BYLAWS OF THE
AMERICAN BURN ASSOCIATION

ARTICLE 1: ORGANIZATION
The name of the organization is the American Burn Association.

ARTICLE 2: INCORPORATION and OBJECTIVES
SECTION 2.1: Incorporation
The Association was established by surgeons in 1967 as a professional organization and is incorporated under the Illinois Not-for-Profit Corporation laws and the provisions of said laws and other applicable Illinois laws are hereby adopted as part of the Bylaws.

SECTION 2.2: Mission
The American Burn Association is dedicated to improving the lives of everyone affected by burn injury.

SECTION 2.3: Objective
The Association's objective is to promote the art and science of burn care, teaching, research, prevention, and rehabilitation. The Association seeks to address the problems of burn injuries and related issues in the burn field through multi-disciplinary educational forums, publications, research, and training opportunities, for the benefit of the members it serves and for the good of the public's health.
ARTICLE 3: MEMBERS

SECTION 3.1: Membership

Membership shall be unlimited in number and shall be open to all people interested in the field of burns.

SECTION 3.2: Classes of Members

SECTION 3.2.1: Active Members

Active members are entitled to all the rights and privileges of the Association. They may make motions, vote, attend the business meeting at the Annual Meeting of the Association, serve on committees, receive Association mailings, and be elected to office. Active members shall pay annual dues as determined by the Board of Trustees. The dues shall include a subscription to the official Journal of the Association. Dues not remitted by the end of the calendar year shall be considered in arrears.

SECTION 3.2.2: Senior Members

An active member may request senior member status upon retirement. A request in writing should be addressed to the Executive Director. Senior members may enjoy all of the rights and privileges of membership except they may not hold office or be voting members of a committee unless they are members of the Archives Committee. Senior members shall pay no dues. Senior members may elect to receive the official Journal of the Association at cost.

SECTION 3.2.3: Honorary Members

Individuals who have not been active members of the Association may be designated to receive honorary member status by the Board of Trustees. Honorary members may enjoy all of the rights and privileges of membership except they may not hold office or be voting members of a committee. Honorary members shall pay no dues. Honorary members may elect to receive the official Journal of the Association at cost.

SECTION 3.2.4: Resident/Student Members

Resident / Student member status may be chosen by those currently enrolled and in good standing in an accredited school of medicine, osteopathy, nursing, occupational or physical therapy, nutrition, pharmacy, social work, or other health related disciplines as well as individuals in an accredited residency program or a recognized burn fellowship. Requests for resident / student status should be addressed to the Executive Director and include a letter from the Dean or Director of the school or the Program Director. Resident / Student status shall expire after two years but may be renewed with further attestation of their continued good standing by the Dean or Program Director. Resident / Student members shall enjoy all the rights of active members (Section 3.2.1). Resident / Student members shall pay discounted dues as determined by the Board of Trustees. The dues shall include a subscription to the official Journal of the Association.

SECTION 3.2.5: Institutional Members

Burn Care Facilities or other institutions can become Institutional Members of the Association through application to the ABA Central Office and payment of dues as determined by the Board of Trustees. Each institution may designate one person to represent the facility at the Forum of the Institutional Advisory Council (IAC) at the Annual Meeting of the Association and is eligible to serve as a member of the IAC Steering Committee.

SECTION 3.3: Admission of Members

A person meeting the membership qualifications set forth herein becomes a member of the Association upon submission of an application and other required documents and the appropriate dues payment to the Central Office of the Association. Membership in the Association may be revoked for cause by vote of the Board of Trustees.

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SECTION 3.4: Dues/Assessments

Dues are determined and fixed by the Board of Trustees. Assessments for special projects may also be levied by the Board of Trustees. Dues/assessments shall be paid in U.S. funds. Members are delinquent if their dues and assessments are not received by the Association by December 31st of the year prior to the year for which they are assessed. Any member delinquent in dues shall not be entitled to register at the member rate at the annual meeting. Members from whom dues are not received after 90 days of notice of delinquency shall forfeit their membership.
ARTICLE 4: OFFICERS OF THE ASSOCIATION

The officers of the Association shall be the President, President-Elect, First Vice-President, Second Vice-President, Secretary, Treasurer, Program Chair, and four Membership Officers. They shall promote the interests of the Association and perform the duties prescribed by these Bylaws.

SECTION 4.1: Qualifications

SECTION 4.1.1: President, President-Elect, First Vice-President, Secretary, Treasurer, and Program Chair

These officers shall be physicians who hold an unrestricted license to practice medicine in a State or Province. They shall maintain active certification in Surgery or Plastic Surgery from the American Board of Surgery, American Board of Plastic Surgery, or Royal College of Physicians and Surgeons of Canada. They shall be Fellows of the American College of Surgeons or the Royal College of Surgeons of Canada. They shall have been active in burn care for at least ten years and served in clinical leadership positions at their institutions. They shall have been active members of this Association for at least ten years.

SECTION 4.1.2: Second Vice-President

This officer shall be a professional in a burn-related field. He shall have been active in this field for at least ten years and served in leadership positions. He shall have been an active member of this Association for at least ten years.

SECTION 4.1.3: Membership Officers

These officers shall be non-surgeons who work in a burn-related field. They shall have been active in this field for at least ten years and served in leadership positions. They shall have been active members of this Association for at least ten years.

SECTION 4.2: Nomination Procedure

A Nominating Committee shall present candidates for all positions to be filled at the business meeting held during the Annual Meeting of the Association. Nominations of other qualified candidates may be made from the floor at the business meeting.

SECTION 4.3: Election and Terms of Office

The positions of President-Elect, First and Second Vice-President, Secretary, Treasurer, Program Chair, and Membership Officer shall be elected by majority vote at the business meeting held during the Annual Meeting of the Association. The President shall serve a one-year term. The President-Elect shall ascend to the office of President after a one-year term. The First Vice-President shall serve a one-year term. The Second Vice-President shall serve a two-year term. The Secretary, Treasurer, and Program Chair shall serve three-year terms in a sequence such that one of these officers' terms expires each year. The Membership Officers shall serve four-year terms in a sequence such that one of these officers' terms expires each year. The terms of offices shall begin at the close of the business meeting at which the officer is elected. Officers shall serve one term in office or until their successors are named.

SECTION 4.4: Vacancy in Office

In the case of a vacancy in the Office of President, the President-Elect shall become the President. In the event of a vacancy in the office of President-Elect, the First Vice-President shall assume the duties of both offices. In the event of a vacancy in the office of First Vice-President, the longest serving among the Secretary, Treasurer, or Program Chair shall assume the duties of both offices. A vacancy in any other office shall be filled by a qualified individual appointed by the President. The individual assuming the duties of the vacated office shall serve until a suitable replacement is nominated and elected at the next business meeting of the Association.
SECTION 4.5: Conflicts of Interest

All officers shall avoid conflicts of interest with those of the Association during their term of office, and they shall abide by the Conflict of Interest Policy of the Association. Signed statements attesting to disclosure or absence of conflict of interest will be kept on file in the Central Office, updated annually, and shall be communicated to the membership.
ARTICLE 5: ANNUAL MEETING

SECTION 5.1: Purpose of Annual Meeting
An Annual Meeting shall be held to foster the mission and objectives of the Association.

SECTION 5.2: Business Meeting
There shall be a business meeting of the membership at each Annual Meeting of the Association. The President shall serve as chair.

SECTION 5.2.1: Quorum
The members attending the business meeting shall constitute a quorum.

SECTION 5.2.2: Parliamentarian
The Secretary shall serve as Parliamentarian at all business meetings of the Association.
ARTICLE 6: BOARD OF TRUSTEES

SECTION 6.1: Composition

The officers of the Association and the three most recent Past Presidents of the Association shall constitute the Board of Trustees. The President of the Association shall be the Chair of the Board of Trustees. The ABA Governor to the American College of Surgeons, the ABA representative to the American Board of Surgery, and the Executive Director shall serve as non-voting members of the Board of Trustees.

SECTION 6.2: Duties and Powers

The Board of Trustees shall have general supervision of the affairs of the Association between its annual business meetings and shall make recommendations to the membership of the Association. The Board of Trustees shall nominate candidates for the ABA Governor to the American College of Surgeons, for the ABA representative to the American Board of Surgery, and for other national professional organizations as applicable. The Board of Trustees shall also perform such other duties as are specified in these Bylaws. The Board of Trustees shall be subject to the orders of the active members of the Association, and none of its acts will conflict with action taken by the Association. The Board of Trustees shall be responsible for the general oversight of the Association’s resources, including funds awarded to the Association in support of research and other professional activities. Failure to fulfill duties shall be cause for revoking membership on the Board of Trustees.

SECTION 6.3: Meetings of the Board of Trustees

The Board of Trustees shall meet at least once at the time of the Annual Meeting of the Association and once during the interval between Annual Meetings. Meetings of the Board of Trustees are closed, and are to include members of the Board, Central Office staff, and additional persons as determined by the Board. Additional meetings of the Board of Trustees may be called by the President, upon the written request of three voting members of the Board, or upon written petition of 150 active members. Such additional meetings may be conducted via teleconferencing. Nine of the 14 voting members of the Board of Trustees will constitute a quorum. Any routine action taken by the Board of Trustees requires support of 8 voting members of the Board. Removal of members for cause other than non-payment of dues from the Association or removal of officers from the Board of Trustees requires support of three-quarters of the voting members of the Board. Announcement of each planned meeting of the Board of Trustees shall be communicated – electronically or in hard copy – to the membership of the Association at least 30 days in advance. In the event of an emergency, notice of the meeting shall be communicated to the membership of the Association as soon as practicable.

SECTION 6.4: Executive Director

The Board of Trustees shall appoint an Executive Director for the Association. This individual will serve as the Chief Executive Officer of the Association and have sufficient authority to supervise the daily operations of the Association’s Central Office. The Executive Director will exercise such powers and perform such duties as prescribed by the Board of Trustees. He will attend all meetings of the Board of Trustees and report to the Board on the operations of the Central Office at least semi-annually. The performance of the Executive Director will be reviewed at least annually by the Executive Compensation Committee. The term of appointment shall be up to five years and may be renewed upon recommendation of the Executive Compensation Committee and approval by the Board of Trustees. If the contract is not to be renewed, 90 days notice of non-renewal shall be given by the Board or by the Executive Director. The Executive Director will appoint an Associate Executive Director and other Central Office staff and will be responsible for their performance reviews, contract of hire, salary, and other related matters.

SECTION 6.5: Editor of the Association Journal

The Board of Trustees shall appoint an Editor of the official Journal of the Association. The Editor shall report to the Board of Trustees at least semi-annually. The performance of the Editor will be reviewed at
least annually by the Executive Compensation Committee. The term of appointment shall be five years and may be renewed upon recommendation of the Executive Compensation Committee and approval by the Board of Trustees. If the contract is not to be renewed, 90 days notice of non-renewal shall be given by the Board of Trustees or by the Editor.
SECTION 6.6: Conflict of Interest

All Members of the Board of Trustees shall avoid conflicts of interest with those of the Association during their term of office, and they shall abide by the Conflict of Interest Policy of the Association. Signed statements attesting to disclosure or absence of conflict of interest will be kept on file in the Central Office, updated annually, and shall be communicated to the membership.
ARTICLE 7: COMMITTEES

SECTION 7.1: Types of Committees

Four types of committees, as well as Special Interest Groups (SIGs) and Advisory Panels, shall exist within the Association.

Section 7.1.1: Standing Committees

Standing committees are permanent committees that advance and promote the five core missions of the Association: Patient Care, Research, Education, Rehabilitation, and Prevention. Membership in standing committees is open to all active members of the Association. The Board of Trustees may determine the size of any standing committee. Standing committees shall be directed in their actions by the Board of Trustees, but they may recommend to the Board changes in those tasks in order to accomplish the goals, mission, and objectives of the Association. Meetings of standing committees are open.

Section 7.1.2: Special Committees

Special committees are permanent committees that serve a defined role in the operation of the Association and/or are responsible for a work product of the Association. Membership in special committees may be restricted, as specified by the Board of Trustees or these Bylaws. Members of special committees shall be active members of the Association in good standing.

Section 7.1.3: Ad hoc Committees

Ad hoc committees are temporary committees appointed by the President or Board of Trustees to accomplish a specified circumscribed task, which, because of expertise or workload, cannot reasonably be accomplished by a permanent committee. Each ad hoc committee shall automatically be dissolved at the end of each year’s business meeting, unless specifically renewed by the incoming President. Members of ad hoc committees shall be active members of the Association in good standing.

Section 7.1.4: Board Committees

Board committees are permanent committees that advise the Board of Trustees concerning the corporate operation of the Association and the Central Office. Membership in Board committees shall be restricted to current and past members of the Board of Trustees.

Section 7.1.5: Special Interest Groups (SIGs)

Special interest groups (SIG) are groups of Association members with a common interest in a specific area relating to burn injury. Membership in any SIG is open to all members in good standing. SIGs may submit items for review by the Board of Trustees through the Membership Advisory Committee.

Section 7.1.6: Advisory Panels

Advisory panels advise the Association and the Board of Trustees concerning specific activities that promote the broad objectives of the Association. They may be formed at the discretion of the President and Board of Trustees. They may include individuals who have business with the Association but who are not members of the Association.
SECTION 7.2: Duties of Permanent Committees (Standing and Special)

Section 7.2.1: Mission, goals, and objectives

Each committee shall have specified functions summarized in a mission statement for that committee. In the first year of appointment of the committee chair, the committee shall review its Mission Statement and prepare a set of goals and objectives for the committee to be presented to the Board of Trustees for approval. In addition, committees may be given regular charges by the President or the Board of Trustees to perform specified tasks in order to accomplish the goals of the Association. Each committee shall review its charges and recommendations from the Board of Trustees annually.

Section 7.2.2: Meetings

Each committee shall meet at least yearly at the time of the Annual Meeting of the Association. Additional meetings of each committee may be held, as needed, with the approval of the Board of Trustees. Interim committee meetings may be by teleconference.

Section 7.2.3: Duties of Committee Chairs

The Chair of each committee shall be responsible for organizing and carrying out the activities of the committee, and for assigning committee members to work within the committee. The Chair shall submit written reports to the Board of Trustees of the committee’s activities for review at the annual and interim meetings of the Board. The Chair of each committee shall also present a report to the membership at the business meeting, as directed by the President.

Section 7.2.4: Removal of Committee Members or Chairs

The President shall have the right to remove members of committees who do not discharge their duties appropriately as committee members, on the recommendation of the committee Chairs. The President shall also have the right to remove committee chairs who do not discharge their duties appropriately.

Section 7.2.5: Formation of New Permanent Committees

The President may present proposals to the Board of Trustees for the formation of new permanent committees. Once approved, the new committee’s Chair and members may be appointed and begin to function in accordance with its charge and within these Bylaws. The committee shall not be formally recognized until appropriate amendments to the Bylaws are developed and approved at the business meeting of the Association.

Section 7.2.6: Dissolution of a Permanent Committee

The Board of Trustees may dissolve a permanent committee that no longer serves the needs of the Association. The committee shall cease to function immediately after the action of the Board of Trustees. It shall be considered dissolved only when ratified as an amendment to the Bylaws at the business meeting of the Association.
SECTION 7.3: Standing Committees

Section 7.3.1: Names of Standing Committees

The standing committees shall be Aftercare Re-integration, Burn Prevention, Education, Ethics, Government Affairs, Organization and Delivery of Burn Care, Rehabilitation, and Research.

Section 7.3.2: Composition of Standing Committees

The members of each standing committee shall be appointed by the President to serve three-year terms. The committee shall be constituted so that the terms of approximately one-third of the committee members expire each year. The size of each committee shall be determined by the Board of Trustees. Committee members who are absent for two consecutive Annual Meetings of the committee may be considered to have voluntarily surrendered their appointment. All committee members must adhere to the Association’s Conflict of Interest Policy.

The Chair of each standing committee shall be appointed by the President to serve a term of three years and shall have already served as an active member of the committee for one or more years. The President may appoint a Vice-Chair to serve a one-year term concurrent with the final year of the Chair. The Vice-Chair shall ascend to the Chair at the end of that term, if approved by the incoming President.

Committee chairs may appoint ad hoc members to their committees in order to promote the goals and tasks of the committee. Such members shall not vote on committee business.

Section 7.3.3: Staff liaisons

Association Staff shall be assigned as liaisons to standing committees and may attend and participate in all committee meetings. They may not make or second motions before the committee, and they may not vote.
SECTION 7.4: Special Committees

Section 7.4.1: Names of Special Committees
The special committees shall be Advanced Burn Life Support, Archives, Awards, Burn Registry, Bylaws, Conflict of Interest, International Outreach, Membership Advisory, National Burn Repository, Nominating, Program, and Verification.

Section 7.4.2: Composition of Special Committees
Members of each special committee shall be appointed by the President, except as otherwise specified by these Bylaws. Membership may be conditioned on an individual’s background and experience related to the work of the special committee. The size of each committee and the lengths and number of terms that can be served shall be determined by the Board of Trustees, so as to maintain continuity of expertise and productivity as appropriate for each committee. Committee members who are absent for two consecutive annual meetings of the committee (with the exception of the Archives Committee) may be considered to have voluntarily surrendered their appointment. All committee members must adhere to the Association’s Conflict of Interest Policy.

The Chairs of the Archives, Awards, Bylaws, Program, Nominating, and Membership Advisory Committees shall be appointed as described below for each of those committees. The Chairs of all other special committees shall be appointed by the President to serve a term of three years. A committee chair may be re-appointed for one additional three-year term by the President. The President may appoint a Vice-Chair to serve a one-year term concurrent with the final year of the Chair. The Vice-Chair shall ascend to the Chair at the end of that term, if approved by the incoming President.

Committee chairs may appoint ad hoc members to their committees in order to promote the goals and tasks of the committee. Such members shall not vote on committee business.

Section 7.4.3: Staff liaisons
Association Staff shall be assigned as liaisons to special committees and may attend and participate in all committee meetings. They may not make or second motions before the committee, and they may not vote.

Section 7.4.5: Special Committees

Section 7.4.5.1: Membership Advisory Committee (MAC)
The Membership Advisory Committee shall promote the professional interests of the entire membership of the Association. It shall be composed of twelve non-surgeon members of the Association who work in clinical burn care, research, or firefighting disciplines or who advocate for burn victims and burn care. Each member shall serve a four-year term. At least three new members shall be appointed annually by the President to fill vacancies on the Committee. The MAC may propose individuals to the President for consideration of appointment. The composition of the MAC should remain representative of the diversity of disciplines and geographic distribution of burn centers comprising the Association membership. The four Membership Officers shall also be ex officio members of the Committee. The MAC shall recommend to the Nominating Committee one or more individuals in their fourth year of membership to be nominated for the position of Membership Officer. The Chair and other Committee officers shall be elected by the committee annually from among the membership. Additional ex officio members of the committee shall include the two past senior Membership Officers and the Associate Chair of the Program Committee. The First Vice-President shall also serve ex-officio and represent the surgeon members of the Association.
Section 7.4.5.2: Advanced Burn Life Support (ABLS)

The Advanced Burn Life Support (ABLS) Committee shall develop and promulgate the ABLS course. Members of the ABLS Committee shall be appointed by the President to serve a term of three years. Members may be reappointed for a second three-year term. The membership shall consist of 12 individuals plus the Chair. The Committee shall be constituted so that the terms of office allow for appointment at least 2 new members each year.

Section 7.4.5.3: Archives Committee

The Archives Committee shall seek to preserve the documents and traditions of the Association. Its members shall include all past officers of the Association. The Chair of the Committee shall be elected annually by the Committee members at the time of the Annual Meeting of the Association.

Section 7.4.5.4: Awards Committee

The Awards Committee shall select individuals to receive awards by the Association. It shall be composed of the President, the three most immediate Past Presidents and the senior Membership Officer. The President shall serve as Chair.

Section 7.4.5.5: Burn Registry Committee

The Burn Registry Committee shall promote the use of Patient Registries to improve patient care and outcomes at Burn Centers. It shall also help to develop and improve the Burn Registry Software platform managed by the Association. Members of the Committee shall be appointed by the President to serve a term of three years. Members may be reappointed for a second three-year term. The membership shall consist of up to 9 individuals plus the Chair. The Chair shall have served as an active member of the Committee for at least one year prior to appointment. The Committee shall be so constituted that the terms of office allow for appointment of at least 2 new members each year. The Chair of the National Burn Repository Committee shall serve as an ex-officio member of this Committee during his term of office.

Section 7.4.5.6: Bylaws Committee

The Bylaws Committee shall assure that the goals and objectives of the Association are consistent with its activities as reflected in the Bylaws of the Association. Members of the Committee shall be appointed by the President to serve a term of three years, and shall include a Past President, a current or past Membership Officer, and a member of the Association who is neither a current nor past member of the Board of Trustees. The current President-Elect shall also be a member of the Committee. The Chair shall be the current Secretary of the Association. It shall review all proposals for amendments or changes to the Bylaws. Proposed amendments or changes to the Bylaws shall be submitted, in writing, to the Committee Chair by an active member of the Association. Such proposals should be submitted for review by the Committee and the Board of Trustees by August 31 for consideration by the membership at the next annual meeting.

Section 7.4.5.7: International Outreach Committee

The International Outreach Committee shall promote the development and improvement of burn care in international communities, especially those that are underserved. The Committee shall consist of up to 15 members to be appointed by the President to serve a term of three years. Members may be reappointed to serve a second three-year term. The Committee shall be constituted so that the terms of office allow for the appointment of at least 2 new members per year. The Chair shall have served as an active member of the Committee for at least one year prior to appointment.

Section 7.4.5.8: National Burn Repository Committee (NBR)

The National Burn Repository Committee shall promote the development and use of the NBR. The Committee shall consist of up to 9 members in addition to the Chair. All members shall be appointed by the President to serve a term of three years. Members may be reappointed to serve a second three-year term. The Committee shall be constituted so that the terms of office allow for appointment at least 2 new
members each year. The Chair shall have served as an active member of the Committee for at least one year prior to appointment. The Chair of the Burn Registry Committee shall serve as an ex-officio member of this Committee during his term of office.

Section 7.4.5.9: Nominating Committee

The Nominating Committee shall nominate candidates for all offices of the Association as described in Article 4 of these Bylaws. The Committee shall be composed of the three immediate past-presidents of the Association, the President, and the senior Membership Officer. The most senior Past-President shall serve as Chair of the Committee.

Section 7.4.5.10: Program Committee

The Program Committee is charged with planning the program for the Annual Meeting of the Association. It shall consist of at least 17 members. Ten shall be appointed by the President to serve a three-year term. Ex-officio members shall include the four Membership Officers and the Chair of the Education Committee. The Chair of the Program Committee shall be nominated by the Nominating Committee and elected by the membership to serve a three-year term. The Chair shall appoint a non-physician member of the Association to serve as Associate Chair. A Vice-Chair shall be nominated by the Nominating Committee and appointed by the Board of Trustees to serve a one-year term concurrent with the final year of the chair.

Section 7.4.5.11: Verification Committee

The Verification Committee shall promote the Verification Program of the American Burn Association and direct burn center site visits. The membership shall consist of a maximum of 20 active members plus the Chair; one member shall be a registered nurse, and another member shall be either an occupational or physical therapist. Members of the committee shall be clinically active in burn care at Verified burn centers. They shall be appointed by the President and shall be permitted to serve an unlimited number of 6-year terms as long as they remain clinically active. The Chair shall serve for one 6-year term. The Chair shall have served as an active member of the committee for at least two years prior to becoming Chair. During the last year of the Chair's 6-year term, the President shall appoint a Vice-Chair, who will ascend to the position of Chair the following year pending approval of the President.

Section 7.4.5.12: Conflict of Interest Committee:

The Conflict of Interest Committee shall develop and maintain the standards by which members of the ABA avoid and disclose conflict of interest in their activities related to the ABA. As designated herein, committee membership shall consist of five individuals and the Chair with terms as set forth:

1. The Chair shall be a Past President no longer serving on the Board of Trustees and have a three-year term.
2. A Membership Officer with a full four-year term remaining on the Board of Trustees shall have a four-year term.
3. A member of the Burn Science Advisory Panel while serving their term on the BSAP shall have a three-year term. This member is chosen by an internal vote within the Burn Science Advisory Panel.
4. The 2nd Vice-President while serving as 2nd Vice-President shall have a two-year term.
5. The ABA Governor to the ACS while serving in that position shall have a six-year term.
6. An ABA member who is neither a current nor a past member of the Board of Trustees shall have a three-year term.

The appointment of committee members, other than the 2nd Vice-President, the ABA Governor to the ACS, the member of the Burn Science Advisory Panel, and the Membership Officer, shall be by approval of the Board of Trustees upon nomination by the Nominating Committee.

Section 7.5: Ad hoc Committees

Section 7.5.1: Composition
The members and chair of each ad hoc committee shall be appointed by the President to serve for a one-year term. They may be reappointed at the discretion of the President, if the committee is continued. All Committee members must adhere to the Association’s Conflict of Interest Policy.

Section 7.5.2: Meetings.
Each ad hoc committee shall meet as required to accomplish its mission and tasks.

Section 7.5.3: Conversion to a Permanent Committee (Standing or Special)
After at least three consecutive years of operation in an ad hoc capacity, the Board of Trustees must consider an ad hoc committee annually for conversion to a permanent committee. Once approved, the new committee’s Chair and members may be appointed and begin to function in accordance with these Bylaws. The committee shall not be formally recognized until appropriate amendments to these Bylaws are developed and approved at the business meeting of the Association.
SECTION 7.6: Board Committees

Section 7.6.1: Audit & Compliance Committee

The Audit & Compliance Committee members shall be appointed by the President. They shall include a Past President of the Association who is no longer an active member of the Board of Trustees, and he shall serve as Chair. The Committee shall also include the current Treasurer, a past Membership Officer, and a Membership Officer who is a current member of the Board of Trustees. The terms of service shall be three years and shall be staggered so that at least one new individual joins the Committee each year. The Committee shall review the annual report of the outside independent auditor and report to the Board of Trustees.

Section 7.6.2: Executive Compensation Committee

The Executive Compensation Committee shall consist of the three most recent Past Presidents currently active on the Board of Trustees, the current Treasurer, and the senior-most Membership Officer. The senior Past President shall serve as Chair. This Committee shall review the performance of the executive employees of the Association, including the Executive Director and the Editor-in-chief of the Journal of the Association. The Committee shall have contract authority in all dealings with the Executive Director and the Journal Editor-in-chief. The Executive Compensation Committee shall report annually to the Board of Trustees for affirmation of their report. The Executive Director and the Editor-in-chief of the Journal shall be responsible for the performance reviews of staff members who report to them, shall also have authority over the compensation of their staff members, and shall report at least semi-annually to the Board of Trustees.

SECTION 7.7: Special Interest Groups

Section 7.7.1: Formation and Dissolution of SIGs

There is no limit on the number of SIGs. The groups may be formed and dissolved by the Board of Trustees on the recommendation of the MAC. The Secretary of the Association, the Chair of the MAC, and the Executive Director shall maintain a list of active SIGs and their Chairs.

Section 7.7.2: Meetings

Each SIG shall meet at least annually at the time of the Annual Meeting of the Organization and demonstrate a quorum of at least 20 members. Summaries of the transactions of each SIG shall be submitted to the MAC annually.

Section 7.7.3: Leadership

Each SIG shall elect a Chair to a term of three years to facilitate the meetings and other activities of the group. A SIG Chair must be an active member of the Association. The Board of Trustees, on the recommendation of the MAC, may remove a SIG Chair for failure to fulfill his responsibilities to the SIG.
SECTION 7.8: Advisory Panels

SECTION 7.8.1: Multi-Center Trials Group and Burn Science Advisory Panel

The Multi-Center Trials Group (MCTG) consists of all members of the Association who seek to advance the science of burns, burn care and recovery by promoting collaborative, interdisciplinary, and multi-institutional research among members of the Association. The MCTG shall meet at least annually during the Annual Meeting of the Association.

The activities of the MCTG shall be guided by a steering committee, the Burn Science Advisory Panel (BSAP).

The BSAP shall consist of 7 active members of the Association. One of these shall be the Chair of the Research Committee, ex officio. No more than 5 members may be physicians. Each member of the BSAP, except the Research Chair, shall serve a five-year term. The terms shall be staggered so that at least one member shall stand for re-election or be replaced annually. An individual may serve more than one term.

During the Annual Meeting of the Association, the MCTG shall nominate at least one member of the Association to serve on the BSAP. The Nominating Committee will review the list of nominees and approve those appropriate for the election process. The BSAP shall conduct an election among the members of the Association and forward the results to the Board of Trustees to be ratified at the next meeting of the Board.

The BSAP shall elect a Chair and Vice-Chair annually. No member of the BSAP may be a current member of the Board of Trustees.

The BSAP shall seek to develop research objectives and priorities for the Association. The BSAP may assist the Association in preparing proposals for funding to support these research objectives.

The BSAP shall review all research proposals submitted to the Association in competition to receive funds granted to the Association for such research. Members of the BSAP shall recuse themselves from any discussion and evaluation of proposals in which they are listed investigators or which originate from an institution with which they hold a current, professional affiliation. The BSAP shall prepare a report to the Board of Trustees at the annual and interim meetings that summarizes these reviews and evaluates the scientific merit of the proposals and the anticipated resources required to complete them. In preparing these reports, the BSAP may seek the advice of outside agencies that have granted funds to the Association to support specific research objectives.

Section 7.8.2: Institutional Advisory Council

The Institutional Advisory Council (IAC) consists of administrative and clinical individuals from Institutions that are institutional members of the Association. The IAC shall meet at least annually during the Annual Meeting of the Association and shall advise the Association and the Board of Trustees on issues affecting the operation, organization, and functioning of Burn Center Hospitals. The IAC shall be guided by a steering committee. The Committee shall consist of up to 9 members of the IAC. They shall be elected by the members of the IAC to serve three-year terms. Individual members may serve more than one term. The Committee shall be so constituted that the terms of office allow for appointment of at least 2 members each year. The Chair of the Government Affairs Committee shall also serve ex-officio. The Committee shall elect a Chair annually.

Section 7.8.3: Advisory Panel on Exhibitors

The Advisory Panel on Exhibitors seeks to assure that the needs of exhibitors at the Annual Meeting and other supporters of the Association and its activities are met. The Treasurer of the Association shall serve as the Chair of this panel. Members of the panel shall be appointed by the President annually. The Chair of the panel shall report to the Board of Trustees at the time of the Annual Meeting of the Association.
ARTICLE 8: SEAL

The Seal of the Association shall be circular in form and shall bear the name of the Association and the year of its Organization. The Seal shall also read: Teaching, Care, Research, Rehabilitation, and Prevention. The Association shall issue a certificate of membership, duly signed by the President and Secretary and stamped with the Seal of the Association.

ARTICLE 9: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the Association in cases to which they are applicable and in which they are not inconsistent with the Bylaws or with any special rules the Association may adopt.

SECTION 9.1: Gender Neutrality

The Bylaws are intended to be gender neutral. Wherever the word “he” appears it shall be construed as “he or she.”

ARTICLE 10: AMENDMENT OF THE BYLAWS

The Bylaws may be amended or revised at a business meeting held during the Annual Meeting of the Association. The membership must be notified of any proposed amendments or revision to the Bylaws in advance of the Annual Meeting. Such amendments or revision must be available to the membership – either in hard copy or electronically – at least 30 days prior to the Opening Ceremonies of the Annual Meeting of the Association. The proposed amendments or revision may then be read and voted on at the business meeting of the Association. Adoption of the proposed amendments or revision shall be by vote of two-thirds of the members voting. Amendments and revisions so approved become effective at the close of the business meeting at which they are approved.

ARTICLE 11: CERTIFICATION

An official copy of the Bylaws, including newly approved amendments, shall be certified each year by the Secretary, the Executive Director, and the President and made available to the membership within 30 days of the conclusion of the Annual Meeting.

We certify that this is a true copy of the Bylaws of the American Burn Association as of 28 March 2014.

Secretary

Date: March 28, 2014

Executive Director

Date: 3/28/2014

President

Date: 28 March 2014

BYLAWS of the American Burn Association 28 March 2014