



OMEP
Organisation Mondiale pour L'Education Préscolaire
Organización Mundial para La Educación Preescolar
World Organisation for Early Childhood Education

Registered Charity CC53036

Constitution of
the Aotearoa New Zealand Committee of
the World Organisation for
Early Childhood Education Incorporated

The Organisation

1.0 Name

The name of the Organisation shall be the Aotearoa New Zealand Committee of the World Organisation for Early Childhood Education Incorporated (hereinafter referred to as OMEP Aotearoa New Zealand)

2.0 Registered Office

The registered Office of OMEP Aotearoa New Zealand shall be at such place as may be determined from time to time by the Executive.

3.0 Definitions

In the Constitution

- 3.1 OMEP Aotearoa New Zealand means the Aotearoa New Zealand country member of the World Organisation for Early Child Education Incorporated. The initials are taken from the French name Organisation Mondiale Pour L'Éducation Préscolaire.
- 3.2 "The Organisation" means OMEP Aotearoa New Zealand Incorporated
- 3.3 "The Executive" means the National Executive Committee of OMEP Aotearoa NZ
- 3.4 "Designated Officers" means the National President, National Vice-President, National Secretary, National Treasurer, and International Coordinator
- 3.5 "Chapter" means a regional group of OMEP Aotearoa New Zealand members who have adopted the OMEP Aotearoa New Zealand Constitution and meet on a regular basis.
- 3.6 "Chapter Committee" means the committee of a Chapter, comprising members elected at a Chapter Annual General Meeting
- 3.7 "Organisation Meeting" means an Annual General Meeting or Special General Meeting, but not an Executive meeting
- 3.8 "Use money or other assets" means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way deal with, money or other assets
- 3.9 "Written Notice" means communication by post, electronic means (including email, and website posting), or advertisement in periodicals, or a combination of these methods.
- 3.10 "Child" means a child up to the age of eight years.

4.0 Aims and Objectives

- 4.1 To foster optimum development of every child in regard to physical, cultural, social, intellectual, emotional and spiritual dimensions both in the family and in other social environments
- 4.2 To promote the rights of each child and the optimum conditions for their wellbeing and happiness in their family, institutions and society
- 4.3 To promote quality early childhood education in all its forms in Aotearoa New Zealand.
- 4.4 To promote an approach to early childhood education that honours and works towards the implementation of the articles of Te Tiriti o Waitangi
- 4.5 To honour and uphold the three languages of Aotearoa New Zealand throughout the organisation: te reo Māori, English and New Zealand Sign Language (NZSL)
- 4.6 To further the development of multicultural values and practices in early childhood education.
- 4.7 To support any organisation, institutional group or individual activity which furthers the cause of quality early childhood education, within the limits of the organisation's resources.
- 4.8 To promote research in the area of early childhood education
- 4.9 To support early childhood programmes which promote sustainability and peaceful interaction.
- 4.10 To foster national and international contact, communication and information sharing

Membership

5.0 Membership

- 5.1 The membership year shall be the same as the Organisation's financial year.
- 5.2 There are four categories of membership: Individual, Group, Life and Honorary
 - 5.2.1 Individual Membership is open to any individual who accepts the aims and objectives of the Organisation, either:
 - a) Through joining a Chapter, or
 - b) Through application to the Executive where no Chapter is operating in the area.
 - 5.2.2 Group Membership may be granted to any organisation, other than a government agency, if it accepts the aims and objectives of the Organisation. Membership may be granted either:
 - a) Through joining a Chapter, where Chapters have a policy of allowing this
 - b) Through application to the Executive
 - 5.2.3 Honorary membership may be awarded
 - a) By OMEP Aotearoa/NZ to anyone whom an Annual General Meeting considers worthy of honouring in terms of the Aims and Objectives of the Organisation. The honour shall be given sparingly and only when the nominee has shown a level of commitment and dedication seldom seen and where the service rendered has been of nationwide and outstanding nature and can be clearly documented and corroborated.
 - i. All nominations for Honorary Membership of the Organisation must be moved and seconded by members, agreed to by the nominee, and circulated to members within the timeframe specified for AGM remits.
 - ii. Honorary Members have the right to attend General Meetings of the Organisation or of any Chapters and to have speaking rights but not voting rights.
 - b) By individual Chapters to anyone whom the Chapter considers worthy of honouring in terms of the Aims and Objectives of the Organisation. The award of Honorary Membership of a Chapter does not entitle a person to Honorary Membership of the Organisation.
 - 5.2.4 Life membership may be awarded
 - a) By OMEP Aotearoa/New Zealand to any current or former member whom an Annual General Meeting considers worthy of honouring based on services to the Organisation.
 - i. In order to be considered for Life Membership of the Organisation a nominee must have demonstrated distinguished service in the cause of the Organisation. The honour shall be given sparingly and only when the service rendered has been of nationwide and outstanding nature.
 - ii. As a general rule the award shall be open only to any member who has been a financial member for not less than ten years' continuous standing
 - iii. Nominations for Honorary Membership of the Organisation must be moved and seconded by members, agreed to by the nominee, and the nominations circulated to members within the timeframe specified for AGM remits.
 - iv. Life Members of the Organisation have the right to attend General Meetings of the Organisation or of any Chapter and are entitled to one vote.
 - b) By individual chapters to any current or former Chapter member whom the Chapter considers should be honoured based on services to their individual Chapter. The award of Life Membership of a Chapter does not entitle a person to Life Membership of the Organisation.
- 5.3 Honorary and Life members are entitled to attend Organisation Meetings of OMEP Aotearoa New Zealand and to receive information pertaining to the Organisation's activities.
- 5.4 The Treasurer, or another person delegated to this role, shall keep a Register of Members who have joined the Organisation through application to the Executive, including the date of joining the Organisation. The Register will also record information from Chapters on Members joining through Chapters.

6.0 Cessation of Membership

- 6.1 Individual and Group membership
 - 6.1.1 Resignation may be submitted in writing to the Executive or to an individual Chapter at any time
 - 6.1.2 Any member who does not pay their annual membership fee by 30 November in a membership year shall be excluded from membership without prejudice of membership renewal.

7.0 Termination of Membership

If, for any reason, the Executive is of the view that a Member or Chapter is breaching the Constitution or acting in a manner inconsistent with the Aims and Objectives of the Organisation, the Executive shall give written notice of termination to the Member or the Chapter. The Executive's notice must:

- 7.1 Explain how the Member or Chapter is breaching the Constitution or acting in a manner inconsistent with the purposes of the Organisation.
- 7.2 State what the Member or Chapter must do in order to remedy the situation; or state that the Member or Chapter must write to the Executive giving reasons why the Executive should not terminate the Member's membership.
- 7.3 Written notice of appeal against the suspension may be lodged with the Executive within one month of the date of the suspension. The Executive will set up an appeal committee to hear the appeal. The suspended member/s or Chapter/s have the right of representation at this appeal.
- 7.4 A suspended Member or Chapter may apply for reinstatement after a period of not less than one year after the date of suspension

Management of the Organisation

8.0 The Executive Committee

- 8.1 OMEP Aotearoa/NZ shall have a managing committee ("The Executive"), comprising the following:
 - 8.1.1 Designated Officers:
 - a) National President
 - b) National Vice-President
 - c) National Secretary
 - d) National Treasurer
 - e) International Co-ordinator
 - 8.1.2 Other Executive Committee Members:
Such number as will bring the Executive's total membership to ten or a number more than this, to be decided at the Annual General Meeting.
- 8.2 The Executive may co-opt *ex officio* committee members. Co-opted members must be members of the Organisation and may have voting rights at Executive meetings.

9.0 Appointment of the Executive Committee

- 9.1 Voting for the Executive shall take place each year at the Annual General Meeting
- 9.2 The term of office for Executive members shall be for one year
- 9.3 Designated Officers may serve no more than six consecutive years in the one position
- 9.4 Nominations for the Executive shall be made in writing, or by email, to the Executive one month prior to the Annual General Meeting. The Executive will notify Chapters of nominations no less than 10 working days prior to the Annual General Meeting.
- 9.5 If the position of an Executive Committee Member becomes vacant between Annual General Meetings, the Executive may appoint another Organisation Member to fill that vacancy until the next Annual General Meeting.
- 9.6 Holders of an existing office (other than the office of National President) are free to accept nomination for a different office even if they have not served the full year of their current office.

10.0 Role of the Executive Committee

Subject to the Constitution of the Organisation, the role of the Executive is to:

- a) Administer, manage and control the Organisation
- b) Carry out the purposes of the Organisation
- c) Establish the policies and procedures of OMEP Aotearoa New Zealand
- d) Raise funds by subscriptions and/or donations to further the objectives of the Organisation
- e) Manage the Organisation's financial affairs, including approving the annual financial statements for presentation to the members at the Annual General Meetings and establishing a budget
- f) Set accounting policies in line with generally accepted accounting practice
- g) Establish a travel fund to assist the Executive with national travel and where possible to assist the Executive or other members to attend international conferences of OMEP
- h) Delegate responsibility and co-opt members where necessary
- i) Ensure that all members follow the Constitution
- j) Decide how a person becomes a member, and how a person stops being a member
- k) Decide the times and dates for meetings, and set the Agenda for meetings
- l) Decide the procedures for dealing with complaints

- m) Decide the procedures for dealing with Conflicts of Interest
 - n) Set membership fees, including subscriptions and levies
 - o) Make regulations.
- 10.1 The Executive has all of the powers of the Organisation, unless the Executive's power is limited by these Rules, or by a majority decision of the Organisation.
 - 10.2 All decisions of the Executive bind the Organisation, unless the Executive's power is limited by these Rules or by a majority decision of the Organisation.
 - 10.3 The Executive has the power to examine any alleged breach of the Constitution or Policies and Procedures
 - 10.4 The Executive shall have the power to determine any matter not provided for by this Constitution.

11.0 Conflicts of interest

The Executive Committee will have a Conflict of Interest policy.

- 11.1 Members of the Executive are expected to maintain a high standard of behaviour in their professional and personal dealings, including being sensitive to any involvements that might give rise to a conflict of interest.
- 11.2 Members must declare any personal or professional interests or associations that might create a conflict with their duties. They have a responsibility for ongoing management and awareness of any conflicts of interest whether actual, potential or perceived.

Meetings

12.0 Executive Committee Meetings

- 12.1 Executive Committee meetings shall be held at least six times per year.
- 12.2 Executive Committee meetings may be held via video or telephone conference, or other formats as the Executive may decide.
- 12.3 A quorum for an Executive Committee meeting is six members
- 12.4 The President shall chair Executive meetings, or if the President is absent, the Executive shall elect a Committee Member to chair that meeting
- 12.5 All decisions of the Executive shall be taken by simple majority vote. In the event of an equal vote, the Chair/President shall have a casting vote, that is, a second vote.
- 12.6 Only Executive members present at an Executive meeting may vote at that Executive meeting
- 12.7 Where agreed by the Executive, decisions may be made by circular email outside of Executive meetings

13.0 Organisation Meetings

- 13.1 An Organisation Meeting may be an Annual General Meeting or Special General Meeting. All members may attend and vote at Organisation meetings.
- 13.2 Notice of Organisation Meetings:
 - 13.2.1 The Secretary must give all Chapters at least one month's notice of the business to be conducted at any Annual General Meeting or Special General Meeting; except
 - 13.2.2 Two month's notice must be given of proposed changes to the Constitution or of a proposal to wind up the Organisation
 - 13.2.3 Chapter Committees are responsible for informing Chapter members of any Organisation Meetings
 - 13.2.4 If the Secretary has sent a notice to all Chapter Committees in good faith, the Meeting and its business will not be invalidated simply because one or more members do not receive the notice.
- 13.3 Quorum: A quorum for an Organisation meeting shall be 15 members
 - 13.3.1 If within half an hour after the time appointed for an Organisation meeting a quorum is not present the meeting shall stand adjourned to a day, time and place determined by the Chair/President of the Organisation. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
 - 13.3.2 If there are insufficient members present for a quorum at the following meeting, then those who are present will form a quorum and cover the business for which the meeting was called.
- 13.4 Voting at Organisation Meetings
 - i. A majority vote shall be a simple majority by all members present and voting.
 - ii. Voting, other than for the Executive, will generally be by voices or by a show of hands. However, if any Member requests a secret ballot before a vote has begun, voting must be by secret ballot.

- iii. The Chairperson of an Organisation Meeting shall have a vote and a casting vote, that is, a second vote.
- iv. Each individual member present at an Organisation Meeting and entitled to vote shall be entitled to one vote
- v. A Group membership, represented by two nominated representatives shall be entitled to two votes
- vi. Each Life Member shall be entitled to one vote
- vii. Honorary Members are not entitled to vote
- viii. Provision will be made for proxy voting at Organisation Meetings. Any member can delegate, in writing, their voting rights to another member.

13.5 The Annual General Meeting.

- 13.5.1 The Annual General Meeting shall be held no later than three months after the end of the Organisation's financial year, on a date to be decided by the Executive and in consultation with the hosting Chapter.
- 13.5.2 The business of the Annual General Meeting shall be:
 - i. Confirmation of minutes of previous Annual General Meeting.
 - ii. Presentation of OMEP Aotearoa New Zealand President's annual report
 - iii. Presentation of the Annual Financial Report and Assurance on Financial Performance
 - iv. Presentation of OMEP International annual report.
 - v. Presentation of Chapter annual reports.
 - vi. Business arising from presented reports.
 - vii. Election of Executive.
 - viii. Setting of the OMEP Aotearoa New Zealand component of the membership subscription for individual and Group members
 - ix. Amendments to the Constitution.
 - x. Appoint an accountant to review the financial statements
 - xi. Any other annual meeting business.

Business not relevant to the Annual General Meeting shall be transacted before or after the Annual General Meeting and minuted accordingly.

13.6 Special General Meetings.

- 13.6.1 Special General Meetings may be called by the Executive at any time.
- 13.6.2 The Executive must call a Special General Meeting if the Secretary receives a written request signed by at least 10% of the members

Finances

14.0 Financial

- 14.1 The Executive shall be responsible for the financial administration of the Society
- 14.2 The financial year of the Organisation shall be from the 1st day of September in one year to the 31st day of August in the following year.
- 14.3 The Organisation may only use money and other assets if:
 - (a) It is for the purpose of the Organisation
 - (b) It is not for the personal or individual benefit of any member; and
 - (c) That use has been approved by either the Executive or by majority vote of the Organisation.
- 14.4 Signing authority will be exercised by any two of the following: The National Treasurer, the National President, the National Secretary, or one other nominated member

15.0 Assurance on the Financial Statements

- 15.1 The Organisation shall appoint an accountant to review the annual financial statements of the Organisation. ("the Reviewer"). The Reviewer shall conduct an examination with the objective of providing a report that nothing has come to the Reviewer's attention to cause the Reviewer to believe that the financial information is not presented in accordance with the Organisation's accounting policies. The Reviewer must be a suitably qualified person, preferably a member of the New Zealand Institute of Chartered Accountants, and must not be a member of the Committee, or an employee of the Organisation. If the Society appoints a Reviewer who is unable to act for some reason, the Committee shall appoint another Reviewer as a replacement.

16.0 Common Seal

- 16.1 The Executive shall provide a common seal for the Organisation which is to be retained in the custody of the Secretary.
- 16.2 Use of the Common Seal must be approved at an Executive meeting.
- 16.3 Every document to which the Common Seal is affixed shall be signed by the President and countersigned by the Secretary or a member of the Executive.

17.0 Revision of the Constitution

- 17.1 Amendments to the Constitution can only be decided by a two-thirds majority of those present and voting at the Annual General Meeting or a Special General Meeting of the Organisation.
- 17.2 Any proposed motion to amend or replace the Constitution shall be signed by at least two Members and given in writing to the Secretary 10 weeks before the Annual General Meeting or Special General Meeting, and accompanied by a written explanation of the reasons for the proposal.
- 17.3 Notice of any amendment or replacement of the Constitution shall be communicated to members two months before the Organisation Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.
- 17.4 No such amendment shall be approved if it detracts from the charitable nature of the Society.
- 17.5 When a Constitutional change is approved by an Organisation Meeting no Constitutional change shall take effect until the Secretary has filed the changes with the Registrar of Incorporated Societies.

Chapters

18.0 Chapters

- 18.1 Establishment and management:
 - 18.1.1 Any group of five or more members, in any area of Aotearoa New Zealand, may apply to the Executive to establish a Chapter of OMEP Aotearoa New Zealand.
 - 18.1.2 Membership of a Chapter shall follow Article 5
 - 18.1.3 Chapters shall adopt the Constitution of OMEP Aotearoa New Zealand
 - 18.1.4 The Treasurer, or another person delegated to this role, shall keep a Register of Members. This register shall include contact names, contact information and the date at which they became members.
 - 18.1.5 Chapter Committee:
 - (a) Chapters will hold an Annual General Meeting at which an election of officers will be held, such officers to be members of the Chapter and to include a Chair/President, Secretary, Treasurer
 - (b) Chapter AGM's will be held within one month of the end of the financial year.
 - (c) Nominations for members of Chapter Committees must be proposed and seconded by members of the Chapter, and agreed to by the nominee.
 - (d) Chapter Committees may decide on policies and procedures pertaining to their Chapter, providing these are consistent with, and do not contravene, the Constitution of OMEP Aotearoa/NZ
 - 18.1.6 Conflicts of Interest: Chapters will follow Article 11
 - 18.1.7 A Chapter shall not make any statement purporting to be on behalf of the Organisation without the authority of the Executive.

18.2 Membership fee:

Chapter Committees may set their own individual and group Chapter membership subscriptions, which must include the component owed to the Organisation and set at the Annual General Meeting of the Organisation.

18.3 Financial

- 18.3.1 Each Chapter will operate a bank account which includes a facility for internet banking, send receipts, write cheques and make payments for their own approved expenses.
- 18.3.2 The Financial and Membership Years for each Chapter will align with the Organisation's financial year and membership year
- 18.3.3 Each Chapter shall establish a travel fund to assist members with travel to attend the Annual General Meeting of the Organisation or approved OMEP conferences.
- 18.3.4 Each Chapter will forward the proportion of membership fee due to OMEP Aotearoa/New Zealand by 31 December of the current financial year
- 18.3.5 The Organisation will not be responsible for any liability contracted or incurred by a Chapter without the authority in writing of the Executive and should any liability be contracted or incurred by a Chapter without such authority the liability shall rest solely with the person or persons responsible for the same.

18.4 Meetings:

- 18.4.1 Each Chapter shall:
 - a. Hold regular meetings for members throughout the year
 - b. Hold an Annual General Meeting each year in September at which a committee will be elected and a financial statement and Chapter report will be submitted.
- 18.4.2 A quorum for a Chapter Committee meeting shall consist of a number equivalent to half the members of the committee plus one
- 18.4.3 Chapters may set their own quorum for a Chapter Annual General Meeting, but the quorum should be greater than the number of Committee Members
- 18.5 Responsibilities to the National Executive
 - 18.5.1 Minutes of Chapter Committee meetings will be forwarded to the Executive of the Organisation
 - 18.5.2 Chapter Committees will provide to the Executive no later than 31 October each year a copy of:
 - (a) The Chairperson's Annual Report
 - (b) An annual Financial Report, including membership numbers
 - 18.5.3 Chapters will designate, at the Chapter's Annual General Meeting or the first meeting thereafter, a Representative to the Executive Committee of the Organisation. This person must be a member of the Chapter.

Winding Up

19.0 Winding Up

- 19.1 OMEP Aotearoa New Zealand may be voluntarily wound up in accordance with the provision of the Incorporated Societies Act 1908 or any statutory enactment substituted thereafter.
- 19.2 Two months' notice must be given to members of any proposal to wind up the Organisation.
- 19.3 If the Organisation is wound up:
 - 19.3.1 The Organisation's debts, costs and liabilities shall be paid
 - 19.3.2 Surplus Money and Other Assets of the Society may be disposed of:
 - i. By resolution; or
 - ii. According to the Provisions in the Incorporated Societies Act 1908; but
 - iii. No distribution may be made to any Member.
 - iv. The Surplus Money and Other Assets shall be distributed to some other charitable society or organisation within New Zealand, having objectives similar to those of OMEP Aotearoa New Zealand.
- 19.4 Winding Up of a Chapter:
 - 19.4.1 In the situation where a Chapter is no longer viable they may make a written request to the Executive to be put into recess.
 - 19.4.2 The Executive will hold any assets in trust on behalf of the Chapter for a period of two years, as from the date of the Chapter meeting at which it was agreed to disband.
 - 19.4.3 At the end of this period, if the Chapter has not re-established, the assets will revert to the Executive