



CLEANROOM TESTING AND CERTIFICATION BOARD - INTERNATIONAL

STATUTES

I. TITLE

The title of the Association will be the “Cleanroom Testing and Certification Board.- International” (CTCB-I).

II. AIMS

1. The CTCB-I is an association which promotes, prepares and accredits internationally-recognised educational courses for people who design, construct, test, monitor, operate and work in cleanrooms.
2. The CTCB-I is a non-profit making association.

III. MEMBERSHIP

1. Only societies set up for the education and promotion of contamination control techniques in cleanrooms can apply for membership of the CTCB-I. They must run or wish to run CTCB-I courses.
2. An application for membership must be made to the secretary of the CTCB-I in writing and must be accepted by two thirds of the Board of Delegates.
3. Membership is terminated by:
 - a. resignation, which must be given to the secretary in writing at least three months before the end of the association year.
 - b. expulsion, which is carried out by a majority decision of the Board of Delegates in the case of the following reasons:
 - i. not fulfilling financial commitments;
 - ii severe contravention of the statutes and interests of the CTCB-I;

Appeal against expulsion can be made to the secretary within 30 days of written notification. The secretary must present the appeal to the CTCB-I Board of Delegates within 30 days. If they confirm the expulsion by a majority decision, there is no further appeal.

4. Expulsion or resignation does not exempt the member from liability for the financial commitments of the current association year.

IV. ORGANISATION

1. Bodies

The association has the following bodies:

- a. a board of delegates;
- b. an executive committee;
- c. auditors;
- d. sub committees;
- e. advisory and examination committees

2. Board of Delegates

The Board 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;
- b. to decide on questions which are presented to the committee by the delegates;
- c. to elect the executive committee;
- d. to elect yearly an auditor of the financial accounts;
- e. to form sub committees;
- f. to decide on the acceptance and expulsion of members;
- g. to decide on the accreditation and expulsion of educational courses;
- h. to approve the chair's annual report;
- i. to control and accept the annual financial statement by the treasurer;
- j. to determine the budget;
- k. to make decisions on any changes to the statutes and on the dissolution of the association;
- l. to monitor the written and practical content of the cleanroom courses, and the standard of the examinations;
- m. The maintenance of a common and high standard across the courses;
- n. Evaluating the course structure and teaching material from each new submission from a cleanroom society;
- o. Coordination of course dates;
- p. Maintenance of a website;
- q. Maintaining the independence of the course information from commercial interests.

3 Meetings of the Board of Delegates

1. The Board of Delegates must meet at least once a year. Further meetings of the Board of Delegates will be held on the written request of more than one third of delegates, or at the request of the Executive committee.
2. The delegates must be informed of the time and place of the meeting, together with the draft agenda and any necessary information, eight weeks in advance.
3. Requests from members to be discussed at the committee of delegates must be sent to the secretary six weeks prior to the meeting.
4. The secretary will send out the formal notice of the meeting and final agenda four weeks before the meeting of delegates.
5. As long as delegates have been correctly informed of the date and business of the meeting then there is no minimum quorum of delegates.

4. Membership of the CTCB-I Board of Delegates

The Board of Delegates shall consist off the following people:

Voting delegates

- a. Two delegates nominated by each Society who run, have run, or aspire to run CTCB-I courses;
- b. One course co-ordinator from each CTCB-I course;
- c. Technical experts elected by the Board of Delegates.

Each of the above delegates has one vote. A delegate may be authorized by a written proxy to vote also for another member. All of the above delegates shall also be able to vote on any resolutions circulated by letter or email.

Non-voting delegates

The Board of Delegates may also elect delegates who are involved in running the courses e.g. lecturers, demonstrators and examiners. These delegates will have no vote and will act as observers, although they may address the Board, if approved by the Chair.

5. Passing of resolutions

Each correctly convened Board of Delegates is competent to pass resolutions. The resolutions are passed by the majority of votes cast. In the case of equal votes being cast, the chair has the casting vote. Minutes of all decisions are to be kept.

The passing of resolutions in writing is also permitted and may be carried out by letter or email.

6. The Executive committee

1. The Executive Committee consists of:
 - a. the chair;
 - b. the secretary;
 - c. the treasurer;
2. The terms of office begin on 1st January and ends on the 31st December of the same year.

3. The Executive Committee may meet at a frequency decide by the chair of the committee.

7. Chair

1. The chair of both the Board of Delegates and the Executive Committee is elected by the Board of Delegates to these positions for a period of three years. After having served a period of three years, they can be re-elected once again for another period of three years.
2. To ensure continuity, the Executive committee should not be replaced complete at the end of the period of three years.
3. The chair is the executive head of the CTCB-I and has the following special duties and powers:
 - a. to execute the decisions of the Board of Delegates;
 - b. to convene the Board of Delegates;
 - c. attend to the current business affairs.

8. Secretary

1. The secretary carries out the duties given to him/her by the Board of Delegates and the Chair of the CTCB-I. He/she handles the correspondence of the association and takes the minutes of the Board of Delegates.
2. The term of office of the secretary is two years. He/she can be re-elected twice.

9. Treasurer

1. The treasurer carries out the duties given to him/her by the Board of Delegates and the Chair of the association. He/she handles the finances of the association and presents a yearly budget and financial overview to the Board of Delegates.
2. The term of office of the treasurer is two years. He/she can be re-elected twice.

10 Auditors

1. Two auditors are elected from the Board of Delegates to check the financial statement of the association every year.
2. Every year, a new auditor is elected for two years.

11 Sub Committees

1. At the request of the Board of Delegates, sub-committees can be appointed.
2. The members of the sub-committees will be elected by the Board of Delegates. Persons, who are not members of the CTCB-I, or member societies, can be invited to participate in the work of sub-committees.
3. The terms of reference of the sub-committees are decided by the Board of Delegates.
4. Meetings of the sub-committees will occur at a frequency decide by the Chair of the sub-committee.

12. Advisory and Examination Boards

These will be set up by each participating society who runs a CTCB-I course, and will be responsible in determining the pass or failure of each candidate who participates in a course. They will also consider any problems or changes that are needed to the courses, and pass these suggestions to the CTCB-I Board of Delegates for their consideration.

13 Finance

There is no fee levied for membership of the CTCB-I. However, a charge may be set by the Board of Delegates for the accreditation and re-accreditation of each course submitted to the ICEB-I, and for each person that participates in a CTCB-I course.

14 Liability

1. Only the assets of the CTCB-I can be used to fulfil the financial obligations of the association.
2. Members who have resigned, or have been expelled, have no claim on the assets of the CTCB-I.

15 Association year

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

V REVISION OF STATUTES AND DISSOLUTION

1 Revision of statutes

A revision of the statutes can be decided by a majority of two thirds of the votes cast by the Board of Delegates.

2 Dissolution

1. The dissolution of the CTCB-I can be decided on by a majority of two thirds of the votes cast by the Board of Delegates.
2. The Board of Delegates, when dissolving the association, should decide on the disposal of any assets of the CTCB-I that remain after payment of all debts. These assets must be transferred to one or more non-profit organisations with related aims.

VI. FINAL REGULATIONS

1 Language

These statutes exist only in English.