



## INTERNATIONAL COUNCIL OF ASSOCIATIONS FOR SCIENCE EDUCATION

# CONSTITUTION

## Amended March 2004

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### 1. NAME

- 1.1 In English the organisation shall be known as the International Council of Associations for Science Education.
- 1.2 In French the organisation shall be known as the Federation International des Associations de Professeurs de Sciences.
- 1.3 In Spanish the organisation shall be known as the Federaci6n International de Asociaciones de Profesores de Ciencias.
- 1.4 ICASE shall be the recognised contracted name of the organisation in all languages.
- 1.5 ICASE may also be referred to as the Council.

### 2. OBJECTIVES

The objectives of ICASE are:

- 2.1 To extend and enhance the quality of formal and non-formal science and technology education for all, with particular reference to the children and youth of the world.
- 2.2 To provide and support activities and opportunities that will enhance formal and non-formal science and technology education throughout the world.
- 2.3 To assist and support all members and other organisations throughout the world that are involved in formal and non-formal science and technology education.
- 2.4 To establish and maintain an international communication network for member organisations and their members involved in formal and non-formal science and technology education.

2.5 To encourage and support the establishment and development of professional science and technology organisations, especially teacher organisations in all countries.

### 3. MEMBERSHIP

Membership of ICASE is open to all organisations that support the objectives of ICASE.  
There are two categories of membership:

#### 3.1 Full Member

3.1.1 Full membership is available to any national or international regional science and technology education organisation that:  
(a) operates on a not-for-profit basis, and  
(b) pays the annual Full membership subscription fee.

3.1.2 For a science and technology education organisation to become a Full Member of ICASE it must submit an application to the Executive Committee.

3.1.3 Full Members are the voting members of ICASE and are responsible for the governance of the Council.

#### 3.2 Associate Member

3.2.1 Associate membership is available to any sub-national science and technology education organisation, or any institution, foundation or corporation that pays the respective annual Institutional, Foundation or Corporate membership subscription fee.

3.2.2 For a sub-national science and technology education organisation, or an institution, foundation or corporation to become an Associate Member of ICASE it must submit an application to the Executive Committee.

3.2.3 Associate Members are not voting members of ICASE.

### 4. ADMINISTRATIVE STRUCTURE

#### 4.1 Full Members

4.1.1 The Full Members shall be responsible for the governance of the Council.  
This shall involve:  
(a) approving constitutional changes,  
(b) electing the Management Committee, and  
(c) if necessary, dissolving the Council.

## 4.2 The Executive Committee

4.2.1 The Executive Committee shall consist of:

- (a) the President,
- (b) a President Elect or an Immediate Past President,
- (c) the Secretary,
- (d) the Treasurer,
- (e) the elected representatives from each of the ICASE Regions, and
- (f) the Chairpersons of the ICASE Standing Committees.

4.2.2 The Executive Committee may from time to time vary the number and geographic area of ICASE Regions according to the policies and priorities of ICASE at that time.

4.2.3 The Executive Committee may from time to time vary the number and area of responsibility of Standing Committees according to the policies and priorities of ICASE at that time.

4.2.4 The Executive Committee shall be responsible for administering the Council. This shall involve:

- (a) determining policy,
- (b) monitoring policy,
- (c) implementing policy decisions,
- (d) approving budgets, and
- (e) monitoring the financial position of the Council.

4.2.5 The Executive Committee shall be empowered to affiliate ICASE with any other organisation as it may from time to time deem fit, provided such an organisation has objectives that are not in conflict with those of ICASE.

4.2.6 The Executive Committee may from time to time invite:

- (a) representatives from affiliated organisations,
- (b) representatives from other organisations that are involved with ICASE,
- (c) individuals who are involved in cooperative activities with ICASE, or
- (d) individuals with specific knowledge or expertise that may assist ICASE,

to attend Executive Committee meetings as observers. Such representatives may participate in the discussions of the meeting at the discretion of the Chairperson, but shall not have voting rights.

## 4.3 The Management Committee

4.3.1 The Management Committee shall consist of:

- (a) the President,
- (b) a President Elect or an Immediate Past President,

- (c) the Secretary, and
- (d) the Treasurer.

4.3.2 The responsibilities of the President are to:

- (a) be the official spokesperson for ICASE,
- (b) chair meetings of the General Assembly, Executive Committee and Management Committee,
- (c) coordinate the activities of the Executive Committee and the Management Committee, and
- (d) oversee the implementation of policies, priorities and activities of ICASE.

4.3.3 The responsibilities of the President Elect and the Immediate Past President are to:

- (a) deputise for the President whenever and wherever necessary and practical,
- (b) assist the President in the coordination of the activities of the Executive Committee and the Management Committee and the implementation of policies, priorities and activities of ICASE, and
- (c) undertake specific projects as determined by the Management Committee.

4.3.4 The responsibilities of the Secretary are to:

- (a) act as an executive officer to the Executive Committee and the Management Committee,
- (b) record the minutes of the General Assembly, Executive Committee and Management Committee meetings, and
- (c) maintaining communications between members of the Council, members of the Executive Committee and members of the Management Committee as well as to member organisations.

4.3.5 The responsibilities of the Treasurer are to:

- (a) prepare an annual budget,
- (b) manage the finances,
- (c) monitor the revenue and expenditure,
- (d) keep appropriate records of financial transactions,
- (e) arrange the annual audit, and
- (f) report on the financial position of the organisation to the General Assembly, Executive Committee and Management Committee and member organisations.

4.3.6 The Management Committee, which is a sub-set of the Executive Committee, shall be responsible for the day to day administration and operation of the Council.

- 4.4 The responsibilities of Regional Representatives are to:
- (a) establish a communication network in the Region they represent,
  - (b) communicate ICASE activities to members of that region and to the Executive Committee,
  - (c) where possible, assist member organisations in their Region achieve their specific local objectives, and
  - (d) encourage member organisations in their Region to support and participate in ICASE activities.
- 4.5 The responsibilities of Chairpersons of Standing Committees are to:
- (a) manage the particular ICASE activity, event or project which they have been appointed to undertake, and
  - (b) report to the Management Committee on the particular ICASE activity, event or project which they have been appointed to undertake.

## 5. DECISION MAKING

### 5.1 Council Voting

5.1.1 All decisions taken by the Council shall be by vote of the Full Members.

5.1.2 Each Full Member shall have one vote.

5.1.3 A motion shall be deemed to be passed if it receives an absolute majority of half the Full Members of the Council.

5.1.4 Matters requiring a vote may take place at a General Assembly or by post or electronic means at any other time.

5.1.5 The Secretary shall arrange any postal or electronic voting that is required by the Council.

### 5.2 The General Assembly

5.2.1 The Council shall meet at least once every three years.

5.2.2 The meeting of the Council shall be called the General Assembly of ICASE.

5.2.3 A quorum for a General Assembly shall be one half of the Full Members.

5.2.4 A Full Member that is unable to have a representative at a General Assembly may appoint a proxy to vote on its behalf. This proxy is to be included in the number required for a quorum.

5.2.5 A proxy vote may be delegated to any other Full Member or to a member of the Executive Committee.

- 5.2.6 A motion shall be deemed to have passed if it received an absolute majority of a duly constituted General Assembly.
- 5.2.7 A motion that receives majority support at a General Assembly but a vote that is less than the absolute majority required must be put as a postal or electronic vote to the Full Members as soon as possible after the initial vote.
- 5.2.8 The President of ICASE shall chair the General Assembly.
- 5.2.9 The meeting procedures to be followed at a General Assembly shall be as outlined in the ICASE Standing Orders.
- 5.2.10 Any member of a Full Member organisation or Associate Member organisation or any non-voting member of the Council may attend the General Assembly, but he/she will not have voting rights at the meeting.
- 5.2.11 At the General Assembly the Executive Committee shall report on the activities of the Council.
- 5.2.12 At the General Assembly recommendations on policies, priorities or activities of the Council may be made to the Executive Committee.
- 5.2.13 The Executive Committee must address at its next meeting any recommendations formally passed at a General Assembly.

### 5.3 Executive Committee Voting

- 5.3.1 All decisions taken by the Executive Committee shall be made by vote of the members of the Executive Committee.
- 5.3.2 Each member of the Executive Committee shall have one vote.
- 5.3.3 A motion shall be deemed to be passed if it receives an absolute majority of half of the full membership of the Executive Committee.

### 5.4 Executive Committee Meetings

- 5.4.1 Matters requiring a vote may take place at an Executive Committee meeting or by post or electronic means at any other time.
- 5.4.2 A quorum for a meeting of the Executive Committee shall be half the full membership plus one.
- 5.4.3 In the case of a member of the Executive Committee being unable to attend an Executive Meeting he/she may appoint a proxy from among the members of the Executive Committee to vote on his/her behalf. This proxy is not to be included in the number required for a quorum.

- 5.4.4 A motion which receives majority support at an Executive Committee meeting but a vote that is less than the absolute majority required must be put as a postal or electronic vote to the full membership of the Executive Committee as soon as possible after the initial vote.
- 5.4.5 The Secretary shall arrange any postal or electronic voting that is required by the Executive Committee.
- 5.4.6 The meeting procedures to be followed at Executive Committee meetings shall be as outlined in the ICASE Standing Orders.
- 5.4.7 Standing Orders may be modified by a vote of the Executive Committee.

## 5.5 The Management Committee

- 5.5.1 Decisions taken by the Management Committee shall be decided by simple consensus.
- 5.5.2 The President shall chair Management Committee meetings.
- 5.5.3 The Secretary shall keep an official record of decisions taken at Management Committee meetings.
- 5.5.4 The Management Committee shall meet at least once each calendar year and at other times as the need and/or opportunity arises.

## 6. COMMITTEES

### 6.1 Standing Committees

- 6.1.1 ICASE may establish any Standing Committees that are deemed to be necessary to achieve the objectives of the Council or assist in the implementation and achievement of policies, priorities and activities of the Council.
- 6.1.2 The Chairperson of each Standing Committee shall be a member of the Executive Committee.
- 6.1.3 The Chairperson of each Standing Committee has the power to co-opt as many people as he/she deems to be necessary to complete the tasks of that Standing Committee.
- 6.1.4 The Chairperson of a Standing Committee shall keep such financial records as required by the Treasurer and may only incur expenses in accordance with the annual budget approved by the Executive Committee for that Standing Committee.

## 6.2 Ad-Hoc Committees

- 6.2.1 ICASE may from time to time establish Ad-Hoc Committees to undertake specific tasks with specific terms of reference.
- 6.2.2 The Chairperson of an Ad-Hoc Committee does not have to be a member of the Executive Committee.
- 6.2.3 ICASE shall establish an appropriate communication mechanism between the Chairperson of the Ad-Hoc Committee and the Management Committee.
- 6.2.4 The Chairperson of the Ad-Hoc Committee has the power to co-opt as many people as he/she deems to be necessary to complete the tasks of the Ad-Hoc Committee.
- 6.2.5 The Chairperson of the Ad-Hoc Committee shall keep such financial records as required by the Treasurer and may only incur expenses in accordance with the budget approved by the Executive Committee for that Ad-Hoc Committee.

## 7. ELECTIONS AND APPOINTMENTS

### 7.1 General Regulations

- 7.1.1 To be eligible for election to the Executive Committee a person must be a member of one of the Full Members of ICASE.
- 7.1.2 The cycle of President Elect, President and Immediate Past President shall be regarded as a single position which a person shall occupy for six years. The six term shall consist of two years as President Elect, three years as President and one year as Immediate Past President.
- 7.1.3 No person shall be able to stand for election to the cycle outlined in 7.1.2 immediately after completing a cycle.
- 7.1.4 Consecutive Presidents cannot come from the same Region.
- 7.1.5 Terms of office for all other positions on the Executive Committee shall be three years.
- 7.1.6 Except for the cycle outlined in 7.1.2, no person shall be able to stand for election for the same position on the Executive Committee for more than two consecutive terms.



7.1.7 The period of office for members of the Executive Committee shall be the period from six months after a General Assembly until six months after the next General Assemblies except for:

- a) the position of President Elect, where the person will take office eighteen months after the General Assembly at which he/she is elected, and
- b) the position of Immediate Past President, where the person will complete their term of office eighteen months after the General Assembly at which a new President Elect is elected.

7.1.8 Member organisations shall be advised of election guidelines and deadlines at least three months before the General Assembly.

7.1.9 Nominations for election to positions on the Executive Committee should be received by the Secretary one month prior to the General Assembly. Where no nomination has been received for a position on the Executive Committee, the Chairperson may accept a nomination for that position from the floor of the General Assembly.

7.1.10 Elections shall be organised by the Secretary, with the voting scrutinised by another member of the Executive Committee who shall be appointed to fulfill this task.

7.1.11 Should a member of the Executive Committee be unable to complete the term of office for which he/she was elected, the Executive Committee may co-opt a person to this position for the remainder of the term.

## 7.2 Election of the Management Committee Members

7.2.1 Candidates for election to any of the Management Committee positions must be nominated by a member of a Full Member of ICASE.

7.2.2 All positions on the Management Committee shall be elected by ballot of the Full Members of ICASE using a preferential voting system.

7.2.3 To be elected to any of the positions on the Management Committee a nominee must receive an absolute majority of votes, either outright or after the distribution of preferences, of half the Full Members of ICASE.

7.2.4 Voting for positions on the Management Committee may take place at the General Assembly, or by post or electronic means.

7.2.5 A member of the Management Committee may be removed from office by the passing of a vote of no confidence in the person by the Full Members.

### 7.3 Election of Regional Representatives

- 7.3.1 To be eligible for the position of Regional Representative a person must be a member of one of the Full Members of ICASE in the Region for which he/she is nominating.
- 7.3.2 Candidates for the election to the position of Regional Representative must be nominated by a member of one of the Full Members of ICASE in the Region for which he/she is nominating.
- 7.3.3 Each Regional Representative shall be elected by ballot of the Full Members of ICASE in that Region using a preferential voting system.
- 7.3.4 To be elected as a Regional Representative a nominee must receive an absolute majority of votes, either outright or after the distribution of preferences, of half the Full Members of ICASE constituting the Region for which he/she is nominating.
- 7.3.5 Voting for Regional Representatives may take place at the General Assembly or be by post or electronic means.
- 7.3.6 A Regional Representative may be removed from office by the passing of a vote of no confidence in that Regional Representative by the Full Members of ICASE in the Region.

### 7.4 Appointment of Chairpersons of Standing Committees

- 7.4.1 Candidates seeking appointment to any of the Standing Committees must be nominated by a member of one of the Full Members of ICASE or by a member of the Executive Committee.
- 7.4.2 Each Chairperson of a Standing Committee shall be appointed by the Executive Committee.
- 7.4.3 A Chairperson of a Standing Committee may be removed from office by the passing of a vote of no confidence in that person by the Executive Committee.
- 7.4.4 Appointments of Chairpersons of Standing Committees may take place at a General Assembly, a meeting of the Executive Committee or by post or electronic means.

## 8. ANNUAL MEMBERSHIP FEES

- 8.1 The Executive Committee shall determine the annual membership fee for each category of membership every three years, and this fee structure shall be fixed for the following three year period.
- 8.2 Annual membership fees for each category membership shall be due on 1 January each year.

## 9. FINANCES

- 9.1 Other than the monies raised from the annual membership fees of the various membership categories, the Executive Committee is empowered to seek grants and endowments to foster the objectives of ICASE from governments, international agencies, industrial and commercial companies, other organisations and private donors.
- 9.2 The assets and income of ICASE shall be applied solely in the furtherance of its objectives, and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of ICASE. Such expenses must be approved by the Executive Committee.
- 9.3 Cheques, bank drafts, bills of exchange, promissory notes and transfers of funds may be signed by one member of the Management Committee or by a member of the Executive Committee who has been approved to do so by the Executive Committee.
- 9.4 The Executive Committee shall ensure that adequate accounting records of the financial transactions of ICASE are kept.
- 9.5 The financial accounts of ICASE shall be audited annually by a person or organisation approved by the Executive Committee. The audited accounts are to be presented to the Executive Committee within two months of the end of the financial year.
- 9.6 For ICASE the financial year shall be the calendar year.
- 9.7 In the event of ICASE being dissolved, the funds that remain after such dissolution and the satisfaction of all debts and liabilities, shall be paid by the Executive Committee to any fund, institution, authority or organisation which is non-profit and has similar objectives to ICASE.

## 10. AMENDMENT TO THE CONSTITUTION

- 10.1 Full Members shall be given six months notice of amendments to the ICASE Constitution.

10.2 Amendments to the Constitution shall require an absolute majority of half of Full Members of ICASE.

## 11. DISSOLUTION

11.1 To dissolve ICASE all members of all categories of membership shall be advised of the motion to dissolve it twelve months before the vote to dissolve the organisation is put.

11.2 Dissolution of ICASE can only be decreed by an affirmative vote to dissolve the organisation by three quarters of the Full Members of ICASE.