

IPAC-South Western Ontario (IPAC-SWO)

A Chapter of Infection Prevention and Control Canada – Prévention et contrôle des infections 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 – Prévention et contrôle des infections Canada.

1. Purpose

To enhance the quality of health care across the continuum of care through knowledge exchange, building capacity, sharing experiences, ideas and information for the purpose of infection prevention and control. This knowledge is further enhanced through ongoing collaboration and networking among persons interested in infection prevention and control (IPAC) with the goal of disseminating best practices to increase patient/resident/client safety and reduce the risk of infection.

2. Objectives

- 2.1 To promote and enhance IPAC expertise through individual and group activities within South Western Ontario.
- 2.2 To assist individual members in the development of their own IPAC program within South Western Ontario.
- 2.3 To hold multidisciplinary educational conferences or seminars to update knowledge in IPAC.
- 2.4 To support and assist with research/study activities and the publication of results.
- 2.5 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.
- 2.6 To promote communication with members of the healthcare team across the continuum of care.
- 2.7 To assist individual members in their professional development in the field of infection prevention & control.
- 2.8 To promote community awareness and understanding of the source of infection, the mode of transmission, and the means of control.
- 2.9 To act as an advocate for and increase awareness of IPAC practices and issues.

3. Membership Dues

- 3.1 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.
- 3.2 IPAC-SWO members are welcome to invite guests, to a maximum of two (2) Chapter business meetings, at a fee set by the Chapter. Guests wishing to attend subsequent

meetings will be encouraged to join IPAC Canada. Chapter dues are set by IPAC-PCI Canada.

- 3.3 The membership year shall be 12 months from the date membership is processed by IPAC-PCI Canada.
- 3.4 Membership renewal notices will be issued by IPAC-PCI Canada.
- 3.5 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/Membership Director of the Chapter.
- 3.6 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 Canada Not-For-Profit Corporations Act S.C. 2009, c.23

5. General 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 Chapter meetings shall be distributed to members via email and copies maintained on the Chapter website. Committee minutes are available to members upon request.
- 5.4 Correspondence and financial records shall be kept for a minimum of seven (7) years. Audited financial statements, minutes and contracts are to be kept for the life of the Chapter.
- 5.5 Chapter policies will be reviewed every two years and revised as needed and will be available to members upon request.
- 5.6 The executive is not obligated to follow the TOR in the event of unforeseen circumstance that prohibit Chapter functions, such as natural disaster or pandemic. The membership

will be notified of temporary adjustments to the TOR as per routine communication methods.

6. Executive

- 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-SWO policies.
- 6.3 The Executive shall consist of:
 - a) President
 - b) President-elect
 - c) Past President
 - d) Secretary
 - e) Treasurer/Membership Director
 - f) Marketing and Communications Coordinator
 - g) Webmaster
 - h) Education Committee Co-Chairs
 - i) Non-Acute Care Representative
- 6.4 Additional positions may be added with the approval of membership.
- 6.5 Positions may be combined except for the positions of President, President-elect and Past President.

7. Term of Office

- 7.1 The term of office of the President shall be two (2) years.
- 7.2 The term of office of the President-elect shall be one (1) year.
- 7.3 The term of office of the Past President shall be one (1) year.
 - a) In the absence of President-elect, the Past President assumes the position of President if the President is unable to fulfill the term of office.
- 7.4 The term of office of all other positions on the Executive shall be two (2) years with eligibility for re-election.
- 7.5 Terms commence January 1st. The outgoing Executive members will coordinate a smooth transition to the incumbent.
- 7.6 Should vacancies occur during this term of office, the Executive shall fill such vacancy by appointment until the next election is held.
- 7.7 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 member of the Executive 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. Election Procedure

- 8.1 Only current, voting members of IPAC-PCI Canada and the Chapter may be nominated to the Executive.
- 8.2 Election of Executive members by ballot shall be held at the September Annual General Meeting (AGM) and will be conducted by the President. The President-elect/Past President sends out the call for nominations and collects them.
- 8.3 Where only one name is presented for any office, the nominee is elected by acclamation.

9. Meetings

9.1 Executive Meetings:

- a) Executive meetings will be held at the call of the President.
- b) There will be a minimum of two meetings held per year.
- c) Meetings may be held virtually, by teleconference or in-person.
- d) There must be a quorum of Executive members present to hold an Executive meeting.
- e) 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.
- f) A summary of minutes, recommendations and approved motions will be presented at the next Chapter Business meeting and recorded in the Chapter Business meeting minutes.

9.2 Chapter Business Meetings

- a) A minimum of four (4) Chapter Business meetings will be scheduled each year.
- b) The Annual General meeting will be held at the September Chapter Business meeting.
- c) Location of meetings are decided at the discretion of the Executive.
- d) Meetings will primarily be held face-to-face with a minimum of one (1) per year offered by webinar or teleconference as available and accessible by members.
- e) Each meeting will endeavour to include an educational component.
- f) Minutes of all Chapter Business, annual and special meetings will be kept by the Secretary and disbursed to all members.
- g) Industry may exhibit, sponsor, or present at meetings in which an educational component is also offered. Industry participation will be guided by policy and procedures of IPAC-PCI Canada.
- h) Monies received by the Chapter from Industry vendors at the Chapter Business meeting & Education Day, will be used to support Chapter members for IPAC educational opportunities i.e., IPAC Canada National Conference.

10. Quorum

- 10.1 A quorum consists of 50% +1 of Executive members for Executive meetings and 5% +1 of voting membership for Chapter Business meetings.
- 10.2 Where quorum has not been achieved, voting can be done electronically. In such cases, the President will distribute sufficient information electronically to all current members to enable a reasonable person to come to a decision. Votes will be received electronically by the President within a specified time frame. The total number of votes received must reach quorum for the results to stand. The president will communicate to all members the results of all electronic votes.

11. Committees

- 11.1 Education Committee – Details outlined under Chapter Policies and Procedures.
- 11.2 Ad Hoc – Ad Hoc Committees may be formed at the discretion of the Executive.
- 11.3 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:

- a) Education
- b) Standards & Guidelines
- c) Membership
- d) Dialysis Interest Group
- e) Long Term Care Interest Group
- f) Oncology Interest Group
- g) Pediatric Interest Group
- h) Mental Health Interest Group
- i) Prehospital Care Interest Group
- j) Healthcare Facility Design and Construction Interest Group
- k) Community Health Interest Group
- l) Surveillance and Applied Epidemiology Interest Group
- m) Environmental Health Interest Group
- n) Reprocessing Group

In the absence of general chapter representation on these groups, IPAC-SWO Chapter Executive will be appointed as representative.

- 11.4 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 IPAC-PCI Canada National Conference.

12. Amendments

- 12.1 Terms of Reference will be reviewed as deemed appropriate by the current executive and/or at a minimum of every two years, and revisions approved by the membership. All amendments to the Terms of Reference must be forwarded to the Executive Director of IPAC-PCI Canada for final approval by the Board.
- 12.2 These Terms of Reference may be amended at any Chapter Business meeting by an affirmative vote constituting quorum, provided that the proposed amendments have been submitted in writing to the membership a minimum of three (3) weeks prior to the meeting.
- 12.3 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.

13. Dissolution

- 13.1 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.

Document History

History of Revisions

Revision Date	Section	Description of Revisions
2019	12.1 – Amendments	Improved wording.

		<p>“Chapter Terms of Reference should be reviewed annually and revisions approved by membership sent to the President-elect and Executive Director of IPAC-PCI Canada” REPLACED with “Terms of Reference should be reviewed annually and revisions approved by the membership. All amendments to the Terms of Reference must be forwarded to the Executive Director of IPAC-PCI Canada for final approval by the Board” AND MOVED from opening to section 12.1.</p>
2019	3.2 – Membership	<p>Quantified the number of chapter meetings a guest may attend such that IPAC-SWO is in line with the National Policy and to chapter acknowledge recruitment activity.</p> <p>“IPAC-SWO members are welcome to invite non-member guests to meetings at an additional fee set by the Chapter” REPLACED with “IPAC-SWO members are welcome to invite guests, to a maximum of two (2) Chapter business meetings, at a fee set by the Chapter. Guests wishing to attend subsequent meetings will be encouraged to join IPAC Canada.”</p>
2019	6.3 – Executive	<p>Itemized Executive positions and separated the roles of Knowledge Transfer and Webmaster under 6.3.</p> <p>“The Executive shall consist of President, Past-President, President-elect, Secretary, Treasurer/Membership Director, Knowledge Transfer Coordinator, Education Committee Co-Chairs, and Non-Acute Care Representative. Additional positions may be added with the consent of membership. Positions may be combined except for the positions of President and President-elect” REPLACED with “The Executive shall consist of:</p> <ul style="list-style-type: none"> a) President b) President-elect c) Past President d) Secretary e) Treasurer/Membership Director f) Knowledge Transfer g) Webmaster h) Education Committee Co-Chairs i) Non-Acute Care Representative”
2019	6.4 – Executive	<p>“Additional positions may be added with the consent of membership” MOVED from 6.3 to 6.4.</p>
2019	6.5 – Executive	<p>“Positions may be combined except for the positions of President and President-elect” MOVED from 6.3 to 6.5.</p>
2019	7.1 – 7.3 Term of Office	<p>Separated out the terms and descriptions for each of the positions of past-President, President and President-elect for ease and clarity.</p> <p>7.1 “The term of office of the President-elect, President and shall be 2 years. The term of office of all other positions on the Executive shall be 2 years with eligibility for reelection. The Past-President serves for a one (1) year term following the position of President and will replace the president as necessary if there is no president-elect” REPLACED with “The term of office of the President shall be two (2) years, generally following one (1)</p>

		<p>year as President-elect.”</p> <p>NEW 7.2 “The term of office of the President-elect shall be one (1) year. The President-elect assumes the position of President upon completion of the term, or as necessary if the President is unable to fulfill the term of office AND CHANGED the term of President-elect from two years to one year to reduce the length of time for the individual to commit to the executive (from 5 years to 4 years).</p> <p>NEW 7.3 “The term of office of the past-President shall be one (1) year. In the absence of President-elect, the past-President assumes the position of President if the President is unable to fulfill the term of office” AND CHANGED the term of past-President from two years to one year to reduce the length of time for the individual to commit to the executive (from 5 years to 4 years).</p>
2019	7.4 – Term of Office	7.4 “The term of office of all other positions on the Executive shall be two (2) years with eligibility for re-election” MOVED from 7.1 to 7.4.
2019	7.5 – Term of Office	7.5 “Elections are held at the September meeting. Terms commence November 30 annually...” REPLACED with “Terms commence January 1st. The outgoing Executive members will coordinate a smooth transition to the incumbent” to align with the fiscal year AND MOVED from 7.1 to 7.5.
2019	7.6 – Term of Office	7.6 “Should vacancies occur during this term...” MOVED from 7.2 to 7.5.
2019	7.7 – Term of Office	7.7 “The members entitled to vote may...” MOVED from 7.3 to 7.7.
2019	9.1.1 – Executive Meetings	<p>Separated 9.1.1 into three section a) – c) for ease of reading and improved clarity</p> <p>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 be held by teleconference or webinar” REPLACED with 9.1 “Executive meetings:</p> <ul style="list-style-type: none"> a) Executive meetings will be held at the call of the President. b) There will be a minimum of two meetings held per year. c) Meetings are generally held by webinar or teleconference, but efforts will be made to hold one meeting in-person annually. <p>ADDED minimum in person meetings per year for high level planning initiatives such as Strategic Planning and SWOT analysis discussions.”</p>
2019	9.2.1– Chapter Meetings	9.2.1 “Four (4) meetings will be scheduled each year. Generally scheduled February, April, September and November. At the discretion of the executive, the spring meeting can be replaced with a Full Day Educational Workshop” REPLACED with 9.2 a) “A minimum of four (4) Chapter Business meetings will be scheduled each year.”
2019	9.2.2 – Chapter Meetings	9.2.2 “Location may alternate as decided by membership” REPLACED with 9.2 c) “Location of meetings are decided at the discretion of the Executive” to allow for flexibility in annual meeting planning by the executive. ADDED

		9.2 b) "The Annual General meeting will be held at the September Chapter Business meeting."
2019	9.2.3 – Chapter Meetings	9.2.3 "Meetings will be offered by a mixture of face-to-face and by webinar or teleconference" REPLACED with 9.2 d) Meetings will primarily be held face-to-face with a minimum of one (1) per year offered by webinar or teleconference as available and accessible by members.
2019	9.2.5 – Chapter Meetings	"An agenda will be sent to all members one (1) week before the meetings by email" REMOVED as timelines are now reflected in the policy and procedure for role of Secretary,
2019	9.2.6 – Chapter Meetings	9.2.6 "Minutes of all regular, annual and special meetings will be kept by the Secretary and disbursed to all members within 2 weeks following the meeting" REPLACED with 9.2 f) "Minutes of all Chapter Business, annual and special meetings will be kept by the Secretary and disbursed to all members."
2019	9.2.7 – Chapter Meetings	9.2.7 "Industry may exhibit, sponsor or present at meetings in which an educational component is also offered. Industry participation will be guided by the policy and procedures of IPAC-Canada. Any monies received by the Chapter from Industry will be used towards funding of Chapter members to attend the National Conference the following calendar year" REPLACED with 9.2 g) "Industry may exhibit, sponsor or present at meetings in which an educational component is also offered. Industry participation will be guided by policy and procedures of IPAC-Canada."
2019	9.2 – Chapter Meetings	NEW 9.2 h) "Monies received by the Chapter from Industry vendors at the Chapter Business meeting & Education Day, will be used to support Chapter members for IPAC educational opportunities i.e., IPAC Canada National Conference."
2019	10 – Quorum & 11 – Committees	Moved 'Committees' to section 11 from section 10 and 'Quorum' to section 11 from section 10.
2019	11.2 – Committees	11.2 "Ad Hoc – Ad Hoc Committees may be formed at the discretion of the Executive and with the approval of membership" REPLACED with "Ad Hoc – Ad Hoc Committees may be formed at the discretion of the Executive". This change is to allow for timely creation of committees to assist the executive with specific work e.g., creation of an ad hoc committee to review IPAC SWO funding applications.
2019	14.1 – 14.8 – Duties of Officers	Removed as a policy and procedure has been created with more detail related to the duties and responsibilities for each role.
2019	Terms Used in TOR	<ul style="list-style-type: none"> • "Officer" replaced with "Executive Member" as in 8.2. "Officer" is a position held at National level and not reflective of local positions. • "Chapter Business Meetings" in place of "General Meetings" • When a bullet went to a third numbering line, alphanumeric option is used. • As the term of president-elect is proposed to be a 1-year term, at any given time there will only be a past president and president or a president and president elect. Wording was changed to reflect either position at any given time e.g.,

		<p>8.2 Election of Executive members by ballot shall be held at the September Chapter Business meeting and will be conducted by the President. The President-elect/Past President sends out the call for nominations and collects them.</p> <ul style="list-style-type: none"> Where previously only a number was used, the written number is now added, e.g.: 2017: 5.4 Correspondence and financial records shall be kept for a minimum of 7 years. 2019: 5.4 Correspondence and financial records shall be kept for a minimum of seven (7) years.
2021	Purpose	<p>Improved wording.</p> <p>“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)” REPLACED with “To enhance the quality of health care across the continuum of care through knowledge exchange, building capacity, sharing experiences, ideas and information for the purpose of infection prevention and control. This knowledge is further enhanced through ongoing collaboration and networking among persons interested in infection prevention and control (IPAC) with the goal of disseminating best practices to increase patient/resident/client safety and reduce the risk of infection.”</p>
2021	2.5 - Objectives	Added the word effective.
2021	4.5 – Membership Categories	<p>Improved language.</p> <p>4.5 d) Specified the name of the “Act” and included a link “Canada Not-For-Profit Corporations Act S.C. 2009, c.23.”</p>
2021	5 – Chapter Policies	<p>Updated section title.</p> <p>Chapter Policies REPLACED with General Chapter Policies</p>
2021	5.5 – Chapter Policies	NEW 5.5 “Chapter policies will be reviewed every two years and revised as needed and will be available to members upon request.”
2021	5.5 – Chapter Policies	NEW 5.6 “The executive is not obligated to follow the TOR in the event of unforeseen circumstance that prohibit Chapter functions, such as natural disaster or pandemic. The membership will be notified of temporary adjustments to the TOR as per routine communication methods.”
2021	6.3 – Executive	<p>Updated title of Knowledge Transfer position.</p> <p>6.3 f) “Knowledge Transfer” REPLACED with “Marketing and Communications Coordinator.”</p>
2021	6.4 - Executive	Replaced the word “consent” with “approval.”
2021	7.1 – 7.3 – Term	Simplified language.

	of Office	<p>7.1 “The term of office of the President shall be two (2) years, generally following one (1) year as President-elect” REPLACED with “The term of office of the President shall be two (2) years.”</p> <p>7.2 “The term of office of the President-elect shall be one (1) year. The President-elect assumes the position of President upon completion of the term, or as necessary if the President is unable to fulfill the term of office” REPLACED with “The term of office of the President-elect shall be one (1) year.”</p> <p>7.3 “The term of office of the Past President shall be one (1) year. In the absence of President-elect, the Past President assumes the position of President if the President is unable to fulfill the term of office” REPLACED with “The term of office of the Past President shall be one (1) year. a) In the absence of President-elect, the Past President assumes the position of President if the President is unable to fulfill the term of office.”</p>
2021	8.2 – Election Procedures	Replaced the word “chapter business meeting” with “annual general meeting.”
2021	9.1 – Executive Meetings	9.1 c) “Meetings are generally held by webinar or teleconference, but efforts will be made to hold one meeting in-person annually” REPLACED with “Meetings may be held virtually, by teleconference or in-person.”
2021	9.1 – Executive Meetings	9.1 d) Replaced the word “simple majority” with “quorum.”
2021	9.2 – Chapter Meetings	9.2 e) Added the word “endeavour.”
2021	10.2 - Quorum	<p>Improved wording and removed 10.3 as this information was part of 10.2.</p> <p>“Where quorum has not been achieved, voting can be done electronically. In such cases, the President will distribute electronically to all members in good standing sufficient information to enable a reasonable person to come to a decision. Votes will be received electronically by the President within a specified time frame, with the total number of votes received reaching quorum for the results to stand. The president will communicate to all members the results of all electronic votes” REPLACED with “Where quorum has not been achieved, voting can be done electronically. In such cases, the President will distribute sufficient information electronically to all current members, to enable a reasonable person to come to a decision. Votes will be received electronically by the President within a specified time frame. The total number of votes received must reach quorum for the results to stand. The president will communicate to all members the results of all electronic votes.”</p>
2021	11.3 – Committees	Added link to IPAC-Canada website ‘Special Interest Groups.’

2021	12.1 – Amendments	Improved wording to allow for flexibility in frequency of TOR review: “Terms of Reference should be reviewed annually, and revisions approved by the membership. All amendments to the Terms of Reference must be forwarded to the Executive Director of IPAC-PCI Canada for final approval by the Board” REPLACED with “Terms of Reference will be reviewed as deemed appropriate by the current executive and/or at a minimum of every two years, and revisions approved by the membership. All amendments to the Terms of Reference must be forwarded to the Executive Director of IPAC-PCI Canada for final approval by the Board.”
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