

1 Title

- 1.1 IPAC NB/PEI is a Chapter of Infection Prevention and Control Canada-Prévention et contrôle des infections Canada (IPAC-PCI Canada)
- 1.2 The Terms of Reference of this organization support and relate to the by-laws of IPAC-PCI Canada.

2 Purpose and Objectives

- 2.1 Our purpose is 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 (IPAC).
- 2.2 Objectives
 - 2.2.1 To promote and enhance IPAC expertise through individual and group activities
 - 2.2.2 To assist individual members in the development of their own IPAC program
 - 2.2.3 To hold-multidisciplinary educational conferences or seminars to update knowledge in IPAC
 - 2.2.4 To support and assist with research/study activities and the publication of results
 - 2.2.5 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 quality care
 - 2.2.6 To promote communication with members of the healthcare team across the continuum of care
 - 2.2.7 To assist individual members in their professional development in the field of infection prevention and control
 - 2.2.8 To promote community awareness and understanding of the sources of infection, modes of transmission, and means of control
 - 2.2.9 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 will be reimbursed to the Chapter designated by the member. Chapter dues are set by IPAC-PCI Canada
- 3.2. IPAC NB/PEI members are welcome to invite guests to NB/PEI (no more than two) meetings free of charge. Guests wishing to attend subsequent meetings will be provided with a membership form
- 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 the membership.

4 Membership Categories

- 4.1 Chapter members are active voting members of the Chapter and IPAC-PCI Canada, with the exceptions as listed below, and 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 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 Member, Student Member, Retired Member or Corporate member expires and has not been renewed for a period of three months after the 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 the membership is processed by IPAC-PCI Canada
- 5.2 The fiscal year of the Chapter is January 1 to December 31
- 5.3 Minutes of committee and Chapter meetings shall be distributed to members via email and copies maintained in the chapter files
- 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 Chapter and all their actions shall be subject to approval by the membership
- 6.2. Details of the Executive responsibilities are outlined under IPAC NB/PEI Duties of Officers in these Terms of Reference
- 6.3. The Executive shall consist of President, President-Elect, Past President (when applicable), Secretary, Treasurer, membership Director, Chapter Webmaster, and Education Officer. Additional positions may be added with the consent of the membership. Positions may be combined except for the positions of President and Past President.

7 Terms of Office

- 7.1 The term of office of the President, President-Elect and Past President shall be 2 years. The term of office for all other positions on the executive shall be 2 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(s)
- 7.3 Should vacancies occur during the term of office the executive may fill such vacancies 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 member 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 The election of officers shall be held at the last meeting of the year and will be conducted by the Past President A member may carry the proxies of five (5) other members for a maximum of 6 votes. The proxy authorization will include the names and signatures of both members and the date
- 8.3 If and when necessary an election of officers may be conducted by the Past President electronically. When conducted electronically only the votes of those who respond will be counted
- 8.4 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 two meetings held per year. Meetings may be held 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.
- 9.2 General Meetings
 - 9.2.1 A minimum of three meetings will scheduled each year
 - 9.2.2 Venue may alternate as decided by the membership
 - 9.2.3 One meeting will be face-to-face with two Meetings utilizing teleconferencing/videoconferencing
 - 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 disbursed to all members within two weeks of the meeting.

10 Committees

- 10.1 Nominating Committee
- 10.2 Education Committee
- 10.3 Ad Hoc Committees may be formed at the discretion of the executive and with the approval of the membership
- 10.4 Chapter members are asked to represent the Chapter on various national committees and interest groups. If no Chapter member volunteers the Chapter President by default is the representative
- 10.5 IPAC-PCI Canada NB/PEI 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

- 11.1 A quorum is achieved with the presence or participation of 15% plus one of the voting members 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 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 the Chapter name of IPAC-PCI NB/PEI require a two-thirds (2/3) affirmative vote of those eligible to vote at the meeting provided the proposed amendment was submitted in writing to all members 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

- 13.1 On the winding up or dissolution of IPAC-PCI NB/PEI Chapter funds and 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
- 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 give required notices to members; shall issue copies of meeting minutes; shall be the custodian of correspondence, books, documents, records, and papers belonging to the Chapter; shall in conjunction with the Treasurer and Membership Director, maintain a current email distribution list
- 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 deigned 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 submit an annual report to IPAC-PCI Canada; shall arrange to have accounts audited as required by the Chapter; shall undertake other duties as assigned by the President; shall be responsible for reporting paid members to the Membership Director and Secretary; shall apply for funding from IPAC-PCI Canada for the Chapter Presidents Fund, the CIC Chapter Achievement Awards, or any other awards that are appropriate for application; shall send donations from the Chapter to the IPAC-PCI Chapter Presidents Fund or any other ongoing or special fund established by IPAC-PCI Canada, as financial resources are available
- 14.5 Membership Director – The Membership Director shall maintain a current membership list; shall communicate with members who have not renewed, according to lists provided by IPAC-PCI Canada; shall communicate with prospective members; shall facilitate elections in collaboration with the Past President; shall undertake other duties as assigned by the President

**IPAC-PCI NB/PEI Chapter
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Revised December 2015

- 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 the President-Elect; shall chair the Nominating Committee; shall be an ex-officio member of committees as required; shall act as Chapter Archivist and is responsible for the collation of information regarding Chapter activities. The Past President is also responsible for the annual submission of the application for the IPAC-PCI/3M Chapter Achievement Award
- 14.7 Education Officer – The Education Officer shall form a committee approved by the Executive to determine the educational needs of the Chapter; shall formulate objectives for each educational seminar; shall arrange for appropriate workshops/speakers; shall make an annual report to the President for submission to IPAC-PCI Canada
- 14.8 Webmaster – The webmaster shall maintain the Chapter website and liaise with the IPAC-PCI Webmaster to ensure the Chapter web page is current.