

CONSTITUTION OF THE **CANADIAN ASSOCIATION FOR CURRICULUM
STUDIES/ ASSOCIATION CANADIENNE POUR L'ÉTUDE DU
CURRICULUM**

Twelfth Revision

Spring, 2017

ARTICLE 1: NAME

1.1 The name of the Association shall be:

Canadian Association for Curriculum Studies/Association canadienne pour l'étude du curriculum, referred to hereafter as the Association.

ARTICLE 2: PURPOSE

2.1 To foster the exchange of ideas about ongoing curriculum research and development in Canada.

2.2 To provide a forum for discussion of curriculum studies in a Canadian context.

2.3 To encourage the publication of papers and reports of scholarly work in curriculum.

2.4 To bring together members whose disciplines are quite diverse but who maintain a common interest in the general principles of curriculum theory and curriculum development.

ARTICLE 3: GENERAL ORGANIZATION

3.1 The Association shall hold annual meetings as part of the annual conference of the Canadian Society for the Study of Education/Société canadienne pour l'étude de l'éducation.

3.2 The Association shall be carried on without purpose of gain for its members, and any profits or other accretions to the Association shall be used in promoting its objectives.

3.3 In the event of the dissolution of the Association, all its remaining assets, after payment of liabilities, shall be distributed to one or more charitable organizations in Canada, recognized by the Canada Revenue Agency.

ARTICLE 4: MEMBERSHIP

4.1 One of the conditions of becoming a member of the Canadian Society for the Study of Education (CSSE)/Société canadienne pour l'étude de l'éducation (SCÉE) is joining one of its constituent Associations, of which CACS is one. This is the typical route by which a member joins CACS—although a member may join CACS without joining CSSE/SCÉE.

4.2 The amount of the annual dues shall be determined from time to time by the

membership at the Annual General Meeting, and in accordance with policies of other CSSE / SCÉÉ cooperating Associations.

4.3 All members of the Association in good standing shall have the privilege of

4.3a Voting at the Annual General Meeting

4.3b Nominating members for office in the Association

4.3c Standing for office in the Association

4.3d Benefiting from the services of the Association.

4.4 The membership year shall be from January 1 to December 31.

ARTICLE 5: OFFICERS OF THE ASSOCIATION

5.1 General:

5.1a The Officers of the Association are voting members of the Executive Committee with the proviso that the President(s) or designate(s) chair meetings and vote only in instances of tied votes.

5.1b The Officers of the Association compose meeting agendas in consultation with the Executive Committee and membership.

5.1c In the event that an officer of the Association gives up her/his position, the President(s) is/are empowered to appoint a substitute to act until the next Annual General Meeting. At that meeting, a candidate for the unexpired term of office is to be elected by the membership in accordance with the usual procedures.

5.2 President(s):

Term of service is two years, undertaken after having served as Vice-President(s).

5.3 Vice-President(s):

The Vice-President(s) shall be elected biennially by the membership. The Vice-President(s) shall assist the President(s) in the performance of her/his duties and shall assume the duties of the President(s) in the absence, incapacity, or resignation of the President(s). When the President(s) conclude(s) their term, the Vice-President(s) shall automatically become President(s) for a term of two years.

President(s) is/are responsible include:

a) Preparing preliminary agendas for the CACS AGM (Annual General Meeting) and Executive Council meeting at least two weeks prior to Congress. Prior to Congress, the Vice-President finalizes the agenda in collaboration with the President(s).

b) Preparing a one-page/thumbnailed sketch of key events at Congress (event title, 1-line descriptor, time and place) for distribution to members. The penultimate version is finalized with CACS President(s), then sent by the Vice-President(s) to the Chairperson of Communication, Chairperson of the Graduate Committee and person responsible for CSSE Communications for distribution through various means, e.g., listserv, website and social media.

c) Post documents (e.g., in Google Drive) for CACS meetings at Congress, i.e., Executive Council meetings, Annual General meeting and any other CACS sub-committee meetings (i.e., CACS executive agenda; AGM agenda; Reports). The Vice-President solicits reports at least three weeks in advance of Congress from:

the President(s), the Award coordinators, Chairperson of Publications, Chairperson of Communication, Chairperson of Graduate Committee, and the Coordinator of Celebration of Creative Scholarly Works and Awards.

d) Records minutes of Executive Council meetings as well as those of the Annual General meeting at Congress. A Vice-President sends minutes to the President(s) no later than one week following Congress.

e) Sits on Communications Committee.

5.4 Secretary-Treasurer:

The Secretary-Treasurer shall be elected biennially by the membership. The Secretary-Treasurer shall be responsible for:

5.4a Reviewing translation requests and coordinating translations. This includes maintaining an up-to-date bank of suitable translators as well as keeping track of translations done over the year and reporting on translations (number, purpose, amounts, total) in the member's annual report. The member works in collaboration with the Chairperson of Communications to provide timely translations for distribution to members.

5.4b Collection of dues, and

5.4c Performance of duties assigned by Executive.

5.5 Past President(s):

The Past Presidents shall serve for two years. Their role will be to serve in voting capacity on Executive, administer elections, offer consultation and advice, as well as undertake special initiatives or projects as requested by the Presidents(s).

ARTICLE 6: EXECUTIVE COMMITTEE OF THE ASSOCIATION

6.1 Members of the Executive Committee are elected as voting members of the Committee.

6.1a Members of the Executive Committee are elected at the Annual General Meeting.

6.1b In the event that positions remain unfilled after the Annual General Meeting, the Executive Committee is empowered to vote upon and appoint members to fill the vacancies.

6.2 Chairperson of Communications Committee (2 years):

This Executive member is responsible for matters pertaining to Communications. The Executive member

a) Coordinates the CACS listserve

b) Appoints a Website Coordinator from CACS members. This appointment may occur in consultation with the Chairperson of Graduate Students.

c) Communicates regularly with the Website Coordinator and the Chairperson of the Graduate Committee. For ensure timely distribution of translated documents, the member also works in close collaboration with the Secretary-Treasurer.

d) Chairs the Communication Committee. This committee meets at least twice annually (e.g., through virtual means) to review and discuss communication strategies: once before Congress and at one other time during the year. One of the

committee's responsibilities is to provide guidelines for the Coordinator of Social Media as well as for Coordinator for Photographs. The Committee also provides ideas and suggests material for the CACS bi-monthly e-publication.

e) Serves as lead editor of a short CACS multimedia bi-monthly e-publication (1-2 pages) that is sent out to members on a regular basis on topics of interest to CACS members, with at least one publication per year devoted to the awards. Other possible topics might include: JCACS; events (e.g., conference or pre-conference); featured member(s); member projects/publications. The member will work in collaboration with members of the Communications Committee as well as with other interested graduate students who are CACS members.

6.3 Chairperson of Publications (2 years):

This Executive member liaises between CACS Executive Committee and JCACS Editors and serves on JCACS Editorial Board. The member also liaises with the Canadian Journal of Education (CSSE).

6.4 Chairperson of Ted T. Aoki Award for Distinguished Service (2 years)

6.5 Chairperson of Outstanding Publication Award Committee (2 years)

6.6 Chairperson of Dissertation Award Committee (2 years)

6.7 Chairperson of Cynthia Chambers Award Committee (2 years)

6.8 Coordinator of Celebration of Creative Scholarly Works and Awards (2 years):

This member of Executive works is a faculty member who coordinates the Celebration, working hand in hand with one or more members of the Graduate Committee as well as with onsite faculty members and/or graduate students to select and liaise with the site, develop the program, and organize the event.

6.9 CSSE Program Coordinator:

This Executive member serves as the lead Program Coordinator in the second year of a 2-year elected position.

6.10 Co-CSSE Program Coordinator

This Executive member works with the CSSE Program Coordinator in the first year of a 2-year elected position.

6.11 Member-at-Large (2 positions):

Two Members-at-Large will be elected at the Annual General Meeting or appointed by Executive at an early Executive meeting. Every consideration should be given to maintaining regional, linguistic, and cultural representation.

The Member-at-Large has as its focus to be as an ambassador for CACS: to help broaden as well as disseminate the work of the Association, identify potential avenues for further dissemination, while also serving as liaison within and across CACS Executive positions and liaise with other Associations.

Specific duties will be negotiated between the Members-at-Large and CACS President(s).

6.12 Representative of Graduate Committee

6.13 Presidents Ex Officio of CACS SIGs:

The SIG Presidents are full participating and voting members of CACS Executive.

6.14 The Executive Committee shall propose policies and conduct business related to the

Association.

6.15 The Executive Committee shall be responsible for:

6.15a Finances of the Association

6.15b Creation of standing, nominating and ad hoc committees and the appointment of members of these committees

6.15c Publications of the Association

6.15d Distribution of the funds

6.15e Planning of the Annual General Meeting and program at the annual conference of the Canadian Society for the Study of Education.

ARTICLE 7: STANDING SUBCOMMITTEES OF THE ASSOCIATION

7.1 Communications Committee:

7.1a Chairperson of Communications Committee (as per Article 6.2 above)

7.1b Members of Communications Committee:

Members are appointed by the Chairperson of Communication in consultation with the Chairperson of Graduate Committee, who appoints the graduate student members.

Members of the Communications Committee include: a CACS vice-president, a CACS member-at-large as well as a Website Coordinator, CACS E-publication Graduate Co-Editor, Social media coordinator, and Coordinator of photographs. Descriptions of various of these positions follow:

Website Coordinator

- a) May be a CACS member and/or a CACS graduate student member
- b) Works in collaboration with: Chairperson of Communications, Chairperson of Graduate Students, JCACS Editor(s) and liaising with SIGs as well as with person at CSSE in charge of Communications
- c) Is responsible for ensuring all information on the website is up-to-date and accurate, as well as ensuring easy access to a web archive (e.g., of award winners) within an inviting, navigable interface

CACS E-publication: Graduate Co-Editor

Works in collaboration with the lead editor and any other graduate students that the Lead Editor may enlist.

Social Media Coordinator

- a) Posts regularly on matters of interest to CACS members using social media (e.g., Facebook, Twitter) and following guidelines established by Communications Committee
- b) Utilizes social media platforms to leverage awareness of most recent issue of JCACS as well as of publications of CACS members
- c) Works in collaboration with: Chairperson of Communications, Chairperson of Graduate Students, Coordinator of Photographs, JCACS Editor(s), and SIGs.

Coordinator of Photographs

- a) Coordinates the collection and distribution of photographs from key events (e.g.,

- Congress; Provoking Curriculum conference; pre-conferences).
- b) Works in collaboration with: Chairperson of Communications, Chairperson of Graduate Students, Social media Coordinator, JCACS Editor(s), and SIGs.

Other positions may be created as required.

7.2 Graduate Committee:

7.2a Chairperson of Graduate Committee:

The Chairperson of the Graduate Committee

Is elected by members of the Graduate Committee and appointed by CACS Executive

In consultation with committee members, assigns duties, responsibilities, and activities (see 7.1b for descriptions)

Works in close collaboration with the Chairperson of Communications

Serves TWO-year, multiply renewable term(s)

Upon conclusion of term(s), supports and mentors the new Graduate Committee President Chairperson.

7.2b Members of Graduate Committee:

Members of the Graduate Committee

Self-nominate, and are appointed by CACS Executive

Serve one-year, multiply renewable terms

In consultation with and assignment by Chairperson of Graduate Committee, participate in a variety of activities, including but not limited to

Serving as Newsletter CACS E-Publication Graduate Co-Editor

Serving as Website Coordinator

Serving as Social Media Coordinator

Serving as Coordinator of Photographs

Serving in other positions as may be required for the Communications Committee

Working with CSSE Program Coordinators

Working with Coordinator of Celebration of Creative Scholarly Works

Outreaching with Francophone graduate colleagues

Bringing forward to Executive initiatives either on behalf of graduate student interests, from a graduate student perspective, or on behalf of the Graduate Committee

As needed, redeveloping roles and structures of the Graduate Committee for formalization by CACS Executive.

ARTICLE 8: AFFILIATION OF SPECIAL INTEREST GROUPS

8.1 From time to time, CACS/ACÉC will establish affiliated special interest groups, providing that

8.1a Affiliation is in the interest of CACS/ACÉC

8.1b The group demonstrates significant support

8.1c The group prepares and the CACS/ACÉC Executive approves the constitution of the affiliating group

8.1d CACS/ACÉC membership approve of an affiliation.

8.2 Affiliation may be terminated by either party, subject to at least one year's notice.

ARTICLE 9: LANGUAGES

9.1 The official languages of the Association are French and English.

ARTICLE 10: REGULATIONS

10.1 The Association shall be subject to the By-laws and Regulations established by the Canadian Society for the Study of Education/Société Canadienne pour l'Étude de l'Éducation.

ARTICLE 11: AMENDMENTS

11.1 Amendments to this Constitution shall be made by 60 per cent vote of all members in good standing and in attendance at the Annual General Meeting, or responding to a mailed or electronic ballot.

11.2 Written notice of motion for an amendment to this constitution shall be distributed to all members of the Association in good standing sixty (60) days before the Annual General Meeting or, in the case of a mailed or electronic vote, sixty (60) days prior to the last date on which ballots will be accepted.

Amendments **for ninth revision** approved at CACS/ACÉC Annual General Meeting at Laval, June, 1989.

Amendments **for tenth revision** approved at CACS/ACÉC Annual General Meeting at Edmonton, May 25, 2000.

Amendments **for eleventh revision** approved by electronic vote by membership May 15, 2015.

Amendments **for twelfth revision** approved at CACS/ACÉC Annual General Meeting at Ryerson, May 30, 2017.

Appendix: The Association's Journal

ARTICLE 1: OVERVIEW AND PREAMBLE

1.1 The journal is the journal of the Canadian Association for Curriculum Studies, and CACS is responsible for it through its President and Executive Committee. These parties are elected by and responsible to CACS membership.

1.2 The name of the journal is the "Journal of the Canadian Association for Curriculum Studies" (JCACS).

1.3 Any changes to the journal's name must be proposed as a motion passed by CACS Executive and presented to the CACS membership. Name changes shall be made by 60% vote of all members in good standing and in attendance at the Annual General Meeting, or responding to a mailed or electronic ballot. Written notice of a motion for journal

name change shall be distributed to all members of the Association in good standing sixty (60) days before the Annual General Meeting or, in the case of a electronic or mailed vote, sixty (60) days prior to the last date on which ballots will be accepted.

1.4 History/Founding

From the journal's inaugural issue:

In recent years, Canadians working in the field of curriculum studies have expressed interest in the creation of new sites to showcase work by Canadian curriculum scholars. While there are many opportunities to publish curriculum scholarship in journals both inside and outside of Canada, until now there have been no journals that focus on the field of curriculum studies in Canada. During the Annual Meeting of the Canadian Association for Curriculum Studies in Edmonton in 2001 we (Sumara and Luce-Kapler) agreed to investigate the possibility of developing an on-line refereed and indexed journal that would be associated with CACS. At that meeting, CACS members agreed, in principle, that we (Sumara and Luce-Kapler) should conceptualize a curriculum studies journal and propose a plan at the 2002 meeting in Toronto. It was suggested to the membership that CACS support an on-line journal that would be available to both CACS and non-CACS members. The journal would publish one issue during its first year and two issues during its second and subsequent years. If demand grew, and if new resources were found to support the journal, additional per-year issues would be considered. It was agreed that the Editors would be appointed for two-year terms by the Executive of CACS and that members of CACS would serve on the Editorial Advisory Board. (Sumara and Luce-Kapler, 2003, p. 1)

1.5 The Canadian Association for Curriculum Studies is the publisher of the journal.

1.6 The journal is bilingual, publishing content in either French or English.

1.7 The journal is published bi-annually.

1.8 This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

1.9 Information on the journal's website should align with the present document.

2 FOCUS AND SCOPE

2.1 JCACS publishes articles in both French and English that address curriculum issues of interest to Canada and Canadians and an international readership. As the one domain of educational discourse that originated from and is particular to education, curriculum studies is here understood broadly—not simply as a consideration of mandated programs of study, but as a theorization of those complex structures within which teaching and learning occur. Since the first issue was published online in Spring 2003, the journal has contributed in significant ways to expanding notions of what “curriculum studies” might mean and what it might include. The mandate of JCACS is to publish scholarly, and some creative, works that provoke philosophical and theoretical debate, respond to critical questions and issues of interest to curriculum scholars, feature the work of Canadian curriculum scholars, explore new perspectives on the history of curriculum

studies, and describe curriculum pedagogies in elementary and secondary schools, undergraduate and graduate courses, and informal or community-based settings. In its content, the journal aims to reflect the diverse scholarship of the member organization that provided its original mandate: members of the Canadian Association for Curriculum Studies (CACS) also include scholars and practitioners affiliated with Arts Researchers and Teachers Society (ARTS), Canadian Critical Pedagogy Association (CCPA), Science Education Research Group (SERG), Language and Literacy Researchers of Canada (LLRC), and Regroupement pour l'étude de l'éducation francophone en milieu minorité/Francophone group for the study of education in a minority context (REEFMM).

ARTICLE 3: SECTION POLICIES

3.1 Articles are open submissions, indexed, and peer reviewed.

3.2 Book reviews are by open submissions and indexed. Following the mandate of the journal, "Reviews" invites submissions in both French and English that engage the work of curriculum scholars and others whose work speaks to the dilemmas of curriculum studies for a Canadian and international readership. We particularly encourage reviews of new work by Canadian curriculum scholars. Reviews are expected to provoke lively, respectful and critical discussion that expands the boundaries of curriculum studies and/or engages with persistent questions in new ways. We welcome submissions that consider the structures of teaching and learning in a variety of curricular settings and narrative formats, including film, literature, and digital media. Reviews for single books/media are typically 2,000-2,500 words in length, while review essays, that may consider a single theme or critical conversation amongst several texts, may range from 2,500-3,500 words. Potential reviewers should send a proposal of 150 words to the Book Review Editor.

3.3 "Curriculum Genealogies" is an indexed occasional feature of the journal that focuses on the re-representing of previously published curriculum scholarship and, whenever possible, retrospectives written by authors of those articles. Following the work of Foucault, we use the word "genealogy" to remind ourselves and readers that inquiries into the relationship between past and current events are always a critical interpretive practice that aims to discern the ways in which particular discourses constitute the objects, practices, and/or subjects that are available for study. A "curriculum genealogy," then, is understood as a representation of the way in which the objects, practices, and subjects/subjectivities of curriculum studies have been co-created.

3.4 "Curriculum Lives" is an open submission, indexed, and peer reviewed feature dedicated to the occasional publication of essays that focus on the impact of particular scholars on the field of curriculum studies. These essays might take a biographical, historical or theoretical approach. In addition to representing the work and major contributions of scholars whose work informs contemporary thinking in curriculum studies, this section also aims, whenever possible, to offer insights into the working practices of those individuals.

3.5 "Curriculum Pedagogies" features open submission, indexed, peer reviewed short essays that describe both undergraduate and graduate courses in curriculum studies being taught at universities and colleges in Canada. In addition to offering some practical information about the what and the how of curriculum studies courses in Canada, these

essays also deal with pedagogical issues emerging from the teaching of these courses. Therefore, we encourage essays that both describe and analyze critical issues that have arisen in the teaching of curriculum studies in Canada. We encourage authors to include course outlines as appendices to their essays and, as well, copies of bibliographies that are offered to students.

3.6 “Aesthetic Interventions” are open submissions and indexed.

3.7 Editors(s)-in-Chief may employ variations to these sections and introduce other sections at their discretion.

ARTICLE 4: PEER REVIEW PROCESS

4.1 JCACS relies on a standard of blind review.

4.2 The Editorial Board consists of noted curriculum scholars representative of the range of scholarship reflected in the Association’s membership-at-large. In addition to curriculum theorists, the Editorial Board includes members whose research contributes to the fields of language and literacy, critical pedagogy, teacher education, arts education, francophone education, and education in the disciplines of science, social studies, and mathematics, and others.

4.3 Prospective authors submit manuscripts online and the manuscript is first reviewed by the Editor(s)-in-Chief to determine whether the content is suitable for the journal and whether it appears in a format ready to be sent out for blind review. If a submission is deemed unsuitable, the Editor(s)-in-Chief will respond to the author(s) with a brief explanation and possible suggestions for resubmission or for publication elsewhere.

4.4 Once a manuscript is deemed suitable for review, the Editor(s)-in-Chief consider the expertise of individual Editorial Board members in deciding to whom the manuscript should be sent for review. Reviewers are asked to submit their completed review within 4-6 weeks.

4.5 The Editor(s)-in-Chief may seek recommendations from members of the Editorial Board for reviewers outside the Board. The Editor(s)-in-Chief may also seek reviewers based upon their own professional and scholarly judgment.

4.6 In arriving at an editorial decision for submitted manuscripts, the Editor(s)-in-Chief will carefully consider the recommendations and suggestions made by the reviewers.

4.7 Authors will be informed via e-mail whether their manuscript has been accepted or rejected for publication, or whether to revise and resubmit in response to recommendations. Regardless of the decision, the Editor(s)-in-Chief will forward reviewer comments to authors.

4.8 Generally, except for work destined for themed and special issues, manuscripts will be queued for online publication according to the date of final acceptance.

ARTICLE 5: ROLES AND RESPONSIBILITIES

5.1 Editor(s)-in-Chief

5.1a Roles and Responsibilities:

- i. Screen submissions
- ii. Oversee and coordinate review, editing, and publication process
- iii. Make final publication decisions
- iv. Consult Editorial Board on editorial and scholarly matters
- v. Report to CACS annually on journal and Board activities and finances

- vi. Work with Book Review Editor, Web host and, as needed or available, copy editor
- vii. Coordinate Editorial Board consistently with Article 5.3 of this document
- viii. Select and appoint Book Review Editor
- ix. Other activities as may be necessary for publication of the journal
- x. Apply for SSHRC and other journal funding and cooperate with CACS in establishing and maintaining the necessary institutional eligibility

5.1b Appointment

- i. The Editor(s)-in-Chief are appointed by a motion of CACS Executive.
- ii. The CACS President issues an open Call for Editors.
- iii. The criteria for appointment include being a member of CACS, capacity to fulfill roles and responsibilities as identified in the present document (5.1a) as well as any strategic capacities as identified in advance by the selection committee and included as part of the Call for Editors.
- iv. While editorial capacity is the primary criteria for Editor(s)-in-Chief appointment, in the absence of SSHRC funding, financial and/or in-kind commitment from the applicant's host institution is necessary and articulated as part of the application process.
- v. Recommendation for appointment is made by a selection committee including the officers of CACS and the CACS Chairperson of Publications. Other selection committee members shall be selected by CACS President(s): at least one each of a past Editor-in-Chief of the journal and a member of the journal's Editorial Board.
- vi. The formal mechanism of appointment is made via motion of CACS Executive.
- vii. The term of appointment is three years and is renewable subject to a new open Call for Editors, recommendation, and appointment process.

5.2 Book Review Editor

5.2a Roles and Responsibilities:

- i. Receive and solicit books for review
- ii. Identify and recruit appropriate reviewers as per the Book Review Editor's judgment
- iii. Provide guidance to reviewers as per journal's Book Review Section Policy and reminders as needed for timely completion of reviews
- iv. Recommend reviews to Editor(s)-in Chief for publication

5.2b Reporting: The Book Review Editor reports to the Editor(s)-in-Chief, in turn reporting to CACS.

5.2c Appointment

- i. The Editor(s)-in-Chief will appoint the Book Review Editor.
- ii. The term of appointment is 1 year, indefinitely renewable by mutual consent of Book Review Editor and Editor(s)-in-Chief.

5.3 The Editorial Board

5.3a In addition to the activities discussed in Article 4, the Editorial Board advises the Editor(s)-in-Chief on editorial and scholarly matters of the journal.

5.3b Individuals may volunteer for the Editorial Board and/or the Editor(s)-in-Chief may recruit members. New members to the Board, both volunteers and recruits,

must be brought to and voted upon by the Board.

5.3c Renewable terms of service are 3 years.

5.3d Ad hoc committees may be struck within the Board to explore particular issues or questions.

5.3e Individual Board members are empowered to bring forward questions, concerns, and motions according to principles and processes of Robert's Rules of Order.

5.3f The Editor(s)-in-Chief chair the Editorial Board. Editor(s)-in-Chief shall keep records of consultations and decisions resulting from Editorial Board members and include this information in their annual report to CACS.

5.3g The CACS Chairperson of Publications is also a member of the Editorial Board and serves as a liaison between the journal and the CACS Executive.

ARTICLE 6: GOVERNANCE STRUCTURE

6.1 The Editorial Board advises the Editor(s)-in-Chief on editorial and scholarly matters.

6.2 Editorial decisions are the responsibility of the Editor(s)-in-Chief.

6.3 Matters of journal policy and governance are the responsibility of CACS through its President, Chairperson of Publications, and Executive.

ARTICLE 7: JOURNAL FUNDING

7.1 JCACS gratefully acknowledges the financial and/or in-kind support of its sponsoring organizations and institutions.

7.2 As per Article 5.1.b.iv, while editorial capacity is the primary criteria for Editor-in-Chief appointment, in the absence of SSHRC funding, financial and/or in-kind commitment from the applicant's host institution is necessary and articulated as part of the application process.

7.3 CACS Contribution:

7.3a CACS shares in financially supporting the journal and makes its allocation in relationship and balance with all of its activities and commitments across the Association for the year.

7.3b At the beginning of the fiscal year, the Editor(s)-in-Chief submit to CACS Executive a proposed budget for the journal including all of its funding and support, including from host institution.

7.3c CACS Executive approves its own budget including the allocation for the journal.

7.3d At the end of the year, the Editor(s)-in-Chief include the actual budget with their report to the AGM for evaluation of CACS allocation.

7.4 As per Article 5.1.a.x, the Editor(s)-in-Chief shall apply for SSHRC journal funding and cooperate with CACS in establishing and maintaining the necessary institutional eligibility.

Reference

Sumara, D., & Luce-Kapler, R. (2003). Inventing new vocabularies for curriculum studies in Canada. *Journal of the Canadian Association for Curriculum Studies*, 1(1), 1-8.

APPENDIX: CACS Translation Policy

SECTION 1: POLICY

CACS is committed to making readily available in English and French any CACS policy or other documents of interest to CACS members (e.g., Calls for Papers for CACS-related events). This includes supporting CACS SIGs in their desire to attain the same objective. Given limited resources, as well as the desire to support all appropriate requests, CACS will consider any CACS SIG translation request that does not exceed \$250, per SIG, within a given calendar year (July to June).

SECTION 2: CRITERIA

Note that since CSSE supports translation of documents of a more permanent nature (e.g., Constitutions), SIGs should first seek out CSSE support before approaching CACS. The request to CACS needs to be for translation of documents that are intended to: a) share information of a more permanent nature, i.e., content that does not change significantly from year to year, for instance, information about awards and how to apply for them, posted on a SIG website and/or b) information about upcoming events open to ALL interested CACS members, for example, a Call for Papers for a Pre-Conference or a Conference that will be circulated to both SIG and CACS members.

SECTION 3: PROCEDURE

Requests for support with translation should be directed in an email to the CACS Secretary-Treasurer, specifying the amount of the request, the reason, as well as whether (if appropriate) CSSE has first been approached. If a request larger than \$250 is submitted, CACS may consider contributing up to a maximum of \$250 towards the translation costs if the SIG can show that it has other funding in place to cover the difference. If the request is approved, the SIG needs to provide CACS with the invoice/receipt, which should be sent electronically to the CACS Secretary-Treasurer.