



# Australian Citizen Science Association

## ACSA CHAPTER PROTOCOLS

*This document outlines the process for the creation and operation of location-based Chapters of the Australian Citizen Science Association (ACSA). The document includes three sections:*

1. *Background*
2. *Chapter formation*
3. *Operating procedures*

### 1. BACKGROUND

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The Australian Citizen Science Association Incorporated (ACSA) is founded on principles of inclusiveness and collaboration. ACSA welcomes the formation of regional or location-based Chapters which will build networks of shared interest, activities and practice.

ACSA Chapters will operate under the overarching ACSA governance framework to support the values, approach and strategy of ACSA – and seek to foster an inclusive, inspiring and collaborative citizen science community in Australia.

The purpose of ACSA Chapters is to help implement ACSA Strategic Goals, priorities and actions at a regional scale. ACSA Chapters will help to build awareness of ACSA and citizen science in their local membership and areas of interest, and have the opportunity to provide a local voice, representation and communication channel at the national level.

#### **ACSA's Strategic Goals:**

Participation	Partnerships	Practice	Impact	Platform
Encourage broad and meaningful participation in citizen science	through facilitating inclusive and collaborative partnerships	and a community of best practice, knowledge and tools	to ensure the value and impact of citizen science and its outputs are realised	enabled by ACSA as an effective, trusted and well recognised organisation and hub for citizen science in Australia.

ACSA's priority areas for 2019-2020 include but are not limited to:

- Supporting the third National Citizen Science Conference (Q3 2020)
- Growing the membership base and platforms or mechanisms for interaction
- Increasing the visibility of ACSA in the community
- Building external partnerships
- Supporting development of resources for the practice of citizen science

## 2. CHAPTER FORMATION

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ACSA may call for the formation of regional Chapters and membership via its website, newsletter or social media. Alternatively, groups of individuals who may wish to establish an ACSA Chapter are encouraged to speak with a member of the ACSA Management Committee.

The following sets out the process for Chapter formation:

### 2.1 Make an Application

An [application](#) should be submitted to the ACSA Management Committee to establish an ACSA Chapter. The application should include a description of:

- the key objectives of the proposed Chapter;
- the proposed structure of Chapter management (e.g. chair, vice chair, coordinator of activities, period of positions etc) together with details of any individuals taking up these positions;
- how the Chapter proposes contributing to or aligning with the ACSA Strategic Plan, including an overview of the activities the Chapter plans to undertake, and
- any collaborations with existing groups or organisations with similar aims.

### 2.2 Feedback & Formation

The ACSA Management Committee will consider the application and provide feedback where required on the application its proposed approach. An ACSA Management Committee member will be appointed to the Chapter as a liaison.

Following review, the ACSA Management Committee will notify the Chapter applicants on the success or otherwise of their application and whether a Chapter may be formed under the auspices of ACSA. The Chapter will need to operate according to the Operating Procedures outlined in section 3 of this document and any other protocols/requirements as advised in writing from the ACSA Management Committee.

The ACSA Management Committee may form, reform, or cease Chapters at its discretion.

Notwithstanding the foregoing, a Chapter may be dissolved by the ACSA Management Committee where it has achieved its purpose for establishment, it has become unproductive, it can no longer maintain its membership, or it no longer services the priorities of ACSA.

### 2.3 Chapter Management

The Chapter will establish a Chapter Management Group responsible for ongoing liaison with and reporting to the ACSA Management Committee and Secretariat, as well as being a local coordinator of activities and member engagement.

The Chapter Management Group must be current members of ACSA and will be covered by ACSA's relevant director's insurance (noting certain acts or omissions may not be covered by the insurance e.g. intentional breaches of the law, fraudulent or other criminal activity or obtaining illegal remuneration or acting or personal profit).

The Chair of the Chapter will be an ex-officio member of the ACSA Management Committee and may be invited to participate in ACSA Management Committee meetings.

### 3. OPERATING PROCEDURES

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The following sets out the Operating Procedures for ACSA Chapters.

#### 3.1 Workplan:

The Chapter management members will:

- develop a workplan with clear actions and timelines, set within the scope agreed upon with the ACSA Management Committee and consistent with the ACSA Strategic Plan;
- work together within the Chapter to implement the actions set out in the workplan;
- establish and oversee any subgroups required to assist in the development and implementation of the workplan;
- be collaborative and supportive, in line with the ACSA vision promoting diversity in citizen science, and actively seek opportunities to share ideas, connect and collaborate across disciplines, institutions, and community boundaries; and
- ensure that Chapter activities reflect ACSA Values.

#### 3.2 Meetings

- Chapter management members will agree on a regular meeting schedule, at a frequency sufficient to meet timelines.
- Meetings may be held in person, by telephone or other online platforms (e.g. Skype) at the Chapter members' expense or with support from a suitable sponsor.
- Chapter decisions should be made by consensus. If consensus cannot be reached, decisions will be made by a majority. A quorum of four members must be present to make decisions.

#### 3.3. Reporting & Communication

- The chair of the Chapter can participate as an ex-officio member of the ACSA Management committee and may be invited to participate in meetings of the Committee.
- Chapter members are required to provide written activity reports to the ACSA Management Committee at least every six months, providing accurate details of membership engagement, activities, outcomes achieved, plans made, and any issues faced by the Chapter. Such reports need be no longer than two pages.
- The Chapter management should regularly liaise with the ACSA Secretariat.
- Chapter management should maintain and respect any confidential information they may receive in the course of their work on the Chapter.
- Chapters should use communications, key messages and brand consistent with ACSA communication plans and protocols as advised from time to time and liaise with the ACSA Secretariat around newsletter contributions, social media and website contributions.

#### 3.4. Code of Conduct

- Members should disclose, and take reasonable steps to avoid, any real or apparent conflicts of interest in connection with their Chapter involvement. The disclosure of any conflict of interest (real or apparent) must be made as soon as possible after the member becomes aware of the conflict, and such disclosures are to be recorded by the chair of the Chapter.
- Members should act honestly, in good faith, with a reasonable level of diligence and care and in the best interests of ACSA.
- Chapter members should not represent themselves as having authority to act on behalf of ACSA, bind ACSA to any course of action or commit ACSA funds.
- Disputes or conflicts that cannot be satisfactorily resolved within the Working Group will be referred to the Chair of the ACSA Management Committee to determine the appropriate outcome/action.

*Disclaimer: ACSA may review and amend these Chapter Protocols following the initial establishment and operation of Chapters.*