

**INTERMOUNTAIN CONSORTIUM
FOR FACULTY DEVELOPMENT
BYLAWS**

ARTICLE I

NAME, MISSION, AND PURPOSES

1. Name
This organization shall be an unincorporated association and shall be known as the Intermountain Consortium for Faculty Development (ICFD).

2. Mission
The mission of the organization is:

The Intermountain Consortium for Faculty Development (ICFD) is a collaboration of faculty developers, instructional designers, faculty members, and administrators dedicated to enhancing teaching and learning in higher education across the region.

4. Purposes
The purposes of the ICFD organization are:
 - A. To share research, theory, and best practices that lead to optimal learning.
 - B. To demonstrate the value of educational development among institutions of higher learning in the Intermountain West.

ARTICLE II

MEMBERSHIP

1. Qualifications
Any interested person who supports the purposes outlined above qualifies for membership.
2. Application
Application for membership is not required. However, membership will be granted via a simple information sheet which will be used to compile a roster of ICFD members.
4. Dues
There will not be dues charged for membership in the ICFD.

ARTICLE III

GENERAL MEETINGS

1. Annual Business Meeting
An annual meeting of the members shall be held at the annual spring conference each year, for the election of officers, modification of bylaws, and such other business as may be placed before the general membership by the executive committee.
2. Regular Meetings
ICFD meetings shall be held on a semi-annual basis, or more often, as needed and designated by the executive committee. These meetings shall be in the spring at the annual Teaching for Learning Conference and also in the late fall at the annual POD Conference.

Organizational business can be conducted at any regular meeting, if the executive committee or two-thirds of the membership so desires, provided that an agenda of the business to be conducted is circulated either at least three weeks before the meeting or within three days of mailing of the meeting announcement, whichever is later.
3. Annual Teaching for Learning Conference
The annual conference will be hosted by the ICFD President's institution. That host institution will be responsible for all expenses related to the conference. The registration fee will be kept at a reasonable rate (suggested approximately \$100-150 per attendee). However, any profits made on the conference will be kept by the host institution. The goal, when possible, will be to alternate with one year being hosted by an institution within Utah, and the next year hosted by an institution outside of the state of Utah. Suggested month for the conference is March annually.

4. Other Meetings
Other meetings shall be held as necessary or desirable, as designated by the executive committee, but no business affecting the ICFD shall be conducted therein. These meetings may include, as interest dictates, local meetings of members in a particular area.
5. Quorum
For carrying on ICFD business at regular or business meetings, members of the ICFD in attendance shall constitute a quorum. A written proxy authorization signed and dated by a member of record shall be counted as though that member were present and voting.

ARTICLE IV

OFFICERS

A. OFFICERS

1. General
The officers of the ICFD organization shall form an Executive Committee, which shall be comprised of the following: President, President-Elect, Past President, Conference Program Chair, Secretary, and Communications Coordinator.

Each officer shall be selected from the membership of the ICFD. Additional officers may be elected as needed by a two-thirds affirmative vote of all officers.
2. The President shall provide overall leadership of the ICFD and the Executive Committee. She/he shall develop an agenda and conduct Executive Committee meetings. She/he will lead and chair the Conference Planning Committee. During the year of the term as president, he/she will host the Intermountain Teaching for Learning Conference to be held during the spring, and will take care of conference logistics, marketing, keynote speaker(s), local lodging and transportation, event hosting, etc. The President begins serving her/his term in this role on April 1st.
3. The President-Elect will be selected after gaining approval from his/her institution and commitment to hosting the Intermountain Teaching for Learning Conference the following year. The President-Elect will assist the President, as needed, in organizing and coordinating the annual conference. He/she will serve on the Conference Planning Committee. The President-Elect begins serving her/his term in this role on April 1st.
4. The Past President will pro-actively seek candidates to serve as President-Elect. The Past President will also organize and host at least one or two online ICFD conversations or webinars. She/he will organize and coordinate an ICFD meeting/gathering during POD conference. She/he will share feedback and evaluation data from the previous year's conference and serve on the Conference Planning Committee. The Past President begins serving her/his term in this role on April 1st.

5. The Secretary shall maintain minutes of Executive Committee meetings, maintain permanent records, maintain correspondence among members, directory/roster, and pass records to the next Secretary. She/he will serve for a term of at least for two years. The Secretary can help facilitate recruiting and training her replacement.
6. Conference Program Chair shall receive conference proposals and organize and coordinate the conference proposal reviewers and serve on the Conference Planning Committee.
7. Communications Coordinator will assist with external communications, recruiting new members, informing members of conferences and professional development opportunities. The Communications Coordinator can help facilitate recruiting and training her replacement. She will serve at least one year term, with option for renewal.
8. As needed other representatives can be appointed to represent the ICFD at other organizations and governing bodies of higher education.

ARTICLE V

MISCELLANEOUS

1. Amendments

Amendments to these bylaws shall be made upon the majority vote of the members present at any regular or business meeting.

Amendments may also be made by the affirmative vote of two-thirds of the executive committee.

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The above bylaws were adopted by unanimous vote of all members present at the ICFD's business meeting held on June 30th, 2017 at the Utah Valley University Wasatch Campus in Heber City, Utah.

Dated: June 30th, 2017

Chris Garrett
ICFD President

Colleen Packer
ICFD Secretary