
	<p>IPAC – Central South Ontario (IPAC-CSO)</p> <p>Terms of Reference</p>	 <table border="1" style="width: 100%;"> <tr> <td data-bbox="1101 281 1461 344"> POLICY UPDATED: Nov 28, 2018 </td> </tr> <tr> <td data-bbox="1101 344 1461 407"> POLICY REVIEWED: Nov 28, 2018 </td> </tr> <tr> <td data-bbox="1101 407 1461 464"> Date of Origin: Unknown </td> </tr> </table>	POLICY UPDATED: Nov 28, 2018	POLICY REVIEWED: Nov 28, 2018	Date of Origin: Unknown
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IPAC-Central South Ontario (IPAC-CSO), hereafter referred to as “the chapter”.
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.

2. PURPOSE AND OBJECTIVES OF THE CHAPTER

2.1 Purpose: To exchange information and education on infection prevention and control issues and the educational development of the membership. The chapter endorses the philosophy of the national organization IPAC Canada, working together for the prevention of infection in healthcare settings and the community.

2.2 Objectives:

- a) To exchange information related to infection prevention and control programs/issues/trends
- b) To increase awareness of the field of infection prevention and control and epidemiology in healthcare setting and the community at large
- c) To provide educational opportunities to the chapter members
- d) To foster working relationships between healthcare agencies, community agencies and product manufacturers
- e) To assist/develop educational symposia for healthcare providers and the community
- f) To network with other infection prevention and control organizations and professionals across the continuum of care

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. Membership is available to IPAC professionals working in healthcare settings, Public Health representatives and industry representatives.

3.2 IPAC-CSO members are welcome to invite guests to one IPAC-CSO meeting free of charge. Guests wishing to attend subsequent meetings will be provided with a IPAC Canada 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 or within IPAC-Canada.

4.2 Students members have paid Student fees to IPAC-PCI Canada. They are non-voting. They may participate on committees but they 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 they 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.

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 A summary of the Executive responsibilities is listed below:

President-The President shall preside at all meetings; shall be an ex-officio member of all committees; shall delegate committee activities ;shall, subject to membership approval , appoint committee members; shall represent IPAC-CSO at IPAC Canada meetings and report on these meetings at the next IPAC-CSO general meeting; shall prepare an annual report to the Chapter and to IPAC Canada.

President-Elect- The President Elect shall carry out duties as assigned by the President; shall act in lieu in the absence of the President; shall prepare to assume the office of the President; shall act as Chapter archivist and be responsible for: a) collation of information regarding chapter activities; b) submission of the application for the IPAC-Canada Chapter award on a yearly basis. Completion and application by March: c) annual Chapter goals.

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 the members; shall issue copies of meeting minutes; shall be custodian of correspondence, books, documents, records and papers belonging to the Chapter; shall, in conjunction with the treasurer/membership chairman, maintain a current e-mail distribution list.

Treasurer/Membership Director- The Treasurer/Membership Director 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 statement for the membership; shall make a financial report at Chapter meetings; maintain a current membership list; shall arrange to have the accounts audited as required by the Chapter; shall submit an annual GST/HST report to Canada Revenue Agency; shall act as a liaison between the IPAC-Canada Finance/Membership Committees; shall represent IPAC-CSO at IPAC-Canada Finance/Membership Committees as required; shall undertake other duties as assigned by the President; shall be responsible for reporting paid members to the Secretary; shall issue renewal membership notices.

Education Chair- The Education Committee Chair shall form a committee chosen by the membership or executive to determine the educational needs of the chapter; shall formulate objectives for each educational seminar; shall arrange for appropriate workshop/speakers; shall make an annual report to the President for submission to IPAC-Canada. The Chair will take the lead in organizing the IPAC-CSO Annual Education Day.

Webmaster- The Webmaster will maintain the IPAC-CSO website and liaise with the Webmaster for IPAC-Canada.

Past President (as applicable) - The Past president shall act as an advisor to the executive as needed; may be called to preside at meetings in the absence of the President and President Elect.

6.3 The Executive shall consist of:

- a) President
- b) President-Elect
- c) Secretary
- d) Treasurer/Membership Director
- e) Chapter Webmaster
- f) Education committee Chair
- g) Past President shall be an ad-hoc member of the executive.

Additional positions may be added with the consent of membership. Positions may be combined except for the positions of President and Past President.

7 EXECUTIVE TERMS OF OFFICE

7.1 The term of office of the President and President Elect shall be each a 2 year term/ The President Elect shall be a 2 year term, followed by a 2 year terms as President with a commitment of 4 years. The Secretary, Treasurer/Membership Director, Education Chair and Webmaster shall serve 2 years and these positions are renewable.

7.2 All terms of office commence as of the first meeting of the year. The outgoing executive will coordinate a smooth transition to the incumbents.

7.3 Should vacancies occur during this term of office, the Executive shall 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 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, voting members of IPAC-PCI Canada and the Chapter may be nominated to the Executive.

8.2 Call for nominations will occur at the September Chapter meeting. The President Elect will solicit one other member from the Chapter members at large to assist with a collating the names of the nominees of any and all of the eligible Executive positions.

8.3 The names of all nominees' will be sent to the Chapter members in the November meeting Agenda. Elections shall be held at the November meeting.

8.4 The candidates running for a position will be given an opportunity to address the group and further nominations will be taken from the floor prior to voting.

8.5 Election is by secret ballot and only voting member in attendance may vote. There is no provision for proxy voting or for voting by absent members.

8.6 Results of the election will be announced at the conclusion of the meeting.

8.7 Where there is only one name presented, they will be awarded the position by acclamation.

9 MEETINGS

9.1 Executive meetings

9.1.1 IPAC-CSO Executive meeting will take place on the Monday 2 weeks prior to regular chapter meetings. Should the Monday fall on a statutory holiday, the meeting will be held on the following Monday.

9.1.2 The Secretary is responsible for sending out the agenda prior to all meetings and also the minutes after approval of the President.

9.1.3 There must be a simple majority of executive members to hold an executive meeting.

9.1.4 Items brought forward to the Executive meeting for decision must be voted on by the members in attendance.

9.1.5 A summary of the minutes, recommendations and approved motions will be presented at the next chapter meeting.

9.2 Chapter meetings

9.2.1 IPAC-CSO Chapter meetings will take place on the third Friday of February, April, June, September and November.

9.2.2 The annual business and Executive elections, if necessary, will take place at the November meeting.

9.2.3 Special meetings to address urgent matters will be at the call of the President.

9.2.4 Meetings will include an educational component

9.2.5 An agenda will be sent to all members two weeks before the regular or business meetings and if possible prior to special meetings.

9.2.6 Minutes of all meetings will be kept by the Secretary and dispersed to all members within 2 weeks following the meeting. Meetings will be posted on the IPAC-Canada website within a month of distribution.

10. Committees

10.1 Nominating Committee- see 8.2

10.2 Education Committee members are volunteer chapter members working under the direction of the Education Chair to make IPAC-CSO's Annual Education Day a success.

10.3 Ad Hoc committees may be formed at the discretion of the Chapter executive and the approval of the membership.

10.4 Chapter representatives will represent IPAC-CSO for all committees/interest groups' activities including the sharing of information, ideas and solutions of issues/problems. This networking will be through e-mail, IPAC-Canada website or meetings at the annual conference. Chapter representatives are responsible to report to the membership regarding the activities of the group and to provide feedback from the membership to the group.

Examples of such committees include:

- Education
- Standards & Guidelines
- Membership
- Dialysis Interest Group
- Long Term Care Interest Group
- Oncology Interest Group
- Pediatric and Neonatal 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
- Network of Networks Interest Group
- Cardiac Care Interest Group

10.5 The chapter will make every attempt to have a Chapter member attend the standing committee and the interest group meetings held at the time of the National IPAC-PCI conference.

11. QUORUM

A quorum consists of 5% of voting membership for both Executive and General meetings. Voting must be decided by 50% +1 of those in attendance.

12. AMENDMENTS

12.1 These Terms of Reference may be amended at any general meeting by an affirmation vote of the majority of those present provided that the proposed amendment has been submitted in writing to the membership a minimum of three 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 name change has been submitted in writing to the membership a minimum of 3 weeks prior to the meeting.

12.3 All amendments to the Terms of Reference must be forwarded to the Board of IPAC-Canada for final approval.

13. DISSOLUTION

On the winding up or dissolution of the Chapter, funds or assets remaining after all debts have been paid shall be transferred to IPAC Canada.