

IPAC - Central East Ontario

“A Chapter of IPAC - Canada”

TERMS OF REFERENCE

The following terms of reference of this organization support and relate to the By-laws of Infection Prevention and Control Canada

1. NAME

The name of the organization shall be IPAC – Central East Ontario (IPAC-CEO), hereafter referred to as the **Chapter**.

2. PURPOSE AND OBJECTIVES OF THE CHAPTER

2.1 Purpose:

To reduce the risk of infection across the care continuum through knowledge exchange, sharing experiences, ideas and information for the prevention and control of infections, and the collaboration and networking among persons interested in infection prevention and control (IPAC).

2.2 Objectives:

1. To promote and enhance IPAC expertise through individual and group activities,
2. To assist individual members in the development of their own IPAC program,
3. To hold multi-disciplinary educational conferences or seminars to update knowledge in IPAC,
4. To support and assist with research/study activities and the publication of results,
5. To identify and compile IPAC measures that have proven effective in specific areas of concern, including evidence-based practice guidelines, recommendations, position statements, etc. that maintain safe, effective and quality care,
6. To promote communication with members of the healthcare team across the continuum of care,
7. To assist individual members in their professional development in the field of infection prevention & control,
8. To promote community awareness and understanding of the source of infection, the mode of transmission, and the means of control,
9. To act as an advocate for and increase awareness of IPAC practices and issues,
10. To facilitate exchange of ideas/information among members, and
11. To promote awareness of the functions of IPAC-Canada and the local chapter.

3. MEMBERSHIP DUES

3.1 Chapter Membership

Chapter Members must be members of IPAC-PCI Canada. Chapter dues are payable with IPAC-PCI national membership. A portion of the national membership dues will be reimbursed to the chapter designated by the member.

See IPAC-Canada website for membership renewal instructions and online registration details - <http://www.ipac-canada.org>.

3.2 Guests

IPAC Central East Ontario members are welcome to invite guests to one meeting free of charge per year. Guests wishing to attend subsequent meetings will be provided with a membership form. Chapter dues are set by IPAC-PCI Canada.

3.3 Membership Term

The membership year shall be 12 months from the date membership is processed by IPAC-PCI Canada.

To facilitate membership transfers contact membership@ipac-canada.org and submit in writing that the former member realizes that his/her membership and chapter membership will cease and is being transferred to another person. New memberships can be initiated anytime throughout the year.

3.4 Membership Renewal Notices

Membership renewal notices will be issued by IPAC-PCI Canada.

3.5 Monthly Chapter Membership

IPAC-PCI Canada will issue a monthly listing of current chapter members and a listing of those who have paid their fees in the period covered by the fee reimbursement cheque. These will be sent to the Treasurer and the Membership Director of the Chapter.

3.6 Additional Assessments

Additional reasonable assessments may be levied on Chapter members by the Chapter on approval of membership.

4. MEMBERSHIP CATEGORIES

- 4.1** Chapter members are active, voting members of the chapter and IPAC-PCI Canada, with the exceptions below. They may hold office in the Chapter.
- 4.2** Student members have paid Student fees to IPAC-PCI Canada. They are non-voting. They may participate on committees but may not hold office in the Chapter.
- 4.3** Retired members have paid Retired fees to IPAC-PCI Canada. They are non-voting. They may participate on committees but may not hold office in the Chapter.
- 4.4** The Chapter may choose to bestow Honorary or Life membership to a chapter member based on criteria established by the Chapter. They are active, voting members of the Chapter.
- 4.5** A membership in the Chapter is terminated when:
 - a) the Member, Student Member, or Retired Member dies or resigns;

- b) the Member, Student Member, Retired Member or Corporate Member is expelled, or their membership is otherwise terminated in accordance with the articles or by-laws;
- c) the term of membership of the Active Member, Student Member, Retired member or Corporate Member expires and has not been renewed for a period of three months after expiry date; or
- d) IPAC-PCI Canada is liquidated and dissolved under the Act.

5.0 CHAPTER POLICIES

- 5.1** The membership year is 12 months from the date membership is processed by IPAC-PCI Canada.
- 5.2** The fiscal year of the Chapter is January 1- December 31.
- 5.3** Minutes of committee and Chapter meetings shall be distributed to members via email or mail and copies maintained in the Chapter files.
- 5.4** Correspondence and financial records shall be kept for a minimum of 7 years. Audited financial statements, minutes and contracts are to be kept for the life of the Chapter.

6.0 EXECUTIVE POSITIONS

- 6.1** The Executive shall direct, manage, operate and govern the association, and all their actions shall be subject to approval by the membership.
- 6.2** Details of the Executive responsibilities are outlined under IPAC Central East Ontario Chapter policies. A summary of responsibilities is below.
- 6.3** The Executive shall consist of President, President-elect, Past President (when applicable), Secretary and Treasurer. The following Executive positions are optional: Membership Director, Chapter Webmaster and Education committee Chair and Education Committee Vice-Chairperson. Additional positions may be added with the consent of membership. Positions may be combined except for the positions of President and Past President.
- 6.4** The Active Members shall elect a President, President-Elect, Treasurer, Secretary, Chair and Vice-Chairperson for the Education Committee who shall act as the Executive for the Chapter. The Past-President shall be a non-voting member of the Executive.

7.0 TERM OF OFFICE

- 7.1** The term for members of the Executive shall be determined as follows:
 - a. The President and the President-Elect shall be elected for a one-year term. The term of office of the President-elect, President and Past President shall be one year. The term of office of all other positions on the Executive shall be two years with eligibility for re-election.
 - b. The Secretary, Treasurer and Education Committee Chair/Vice-Chair shall be elected for a two-year term.
 - c. The Secretary and one Education Committee Chair/Vice-Chair shall be elected at every second election but not being the election at which the Treasurer and the other Education Committee Chair/Vice-Chair are elected.
- 7.2** All terms commence on 1 January or date member is awarded a position if it should become vacant mid-term. The outgoing Executive will coordinate a smooth transition to the incumbent.
- 7.3** Should vacancies occur during this term of office; the Executive shall fill such vacancy by appointment until the next election is held.

- 7.4 The members entitled to vote may, by resolution passed by at least two-thirds (2/3) of the votes cast at a special meeting of members held for that purpose, remove any Director before the expiry of his/her term of office. The members may then immediately elect a qualified successor to fill the vacancy for the duration of the term in question.

8.0 ELECTION PROCEDURE

- 8.1 When a position on the Executive is vacant, active members of IPAC-CEO are asked to nominate a candidate or to express their own interest in a position to the Past-President before the last meeting of the year.
- 8.2 Only current, voting members of IPAC-PCI Canada and the Chapter may be nominated to the Executive.
- 8.3 The Past-President shall prepare a ballot for the election to be distributed electronically.
- 8.4 Voting shall be by secret ballot. Only current active member shall vote.
- 8.5 The Past-President plus one active member shall count ballots.
- 8.6 The candidate receiving the highest number of votes shall be declared elected, in the event of a tie, a second ballot will be held.
- 8.7 Where only one name is presented for any office, the nominee is elected by acclamation.

9.0 MEETINGS

9.1 Executive Meetings

- 9.1.1 Executive meetings will be held at the call of the Chair/President. There will be a minimum of two meetings held per year. Meetings may also be held by email or teleconference.
- 9.1.2 There must be a simple majority of Executive members present to hold an Executive meeting.
- 9.1.3 Items brought forward to the Executive meeting for decision must be voted on by those members of the Executive who are present at the meeting.
- 9.1.4 A summary of minutes, recommendations and approved motions will be presented at the next Chapter meeting and recorded in the general meeting minutes.

9.2 General Meetings

- 9.2.1 A minimum of four meetings will be scheduled each year.
- 9.2.2 The President, the Executive, or any five (5) active members shall have the power to call a special meeting of members when in the best interest of the membership.
- 9.2.3 Location may alternate as decided by membership.
- 9.2.4 Meetings will be offered as a face-to-face option with a minimum of three per year offered by teleconference or videoconference as available and accessible by members.
- 9.2.5 Each meeting will include an educational component
- 9.2.6 Attempts will be made to have the agenda sent to all members two weeks before the regular and annual meetings by email.
- 9.2.7 Minutes of all regular, annual and special meetings will be kept by the Secretary and attempts will be made to distribute minutes to all members within 2 weeks following the meeting.

10.0 COMMITTEES

- 10.1** Nominating Committee – Details will be outlined under Chapter Policies and Procedures.
- 10.2** Education Committee – Details will be outlined under Chapter Policies and Procedures.
- 10.3** Ad Hoc – Ad Hoc Committees may be formed at the discretion of the Executive and with the approval of membership.
- 10.4** Representative to IPAC-PCI Canada Standing Committees and Interest Groups – Chapter members will be asked to represent the Chapter on various national committees. Examples of such committees are:
 - Education
 - Standards & Guidelines
 - Membership
 - Dialysis Interest Group
 - Long Term Care Interest Group
 - Oncology Interest Group
 - Pediatric and Neonatal Interest Group
 - Mental Health Interest Group
 - Prehospital Care Interest Group
 - Healthcare Facility Design and Construction Interest Group
 - Community Health Interest Group
 - Surveillance and Applied Epidemiology Interest Group
 - Environmental Health Interest Group
 - Reprocessing Interest Group
 - Cardiac Care Interest Group
- 10.5** The chapter will make every attempt to have a Chapter member attend the standing committee and interest group meetings held at the time of the national IPAC-PCI conference.

The President, the Executive, or any five (5) active members shall have the power to call a special meeting of members when in the best interest of the membership.

There shall be an educational session held in conjunction with each meeting.

11.0 QUORUM

Quorum will be reached when 20% of total membership is in attendance. For a vote to pass, agreement from 50% +1 of those in attendance is required.

12.0 AMENDMENTS

- 12.1** These Terms of Reference may be amended at any general meeting by an affirmative vote of the majority of those present provided that the proposed amendments have been submitted in writing to the membership a minimum of three (3) weeks prior to the meeting.
- 12.2** Amendments to Chapter name require a 2/3 vote of those eligible to vote at the meeting where this is to be decided, provided that the proposed amendment has been submitted in writing to the membership a minimum of three (3) weeks prior to the meeting.
- 12.3** All amendments to the Terms of Reference must be forwarded to the Board of IPAC-PCI Canada for final approval.

13.0 DISSOLUTION

On the winding up or dissolution of the organization, funds or assets remaining after all debt has been paid shall be transferred to IPAC-PCI Canada.

14.0 DUTIES OF OFFICERS

14.1 President – The President shall:

- preside at and prepared the agenda for all meetings;
- in conjunction with the Executive, act as a spokesperson for the Chapter;
- delegate responsibility to the Executive Committee and the Chapter members as appropriate;
- be an ex-officio member of all committees;
- subject to membership approval, appoint committee members;
- prepare the President-elect to assume the office of President
- represent the Chapter at IPAC-PCI meetings and report on these meetings at the next Chapter general meeting;
- prepare an annual report to be submitted to IPAC-PCI Canada at the end of the year; and
- prepare chapter reports on request of the Executive Director or the Director.

14.2 President-elect – The President-elect shall:

- carry out duties as assigned by the President;
- act in the absence of the President;
- solicit and prepare Chapter news for publication;
- review the Chapter's Terms of Reference annually and revise as required; and
- prepare to assume the office of President after one year or as required in the event the President is unable to fulfill his/her term.

14.3 Secretary – The Secretary shall:

- assist with preparation and distribution of the agenda with enclosures prior to all meetings;
- keep a record and minutes of all meetings;
- receive and distribute to the Executive copies of all subcommittee and ad hoc committee meetings;
- give required notices to members;
- issue copies of meeting minutes;
- be the custodian of correspondence, books, documents, records and papers belonging to the Chapter; and
- in conjunction with the Treasurer and Membership Director, maintain a current e-mail distribution list.

14.4 Treasurer – The Treasurer shall:

- keep a full and accurate account of all receipts and disbursements;
- deposit all monies in the name of the Chapter or as deigned by membership;
- prepare an annual budget for approval by membership;
- make a financial report at Chapter meetings;
- arrange to have accounts audited as required by the Chapter;
- undertake other duties as assigned by the President;
- be responsible for reporting paid members to the Membership Director and Secretary;
- receive funds and disperse them at the direction of the Chapter membership or Executive

- have signing authority along with the president for cash withdrawals or disbursements
- prepare an annual budget in consultation with the Executive for all activities associated with the Chapter for presentation at the final meeting of each year
- apply for funding from IPAC-PCI for the Chapter Presidents Fund, the CIC Chapter Achievement Awards or any other awards that are appropriate for application; and
- send donations from the Chapter to the IPAC-PCI Chapter Presidents Fund or any other ongoing or special fund established by IPAC-PCI, as financial resources are available.

14.5 Membership Director – The Membership Director shall:

- maintain a current membership list;
- communicate with members who have not renewed, according to lists provided by IPAC-PCI Canada;
- communicate with prospective members;
- facilitate elections in collaboration with the Past President; and
- undertake other duties as assigned by the President.

14.6 Past President – The Past President shall:

- act as advisor to the Executive committee and sit on the committee as a non-voting member;
- preside at meetings in the absence of the President and President-elect;
- chair the Nominating Committee;
- be an ex-officio member of committees as required;
- act as Chapter archivist and responsible for a) collation of information regarding Chapter activities; submission of the application for the IPAC-PCI/3M Chapter Achievement Award on a yearly basis.

14.7 Education – The Education Chair and Vice- Chairperson shall:

- form a committee approved by the Executive to determine the educational needs of the Chapter;
- formulate objectives for each educational seminar;
- arrange for appropriate workshops/speakers;
- notify members of related workshops, seminars and conferences;
- advise Chapter members of requests for educational presentations in the community; advise members about the implications (time, manpower, resources, financial) or those requests;
- co-ordinate arrangements for workshops or seminars presented or sponsored by the Chapter (including teleconference programs); and
- make an annual report to the President for submission to CHICA-Canada.

14.8 Webmaster – The Webmaster shall:

- maintain the Chapter website and liaise with the IPAC-PCI Webmaster to ensure the Chapter web page is current.

14.9 The executive shall establish a strategic plan annually to be presented during the last quarter of the year and approved by the membership at large.

14.10 The Executive shall prepare an annual budget for all activities associated with the Chapter for presentation to the membership.

14.11 The executive shall discuss and agree to provide financial support on an annual basis dependent on the venue, for IPAC-Central East Ontario President to attend the IPAC-Canada National Conference.

15.0 AMENDMENT

- 15.1** The Terms of Reference shall be reviewed annually or as necessary throughout the year. Prior notice will be given to the membership of proposed changes to the Terms of Reference.
- 15.2** The proposed amendments will be discussed and voted upon at the meeting following notice of proposed changes.
- 15.3** A quorum of current voting members must be present to hold a vote on a proposed amendment.

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December 2019 ®