INTERNATIONAL COUNCIL OF ASSOCIATIONS FOR SCIENCE EDUCATION

CONSTITUTION
Amended November 2025

1. NAME

    1.1   In English, the organisation shall be known as the *International Council of Associations for Science Education.*

    1.2   *ICASE* shall be the recognised acronym of the organisation in all languages.

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 attention to the children and youth worldwide, from the early years through higher education.

    2.2   To provide and support activities and opportunities that enhance formal and non-formal science and technology education throughout the world.

    2.3   To assist and support all members and other organisations around 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, particularly teacher organisations, in all countries.

    2.6   To provide opportunities for member organisations and their representatives to promote excellence and innovation in science teaching and learning for all. These opportunities include connecting with members of other science organisations around the world; serving in ICASE international leadership roles, including standing committees and international research initiatives; accessing communication channels to disseminate information internationally through the ICASE membership, the ICASE Bulletin, and the peer-reviewed ICASE journal; pursuing collaborative funding opportunities that strengthen science education at regional levels; and participating in ICASE World Conferences on Science and Technology Education and regional events and workshops that support continuing professional development and international networking.

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 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   To become a Full Member of ICASE, an organisation must submit the completed online application form together with the membership fee and proof of payment.

    3.1.3   Full Members are the voting members of ICASE at the ICASE General Assembly and are responsible for the governance of the organisation.

3.2   Associate Member

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

    3.2.2   To become an Associate Member of ICASE, an organisation, institution, foundation, or corporation must submit an application to the Executive Committee for approval.

    3.2.3   Associate Members are not voting members of ICASE.

4. ADMINISTRATIVE STRUCTURE

4.1   ICASE Full Members

    4.1.1   The Full Members shall be responsible for the governance of ICASE. This shall involve:

        (a)   approving constitutional changes, and
        (b)   electing the Officers and Executive Committee.

4.2   ICASE Executive Committee

    4.2.1 The Executive Committee shall consist of:

        (a)   the President,
        (b)   the President Elect,

(c)   the Immediate Past President,
(d)   the Executive Secretary,
(e)   the Treasurer,
(f)   the UNESCO representative,
(g)   the Membership Secretary,
(h)   the elected representatives from each of the ICASE Regions,
(i)   the Chairpersons of the ICASE Standing Committees,
(j)   the editor of *Science Education International*, and
(k)   the editor of the *ICASE International Bulletin for Science Education*.

4.2.2   The Executive Committee may from time to time vary the number and geographic regions of ICASE representation 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 ICASE. This shall involve:

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

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   ICASE Management Committee

4.3.1   The Management Committee, which is a sub-set of the Executive Committee, shall be responsible for:

(a)   the day-to-day administration and operation of ICASE, and
(b)   the overall organisation of the ICASE World Conference, including liaising with the Local Organising Committee of the ICASE World Conference.

4.3.2   The Management Committee shall consist of:

(a)   the President,
(b)   the President Elect,
(c)   the Immediate Past President,
(d)   the Executive Secretary,
(e)   the Treasurer, and
(f)   the UNESCO representative.

4.3.3   The responsibilities of the President are to:

(a)   be the official spokesperson for ICASE,
(b)   chair meetings of the General Assembly that take place at the ICASE World Conference.
(c)   call and chair meetings of the Executive Committee and Management Committee at least three times per year.
(d)   coordinate the activities of the Executive Committee and the Management Committee, and
(e)   oversee the implementation of policies, priorities, and activities of ICASE.

4.3.4   The responsibilities of the President Elect and 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.

4.3.5   The responsibilities of the Executive 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)   maintain communications between members of ICASE, members of the Executive Committee, and members of the Management Committee, as well as with member organisations.

4.3.6   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)   report on the financial position of the organisation to the General

Assembly, Executive Committee, and Management Committee at meetings of these committees, and

    (f)   advise the Management Committee and Executive Committee on financial matters related to ICASE.

4.3.7   The responsibilities of the UNESCO representative are to:

    (a)   respond to all UNESCO calls for information, surveys and communications, and report activities to the Management and Executive Committees,

    (b)   attend, with the aid of ICASE funding, the bi-annual NGO Liaison Committee meeting at UNESCO HQ to represent ICASE, receive updates on UNESCO priorities, and report information received to the Management and Executive Committees, and

    (c)   communicate with UNESCO educational, scientific and cultural sectors to share updates from ICASE, ensure ICASE contact records are up to date, obtain and contribute information and updates from UNESCO for each ICASE Bulletin, and coordinate UNESCO representation at ICASE World Conferences.

4.4   ICASE Secretariat

4.4.1   The responsibilities of the ICASE World Headquarters Office are to:

    (a)   maintain all official records, archives, and administrative documents of ICASE in secure electronic form, including membership records, governance documents, meeting minutes, and historical files,

    (b)   support the day-to-day administration of ICASE by facilitating communication between the Executive Committee, Management Committee, Regional Representatives, Regional STE Centres, and member organisations,

    (c)   manage official correspondence on behalf of ICASE, including responses to public inquiries, member enquiries, and international communications,

    (d)   provide logistical and administrative support for Executive Committee and Management Committee meetings, including scheduling, preparing electronic documents, and distributing meeting materials,

    (e)   support ICASE publications by coordinating the submission and electronic distribution of official notices, announcements, and documents for the *ICASE International Bulletin*, *Science Education International*, and other communications,

    (f)   maintain the ICASE website and other communication platforms in cooperation with the Website Project Manager and the Website Committee,

    (g)   maintain up-to-date electronic contact lists for all ICASE officers, committees, Regional Representatives, Regional STE Centres, and member organisations,

    (h)   assist in the coordination and administration of ICASE World Conferences and regional events, including communication support, dissemination of information, and electronic record-keeping, and

(i) perform any additional administrative duties assigned by the Executive Committee or the Management Committee in support of ICASE's mission and operations.

5. COMMUNICATIONS

5.1 ICASE Membership Secretary

5.1.1 The responsibilities of the Membership Secretary are to:

(a) maintain a database of ICASE members and their contact information,
(b) provide a report on membership at each ICASE Executive meeting,
(c) ensure that the online membership application system is maintained in working order and updated as needed, and
(d) remind members when membership fees are due.

5.2 ICASE Website

5.2.1 The responsibilities of the ICASE Website Project Manager are to:

(a) monitor and manage external service providers, including hosting companies, web developers, and technical support teams, ensuring that all contractual obligations are met and that technical issues are resolved promptly,
(b) maintain website security and data protection standards, coordinating with technical experts to ensure compliance with privacy, copyright, and ethical publishing requirements,
(c) oversee and coordinate the work of the Website Committee, ensuring that tasks are assigned, timelines are met, and the website operates in alignment with ICASE policies, priorities, and communication needs,
(d) develop and implement a strategic plan for the growth and improvement of the ICASE website, including design updates, functionality enhancements, accessibility improvements, and long-term digital development goals,
(e) ensure that all website content aligns with ICASE branding, messaging, and communication standards, working with Standing Committees, Regional Representatives, and editors to guarantee accuracy and consistency,
(f) serve as the primary liaison between the Website Committee and the Executive Committee, providing updates, seeking approvals, and communicating website-related needs, improvements, and issues, and
(g) provide guidance and training to Website Committee members and relevant ICASE volunteers on website workflows, content submission procedures, and quality standards.

5.2.2 The responsibilities of the ICASE Website Committee are to:

(a) ensure the technical functionality, security, and reliability of the ICASE website by monitoring performance, addressing technical issues, and liaising with web developers or service providers as needed,

(b) maintain and update the website to ensure that all information, documents, announcements, and resources are accurate, current, and accessible to members and the public, and

(c) support the visibility and communication goals of ICASE by coordinating with the Executive Committee, Standing Committees, and Regional Representatives to post timely updates, event information, conference materials, and publications.

5.3 ICASE Member Publication

5.3.1 The responsibilities of the editor of the *ICASE International Bulletin for Science Education* are to:

(a) coordinate with regional representatives of ICASE to solicit articles and contributions for the bulletin, ensuring a diverse and high-quality range of content,

(b) compile and organise all submissions into a cohesive single issue, maintaining consistency and relevance across topics,

(c) edit and design the layout of each issue, ensuring clarity, visual appeal, and alignment with ICASE branding and standards,

(d) work closely with the ICASE website committee to publish the bulletin on the website, making it accessible to all stakeholders, and

(e) distribute the published bulletin to ICASE committees and all ICASE members via email, including any supplementary materials or announcements, and track readership engagement as needed.

5.4 ICASE International Journal

5.4.1 The responsibilities of the editor of *Science Education International* are to:

(a) receive all manuscript submissions electronically and ensure that files are complete and meet the journal's formatting guidelines,

(b) conduct an initial screening to check the relevance, originality, and quality of each submitted manuscript,

(c) assign suitable reviewers based on expertise, availability, and absence of conflicts of interest,

(d) send manuscripts to reviewers electronically and monitor the review process to ensure timely feedback,

(e) communicate with authors and reviewers regarding revisions, deadlines, and required clarifications,

(f) evaluate reviewer reports and make editorial decisions such as accept, revise and resubmit, or reject,

(g) ensure proper revision processes and verify that authors adequately address reviewers' comments,

(h) maintain accurate electronic records of all submissions, correspondence, decisions, and review histories,

(i) uphold ethical publishing standards, including plagiarism checks and integrity verification,

(j) coordinate with the editorial board for final publication decisions when required,

(k) prepare accepted manuscripts for the production stage, ensuring all files and metadata are complete,

(l) collaborate with the ICASE Treasurer to ensure that the layout design fee has been properly paid by authors and all financial requirements related to publication are fulfilled,

(m) prepare and submit reports to the ICASE Executive Committee every six months, summarizing editorial activities, submission statistics, reviewer engagement, publication progress, and any issues encountered,

(n) regularly maintain and update the journal's website, ensuring that all pages function properly, content is current, and technical issues are quickly addressed,

(o) Ensure that DOI numbers are assigned for all published articles, coordinating with the relevant DOI registration agency and verifying the accuracy of metadata,

(p) submit necessary information to major academic databases after each issue, ensuring the journal's visibility, indexing status, and proper representation in key platforms, and

(q) support continuous improvement of the journal's editorial workflow, reviewer database, and publication quality.

6. REGIONAL REPRESENTATION

6.1 ICASE Regional Representatives

6.1.1 The responsibilities of Regional Representatives are to:

(a) maintain an up-to-date list of regional contacts to facilitate communication and coordination, and provide the list regularly to the Membership Secretary,

(b) promote ICASE membership and encourage new organisations in their Region to join,

(c) maintain a communication network in the Region they represent and communicate ICASE activities to members of that Region,

(d) present a report of regional activities or efforts made to promote ICASE in their respective Region at each Executive Committee meeting and General Assembly,

(e) obtain and contribute information and updates from their respective Region for each ICASE Bulletin,

(f) identify emerging regional issues, priorities, and needs in science and technology education and communicate these to the Executive Committee,

(g) assist, where possible, member organisations in their Region to achieve their specific local objectives,

(h) encourage member organisations in their Region to support and participate in ICASE activities,

(i) foster collaboration among member organisations within their Region and encourage joint activities, workshops, or initiatives,

(j) support the implementation of ICASE initiatives, programmes, and campaigns within their Region,

(k) represent their Region at ICASE events and international meetings when required,

(l) encourage regional contributions to the ICASE International Bulletin and ICASE Journal to ensure diverse representation, and

(m) assist in the organisation of the ICASE World Conference by circulating the call for abstracts and promoting regional representation at the event.

6.2 ICASE Regional Science and Technology Education (STE) Centres

6.2.1 The responsibilities of the Coordinator of Regional STE Centres are to:

(a) serve as the primary liaison between the Executive Committee and all Regional STE Centres,

(b) coordinate communication, planning, and reporting among the Regional STE Centres to ensure consistency and alignment with ICASE policies and strategic priorities,

(c) support the establishment, development, and evaluation of Regional STE Centres, and

(d) provide an annual consolidated report to the Executive Committee and the General Assembly on the activities, progress, and needs of all Regional STE Centres.

6.2.2 The responsibilities of Regional STE Centres

(a) support the advancement of science and technology education within its Region through research, training, outreach, and professional development activities,

(b) collaborate with the Regional Representative and member organisations to strengthen regional capacity and promote excellence in science and technology education,

(c) develop and deliver workshops, training programmes, conferences, or other professional development opportunities in alignment with ICASE priorities,

(d) maintain communication with the STE Centres Coordinator and provide regular updates on activities, achievements, and emerging needs within the Region,

(e) collaborate with other Regional STE Centres to promote international exchange, joint initiatives, and the sharing of best practices,

(f) support the implementation of ICASE initiatives, campaigns, and strategic actions within their Region,

(g) contribute content, updates, or regional achievements for inclusion in the *ICASE International Bulletin*, *Science Education International*, and other ICASE publications, and

(h) assist the Regional Representative in promoting regional participation in ICASE events, including the ICASE World Conference.

7. DECISION MAKING

7.1 Voting

7.1.1 Decisions taken at ICASE Executive meetings that require a vote shall be by vote of the Full Members present at the meeting.

7.1.2 Each Full Member shall have one vote.

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

7.1.4 Matters requiring a vote at a General Assembly shall be by vote of the Full Members physically present.

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

7.2 The General Assembly

7.2.1 The ICASE General Assembly shall take place at least once every three years.

7.2.2 The meeting shall be called the General Assembly of ICASE.

7.2.3 A Full Member that is unable to have a representative at a General Assembly may appoint a proxy to vote on its behalf by giving written details of that proxy to the ICASE Executive Secretary one month prior to the General Assembly meeting.

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

7.2.5 A motion shall be deemed to have passed if it received an absolute majority of a duly constituted General Assembly.

7.2.6 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.

7.2.7 The President of ICASE shall chair the General Assembly.

7.2.8 The meeting procedures to be followed at a General Assembly shall be as outlined in the ICASE Standing Orders.

7.2.9 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.

7.2.10 At the General Assembly the Executive Committee shall report on the activities of the Council.

7.2.11 At the General Assembly recommendations on policies, priorities or activities of the Council may be made to the Executive Committee.

7.2.12 The Executive Committee must address at its next meeting any recommendations formally passed at a General Assembly.

7.2.13 The meeting procedures to be followed at Executive Committee meetings shall be as outlined in the ICASE Standing Orders.

7.2.14 Standing Orders may be modified by a vote of the Executive Committee.

8. COMMITTEES

8.1 Standing Committees

8.1.1 ICASE Management Committee or ICASE Executive Committee 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.

8.1.2 The Chairpersons of Standing Committees are appointed by the ICASE Management Committee or ICASE Executive Committee.

8.1.3 The Chairperson of each Standing Committee shall be a member of the Executive Committee or representative of an active ICASE Member Organisation in good standing.

8.1.4 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.

8.1.5 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.

8.1.6 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 Executive Committee on the particular ICASE activity, event, or project which they have been appointed to undertake.

8.2 Ad-Hoc Committees

8.2.1 ICASE may from time to time establish Ad-Hoc Committees to undertake specific tasks with specific terms of reference.

8.2.2 The Chairperson of an Ad-Hoc Committee does not have to be a member of the Executive Committee.

8.2.3 ICASE shall establish an appropriate communication mechanism between the Chairperson of the Ad-Hoc Committee and the Management Committee.

8.2.4 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.

8.2.5 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.

9. ELECTIONS AND APPOINTMENTS

9.1 General Regulations

9.1.1 To be eligible for election to the Executive Committee a person must be a member of one of the Full Members of ICASE.

9.1.2 The President, President Elect and Immediate Past President shall hold office for three years. All positions shall commence at the end of the ICASE General Assembly meeting during the formal handing over of the ICASE gavel and ICASE seal of office.

9.1.3 No person in the role of President, President Elect or Immediate Past President shall be able to stand for election to any of these positions immediately after completing a cycle.

9.1.4 Consecutive Presidents cannot come from the same Region.

9.1.5 Member organisations shall be advised of election guidelines and deadlines at least three months before the General Assembly by means of the ICASE International Bulletin.

9.1.6 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.

9.1.7 Elections to the office of President and President Elect 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.

9.1.8 Should a President or President Elect 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.

9.2 Election of Regional Representatives

9.2.1 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.

9.2.2 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.

9.2.3 Each Regional Representative shall be elected by ballot at the ICASE General Assembly. To be elected as Regional Representative, a candidate must receive an absolute majority of votes. In the event that Regional Representative is not elected at the ICASE General Assembly, the vacancy may be filled by nominations made by the ICASE Executive.

9.2.4. The term of office of each Regional Representative shall be a maximum of six years.

9.2.5 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.

9.3 Appointment of Chairpersons of Standing Committees

9.3.1 Each Chairperson of a Standing Committee shall be appointed by the Executive Committee.

9.3.2 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.

10. ANNUAL MEMBERSHIP FEES AND FINANCES

10.1 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.

10.2 Annual membership fees for each category of membership shall be due on 1 January each year.

10.3 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.

10.4 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 Management Committee or Executive Committee.

10.5 Cheques, bank drafts, bills of exchange, promissory notes and transfers of funds may be authorised by the Treasurer with oversight of the Management Committee.

10.6 The Management Committee shall ensure that adequate accounting records of the financial transactions of ICASE are kept.

10.7 The financial accounts of ICASE shall be overseen by the Management Committee.

10.8 For ICASE the financial year shall be the calendar year.

10.9 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 Management Committee to any fund, institution, authority or organisation which is non-profit and has similar objectives to ICASE.

11. AMENDMENT TO THE CONSTITUTION

11.1 Full Members shall be given six months' notice of amendments to the ICASE constitution.

11.2 Amendments to the Constitution shall require an absolute majority of full members present or represented by proxy at the General Assembly.

12. DISSOLUTION

12.1 To dissolve lCASE, 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.

12.2 Dissolution of ICASE can only be decreed by an affirmative vote at a General Assembly to dissolve the organisation by three quarters of the Full Members of ICASE.