

POLICY & PROCEDURE MANUAL

SECTION: Terms of Reference
SUBJECT: TERMS OF REFERENCE
ORIGINATED: April 1985

NUMBER: N/A
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REVISION: Jan 2024

IPAC Eastern 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.

1. NAME:

The name of this organization is Infection Prevention and Control Eastern Ontario (IPAC EO), a chartered chapter of Infection Prevention and Control Canada (June 1986).

2. PURPOSE AND OBJECTIVES:

2.1. To reduce the risk of infection throughout the continuum of care through exchange of knowledge, experience, ideas and information for the prevention and control of infections, and the collaboration and networking among persons interested in Infection Prevention and Control (IPAC).

2.2. Objectives:

- a) To promote and enhance IPAC expertise through individual and group activities.
- b) To assist individual members in the development of their own IPAC program.
- c) To hold multi-disciplinary educational conferences or seminars to update knowledge in IPAC.
- d) To support and assist with research/study activities and the publication of results.
- e) 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.
- f) To promote communication with members of the health care team across the continuum of care.
- g) To assist individual members in their professional development in the field of infection prevention and control.
- h) To promote community awareness and understanding of the source of infection, the mode of transmission, and the means of control.
- i) To act as an advocate for, and increase awareness of, IPAC practices and issues.
- j) To consider diversity, equality and inclusivity of our IPAC Canada members and the greater population we serve.

3. MEMBERSHIP:

- 3.1. Each Voting Member shall be entitled to receive notice of, attend and to have one vote at all meetings of the members of the Chapter. In voting and counting votes, there shall be no distinction between Active Member and Honorary Members.
- 3.2. Chapter members must be members of IPAC Canada. Chapter dues are payable with IPAC national membership. A portion of the national membership dues will be reimbursed to the chapter designated by the member during registration.
- 3.3. Membership in IPAC Canada and the chapter shall be open to all persons interested in fostering in the broadest manner the purpose and objectives of the organization.
- 3.4. IPAC EO members are welcome to invite guests to IPAC EO (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.

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- 3.5. The membership year is 12 months from the date membership is processed by IPAC Canada. The chapter will document the total members for the year as of the November meeting.
- 3.6. Membership renewal notices will be issued by IPAC Canada.
- 3.7. 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.
- 3.8. Additional reasonable assessments may be levied on chapter members by the chapter on approval of the membership.

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. The Chapter or the Honorary Member must continue to pay membership dues to IPAC Canada/PCI Canada. A portion of the membership dues will be reimbursed to the Chapter on behalf of the Chapter Honorary/Life Member.
- 4.5. IPAC Canada/PCI Canada may bestow Honorary membership to a member based on criteria established by IPAC Canada/PCI Canada. The IPAC Canada/PCI Canada Honorary Member does not pay national dues. The Chapter portion of national membership fees will be forwarded to the Chapter designated by the Honorary Member.
- 4.6. Business members of IPAC Canada/PCI Canada may be accepted as individual, voting members of the Chapter may hold positions on Chapter and national committees and may hold elected office in the Chapter. Business members may not hold elected office on the IPAC Canada/PCI Canada Board of Directors
- 4.7. Corporate Members are companies/corporations/agencies which support the objectives of IPAC Canada/PCI Canada and provide additional support to IPAC Canada. Corporate Members manufacture products (e.g., disinfectants, hand hygiene products, infection prevention equipment, etc.), or provide a service (e.g., inspections, education, guidelines, etc.). Corporate Members do not provide direct patient care but may support patient care activities. The company/corporation/agency is the member of IPAC Canada/PCI Canada. A Corporate Member principal contact is non-voting and may not hold elected office. They may serve on committees.. One official representative of the Corporate Member as named by the Corporate Member is provided with a voting chapter membership, for which chapter membership fees will be forwarded to the Chapter designated by the Corporate member.
- 4.8. Other individual representatives of the Corporate Member may apply for voting Active/Professional Membership. These Active/Professional members may serve on chapter committees and hold Chapter office. They may not serve on the IPAC Canada/PCI QC Board of Directors.
- 4.9. 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:

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- 5.1. The membership year is 12 months from the date membership is processed by IPAC Canada/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 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.
- 6.2. Details of the executive responsibilities are outlined under IPAC EO Policies & Procedures.
- 6.3. The executive shall consist of:
 - a) President
 - b) President-Elect (when no past president)
 - c) Past President (when applicable)
 - d) Secretary
 - e) Treasurer
 - f) Membership Director
- 6.4. Non-voting ex-officio positions may be appointed to the executive e.g. Administrative Assistant, Webmaster,, Education Chair, Novice Infection Control Professional (ICP).
- 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.
- 6.7. If any Executive member misses three consecutive Executive meetings without a reason acceptable to the Executive, the Executive may act as follows:
 - 6.7.1. If the Executive position if the President or President Elect, the Executive may recommend to the next meeting of members that the President or President Elect be removed from their Executive position. If the members vote to remove the individual, the members shall immediately elect a successor.
 - 6.7.2. If the Executive member is not the President or the President Elect, the Executive may vote to remove him/her as an Executive. The Executive may then appoint a qualified individual to fill the remainder of the Executive position term.
 - 6.7.3. If an Executive member is elected to the IPAC Canada/PCI Canada Board of Directors, they must resign their Chapter Executive position immediately. The Executive may appoint an interim Executive position until the next general membership meeting.

7. TERM OF OFFICE OF EXECUTIVE:

- 7.1. **President:**

The president will serve for a two (2) year term of office following one 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.

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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. Novice ICP:

- a) The Novice ICP serves for a one (1) year term.

7.5. All other positions:

- b) Other positions on the Executive shall be three (3) years with eligibility for re-election.
- c) All terms commence on January 1. The outgoing executive will coordinate a smooth transition to the incumbent.
- d) Should vacancies occur during this term of office, the executive shall fill such vacancies by appointment until the next election is held.

7.6. 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.

7.7. Responsibilities of the Executive are outlined in Chapter policies.

8. ELECTION PROCEDURE:

8.1. Only current members of IPAC Canada and the chapter may be nominated to the executive.

8.2. Election of officers by ballot shall be held at the last meeting of the year and will be conducted by the Membership Director.

8.3. Where only one name is presented for any office, the nominee is elected by acclamation.

8.4. When an in-person meeting cannot be held, a virtual election will be held with the results announced by the Membership Director or delegate at the last meeting of the year.

9. MEETINGS:

9.1. Executive Meetings

- a) Executive meetings will be held at the call of the Chapter President. There will be a minimum of three meetings held per year. Meetings may also be held by email, teleconference, or on a virtual platform.
- b) There must be a quorum consisting of a simple majority (50% plus 1) of Executive members present to hold an Executive meeting. If a quorum is not reached, the meeting may continue with discussion items but voting may not take place.
- c) 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. A majority decision is reached by 50% plus 1 of those in attendance, providing a quorum has been reached.
- d) 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

- a) A minimum of four meetings per year will be held.
- b) Location may alternate as decided by the membership.
- c) Meetings may be held in-person, by teleconference, or by virtual platform, assuring all members have access to the method of meeting.
- d) Members not in attendance at a meeting of members may vote by appointing in writing a proxyholder, who is required to be a member, to attend and act at the meeting in the manner and to the extent

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authorized by the proxy form, and by the authority conferred by the form, subject to the following requirements:

- d.1.** A proxy is valid only at the meeting in respect of which is given or at a continuation of that meeting after and adjournment.
- d.2.** A proxyholder has the same rights as the member by whom they were appointed, including the right to speak at a meeting of members in respect of any matter, to vote by way of ballot or a show of hands at the meeting;
- d.3.** and, when a proxyholder has conflicting instructions from more than one member, they may not vote at the meeting by way of ballot or show of hands.
- e) Each meeting will include an educational component.
- f) An agenda will be sent by email to all members two weeks before the regular and annual meetings.
- g) Minutes of all regular, annual and special meetings will be kept by the Secretary and disbursed to all members within two weeks following the meeting.
- h) The Annual General Meeting will be held at the last general meeting of the year.

9.3. Quorum

The quorum for a general membership meeting is 5% of membership with a minimum attendance of five attendees.

10. COMMITTEES:

10.1. The chapter will make every attempt to have a Chapter member attend standing committee and interest group meetings, and provide an update on activities to the Executive and Chapter membership.

10.1.1. **Nomination:** Details are outlined under Chapter Policies and Procedures (policy 3.1).

10.1.2. **Education:** Details are outlined under Chapter Policies and Procedures (policy 5.1).

10.1.3. **Ad Hoc:** Ad Hoc Committees may be formed at the discretion of the executive and with the approval of the membership.

10.1.4. **Representatives to IPAC Canada Standing Committees and Interest Groups:** Chapter members will be asked to represent the chapter on various national committees and interest groups. Details are outlined under Chapter Policies and Procedures (policy 6.2).

11. AMENDMENTS:

11.1. These Terms of Reference (TOR) will be reviewed annually and as required by the Executive. 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.

11.2. 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 at least three (3) weeks prior to the meeting.

11.3. All amendments to the Terms of Reference must be forwarded to the IPAC Canada/PCI Canada Board of Directors through the Director (Chapters and Interest Groups) and Executive Director.

12. DISSOLUTION:

The Chapter may be dissolved by approval of a Resolution to Dissolve, approved by 50% of membership. On the winding up or dissolution of the organization, funds or assets remaining after all debt has been paid shall be



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transferred to IPAC Canada/PCI Canada. Archived files will be forwarded to the Executive Director of IPAC Canada/PCI Canada for filing for seven years after dissolution.

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Revised: October 9, 1985; September 1987; November 1994; March 1997; September 2000; March 2003; November 2006; September 2011; October 2013; November 2016; January 2024