

## **TERMS OF REFERENCE**

### **IPAC-Northeastern Ontario**

#### **1. NAME**

IPAC Northeastern Ontario (IPAC-NEO), a chapter of Infection Prevention and Control Canada-Prévention et contrôle des infections Canada (IPC-PCI Canada), hereafter referred to as the Chapter.

#### **2. PURPOSE OF THE CHAPTER**

To reduce the risk of health care associated infections 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)

2.1 The goals of the chapter are:

- Raise the profile of IPC-PCI Canada and its activities
- Expand and develop the membership base
- Enhance the mix of products and services
- Expand IPC-PCI Canada education initiatives
- Provide regional leadership

#### **3. MEMBERSHIP**

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

3.2 IPAC NEO members are welcome to invite guests to 1 meeting free of charge. Guests wishing to attend subsequent meetings will be provided with a membership form. 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 and the 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.
- 4.1 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.
- 4.2 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 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. 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 The Executive shall consist of President, President-elect, Secretary, Treasurer, Membership Director, Chapter Webmaster and Education committee Chair. Additional positions may be added with the consent of membership. Positions may be combined except for the positions of President and President-elect.

## **7. TERMS OF OFFICE**

- 7.1 The term of office of the President-elect and President shall 2 years. The term of office of all other positions on the Executive shall be 2 years with eligibility for re-election.
- 7.2 All terms commence on (January1). 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 electronic ballot shall be held at the last meeting of the year and will be conducted by the Past President.
- 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 meetings 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 Meetings will primarily be held by webinar or videoconference to promote accessibility to all members.
- 9.2.3 Each meeting will include an educational component.
- 9.2.4 An agenda will be sent to all members two weeks before the regular and annual meetings by email.
- 9.2.5 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.

## **10. 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 may volunteer or may be asked to represent the Chapter on various national committees.
- 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.

## **11. QUORUM**

- 11.1 A quorum consists of 50% +1 of voting membership for Executive meetings.
- 11.2 For General meetings. Quorum is 50%+1 of voting membership present at the meeting.

## **12. AMMENDMENTS**

- 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. 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. DUTIES OF THE EXECUTIVE**

- 14.1 President – The President shall:
- preside at all meetings;
  - be an ex-officio member of all committees;
  - subject to membership approval, appoint committee members;
  - represent the Chapter at IPAC-PCI meetings (including the IPAC-PCI national education conference) 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.
- 14.2 President-elect -The President-elect shall:
- carry out duties as assigned by the President;
  - act in the absence of the President;
  - prepare to assume the office of President.

- 14.3 Secretary – The Secretary shall:
- 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;
  - 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;
  - prepare an annual statement for 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;
  - 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;
  - 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;
  - undertake other duties as assigned by the President.
- 14.7 Education – The Education Co Chairs:
- 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;
  - make an annual report to the President for submission to IPAC-PCI 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.