



# INTERNATIONAL CAMPING FELLOWSHIP

## Constitution

Drafted: 1988, Amended: May 1, 2001 Ratified: February 20, 2002

### I. NAME

The name of this organization shall be the International Camping Fellowship.

### II. PURPOSE

The purpose of the International Camping Fellowship shall be to foster international understanding through the camp and outdoor experience.

### III. HEADQUARTERS

The ICF Steering Committee shall determine the headquarters of the International Camping Fellowship.

### IV. MEMBERSHIP

The [voting] members of the International Camping Fellowship may be any individual, camp, or organization agreeing to the stated purpose and paying specified annual dues.

[There is also a category for non-voting members.]

### V. OPERATIONS

Day-to-day operations of the International Camping Fellowship shall be vested in a Steering Committee. The Steering Committee shall appoint an Executive Committee. The fiscal year shall be January 1 through December 31.

### VI. ANNUAL MEETING

1. An annual meeting shall be held once a calendar year at a date specified by the Steering Committee of the organization. A notice of the meeting shall be sent to all members at their last known addresses at least ninety (90) days in advance of said meeting, along with any motions proposed for action.

2. Members may provide a proxy vote in writing for the annual meeting.

### VII. FOUNDERS

The founding members of the Constitution are: Armand Ball, Sanibel, FL, USA; Philippe Bertholet, Anhee, Belgium (European Region); Bill Bowker, Princetown, Victoria, Australia (Oceania/India Region); Richard Chamberlain, Brentwood, NH, USA (USA Region); Valery Kostin, Moscow, Russia (Russian Region); Theresa Lucas, Caracas, Venezuela (Latin American Region); Don MacDowall, View Bank, Victoria, Australia; Jack Pearse, Huntsville, Ontario, Canada (Canadian Region); Sachiko Tanaka, Tokyo, Japan (Eastern Asian Region).

### VIII. DUES

The dues of the International Camping Fellowship shall be set by the Steering Committee.

### IX. AMENDMENTS

Amendments to the Constitution may be made by two-thirds approval of ballots cast in a mail election of the membership, provided a sixty-day (60) written notice is given the membership.



# INTERNATIONAL CAMPING FELLOWSHIP

## By-Laws

Amended: October 2005, November 2011

### I. OBJECTS

The objects of this organization shall be:

- To coordinate the exchange of news and information among individuals, camps, outdoor experiences, and organizations in different countries.
- To encourage and facilitate bi-lateral and multi-lateral exchanges.
- To stimulate efforts to achieve international understanding and global living, leadership, and ecological action through organized camping and outdoor experience.
- To encourage the organization of regional and national camping associations.

These objects should be achieved in the highest ethical framework that stimulates mutual respect and understanding.

### II. MEMBERSHIP AND CLASSIFICATION

Section 1. Membership categories shall be: Full Member and Affiliate Member

Section 2. Classes of Full Membership: Individual, Camp, Organization, Association.

Section 3. Full Members in the Camp, Organization and Association classes shall be recorded with the name of a person who shall cast the vote for that member.

Section 4. An Association Member must be a national association of camps and camping professionals, must accept the purpose and objects of the organization and pay the appropriate dues. Association Members may vote in ICF affairs and elections.

Section 5. Full Member must accept the purpose and objects of the organization and pay the appropriate dues. Full Members may vote in ICF affairs and elections.

Section 6. Affiliate membership is proffered by virtue of membership in their Association Member national association. They are not Full Members of ICF but they accept the purpose and objects of the organization.

### III. BOARD

*The term Steering Committee (in the Constitution) and Board (used here) may be used interchangeably.*

Section 1. The Board shall be composed of Members-at-large and other officers as determined by the Board

Section 2. Each member of the Board shall be a current Full Member.

Section 3. The President shall first be elected to the position of President-Elect by a simple majority of the current Association and Full Members of ICF.

Section 4. The positions of Secretary and Treasurer shall be nominated by any Full Member of ICF and elected by a simple majority of current Association and Full Members of ICF.

Section 5. The Board shall determine other officer and member positions on the Board and whether these positions are to be filled by appointment of the Board or election. No

member may hold more than one Board position at the same time. (The position of vice-President is a supplementary position assigned to a current member of the Board) The Board may take action to fill vacancies on the Board at any time.

- Section 6. The region or organization hosting an International Camping Congress shall have the opportunity to name a Congress Chair who, upon appointment, shall be invited to attend Board meetings.
- Section 7. The Board shall be responsible for the day-to-day operations of the organization, and in conjunction with the Council of Ambassadors shall perform all the duties related thereto. The Board shall call for nominations for Board and Ambassador positions.
- Section 8. ICF Full Members who accept appointment to the Board commit to the following obligations:
- (a) Obtaining personal or independent funding for travel to the meetings of the Board;
  - (b) Understanding that the working language of Board meetings shall be English, and interpretation is only available at the expense of the member
  - (c) Agreeing to perform such duties as may be set out by the Board.
- Section 9. The term of office for Board members will expire at the completion of the next International Camping Congress, unless otherwise determined by the Board. Elected Board members will usually stand for re-election to the same Board position only once, unless otherwise determined by the Board. Board members may re-nominate for a different position on the Board.
- Section 10. A member of the Board may arrange for another Board member to be a proxy representative to vote or register a vote on his/her behalf at a meeting of the Board provided such proxy appointment is made in writing to the Secretary prior to the meeting.

#### IV. OFFICERS

- Section 1. The President, Vice-President, Treasurer, and Secretary shall be the officers who form the Executive Committee.
- Section 2. The duties of the Executive Committee shall be:
- (a) The President shall coordinate meetings of the Executive Committee and preside at these meeting. The President shall chair meetings of the Board and represent ICF in all official capacities.
  - (b) The Secretary shall record and circulate the minutes of the Board, and shall record action taken to implement decisions of the Board. Duties shall include managing elections; notifying successful and unsuccessful candidates, and convening a meeting of the new Board.
  - (c) The Treasurer shall collect all monies, and shall report on the state of the finances of ICF to enable budgeting and the setting of dues to be undertaken. The Treasurer shall have authority to pay all bills with the approval of the President.
  - (d) The Vice-President shall perform the duties of the President in the absence of the President.
  - (e) The Board shall seek an Elections Chair from the Advisory Committee for any elections required for Executive Committee positions. Duties shall include seeking nominations, managing elections; notifying candidates, and announcing the results.
- Section 3. After the election of the President-Elect, he or she may be invited to serve in an ex-officio capacity on the Executive Committee. Similarly, after the President takes office at a Congress, the Past President may be invited to serve ex-officio on the Executive Committee. Both of these positions are one year terms.
- Section 4. The Executive Committee is to exercise such powers of the Board as are deemed necessary by the Board to best serve the interests of the International Camping Fellowship.

## V. AMBASSADORS

- Section 1. The voting members of ICF from any country may elect or appoint an ICF Ambassador with such responsibilities as are set out below, and such other responsibilities as may be determined by the Board.
- Section 2. Any Member in good standing may be nominated to be an Ambassador provided they agree to commit to the following obligations:
- (a) Obtaining personal or independent funding to travel to ICF General Assembly
  - (b) Understanding that the working language of ICF General Assembly meetings shall be English, and interpretation is only available at the expense of the member
  - (c) Undertaking such duties as may be set by the Board. Such duties may include, but are not restricted to the following:
    - Recruit additional ICF members within their country
    - Assist in international linkages between individuals and/or camps/organizations, including the exchange of campers and camp staff.
    - Supply information from their country for the ICF newsletter and other communication on a regular basis
    - Survey known information on organized camping in their country
    - Disseminate in their country information on international camping programs
    - Serve as a member of the ICF General Assembly held at each International Camping Congress
- Section 3. When more than one person is nominated to be Ambassador in a country, a ballot vote shall be conducted. Details, including a biographical sketch of each legitimately nominated candidate shall be sent to all ICF voting members in the country. Election of the Ambassador of a country shall be by a simple majority of the ballots cast in that country. This election will be managed and supervised by the Board member responsible for Ambassadors.
- Section 4. The term of office for Ambassadors shall be from a point six months prior to the ICF General Assembly at one International Camping Congress to the same point related to the next International Camping Congress.
- Section 5. During the General Assembly at an International Congress, the ICF Ambassadors shall elect or appoint a specified number of Members-at-Large (3) who will become members of the Board. Whenever possible, candidates should be nominated and held to election, rather than be elected by acclamation or selected on site. The opportunity to elect Members-at-Large is designed to encourage the maximum diversity and global distribution of representation on the Board.
- Section 6. The Board shall reserve the right to appoint not more than one Member-at-Large directly as a mechanism to further ensure diversity and distribution.

## VI AMENDMENTS

Amendments to the By-Laws may be made by a two-thirds vote of the Board, or, a majority of the mail ballots cast by the [voting] membership provided that a written or electronic notice of the proposed amendments is given to all members at their last known addresses at least sixty (60) days before the election.