

# STATUTES

## INTERNATIONAL CONFEDERATION OF CONTAMINATION CONTROL SOCIETIES

### I. TITLE, SEAT, AIMS

#### Art. 1:

##### Title, seat

1. An association under the name “International Confederation of Contamination Control Societies” (ICCCS) exists, being described by Art. 60 ff. of the Swiss Code of Civil Law.
2. Seat of the association is Zürich.

#### Art. 2:

##### Aims

1. The ICCCS is an independent association which aims at:
  - a. arranging biennial international symposia on contamination control techniques and their applications, and of entrusting a member with their execution.
  - b. an exchange of information as well as promoting the establishing of standards in the field of contamination control techniques on an international level.
  - c. promotion, preparation and accreditation of internationally-recognised educational courses in the field of contamination control techniques.
2. The ICCCS is a non-profit association.

## II. MEMBERSHIP

### Art. 3:

#### Condition for membership

1. Only societies for the promotion of contamination control techniques and their applications can apply for membership.
2. The members vest their membership through one delegate who must be designated by name to the chairperson.

### Art. 4:

#### Membership applications

1. The application for membership must be made to the chair and secretary in writing. The delegates decide ultimately on the acceptance by a majority decision. The application can be rejected without reasons being given.

### Art. 5:

#### Termination of membership

1. Membership is terminated by:
  - a. resignation which is to be given to the chair in writing at the end of the association year, under observance of the notice period of three months.
  - b. expulsion which is to be formulated by a majority decision of the delegates in the case of the following reasons:
    - ba. not fulfilling financial commitments after request;
    - bb. severe contravention of the statutes and interests of the association;
    - bc. the conditions for membership no longer being met.

Appeal against expulsion can be made to the chair within 30 days of written notification. He must present the appeal to the delegates for redecision within 30 days. If they confirm the expulsion by a majority decision, there is no further possibility for appeal.
2. Expulsion or resignation does not exempt the member from liability for financial commitments for the current association year.

### III. ORGANISATION

#### Art. 6: Bodies

1. The association has the following bodies:
  - a. the council of delegates;
  - b. the executive board;
  - c. auditors;
  - d. committees.

#### Art. 7: Council of delegates

1. The council of delegates is the highest body of the association. It has the following duties and powers:
  - a. to deal with all questions arising from the aims of the association and which, according to the statutes, do not fall under the sole competence of another body;
  - b. to decide on questions which are presented to the council by the chair;
  - c. to elect the executive board and to appoint the member responsible for the ICCCS financial affairs;
  - d. to form committees;
  - e. to decide on the acceptance and expulsion of members;
  - f. to approve the chair's annual report, to control and accept the annual financial statement by the chair;
  - g. to approve the business plan;
  - h. to determine the budget and membership fees;
  - i. to make decisions on any changes in the statutes and on the dissolution of the association;
  - j. to appoint a member biennially who is entrusted with the preparation and holding of an international symposium on contamination control techniques and their applications.

#### Convocation

2. During each international contamination control symposium a delegates council is held. Further such meetings will be held at least once a year, or more on written request of more than one third of the delegates.
3. The members must be informed of the time and place of the meeting, together with the agenda and any necessary data, at least twelve weeks in advance.
4. Requests of association members to be discussed at the council of delegates must be sent to the chair at least eight weeks prior to the meeting.

**Voting rights,  
passing of resolutions**

5. The chair will send out the formal notice five weeks before the meeting of delegates.
6. Each delegate has one vote in the council of delegates. He may be authorized by written proxy to vote also for another member.
7. Each duly convened council of delegates is competent to pass resolutions.
8. The resolutions of the council of delegates are passed by the absolute majority of votes cast, provided nothing else is defined in the statutes or in requirements of law. In equal votes the chair has the casting vote.
9. Minutes of all decisions are to be kept.
10. The passing of resolutions in writing is also permitted.

**Art. 8:  
Executive board**

1. Executive board officers shall minimally consist of:
  - a. the chair;
  - b. the secretary;
  - c. the treasurer;
  - d. the symposium chair;
  - e. a board member.
2. All members of the executive board are elected by the council of delegates;
3. The terms of office begin on 1 January ;
4. The number of elected board members shall be no less than five and no more than 7;
5. No board member may hold more than one position on the executive board at one time.

**Art. 9:  
Chairperson**

1. The chair is the executive head of the association and has the following special duties and powers:
  - a. to execute the decisions of the council of delegates;
  - b. to convene the council of delegates and the executive board;
  - c. to attend to the current business affairs, including the finances;
2. The chair serves for a period of three years and can be re-elected once for another period of three years.

**Art. 10:  
Secretary**

1. The secretary handles the correspondence of the association and takes the minutes of the meetings of the council of delegates and executive board.

**Art. 11:  
Treasurer**

1. The treasurer carries out the duties assigned by the chairperson of the association. The treasurer prepares the budget, handles the financial correspondence of the association and presents a yearly financial overview and budget to the council of delegates;
2. The treasurer works in close cooperation with the treasurer of the Swiss Contamination Control Society, who takes care of the ICCCS financial administration including meeting Swiss Civil Law Requirements.

**Art. 12:  
Symposium chair**

1. The symposium chair is responsible for the execution of the ICCCS symposium program;
2. The term of office of the symposium chair shall be two years, starting in the year before the ICCCS symposium year.

**Art. 13:  
Board member**

1. Additional board members carry out the duties assigned by the chair.

**Art. 14:  
Auditors**

1. The auditors check the financial statement of the association every year.
2. Two auditors are appointed by the member responsible

**Art. 15:  
Committees**

1. At the wish of the council of delegates committees can be appointed.
2. An executive board member with a specific task can appoint a committee to assist him/her to execute this task.
3. Persons who are not members of the association or of the member societies can be invited to participate in the work of committees.
4. The terms of reference of the committees are decided by the council of delegates.

#### IV. FINANCES, LIABILITY, ASSOCIATION YEAR

**Art. 16:**

**Membership fees**

1. The membership fee is fixed by the council of delegates for the coming year. Members who are accepted in the course of the association year must pay the full fee for the year. No entrance fees are being charged.

**Art. 17:**

**Compensation of officers**

1. The officers of the association, with the exception of the secretary, are unpaid.

**Art. 18:**

**Liability**

1. Only the assets of the association are liable for the obligations of the association. Members are liable only for payment of their own membership fee.
2. Members who have resigned or have been expelled have no claim to the assets of the association.

**Art. 19:**

**Association year**

1. The financial and membership year begins on 1 January and ends 31 December of the same year.

#### V. REVISION OF STATUTES, DISSOLUTION

**Art. 20:**

**Revision of statutes**

1. A revision of the statutes can be decided on by a majority of two thirds of the votes cast by the council of delegates.

**Art. 21:**

**Dissolution**

1. The dissolution of the association can be decided on by a majority of two thirds of the votes cast by the council of delegates.
2. The council of delegates dissolving the association decides on the disposal of any assets of the association remaining after payment of all debts which must be transferred to other non-profit organisations with related aims.

**VI. FINAL REGULATIONS**

**Art. 22:  
Languages**

1. These statutes exist in an English and German draft. Of these, only the German text is legally valid.

**Art. 23:  
Acceptance**

1. These statutes were accepted and came into force on 17 October 1972 at the constitutional council of delegates.
2. The 1<sup>st</sup> revision was accepted and came into force on 12 September 1989.
3. The 2<sup>nd</sup> revision was accepted and came into force on 11 June 2001 (*no German translation*).
4. The 3<sup>rd</sup> revision was accepted and came into force on 3 September 2012 (*no German translation*).
5. The 4<sup>th</sup> revision was accepted and came into force September 2017 (*no German translation*).

**Chair**

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Frans Saurwalt  
VCCN  
Netherlands