



**INFECTION PREVENTION AND CONTROL SASKPIC CHAPTER
POLICY AND PROCEDURE MANUAL**

SUBJECT: TERMS OF REFERENCE
ORIGINATED: April 1990

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SASKPIC TERMS OF REFERENCE

Title	IPAC SASKPIC, a Chapter of Infection Prevention and Control 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.
Purpose and Objectives	
2.1 Purpose	To enhance the quality of healthcare by providing a forum for education and the exchange of information on communicable diseases, the prevention and control of infection in the patient/client/resident, the healthcare worker and the public at large.
2.2 Objectives	<ol style="list-style-type: none"> 1. Provide formal educational opportunities for IPAC SASKPIC members, to increase knowledge and expertise in infection prevention and control. 2. Provide assistance and support to chapter members through the free exchange of ideas, information and expertise. 3. Promote and facilitate a positive working relationship between chapter members and all allied healthcare professionals, including their representative professional organizations, in order that IPAC SASKPIC members may be seen as the provincial leaders in infection prevention and control. 4. Participate in the growth and strengthening of IPAC Canada by providing liaison persons and chapter input for committee deliberations and tasks.
3. Membership Dues	<ol style="list-style-type: none"> 3.1 Chapter members must be members of IPAC Canada. 3.2 IPAC Canada and IPAC SASKPIC fees are paid directly to IPAC Canada by members. 3.3 IPAC Canada membership fees are determined annually by the IPAC Canada Board of Directors. 3.4 A portion of the national membership fee is reimbursed quarterly to the chapter designated by the member at registration. The portion of the membership fee to be reimbursed to chapters is determined by the IPAC Canada Board of Directors. 3.5 IPAC SASKPIC Chapter fee is set by the Board of Directors and is annually reviewed. Additional chapter fees may be assessed but must have ratification of membership. 3.6 Membership in IPAC Canada and the chapter shall be open to all



	persons interested in fostering their professional competencies.
	3.7 The membership year is 12 months from the date membership is processed by IPAC Canada.
	3.8 Membership renewal notices will be issued by IPAC Canada.
	3.9 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/Membership Director of the chapter.
	3.10 Non-members may attend chapter meetings a maximum of 2 times before being required to take out IPAC Canada 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 are non-voting members, who may participate on committees and attend IPAC SASKPIC meetings and events, but may not hold office. They are not entitled to full membership privileges.
	4.3 Retired members are non-voting members, who may participate on committees and attend IPAC SASKPIC meetings and events, but may not hold office. They are not entitled to full membership privileges.
	4.4 IPAC SASKPIC may choose to bestow Honorary or Life membership to chapter member based on criteria established by the chapter. They are active, voting members of the chapter.
5. Chapter Policies	5.1 The fiscal year of the chapter is January 1 to Dec 31.
	5.2 Minutes of committee and chapter meetings and the annual financial statement shall be distributed to members via email or mail, and copies must be kept for the life of the chapter.
	5.3 Correspondence and all other documents must be kept for 7 years
6. Executive	6.1 The executive shall direct, manage, operate, and govern the association, and their actions shall be subject to approval by the membership.
	6.2 The executive shall consist of: President, President- Elect, Secretary, Treasure/Membership Director, Programs & Projects Coordinator, Past President and Web Master
	6.3 Additional positions may be added with the consent of the membership.
	6.4 Members elected to any of the above offices must be willing to attend chapter and executive meetings (either in person or by teleconference) and abide by chapter polices concerning their expenses.
7. Terms of office	7.1 The president will serve for a two (2) year term of office, following 2 years as president-elect and assumes the position of past president at completion of the term.
	7.2 The president-elect is elected for a two (2) year term of office and assumes the position of President at completion of the term. The president-elect will act in the absence of the President.
	7.3 The past president will serve for a one (1) year term of office following 2 years as president.



	7.4 All other positions on the Executive: shall be three years with eligibility for reelection. No member can hold the same executive office for more than two consecutive terms. Members are elected at the Annual General Meeting. The outgoing executive will coordinate a smooth transition to the incumbent. Should vacancies occur during this term of office, the executive shall fill such vacancies by appointment until the next election.
	7.5 Removal from Office
	7.5.1 A motion to remove an executive member from office may be made by any member by notifying all other members of the motion in written form at least 14 days prior to the meeting at which the motion will be presented and a vote taken.
	7.5.2 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.
	7.5.3 The members may then immediately elect a qualified successor to fill vacancy for the duration of the term in question.
8. Election Procedure	8.1 Only current members of IPAC Canada and the chapter may be nominated to the executive.
	8.2 Nominating committee will consist of the President-elect and at least one member from the general IPAC SASKPIC membership appointed by, but not a member of, the Executive Committee.
	8.3 The committee referred to above is responsible for nominating candidates for the required executive offices by the annual meeting. Nominations will also be called for from the floor.
	8.4 Election of officers will be held at the annual meeting. If ballots are required they will be provided at the annual meeting.
	8.5 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 per year. Meetings may be held in person or by teleconference.
	9.1.2 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. Quorum: 50% plus 1
	9.1.3 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 two (2) general meetings per year (spring and fall)
	9.2.2 Location may alternate as decided by the membership.
	9.2.3 Each meeting will include an educational component.
	9.2.4 The Annual General Meeting is held in conjunction with the annual education day.



	9.2.5 General and Annual minutes to be recorded and distributed via email to all members or posted on the IPAC SASKPIC website prior to the next meeting.
10. Committees	10.1 IPAC Canada Committees
	10.1.1 IPAC -SASKPIC members appointed to IPAC Canada committees are provided an opportunity to be engaged in dialogue that advances infection prevention and control at a regional, provincial and national level.
	10.1.2. Any available IPAC Canada positions are to be brought to the attention of the chapter membership through the minutes or by email.
	10.1.3 If an appointed chapter representative on a national committee vacates the position prior to the end of the term for any reason, it will be left vacant or will be filled by appointment from the Executive.
	10.1.4 If IPAC SASKPIC financially supports a member to attend the IPAC Canada national conference, the attending IPAC SASKPIC member will be expected to attend committee meetings, as assigned by the executive.
	10.1.5 IPAC SASKPIC members will be asked to represent the chapter on various national committees and interest groups. These include, but are not limited to Membership, Education, Standards & Guidelines, and Finance (Treasurer), and special interest groups: Dialysis, Long term care, Pediatrics Neonatal, Community Health, Pre-Hospital care, Surveillance and Epidemiology, Mental Health, Oncology, Environmental Hygiene, and Healthcare Design and Construction, Reprocessing.
	10.2 IPAC SASKPIC Educational Funding Subcommittee
	10.2.1 Convened and chaired by the Treasurer as necessary.
	10.2.2 Will consist of the executive.
	10.2.3 Will review applications for educational funding and make recommendations at executive meeting, in accordance with education forms.
11. Quorum	11.1 A minimum of 10% of total membership, including one member of the executive (or designate).
12. Amendments	12.1 These Terms of Reference (TOR) will be reviewed at a minimum, every three (3) years. The TOR 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 or by email to the membership at least three (3) weeks prior to the meeting.
	12.2 All amendments to the TOR must be forwarded to the Board of IPAC Canada for final approval.
13 Dissolution	13.1 On the winding up or dissolution of IPAC SASKPIC, funds or assets remaining after all debts have been paid shall be transferred to IPAC Canada.