

# IPAC-BC

## CHAPTER TERMS OF REFERENCE

**Title** IPAC-BC a Chapter of Infection Prevention and Control Canada/ Prévention et Contrôle des Infections Canada (IPAC Canada-PCI Canada)

TERMS OF REFERENCE

The following terms of reference of this organization support and relate to the By-laws of IPAC Canada-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 Canada-PCI Canada. Chapter dues are payable with IPAC Canada-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 Canada-PCI Canada.
- 3.3** The membership year shall be 12 months from the date membership is processed by IPAC Canada-PCI Canada.
- 3.4** Membership renewal notices will be issued by IPAC Canada-PCI Canada.
- 3.5** IPAC Canada-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 Canada-PCI Canada, with the exceptions below. They may hold office in the Chapter.
- 4.2** Student members have paid Student fees to IPAC Canada-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 Canada-PCI Canada. They are non-voting. They may participate on committees but may not hold office in the Chapter.
- 4.4** Chapter members who have been named Honorary Members by IPAC Canada are considered active, voting members of the Chapter. Membership fees are not required from National Honorary Members.
- 4.5** Chapter members who have been named Honorary Members by the chapter are considered active, voting members of the chapter. National membership fees must be paid on behalf of Honorary Members to IPAC Canada by the chapter
- 4.6** 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-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 Canada-PCI Canada.
- 5.2** The fiscal year of the Chapter is January 1- December 31.

#### **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 "Duties of Officers", article 14.
- 6.3** The Executive shall consist of President, President-elect, Past President, Secretary, Treasurer, and Membership Director/ Chapter Webmaster. 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 President to go to the National conference in the year of their term. The Secretary, Treasurer, and Membership Director/ Webmaster/Chapter webmaster will be funded to attend the IPAC- Canada annual conference on a three year rotation, each in the third year of their term, finances permitting.
- 6.4** Chapter Terms of Reference should be reviewed annually and revisions approved by membership sent to the Executive Director of IPAC Canada-PCI Canada for review by the Executive Director and the Director (Chapters/Interest Groups), with final approval from the IPAC Canada Board of Directors.
- 6.5** The Past President as an executive member is to lead the submission of applications of the CIC Chapter Achievement Award, 3M Canada Chapter Achievement Award, or any other awards that are

appropriate for application. The designated 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** Executive members unable to fulfil their obligations will be asked to withdraw by a member of the executive following a resolution passed by at least two-thirds (2/3) of the votes cast at a special meeting of members held for that purpose. 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** Call out for executive positions will be announced at the chapter meeting prior to the annual meeting. Member should be active chapter member with at least 50% attendance.
- Only current, active voting members of IPAC BC may be nominated to the Executive.
- 8.3** Where only one name is presented for any office, the nominee is elected by acclamation.
- 8.4** 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

## **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 be held by 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. At a meeting to be held in December of each year, the Executive from the year of fund disbursement as the members of Executive Funding Committee will determine the amount of education funds to be made available to members.
- 9.1.5. A summary of minutes, recommendations and approved motions will be presented at the next Chapter meeting and recorded in the general meeting minutes.

Voting required for:

- Spending of unbudgeted funds over \$500
- 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 Executive
- 9.2.3. Meetings will be primarily held face to face, with teleconference or videoconference as available.

- 9.2.4. Each meeting may include an educational component.
- 9.2.5. An agenda and minutes with a call out for agenda items 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\ the Membership Director will store documents on the IPAC Canada website in the IPAC BC chapter web-site.
- 9.2.7. Archives of all correspondence, minutes and financial statements will be kept for a period of seven years. Minutes and audited financial statements must be kept for the life of the chapter.

## 10. Committees

- 10.1 Ad Hoc – Ad Hoc Committees may be formed at the discretion of the Executive and with the approval of membership.
- 10.2 Education Funding Committee  
Convened and chaired by the President for the year of the funding. Will consist of an executive in their second year and 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 review applications for education funding and review eligibility per the matrix framework and present the findings to the executive. The forms will be revised by the committee as required.
- 10.3 Representative to IPAC Canada-PCI Canada Standing Committees and Interest Groups – Chapter members will represent the Chapter on various national committees. Cardiac Interest Group
  - Community Healthcare Interest Group
  - Dialysis Interest Group
  - Education Committee
  - Environmental Hygiene Interest Group
  - Healthcare Facility Design & Construction Interest Group
  - LTC Interest Group
  - Membership Committee
  - Mental Health Interest Group
  - Oncology Interest Group
  - Pediatrics & Neonatal Interest Group
  - Pre-Hospital Care Interest Group
  - Reprocessing Interest Group
  - Standards & Guidelines Committee
  - Surveillance/Applied Epidemiology Interest Group
- 10.4 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 Canada-PCI conference.

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

Quorum consists of a simple majority for executive 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 voting members present provided that the proposed amendments have been submitted in writing to the membership a minimum of two 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 two weeks prior to the meeting.

**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 Canada-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 Canada-PCI Canada meetings and report on these meetings at the next Chapter general meeting; shall prepare an annual report to be submitted to IPAC Canada-PCI Canada at the end of the year; and shall prepare any other reports as requested by IPAC Canada.
- 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 a bank account in the name of the Chapter; shall prepare an annual budget for approval by membership; shall prepare an annual financial statement for membership; shall make a financial report at Chapter meetings; shall arrange to have accounts audited as required by the Chapter; shall submit an annual GST/HST report to Canada Revenue Agency; 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 Canada-PCI Canada for the Chapter Presidents Fund when required; shall send donations from the Chapter to the IPAC Canada-PCI Canada Chapter Presidents Fund or any other ongoing or special fund established by IPAC-BC. Depending on financial resources, reimbursement for expenses will be following the event. Original receipts that clearly indicate GST/HST paid must be submitted.
- 14.5** Membership Director /Webmaster– The Membership Director/Webmaster shall maintain a current membership list according to lists provided by IPAC Canada-PCI Canada, and will discuss any discrepancies with IPAC Canada; shall communicate with prospective members; shall give required notices to members; shall place Chapter meeting minutes on the IPAC BC chapter web-site and communicate 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 post the approved minutes on the chapter web-site.
- 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 be an ex-officio member of committees as required; shall act as Chapter archivist and responsible for a) collation of information regarding Chapter activities , lead submission of the application for the IPAC Canada-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.