



IPAC Northwestern Ontario

Professionals in Infection Control

Terms of Reference

A Chapter of Infection Prevention and Control Canada

The following terms of reference of this organization support and relate to the by-laws of Infection Prevention and Control Canada (IPAC Canada).

1. TITLE:

1.1 The name of this organization is Infection Prevention and Control Northwestern Ontario (IPAC NWO), a chapter of Infection Prevention and Control Canada (2006).

2. PURPOSE AND OBJECTIVES:

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. To provide an organization for those engaged in the prevention and control of infection, which supports the mission and philosophy of IPAC Canada.

2.2 Objectives

- a) To promote and enhance IPAC expertise through individual and group activities
- b) To increase awareness of the field of infection prevention and control and epidemiology in healthcare settings and the community at large
- c) To provide multi-disciplinary educational opportunities to chapter members
- d) To support and assist with research/study activities and the publication of results
- e) To foster working relationships between healthcare agencies, community agencies, and product manufacturers and others across the continuum of care
- f) To assist individual members in problem-solving and acquiring solutions through consultation with peers
- g) To promote community awareness and understanding of the source of infection, the mode of transmission, and the means of control
- h) To act as an advocate for, and increase awareness of, IPAC practices and issues

3. MEMBERSHIP:

3.1 Chapter members must be a member of IPAC Canada. Chapter dues are payable with IPAC Canada national membership. A portion of the national membership dues will be reimbursed to the chapter designated by the member during registration.

IPAC Canada forwards membership renewal and/ or new members quarterly.
Members wishing to join IPAC NWO must be in good standing with IPAC Canada.

- 3.2 Membership in IPAC Canada and the chapter shall be open to all persons interested in promoting infection prevention and control.
- 3.3 IPAC NWO members are welcome to invite guests to (no more than two) meetings free of charge. Guests wishing to attend subsequent meetings will be provided with a membership form. Chapter dues are set by IPAC Canada.
- 3.4 The membership year is twelve (12) months from the date membership is processed by IPAC Canada.
- 3.5 The membership renewal notices will be issued by IPAC Canada
- 3.6 IPAC 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.

4. MEMBERSHIP CATEGORIES:

- 4.1 Chapter members are active, voting members of the chapter and IPAC Canada, with the exceptions below. They may hold office in the chapter.
- 4.2 Student members have paid Student fees to IPAC 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 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 Canada is liquidated and dissolved under the Act.

5. CHAPTER POLICIES:

- 5.1 The membership year is twelve (12) months from the date membership is processed by IPAC Canada. The IPAC NWO fiscal year is January 1 to December 31.
- 5.2 Minutes of committee and chapter meetings shall be distributed to members via email or mail and copies maintained in the chapter files. The IPAC NWO meetings are recorded, signed by the Secretary.

5.3 Correspondence and financial records shall be kept for a minimum of seven 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 actions.

6.2 Details of the executive responsibilities are outline under IPAC NWO Policies and Procedures.

6.3 The executive shall consist of:

- a) President
- b) President-Elect (when no Past President)
- c) Past President (when no President-Elect)
- d) Secretary
- e) Treasurer
- f) Membership Director

6.4 Non-voting ex-officio positions may be appointed to the executive. E.g., Administrative Assistant, Archivist, Education Chair.

6.5 Additional positions may be added with the consent of membership.

6.6 Positions may be combined except for the positions of President and Past President.

7. TERMS OF OFFICE OF EXECUTIVE:

7.1 President:

The President will serve for a two (2) year term of office following one (1) year as President-Elect.

7.2 President-Elect:

- a) The President-Elect is elected for a one (1) year term of office and assumes the position of President at completion of term.
- b) The President-Elect will replace the President as necessary.

7.3 Past-President:

- a) The Past-President serves for a one (1) year term following the position of President.
- b) The Past-President will replace the president as necessary if there is no President-Elect.

7.4 All Other Positions:

- a) Other positions on the Executive shall be two (2) year term with the eligibility of re-election.
- b) All terms commence January 1. The outgoing executive will coordinate a smooth transition to the incumbent.
- c) Vacancies which occur during this term of office shall be filled by the Executive by appointment until the next election is held.

7.5 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 members of IPAC Canada and the chapter may be nominated to the executive.
- 8.2 Elections shall be held at the annual meeting in the Fall.
- 8.3 The Nominating Committee shall present to the membership a list of the open positions.
- 8.4 Election of officers is by secret ballot and will be conducted by the Past-President.
- 8.5 Where only one (1) name is presented for any office, the nominee is elected by acclamation.

9. MEETINGS:

- 9.1 Executive meetings will be held at the call of the President. There will be a minimum of two (2) meetings held per year. Meetings may also be held in person, email or teleconference.
- 9.2 There must be a simple majority of executive members to hold an executive meeting.
- 9.3 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.
- 9.4 A summary of minutes, recommendations, and approved motions will be presented at the next chapter meeting and recorded in the general meeting minutes.
- 9.5 An agenda will be sent out to all members at least one (1) week prior to the chapter meeting. Members will RSVP to both the secretary and president to verify their attendance.
- 9.6 Minutes of all regular and special meetings will be kept by the Secretary and dispersed to all members within two (2) weeks following the meeting. Meetings will be posted on the IPAC NWO website within a month of distribution.
- 9.7 Location may alternate as decided by the membership.
- 9.8 Whenever possible, videoconferencing will be available to distance members.
- 9.9 Each meeting will include an educational component.

10. COMMITTEES:

- 10.1 Nominations: Details are outlined under Chapter Policies and Procedure.
- 10.2 Education committee: Details are 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 the membership. The ad hoc committee shall submit an outline their objectives to the Executive. Any expenses shall be documented and sent to the Executive for approval and payment.
- 10.4 Representatives to IPAC-Canada Standing Committees and Interest Groups: Committees and Interest groups. Examples of such committees are:
 - Education
 - Standards and 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 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 conference.

11. QUORUM:

11.1 A quorum of 50% + 1 (minimum of 1/3 of current paid membership) voting for both Executive and General meetings.

12. AMENDMENTS:

12.1 The Terms of Reference (TOR) will be reviewed annually and as required. The TOR 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 or by email to the membership at least three (3) weeks prior to the meeting.

12.2 Amendments to Chapter name requires a two thirds (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 at least three (3) weeks prior to the meeting.

12.3 All amendments to the TOR must be forwarded to the Board of IPAC Canada for consideration and approval.

13. DISSOLUTION:

On the winding up or dissolution of the organization, funds or assets remaining after all debts have been paid shall be transferred to IPAC Canada.

14. DUTIES OF OFFICERS:

14.1 President: Term of Office two (2) years

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 Canada meetings and report on these meetings at the next Chapter general meeting; shall prepare an annual report to be submitted to IPAC Canada at the end of the year.

14.2 President-Elect: Term of Office one (1) year

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

14.3 Secretary: Term of Office two (2) year Renewable

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: Term of Office two (2) years Renewable

The Treasurer/membership director shall keep a full and accurate account of all receipts and disbursements; shall deposit all monies in the name of the Chapter or as designated by the membership; shall provide an annual statement for the membership; shall make a financial report at Chapter meetings; maintain a current membership list; shall arrange to have accounts audited as required by the Chapter; shall undertake other duties as assigned by the President; shall maintain a current membership list; shall communicate with members who have not renewed, according to lists provided by IPAC Canada; shall communicate with prospective members; shall facilitate elections in collaboration with the Past-President.

14.5 Past President: Term of Office one(1) year

The Past President shall act as advisor of the Executive committee; shall preside at meetings in the absence of the President and President-Elect; shall be an ex-officio member of committees as required; shall chair the Nominating committee; shall act as Chapter archivist and be responsible for

- a) Collation of information regarding chapter activities
- b) Submission of the application for the IPAC Canada /3M Chapter Achievement Award on a yearly basis

14.6 Education Facilitator: Term of Office two (2) year Renewable

The Education facilitator 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 IPAC Canada.

14.7 Webmaster: Term of Office two (2) years Renewable

The Webmaster shall maintain the Chapter website and liaise with the IPAC Canada webmaster to ensure the Chapter web page is current.