bank Reconciliation)
14. Line 115 - Change in Cash Position (Line 113 minus Line 114)
15. Form and bank statement must be signed and dated by Chapter Chair and Chapter Treasurer

## **ANNUAL STATEMENT OF INCOME AND EXPENDITURES FOR THE YEAR ENDING DECEMBER 31, 2022**

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1. Enter Chapter name
2. Lines 202 to 210 - enter revenue received from all sources during 2022
3. If more than one entry is required on a specific line (e.g. more than one fundraising entry) additional lines may be inserted between Line 202 and Line 211 of the spreadsheet
4. Provide a brief description of the entry (e.g. activity for raising funds). Attached separate sheet if required.
5. Line 207 - enter Special Funding from 20103 NOT reflected in the December 31, 2021 bank balance
6. Line 211 - the Total Revenue for 2022 (total of Lines 202 to 210)
7. Lines 212 to 227 - enter expenses incurred during 2022
8. If more than one entry is required on a specific line (e.g., more Chapter meetings than space will allow) additional lines may be inserted between Line 212 and Line 228 of the spreadsheet
9. Where space is provided a brief description of the entry should be provided (e.g., date / location of Chapter Meeting)
10. Line 223 - enter amounts spent during 2022 from funds raised by the Chapter
11. Line 228 - the Total Expenses for 2022 (total of Lines 212 to 227)
12. Line 229 - Net Revenue/(Loss) - (Line 211 less Line 228)
13. Line 230 - Change in Cash Position, Line 115 from Bank Reconciliation (must equal Line 229)

## **FUNDRAISING DETAILS**

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1. The fundraising section is intended to clearly identify monies generated from Chapter fundraising activities.
2. The amounts are already accounted for in the Annual Statement of Revenue and Expenditures.
3. The net fund raising amount is deducted from funds on hand at December 31, 2022 at Line 304, potentially limiting the amount of the 2015 Grant which may be withheld.
4. Line 231 - the amount of funds raised by the Chapter in 2022 (Line 205)
5. Line 232 - enter the fund-raising amounts remaining from previous years (provide details)

6. Line 233 - the amount of fund-raising monies spent during 2022 (Line 223)
7. Line 234 - the net fund-raising amount (Line 231 plus Line 232 minus Line 233)
8. This amount CANNOT exceed the Total Funds Available at December 31, 2014 (Line 113)
9. Form must be signed and dated by Chapter Chair and Chapter Treasurer

### **PROPOSED BUDGET FOR 2023**

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1. Enter Chapter name
2. Line 302 - enter the gross Chapter Grant Amount for your chapter. This figure can be found on the Chapter Grant Schedule included in this spreadsheet (Check with your MESC representative if necessary).
3. Lines 303 to 306 - determination of portion of grant, if any, to be withheld ("clawed back")
4. Line 303, Total Funds on Hand at December 31, 2022 is entered from Line 113 on Bank Reconciliation
5. Line 304 - Chapter Fund Raising Amount (Line 234 from Annual Statement of Revenue and Expenditure)
6. Line 305 - 50% of 2023 Chapter Grant amount on Line 302
7. Line 306 - Line 303 minus Line 304, minus Line 305
8. If the value of Line 306 is zero or negative, zero is entered and no funds are withheld from the 2023 Chapter Grant
9. If the value of Line 306 is positive this amount is entered and withheld from the 2023 Chapter Grant
10. Line 307 - Net Chapter Grant, Line 302 minus Line 306
11. The Chapter may separately apply to the MESC representative to have any withheld funds returned to the Chapter
12. The Chapter may also apply to the MESC representative for all or a portion of special funds available to the Region
13. Lines 308 to 310 - enter projected revenue expected to be received in 2023
14. If more than one entry is required on a specific line (e.g., more than one fund raising entry) additional lines may be inserted between Line 308 and Line 311 of the spreadsheet

15. Line 311, Total Projected Revenue (sum of Lines 307 to 310)
16. Lines 312 to 326 - enter expenses projected to be incurred during 2023
17. If more than one entry is required on a specific line (e.g. more Chapter meetings than space will allow) additional lines may be inserted between Line 312 and Line 327
18. Line 327 - the Total Projected Expenses for 2023 (sum of Lines 312 to 326)
19. Line 328 - Projected Net Revenue/Loss (Line 311 minus Line 327)
20. Line 329 - Total Funds on Hand as of December 31, 2022 (Line 113)
21. Line 330 - Projected Balance at December 31, 2023 (Line 328 minus Line 329)  
NOTE that this balance cannot be negative
22. Enter name and address of person to receive the Grant Cheque (print clearly)
23. Net 2012 Grant amount from Line 307
24. Form must be signed and dated by Chapter Chair and Chapter Treasurer

## **CHECKLIST**

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Complete, sign (Chapter Chair and Chapter Treasurer) and date each of the four forms as noted below:

1. Bank Reconciliation as of December 31, 2022 (an electronic copy is included in this Excel Workbook)
2. Photocopy of a bank-verified account balance as of December 31, 2022 for each account held by the Chapter
3. Annual Statement of Income and Expenditures for the Year Ending December 31, 2022 (an electronic copy is included in this Excel Workbook)
4. Proposed Budget for 2023 (an electronic copy is included in this Excel Workbook)

Submit all signed and dated forms to the MESC representative who will review, sign when approved, and submit to Finance Department for issue of the Chapter Grant cheque.









**ONTARIO ASSOCIATION OF CERTIFIED  
ENGINEERING TECHNICIANS AND TECHNOLOGISTS**

**ANNUAL STATEMENT OF REVENUE AND EXPENDITURE**  
**For the Year Ending December 31, 2022: SAMPLE**

CHAPTER NAME: \_\_\_\_\_

**REVENUE**

202	Bank interest earned during 2022 _____	_____
203	Total chapter grant for 2022 _____	_____
204	Meeting income _____	_____
205	Fundraising in 2022 _____	_____
206	Special Funding for year ending Dec. 31, 2021 _____	_____
207	Special Funding received during 2022 _____	_____
208	Other income _____	_____
209	Other income _____	_____
210	Other income _____	_____

211	<b>TOTAL REVENUES</b>	<b>\$0.00</b>
-----	-----------------------	---------------

**EXPENSES**

212	Chapter meetings _____	_____
213	Chapter meetings _____	_____
214	Chapter meetings _____	_____
215	Chapter meetings _____	_____
216	Chapter tours _____	_____
217	Chapter tours _____	_____
218	Annual Chapter Meeting (ACM) _____	_____
219	Executive meetings _____	_____
220	Printing _____	_____
221	Postage _____	_____
222	Bank Service Charges _____	_____
223	Expenditures from Fundraising Amounts _____	_____
224	Other _____	_____
225	Other _____	_____
226	Other _____	_____
227	Other _____	_____

228	<b>TOTAL EXPENSES</b>	<b>\$0.00</b>
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229	<b>NET REVENUE/LOSS – (Total Revenues less Total Expenses)</b>	<b>\$0.00</b>
-----	--	---------------

230	Change in Cash Position, Line 115 from Bank Reconciliation (must equal Line 229)	<b>\$0.00</b>
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**Fundraising Details**

231	Fundraising in 2022 (Line 205)	<b>\$0.00</b>
232	Plus Fundraising Amounts remaining from previous years	_____
233	Less Expenditures from Fundraising Amounts (Line 223)	<b>\$0.00</b>
234	Net fundraising amount	<b>\$0.00</b>

**This amount CANNOT exceed Total Funds on Hand at December 31, 2022 (Line 113)**

CHAPTER CHAIR: \_\_\_\_\_ name \_\_\_\_\_ signature \_\_\_\_\_ date \_\_\_\_\_

CHAPTER TREASURER: \_\_\_\_\_ name \_\_\_\_\_ signature \_\_\_\_\_ date \_\_\_\_\_

MESC REPRESENTATIVE: \_\_\_\_\_  
 \_\_\_\_\_ name \_\_\_\_\_ signature \_\_\_\_\_ date



**ONTARIO ASSOCIATION OF CERTIFIED  
 ENGINEERING TECHNICIANS AND TECHNOLOGISTS**

**PROPOSED BUDGET FOR 2023: SAMPLE**

**CHAPTER NAME:** \_\_\_\_\_

**PROJECTED REVENUE**

302	Gross Chapter grant amount for 2023 (from Chapter Grant Schedule)		
		<u>\$0.00</u>	
	<b>Less the sum of:</b>		
303	Funds on Hand as of Dec 31, 2022 (Line 113)		<u>\$0.00</u>
304	minus Available Fundraising Amount (Line 234)		<u>\$0.00</u>
305	minus 50% of 2022 Chapter Grant Amount (Line 302)		<u>\$0.00</u>
306	If sum is negative, enter \$0.00		<u>\$0.00</u>
307	Net Chapter Grant for 2023 (Line 302 - Line 306)	<u>\$0.00</u>	<u>\$0.00</u>
308	Projected meeting income		_____
309	Projected fundraising		_____
310	Other income		_____
311	<b>TOTAL PROJECTED REVENUE</b>		<b>\$0.00</b>

**PROJECTED EXPENSES**

312	Chapter meetings		_____
313	Chapter meetings		_____
314	Chapter meetings		_____
315	Chapter meetings		_____
316	Chapter tours		_____
317	Chapter tours		_____
318	Annual chapter meeting (ACM)		_____
319	Executive meetings	Number _____	_____
320	Printing		_____
321	Postage		_____
322	Bank service charges		_____
323	Other		_____
324	Other		_____
325	Other		_____
326	Other		_____
327	<b>TOTAL PROJECTED EXPENSES</b>		<b>\$0.00</b>
328	<b>PROJECTED NET REVENUE/(LOSS) – (Projected Revenue less Projected Expenses)</b>		<b>\$0.00</b>
329	<b>Total Funds on Hand as of December 31, 2022 (Line 113)</b>		<b>\$0.00</b>
330	<b>PROJECTED BALANCE AT DECEMBER 31, 2023</b>		<b>\$0.00</b>

**FULL NAME AND ADDRESS WHERE GRANT CHEQUE IS TO BE MAILED (Please Print Clearly)**

Name \_\_\_\_\_

Address and Street \_\_\_\_\_

Apartment, P.O. Box No., RR \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

2023 GRANT AMOUNT APPLIED FOR (maximum is Line 307 above)

\$0.00
--------

CHAPTER CHAIR: \_\_\_\_\_  
name signature date

CHAPTER TREASURER: \_\_\_\_\_  
name signature date

MESC REPRESENTATIVE: \_\_\_\_\_  
name signature date



ONTARIO ASSOCIATION OF CERTIFIED  
ENGINEERING TECHNICIANS AND TECHNOLOGISTS

**CHAPTER INVENTORY: December 31, 2014**

List all inventory items. (i.e. cameras overhead projector, etc.)

### **5.9.1 Chapter/Regional Extra Funding**

1. In January of each year, the Member Services and Engagement Committee provides each Regional Council with a grant totalling \$2,000.00 maximum for the purpose of assisting the region, and the chapters of the region, with expenses for special events and/or activities.
2. The available funds of this account may be increased through the receipt of non-released chapter operating grant funds as outlined in Member Services and Engagement Committee Rule
3. At December 31<sup>st</sup> of any year, all unallocated extra funds in the Region's extra funding account, in excess of \$2,000 will be returned to the Member Services and Engagement Committee.
4. Chapter requests for extra funding shall be made in writing on the grant form to the Regional Secretary-Treasurer.
5. The application shall at a minimum include:
  - a) Description of the program/activity.
  - b) Realistic projection of the number of attendee/participants.
  - c) Total cost of the event for which an extra funding subsidy is being requested.
  - d) The total funds, against the total projected cost, that have or are being received from other sources (other organizations, fundraising, etc.).
  - e) The amount of extra funding subsidy being requested.
  - f) Anticipated benefits in the promotion of OACETT objects such as the advancement technology professions and careers to school children.
6. All applications for special funding must be signed by the respective Chapter Chair(s) before they can be accepted by the Regional Secretary-Treasurer.
7. Recognising that the presentation of twenty-five, forty, fifty and sixty-year member certificates is common to all Chapters every year, such activity is expressly excluded from extra funding consideration.
8. When the Regional Council is considering a request for extra funding, the following factors shall be considered:
  - a) Is the Chapter projecting a cash surplus at year-end which is adequate to cover the event if the request is declined?
  - b) What is the size of the Chapter (number of members as well as amount of annual operating grant) in relation to other chapters that may be making similar request submissions?

- c) How often does the Chapter seek extra funding assistance? A Chapter that rarely seeks extra funding or has not for a number of years should be given more favourable consideration over a Chapter that frequently/regularly applies for assistance.
  - d) Has similar requests been made by other Chapters in the past? Were those requests approved or declined?
  - e) Recognizing that all outreach and public relation activities have positive benefits to the Association, since funding is limited, does the specific event/activity promote the higher outreach priorities of the Association's business plan?
  - f) Does the request, especially if an on-going program, duplicate or very closely resemble another initiative that is already in place? Example: creating a Chapter academic award where the campus is already receiving a Fletcher Foundation prize each year.
9. Funds are provided on a first come - first served basis. Any amount must be approved by the MESC representative each year.
10. An application for extra funding is made by submitting it with a hard copy which has been signed by the Chapter Chair to the MESC representative. The application must include the following specific information:
- a) Name/title of the event or award program for which funding is requested.
  - b) Where and when the event or program will take place.
  - c) Who are likely to attend the event or program (e.g. Chapter executive, MESC representative, OACETT senior staff, other).
  - d) The anticipated merits/benefits of the event or program towards forwarding the goals and objectives of the Association.
  - e) Total event or award program costs, including a breakdown of:
    - i. What external funding is being received and from whom;
    - ii. The amount of funding being requested by the application.
11. The Regional Council and the MESC representative processes applications in consultation with the Director of Member Engagement and Services, who will:
- a) Approve the request in full;
  - b) Approve the request at a reduced funding amount; or
  - c) Decline the application in its entirety.
12. At the conclusion of any event or program for which extra funding was received, a report must be filed with the MESC representative, including any documentation of expenses,

promotional literature or brochures, which were distributed as part of the event. A copy of the report must be sent to the Member Engagement and Services Director.





**CHAPTER REQUEST FOR SPECIAL FUNDING**

Chapter Name: \_\_\_\_\_

For Fiscal Year: \_\_\_\_\_

Date of Request: \_\_\_\_\_

**Information from Chapter Grant Sheets for current year:**

Net Allowable Grant for Current Year: \$ \_\_\_\_\_

Surplus Projected for Current Year: \$ \_\_\_\_\_

Deficit Projected for Current Year: \$ \_\_\_\_\_

Total cost of project: \$ \_\_\_\_\_

Amount of Special Funding being requested\*: \$ \_\_\_\_\_

Reason for funding request (how does this investment support OACETT's strategic priorities?):

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Have other chapters in the region been notified of this request? Yes  No

Is this a Women in Technology meeting or event? Yes  No

Approval by your MESC representative is required for special funding requests.

Chapter Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MESC representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail address to which direct deposit payment remittance voucher is to be sent:

OR

Address to which payment is to be sent: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **5.9.2 Chapter Annual Report**

This document must be used to produce the Chapter Annual report. The Chapter is to submit this report with their annual request for funding to the MESC representative. This form can also be presented at your Chapter AGM.

Please see next page for a sample of this document.

**CHAPTER ANNUAL REPORT**

**Please submit this document when submitting your grant forms**

Chapter Name: \_\_\_\_\_

For Fiscal Year: \_\_\_\_\_

Date of Request: \_\_\_\_\_

1. Please list the date of your Chapter Annual Meeting

\_\_\_\_\_

2. Please provide information on your Chapter Executive members:

Name	Position	E-mail Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Please list your Chapter's activities with accompanying dates in the last year:

Activity (1) Date: \_\_\_\_\_

\_\_\_\_\_

Activity (2) Date: \_\_\_\_\_

\_\_\_\_\_

Activity (3) Date: \_\_\_\_\_

\_\_\_\_\_

Activity (4) Date: \_\_\_\_\_

\_\_\_\_\_

Activity (5) Date: \_\_\_\_\_

\_\_\_\_\_

4. Please list your projected activities for the upcoming year. Do not include Chapter meetings, Executive meetings or AGM meeting here. (Costs of these activities are not required on this document).

Activity (1) Date: \_\_\_\_\_ (date can be approximate)

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Activity (2) Date: \_\_\_\_\_

---

Activity (3) Date: \_\_\_\_\_

---

Activity (4) Date: \_\_\_\_\_

---

Activity (5) Date: \_\_\_\_\_

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### **5.9.3 Audits**

As part of the annual official audit of the Association's financial operation, two Chapters are selected at random to submit their records for formal review. The audit is to assist the chapters in running their operations in an efficient manner, and ensure that the high standards of the Association are being met. It should not be seen as an inference that irregularities are suspected.

Auditors have requested the following materials be available and submitted upon request:

1. All receipts for every item or service purchased.
2. Minutes or a list of action items from the Chapter meetings, where the expenses are authorized.
3. Two signatures on all cheques.
4. Monthly bank statement including cancelled cheques.
5. A chronological list of the year's transactions.
6. An explanation of any generated revenue.

## **6.0 CHAPTER COMMUNICATIONS**

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### **6.1 Stationery**

All requests for supplies are to be made through the OACETT office.

1. Official OACETT Letterhead and Envelopes displaying the Association's logo and overprinted at the OACETT office are supplied at no cost.
2. Official Chapter Chair Business Cards. Cards for other Executive Members are available on a cost recovery basis.

### **6.2 Brochures and Publications**

Chapters are informed of new marketing brochures, as they become available. Current versions of all application forms are available to print from the OACETT website. If Chapters require additional copies, they can be requested from the Member Engagement and Services department.

1. Salary Survey (Executive Summary) – This document is excerpted from the Bi-annual Salary Survey of members and is available online.
2. Salary Survey (Full Version) – Available as a download from OACETT's web site for members only, or in printed form by written request only, from the OACETT office on a cost recovery basis.
3. The Ontario Technologist – Due to the extensive mailing list that already exists; only a limited number of extra copies are printed with each edition. Limited quantities of spare back issues are available, upon request and with justification, from the OACETT office. Copies of the Ontario Technologist are also available to all members and the general public online.

### **6.3 Website and Chapter Home Pages**

As part of the Association's E-Association strategy, each Chapter will be provided with its own home page that is attached to the Association's main website, at no cost to the Chapter.

Chapters may inform their members of upcoming events through mass e-mail. In order to remain CASL compliant the chapter event messaging is to be sent to the OACETT Chapter and Program Advisor, for distribution to the chapter members.

Standardized wallpaper, graphics, and section heading will be established by OACETT office, to maintain a consistent professional image throughout the Association's mediums. Chapter-specific content is to be sent to [events@oacett.org](mailto:events@oacett.org) for posting.

The Chapter will have an Executive member who is willing to receive e-mail messages from members or the public. Their personal e-mail address will be linked to the “your-chapter”@oacett.org e-mail address that is listed on each chapter webpage. Replies to e-mail event notifications will also be sent to this address. This process maintains the Executive member’s privacy while permitting members of your Chapter to contact you.

#### **6.4 Website Events Notice Section**

An events notice section is available on the Association’s web site for advertising upcoming Chapter events. Chapter upcoming event content is to be sent to [events@oacett.org](mailto:events@oacett.org) for posting on the chapter website.

#### **6.5 Wording of Chapter Communications**

All Chapter publications are to be clearly identified as such. Any publication containing editorial or personal comments must carry a statement to the effect that the opinions expressed are not necessarily those of the Association.

#### **6.6 Inclusive Language**

When representing the Association in an official capacity, it is important that all members are included in communications.

1. Member(s) - Whenever possible, reference should be made to include all members with no mention of “C.E.T.”, etc., unless participation is legally restricted to certified members only (e.g. voting and running for Chapter Chair or Vice-Chair).
2. Certified member - When participation is legally restricted to Certified Members only, reference should be made to “certified members” being mindful that the Association certifies with three designations, C.Tech., C.E.T. and A.Sc.T.
3. Member and companion/guest - When promoting an event, reference should be made to a “member and their companion/guest”.

## 7.0 HONOURS AND AWARDS

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Each Year, the Awards Committee of the Member Services and Engagement Committee publishes a “call for nominations”. The Chapter should diligently review the performance of all Chapter members, as well as giving consideration to the various publics within its area to ensure rich mixes of potential candidates are submitted for consideration.

### 7.1 Nomination Process

Except for automatically conferred awards (based on specific service or duration of membership) members/Chapters who wish to nominate an individual or organization for an award should submit the candidate’s name along with all relevant information to the Awards Committee through the Member Services and Engagement Committee. Complete details and nomination forms are available for download from the web site.

The Chapter should as well promote awards for outstanding students, whether at the college or secondary school level. The main theme in all awards is to emphasize the standards and aims of the Association.

The nominator of an award must be a member him/herself. Non-members may submit suggestions with supporting documentation, but the formal nomination form must be written and signed by a member. Should a non-member make a suggestion directly to the Awards Committee, the committee may prepare the nomination and submit it on behalf of the nominator.

It is the responsibility of the Awards Committee to select the best candidates of all nominations submitted for each award category. The maximum number of candidates selected for each award cannot exceed the maximum number allowed in any given year. The candidates selected will then be presented to the Board of Directors for approval through a secret ballot procedure. It is the Board’s responsibility to vote on each candidate selected.

### 7.2 Chapter Chair Certificate

Chapters can notify the OACETT office to prepare a certificate for a Chapter Chair upon resigning from the position.

The certificate, which is usually presented by the President to the Chapter representative attending the Provincial Regional Council Meeting, to be subsequently presented locally in the Chapter.



### 7.3 Volunteer Service Award

A provincial certificate is automatically awarded to an individual (member or non-member) who has served the Association for 5, 10, 15, etc. (increments of 5) years as a volunteer in an approved capacity, whether at the Chapter and/or provincial level.

A “volunteer year” is defined as a normal term served in a calendar year. Service is formally acknowledged when accumulated to the respective five-year levels, and need not be consecutive. Regardless of the number of activities an individual may be involved in; only one service credit may be earned in any one calendar year.

The award certificate cites the number of years of service that have been rendered.

The granting of a volunteer service award does not in itself preclude the recipient from being named for some alternative form of recognition.

### 7.4 Ten, Twenty-five, Forty, Fifty and Sixty Year Member Certificates

A special certificate and lapel pin is automatically awarded to a certified member upon completion of ten, twenty-five, forty, fifty or sixty years of membership.

Annually, a list of recipients is forwarded to the Chapter by the OACETT office for telephone contact.

The certificates will be mailed to the certified members, directly from the OACETT office, while the Chapter may present the lapel pins at a Chapter event.

Award certificates show only the year of presentation, and are not specified to the actual month in which the anniversary occurs.

Wherever possible, presentation of the lapel pins via the local Chapter is strongly encouraged.

### 7.5 Chapter Certificates

A certificate is available to the Chapter on a cost-recovery basis.

To ensure a consistent professional image, the certificate must be obtained from the OACETT office using the standardized text that is provided by the OACETT office. The signature of the Chapter Chair is to be hand signed in black ink.

Suggested uses of an “appreciation” certificate includes acknowledgement of:

1. Service of an outgoing Chapter Executive member.
2. Regular complimentary use of meeting facilities from a local company, college, clubs, etc.

3. Service by a member or non-member to the Chapter over a period of time.
4. Assistance by a faculty member of the local college who has regularly assisted with the promotion of the Association and the Chapter.

The awarding of a Chapter appreciation certificate does not in itself preclude the recipient from being nominated for some form of provincial recognition.

Suggested uses of an “academic” certificate include recognition of:

1. Winners at regional elementary, secondary, or post-secondary science fairs.
2. Winners of essay contests.
3. General academic excellence by a student at the local college campuses.

As successful completion of a Technology Report to the Association’s academic registration standards is required for Certified Technologist (C.E.T.) membership, the awarding of any form of recognition expressly for a Technology Report is prohibited.

As the use of the corporate seal, or any reasonable facsimile thereof, is reserved for documents and awards approved and presented by the Board, its use on Chapter certificates is prohibited. Similarly, the Chapter is prohibited from creating any local form of certificate embellishments to be added to a certificate.

Certificates are to be presented, as a minimum, in the standard grey corporate presentation folder, which can be obtained on a cost-recovery basis from the OACETT office. Alternatively, suitable corporate frames are available on a cost-recovery basis through the OACETT Collection Mail Order Service.

## 7.6 Chapter Engagement Awards

OACETT celebrates the achievements of its chapters and members through its annual chapter awards. The 3Cs Chapter Engagement Awards recognize the important contribution of chapters in furthering the Association’s goals and objectives while helping to promote awareness for OACETT, the profession, and community outreach. The awards will be presented at the President’s Awards Dinner at the Conference.

### *Chapter Engagement Awards Categories:*

- Colleges: Organize and participate in school visits, college events and host education, and networking activities to encourage students to join OACETT and get involved with their local chapter.
- Corporations: Engage local companies that hire or have the potential to hire engineering and applied science technicians and technologists through partnership in educational offerings, networking activities, career and sponsorship opportunities.
- Community: Outreach activities and events within the chapter’s community.

*Winning chapters will receive:*

- \$1000 in additional funding for that year, to be put towards chapter events and activities.
- Recognition on OACETT's website, social media.
- Featured article in the Ontario Technologist magazine.

*Awards Criteria*

1. Three awards will be handed out each year - one per category: Colleges, Corporations, and Community. While a chapter can nominate themselves in all three categories, they can only receive one award per year.
2. Each category requires chapters to host or be involved with a minimum of two programs, events or activities during the award year (June 15 - March 1). Additional consideration will be given to chapters who organize their own events.
3. Chapters will be required to submit a nomination form outlining the events and activities objectives, goals, and results.
  - Colleges - In the instance where chapters do not have a college in their area, they are still encouraged to assist the Manager of College Partnerships with local school visits and events.
  - Corporations – Activities might include plant tours, workshops, networking sessions, career days, mini trade shows, and sponsoring of chapter events.
  - Community – Chapters and members are encouraged to engage in community outreach activities such as clean-up days, community gardens, food and toy drives, fundraisers for a local shelter, school, hospital, or charity.

*Awards Guidelines*

1. Awards will be presented by the OACETT president to the respective chapter chair or chapter designate during the President's dinner at Annual General Meeting and Conference.
2. The award will consist of a large ceremonial cheque presented on stage.
3. In exceptional circumstances, where two chapters have gone above and beyond, it is possible to have more than one chapter awarded in each category. This is at the discretion of the Awards Committee.

*Selection Process:*

Chapters nominations will be reviewed and awarded by the awards committee based on the 3Cs awards criteria.

*Awards Nomination Form:* visit <https://form.jotform.com/211935060676255>

## 7.7 Carole and George Fletcher Foundation

All Chapters are encouraged to support the Carole and George Fletcher Foundation initiatives:

### 1. *Purpose*

The Foundation encourages, through financial assistance, students pursuing studies in the applied science and engineering technician and technologist levels. It has been so named to recognize the many years of outstanding contribution to this purpose by an OACETT Past President, Mr. George A. Fletcher, C.E.T, and his wife, Carole.

### 2. *Trustees*

The trustees are members of OACETT, and are appointed by the Association's members at their annual general meeting.

### 3. *Awards*

Awards are made on the basis of academic excellence, and consist of a commemorative certificate and a sum of money. Currently, the Foundation makes awards available to eight colleges per year in the amount of \$1000.

### 4. *Eligibility criteria*

Eligible students are those in full-time studies, recognized for academic merit for studies in their second year, i.e. third or fourth semester in a post secondary technician or technologist diploma program in Applied Science or Engineering disciplines as recognized by OACETT except those who have been selected to receive other academic awards during that semester.

### 5. *Procedure*

The college is asked to notify the Foundation by May 30 of its chosen recipient. The Foundation will issue cheques directly to the recipients, and will prepare a commemorative certificate to be presented at an appropriate awards ceremony, if possible, by a Fletcher Board member or an OACETT representative. Their names will be published in *The Ontario Technologist*, OACETT's member magazine.

**SAMPLE FORM**

**CAROLE AND GEORGE FLETCHER FOUNDATION**

**NOMINATION FOR AWARD BY COLLEGE – 20XX**

Name of Student \_\_\_\_\_

Address of Student \_\_\_\_\_

Name of College \_\_\_\_\_

Discipline \_\_\_\_\_

Full Title of Program \_\_\_\_\_  
(As it will appear on Student's Diploma)

Anticipated date of graduation \_\_\_\_\_, 2009

Brief appraisal of Student by College:  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate date and time of Awards Ceremony at which scholarships are presented:  
\_\_\_\_\_  
\_\_\_\_\_

We have reviewed the Outline of the Awards Program as provided with a letter of invitation from the Trustees, dated March, 2008, and accept the terms and conditions therein, pertaining to our participation in the program.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Title

Name and address of College:

**Please return by May 30<sup>th</sup>**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone no. ( ) \_\_\_\_\_

Return to OACETT:  
Fax: 416-621-8694

## **8.0 MEMBERSHIP FEEDBACK**

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The Association receives continual feedback in the form of correspondence, telephone calls, communication with/from elected representatives, and in-person visits to the OACETT office. When this feedback is negative, it is essential that the Association listen closely.

When a concern or complaint comes to the attention of the Chapter, it is important the relevant details are forwarded to your MESC representative for investigation and reply. The individual's name, telephone number, and all relevant details should be promptly forwarded for an official reply to the MESC representative.

## **9.0 REDUCED DUES**

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Any member experiencing financial hardship in meeting their annual dues obligations, due to a significant reduced personal income on the basis of but not necessarily limited to, unemployment, under-employment, family leave, early retirement, full-time studies, or health, may request a temporary reduction (deferment) in the membership dues. Please contact the Member Engagement and Services Department for further information.

## **10.0 PRIVACY AND RESTRICTED ACCESS TO MEMBERSHIP INFORMATION**

Effective January 1<sup>st</sup>, 2004, the federal Privacy of Personal Information and Electronic Documents Act came into being. Please refer to OACETT's privacy policy online for further information.

A MESC representative, Chapter Chair, Committee Chair, and/or member of the OACETT Administration Board, may obtain a partial list of members, for their use in the internal business of the Association only.



## **11.0 CONFLICT OF INTEREST CODE**

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While the OACETT Act establishes the Association as a self-governing body, By-law 20 sets out how the Association operates, defining all aspects of its governance. For example, the By-law:

1. Defines membership and registration requirements.
2. Outlines protocols for terms and duties of the Executive, Board of Directors and Committees' representatives.
3. Defines voting procedures, code of conduct and conflict of interest.
4. Lists rules for dues, fees and administration of the Association.

## **12.0 ASSOCIATION SEALS, TRADEMARKS AND LOGOS**

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All official emblems of the Association or reasonable facsimiles thereof, are registered with the Government of Canada as “official marks” for the description of services and wares of the Association, and in some cases, are expressly reserved for documents approved by the Board of Directors. Some emblems, are permissible for use, by individual members, in their private practice, others are not.

The official marks reserved to the Association include:

1. Original corporate emblem and corporate seal design, adopted in 1961, known commonly as the “flying CET”.
2. Coat-of-arms and corporate seal design, adopted in 1987, and its numerous variations such as the shield, shield with OACETT scroll, medallion with coat-of-arms in circle.
3. Marketing name and logo, adopted in 1997, known commonly as the “double t”, along with the tag line/descriptor “The Technology Professionals in Ontario.”
4. “OACETT” as a proper word.
5. Design of the Certified Member Identification Stamp.

The Chapter, in the course of its regular business, is considered an extension of the corporate Association. As such, it is permitted to use certain official marks provided they are applied (both technically correct as well as appropriateness of use) in exacting compliance with the official graphics standards. Inquiries about proper use, as well as obtaining first-generation artwork, should be directed to the Director, Member Engagement and Services at the OACETT office.

As mentioned elsewhere in this manual, the corporate seal of the Association is reserved for documents and awards approved and issued by the Board. As such, it cannot be used on Chapter issued awards. Similarly, the Chapter is not permitted to create its own form of seal or logo for use on documents or award certificates.

A special “endorsed” logo has been created to advertise/promote member benefits and programs that have been formally endorsed by the Association.

A new distinctive “member” logo has been created for members to use in their private professional activities.

## **13.0 STRATEGIC PARTNER GUIDELINE**

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The Member Services and Engagement Committee are responsible for recruiting Strategic Partners with companies who employ engineering and applied science technicians and technologists and with like minded associations as part of its outreach program.

These partnerships are in place to add value to the association and its members by increasing awareness of the association and its credentials, broadening market reach and increasing the recognition of our members.

These partnerships will assist in promoting our members as “qualified persons” with government, colleges, and other associations, and in developing collaborative relationships within the engineering and applied science professions.

The value that OACETT provides through these partnerships is the size of its membership and the increase of company/association marketing reach and branding opportunities through the Ontario Technologist and other outreach activities.

The annual partnership fee is reviewed on a regular basis by the Board. This annual fee is based on a cost recovery model for the partner and is offset through discounts on OACETT’s products and services offered through the Member Engagement and Services department.

The Member Services and Engagement Committee agree that all strategic partnerships must adhere to the above value statement, have an affiliation with engineering technology or applied science professions and have the potential to employ our members.

The Member Services and Engagement Committee also recognize that the ongoing relationships with the Strategic Partners must be maintained. Caution will be exercised in the number and rate at which partnerships are formed to ensure the Professional Affairs and Services department is able to provide ongoing value and quality service.

All strategic partnerships are reviewed annually on their renewal date to ensure that the partnership is still relevant to both parties. The partnership can be terminated by either party at any time.