

Central States Communication Association
Great Ideas for Teaching Interest Group Bylaws

Article I. Name

The name of the Interest Group shall be called Great Ideas for Teaching (G.I.F.T.).

Article II. Purpose

The Great Ideas for Teaching (G.I.F.T.) Interest Group provides members with an opportunity to share exceptional teaching activities and assignments to enhance pedagogical approaches in the ever-changing communication discipline. Traditionally, G.I.F.T. submissions have focused on public speaking, interpersonal, small group, organizational, and hybrid courses; however, we encourage creative submissions from any facet of our discipline, including activities designed for online teaching. The Interest Group selects activities for presentation at the annual convention through a competitive process and identifies the Top Two Teaching Activities. Authors of the Top Two Teaching Activities receive a \$50 check and a Certificate of Merit.

Article III. Membership

Membership in the G.I.F.T. Interest Group shall be open to all those who are members in good standing in the Central States Communication Association and who are interested in advancing the purpose of the Interest Group.

Article IV. Officers

1. The officers of the Interest Group shall be a Chair, a Vice-Chair, a Secretary, and a Web Manager.
2. Only individuals who are members of the Central States Communication Association and the Interest Group (as designated at the time of convention registration and membership renewal) are eligible for office.
3. Succession shall be automatic from Secretary to Vice-Chair to Chair during the business meeting held at the annual convention. The term for these offices shall be one year.
4. The Secretary shall be elected at the annual business meeting and shall assume this position at the business meeting subsequent to the year which she or he was elected.
5. The Web Manager shall be appointed by the Executive Committee. The term for this office shall be one year; however, appointees may serve consecutive terms.

Article IV. Officers (continued)

6. The Chair shall serve as program planner for the annual convention and as presiding officer of all Interest Group meetings. The Chair shall also be responsible for sending electronic copies of activities accepted for presentation at the annual convention to the Web Manager. The Chair shall also be responsible for carrying out any activities requested by the Association in support of the Interest Group.
7. The Vice-Chair shall assist the Chair in planning the Interest Group's program offerings for the annual convention and any other activities as requested by the Chair or the Association. The Vice-Chair shall perform the duties of the Chair in the event of the Chair's absence or incapacity.
8. The Secretary shall be responsible for maintaining a written record (including a record of attendance) of the business meetings of the Interest Group held at the annual convention in the year following this officer's election. The Secretary shall also be responsible for transmitting these records to the Chair within a reasonable period following the business meeting of the Interest Group (i.e., within one week). The Secretary shall also be responsible for providing the membership with copies of minutes for approval at subsequent business meeting. The Secretary shall also be responsible for updating any G.I.F.T. related social media accounts.
9. The Web Manager shall be responsible for maintaining the G.I.F.T. Web site, including posting all activities accepted for presentation at the annual convention.
10. Reviewers shall be responsible for making judgments about teaching activities submitted for presentation at the annual convention as requested by the Chair.
11. Reviewers will be appointed anew each year at the discretion of the Chair.

Article V. Executive Committee

The Executive Committee of the Interest Group shall be composed of the Chair, Vice-Chair, and Secretary.

Article VI. Meetings

1. The Interest Group's annual meeting will be held at the time and place designated by the Vice-President of CSCA at the annual convention. The Interest Group's Executive Committee may schedule additional meetings if necessary.
2. The number of members of the Interest Group present at each meeting shall constitute a quorum.
3. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Interest Group in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or any special rules of order the Interest Group may adopt.

Article VII. Voting

1. All voting shall be decided by a simple majority, with the exception of changes to the bylaws.
2. The election of officers shall be conducted by written ballot. Ballots shall be tabulated by at least two members of the Interest Group.
3. All voting matters, other than the election of officers, shall be conducted by voice support of for/yes, against/no, or abstain. The voting majority shall be determined by the Chair. Should any member present deem the voting majority to be unclear by voice support, a second vote shall be conducted using handraising designation.

Article VIII. Awards

1. The top two teaching activities of the Interest Group shall be designated as "Top Activity" in the conference program. The winners of these awards shall be determined by the Chair, based on Reviewer evaluations. Recipients will receive \$50.00 and a Certificate of Merit.
2. All awards will be presented at the annual business meeting.

Article IX. Finances

1. The Executive Committee of CSCA allocates funds to each Interest Group each year. These funds shall be used in support of the Interest Group.
2. In the event that these allocated funds are less than \$100.00, the funds received shall be divided equally amongst the Interest Group.
3. In the event that these allocated funds exceed \$100.00, any remaining money following the funding of the Interest Group can be spent in support of the Interest Group at the discretion of the Chair.

Article X. Amendment of Bylaws

1. Following their establishment, any amendments to the Interest Group bylaws can be proposed by any member of the Executive Committee or by a petition of five members of the Interest Group.
2. Interest Group membership must be notified of any proposed amendments at least 30 days *prior to* the annual convention. This notification is the responsibility of the Chair. So that the chair is provided with reasonable opportunity to notify membership, amendment petitions must be submitted to the Chair at least 40 days *prior to* the annual convention.
3. Amendments require the approval of two-thirds of the membership present at the annual convention.

Article XI. G.I.F.T. Web Site

1. To promote the Interest Group's mission to enhance pedagogical approaches in the ever-changing communication discipline, the G.I.F.T. Interest Group developed a Web site that catalogs teaching activities selected for presentation at the annual convention.
2. As noted above, it shall be the responsibility of the Web Manager to upload all electronic copies of the teaching activities to the Interest Group's Web site. The Chair will provide the Web Manager with electronic copies of the accepted activities.
3. Those submitting teaching activities to the G.I.F.T. Interest Group shall be informed that their activity will be added to the Web site unless they specifically note in their submission that they do not wish to have their activity posted on the G.I.F.T. Web site.