



**SECTION: Terms of Reference**

**SUBJECT: TERMS OF REFERENCE**

**ORIGINATED: April 1985**

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**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 problem solving.
- 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.

**3. MEMBERSHIP:**

- 3.1.** 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.
- 3.2.** 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.
- 3.3.** 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.
- 3.4.** 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.
- 3.5.** 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.

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- 3.7. 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.
- 4.5. A membership in the chapter is terminated when:
- the Member, Student Member, or Retired Member dies or resigns;
  - 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;
  - 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
  - IPAC Canada is liquidated and dissolved under the Act.

**5. CHAPTER POLICIES:**

- 5.1. The fiscal year of the chapter is January 1- 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.
- 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.
- 6.2. Details of the executive responsibilities are outlined under IPAC EO Policies & Procedures.
- 6.3. The executive shall consist of:
- President
  - President-Elect (when no past president)
  - Past President (when no president-elect)
  - Secretary
  - Treasurer
  - Membership Director
- 6.4. Non-voting ex-officio positions may be appointed to the executive e.g. Administrative Assistant, Archivist, 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.

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**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.

**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 three years with eligibility for re-election.
- b) All terms commence on January 1. The outgoing executive will coordinate a smooth transition to the incumbent.
- c) Should vacancies occur during this term of office, the executive shall fill such vacancies 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.** 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.

**9. MEETINGS:**

**9.1. Executive Meetings**

- a) Executive meetings will be held at the call of the President. There will be a minimum of two meetings held per year. Meetings may also be held by email or teleconference.
- b) There must be a simple majority of executive members to hold an executive meeting.
- 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.
- 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) Whenever possible, videoconferencing and teleconferencing will be available to distance members.
- d) Each meeting will include an educational component.
- e) The Annual General Meeting will be held at the last general meeting of the year.

**9.3. Quorum**

Quorum: a minimum of 15% of total membership.



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**10. COMMITTEES:**

- 10.1. Nomination:** Details are outlined under Chapter Policies and Procedures (policy 3.1).
- 10.2. Education:** Details are outlined under Chapter Policies and Procedures (policy 5.1).
- 10.3. Cameroon Twinning Project:** Details are outlined under Chapter Policies and Procedures. (policy 7.1)
- 10.4. Ad Hoc:** Ad Hoc Committees may be formed at the discretion of the executive and with the approval of the membership.
- 10.5. 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 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.
- 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 Board of IPAC Canada for final approval.

**12. 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.

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**Original Approved:** April 30, 1985

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