

# **IPAC - South Western Ontario**

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.**

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.

### **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. 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 multi-disciplinary 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 non-member guests to meetings at an additional fee set by the Chapter. 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 Act.

#### **5. 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 or mail 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 7 years. Audited financial statements, minutes and contracts are to be kept for the life of the Chapter.

## **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. A summary of responsibilities is below.
- 6.3 The Executive shall consist of 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.

## **7. Term of Office**

- 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 re-election.
- 7.2 Elections are held at the September meeting. Terms commence November 30 annually. 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. 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 officers by ballot shall be held at the September meeting and will be conducted by the President. The President-Elect 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
  - 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 Four (4) meetings will be scheduled each year.
- 9.2.2 Location may alternate as decided by membership.
- 9.2.3 Meetings will primarily be held face-to-face with a minimum of one (1) per year offered by teleconference or videoconference as available and accessible by members.
- 9.2.4 Each meeting will include an educational component.
- 9.2.5 An agenda will be sent to all members one (1) week before the regular and annual meetings by email or mail.
- 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.
- 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 additional funding of Chapter members to attend the National Conference the following calendar year.

## 10. Committees

- 10.1 Education Committee – Details outlined under Chapter Policies and Procedures
- 10.2 Ad Hoc – Ad Hoc Committees may be formed at the discretion of the Executive and with the approval of membership.
- 10.3 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:
- Education
  - Standards & Guidelines
  - Membership
  - Dialysis Interest Group
  - Long Term Care Interest Group
  - Oncology Interest Group
  - Pediatric 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 Group

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

10.4 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 national IPAC- PCI conference.

## **11. Quorum**

11.1 A quorum consists of 50% +1 of voting membership for Executive meetings and 5% +1 of voting membership for General meetings.

11.2 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.

## **12. Amendments**

12.1 These Terms of Reference may be amended at any general 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.

12.2 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. 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.

## **14. Duties of Officers**

### **14.1 President**

The President shall preside at all meetings; shall be an ex-officio member of all committees; shall, subject to membership approval, appoint committee members; shall represent the Chapter at IPAC-PCI meetings and report on these meetings at

the next Chapter general meeting; shall prepare an annual report to be submitted to IPAC-PCI Canada at the end of the year. Submission of the application for the IPAC-PCI/3M Chapter Achievement Award on a yearly basis.

#### 14.2 President-Elect

The President-elect shall carry out duties as assigned by the President; shall act in the absence of the President; shall prepare to assume the office of President.

#### 14.3 Secretary

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

#### 14.4 Treasurer/Membership Director

The Treasurer/Membership Director shall keep a full and accurate account of all receipts and disbursements; shall deposit all monies in a bank account in the name of the Chapter; shall prepare an annual budget for approval by membership; shall prepare an annual statement for membership; shall make a financial report at Chapter meetings; shall arrange to have accounts audited as required by the Chapter; shall submit an annual GST/HST report to Canada Revenue Agency; shall undertake other duties as assigned by the President; shall be responsible for reporting paid members to the Secretary; shall 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; shall 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. The Treasurer/Membership Director shall maintain a current membership list; shall communicate with members who have not renewed, according to lists provided by IPAC-PCI Canada; shall communicate with prospective members; shall undertake other duties as assigned by the President. Shall contribute to the Chapter archive on the website by posting chapter activities as appropriate in collaboration with the Knowledge Transfer Coordinator.

#### 14.5 Education Co-Chairs

The Education Committee Co-Chairs shall form a committee approved by the Executive to determine the educational needs of the Chapter; shall formulate objectives for each educational seminar; shall arrange for appropriate workshops/speakers; shall make an annual report to the President for submission to CHICA-Canada.

#### 14.6 Knowledge Transfer Coordinator

The Knowledge Transfer Coordinator shall maintain the Chapter website and liaise with the IPAC-PCI Webmaster to ensure the Chapter web page is current. Share and provide pertinent educational resources at Chapter meetings. Shall contribute to the Chapter archive on the website by posting chapter activities as appropriate in collaboration with the Treasurer/Membership Director.