

# **IPAC-BC**

## **CHAPTER TERMS OF REFERENCE**

**Title** IPAC-BC a Chapter of Infection Prevention and Control Canada (IPAC-PCI Canada)  
TERMS OF REFERENCE  
The following terms of reference of this organization support and relate to the By-laws of IPAC-PCI Canada

### **Purpose and Objectives**

**2.1 Purpose** To reduce the risk of infection in patients/residents /clients and enhance the quality of health care 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).

- 2.2 Objectives**
1. To promote and enhance IPAC expertise through individual and group activities.
  2. To assist individual members in the development of their own IPAC program.
  3. To hold multi-disciplinary educational conferences or seminars to update knowledge in IPAC.
  4. To support and assist with research/study activities and the publication of results.
  5. To identify and compile IPAC measures that have proven effective in specific areas of concern, including evidence-based practice guidelines, recommendations, position statements; that maintain safe, effective and quality care.
  6. To promote communication with members of the healthcare team across the continuum of care.
  7. To assist individual members in their professional development in the field of infection prevention & control.
  8. To promote community awareness and understanding of the source of infection, the mode of transmission, and the means of control.
  9. To act as an advocate for and increase awareness of IPAC practices and issues.

### **3. Membership Dues**

- 3.1** 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.
- 3.2** IPAC-BC members are welcome to invite guests to IPAC-BC (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.
- 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.
- 4.4 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-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 and copies maintained in the Chapter files and on the IPAC-BC website.
- 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

- 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-BC policies. A summary of responsibilities is below.
- 6.3 The Executive shall consist of President, President-elect, Past President, Secretary, and Treasurer. Membership Director/ Chapter Webmaster and additional positions may be added with the consent of membership. Positions may be combined except for the positions of President and Past President. IPAC-BC will fund the Secretary, Treasurer, and Membership Director/ Webmaster to attend the IPAC-Canada annual conference on a three year rotation, each in the second year of their term, finances permitting.
- 6.4 Chapter Terms of Reference should be reviewed annually and revisions approved by membership sent to the President-elect and Executive Director of IPAC-PCI Canada.
- 6.5 The Executive shall determine a responsible/designate executive member to lead the application of the CIC Chapter Achievement Award, 3M Canada Chapter Achievement Award, or any other awards that are appropriate for application. The designate executive member can request assistance from chapter members' to create an application but will be responsible for submission.

## 7. Term of Office

- 7.1 The term of office of the President-elect, President and Past President shall be one year. The term of office of all other positions on the Executive shall be three years with eligibility for re-election.
- 7.2 All terms commence on January 1. 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 Executive 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 ballot shall be held at the last meeting of the year and will be conducted by the Past President. Elections may be held by email ballot
- 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 President. There will be a minimum of four meetings held per year. Meetings may also be held by email or teleconference.
- 9.1.2. There must be a simple majority of Executive members 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.
- 9.1.5. Voting required for:
- Spending of unbudgeted funds over \$1,000
  - Voting for Executive Positions, if more than one nominee
  - Changes to Terms of Reference
  - Chapter representative on a national committee
- 9.2** General Meetings
- 9.2.1. At minimum 4 (four) meetings will be scheduled each year.
- 9.2.2. Location may alternate as decided by membership.
- 9.2.3. Meetings will be primarily held face to face, with teleconference or videoconference as available.
- 9.2.4. Each meeting will include an educational component.
- 9.2.5. An agenda will be sent to all members two weeks before the regular and annual meetings by email.
- 9.2.6. Minutes of all regular, annual and special meetings will be kept by the Secretary and distributed to all members by the Membership Director.

## **10. Committees**

- 10.1** Nominating Committee
- 10.2** Ad Hoc – Ad Hoc Committees may be formed at the discretion of the Executive and with the approval of membership.
- 10.3** Education Funding Committee
- Convened and chaired by the President (for the year that funding will be provided in). Will consist of an executive member in their 2<sup>nd</sup> year when funding will be provided and/or up to 2 volunteer members from general membership who do not have a conflict of interest (e.g. have not submitted an application for funding or nominated a member for funding). The committee will revise the application forms and matrix as necessary and agreed by the executive, and review applications and eligibility for education.

- 10.4** Representative to IPAC-PCI Canada Standing Committees and Interest Groups – Chapter members will be asked to represent the Chapter on various national committees. Examples of such committees are:
- Standards & Guidelines
  - Membership Core Committee
  - 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-PCI conference.

**11. Quorum** A quorum consists of 5% +1 of voting membership (in person or in attendance by virtual meeting) for both Executive and General meetings.

## **12. Amendments**

**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 Officers**

**14.1** President – 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-PCI meetings and report on these meetings at the next Chapter general meeting; shall prepare an annual report to be submitted to IPAC-PCI Canada at the end of the year. Will act as the Education Funding Committee Chair

**14.2** President-elect – The President-elect shall carry out duties as assigned by the President; shall act in the absence of the President; shall prepare to assume the office of President.

**14.3** Secretary – 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 issue copies of meeting minutes to the executive following approval of the President; shall be the custodian of correspondence, books, documents, records and papers belonging to the Chapter.

**14.4** Treasurer – The Treasurer shall keep a full and accurate account of all receipts and disbursements; shall

deposit all monies in the name of the Chapter or as agreed by membership; shall prepare an annual budget for approval by membership; shall prepare an annual statement for membership; shall make a financial report at Chapter meetings; shall arrange to have accounts audited as required by the Chapter; shall be the custodian of all financial correspondence, books, documents, records and papers. The treasurer is responsible for communicating with the Membership Director about paid members; shall apply for funding from IPAC-PCI for the Chapter Presidents Fund; shall 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 /Webmaster– The Membership Director/Webmaster shall maintain a current membership list and communicate with IPAC-PCI Canada regarding members who have not renewed, according to lists provided by IPAC-PCI Canada; shall communicate with prospective members; shall give required notices to members; shall distribute Chapter meeting minutes to all members with approval from the President; shall facilitate elections in collaboration with the Past President; shall undertake other duties as assigned by the President. The Membership Director/Webmaster will maintain the Chapter website and liaise with the IPAC-PCI Webmaster to ensure the Chapter web page is current.
- 14.6** Past President – The Past President shall act as advisor to the Executive committee; shall preside at meetings in the absence of the President and President-elect; shall make all arrangements for the educational component of the Chapter general meetings; shall chair the Nominating Committee; shall be an ex-officio member of committees as required; shall act as Chapter archivist and responsible for a) collation of information regarding Chapter activities to assist with submission of the application for the IPAC-PCI/3M Chapter Achievement Award on a yearly basis. Will assume responsibility or collaborate with a designate executive member or chapter member to create an application.