

IPAC CANADA



IPAC Northwestern Ontario

Professionals in Infection Control

Northwestern Ontario Branch

TERMS OF REFERENCE

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.

Goals:

See Annual Goal Statements attached.

Membership:

- Members from Northwestern Ontario (*see list of current members).
- Includes an executive committee consisting of Presidents, President elect, Secretary and Treasurer. All executive and committee representatives must be members of IPAC Canada (IPAC Canada Policy 8.60)
- Includes any individual with an interest in infection prevention and control.
- Anyone wishing to join IPAC-NWO must also become or currently be a member in good-standing of IPAC-Canada.
- 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 Northwestern Ontario Branch.
- IPAC 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-PCI Canada.

Minutes:

All meetings require recorded minutes, signed by the Secretary. The Chapter Secretary will distribute minutes to all members of IPAC-NWO.

Parliamentary procedure will be followed during the business meeting.

Chapter Bylaws:

Quorum:

- a quorum is 1/3 of the current paid membership
- expenditures must be approved by a quorum vote

Meetings:

- general meetings are held FOUR times a year in March, June, September and December

Executive:

- executive meetings are held as necessary
- elections are held every year at the December meeting
- President, President Elect and Secretary are signing officers
- All positions are 2-year terms

Committees:

- Education Committee
- President-elect acts as Chapter Liaison with all other IPAC committees
- Other committees as decided by Executive

Voting:

- Nominating committee selects nominees to executive
- All paid members are eligible to vote and to stand for office
- Voting is confidential

Amendments:

- Bylaw may be amended by the membership under the following rules:
 1. Prior notice will be given to membership
 2. A quorum of 1/3 of membership must be present
 3. Amendments approved by majority vote by members present at the meeting.

Terms of Reference are reviewed annually with changes submitted to the President-elect and forwarded to IPAC-PCI Canada by the Chapter Secretary.

Revised January 2014