



BYLAWS
INTERNATIONAL ASSOCIATION OF BURN CAMPS
(Amended 2022)

Article I
Name

The name of the organization shall be known as the International Association of Burn Camps, hereinafter referred to as IABC.

Article II
Purpose

Section 1: General Purpose.

The general purpose of the IABC shall be to connect burn survivors and their families with camps and recreational programs that support their physical and psychosocial needs. The IABC shall provide a network for the mutual benefit of local and/or regional organizations, hereinafter referred to as camps, providing services that shall include but are not limited to a residential camp that assist in the recovery from injury by supporting the physical, social, and psychological needs of burn survivors and their families.

Section 2: Specific Purposes.

Specific purposes shall include:

- a. Communicating and facilitating information exchange among member camps.
- b. Representing and acting as a Liaison to affiliated agencies and organizations.
- c. Providing educational seminars and workshops.
- d. Serving as a resource for camps, organizations, and the general public.

- e. Supporting and leading the existing and future work of burn camps and recreational programming.
- f. Fostering quality in the organization and administration of member camps.
- g. Supporting innovation in member camps.
- h. Promoting the concerns of the burn camp community.

Article III Office for Business

Section 1: Principal Office.

The principal office for the transaction of IABC business shall be the headquarters office of the camp of the current year Chairperson, Treasurer, or at such other place as may be established by the Board.

Section 2: Other Offices.

Branch or subordinate offices may be established at any other place(s) deemed appropriate by the Board.

Article IV Membership

Section 1: Membership.

Membership in the IABC shall be open to any camp who meets all of the following criteria:

- a. Provides to participants, a camp program specifically for burn survivors and/or their families, which assists in the recovery from injury by supporting their physical, social, and psychosocial needs.
- b. Asserts that no burn survivors and/or their families will be denied participation in any camp or related program solely because of an inability to pay any and all fees associated with such a camp or related programs.
- c. Has an identified director(s) that is substantially responsible for the organization and administration of the camp.
- d. Provides evidence, where applicable, of compliance with local charitable

registration and reporting requirements.

e. Has current non-profit status. In the United States, 501(c)(3) status or the equivalent for organizations outside the United States. Additionally, camps may be covered under the non-profit status of another organization if that organization controls the finances of the camp, i.e. a not-for-profit hospital.

f. Meets or exceeds the standards set forth in your state/province for youth safety/protection, including but not limited to background checks and abuse prevention training.

g. Maintains current annual dues.

Section 2: Voting Rights.

Each member camp in good standing is entitled to one vote on all matters brought before the membership.

a. The governing body of each member camp shall designate to the Secretary of the IABC (in writing) the name of the Camp Director who shall exercise the right of the member camp to vote and one alternate who shall have the right to vote in the absence of the representative.

b. The Board may—in its discretion—authorize the voting upon any issue by written ballot mailed either electronic or postal to each member camp. Such authorization shall specify the date when the Chairperson of the IABC must receive such written ballot.

c. A majority vote of 51% of the IABC membership shall be necessary to carry an issue on a ballot unless otherwise specified in these by-laws.

Section 3: Affiliation.

Upon approval of the board, “affiliate” designation may be granted to other agencies, organizations, and individuals who have an interest in the purposes and activities of the IABC or with whom liaison would be mutually beneficial. Affiliates do not have voting privileges but may attend meetings of the membership and participate in discussion of issues before the membership.

Section 4: Dues and Fees.

Annual dues for members and affiliates shall be set by the IABC Board.

a. The membership year shall be from January 1 to December 31.

- b. Annual dues and fees are payable on or before February 15th of each year. After February 15th, an increased membership fee may be enforced.
- c. No assessments shall be levied on members and no members shall be subject to or liable for the payment of any assessment or levy other than the payment of regular dues and fees as herein provides.
- d. Dues must be paid in full annually for a member to be in good standing; dues must be paid in full in order for membership renewal or activation. If dues are not received and/or applications have not been submitted, membership with IABC will no longer be current/valid.

Article V Meetings

Section 1: Meeting.

There shall be a meeting of members at the American Burn Association Annual Meeting Burn Camp Special Interest Group and a meeting of the members at the biannual IABC Burn Camp Workshop. Members may also meet virtually as deemed necessary.

Section 2: Special Meetings.

Special meetings of the members shall be called at any time by the Chairperson or by a majority of the members. Notice of such meeting shall be mailed or sent by other form of written communication (email) to all member camps at least (30) days prior to the date of such meeting. If immediate action is needed, Article IV, Section 2, subsections b and c will apply.

Section 3: Quorum.

The members in good standing (as defined by Article IV, Section 4, subsection d) present at the annual meeting shall constitute a quorum for the transaction of business. A majority of the members of the IABC in good standing (51% of all member camps) shall constitute a quorum for the transaction of business at any special meeting of the IABC or for a mail ballot.

Article VI Officers and the Board

Section 1: Designation.

The officers of the IABC shall be a Chairperson selected by the Board from among its members, a Secretary appointed by the Chairperson from the members of the Board, a

Treasurer appointed by the Chairperson from the members of the Board, and such other additional officers as may be appointed by the Chairperson from the members of the Board.

Section 2: The Board.

The Board shall consist of six individuals elected as described in Article VI, Section 3 below and one member slot available to represent the European Burns Camps as described in Article VII, Section 1 below. No person shall serve as a Board member unless he/she represents the member camp as their voting member or alternate as described in Article IV, Section 2, Paragraph a. and their camp is a current member in good standing as described in Article IV, Section 4, Paragraph d.

Section 3: Election and Term of Office.

Board members shall be elected by a majority of those members in good standing at the biannual workshop. Elections will occur biannually in coordination with the IABC workshop. The voting will occur at the workshop with ballots for those not attending the workshop due at the registration deadline. The newly elected board will take office at the conclusion of the IABC workshop. Board members will be elected to serve a four year term. Board members may run for re-election for one consecutive term.

Section 4: Responsibility.

All officers are subordinate and responsible to the membership.

Section 5: Duties of the Chairperson.

The Chairperson shall be the chief executive officer of the IABC and shall be subject to the direction of the membership, shall preside at all meetings of the IABC, and shall perform the usual duties of a chief executive of an agency. The Chairperson shall appoint the Secretary, Treasurer, and the chairs of all committees. The Chairperson shall have such other powers and duties as are provided in the Bylaws or as the membership shall determine from time to time.

Section 6: Duties of the Secretary.

The Secretary shall keep or cause to be kept a record of minutes of all meetings of the board and/or the membership. The Secretary shall also keep or cause to be kept a membership list containing the names and addresses of each member, and in any case where membership has been terminated, such fact shall be recorded in the list document together with the date upon which the membership ceased. The Secretary shall give the notices of special meetings of the members as provided in the Bylaws. The Secretary shall perform such other and further duties as may be required by law or as may be prescribed or required from time to time by the membership.

Section 7: Duties of the Treasurer.

The Treasurer shall keep and maintain or cause to be kept and maintained adequate and current accounts of the properties and the business transactions of the IABC,

including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The books of accounts shall at all times be open to inspection by any member of the IABC. The Treasurer shall deposit all monies of the IABC with such depositories insured by FDIC. The Treasurer shall deposit all monies and other valuables in the name and to the credit of the IABC and, upon request, submit an account of all transactions as Treasurer, and of the financial condition of the IABC. The Treasurer shall perform such other and further duties as may be required by law or as may be prescribed or required from time to time by the membership or by the Bylaws.

Section 8: Vacancies.

In the event of the death, resignation, or removal of any principal officer prior to the expiration of his/her term, the Board, in the event that it is the Chairperson, shall fill such vacancy from its membership. If it is the Secretary or Treasurer, the Chairperson shall appoint a new officer as described in Article VI, Section 1 above. If the Board finds itself with less than the required six members, vacancies will be filled from a slate of candidates presented by the nominating committee and selected by a majority (51%) of the current members in good standing in a midterm mail ballot. Newly elected mid-term Board Members shall be elected to serve a new 4 year term. For purposes of re-election, those so elected will be deemed to have served a full term and their re-election will be governed in accordance with Article 6 Section 1 above.

Section 9: Removal of Officers.

Officers may be removed at any meeting of the membership or by mail ballot by the affirmative vote of two-thirds (67%) of all the then current members in good standing of the IABC.

Section 10: Disbursement of Funds.

No funds shall be disbursed by the IABC unless the Treasurer and/or the Chairperson shall execute the check, draft, or other evidence of such disbursement on behalf of the IABC. The Treasurer must receive written approval from the chairperson for any expense over one hundred dollars (\$100.00) US and Co-signatories (Treasurer and Chairperson) are required for any expense over one thousand dollars (\$1000.00) US.

Article VII Board and Committees

Section 1: The Board.

The Board shall consist of six members elected from the members in good standing of the IABC and when appropriate one representative from a non-US camp. The non-US camp(s) will put forward a representative and the Board will signify their acceptance by a majority vote (51%) of the Board members affirming the appointment. The Board may exercise all its powers between meetings of the membership, except the following:

- a. Approval of incorporation.

b. Approval of any action for which Nonprofit Corporation Law also requires the approval of members of a corporation.

c. The amendment or repeal of these Bylaws or the adoption of new Bylaws.

d. The expenditure of funds to hire staff.

Section 2: Nominating Committee. The nominating committee shall present a slate of individuals to be considered for election to the Board to the membership prior to the annual meeting. The Secretary shall chair the Nominating Committee. It is the responsibility of the Nominating Committee to ensure that nominees presented to the membership meet all of the requirements to hold office in the IABC.

a. Eligibility to serve as a Board member. An individual must be a member camp's voting representative or the voting alternate as defined in Article IV, Section 2, paragraph a. above in order to be nominated. But in no case shall an individual be eligible for nomination if a representative of the same member camp will be serving as a board member at the same time.

b. Qualifications. If nominated, the individual will be notified by the Nominating Committee. In accordance with Committee procedures, the nominee must present to the Nominating Committee a resume and any other supporting documentation the committee may require. The Nominating Committee shall set the parameters for the type and timely submission of these materials.

Section 3: Other Committees.

The Chairperson may appoint other committees from time to time as may be deemed necessary for the proper operation of the IABC. The Chairperson shall likewise designate the chairpersons of such committees. The designee must be affiliated with a member organization in good standing.

**Article VIII
Amendments to Bylaws**

New or existing Bylaws may be adopted, amended, or repealed at any annual meeting, special meeting, or by mailed (paper or electronic) written ballot, by the affirmative vote of two-thirds (67%) of all the then current members in good standing of the IABC.