Welcome to ACSA!

In joining the Australian Curriculum Studies Association (Inc.) you have become a member of one of the most broadly-based professional associations in Australia. ACSA has members drawn from all states and territories and many countries around the world.

Our membership comprises people from all parts of the educational spectrum who have an interest in curriculum—its nature, structure, development and evaluation. Our members include teachers and principals; educational administrators and consultants; teacher educators, academics and educational researchers; parents; and students.

As a member you receive:
- two annual online editions of ACSA’s widely respected journal *Curriculum Perspectives* and two annual electronic editions of the newsletter *ACSA News*
- reduced registration at the biennial conference and biennial curriculum symposium
- invitations to attend events and forums and to contribute to curriculum debate
- reduced prices on an extensive range of publications
- access to *IDEAS* (Innovative and Dynamic Educational Activities for Schools) which are a set of free downloadable resources for Australian classrooms. Each *IDEAS* resource features a curriculum context, a learning sequence and reproducible worksheets
- reduced rates to ACSA’s professional learning webinars.

ACSA is an organisation which draws extensively on the expertise and contribution of its members to develop papers, programs, events and resources. If you have any suggestions or ideas for consideration by the Association’s Executive, please contact the Secretariat.

This Members’ manual includes a brief overview of the work of ACSA, our guiding policy paper *ACSA principles for Australian curriculum* and the *ACSA Constitution*. You may like to visit the ACSA website for up-to-date information—[www.acsa.edu.au](http://www.acsa.edu.au)

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ACSA at a glance

The Australian Curriculum Studies Association (ACSA) was established in 1983 as a broadly based educational association supporting the professional interests of educators in curriculum work from all levels and sectors within and beyond Australia.

ACSA works to support educators so that all students have access to a meaningful, relevant and engaging curriculum. ACSA provides national advocacy and leadership in curriculum. It is committed to curriculum reform informed by the principles of social justice, equity and respect for the democratic rights of all.

ACSA supports its work through alliances and interaction with education groups and broader local and global organisations. It seeks to cooperate with teachers and schools, professional associations, governments and educational agencies in order to pursue its goals. ACSA acts as an advocate for the profession in forums where education policy is shaped. It engages in research, innovation, policy development, critique and dissemination of curriculum ideas.

Curriculum Perspectives journal

Curriculum Perspectives is one of the benefits of ACSA membership with two editions available online annually. The journal is a major Australian source for authoritative and informative writings on curriculum for teachers, administrators and academics. Each edition includes five papers, a ‘Point and Counterpoint’ section and book reviews.

ACSA News

This newsletter is available in electronic format twice a year. It provides updates on news from ACSA and current curriculum issues.

Publications

ACSA has developed an extensive publications list designed to meet the identified needs of members and the wider community. Publications include academic collections, practical resources for classroom practice, forum reports and themed monographs. All publications are listed on the ACSA website.

IDEAS

IDEAS are online teaching resources freely available from the members area of the ACSA website. These short ready-to-use learning activities provide busy teachers with background notes, a learning sequence and reproducible worksheets across a variety of curriculum areas and age levels.
Webinars
ACSA runs professional learning webinars on current curriculum issues. These online presentations enable you to benefit from the knowledge of experienced curriculum planners and academics from your desktop. Our webinars are timed to run concurrently with school terms on weekday evenings so that you can tune in wherever you may be.

Each one-hour webinar is cross referenced against the Australian Professional Standards for Teachers for ease of professional development planning and a Certificate of Participation is provided when you have attended the full webinar. Recordings of the sessions are also made available to registrants for later use within your school.

Biennial conferences and symposiums
ACSA conducts a major national curriculum conference every two years in an Australian capital city. An important feature is the numerous workshops which run throughout the conference along with the keynote addresses.

In the alternate year to the biennial conference ACSA runs a curriculum symposium designed to keep participants up-to-date with the latest developments in the Australian Curriculum. The symposium also features keynote speakers and a range of workshops.

Awards
ACSA supports two awards, the Garth Boomer Award and the Colin Marsh Award which are both presented at the biennial conference.

- The Garth Boomer Award is awarded to members of a team of two or more educators who have made a significant contribution to promote collaborative principles in a school.
- The Colin Marsh Award is presented in memory of Colin Marsh, Foundation President of ACSA and editor of the *Curriculum Perspectives* journal from 1980 to 2012. It is sponsored by Pearson Australia and awarded for the article published in *Curriculum Perspectives* which has made a quality contribution to the curriculum debate.

Advocacy
ACSA is an active participant in curriculum debate, providing expertise and advice to governments and other bodies responsible for the implementation of curriculum theory and practice. ACSA does this by attending relevant briefings, commenting on working papers, and making submissions to and appearing before relevant government committee inquiries. It also contributes as a member of the Australian Alliance of Associations in Education.

Seminars and forums
From time to time ACSA organises events around contemporary curriculum issues, often in collaboration with other organisations. Past forums have focused on assessment, leadership, quality teaching and national curriculum.

Externally funded projects
ACSA also undertakes commissioned work for external clients. In the past this has involved running forums for various organisations and the federal government.
ACSA principles for Australian curriculum

The Australian Curriculum Studies Association was established in 1983, providing a national forum for dialogue between those engaged in curriculum work. The purpose of the Association is to:

- provide curriculum leadership across the nation
- develop curriculum resources
- stimulate curriculum conversations
- encourage critical and reflective curriculum practices
- engage in curriculum research.

Curriculum involves what is taught (knowledge, understandings, skills, values); how it is taught (pedagogy, teaching style); and how it is assessed (assessment, testing, reporting). Curriculum shapes and is shaped by social, political, economic and historical forces. It involves the selection, interpretation and implementation of culturally-based knowledge, skills, values and beliefs.

ACSA believes that curriculum should:

- be of current and enduring personal and social value
- be constructed from a balanced and explicit selection from key areas of human inquiry and endeavour
- develop deep disciplinary and interdisciplinary learning
- prepare people to be creative and effective life-long learners
- provide people with the necessary knowledge, understandings, values and skills to be active, informed and productive citizens in a democratic society
- encourage global perspectives and promote responsible, just and sustainable global citizenship
- be inclusive in recognising and representing the cultural, political and economic contribution of the range of groups in the community
- be based on cooperation and success for all learners
- be responsive to the experience of learners
- embody participatory, collective and empowering approaches to teaching and learning
- engage people in authentic tasks.

ACSA believes curriculum work should:

- be informed by political, social, economic and historical analysis
- involve explicit identification and evaluation of the values and beliefs on which it is based
- involve critical reflection
- acknowledge that individuals will experience the same learning activity in different ways
- strive to expose and eliminate inequality experienced by individuals or groups
- promote quality at the individual, school, community, system, national and global level
- be a collaborative experience, resourced to ensure active participation by teachers, other education professionals, students and parents.
Objects and rules of the Association

1 Name
1.1 The name of the Association is the Australian Curriculum Studies Association (Incorporated).
1.2 The name may be abbreviated to ACSA.

2 Objectives
2.1 The objectives of the Association are:
   2.1.1 to provide a national voice on curriculum matters
   2.1.2 to encourage and promote research, innovation and evaluation in all aspects of curriculum development and provision, with particular emphasis on a distinctive Australian position on curriculum
   2.1.3 to provide forums for discussion, exchange and critique of information related to curriculum theory and practice
   2.1.4 to search for and promote ideas, practices, resources and materials which will assist those engaged in curriculum theory and practice at all levels
   2.1.5 to cooperate with other organisations on matters concerned with curriculum theory and practice.

3 Membership
3.1 Membership in the Association is open to individuals and organisations who are interested in curriculum studies.
3.2 There shall be two major categories of membership: Individual and Institutional.
   3.2.1 An Individual member is a person who has nominated as an Individual member and has paid by a stipulated date the required annual Individual membership fee. The Association may determine that particular groups of persons shall be entitled to concessional annual membership fees. The Association may award honorary Life Membership to individuals who meet the criteria determined by the Association for the receipt of this honour.
   3.2.2 An Institutional member is an organisation that has nominated as an Institutional member and has paid by a stipulated date the required annual Institutional membership fee.
3.3 The nominal annual fee for all categories of membership, apart from Life Members, is $A1.00. This fee may be varied in accordance with Section 5.5.7.
4 Governance

4.1 General Meetings of members shall normally be the legislative and broad policy making bodies for the Association.

4.2 A postal or electronic ballot of members must be conducted in the cases of proposed changes to this Constitution and proposals to dissolve the Association. General Meetings may be conducted in conjunction with postal or electronic ballots.

4.3 All Individual members and one nominee for each Institutional member may take part in the decision making processes (General Meetings or postal or electronic ballots) of the Association. Names of nominees of Institutional members must be registered by the Association prior to nominees participating in decision making processes.

4.4 An Executive Committee, as defined in Section 8.1, shall conduct the affairs of the Association. Elected members of the Executive Committee, with terms of office as defined in Section 10.4, are declared elected at the General Meeting held in conjunction with the National Conference. Coopted and appointed members of the Executive Committee are appointed by the Executive Committee, according to Sections 8.1, 10.4 and 12.1.

5 Meetings and postal or electronic ballots

5.1 An Annual General Meeting, as required by the relevant Act under which the Association is incorporated, shall be conducted within five months of the end of the Association’s financial year, as defined in Section 15.1. Unless the Annual General Meeting is held in conjunction with the National Conference or a Special General Meeting, as defined in Sections 5.2 and 5.3, the business to be conducted shall include the receipt of the following:

5.1.1 an audited statement of the Association’s accounts to the end of the most recent financial year

5.1.2 a copy of the auditor’s report to the Association in relation to the most recent financial year

5.1.3 a report signed by two members of the Executive Committee stating:

i names of members of the Executive Committee as at the end of the most recent financial year, and if different, at the date of the report

ii the principal activities of the Association, and any significant change in the nature of those activities, during the most recent financial year

iii the net profit and loss of the Association for the most recent financial year.

The above information shall be circulated to all members of the Association. A quorum for an Annual General Meeting not held in conjunction with the National Conference or a Special General Meeting shall be five members.

5.2 A General Meeting of the Association shall normally be held at each biennial ACSA Conference. In the event that no Conference is held within 30 months of the preceding Conference, a General Meeting shall be held within 30 months of the previous General Meeting.

5.3 A Special General Meeting of the Association shall be called by the Executive Committee on the petition of 20 members. The meeting shall be held within three calendar months of the date of receipt of the petition by the Secretary-Treasurer.

5.4 The Executive Committee shall have authority to set the time and place of General Meetings of the Association. At least 21 days notice shall be given to members.
5.5 Unless precluded elsewhere in this Constitution, General Meetings of the Association shall have the power to:

5.5.1 approve and alter this Constitution in accordance with Section 16 and with the relevant Act under which the Association is incorporated
5.5.2 make and amend by-laws
5.5.3 declare elected specified members of the Executive Committee
5.5.4 form other committees and elect persons to those committees
5.5.5 direct and review the general affairs of the Association
5.5.6 endorse legislative actions taken by the Executive Committee between meetings of the Association
5.5.7 set the annual membership fees to come into effect on the first day of January in the following year/s
5.5.8 grant concessions in membership fees to specified groups of members.

5.6 Except for Annual General Meetings not held in conjunction with other meetings, 25 Individual members and/or nominees of Institutional members shall constitute a quorum at General Meetings of the Association.

5.7 Apart from matters requiring postal or electronic ballots, and unless precluded elsewhere in this Constitution, motions for resolution may be presented at General Meetings, where possible in writing.

5.8 Unless otherwise specified in this Constitution or by-laws of the Association, resolutions to motions shall be decided on a simple majority of votes cast at a meeting. Except in the case of postal or electronic ballots, all votes must be cast in person; proxy votes are not permitted.

5.9 The Chairperson of any meeting of the Association and its Executive Committee and committees shall have a deliberative and a casting vote.

6 Officers of the Association

6.1 The Officers of the Association shall be the President, Vice-President, Honorary Secretary-Treasurer.

6.2 Two or more Officers of the Association shall have the power to act in matters of urgency on behalf of the Executive Committee should the occasion arise, and shall seek ratification of their actions from the next meeting of the Executive Committee.

7 Duties of Officers

7.1 The duties of the President shall be those as directed by General Meetings and the Executive Committee from time to time.

7.2 The President or, in her/his absence the Vice-President, shall be the Chairperson of General Meetings and of the Executive Committee. In the absence of both the President and Vice-President, another member of the Executive Committee shall act as Chairperson. If no member of the Executive Committee is available the members present shall elect a Chairperson.

7.3 The duties of the Vice-President shall be to assist the President, to stand instead of the President in her/his absence, and to perform duties as directed by General Meetings and the Executive Committee from time to time.
7.4 The Honorary Secretary-Treasurer shall perform the duties assigned to her/him by General Meetings and the Executive Committee from time to time. These shall include the following:

7.4.1 Ensure that notices of General Meetings are properly circulated.
7.4.2 Ensure that postal or electronic ballots are conducted as stipulated in this Constitution.
7.4.3 Ensure that proper records of General Meetings of the Association and of the Executive Committee are kept and circulated as appropriate.
7.4.4 Render reports to General Meetings and Executive Committee meetings as required.
7.4.5 Conduct correspondence on behalf of the Association.
7.4.6 Oversee the receipt of dues and other payments, the payment of Association accounts and the keeping of financial records.
7.4.7 Ensure that a register of members is kept.

8 Executive Committee
8.1 The Executive Committee shall consist of the President, the Vice-President, the Honorary Secretary Treasurer, the Immediate Past President, five other elected members, an appointed Conference Organiser, an appointed Journal Editor, and up to two coopted members. Coopted and appointed members must be members of the Association and shall be appointed by the Executive Committee itself.

8.2 The Executive Committee shall hold a regular meeting at the time of the Conference of the Association. The President may call meetings at other times giving at least 21 days notice.

8.3 Five members of the Executive Committee, at least three of whom must be elected members, shall constitute a quorum, and unless otherwise specified, decisions shall be by a majority of those present and voting.

8.4 The Executive Committee shall ensure that the policies and legislation of the Association are put into effect, and assist the President in carrying on the affairs of the Association between General Meetings held in conjunction with the National Conference.

8.5 The Executive Committee may at any time circulate the membership by post or electronic means to seek the views of the membership.

8.6 The Executive Committee shall make a report in writing to the members of the Association at each Annual General Meeting.

9 Other Committees
9.1 Any duly constituted meeting of the Association or of the Executive Committee may appoint such committees as are deemed desirable.

9.2 Branches, networks or committees may be formed which are based on areas of interest, function or geographic location.
10 **Election of Officers and other elected Executive Committee members**

10.1 The Executive Committee shall, from time to time as required, appoint a Returning Officer to conduct elections for membership of the Executive Committee. The Returning Officer shall not be a candidate for any elected position on the Executive Committee to be filled at the election for which s/he is responsible. The duties of the Returning Officer shall be to call for nominations, provide for publication of information about candidates, conduct the election, count vote, and to declare the result of any election.

10.2 The President, Vice-President, Honorary Secretary-Treasurer and the elected members of the Executive Committee replacing those whose terms have expired and any other vacancy shall be chosen by either postal or electronic ballot of the members of the Association using the optional preferential method of voting.

10.3 Nominations for vacant positions on the Executive Committee shall be received by the Returning Officer a minimum of one month before the closing date of the postal or electronic ballot. All such nominations shall include the signatures of the proposer, seconder and nominee, all of whom shall be financial members entitled to vote, as defined in Section 4.3.

10.4 Material associated with the postal or electronic ballot (voting slips, information about candidates and voting procedures) shall be despatched no less than 21 days before the closing date of the postal or electronic ballot. The closing date of the postal or electronic ballot shall be notified and as close as is practicable to one week before the General Meeting held in conjunction with the National Conference.

10.5 Officers and the other elected members of the Executive Committee take office the day following the General Meeting held in conjunction with the National Conference and shall continue until a successor takes office, or until the member resigns or her/his position is declared vacant.

10.6 The terms of office for Officers shall be the period between successive General Meetings held in conjunction with the National Conference. The terms of office of the five other elected members of the Executive Committee shall be the period between alternate General Meetings held in conjunction with the National Conference. Two of these members shall be declared elected at one General Meeting held in conjunction with the National Conference and three at the next, so that their terms of office are staggered. The terms of office of co-opted members shall be from the time of appointment until the next General Meeting held in conjunction with the National Conference.

11 **Casual vacancies**

11.1 When a casual vacancy in the office of the President or Vice-President occurs, the Executive Committee shall nominate another Executive Committee member to fill this position for the remainder of the term for which the retiring President or Vice-President was elected.

11.2 When a casual vacancy occurs in the office of the Honorary Secretary-Treasurer, the Executive Committee may appoint a temporary Honorary Secretary-Treasurer to act until the position is filled at the next General Meeting held in conjunction with the National Conference.
11.3 If an Officer of the Association or other member of the Executive Committee is unable to perform satisfactorily the duties attached to the position, the Executive Committee is authorised to declare the position vacant and appoint a person to fill the casual vacancy until the next General Meeting held in conjunction with the National Conference. In the case of the President or Vice-President, the appointed member shall be a current member of the Executive Committee. In the case of another member of the Executive Committee, the appointed member shall be a member of the Association.

12 **Appointed Executive Committee members**

12.1 The Journal Editor and the Organiser of the forthcoming Conference of the Association shall be appointed from time to time by the Executive Committee and shall become members of the Executive Committee. Normally such appointments shall be made at the first meeting of the Executive Committee after a General Meeting held in conjunction with the National Conference.

13 **Employees**

13.1 The Executive Committee may employ persons or organisations to assist in carrying out Association purposes and programs. In particular, an Executive Officer of the Association may be appointed. The Executive Officer shall carry out duties assigned by the Executive Committee, under the direction of the President.

13.2 The terms and conditions of employment of Association employees shall be determined by the Executive Committee.

14 **Discipline**

14.1 In the event that a member is considered to have acted in a way which adversely affects the Association, the Executive Committee may appoint a subcommittee, which may include persons not members of the Executive Committee, to investigate. This subcommittee will obtain information regarding the alleged offence and will report to the Executive Committee its findings, including any proposed action to be taken. The Executive Committee will determine on the matter, and will inform the member in writing of its decision and any action to be taken.

14.2 If a member is found to have acted in a way which adversely affects the Association, the member has the right to appeal in writing against that finding and any disciplinary action imposed by the Executive Committee. Such appeal must be made within one month of the member being informed, and must provide information not previously known to the Executive Committee. The appeal will be considered by the Executive Committee. The Executive Committee shall give the member opportunity to appear in person. The Association will not be responsible for meeting expenses of the member in relation to such appeal, although, should the appeal be upheld, the Executive Committee may reimburse part or all of the member’s expenses (if any).
15  **Financial matters**

15.1 The financial year of the Association shall commence on the first day of January and shall end on the last day of December in the same year.

15.2 The financial accounts of the Association shall be audited annually by a member of an Australian professional accounting body.

15.3 Once every 12 months a balance sheet shall be prepared setting out the income and expenditure and assets and liabilities of the Association. This shall be done within three months of the end of the financial year, and the balance sheet shall be circulated to members.

15.4 In case of special need a General Meeting or the Executive Committee may propose a levy on members. Such proposal must be the subject of a postal or electronic ballot of all members entitled to vote, and must be approved by two-thirds of the valid votes returned within 30 days of the initial mailing. Votes from at least 50 members entitled to vote, or 10 per cent of members entitled to vote, whichever is the greater, must be cast for any levy to be approved.

15.5 All revenue derived from membership dues, sale of publications or other materials, grants, bequests, donations, levies, profits from conferences or other activities, or from any other source shall be used entirely for the work of the Association. Such funds shall be expended in accordance with the Association’s purposes and in keeping with its budget.

15.6 No part of the income of the Association shall be paid to any members as a share or as a monetary benefit, unless under formal contractual arrangement approved by the Executive Committee. Executive Committee members or other persons acting on behalf of the Association may be reimbursed for necessary expenses related to their duties.

15.7 In keeping with its objectives, the Association may receive grants for special purposes and may deposit and expend these funds according to terms laid down by the funding body and accepted by the Executive Committee.

15.8 All monies disbursed by the Association shall be approved by at least two members of the Executive Committee. The Executive Committee shall determine from time to time those persons who may expend money on behalf of the Association.

16  **Amendments to the Constitution**

16.1 Amendments to the Constitution may be initiated in any of the following ways.

16.1.1 The Executive Committee may formulate proposals for amendment of the Constitution and submit them with supporting arguments in writing to the membership.

16.1.2 Any 10 members of the Association may submit in writing to the Executive Committee a proposed amendment or amendments to the Constitution signed by all the sponsors. The Executive Committee shall then submit in writing to the members of the Association the proposed amendment with all arguments advanced by its sponsors and with the Executive Committee’s recommendations. An amendment to the Constitution formulated in this manner may not be considered at a General Meeting held within a period of two calendar months of its submission to the Executive Committee.
16.2 Proposed amendments must be submitted for consideration at a General Meeting and shall be circulated, with explanations and arguments, by the Honorary Secretary-Treasurer to members at least 21 days before the General Meeting. The proposed amendments must be submitted to the General Meeting in the form previously distributed to members. Members unable to attend may record postal or electronic votes. At least 21 days must elapse between the date on which the proposed amendments are mailed or emailed to members and the date of the General Meeting. An affirmative vote of at least two-thirds of the combined total of those present at the General Meeting and entitled to vote and those who submit signed postal votes or electronic votes who are entitled to vote shall be required for the acceptance of Constitutional amendments. Votes from at least 50 members entitled to vote, or 10 per cent of members entitled to vote, whichever is the greater, must be cast for any amendment to be approved. The results of the vote shall be reported at the General Meeting and in writing to the membership within six calendar months.

16.3 Unless a specific date is set by the General Meeting, amendments shall become effective immediately.

17 Property of the Association

17.1 Common seal. The common seal of the Association shall be kept at the place where members’ records are maintained, or elsewhere as determined by the Executive Committee, and shall be used in accordance with requirements of the relevant Act/s.

17.2 Books and records. Account books, records of meetings and other official Association documents shall be kept at the place where members’ records are maintained, or elsewhere as determined by the Executive Committee. Such account books, records of meetings or other documents may be inspected by Association members on written application to and approval from the Executive Committee. The Executive Committee shall ensure that confidential material is not disclosed relating to persons other than the members seeking access.

17.3 Other property. Other material property of the Association shall be kept at places most appropriate to its use, as determined by the Executive Committee. A register of such property and its whereabouts shall be maintained and kept at the place where members’ records are maintained, or elsewhere as determined by the Executive Committee.

18 Dissolution of the Association

18.1 Proposal to dissolve the Association.

18.1.1 A proposal to dissolve the Association may be initiated in any of the ways prescribed for amendments to the Constitution.

18.1.2 The Honorary Secretary-Treasurer shall submit such a proposal to all members of the Association by postal or electronic ballot. At least 21 days must elapse between the date on which the proposal is mailed to members and the date on which the ballot closes.

18.1.3 To become effective the proposal must be supported by at least two-thirds of the ballots returned. Votes from at least 50 members entitled to vote, or 10 per cent of members entitled to vote, whichever is the greater, must be cast for any decision to dissolve the Association to be approved.
18.2 Procedures to dissolve the Association.

18.2.1 Should a proposal to dissolve the Association be sustained, the Executive Committee shall prepare a written report giving:

18.2.1.1 An audited financial statement

18.2.1.2 Proposals for meeting the commitments of the Association and the disposal of any assets. After all liabilities have been met, including any costs associated with the dissolution of the Association, any assets remaining should be disbursed to organisation/s with objectives similar to those of the Association.

18.2.2 This report shall be submitted to all members of the Association and a postal or electronic ballot conducted on the acceptability of the proposals. To become effective the proposals shall require a simple majority of votes returned within 21 days of mailing. Votes from at least 50 members entitled to vote, or 10 per cent of members entitled to vote, whichever is the greater, must be cast for any decision to be approved.

18.2.3 The Executive Committee shall remain in existence until the affairs of the Association are terminated.

18.3 Liability of members

18.3.1 In the event that liabilities of the Association exceed assets, members’ liability shall be limited to the extent covered by the relevant Act under which the Association is incorporated.