

# CHICA - EASTERN ONTARIO

A Chapter of the  
Community and Hospital Infection Control Association – Canada

## POLICIES & PROCEDURES

**SECTION:** Administrative  
**SUBJECT:** MEMBERSHIP  
**ORIGINATED:** August 2004  
**APPROVED:** Executive 01/11/06

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### 1. PHILOSOPHY

- 1.1 CHICA-Eastern Ontario (EO) is a chartered chapter of CHICA–Canada and as such membership in the chapter requires membership in CHICA-Canada.
- 1.2 The chapter promotes the exchange of knowledge, experience and ideas for the prevention and control of infections, and endeavors to have participation by all persons interested in infection control.
- 1.3 CHICA–Canada and its chapters promote the advancement of infection control and advocate for infection control professionals by supporting member representatives on many committees & task groups, initiation & promotion of education, and other advocacy activities. Support is only possible through membership fees and donations.

### 2. PURPOSE

To describe the process of collecting membership dues while providing non-members access to support and information regarding infection control.

### 3. POLICY

- 3.1 Membership dues will be submitted to CHICA–Canada preferably by December 31. (Directory deadline)
- 3.2 Only CHICA-EO members may hold office and vote on business issues.
- 3.3 CHICA-EO members will receive all general-meeting agendas, minutes and email information.
- 3.4 Non-members will pay \$7 per meeting.
- 3.5 Non-members will receive notification of meeting date & place only.
- 3.6 Non-member contacts will remain on the email list until request received to remove or address no longer valid.
- 3.7 CHICA-EO Members may bring a guest, without charge, to one meeting per calendar year.

### 4. PROCEDURE

- 4.1 CHICA-EO members will send annual fees to CHICA-Canada, which includes the chapter fee.
- 4.2 CHICA-EO members will have their names transferred to the non-member contact list if dues are not received by CHICA-Canada by March 31.
- 4.3 The CHICA-EO Membership Director will send a memo (after April 30) to members being transferred to the non-member contact list notifying them that CHICA-Canada has not received their membership renewal for the current year.
- 4.4 Membership Director will maintain a current list of CHICA-EO members & Non-member contacts
- 4.5 Membership Director or designate will collect the per meeting fee.
- 4.6 Membership Director will send updates, as they occur, to the Secretary & Administrative Assistant, who will update email lists.
- 4.7 At each meeting, all in attendance will complete attendance sheet circulated by the secretary.
- 4.8 Effort will be made to hold round-table discussion and education sessions after lunch.
- 4.9 The Administrative Assistant may assist membership director in these functions.

### 5. REFERENCES

- 5.1 Chapter Terms of Reference
- 5.2 CHICA-Canada Bylaws – Article 7