

IPAC MANITOBA, TERMS OF REFERENCE

The following terms of reference of this organization support and relate to the By-laws of Infection Prevention and Control Canada (IPAC).

1. TITLE

IPAC Manitoba, a Chapter of Infection Prevention and Control Canada.

2. PURPOSE AND OBJECTIVES

2.1 PURPOSE:

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 (IP&C).

2.2 OBJECTIVES:

2.2.1. To promote and enhance IP&C expertise through individual and group activities.

2.2.2 To support individual members in the development of the IPAC program in their workplace.

2.2.3 To hold multi-disciplinary educational conferences or seminars to update knowledge in IP&C.

2.2.4 To support and assist with research/study activities and the publication of results.

2.2.5 To identify and share IP&C measures, such as evidence-based practice guidelines, recommendations, and position statements, that optimize safe healthcare practices.

2.2.6 To promote communication between all healthcare providers.

2.2.7 To assist individual members in their professional development in the field of infection prevention & control.

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2.2.8 To act as an advocate for and increase awareness of IP&C practices and issues.

3. MEMBERSHIP DUES

3.1 Chapter Members must be members of IPAC Canada. Chapter dues are payable with IPAC national membership. Chapter dues are set by IPAC Canada. A portion of the national membership dues will be reimbursed to the chapter designated by the member.

3.2 IPAC Manitoba members are welcome to invite guests to chapter meetings (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 Canada.

3.4 Membership renewal notices will be issued by IPAC Canada.

3.5 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.

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, 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 active voting members of the chapter and may participate on committees and hold office in the Chapter.

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- 4.4 The Chapter may choose to bestow Honorary or Life membership to a chapter member based on criteria established by the Chapter.
- 4.4.1 For the IPAC Manitoba Chapter, Honorary Members are individuals elected by the Executive, as Members for life in recognition of their contribution to the field of infection prevention and control.
 - 4.4.2 Honorary Membership candidates must be nominated by three Members in good standing and confirmed by a majority vote at an Annual General Meeting (AGM).
 - 4.4.3 Honorary Memberships shall not be conferred upon more than one individual each year. The number of Honorary Members shall never exceed three.
 - 4.4.4 Honorary Members 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 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.
- 5.2 The fiscal year of the Chapter is January 1 – December 31.

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- 5.3 Minutes of committee and Chapter meetings shall be distributed to members via email or mail 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 Details of the Executive responsibilities are outlined below in section 7.
- 6.3 The Executive shall consist of President, President-elect, Past President (when applicable), Secretary/Membership Director, Treasurer, and Education Committee Chair. Additional positions may be added with the consent of membership.
- 6.4 Should an Executive Committee vacancy occur during the term of office, the Executive may appoint, by majority vote, an Active Member to fill the vacancy until the next election. If less than a quorum of Executive Members remains, the vacancy may be filled by majority vote at a meeting of the Members.

7. **EXECUTIVE COMMITTEE DUTIES**

7.1 **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 meetings and report on these meetings at the next Chapter general meeting;
- Act as the spokesperson for IPAC MB, in consultation with the Executive and IPAC Canada as necessary.
- Collaborate with the chapter executive to develop the agenda in time for distribution by the Secretary/Membership Director one week prior to the meeting.

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- Attend, or designate an alternate to attend such meetings where IPAC MB representation is required.
- Provide mentorship to the President Elect.
- Maintain communication between IPAC MB and other Chapters as well as other organizations as required.
- Attend the annual IPAC Canada Chapters Presidents' meeting (funded by IPAC MB) and presents reports on IPAC MB activities and plans.
- Submit Annual Chapter Report to IPAC Canada at year-end using the template provided by IPAC Canada; <http://www.ipac-canada.org/Members/policies/Form21.doc>.
- Obtain permission from IPAC Canada to have Chapter President Elect attend the Chapter Presidents' meeting (if Chapter President Elect attending CHICA National conference).

7.2 PRESIDENT ELECT

- Shall carry out the duties as assigned by the President;
- Shall act in the absence of the President;
- Shall prepare to assume the office of President;
- Shall be aware of pertinent IPAC MB affairs prior to taking office of Chapter President;
- Attend the IPAC Canada annual Chapter Presidents' meeting, as an observer, if Chapter President Elect attending IPAC National conference, and permission obtained from IPAC Canada.

7.3 PAST PRESIDENT

- Conducts the election at the November Annual General Meeting each year.

7.4 TREASURER

- Chair of the Finance Committee.
- Alternate chairing the IPAC MB Annual Conference Planning Committee with the Education Committee Chair so that each position chairs for one year of their two year term.
- Prepare an annual Chapter budget and submit it to the Membership for approval at the Annual General Meeting.
- Deposit all monies to the credit of IPAC MB in a bank approved by the Membership.

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- Disburse funds at the direction of the Finance Committee, according to the Guidelines for the Disbursement of Funds.
- Maintain complete accounts of all receipts and disbursements.
- Provide the Executive/Membership with a financial update as requested.
- Provide a written Finance report at the AGM.
- Make recommendations to the Members to ensure financial viability of the Chapter.
- Make recommendations regarding donation amounts.
- Liaise with IPAC Canada Executive Director and Director of Finance, ensuring that Chapter dues are received.
- Provide Finance reports to IPAC Canada Director of Finance annually and as requested.
- Collate receipts required to obtain GST Rebate and submits them to the IPAC Canada Director of Finance with the Annual Financial Statement within this first week of January for the previous fiscal year. (IPAC Canada Policy 9.46/9.47)
- Receive and compile Membership information and Chapter fees as forwarded from IPAC Canada.
- Act as the Chapter representative on the Finance Committee if attending IPAC National conference.

7.5 SECRETARY/MEMBERSHIP DIRECTOR

- Keep a record and minutes of all meetings;
- Receive and distribute to the Executive copies of all subcommittee and ad hoc committee meetings;
- Issue copies of meeting minutes;
- Act as the custodian of correspondence, books, documents, records and papers belonging to the Chapter;
- Maintain a current e-mail distribution list, in conjunction with the Treasurer.
- Confirm General, Special and Executive Meetings date/time with President and books meeting rooms.
 - Complete the College of Registered Nurses of Manitoba (CRNM) Meeting Room Usage Agreement found at: http://cms.tng-secure.com/file_download.php?fFile_id=545
 - Book meeting rooms at the CRNM for General Meetings in the following year in October

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- Confirm education/speaker with Education Committee Chair.
- Circulate an attendance sheet at each meeting.
- Communicate information as directed by the President and Members.
- Provide information regarding Chapter activities and meetings to the College of Registered Nurses of Manitoba (CRNM) for inclusion in the CRNM Journal six months prior, in order to meet deadline.
- Notify Chapter Members of the Annual General Meeting (AGM) 30 days in advance.
- Act as the Chapter representative on the IPAC Canada Membership Committee if attending IPAC National conference.

7.6 EDUCATION COMMITTEE CHAIR

- Chair the Education Committee
- Assess and identify the educational and training needs in infection prevention and control of Chapter Members and to develop and coordinate educational opportunities to meet those needs.
- Coordinates internal and external resources (experts within the Manitoba Chapter or experts outside the chapter) in order to deliver the educational component of each General Meeting.
- Alternate chairing the IPAC MB Annual Conference Planning Committee with the Education Committee Chair so that each position chairs for one year of their two year term.
- Maintain record of education provided by IPAC MB Members.
- Coordinate and recruit volunteers for education requests submitted to the Chapter
- Provide a written Education report at the AGM.

8. TERMS OF OFFICE

- 8.1 The terms of office of the President Elect, President and Past President is one year. The terms of office of the Treasurer, Secretary/Membership Director, and Education Committee Chair are two years with eligibility for re-election. The terms of the Treasurer and Education Committee Chair should be staggered, so that both are not elected in the same year.
- 8.2 All terms commence on January 1st. Outgoing Executive will provide all required documentation, records and orientation to incumbents as required.

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- 8.3 After the one year term, the President Elect assumes the office of President.
- 8.4 The President Elect assumes the office of the President should it become vacant. Should other vacancies occur during a term of office, the Executive shall fill such vacancy by appointment until the next election is held.
- 8.5 The members entitled to vote may, by resolution passed by at least two-thirds (2/3) of the votes cast 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.

9. ELECTION PROCEDURE

- 9.1 Only current, voting members of IPAC Canada and the Chapter may be nominated to the Executive.
- 9.2 Election of offices shall be held at the last meeting of the year and will be conducted by the Past President.
- 9.3 The Executive must ensure that at least one individual is nominated for each vacant office. To be eligible for nomination, the individual must be an Active Member. Eligible Members shall be nominated in writing or email by two other active Members, provided such nomination is received by the Executive on or before October 1st in the year of the election.
- 9.4 A vote is to be conducted except where only one candidate is nominated for office. That individual then assumes the office by acclamation.
- 9.5 Voting in person at the AGM is preferred; if quorum is not met at an AGM voting by electronic mail may occur as long as the following criteria can be met:
 - The Secretary/Membership Director must ensure that every member eligible to vote has access to electronic mail. If a member does not have such access, that member shall be afforded the right to vote by way of ordinary mail instead of electronic mail. The procedure for voting by Mail Ballot shall apply to that member.

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- Election ballots shall be emailed by the Secretary/Membership Director to all eligible voting Members October 15th. The ballot shall include:
 - The title of each office being voted on
 - Names of all members running for each office
 - The deadline for returning the ballot
 - The email address of an Independent Teller to whom it must be returned
 - All completed ballots must be emailed to an Independent Teller of IPAC MB no later than two weeks following the date they are sent to the Membership. Ballots received after the deadline will not be counted.
 - The Independent Teller receiving the ballots shall forward each ballot to the second Independent Teller and copy the sender.
- 9.6 Voting by mail ballot shall be used when a member entitled to vote declares that she/he does not have access to electronic mail. The procedures outlined below shall apply to that member.
- Ballots for election of officers shall be mailed by ordinary post by the Secretary/Membership Director to the eligible voting members October 15th. The ballot shall include:
 - The title of each office being voted on
 - Names of all members running for each office
 - The deadline for returning the ballot
 - The mailing address of an Independent Teller to whom it must be returned.
 - All completed ballots must be mailed to an Independent Teller of IPAC MB no later than two weeks following the date they are sent to the Membership. Ballots received after the deadline will not be counted.
- 9.7 The Independent Tellers shall verify all votes received are from eligible voting Members. In the case multiple ballots are received from the same eligible voting Member, only the first ballot received shall be counted.
- 9.8 All valid ballots are to be counted by the Independent Tellers, who then submit to the Secretary/Membership Director and President, a written report of the vote count. The candidate in each category of office receiving the most votes shall be the successful candidate.

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- 9.9 In the event of a tie vote for any office, the tie shall be resolved by the President, whose vote is reserved for such cases.
- 9.10 The President shall notify all candidates of the name(s) of the successful candidate(s).
- 9.11 Where only one name is presented for any office, the nominee is elected by acclamation.

10. MEETINGS

10.1 Executive Meetings

- 10.1.1 Executive meetings will be held at the call of the Chair/President. There will be a minimum of two meetings held per year. Meetings may also be held by email or teleconference.
- 10.1.2 There must be a simple majority of Executive members present to hold an Executive meeting.
- 10.1.3 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.
- 10.1.4 A summary of minutes, recommendations and approved motions will be presented at the next Chapter meeting and recorded in the general meeting minutes.

10.2 General Meetings

- 10.2.1 A minimum of four meetings will be scheduled each year.
- 10.2.2 Meetings will primarily be held face-to-face with the option to attend by teleconference, videoconference or other online platform as available.
- 10.2.3 Each meeting will include an educational component.

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10.2.4 An agenda will be sent to all members one week before the regular and annual meetings by email or mail.

10.2.5 Minutes of all regular, annual and special meetings will be kept by the Secretary/Membership Director and disbursed to all members within 1 week of the following meeting.

11. **COMMITTEES**

11.1 IPAC MB shall have the following standing committees:

- Terms of Reference Committee (formerly Bylaws)
- Budget and Finance Committee
- Education Committee
- Conference Planning Committee (Education & Finance Committees)

11.2 The President, with the approval of a quorum at a general meeting or an annual general meeting (AGM), may establish Committees or Working Groups, either standing or ad hoc, as may be considered advisable and in the best interest of IPAC MB.

11.3 Should a Committee vacancy occur during the term of office, the Executive may appoint, by majority vote, an Active Member to fill the vacancy until the next election.

11.4 Two Independent Tellers who are not IPAC MB members shall be elected at the November Chapter meeting if needed.

11.5 Chapter members will be asked to represent the Chapter on various national committees. The President is responsible to submit the Chapter Executive and Committee Rep Form at the call of IPAC – PCI Canada annually; <http://www.ipac-canada.org/Members/policies/Form21E.doc>.

Examples of national committees are:

- Education
- Standards & Guidelines
- Membership
- Dialysis Interest Group
- Long Term Care Interest Group
- Oncology Interest Group

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- Pediatric and Neonatal Interest Group
- Mental Health Interest Group
- Pre-hospital 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

11.6 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 conference.

12. QUORUM

12.1. A quorum for Executive Committee meetings when there is a full complement of Executive Members is four. When a full complement of the executive is not present, a majority of executive members is sufficient for quorum.

12.2. 12 members shall constitute a quorum for AGMs.

12.3. Should quorum not be achieved, meetings may proceed with information and discussion however, decisions or votes will be deferred until quorum can be established, either at the next GM, at a special meeting called by the President or by other appropriate means including electronic mail.

12.4. A quorum for voting purposes at a GM is the majority of Members (50% +1) in attendance at that meeting.

13. AMENDMENTS

13.1 These Terms of Reference may be amended at any general meeting by and 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.

13.1 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

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amendment has been submitted in writing to the membership a minimum of three (3) weeks prior to the meeting.

13.1 These Terms of Reference shall be reviewed by Executive annually to ensure the content remains relevant.

13.1.1 Changes/updates suggested to by the Executive will be forwarded for discussion at a general meeting to the membership and then circulated to the Membership for approval every two years or as necessary.

13.1.2 Active Chapter Members are eligible to vote.

13.1.3 A 50% plus 1 majority vote of active Members present will be required to pass proposed amendments or revisions.

13.1.4 Amendments must not be in conflict with IPAC Canada's bylaws and policies.

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

14. SIGNATURES AND CERTIFICATION OF DOCUMENTATION

14.1 Contracts, documents or any instruments in writing requiring the signatures of IPAC MB are to be signed by the President or President Elect and one of either the Secretary/Membership Director or Treasurer. Any contracts pertaining to Conference Planning or Member Education Day Planning can be signed by the Treasurer and/or the Education Committee Chair.

14.2 All contracts, documents and instruments in writing so signed shall be binding upon IPAC MB without any further authorization or formality.

15. DISSOLUTION

15.1 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.

Contact current President-Elect for Terms of Reference inquiries:

Presented to IPAC MB Executive December 30, 2015

Presented for discussion at (March 14, 2016) Chapter GM

Approved at Chapter GM (March 14, 2016)

Sent to IPAC-PCI Canada Board for approval (April 15, 2016)

Approved by IPAC-PCI Canada Board (insert date here and change footer)