



## STATUTES

Art. 1 :

According to civil law an Association is created known as the Swiss Faculty Development Network (SFDN) organised according to the articles 60 and following of the Swiss civil code.

Art. 2 : CENTRE

Its centre is in Geneva

Art. 3 : GOALS

The Association has the following goals :

- To form a professional association of faculty developers interested in faculty development and quality improvement in higher education in Switzerland as carried out in a Swiss University, Federal Institute of Technology (FIT), University of Applied Sciences, or University of Teacher Education (these institutions will be referred to in the remainder of the document as “Higher Education Institutions” or HEI)
- To organise and hold conferences, meetings, seminars and discussions in order to promote and enhance faculty development and teaching and learning activities in HEI
- To promote initial and continuous professional development of faculty developers in HEI
- To sustain and improve the quality of faculty development initiatives for faculty members
- To obtain recognition of professional development of faculty
- To initiate, facilitate, and co-ordinate national, international and research co-operation in the field
- To mobilise more resources for didactic training of faculty
- To increase visibility and public awareness on didactic and faculty development issues on a national level

In order to achieve these goals, the association will carry out activities such as:

- Forums for discussion on quality improvement and exchange of information on practices
- Workshops and conferences for faculty developers and/or faculty members for their continuous education
- Development of a common framework in faculty development with shared objectives and criteria

- Recognition or quality assurance of training programmes and existing activities
- Enhancing professional expertise in the field of faculty development
- Establishing and maintaining close contacts with national bodies involved in policy decisions in the university teaching and learning field (e.g. CRUS, OAQ) and with national and international institutions with a research agenda in the field.

The Association does not pursue any political, religious or commercial aims.

#### Art. 4 : MEMBERSHIP

##### 1. Full Membership

Any teaching and learning centre or any person holding a regular position in the field of faculty development in a Swiss university, FIT, University of Applied Science or University of Teacher Education, and who agrees on the goals can become a full member of the Association. Application for membership is made to the Board in writing. If the Institution holds an "Institutional membership", then all individuals employed in faculty development in that institution are automatically eligible to be members of SFDN. The contact person from the institution is responsible i) for reporting the names and email addresses of all members from their institution to the Secretary of SFDN, and ii) for keeping this information up to date.

##### 2. Associate membership

Any teaching and learning centre not linked to one of the HEI, and any person interested in faculty development activities but not holding a position in the field, nor employed on a regular basis by one of the above-mentioned institutions, can apply for associate membership to the Board in writing.

#### Art. 5 : RESIGNATION OF MEMBERSHIP

1. All members have the right to resign from the Association and at any time by addressing a letter to the Board.
2. In the case of resignation, the Association is not required to reimburse membership fees already paid.

#### Art. 6 : EXPIRY OF MEMBERSHIP

1. Individual full membership automatically expires 3 months after vacating a regular employment in the field of faculty development at one of the member institutions. In this case, the member can apply for associate membership to the Board in writing.
2. Membership of an individual or an institution automatically expires if membership dues are not received within 6 months of receiving the invoice from the treasurer.

#### Art. 7 : EXCLUSION OF MEMBERS

At the suggestion of the Board, the General Assembly can exclude a member who infringes by his/her behaviour or statements the goals and interests of the Association.

## Art. 8 : BODIES OF THE ASSOCIATION

The bodies of the association are the General Assembly (GA), the Board and the auditor.

## Art. 9 : GENERAL ASSEMBLY

1. The GA is the highest body of the association
2. Its tasks and competencies comprise:
  - Defining the implementation of the goals stated in article 3 and the programme of activities
  - Electing the board and the auditor
  - Fixing the annual membership fees
  - Approving new members
  - Deciding on the rights and responsibilities of full and associate members
  - Approving the accounts presented by the treasurer and discharging him/her
  - Approving the auditor's report and discharging him/her
  - Approving the annual activity report
  - Pronouncing the exclusion of a member (art. 7)
  - Modifying the statutes
  - Pronouncing the closure of the association
3. The GA meets at least once a year and is called by the Board
4. The agenda of the annual GA is distributed 3 weeks in advance to all members of the Association
5. The GA requires an attendance of at least 20% of individuals who are full members
6. All decisions taken by the GA require the majority of individuals with full membership in attendance
7. An extraordinary GA can be convened by the Board or by a fifth of the full and associate members of the Association
8. If a special decision needs to be taken between GAs, this can be done with a written referendum to all full members rather than calling an extraordinary GA

## Art. 10 : THE BOARD

1. The Board is composed of at least three members :
  - The president supported for some annual periods by a vice-president
  - The secretary
  - The treasurer
2. The members of the Board are elected by the GA at the annual meeting for a period of one year. The positions are renewable.
3. Proposals for membership of the Board are to be submitted in writing to the Board at least a month before the annual GA.
4. Proposals for the Board are communicated at the same time as the agenda is distributed
5. The members elected to the board are free to self-constitute their positions
6. The Board looks after all the tasks that are not attributed to the GA in the present statutes
7. The treasurer is responsible for keeping the books. He/she must submit them once a year to the GA.
8. Board members are authorised to disburse funds.

#### Art. 11 : THE AUDITOR

1. The auditor is elected by the GA for a period of 1-2 years; the position is renewable
2. He/she has the task of verifying and approving the books and presenting his/her report to the annual GA

#### Art. 12 : RESOURCES

1. The resources of the Association come from the membership fees, donations and bequests.
2. The annual membership fees are decided at the annual GA.

#### Art. 13 : MODIFICATION OF THE STATUTES

Any modification of the statutes must be approved by the GA and requires a majority of 2/3 of the full members in attendance.

#### Art. 14 : CLOSURE OF THE ASSOCIATION

1. The GA can decide to close the Association with a 2/3 majority of the full members in attendance. In this case minimal attendance as defined in art. 9, al. 5 does not apply.
2. In case of a positive balance after closure the remaining funds are given to an association following similar goals.

#### Art. 15 : ADOPTION OF THE STATUTES

The present statutes were approved at the GA on the 2<sup>nd</sup> of June 2010.

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