

1. Name

The name of the organisation is “**Contamination Control Network**”, also described as CCN, CCNet and CCNetwork.

2. Objectives

The CCN exists to support those interested in the contamination control industry by:

- Providing News - giving access to the latest information
- Providing knowledge - giving access to articles and literature
- Providing training and education - made available globally and digitally
- Providing development - helping individuals progress in this industry
- Providing a Network - for partnering, collaborating and communicating

3. Membership

3.1 Membership is available to all individuals having an interest in Contamination Control. There will be at least four types of membership:

- **Student** – individuals in tertiary education or working towards professional/vocational accreditation, with no voting rights
- **Individual** – individuals, with voting rights
- **Corporate** – company nominated individuals, each with voting rights
- **Honorary** – an individual recognised for outstanding contribution, with no voting rights

3.2 Details of members in each category will be maintained within a register and managed by the Membership Secretary.

3.3 Membership rates will be set by the Management Committee, and membership is gained by paying the appropriate fee.

3.4 Corporate memberships will allow up to five individual named members to be nominated, each having the rights of an individual membership.

3.5 Membership may be terminated by member resignation, or by expulsion due to non-payment of fees or failure to display appropriate conduct.

4. Management Committee

4.1 There will be a Management Committee having up to twelve members. There will be an elected Executive of five members, and up to seven nominated members from the paid-up membership. The Executive will be responsible for the CCN strategy, direction, and operating principles and the overall Management Committee will be responsible for implementing the strategy and managing the activity approved by the Executive.

4.2 All those on the Management Committee have voting rights.

4.3 The Executive shall consist of five elected members all of whom must be individual voting members of the CCN. Executive members may serve for up to three years and it is intended that these terms are staggered so do not all terminate together. Nominated Management Committee members can serve for up to two years.

4.4 The Executive shall minimally consist of:
President
Chair
General Secretary
Membership Secretary
Treasurer

The Executive will be elected from members nominated by the membership.

4.5 At the discretion of the Management Committee extra members may be co-opted in an advisory capacity only (such as subject matter experts), for a maximum term of one year.

4.6 The main duties for each Executive Committee position are:

- **President**

- Promote the CCN to industry and government
- Network with other contamination control organisations
- Lead strategy development and deployment
- Research, collect and share current trends

- **Chair**

- Advertise the CCN and promote membership/attendance
- Collaborate with other local organisations
- Lead the Executive team and elections
- Convene meetings and present agendas, including AGM
- Implement the decisions of the Committee
- Attend to all current affairs

- **General Secretary**

- Support the Chair with implementation plans
- Handle business correspondence in and out
- Manage attendance for Committee meetings
- Record Minutes of Committee meetings
- Manage AGM process

- **Membership Secretary**

- Promote membership in all categories
- Maintain the membership directory
- Report membership status and trends to Committee
- Report membership status at the AGM

- **Treasurer**
 - Handle all financial transactions and manage the CCN bank accounts.
 - Present annual budget and report to Committee
 - Present periodic statements of accounts to the Management Committee
 - Manage the annual audit review of the CCN accounts
 - Report a Statement of Accounts at the AGM

4.7 Accounts

- Each year the Executive Committee shall require the Accounts and the Treasurer's records of the CCN to be reviewed or audited by an independent reviewer.
- The Financial year of the CCN shall be 1st January to 31st December, and a Statement of Accounts shall be presented at the AGM.

4.8 Meetings

- The Executive Committee shall hold not less than three regular meetings during the year at times and places to be fixed by the Chair. Meetings might be face-to-face or by tele/video conference meetings. Special meetings may be called by the Chair at any time, and a quorum for decisions must involve a minimum of six Management Committee members including at least two members of the Executive Committee.

5. Finance

All monies raised by or on behalf of the CCN shall be applied to further the objective of the CCN and for no other purpose. Payment of reasonable and proper remuneration to any employee of the CCN, fees to professional and technical advisers, or repayment to members of the Management Committee of reasonable out-of-pocket expenses are expected.

6. Election of Management Committee Executive Members

Nominations of candidates must be received not later than 1st October of each year. Nomination forms must include the name and address of the proposer and seconder and an indication that the nominee accepts the nomination.

An electronic ballot, setting forth candidates so nominated, shall be submitted to every voting member by 1st November in each year.

Votes received before the end of November shall be counted and verified.

Members elected shall take office at the close of the AGM.

7. Members Meetings

The Annual General Meeting (AGM) shall be called and held each year at such time and place as the Chair determines. Notices for an AGM shall be issued not less than 30 days prior.

An Extraordinary General Meeting (EGM) may be called by two thirds of the Committee or by written request of at least thirty voting members.
A quorum for the purposes of an AGM or EGM is 10 voting members.

8. **Amendment to the Constitution**

The Constitution may be amended at an AGM or EGM by two-thirds of the members present voting for the amendment, provided that fourteen days' notice of the proposed amendment has been sent to all members.

9. **Dissolution**

The dissolution of the CCN may be effected only by a resolution passed by two-thirds of the members present in person at a General Meeting.
If a motion to dissolve is carried, funds, property and assets shall not be distributed among the members but shall be given or transferred to some other charitable organisation(s) or organisation(s) having similar objectives.



Signed by (Chair):

Printed name: **Tim Triggs**

Date: 5th Feb 2019