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# INTERNATIONAL CONFEDERATION OF CONTAMINATION CONTROL SOCIETIES



# ORGANIZATION POLICY

*Approved by Council of Delegates – September 2018*

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## FOREWORD

The *Policy* should be used in conjunction with the *ICCCS Statutes* and the strategic business plan. The *Policy* contains detailed managing and governing positions of the association. Policy needs to be flexible and adaptable to changing conditions, and so it is adopted, waived, and amended by resolution of the Executive Board. *Policy* is also subject to review by the Council of Delegates and may be changed by majority vote of the Council. The *Policy* reflects ICCCS current practice, as well as best practices in the field of association management.

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## SECTION I. OFFICIAL LOCATION

### DIVISION A

#### LOCATION OF ICCCS

The official seat of the ICCCS is Zürich Switzerland. To facilitate communication, the contact information for the current secretary is listed on the ICCCS website. The address of the secretary shall not be considered as the legal address.

### DIVISION B

#### ELECTRONIC ADDRESSES

The ICCCS primary e-mail address is [secretary@icccs.net](mailto:secretary@icccs.net).

The ICCCS e-mail address for education is [education@icccs.net](mailto:education@icccs.net).

The ICCCS e-mail address for the webmaster is [webmaster@icccs.net](mailto:webmaster@icccs.net).

The ICCCS website address (URL) is [www.icccs.net](http://www.icccs.net).

## SECTION II. VISION, MISSION, GOALS OF ICCCS

### DIVISION A

#### VISION AND MISSION STATEMENT

##### **VISION**

To serve as the international gateway to advance cleanroom technology and contamination control knowledge and provide leadership for standardisation activities.

##### **MISSION**

The ICCCS is an organisation for national member societies that create and stimulate international cooperation in the development, application, education and standardisation of cleanroom technology and contamination control best practices.

### DIVISION B

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## LONG-RANGE GOALS (ALL ARE OF EQUAL IMPORTANCE)

The long-range goals provide the direction that ICCCS will pursue to realize its vision. Contamination Control is applied in industries such as aerospace, microelectronics, pharmaceuticals, medical devices, healthcare and food.

### **GOAL A: KNOWLEDGE EXCHANGE**

ICCCS cannot perform research, but should be a platform for the publication of scientific investigation and application research results.

### **GOAL B: STANDARDIZATION**

ICCCS maintains a close liaison with ISO Technical Committee 209. The focus is on controlled environments with respect to air cleanliness and particles. ICCCS activities on standards in cleanroom and contamination control should be expanded.

### **GOAL C: EDUCATION**

ICCCS should be the organisation that can provide general education on cleanroom technology and contamination control as an international organisation and through its members.

### **GOAL D: INTERNATIONAL AUTHORITY**

ICCCS should be the leading organisation through all branches in the development and application of contamination control technologies.

### **GOAL D: NETWORKING**

ICCCS creates networking opportunity for the *delegates* of member societies, but additional opportunities should be developed for the *members* of member societies to benefit from international collaboration and events.

## SECTION III. NONPROFIT, LIAISON ACTIVITIES, OTHER ORGANIZATIONS

### DIVISION A

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#### NONPROFIT

ICCCS is established under Swiss Code of Civil Law as a nonprofit association. The organization will act in the best interest of its members and will not engage in activities in competition with, or to the detriment of, the member societies it serves.

### DIVISION B

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#### LIAISON ACTIVITIES WITH OTHER ORGANIZATIONS

1. ICCCS is an autonomous organization. The organization's statutes and local legal regulations take precedence in any liaisons or activities with any other organization.

2. Individuals who wish to act as a liaison between ICCCS and an external organization shall provide timely notice of their activity to the ICCCS Chair and to the ICCCS Secretary who shall be the communication links to the Executive Board.
3. ICCCS will not fund liaison activities without the advance approval of the Council of Delegates.
4. Individuals wishing to be liaisons on behalf of ICCCS shall provide the following minimum information regarding the activity:
  - a. Purpose of activity
  - b. Scope
  - c. Planned activities
  - d. Anticipated value to ICCCS
  - e. Cost
  - f. Commitment (time, resources)

## DIVISION C

### RELATIONSHIP BETWEEN ICCCS AND OTHER ORGANIZATIONS

#### 1. International Organization for Standardization (ISO)

ICCCS has a registered liaison with ISO Technical Committee 209, Cleanrooms and associated controlled environments. The ICCCS Secretary provides a report during the annual ISO/TC 209 Technical Committee meeting. There are no fees paid for the liaison. However, it is recommended that the hosting nation for the ICCCS Symposium provide meeting space for the two-day ISO/TC 209 Technical Committee meeting and Working Groups in order to facilitate attendance by delegates at both ICCCS and ISO/TC 209 events. The hosting country is encouraged to seek sponsors to facilitate a dinner for the delegates on the evening of the first day of the ISO/TC 209 meetings.

## SECTION IV. MEMBERSHIP

### DIVISION A

#### NATIONAL SOCIETY MEMBERSHIP

1. Conditions for membership by national societies are detailed in Section II of the Statutes of the ICCCS.
2. Only one delegate per country is allowed to participate and vote on the Council of Delegates.
3. When there is a society that represents a recognized combined region of countries, there will only be one delegate from the combined region that is allowed to participate and vote.
4. Membership by more than one national society per country is not permitted without written agreement by the current member national society.
  - a. Such agreements must be filed with the ICCCS Secretary and renewed each year.
  - b. Only one delegate per country (not per society) is allowed to participate and vote on the Council of Delegates; the agreement will include the name of the appointed delegate.
5. Any person designated to represent the ICCCS in its international programs must be from a member society and approved by that society to act on their behalf.

## DIVISION B

### DUES AND FEES

1. Dues are decided by the budget approved by the COD each year.
2. Dues are nontransferable.
3. Dues are nonrefundable, except as permitted by the Council of Delegates.
4. Members that join during the year are exempt from paying dues until the next dues period.
5. Invoices will be sent in January of each year for that year's dues.
6. ICCCS Executive Board members who earn payment for services may submit the annual invoice from the member society and subtract the dues owed. Notice to the Treasurer is required during the invoice period.

## SECTION V. FINANCE

### DIVISION A

#### OPERATIONS

##### **1) Maintenance of accounts**

- a) As required in Article 14 of the statutes, an annual audit of the financial statement shall be conducted each year.
- b) Funds are maintained for ICCCS by the Swiss Contamination Control (SwissCCS)
- c) Two auditors are appointed each year by SwissCCS.
- d) The annual audit summary shall be reviewed by the Treasurer and presented for approval vote to the Council of Delegates.

##### **2) Performance to budget**

The Treasurer shall ensure that the budget is carried out as approved by the Council of Delegates. Over-budget expenses and/or under-budget revenues should be brought to the attention of the Chair.

##### **3) Reimbursement of expenses**

- a) All reimbursement for Executive Board members must have advance approval as determined by the Council of Delegates in the annual budget process.
- b) The Executive Board may be given flexibility by the Council of Delegates to develop new plans. The expense of such plans:
  - i) may be no greater than €5000 total for all plans during any one year; and a maximum of €5000 for any one plan, on a one-time basis;
  - ii) may not incur a deficit that would bring the reserves below the designated ratio;
  - iii) must be presented to the Executive Board with justification for approval, including potential offsetting revenue;
  - iv) and must be approved by a majority of the Board before any expenses are incurred.
- c) Reimbursements to national societies for activities related to sponsoring service and program activities are as follows:
  - i) ICCCS Secretary: €4000 as reimbursement for time and expense associated with the duties of the secretary.
  - ii) Website: hosting expense plus €1000 reimbursement for time associated with hosting the website.

- iii) Education: 50% of the accreditation fees up to a maximum of €4000 per year.
  - iv) Board members: €500 as reimbursement for in-person attendance at each meeting (maximum two meetings per year) for travel that does not require an overseas flight of extended length; €1000 for attendance at meetings requiring an overseas flight of extended length. The earned fee for each Board Member is subject to confirmation by the Chair of the Executive Board after a review of the travel criteria
  - v) Committee Members: Only within the limitations of the annual budget approved by the COD, reimbursement may be provided not to exceed €500 per person. The Committee's agenda for the meeting must first be approved by the Executive Board.
- d) The national societies sponsoring members with activities should provide an invoice to the Treasurer:
- i) For Board meeting attendance, immediately upon completion of the meeting.
  - ii) For service, at the end of the calendar year.
  - iii) Or in lieu of the options above, the sponsoring society may submit an annual attendance and service invoice and subtract the dues owed. Notice to the Treasurer is required during the invoice period.

## DIVISION B

### INVESTMENT POLICY

#### 1. Objectives

The investment objectives of the ICCCS portfolio are to (1) ensure the safety of investment principal; and (2) provide for portfolio liquidity.

#### 2. Ratio of cash reserves to operating expense

The optimum cash or cash equivalent reserves shall be designated by the Council of Delegates, but at no time shall be less than 150% of the annual operating expenses.

#### 4. Monitoring

The Treasurer shall monitor the ongoing performance of the ICCCS portfolio.

## SECTION VIII. EXECUTIVE BOARD

### DIVISION A

#### DUTIES

##### 1. Chair

- a. At the beginning of the term, appoints a Board member to serve as temporary chair in the event the Chair cannot perform his/her duties. (In the case of a longer-term absence, see #5.)
- b. Sets agenda for and presides over all meetings of the Executive Board.
- c. Sets agenda for and presides over the Council of Delegates meeting.
- d. Together with the Treasurer, provides input into the annual budget based on the objectives of the business plan.

- e. Oversees the activities of the Executive Board members.
  - f. Determines the fields of interest of the committees and seeks or appoints committee chairs.
  - g. Ensures the development and implementation of the strategic plan.
  - h. Represents ICCCS at other conferences and functions as required by the Executive Board.
  - i. Attends all meetings of the Executive Board.
- 2. Honorary Chair**
- a. Presides over the hosting of the biennial ICCCS symposium and all event activities associated with the symposium.
  - b. Attends meetings of the Executive Board.
- 3. Treasurer**
- a. Reviews the financial statements and provides reports regarding the financial condition of ICCCS, performance to budget, accounts, and projected financial status.
  - b. Reviews and reports on all investments and reserve accounts.
  - c. Together with the Chair, develops and presents the annual budget.
  - d. Presents recommendations and fiscal strategy options to the Executive Board for review and approval.
  - e. Attends all meetings of the Executive Board and provides a summary of the fiscal condition.
- 4. Secretary**
- a. Maintains ICCCS’s corporate records, including minutes, files, and reports.
  - b. Makes recommendations to the Executive Board and Council of Delegates regarding statutes and policy issues.
  - c. Acts in such capacities as indicated in *Policy*, and as may be requested by the Executive Board for the operation of the ICCCS.
  - d. Attends all meetings of the Executive Board
- 5. Inability to perform duties**
- a. Attendance  
Any Executive Board member absent from two consecutive regularly scheduled meetings of the Executive board, and who cannot attend a third regularly scheduled meeting should inform the Chair and Secretary immediately. It is recommended that the national society then provide the name of a new candidate for the position, to be presented to the Council of Delegates for approval prior to the next meeting. In the absence of another candidate, open nominations will be taken and a new member installed.
  - b. Duties  
Any Executive Board member who cannot fulfill the duties of his/her office as outlined within *Policy* and the statutes of ICCCS shall provide a letter of resignation to the Chair as soon as possible. The national society sponsoring the Board member may consider nominating a replacement for approval by the Council of Delegates.

**DIVISION B**

**CONFLICTS OF INTEREST/CODE OF CONDUCT**

**1. Signature**

Members of the Executive Board agree to the following:

As a member of the Executive Board, I agree to support and be bound by the following principles to assure effective and ethical decision-making and governance:

- 1. I will make decisions in the best interest of ICCCS as whole, and will keep my personal bias, national perspective or business interests out of my decision making process.
- 2. I will accept, support, and implement all decisions of the Executive Board, even those that I did not initially support or those that were made in my absence.

3. I will not speak or act for ICCCS or the Executive Board unless specifically authorized in advance to do so. I will not present opinions about ICCCS business unless the Executive Board has approved those opinions in advance, or unless those opinions are clearly expressed as personal opinions and not necessarily the view of ICCCS.
4. I will not discuss matters deemed confidential by the Executive Board outside of Executive Board meetings without the express advance permission of the Executive Board.
5. I will not use the name of ICCCS in ways that imply endorsement by, or business partnership with, ICCCS without approval of the Executive Board.
6. I will not use information that I obtain by virtue of my leadership position to create an unfair competitive advantage for any person or organization.

## 2. Reporting Procedure

An ICCCS member who perceives a potential conflict of interest or a possible conflict of interest on the part of a member of the Executive Board should immediately disclose it to the Chair (or to the Secretary, in the case of the Chair).

## DIVISION C

### ELECTION SEQUENCE

Positions on the Executive Board shall be elected for terms as follows:

- 1) Elected for three-year term beginning January 1 for three years:
  - Chair
- 2) Elected for a two-year term beginning January 1 of even-numbered years:
  - Treasurer
  - Two Board members
- 3) Elected for a two-year terms beginning January 1 of odd-numbered years:
  - Secretary
  - Honorary Chair
  - One Board member

### MEETINGS

The Council of Delegates shall meet at least once per year.

The Executive Board shall meet at least twice per year. Additional meetings may be held online.

## SECTION IX. STANDING COMMITTEES

## DIVISION A

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## EXECUTIVE BOARD NOMINATING COMMITTEE

### 1. Composition and duties

- a. The Chair shall seek two ICCCS Council members for appointment as the Nominating Committee.
- b. Appointees shall be ratified by a majority of the Executive Board.

### 2. Operation

- a. The Nominating Committee shall communicate regularly until a slate is determined.
- b. The Nominating Committee shall be familiar with the duties, term of office, and other requirements of each Executive Board position to be filled.

### 3. Sources of nominees

Potential nominees may be solicited by the committee from:

- a. Recommendations from ICCCS members and officers.
- b. Interest expressed by potential candidates.
- c. Active solicitation by the committee itself.

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## DIVISION B

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## EDUCATION COMMITTEE

### 1. Composition

The ICCCS Education Committee shall be composed of the following:

- a. One or more Executive Board members who volunteer to chair/co-chair the committee;
- b. Members from the Council of Delegates volunteering to serve on the committee.
- c. If there is no volunteer to serve as committee chair, the Chair will appoint a Board member.

### 1. Duties

The Education Committee is responsible for overseeing the training-course program administered by ICCCS. (See detailed description under Education Program.) Included are:

- a. Identifying relevant topics.
- b. Reviewing evaluations of presentations.
- c. Assuring continuity of instructional material.
- d. Developing and maintaining a long-range schedule of course work.
- e. Developing a strategic plan to accomplish duties

### 2. Term

The term of service shall be two years, but may be extended by Executive Board approval.

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## DIVISION C

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## MEMBER AND COMMUNICATIONS COMMITTEE

### 1. Composition

The Member and Communications Committee shall consist of:

- a. One or more Executive Board members who volunteer to chair/co-chair the committee;
- b. Members from the Council of Delegates volunteering to serve on the committee.
- c. If there is no volunteer to serve as committee chair, the Chair will appoint a Board member.

## **2. Duties**

Membership:

- a. Review and improve benefits in order to retain current members
- b. Recruit new members
- c. Develop a strategic plan to accomplish duties

Communications:

- a. Maintain the ICCCS website
- b. Provide recommendations and implement improvements to the site
- c. Report on site statistics
- d. Develop other communication materials as needed.
- e. Develops an electronic newsletter which is distributed to members only. It contains updates on technical and organizational activities.
- f. Develop a strategic plan to accomplish duties

## **3. Term**

The term of service shall be two years, but may be extended by Executive Board approval.

# **DIVISION D**

## **TECHNICAL COMMITTEE**

### **1. Composition**

The Technical Committee shall consist of:

- a. One or more Executive Board members who volunteer to chair/co-chair the committee;
- b. Members from the Council of Delegates volunteering to serve on the committee.
- c. If there is no volunteer to serve as committee chair, the Chair will appoint a Board member.

### **2. Duties**

- a. Develop a roadmap for ICCCS technical activities
- b. Increase involvement of experts within ICCCS
- c. Provide an international voice for ICCCS in technical matters
- d. Develop a strategic plan to accomplish duties

### **3. Term**

The term of service shall be two years, but may be extended by Executive Board approval.

## DIVISION E

### EVENTS COMMITTEE

#### 1. Composition

The Events Committee shall consist of:

- a. The Executive Board Honorary chair, who will chair the committee;
- b. Members from the Council of Delegates volunteering to serve on the committee.
- c. Other volunteers engaged by the Honorary chair.

#### 2. Duties

- a. Develop and promote the ICCCS symposium under the host society
- b. Connect with other ICCCS members to encourage attendance and support
- c. Provide for liaison meetings of the ISO/TC 209 Technical Committee and its working groups in conjunction with the symposium, if agreed by ISO/TC 209
- d. Review potential for other regional conferences
- e. Report on the progress of the symposium to the Executive Board, Council of Delegates, and ISO/TC 209 Technical Committee

#### 3. Term

The term of service shall be two years, beginning the year before the symposium.

## SECTION X. EVENTS AND PROGRAMS

### DIVISION A

#### SYMPOSIUM

##### 1. Time and frequency

The ICCCS symposium is held every other year, generally in conjunction with a hosting society's conference.

##### 2. Location

Members of ICCCS are encouraged to volunteer to host the symposium, therefore the location changes internationally.

##### 3. Finances

- a. The hosting society shall set the fee schedule.

- b. All revenues and expenses are the responsibility of the hosting society.

#### **4. Organization**

The symposium shall consist of:

- a. Technical sessions (paper presentations, mini-seminars, and panel discussions)
- b. Training courses
- c. Exposition
- d. Social and networking opportunities
- e. Administrative meetings, as applicable

### **DIVISION D**

#### **EDUCATION PROGRAM**

##### **1. General**

- a) Information to be developed by the Education Committee.
- b) The COD requested that the Education Program include a Quality Assurance Plan, which would be detailed here.

##### **2. Subject matter and content**

- a) The Education committee selects the subject matter to be presented, according to the long-range plan for education.
- b) Content is reviewed for accuracy, freedom from commercialism, relevance to the level and needs of the students, and support of ICCCS goals.

### **DIVISION F**

#### **MEMBER E-NEWSLETTER**

The Member and Communications Committee develops an electronic newsletter which is distributed to members only. It contains updates on technical and organizational activities.

### **DIVISION G**

#### **ICCCS WEBSITE**

ICCCS shall maintain an Internet website for the benefit of ICCCS members and nonmembers.

##### **1. Criteria for public access area**

- a. It shall be professional in both content and appearance in accordance with industry standards.
- b. It shall promote ICCCS and its events and members.
- c. The website shall not include information about any individual without that person's advance permission.
- d. It shall include Internet hyperlinks that point only to other websites that are professional and appropriate in both content and appearance in accordance with industry standards.
- e. Copyrighted material shall be used only with appropriate authorization.

## 2. Criteria for members-only area

Criteria for content of a “members only” website area shall be the same as those for the public site. In addition, this section may include:

- a. Materials that are typically considered benefits of ICCCS membership.
- b. Symposium proceedings.
- c. Access shall be limited to members only by some means such as personal identification numbers or passwords.
- d. Membership directory.
- e. Newsletters and articles of interest to ICCCS members.
- f. Download site for templates and data.
- g. Surveys and forums.
- h. Intranet for use of committees and other appropriate groups serving the interests of ICCCS.

## SECTION XI. USE OF ICCCS MEMBER NAMES, MAILING LISTS, AND COPYRIGHTED MATERIALS

### DIVISION A

#### COPYRIGHTED MATERIALS

1. Requests to reprint, in whole or in part, or otherwise use ICCCS copyrighted materials, shall be submitted in writing to the Secretary for approval in advance of such use.
2. A fee may be charged for the use of ICCCS copyrighted materials.

### DIVISION B

#### TRANSFER OF COPYRIGHT

Work performed by ICCCS members and other volunteers on behalf of ICCCS is owned by, and subject to, copyright by ICCCS.

## SECTION XII. INSIGNIA AND LOGO USE

### 1. Copyright of logo

The logo shown below is the official corporate insignia of ICCCS. This is the exclusive logo to be used by ICCCS members to represent the organization. ICCCS members in good standing are encouraged to promote their membership role in ICCCS. Such use should identify the information as related to their role as a member of ICCCS.



## **2. Official colors**

The official colors for the use on stationery are blue/gray/black.

## **3. Modification of logo not allowed**

The logo shall not be modified or integrated with another symbol. It must be used without modification or enhancement of any kind without expressed, written permission of ICCCS.

## **4. Jewelry**

Any jewelry (lapel pins, etc.) items that could be construed to indicate ICCCS membership must be cleared with the Executive Board prior to its production.

## **5. Items offered for sale**

Prior permission must be obtained from the Executive Board for use of logo on items offered for sale or for use by other individuals or companies.

## **6. Use of ICCCS in e-mail addresses or websites**

The name and initials of ICCCS within e-mail addresses or on websites shall not be used by individuals or groups in any way that conveys or implies official ICCCS business without expressed, written permission of ICCCS.