

Irish Decontamination Institute Constitution

1. INTRODUCTION

In joining Irish Decontamination Institute, members undertake to abide by its constitution, regulations and general guidelines.

The committee of the Irish Decontamination Institute has formulated a code of professional ethics detailed below, which is binding on all members.

2. MISSION STATEMENT

Members of the Irish Decontamination Institute provide decontamination, sterilisation and other allied services to hospitals and the healthcare sector. The IDI represents personnel from the various specialities within this sector and undertakes to communicate with, on behalf of and support this profession and its interaction with allied professions, consistent with the International Standards. Central to this is a commitment to further education, staff training and professionalism.

3. AIMS AND OBJECTIVES

- 3.1** To promote high professional standards expected of Decontamination personnel.
- 3.2** To maintain a learned body for organisation and initiation of training programmes for its members and others, with the object of achieving and maintaining high professional standards among decontamination personnel.
- 3.3** To supply and facilitate the necessary forum for members to consider and discuss matters relating to the provision, development, implementation, monitoring and evaluation of decontamination services.
- 3.4** To promote and encourage research and innovation in all aspects of decontamination.
- 3.5** To be familiar with existing and forthcoming relevant National, European and International legislation.
- 3.6** To input into development of new standards and their implementation.

4 CODE OF PROFESSIONAL ETHICS

- 4.1 Members shall never use their authority or office for personal gain, and shall seek to uphold and enhance the standing of the Institute.
- 4.2 Members shall foster the highest possible standards of professional competence among those for whom they are responsible.
- 4.3 Members shall comply with both Irish and European Union Legislation.
- 4.4 Members shall reject any business practices which might reasonably be deemed to be improper. Members should not leave themselves open to compromise.
- 4.5 Any personal interest which may impinge on or influence a member's duties should be declared.
- 4.6 The confidentiality of information received in the course of a member's duty shall not be used for personal gain, and information given, never designed to mislead.
- 4.7 Members should not bring the Institute into disrepute by placing themselves in a position whereby they may have, or be deemed by others to have been **Improperly** influenced in making a business or professional decision.
- 4.8 The Irish Decontamination Institute is a voluntary professional organisation with no jurisdiction regarding individual or National decisions in relation to management of personnel or contractual arrangements/issues. These must be dealt with locally by members.

5 MEMBERSHIP

5.1 Membership

Membership of the Institute may only be held by fully paid-up persons currently employed in the decontamination sector/provision of decontamination services.

5.2 Termination of Membership

Any member wishing to terminate membership of the Institute shall inform the Secretary in writing. Membership fee is non-returnable.

6. SUBSCRIPTION AND FEES

- 6.1** The amount of the annual subscription shall be reviewed by the committee at the Annual General Meeting.
- 6.2** Subscriptions and fees are non-returnable.
- 6.3** It is the responsibility of each member to ensure that their subscriptions are *Promptly paid when due.*
- 6.4** Membership *fees are due in January of each year.*
- 6.5** Memberships must be paid before March 30th each year. If unpaid by March 30th membership will lapse.
- 6.6** The Institute reserves the right to charge fees for any seminar or training programme.

7. COMMITTEE

- 7.1** Subject to this constitution, the control and management of the income, property and affairs of the Institute shall be vested in the Committee.
- 7.2** The Committee shall be the final arbiter in any disagreements between the Members and the Institute.
- 7.3** The Committee shall comprise the Chairperson, Vice-chairperson (one) Secretary (one) Treasurer.
- 7.4** The Committee may appoint a sub-committee or additional members to the Committee to arrange for training and education programmes, events organised by the committee on behalf of the Institute, and to deal with any other matters to achieve the aims and objectives of the Institute.
- 7.5** Officers of the Committee shall meet at least four times each year.
- 7.6** To be eligible for nomination as an Officer to the Committee, members must have a minimum of 2 years membership of the Institute and a seventy five percent attendance at IDI meetings in the two years prior to their nomination.
- 7.7** Committee members (NON Officer) will be invited to sit on the Committee at the request of the Chairperson.

8 ELECTION OF OFFICERS / COMMITTEE MEMBERS.

- 8.1** An Honorary President of the Irish Decontamination Institute shall be nominated every six years. A motion shall be sent to the Annual General Meeting. Following ratification, the President will assume the office.
- 8.2** The term of office can be extended for a second term of six years. The President will have no voting rights.
- 8.3** The Chairperson shall be elected for a term of two years and may be re-elected.
- 8.4** The Vice-Chairperson shall hold office for two years and may be re-elected.
- 8.5** Both the Chairperson and Vice-Chairperson must be employed in a role within the Decontamination field.
- 8.6** When the Chairperson's term of office expires / is complete he/she will be succeeded by the Vice-Chairperson subject to the agreement of the Vice-Chairperson.
- 8.7** The Secretary shall hold office for two years, and may be re-elected.
- 8.8** The Treasurers shall be elected for a term of 2 years and may be re-elected.
- 8.9** In the event of a sudden mid-term vacancy occurring in respect of the office of Chairperson, the Vice-Chairperson shall succeed to the chair until the next AGM. Only full members of the Institute are eligible to be elected to the Committee.
- 9.0** In the event of a sudden mid-term vacancy occurring among executive offices (excluding Chairperson), the Committee shall appoint a Committee member to the said office to carry out the full duties of the office until the next AGM when candidates shall be nominated for the position.
- 9.1** Motions submitted to the Annual General Meetings will be ratified at the AGM. Two thirds of the Association's membership present at the AGM, is required to carry the motions tabled.
- 9.2** The constitution shall be reviewed every three years. In the event of an emergency, an Extraordinary General Meeting may be called.