



OACETT

**MEMBER ENGAGEMENT AND SERVICES
COMMITTEE POLICIES**

September, 2023

Table of Contents

1.0 AREAS OF ACTIVITIES	4
2.0 COMMITTEE MANDATES AND OPERATIONS	5
2.1 Provincial Honours and Awards Committee (standing)	5
2.2 Regional Councils	5
3.0 CHAPTER FORMATION, DISSOLUTION AND OPERATION	7
3.1 Chapter Definition	8
3.2 Chapter Formation	8
3.3 Chapter Governance	8
3.4 Chapter Dissolution	8
3.5 Chapter Boundaries.....	9
3.6 Chapter Operating Grants	11
3.7 Chapter/Regional Extra Funding	12
4.0 MEMBERSHIP BENEFIT PROGRAMS.....	13
5.0 AFFINITY AND PARTNERSHIP PROGRAMS	14
6.0 TECHNOLOGY RING	15
7.0 CERTIFIED MEMBER IDENTIFICATION STAMP	16
7.1 Introduction.....	16
7.2 Eligibility	16
7.3 Liability Insurance.....	17
7.4 The Application of the Stamp.....	17
7.5 Professional Responsibility.....	17
7.6 Cost/Acquisition	19
8.0 PROVINCIAL HONOURS AND AWARDS	20
8.1 Awards Committee Terms of Reference	20
8.2 Schedule of Activities	20
8.3 Records.....	20
8.4 Staff Responsibilities	21
8.5 Award Presentation and Timing.....	21
8.6 Expenses	21
8.7 Protocol	21
8.8 Classification and Standardisation of Awards.....	21
8.9 Presentation Sequence	23
9.0 HONOUR AND AWARDS DEFINITIONS	26
9.1 Life Membership (Class 1)	26
9.2 Honorary Membership (Class 1).....	26
9.3 Outstanding Technical Achievement Award (Class 2)	26
9.4 The George Burwash Langford Memorial Award (Class 2)	27
9.5 The Thomas William Hopson Memorial Award (Class 2)	28

9.6 Outstanding Educator Award (Class 2).....	28
9.7 Young Professionals Recognition Award (Class 2)	29
9.8 Distinguished Service Award (Class 3).....	30
9.9 Blake H. Goodings Memorial Award (Class 3).....	30
9.10 Outstanding Community Service Award (Class 3).....	31
9.11 Student Recognition Award (Class 3).....	31
9.12 Chapters Engagement Awards (Class 3).....	32
9.13 Publications Award (Class 4)	33
9.14 Ten Year Member Certificate (Class 5).....	34
9.15 Quarter Century Member Certificate (Class 5)	34
9.16 Forty Year Member Certificate (Class 5)	34
9.17 Half Century Member Certificate (Class 5)	35
9.18 Sixty Member Certificate (Class 5)	35
9.19 Chapter Chair’s Certificate (Class 6).....	36
9.20 Volunteer Service Award (Class 6)	36
9.21 President’s Certificate (Class 7).....	36
9.22 Out-going Board of Director’s Plaque (Class 7).....	37
9.23 Chapter Appreciation Certificate (Class 8).....	37
9.24 Chapter Academic Certificate (Class 8)	38
9.25 Balloting Procedures	38
10.0 ADVERTISING STANDARDS, COMMISSIONS AND EDITORIAL EDITING	40
11.0 REMISSION OF MEMBERSHIP DUES	42
11.1 Remission of Membership Dues in Cases of Undue Financial Hardship	42
11.2 Continued Remission Status	42
11.3 Remission Request Appeals	42
11.4 Prior Remission Arrangements	43
12.0 STRATEGIC PARTNER GUIDELINES.....	44
Appendix 1: Chapter Grant Request Preparation Guidelines.....	45

1.0 AREAS OF ACTITIVITIES

The Member Engagement and Services Committee areas of activity include but are not limited to:

1. Member Engagement and Services Mandates, Operations and Policies
2. Regional Councils and Chapter
3. Membership Benefit Programs
4. Employment Related Activities
5. Marketing and Outreach
6. Honours and Awards
7. Communications
8. Advocacy
9. Other Mandated Activities and Responsibilities

2.0 COMMITTEE MANDATES AND OPERATIONS

2.1 Provincial Honours and Awards Committee (standing)

The Provincial Honours and Awards Committee shall be comprised of:

- Two MES Committee Members (one is to be named the chair)
- Two Certified Members at large (appointed)
- One RPPC Member (appointed by the Registration and Professional Practice Committee)
- Director, Professional Affairs and Services or designate

The Provincial Honours and Awards Committee shall:

1. Co-ordinate and oversee the honour and awards program of the Association.
2. Co-ordinate with staff the call for nominations, the collection and evaluation of data, the preparation of a short list and recommendations for the Board of Directors, the tabulation of winners, the notification of winners and related communications.

2.2 Regional Councils

The Regional Councils shall be comprised of:

- MES Rep for the Region
- Secretary/ Treasurer for the Region
- RPPC Rep for the Region
- Up to two certified members from each chapter within the Region

The Regional Council shall (but not be limited to):

1. Encourage and provide input to individual chapter activity programs. Provide suggestions as to the type and function of activity (to balance the chapter calendar). Also provide suggestions as to who to appoint as leads for each activity if necessary.
2. Oversee and encourage member activity programs on a regional basis.
3. Promote OACETT's awards program on a regional basis, including;
 - a. Solicit qualified nominations for provincial-level awards.
 - b. Present the ten, twenty-five, forty and fifty-year member awards.
 - c. Present Volunteer Service Awards and other provincial-level awards not presented at the provincial awards event.
4. Maintain a record of all chapter executive members complete with "REAL" dates (i.e. when the member joined the executive and how many years of "continuous" or "resumed" contribution to the chapter). Ensure the records are available to other Councillors/Chapter Chairs in the event of a transfer of a member to another chapter.

5. Review chapter year-end financial reports, chapter chair's annual reports, and proposed next-year operating budget.
6. Assist struggling or inactive chapters within the region.
7. Provide input to the Member Engagement and Services Committee on proposed changes to the Chapter Operations Manual and other matters of concern to the membership.

2.4.1 Regional Council Meetings

1. Meetings of the Regional Council shall be formally called by the Regional Treasurer, or the MESC Rep for the region (chair). The Council shall consist of up to two certified members from each Chapter, the MESC Rep (Chair), the RPPC Rep, and the Regional Treasurer.
2. Refer to the Chapter Operations Manual: Section 3 Rules for Business meetings for best practices on how to conduct the Regional Meeting's business with speed and efficiency. Information is also provided in the Orientation Package that was provided at the first Council Meeting.
3. A notification of the Regional Council meeting date must be sent to the Director and Administrative Coordinator of the Professional Affairs and Services department. A copy of the minutes of the meeting must be sent to the Administrative Coordinator no later than two months after the meeting with a copy to the MESC Chair and MES director.
4. Regional meetings may be held via conference call at the MESC Rep's discretion. Following the practice of the OACETT Board, the Regional Council will utilise the publication *Call to Order: Meeting Rules and Procedures for Non-Profit Organizations*¹, as its guide for conducting business, except where other provisions are made in the By-law or Member Engagement and Services Committee Policies.
5. Following the practice of OACETT Board of Directors and to ensure that a level of professionalism is maintained the Regional Council shall utilize the *Meetings: Some 'Rules of Order' and Some Tips to Help you Survive Your Next Meeting* information that's provided in the OACETT Board Orientation Manual.
6. A majority of the elected and appointed members of the Regional Council shall form a quorum for the transaction of business.
7. Motions/Questions arising at the Regional Meetings unless in conflict with OACETT Bylaw, Chapter or MESC policies shall be decided by majority vote. The vote can be taken by ballot if requested, or a show of hands. The Chair (MESC Rep) will call "for", "opposed", or "abstentions". The Motion will be considered carried when there is a simple majority. In the event of a tie the Chair will have the right to vote.

¹ Perry, Herb and Susan. *Call to Order: Meeting Rules and Procedures for Non-profit Organizations, 2nd Edition*. Burlington, Ontario: Big Bay, 1984. Print.

8. In the event that a Regional Council decision is required between Regional Council meetings, a verbal, electronic, or written ballot vote may be taken of all available members of the Regional Council and the decision shall be recorded in the Minutes of the next Regional Council meeting.
9. In the event that a member of the Regional Council, acting as an individual or on behalf of their chapter, has a vested interest in any matter concerning a resolution before the Regional Council, that member shall state that they have such interest and shall not participate in the discussion or vote on the resolution. If a conflict of interest is determined by the Regional Council and the members of the Regional Council apparently in conflict continues to participate, the Chair may expel that member for the duration of any consideration of the matter. If a conflict is not declared but is determined, then the Regional Council may provide advice to the Registrar for consideration of an investigation by the Complaints Committee,
10. The Regional Council shall meet twice each year, at a location to be announced by the MES Rep for the Region. Regional Council meetings may be conducted in person or by teleconferencing and/or a combination of the above. One of the meetings will be held at the OACETT Annual Conference.
11. Chapter appointed representatives to the Regional Council shall be Certified Members, appointed at the Annual Chapter Meeting (ACM).

2.4.2 Regional Council Funding

The operation of the Regional Councils will be funded by the Member Engagement and Services Committee. Funding will be provided for two meetings; one is generally held at the OACETT Conference, with the other held within the region. Funding is approved by the MES in their annual budget.

The Regional Council expense formula is generally based on:

1. Travel: Two certified representatives from each chapter travelling together to, and returning from, the central meeting venue. Travel is generally by automobile, but where that is not possible, train or air travel at economy rates may be approved (in advance). The acceptable expense will be calculated as the cost of the lesser of the farthest drive distance, rail travel, or air travel.
2. Accommodations: May be necessary due to excessive distance, commercial carrier restrictions, or weather. A request for room accommodations may be approved with reasonable justification.
3. Meeting Facilities: Reasonable costs for room and supporting audio-visual equipment rentals, based on the submitted and approved Regional Council meeting budget.
4. Meals and Refreshment: Reasonable costs for meals and refreshments based on the submitted and approved Regional Council meeting budget.

For specifics please refer to OACETT's expense policy.

3.0 CHAPTER FORMATION, DISSOLUTION AND OPERATION

3.1 Chapter Definition

A *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 a Chapter is to increase the consciousness and appreciation of the professional identity of the members of the Association through member-directed activities.

The Chapter is a local ambassador to the community, a consultant to the local membership, a communications medium, a consolidator of members' opinion, and a source of skilled volunteers to the Board of Directors and other regional and provincial levels of the Association.

3.2 Chapter Formation

In accordance with the By-law and the approval of the respective Regional Council and the Member Engagement and Services Committee, a new chapter may be chartered upon receipt of a formal application, signed by no less than twenty-five Certified members or failing that one-quarter of all Certified and Associate members of the proposed chapter area, where the total number of Certified Members resident is not less than sixty. Notwithstanding, in isolated areas, the respective Regional Council and the Member Engagement and Services Committee may authorise the creation of a Chapter with less than sixty Certified Members upon receipt of a formal application signed by one-quarter of all Certified and Associate Members of the proposed chapter area.

The proposed name and geographic boundaries of the chapter will be determined by the Member Engagement and Services Committee, upon the recommendation of the respective Regional Council, and following consultation with all existing chapters that border on the chapter from within the region.

3.3 Chapter Governance

The chapter will be governed by the Chapter Operations Manual which shall be reviewed and amended from time-to-time by the Member Engagement and Services Committee.

3.4 Chapter Dissolution

A Chapter shall be considered inoperative when the Executive has been reduced to less than three Executive Members, specifically including a Chair, Vice-Chair, and Secretary-Treasurer, and following the next year's Chapter Annual Meeting, a new executive cannot be returned to office. Where a Chapter is declared inoperative, the MESC Rep, through the Regional Council, will submit a status report to the Member Engagement and Services Committee containing a recommendation that the Chapter be permitted to remain inoperative for a further year. If the chapter is formally dissolved, its members and any per capita entitlement will be transferred to the surrounding chapter(s) following the chapter boundary realignment.

Where a chapter is inactive, the bank account will be closed and any balance will be transferred to the OACETT office for the balance of that fiscal year. At the conclusion of the fiscal year, if the chapter does not become active once again, any bank balance will be absorbed into OACETT's general revenue.

3.5 Chapter Boundaries

Chapters within regions are generally defined by the first three characters of the Canadian Postal Code.

All members in good standing, whose address of record is within Ontario, will be assigned to a local chapter affiliation based on the following postal code identification.

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 Engagement and Services Committee after seeking approval from both chapter chairs. If approved, a notification of the change will be sent to the respective MESC Reps and both chapter chairs

Within the *Western Region* the chapters and their specific postal code designations are:

Chapter No. 110 – Lambton	N0N, N7S, N7T, N7V, N7W, N7X
Chapter No. 120 – Windsor - Essex	N0R, N8H, N8M, N8N, N8P, N8R, N8S, N8T, N8V, N8W, N8X, N8Y, N9A, N9B, N9C, N9E, N9G, N9H, N9J, N9K, N9V, N9Y
Chapter No. 130 – Chatham-Kent	N0P, N7L, N7M, N7N, N8A
Chapter No. 140 – London	N0J, N0K, N0L, N0M, N4A, N4G, N4S, N4T, N4V, N4X, N4Z, N5A, N5B, N5C, N5H, N5L, N5P, N5R, N5V, N5W, N5X, N5Y, N5Z, N6A, N6B, N6C, N6E, N6G, N6H, N6J, N6K, N6L, N6M, N6N, N6P, N7A, N7G
Chapter No. 150 – Grand Valley	N0B, N0E, N1C, N1E, N1G, N1H, N1J, N1K, N1L, N1M, N1P, N1R, N1S, N1T, N2A, N2B, N2C, N2E, N2G, N2H, N2J, N2K, N2L, N2M, N2N, N2P, N2R, N2S, N2T, N2V, N3A, N3B, N3C, N3E, N3H, N3L, N3N, N3P, N3R, N3S, N3T, N3V
Chapter No. 160 - Grey-Bruce	N0C, N0G, N0H, N2Z, N4K, N4L, N4N, N4W

Within the *Horseshoe Region* the chapters and their specific postal code designations are:

Chapter No. 210 – Niagara	L0S, L2A, L2E, L2G, L2H, L2J, L2M, L2N, L2P, L2R, L2S, L2T, L2V, L2W, L3B, L3C, L3K, L3L, L3M, N0A, N1A, N3W, N3Y, N4B
Chapter No. 220 – Hamilton	L0R, L6H, L6J, L6K, L6L, L6M, L7L, L7M, L7N, L7P, L7R, L7S, L7T, L7V, L8E, L8G, L8H, L8J, L8K, L8L, L8M, L8N, L8P, L8R, L8S, L8T, L8V, L8W, L9A, L9B, L9C, L9G, L9H, L9J, L9K, L9T
Chapter No. 230 – Peel	L0N, L0P, L0V, L0Z, L3A, L4T, L4V, L4W, L4X, L4Y, L4Z, L5A, L5B, L5C, L5E, L5G, L5H, L5J, L5K, L5L, L5M, L5N, L5P, L5R, L5S, L5T,

L5V, L5W, L5Z L6P, L6R, L6S, L6T, L6V, L6W, L6X, L6Y, L6Z, L7A, L7C, L7E, L7G, L7J, L7K, L9V, L9W, L9X, L1V, M7G

Within the *Toronto Region* the chapters and their specific postal code designations are:

Chapter No. 310 – Toronto West	M6N, M6P, M6S, M8V, M8W, M8X, M8Y, M8Z, M9A, M9B, M9C, M9N, M9P, M9R, M9V, M9W
Chapter No. 320 – Toronto Central	M2C, M2H, M2J, M2K, M2L, M2M, M2N, M2P, M2R, M2T, M3A, M3B, M3C, M3H, M3J, M3K, M3L, M3M, M3N, M3R, M3T, M3V, M4A, M4B, M4C, M4E, M4G, M4H, M4J, M4K, M4L, M4M, M4N, M4P, M4R, M4S, M4T, M4V, M4W, M4X, M4Y, M5A, M5B, M5C, M5E, M5G, M5H, M5J, M5K, M5L, M5M, M5N, M5P, M5R, M5S, M5T, M5V, M5W, M5X, M6A, M6B, M6C, M6E, M6G, M6H, M6J, M6K, M6L, M6M, M6R, M7A, M7Y, M8M, M9L, M9M
Chapter No. 330 – Toronto East	M1B, M1C, M1E, M1G, M1H, M1J, M1K, M1L, M1M, M1N, M1P, M1R, M1S, M1T, M1V, M1W, M1X

Within the *Central Region* the chapters and their specific postal code designations are:

Chapter No. 410 – Georgian Bay	L0K, L0L, L0M, L3V, L3Z, L4M, L4N, L4R, L9M, L9R, L9S, L9Y, L9Z
Chapter No. 420 – York	L0E, L0G, L0H, L0J, L3P, L3R, L3S, L3T, L3X, L3Y, L4A, L4B, L4C, L4E, L4G, L4H, L4J, L4K, L4L, L4P, L4S, L6A, L6B, L6C, L6E, L6G, L7B, L9N
Chapter No. 430 – Durham	L0A, L0B, L0C, L1B, L1C, L1E, L1G, L1H, L1J, L1K, L1L, L1M, L1N, L1P, L1R, L1S, L1T, L1V, L1W, L1X, L1Y, L1Z, L2X, L9L, L9P

Within the *Eastern Region* the chapters and their specific postal code designations are:

Chapter No. 510 – Peterborough	K0L, K0M, K9A, K9H, K9J, K9K, K9L, K9S, K9V, L1A
Chapter No. 520 – Quinte	K0K, K8N, K8P, K8R, K8V
Chapter No. 530 – Kingston	K0H, K7G, K7K, K7L, K7M, K7N, K7P, K7R, K7T
Chapter No. 540 – Lanark-Leeds-Grenville	K0G, K6T, K6V, K7A, K7H
Chapter No. 550 – Cornwall	K0B, K0C, K0E, K0V, K6A, K6H, K6J, K6K
Chapter No. 560 – Ottawa	K0A, K1A, K1B, K1C, K1E, K1G, K1H, K1J, K1K, K1L, K1M, K1N, K1P, K1R, K1S, K1T, K1V, K1W, K1X, K1Y, K1Z, K2A, K2B, K2C, K2E, K2G,

K2H, K2J, K2K, K2L, K2M, K2P, K2R, K2S, K2T, K2V, K2W, K4A, K4B, K4C, K4K, K4M, K4P, K4R, K4T, K7C, K7S, K1C

Chapter No. 570 – Pembroke K0J, K7V, K8A, K8B, K8C, K8H

Within the *Northern Region* the chapters and their specific postal code designations are:

Chapter No. 610 – Sault Ste Marie P0R, P0S, P5A, P6A, P6B, P6C

Chapter No. 620 – Sudbury P0M, P0P, P2A, P3A, P3B, P3C, P3E, P3G, P3L, P3M, P3N, P3P, P3Y, P5E

Chapter No. 630 – Near North P0A, P0B, P0C, P0E, P0G, P0H, P1A, P1B, P1C, P1H, P1L, P1P, P2B

Chapter No. 650 – Timmins Regional P0K, P0L, P0N, P4N, P4P, P4R, P5N

Chapter No. 660 – Thunder Bay K7E, P0T, P0V, P0W, P0X, P0Y, P7A, P7B, P7C, P7E, P7G, P7J, P7K, P7L, P7M, P7V, P8N, P8T, P9A, P9N

Those members, whose address of record is outside Ontario, can be grouped into provincial, national or multinational grouping for ease of identification.

3.6 Chapter Operating Grants

The Association shall provide all active chapters with operating funds annually. Calculated on the basis of the number of Certified and Associate Members in good standing within the chapter's boundaries on January 1st of each year, the funds will be paid once a year upon approval and processing.

The basic operating grant component is calculated as:

- Chapters with fewer than 500 members (defined above) on January 1st - \$800.00
- Chapters with 500 to 999 members (defined above) on January 1st - \$600.00
- Chapters with 1,000 or more members (defined above) on January 1st - \$300.00

A per capita payment of 1.5% of the resident full member dues, also calculated on January 1st will be added to the basic operating grant for each member appearing on the Chapter's membership list.

The Chapter Operating grant will be made in one lump sum payment as soon as possible following receipt of the completed grant form, having already been approved by the respective PASB Councillor.

Members will be added to the Chapter lists, and the Chapter will receive a per capita grant for them, beginning on January 1st 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.

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 of the Certified Chapter executive members. Signing authority is any two of the three members. Generally, this is granted to the Chair, Treasurer and/or Vice Chair.

When establishing a chapter bank account, the Chapter shall ensure that a letter is placed on file with the banking records for the account, at the financial institution holding the account, to indicate that should the account become inactive or the contact person becomes “not-found”, the financial institution is authorised to contact the Association Office to deal with the appropriate disposition of those funds.

See the *Chapter Grant Forms* at the end of this document that are to be completed in order for chapters to claim the Chapter Operating Grants.

3.7 Chapter/Regional Extra Funding

In January of each year, the Member Engagement and Services 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.

Chapter requests for extra funding shall be made in writing to the MESC Rep following the procedure outlined in the Chapter Operations Manual.

4.0 MEMBERSHIP BENEFIT PROGRAMS

Subject to any specific limitation or reasonable restriction imposed by a specific group benefit/service provider, member benefits, services and privileges are available to all members in good standing including:

1. Personalised membership card.
2. Subscription to The Ontario Technologist magazine.
3. Receipt of broadcast member e-mail news releases and bulletins in accordance with the Canadian Anti-Spam Legislation (if an email address is provided to the Association)
4. Access to Association published Salary Survey reports at the member price, if applicable.
5. Access to the Canadian Technical Employment Network (CTEN) web-based national job site.
6. Opportunity to attend any OACETT chapter event at the member price, if applicable.
7. Opportunity to serve on a local chapter executive or provincial committee (except where service is restricted to Certified Members only).
8. Opportunity to attend professional/career development seminars and workshops at the member price.
9. Access to available discounted rates with suppliers.

5.0 AFFINITY AND PARTNERSHIP PROGRAMS

Submissions to the Association of product and member service discount program proposals shall be made to the Director, Member Engagement and Services or designate.

Member benefit and service proposals which the Director, Member Engagement and Services or designate concludes would be a valuable new offering to members, shall be referred, with their recommendation, to the Member Engagement and Services Committee for formal endorsement.

Based on the recommendation of the Director, Member Engagement and Services or designate, the Professional Affairs and Services Board may grant endorsement status, on a non-exclusive basis, to a particular program or benefit offering. Such endorsements shall be reported to the Board of Directors.

6.0 TECHNOLOGY RING

Certified and Honorary Members in good standing may purchase the ring from the Association headquarters.

A member having resigned or been suspended from the Association shall cease to have the privilege of wearing the ring. Rings will not be purchased back from former members by the Association.

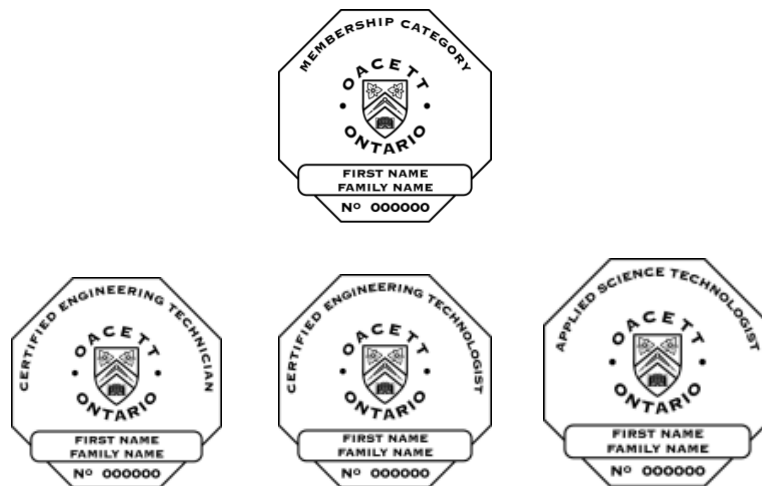
It is suggested that the ring be worn on the last finger of the working hand, so that the maple leaf is seen facing upward to the observer.

7.0 CERTIFIED MEMBER IDENTIFICATION STAMP

7.1 Introduction

In accordance with the By-laws, Policies and Rules of the Ontario Association of Certified Engineering Technicians and Technologists (“OACETT” or “the Association”), a Certified Member (“the member”) is granted the privilege of using an authorised OACETT Certified Member Identification Stamp (“the stamp”) and is granted a trade-mark licence to use the OACETT Official Mark (see below) which is impressed into the stamp. The use of the member identification stamp acknowledges that the certified technician/technologist accepts responsibility for the integrity of the work performed. It promotes pride of authorship and a distinct sense of achievement for those who have met the applicable standards.

Public Notice of the OACETT Official Mark has been given under Section 9(1) (n) (iii) of the *Trade-marks Act (Canada)*.



7.2 Eligibility

The use of the authorized OACETT Member Identification Stamp is restricted to a Certified Member in good standing who is registered in one of the following full member categories:

- Certified Engineering Technician
- Certified Engineering Technologist
- Applied Science Technologist

The licensed right to use the OACETT Official Mark impressed into the OACETT Member Identification Stamp can be withdrawn by the Association if: the stamp and the official mark are:

1. The stamp and official mark are not used in compliance with the OACETT Code of Ethics, Rules of Professional Conduct, By-laws, Policies, Rules, or resolutions of the Association.
2. If the stamp and official mark are not otherwise used in an ethical or professional manner.

3. If membership in OACETT should cease or be terminated for any reason.

Only the Member Identification Stamp authorised by OACETT may be used. No other stamp or identifying mark which includes the name of the Association or a registered logo/emblem of the Association may be used. Similarly, no variation of the OACETT Member Identification Stamp may be used. All past permissions which may have been formally or informally granted are hereby revoked.

7.3 Liability Insurance

The OACETT Member Identification Stamp is for identification purposes only, and does not confer any special power or status, within the meaning of a licensed practitioner's professional seal. The member must clearly recognise that the affixing of any mark or device to work is generally perceived by the public to carry an added measure of guarantee and certainty. The member is therefore counselled, in the strongest possible terms, that the protection afforded by professional liability insurance should be an integral part of using the member identification stamp.

7.4 The Application of the Stamp

The OACETT Member Identification Stamp should be affixed in black ink in a clear and legible manner. The stamp may be used on any preliminary, draft or final drawing/document which has been prepared by the member or prepared under his or her immediate supervision, which directly relates to his or her discipline and level of registration with the Association, and falls within the member's personal area(s) and limits of engineering/applied science expertise.

The affixing of the OACETT Member Identification Stamp, whether by a black ink impression or via an electronic reproduction, will be validated by the member legibly signing his or her normal signature in ink, as well as the date, immediately adjacent to the impression.

A trade-mark licence for the electronic reproduction of the official mark impressed into the stamp is also granted, provided the member is in possession of an actual authorised stamp.

The OACETT Member Identification Stamp must be used at all times within the limits imposed by OACETT's Code of Ethics, Rules of Professional Conduct and the guidelines set out in the By-laws, Policies, Rules, and resolutions of the Association.

7.5 Professional Responsibility

The affixing of the OACETT Member Identification Stamp does not supersede or preclude the need to obtain or have affixed any other professional stamp or seal which may be required by law. It does not entitle the member to accept responsibility for, nor practice within an area of technical expertise that is restricted to a licensed practitioner such as, but not limited to, a Professional Engineer, Architect, or Land Surveyor.

Where work is required to be completed under the direct supervision of a registered Professional Engineer, Architect, Land Surveyor, or other licensed practitioner, the responsibility for the work lies

with that licensed practitioner whose professional stamp/seal must accompany that of the OACETT member. The OACETT member acknowledges that under common law, he or she may also be held responsible for the work completed, even though it may also be sealed by the licensed practitioner.

The onus is always on the member to ensure that his or her application of the stamp is done in a legal, ethical and professional manner. It is the responsibility of the member to be aware of any legal or employer limitation or requirement on the use of the stamp. The Association will assist by providing general guidelines as necessary.

The use of the OACETT Member Identification Stamp is restricted to the Province of Ontario. In general, the stamp may be affixed on documents which:

1. Transfer technical information.
2. Have a technical impact on a third party.
3. Have been specifically requested by a client or an authority having jurisdiction.

As a guideline, the stamp may be affixed on the following documents:

1. Preliminary and final technical drawings. Preliminary drawings should be clearly marked with a statement to note their preliminary nature.
2. Preliminary and final reports. Preliminary reports should be clearly marked with a statement to note their preliminary nature.
3. Lab analyses.
4. Maps.
5. Specifications.
6. Design and field notes.
7. Official field notes.
8. Official estimates.
9. Plans.
10. Appraisals.
11. Permits.

Letters would not come under this category unless used as a report. In some instances, the industry practice is to stamp original drawings. In some instances, only copies are stamped. The member must be aware of the accepted practice in their field.

7.6 Cost/Acquisition

Acquisition of the OACETT Member Identification Stamp may only be made through the Association's headquarters, upon completion of the order and payment of the prescribed fee in effect at the time of submitting through the members' portal.

Ownership of the OACETT Member Identification Stamp remains the property of the Association. The stamp must be surrendered forthwith upon demand or upon ceasing to be a member in good standing for any reason. The charge levied to obtain the OACETT Member Identification Stamp is an administrative and trade-mark licence fee for the processing and fulfilment of the stamp request and for the use of the stamp. It does not constitute an actual purchase of the stamp or the transfer of any ownership rights. This non-refundable fee is a one-time charge which permits the member to use the stamp so long as he or she remains a Certified Member in good standing and so long as its use is not restricted by any disciplinary action of the Association. By maintaining possession of the stamp, it is construed that the member continues to agree with all current promulgated conditions and requirements associated with its use.

8.0 PROVINCIAL HONOURS AND AWARDS

8.1 Awards Committee Terms of Reference

All submissions for a new award category, whether created as a provincial or local chapter award, must be presented to the Member Engagement and Services Committee. The Committee will review and if necessary, refer the matter to the Awards Committee for further study and/or to write the appropriate criteria. While chapters are not generally prohibited from creating local awards, it is essential that all forms of recognition issued in the name of Association be reviewed in advance to ensure a consistent standard is maintained, and that no new award will undermine the status of an existing form of recognition.

It is the Member Engagement and Services Committee's responsibility to recommend and present all new submissions for awards to the Board of Directors, through the Director, Member Engagement and Services Committee.

Nominations for Association awards should, whenever possible, be submitted by an OACETT member, however, the Awards Committee will still entertain nominations from non-members.

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 shall not exceed the maximum number allowed in the given year. The candidates selected will then be presented to the Board of Directors yearly at the first Council meeting for approval through a ballot procedure. It is the Board's responsibility to vote on each candidate selected.

OACETT staff will count all ballots returned by the voting members of the Board, with the Awards Committee Chair informing the President of the results. Procedures relating to balloting are further outlined in the Board Policy.

8.2 Schedule of Activities

The Awards Committee will develop its operating timetable immediately upon being appointed.

With the assistance of staff, the Awards Committee will:

- i. Obtain all records of the previous committee's work.
- ii. Send letters to all chapter chairs, committee chairs, and members of Council soliciting nominations for the next year's awards program.
- iii. Review and update if needed, the promotional literature for the awards program.
- iv. Establish the closing dates for the receipt of nominations.

8.3 Records

The Awards Committee shall submit to the Association offices a complete file containing all correspondence, meeting minutes, nominations and all reports to Council for reference of future Awards Committees.

8.4 Staff Responsibilities

OACETT staff are responsible for the following:

1. Procurement of all award trophies and, according to corporate policy.
2. Co-ordinating the awards ceremony in co-operation with the Awards Committee.

8.5 Award Presentation and Timing

The Association will hold the awards ceremony annually at the OACETT Conference. Should circumstances prevent a recipient from attending the President's award dinner, the award may be presented at a time and place mutually agreeable to the recipient and the Awards Committee.

8.6 Expenses

The Association shall provide two tickets maximum per recipient, one ticket to the main nominator, one ticket to each Board member and one ticket to each Provincial Awards Committee member. Additional tickets may be purchased at the established price.

8.7 Protocol

The serious purpose behind the Association's awards program must be reflected in the dignity of the presentation ceremonies. Every effort should be made to help the recipients, especially those who are not members, to feel at ease before, during and after the ceremonies. In such circumstances, the Association must be a gracious host. This is a black-tie preferred event.

8.8 Classification and Standardisation of Awards

Awards will generally fall into one of two categories: provincial level recognition or chapter level recognition.

8.8.1 Provincial Level Recognition

Class Number and Name	Awards	Description
Class 1 Highest Association Recognition	<ul style="list-style-type: none">• Life Membership• Honorary Membership	OACETT die-cut design trophy Dimensions: 305mm H (12") x 75mm W (3") x 75mm D (3")

<p>Class 2 Career Excellence</p>	<ul style="list-style-type: none"> • Outstanding Technical Achievement • George Burwash Langford Memorial Award • Thomas William Hopson Memorial Medal • Outstanding Educator Award • Young Professionals Recognition Award 	<p>OACETT die-cut design trophy Dimensions: 305mm H (12”) x 75mm W (3”) x 75mm D (3”).</p> <p>The recipient of the Thomas William Hopson Memorial Award will receive the trophy and an engraved medal.</p> <p>The student recognition award will receive the trophy, the cost of the student membership for the year and a \$250 bursary.</p>
<p>Class 3 Meritorious Service</p>	<ul style="list-style-type: none"> • Distinguished Service Award • Blake H. Goodings Memorial Award • Outstanding Community Service Award • Student Recognition Award • Chapter Engagement Awards 	<p>The chapter engagement awards will consist of \$1,000 funding awarded on stage with a presentation cheque as opposed to a plaque or framed certificate.</p>
<p>Class 4 Editorial Excellence</p>	<ul style="list-style-type: none"> • Publications Award 	
<p>Class 5 Provincial Recognition (not deserving meritorious award)</p>	<ul style="list-style-type: none"> • Ten Year Member Certificate • Quarter Century Member Certificate • Forty Year Member Certificate • Half Century Member Certificate • Sixty Year Member Certificate 	<ul style="list-style-type: none"> • The membership milestone certificates are 8 ½” x 11” in size. • With the corporate seal in gold foil embossing. • Will be hand signed in ink by the President and the Registrar. • Sent to the recipients by mail with a protecting mailer pad. • Members at their own discretion and expense may order a corporate frame through OACETT. • Chapters Chairs will be notified of members in their chapters receiving these certificates and they may choose to recognize these members at a chapter meeting by presenting the corresponding OACETT pin.

8.8.2 Chapter Level Recognition and Specific Service

Class Number and Name	Awards	Description
<p>Class 6 Chapter Level</p>	<ul style="list-style-type: none"> • Volunteer Service Award • Chapter Chair’s Certificate 	<p>Class 6 certificates will generally be 8 ½ “x 11” in size with no corporate seal or other embellishments and signed by the MESC Chair.</p> <p>The Volunteer Service Award certificate will also be signed by the Chapter Chair. When presented in person, will as minimum be mounted in the standard corporate presentation folders. Notwithstanding, Chapters may at their own discretion and expense order a glass frame through OACETT. Chapters will be re-invoiced at a cost-recovery basis.</p>
<p>Class 7 Specific Service</p>	<ul style="list-style-type: none"> • President’s Certificate • Out-going Board of Director’s plaque 	<p>The President’s Certificate will generally be 11” x 14” in size with the Association’s coat of arms in full colour, have all letters professionally typeset and had signed in ink by the Past- President and the CEO.</p> <p>The Board of Director’s Plaque is an oak plaque with the Association’s coat of arms in metal. The plaque is engraved with the Board member’s name and the years of service. .</p>
<p>Class 8</p>	<ul style="list-style-type: none"> • Chapter Appreciation Certificate • Chapter Academic Certificate 	<p>Class 8 certificates will generally be 8 ½ “x 11” in size with no corporate seal or other embellishments and signed by the chapter chair.</p>

8.9 Presentation Sequence

The award presentation will generally be presented in the following order: provincial level awards, council awards and then chapter awards.

8.9.1 Provincial Level Awards

Presented at the Awards Gala:

Sequence	Award	Preferred Presenter
1.	Publications Award	MESC Chair
2.	Distinguished Service Award	President
3.	Blake H. Goodings Memorial Award	RPPC Chair
4.	Outstanding Community Service Award	MESC Chair
5.	Student Recognition Award	MESC Chair
6.	Young Professionals Recognition Award	MESC Chair
7.	Outstanding Educator Award	RPPC Chair
8.	George Burwash Langford Memorial Award	MESC Chair
9.	Thomas William Hopson Memorial Medal	President
10.	Outstanding Technical Achievement Award	President
11.	Honorary Membership Award	President

Presented at the President's Dinner during the AGM:

1.	Life Membership	President
2.	Chapter Engagement Awards	President

8.9.2 Chapter Level Recognition and Specific Service

Sequence	Award	Preferred Presenter
1.	Out-going Board of Director's Plaque	President
2.	President's Certificate	President - Elect
3.	Chapter Chair Certificate	Current Chapter Chair
4.	Volunteer Service	Current Chapter Chair
5.	Chapter Certificate	Current Chapter Chair

The following awards are mailed to the recipient:

- Ten Year
- Quarter Century
- Forty Year
- Half Century
- Sixty Year

9.0 HONOUR AND AWARDS DEFINITIONS

9.1 Life Membership (Class 1)

The award is granted to a member who has served the Association for many years in an exceptional manner. This is the highest honour that the Association can accord a member.

Life Membership permits the member to retain his or her title of certification for life without the further payment of annual membership dues.

The trophy shall be prepared and presented in accordance with the Member Engagement and Services Policies.

Approval requires 90 per cent of the votes cast by a quorum of the Board of Directors.

A maximum of one such awards shall be made in any one calendar year.

9.2 Honorary Membership (Class 1)

The award is granted to a non-member who has made a significant contribution to the building of the Association, to the fulfilment of its objectives, or to the development of the profession of engineering/applied science technology. This is the highest honour that the Association can accord a non-member.

Honorary membership entitles the honouree to enjoy general benefits of membership without paying annual membership dues. It does not permit the honouree to hold him or herself out as being a practising certified technician or certified engineering technologist or to wear the technology ring.

The trophy shall be prepared and presented in accordance with the Member Engagement and Services Committee Policies.

Approval requires 90 per cent of the votes cast by a quorum of the Board of Directors.

A maximum of one such awards shall be granted in any one calendar year.

When a new Lieutenant Governor of Ontario is appointed, OACETT, through the office of the President, will offer an invitation to the Lieutenant Governor to become the Honorary Patron of the Association. The Association will offer to extend to the Lieutenant Governor, upon acceptance of Patronship, all benefits and privileges of an Honorary membership. This membership shall not reduce the number of Honorary memberships available in any given year.

9.3 Outstanding Technical Achievement Award (Class 2)

The award is granted to an individual (member), business firm, crown corporation, government agency, association, research and development agency, educational institution, or individual entrepreneur to recognise outstanding technical achievement in engineering/applied science technology.

The basis for granting the award could be a single exceptional accomplishment, or a long record of continuing excellence. It must be worthy of the designation 'outstanding' in its contribution to technology in Canada.

Technological activities for which this award could be given might include:

- Development and implementation of a new product, process or technique.
- Design and/or construction of significant or unique structures.
- An innovative technical solution to environmental, social or community problems.
- Research leading to applications of new knowledge.
- Exceptional encouragement of individual technical enterprise.

The trophy shall be prepared and presented in accordance with the Member Engagement and Services Committee Policies.

Approval requires a simple majority plus one of the votes cast by a quorum of the Board of Directors.

A maximum of two awards may be made in any calendar year.

Nominations must be thoroughly documented to permit detailed evaluation. A special sub-committee with specialised expertise may be established by the Awards Committee to evaluate nominations.

9.4 The George Burwash Langford Memorial Award (Class 2)

This award is so named to honour and perpetuate the name of George Burwash Langford, the founding chairman of the Certification Board for Engineering Technicians and Technologists. This Award recognises the spirit of Dr. Langford's mission and his leadership in making a place for technologists and technicians in the engineering spectrum.

The award is to be granted to a member who has distinguished himself or herself in their career, and thereby brought recognition and credit to the profession of engineering/applied science technology.

It recognises excellence in professional life, be it purely technical or in non-technical careers such as management, teaching, administration or other related work. It is not for work on Association-related bodies, boards or committees.

Some assessment considerations for which the award could be given might include:

- Specific work accomplishments.
- Length of service with an employer as well as in the profession.
- Multiple professional-entrepreneurial successes.
- Career path improvements - public profile.
- Published papers, articles, etc.
- Corporate recognition, level of responsibility, etc.
- Peer recognition.
- Contributions to technical societies, standard organisations.

The trophy shall be prepared and presented in accordance with Member Engagement and Services Committee Policies.

Approval requires a simple majority plus one of the votes cast by a quorum of the Board of Directors.

A maximum of one award per calendar year will be awarded. It is not for work in OACETT bodies, although such work could be included in the overall assessment.

9.5 The Thomas William Hopson Memorial Award (Class 2)

The Thomas William Hopson Memorial Medal is created to grant honour to a member of the Association for distinguished and humanitarian service that made through the application of Engineering Technology. Bill Hopson was a member of the Association for many years. He voluntarily worked to develop devices to aid the physically handicapped. He was awarded the OACETT Merit Award in 1974 and continued his work despite the stress that it placed on his own health, until his death in 1976. It is considered that within the circles that Bill Hopson worked, the engineering technicians and technologists were better recognised because of his humane and professional attributes. The establishment of this award bearing Bill Hopson's name sets a high standard against which we can measure our own individual contributions to the betterment of our fellow human beings.

The award (medal) is granted to a member to recognise work of a technological nature which is directed towards the service and betterment of humanity. It must be worthy of the accolade “for distinguished service to humanity through the application of engineering technology”. It is not for service to the Association, or for general technical work or non-technical community service.

The work being recognised can be completed on a paid or voluntary basis, as well as singularly or in concert with others. Recognition of the work within the wider community is a major factor in assessing the nominee’s contribution.

The award consists of an OACETT trophy and a gold-coloured medal 8 cm. in diameter and 5 mm thick bearing, on the obverse side in relief, a bust of Thomas W. Hopson and the words “Distinguished Service to Humanity in the Application of Engineering Technology - Thomas W. Hopson - 1920-1976”. On the reverse side are the words “For distinguished Humanitarian Service”, the name of the recipient, the year in which the award was made, and the name of the Association. A certificate also accompanies the medal, prepared and framed in accordance with the Member Engagement and Services Committee Policies.

Approval requires a simple majority plus one of the votes cast by a quorum of the Board of Directors.

A maximum of one award per calendar year will be awarded.

9.6 Outstanding Educator Award (Class 2)

The award is granted to a member or non-member who has made a significant contribution to the training and education of engineering/applied science technicians and technologists.

It recognises a sustained record of teaching excellence over many years, and not for one specific year or singular accomplishment.

The certificate will be prepared and framed in accordance with the Member Engagement and Services Committee Policies.

Approval requires a simple majority plus one of the votes cast by a quorum of the Board of Directors.

A maximum of three awards may be made in any calendar year.

9.7 Young Professionals Recognition Award (Class 2)

The award is granted to a young professional member or non-member who have made a positive contribution to the science and technology profession.

The basis for granting the award could be a single exceptional accomplishment, or a record of continuing excellence. It should relate to a contribution to the profession of science and technology in Canada. Activities for which this award may be given include:

- Development and implementation of a new product, process or technique.
- Design and/or construction of significant or unique structures.
- An innovative technical solution to environmental, social or community problems.
- Research leading to applications of new knowledge.
- Specific work accomplishments.
- Professional-entrepreneurial successes.
- Career path improvements – public profile.
- Published papers, articles, etc.
- Corporate recognition, level of responsibility, etc.
- Peer recognition.
- Contributions to technical societies, standard organisations.

Additional guidelines:

- 1) The Young Professional must be a member who is 35 years of age or under at the time that the application for the award is submitted.
- 2) The young professional can be nominated by a member or non-member of OACETT who can act as one of the references.
- 3) Each nominee must have a minimum of three references who can vouch for them. It is required that at least one reference is an OACETT member.

The trophy shall be prepared and presented in accordance with the Member Engagement and Services Committee Policies.

Approval requires a simple majority plus one of the votes cast by a quorum of the Board of Directors.

A maximum of two awards may be made in any calendar year. An individual can only receive the Young Professionals Recognition Award once.

9.8 Distinguished Service Award (Class 3)

This award is granted to a member or non-member who has distinguished him/herself in the service of the Association on a voluntary or elected basis.

While the award may be granted to recognise a singular accomplishment for the betterment of the Association, it is generally awarded to recognise sustained exceptional service over a period of time.

The trophy shall be prepared and presented in accordance with the Member Engagement and Services Committee Policies.

Approval requires a simple majority plus one of the votes cast by a quorum of the Board of Directors.

A maximum of two awards may be made in any calendar year.

9.9 Blake H. Goodings Memorial Award (Class 3)

This award is named to honour and perpetuate the memory of Blake H. Goodings, P.Eng., C.E.T. It recognises that the most enduring legacy of Blake's enormous contribution to the OACETT is the certification program in all its dimensions.

The award is granted to a member or non-member who has:

1. Rendered long and distinguished service to the registration activities of the Association, or
2. In the wider community, made a significant and definable contribution that impacts upon and benefits the Association's registration, accreditation or certification process.

Some assessment consideration for which the award could be given might include:

- Individual services to the registration activities of the Association;
- Scope of activities and participation in multiple facets of the registration process;
- Participation in significant projects;
- Development of strategies and policies;
- Development of innovative procedures;
- Training of volunteers;
- Development of syllabi, examinations and study guides;
- Specific achievements cited in the nomination.

The trophy shall be prepared and presented in accordance with the Member Engagement and Services Committee Policies.

Approval requires a simple majority plus one of the votes cast by a quorum of the Board of Directors.

A maximum of two awards may be made in any calendar year.

9.10 Outstanding Community Service Award (Class 3)

This award is granted to a member to recognise outstanding voluntary service within the wider community. While the service performed does not necessarily have to be of a technology related nature, his or her professional status/occupation as a technician or technologist is still publicly recognised, thereby bringing added admiration and respect to the profession.

Recognition of past service or outstanding accomplishments by an organisation, or in the wider community in general, would be a major factor in assessing the nominee's contribution. Length of volunteer service in itself would not qualify for the award.

The trophy shall be prepared and presented in accordance with the Member Engagement and Services Committee Policies.

Approval requires a simple majority plus one of the votes cast by a quorum of the Board of Directors.

A maximum of two awards may be made in any calendar year.

9.11 Student Recognition Award (Class 3)

The award is granted to deserving students (members and non-members) who have demonstrated one or more of the following:

1. Outstanding volunteerism in the engineering technology and applied science fields.
 - This includes volunteering with firms, on college or university research projects, with OACETT at either the OACETT proper or chapter level, etc.
 - Recognition of service and accomplishments would be a factor in assessing the nominee's contribution. Length of service would not qualify for the award.
2. Outstanding volunteerism within the wider community.
 - This includes volunteering within the wider community. This is not technology related in nature.
 - Recognition of service and accomplishments would be a factor in assessing the nominee's contribution. Length of service would not qualify for the award.
3. Dedication to the mentorship of peers in either a learning or volunteer environment
 - Mentorship can be demonstrated in either a community or professional volunteer environment or scholastic environment.
 - The student could have acted as a mentor one-on-one or in a group setting; in order to share wisdom, insight and skills.

Additional guidelines:

- Students must be currently enrolled in the second or third year of an engineering technology or applied science diploma or degree program at one of the Ontario community colleges.

- Students do not have to be a member of OACETT; however, priority will be given to OACETT student members.
- Students can be nominated by a member or non-member of OACETT who can act as one of the references for the student. It should be noted that students cannot nominate each other for this award; however a fellow student can act as a reference.
- Each student must have a minimum of three references who can vouch for the student's volunteerism and/or mentorship. It should be noted that there can only be one student reference.
- A description of the students' volunteer and mentorship activities will need to be provided along with any accomplishments (write-ups, awards, certificates, etc.).

The trophy shall be prepared and presented in accordance with Professional Affairs and Services Board Policies. The student recognition award will include the addition of a \$250 bursary towards the student's educational studies and OACETT covering the cost of student membership for the year. If the individual is already a student member, OACETT will cover their subsequent year of membership.

Approval requires a simple majority plus one of the votes cast by a quorum of the Council.

A maximum of two awards may be made in any calendar year. An individual can only receive the Recognition Award once.

9.12 Chapters Engagement Awards (Class 3)

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 during the OACETT 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.

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 OACETT's Annual 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.

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.

This award category does not require a vote by the Board of Directors. Instead, all chapters to be awarded will be approved by the Awards Committee based on the criteria outlined above and presented to the Member Engagement and Services Committee for final review.

A maximum of five such awards (\$1,000 each) shall be made in any one calendar year. These awards will be presented during OACETT's Annual Conference.

9.13 Publications Award (Class 4)

The award is granted to a member, non-member, or group to recognise his or her or their authorship of an outstanding feature-length article, paper or work that was published during the relevant year.

The work, whether published by the Association itself or by another public communications medium, could have been completed singularly or in concert with others.

While primarily intended to recognise the accomplishments of members, consideration of work completed by a non-member or group would generally be confined to technologically related material that is considered deserving of recognition by the Association.

The trophy shall be prepared and presented in accordance with the Member Engagement and Services Committee Policies.

Approval requires a simple majority plus one of the votes cast by a quorum of the Board of Directors.

A maximum of two awards may be made in any calendar year.

A special sub-committee with specialised expertise may be established by the Awards Committee to evaluate nominations.

9.14 Ten Year Member Certificate (Class 5)

Commencing in 2020 a special certificate and lapel pin is presented to all certified members who have completed ten years of registration.

The certificate shall be prepared in accordance with the Member Engagement and Services Committee Policies, and include as part of the citation, a statement that the certified member has been registered for twenty-five years.

The certificate will be mailed to the member and the chapter is encouraged to present the pin.

The Certificate shall be signed by the President and Registrar.

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

When publicly presented, the certificate shall be presented in a commercial frame or corporate presentation folder.

9.15 Quarter Century Member Certificate (Class 5)

Commencing in the twenty-fifth year of the Association's incorporation (1987), a special certificate and lapel pin is presented to all certified members who have completed twenty-five years of registration.

The certificate shall be prepared in accordance with the Member Engagement and Services Committee Policies, and include as part of the citation, a statement that the certified member has been registered for twenty-five years.

The certificate will be mailed to the member and the chapter is encouraged to present the pin.

The Certificate shall be signed by the President and Registrar.

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

When publicly presented, the certificate shall be presented in a commercial frame or corporate presentation folder.

9.16 Forty Year Member Certificate (Class 5)

Commencing with 1957, the year in which technicians and technologists were first formally recognised and registered by Professional Engineers Ontario, a special certificate and lapel pin is presented to all certified members who has completed forty years of registration.

The certificate shall be prepared in accordance with the Member Engagement and Services Committee Policies, and include as part of the citation, a statement that the certified member has been registered for forty years.

The certificate will be mailed to the member and the chapter is encouraged to present the pin.

The Certificate shall be signed by the President and Registrar.

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

When publicly presented, the certificate shall be presented in a corporate presentation folder.

9.17 Half Century Member Certificate (Class 5)

Commencing with 1957, the year in which technicians and technologists were first formally recognised and registered by Professional Engineers Ontario, a special certificate and lapel pin is presented to all certified members who has completed fifty years of registration.

The certificate shall be prepared in accordance with the Member Engagement and Services Committee Policies, and include as part of the citation, a statement that the certified member has been registered for fifty years.

The certificate will be mailed to the member and the chapter is encouraged to present the pin.

The Certificate shall be signed by the President and Registrar.

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

When publicly presented, the certificate shall be presented in a corporate presentation folder.

9.18 Sixty Member Certificate (Class 5)

Commencing with 1957, the year in which technicians and technologists were first formally recognised and registered by Professional Engineers Ontario, a special certificate and lapel pin is presented to all certified members who has completed sixty years of registration.

The certificate shall be prepared in accordance with the Member Engagement and Services Committee Policies, and include as part of the citation, a statement that the certified member has been registered for fifty years.

The certificate will be mailed to the member and the chapter is encouraged to present the pin.

The Certificate shall be signed by the President and Registrar.

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

When publicly presented, the certificate shall be presented in a corporate presentation folder.

9.19 Chapter Chair's Certificate (Class 6)

A Chapter Chair's Certificate is presented to all outgoing chapter chairs in recognition of their service to the Association as chair of a chapter. It need not preclude consideration of the outgoing Chapter Chair for any other award.

The certificate shall be prepared and framed in accordance with the Member Engagement and Services Committee Policies, and include as part of the citation, the years served as well as the name of the chapter.

The MESC Rep is responsible for having this certificate presented.

The Certificate shall be signed by the MESC Chair.

9.20 Volunteer Service Award (Class 6)

The award is granted to an individual (member or non-member) who have served the Association for 5, 10, 15, etc. (increments of 5) years as a volunteer in an approved capacity, whether at the chapter or provincial level.

A "volunteer year" is defined as a normal term serve as a volunteer in a calendar year. Service is acknowledged when accumulated to the respective 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.

Recognising that voluntary service was not formally recorded and tracked in the past, consideration of any service rendered prior to 1998 will only be considered if the individual volunteer submits a detailed record of such service, using the official form available from the OACETT Office.

The award certificate shall be prepared in accordance with the Member Engagement and Services Committee Policies, and shall record the number of years of service that is being recognised.

The Secretary/Treasurer in each region will track and maintain the volunteer records.

Granting of a volunteer service award does not, in itself, preclude the individual from being considered for another form or recognition or award.

9.21 President's Certificate (Class 7)

A President's Certificate is presented to the outgoing President in recognition of his/her service to the Association as President. It need not preclude consideration of the outgoing President for any other award.

The following guidelines are established:

1. The certificate shall be prepared and framed in accordance with the Member Engagement and Services Committee Policies, and include as part of the citation, the years served as president.
2. In addition to the certificate, a gift not to exceed \$150.00 and a past presidents pin will be presented.
3. The Awards Committee is responsible for having this certificate presented.
4. The Certificate shall be signed by Past President and Chief Executive Officer.
5. A Past- President pin will be presented with the certificate.

9.22 Out-going Board of Director's Plaque (Class 7)

A plaque is presented to all outgoing Board Members in recognition of their service to the Association on the Board. It need not preclude consideration of the outgoing Board Members for any other award.

The plaque shall be prepared and presented in accordance with the Member Engagement and Services Committee Policies Policies and engraved with the Board Member's name and the years of service.

9.23 Chapter Appreciation Certificate (Class 8)

A similar yet distinctive certificate to that of the Association's provincial-level awards will be made available, to individual chapters for local use.

The certificate will be available in a presentation folder for no-charge. A commercial frame is available on a cost recovery basis.

The certificate shall be awarded at the discretion of the Chapter's Executive for such reasons as, but not limited to:

- An outgoing Chapter Executive member with a minimum of two years of service;
- Companies and organisations in appreciation for the regular use of their facilities for chapter meetings -and/or activities (complimentary or for a token charge);
- Members or non-members who have assisted the chapter in various ways over a period of time;
- Members or non-members who have contributed considerable time and effort on a specific project;
- Faculty member who has regularly assisted the chapter with promotion of the Association to their students.

Enhancements such as the affixing of ribbons, seals (embossed or plain) or artistic embellishments to the certificate is not permitted.

Certificates shall always be presented in some form of official folder or frame. Presentations to corporations and groups, where the chapter greatly desires, they be publicly displayed, must be done in an appropriate corporate frame. Presentations to individuals may be done in either an official grey presentation folder or corporate frame.

The awarding of a chapter appreciation certificate does not preclude the honouree from being nominated for a Merit or other similar provincial-level award.

9.24 Chapter Academic Certificate (Class 8)

A similar yet distinctive certificate to that of the Association's provincial-level awards will be made available, to individual chapters for local use.

The certificate shall be awarded at the discretion of the Chapter's Executive to recognise such achievements as:

- Winners at regional-level elementary, secondary and post-secondary science fairs;
- General academic excellence at the secondary or post-secondary level.

As a post-secondary technical report constitutes part of the Association's formal admission requirements, the awarding of any form of recognition expressly for a technical report is prohibited.

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.

Enhancements such as the affixing of ribbons, seals (embossed or plain) or artistic embellishments to the certificate are not permitted.

Certificates shall always be presented in some form of official folder or frame. Recognising that most students are limited to displaying awards at home, chapters should consider whether the official grey presentation folder would be appropriate, with any funds reserved for expensive commercial framing being awarded as a cash or book prize with the certificate.

9.25 Balloting Procedures

9.25.1 Approval Requirements

The creation of all awards granted by OACETT must be approved by The Board of Directors.

Voting and presentations occur yearly at the first Board meeting following the year for which the award nominations are received. For example, the 2013 award nominations received will be presented to Council in 2014.

1. The awards requiring approval by 90% of votes cast by a quorum of the Board are:

- Honorary Membership
- Life Membership

This high percentage is required because these awards are extremely prestigious and have significant long term financial implications.

2. The awards requiring one vote more than a simple majority of votes cast by a quorum of the Board (50% plus one) are:

- Outstanding Technical Achievement
- George Burwash Langford Memorial Award
- Thomas William Hopson Memorial Medal
- Outstanding Educator Award
- Distinguished Service Award
- Blake H. Goodings Memorial Award
- Outstanding Community Service Award
- Publications Award
- Student Recognition Award
- Young Professionals Recognition Award

3. The awards which do not require Board approval are:

- President's Certificate
- Out-going Councillor's Trophy
- Chapter Chair's Certificate
- Volunteer Service Award
- Ten Year Member Certificate
- Quarter Century Member Certificate
- Forty Year Member Certificate
- Half Century Member Certificate
- Sixty Year Member Certificate
- Chapter Certificate
- Chapter Engagement Awards

9.25.2 Recommendations to the Board

The Awards Committee shall review all nominations that were received at the Association's offices before midnight of the published deadline for submissions for each award year. The Awards Committee may add nominations at its discretion, but the number of recommendations for each award may not exceed the maximum allowed by the relevant policy.

The Awards Committee's recommendations for award recipients shall be submitted to the Board for approval. A ballot will be presented to all certified members of the Board.

9.25.3 Meeting Poll

The Chair of the Awards Committee shall prepare supporting material for each of the award recommendations.

The submission(s) shall be made to a committee-of-the-whole Board via a sealed envelope or electronic ballot.

The council members shall review the awards recommendations along with the supporting material and vote via ballot, indicating yes or no for each award recipient. Staff will tabulate the results and present them to the awards committee. The awards committee will then instruct the appropriate staff to contact the award nominees.

9.25.4 Quorum and Approvals

The established quorum for Board meetings shall govern in awards balloting; that is, at least 50% of the voting members of the Board must return a ballot in the case of a mail poll, electronic poll or attend the committee-of-the-whole for a meeting poll, for the voting to be valid.

In the case of a meeting poll, all councillors in attendance at the committee-of-the-whole are counted towards the quorum, and the calculations of approval requirements are otherwise the same as for a mail poll or electronic poll.

9.25.5 Notifications

The Chair of the Awards Committee shall compile a summary of the voting results and submit it to the President. Simultaneously, a specified member of staff will be instructed to prepare the awards for presentation.

The Chair of the Awards Committee will draft and sign a letter to each award recipient advising him/her of the selection and extending an invitation to receive the award at the scheduled ceremony.

The chair will notify the awards nominators by letter of the final disposition of their nominations.

Any special arrangements for presentations shall be co-ordinated by the Awards Chair. Guest presenters, as appropriate, may be invited to the function. After the event, the Chair shall send letters of appreciation.

10.0 ADVERTISING STANDARDS, COMMISSIONS AND EDITORIAL EDITING

MESC is responsible for the creation and distribution of all advertising, marketing and communication materials.

Advertising or promotion in an Association communications medium must reflect the professional nature of the Association.

An appropriately worded disclaimer must appear in *The Ontario Technologist*, *InfoACETT* or any other similar publication stating that the opinions expressed therein are not necessarily those of the Association, or that any product or service offered is done so without any Association endorsement.

The advertising rates to be charged for material inserted into any Association publication will be reviewed and ratified (if changed) annually by the Member Engagement and Services Committee, upon the recommendation of the Director, Member Engagement and Services or designate.

11.0 REMISSION OF MEMBERSHIP DUES

11.1 Remission of Membership Dues in Cases of Undue Financial Hardship

The Association recognizes that members may from time-to-time face hardship for any number of reasons and may have difficulty making payment of their annual membership dues. The Association would prefer to assist these members so they are not forced to resign their memberships.

Effective Jan 1, 2007 a member facing undue financial hardship, who has been in good standing as an OACETT member for at least 2 years, may apply annually to the Director of Member Engagement and Services for special terms of payment, partial remission of dues or full remission of dues. The member must provide a signed declaration as to the reasons for the request and may be asked to provide third party verification such as a medical certificate in the case of health or injury reasons. The request should state what relief the member is requesting, the time period of concern and the expected time of return to financial stability. The Director of Member Engagement and Services may request additional information.

When satisfied that the hardship meets criteria for variation in dues payment the Director of Member Engagement and Services may arrange or grant relief as follows, for up to one year from the current due date for payment:

1. Dues by Instalment
 - a. Arrangements may be made for payment of the membership dues in instalments over a period of months.
 - b. Full membership dues remain payable.
2. Partial Remission
 - a. Partial remission of dues is required, usually to one third (1/3) of the dues for a certified member.
 - b. Only the partial dues are payable.
3. Full Remission of Dues
 - a. In extreme situations the member's dues may be fully remitted.
 - b. No dues are payable for the year.

11.2 Continued Remission Status

Remission status must be requested annually with the completion of a declaration with the annual membership renewal, that the conditions under which the remission was granted continues unchanged or if changed, by submitting the new information to the Director of Member Engagement and Services.

11.3 Remission Request Appeals

A decision of the Registrar or the Director of Member Engagement and Services on remission of membership dues is final.

A breach of the declaration of employment status in the remission of membership fees application process is a contravention of the Code of Ethics and or the Code of Professional Conduct and cause for disciplinary action.

11.4 Prior Remission Arrangements

Remission of memberships dues arrangements made with members prior to January 2007 are not affected by this policy unless they choose to reapply for continuation in 2007 or later.

12.0 STRATEGIC PARTNER GUIDELINES

The Member Engagement and Services department is 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 Member Engagement and Services department.

Member Engagement and Services 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 Engagement and Services Committee also recognizes 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.



Appendix 1: Chapter Grant Request Preparation Guidelines

1.0 OVERVIEW

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

1. Bank Reconciliation as of December 31st of the previous financial year.
2. A photocopy of a Bank-Verified Account Balance as of December 31st of the previous financial year for each account held by the Chapter.
3. An Annual Statement of Income and Expenditures for the year ending December 31st.
4. A Proposed Budget for the current year.

Each of these documents must be signed and dated by the Chapter Chair and the Chapter Treasurer and submitted to the Regional Councillor. 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 Bank Reconciliation, Annual Statement of Income and Expenditures and Proposed Budget and instructions for the completion of each of these documents. While the electronic copies of the forms have embedded formulae 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 Rep.

2.0 COMPLETING BANK RECONCILIATION AS OF DECEMBER 31st

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, of the previous year** bank balance as indicated on the bank account balance statement / passbook.
3. Lines 102 to 106 - enter revenue NOT reflected on the December 31 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 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 of the previous year (Line 101 plus Line 106 minus Line 111 plus Line 112).
13. Line 114 - The Total Funds on Hand as of December 31 of the previous year (Line 113 from the 2010 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.

3.0 COMPLETING ANNUAL STATEMENT OF INCOME AND EXPENDITURES FOR THE YEAR ENDING DECEMBER 31st

1. Enter Chapter name.
2. Lines 202 to 210 - Enter revenue received from all sources during the previous year.
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 the previous year NOT reflected in the December 31 bank balance.
6. Line 211 - The Total Revenue for the previous year (total of Lines 202 to 210).
7. Lines 212 to 227 - Enter expenses incurred during the previous year.

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 2011 from funds raised by the Chapter.
11. Line 228 - The Total Expenses for 2011 (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).

4.0 COMPLETING FUNDRAISING DETAILS

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 of the previous year at Line 304, potentially limiting the amount of the 2012 Grant which may be withheld.
4. Line 231 - The amount of funds raised by the Chapter in the previous year (Line 205).
5. Line 232 - Enter the amount of fund raising amounts remaining from previous years (provide details).
6. Line 233 - The amount of fund raising monies spent during the previous year (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 31of the previous year (Line 113).
9. Form must be signed and dated by Chapter Chair and Chapter Treasurer.

5.0 COMPLETING PROPOSED BUDGET FOR THE CURRENT YEAR

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 Regional Councillor 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 of the previous year 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 the current year 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 current year Chapter Grant.
9. If the value of Line 306 is positive this amount is entered and withheld from the current year Chapter Grant.
10. Line 307 - Net Chapter Grant, Line 302 minus Line 306.
11. The Chapter may separately apply to the MESC Rep to have any withheld funds returned to the Chapter.
12. The Chapter may also apply to the MESC Rep 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 the current year.
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 current year.
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 the current year (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, 2011 (Line 113).
21. Line 330 - Projected Balance at December 31, 2012 (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.

6.0 CHAPTER GRANT REQUEST CHECKLIST

Before you submit your Chapter Grant Request complete the checklist below, indicating all forms have been completed.

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

- Bank Reconciliation as of December 31, of the previous year (an electronic copy is included in this Excel Workbook).
- Photocopy of a bank-verified account balance as of December 31, of the previous year for **each** account held by the Chapter.
- Annual Statement of Income and Expenditures for the Year Ending December 31, of the previous year (an electronic copy is included in this Excel Workbook).
- Proposed Budget for the current year (an electronic copy is included in this Excel Workbook).
- Chapter Inventory List.
- Chapter Volunteers List.

Submit all signed and dated forms to your MESC Rep. Your MESC Rep will then review the request and sign it when it is approved. Finally, your MESC Rep will submit your approved Chapter Grant Request to the Finance Department to issue the Chapter Grant cheque.



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

**ANNUAL STATEMENT OF INCOME AND EXPENDITURES
For the Year Ending December 31, 2014: SAMPLE**

CHAPTER NAME: _____

REVENUE

202	Bank interest earned during 2014	_____
203	Total chapter grant for 2014	_____
204	Meeting income _____	_____
205	Fundraising in 2014 _____	_____
206	Special Funding for year ending Dec. 31, 2013 _____	_____
207	Special Funding received during 2014 _____	_____
208	Other income _____	_____
209	Other income _____	_____
210	Other income _____	_____
211	TOTAL REVENUES	\$0.00

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	TOTAL EXPENSES	\$0.00
229	NET REVENUE/LOSS – (Total Revenues less Total Expenses)	\$0.00
230	Change in Cash Position, Line 115 from Bank Reconciliation (must equal Line 229)	\$0.00

Fundraising Details

231	Fundraising in 2011 (Line 205)	_____
232	Plus Fundraising Amounts remaining from previous years	_____
233	Less Expenditures from Fundraising Amounts (Line 223)	\$0.00
234	Net fundraising amount	\$0.00
	This amount CANNOT exceed Total Funds on Hand at December 31, 2014 (Line 113)	

CHAPTER CHAIR: _____ name _____ signature _____ date _____

CHAPTER TREASURER: _____ name _____ signature _____ date _____

MESC REP: _____ name _____ signature _____ date _____



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

PROPOSED BUDGET FOR 2015: SAMPLE

CHAPTER NAME: _____

PROJECTED REVENUE

302	Gross Chapter grant amount for 2012 (from Chapter Grant Schedule)		_____ \$0.00
Less the sum of:			
303	Funds on Hand as of Dec 31, 2011 (Line 113)	_____ \$0.00	
304	minus Available Fundraising Amount (Line 234)	_____ \$0.00	
305	minus 50% of 2012 Chapter Grant Amount (Line 302)	_____ \$0.00	
306	If sum is negative, enter \$0.00	_____ \$0.00	
307	Net Chapter Grant for 2014 (Line 302 - Line 306)	_____ \$0.00	_____ \$0.00
308	Projected meeting income		_____
309	Projected fundraising		_____
310	Other income		_____
311	TOTAL PROJECTED REVENUE		\$0.00

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	TOTAL PROJECTED EXPENSES		\$0.00
328	PROJECTED NET REVENUE/(LOSS) – (Projected Revenue less Projected Expenses)		\$0.00
329	Total Funds on Hand as of December 31, 2014 (Line 113)		\$0.00
330	PROJECTED BALANCE AT DECEMBER 31, 2015		\$0.00

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 _____
2012 GRANT AMOUNT APPLIED FOR (maximum is Line 307 above)	\$0.00

CHAPTER CHAIR: _____ name _____ signature _____ date _____

CHAPTER TREASURER: _____ name _____ signature _____ date _____

MESC REP: _____ name _____ signature _____ date _____

