

**WORLD ORGANISATION FOR EARLY CHILDHOOD EDUCATION (OMEP)  
UNITED KINGDOM NATIONAL COMMITTEE OF OMEP**

**Adopted October 2022**

**1. Name:**

The name of the Organisation shall be *The United Kingdom National Committee of the World Organisation for Early Childhood Education*, commonly called *OMEP UK* from the French: *Organisation Mondiale pour l'Education Préscolaire*.

OMEP UK is registered with the UK Charity Commission for England and Wales.  
Charity Number: 288955.

**2. Trustees:**

OMEP UK recognizes that planning and review of the charities work is fundamental to its operation and that this is ultimately the legal responsibility of the Trustees. The Trustees are supported in this process and in the day to day work by an annually appointed National Executive Committee. Motions that are passed by a simple majority of the National Executive Committee will normally be considered binding upon the charity as long as they are supported by at least two Trustee members. Five Trustees are to be appointed by the NEC, with a four year term that may be extended. One Trustee is required to serve as the President, who also acts as Chair of the Trustees, another the appointed Treasurer, and the Secretary, along with two other experienced members of OMEP UK who are elected to the National Executive Committee.

**3. Aims and Objectives:**

The Aims and Objectives of the Organisation shall be:

- a. to promote in the United Kingdom the Aims and Objectives of OMEP as set out in the constitution of the World OMEP (<https://omepworld.org>);
- b. to promote study, research and active projects related to early childhood and publish the results of such research;
- c. to promote for children of all countries the optimum conditions for their well-being, development and happiness in their families, institutions and societies;
- d. to encourage collaboration among organisations and individuals concerned with the well-being of young children.

**3. Members:**

- a. The following shall be accepted as members of the Organisation:
  - i. any individual interested in the Aims and Objectives of the Organisation may apply for membership;

- ii. any full or part-time student or retired individual interested in the Aims and Objectives of the Organisation may apply for membership, or any other concessionary group agreed by the Executive Committee. For such members the Executive Committee may decide on what limits on membership benefits may be applied in exchange for a reduced fee;
  - iii. any school, group or team working directly with or for children and their families interested in the Aims and Objectives of the Organisation may apply for membership. Such members may nominate one person to be their representative, but any of their staff or volunteers may share in the benefits of membership up to a maximum number of ten;
  - iv. any institution, organization or larger group sharing the Aims and Objectives of the Organisation. Such members may nominate two people to be their correspondent representatives to receive all communications, but any of their staff or volunteers may share in the benefits of membership.
- b. Each individual member and each corporate body shall pay annually such subscription as shall be determined at the Annual General Meeting of the Organisation. Subscriptions may be determined at differing levels for differing categories of individual members and corporate members. Upon payment in full of the current subscription to the Organisation, every individual and every corporate member shall become members of OMEP in accordance with the rules of the World Organisation.
  - c. *Honorary Long-service Membership* of the Organisation may be conferred upon senior members who have served the Organisation for a number of years. *Honorary Long-service Membership provides ex-officio status with full voting rights on* the Executive Committee who shall propose the award of such Membership of the Organisation to the Annual General Meeting for approval. *(2024 AGM)*
  - d. Unless the context otherwise requires, the expression 'members' includes both individual, group and honorary members.
  - e. All categories of membership shall be entitled to one vote at all meetings of the Organisation. Members under clause a) iv) shall notify the Secretary whom it has chosen to cast their vote.

#### 4. Meetings:

- a. An Annual General Meeting of members shall be called within four months of the end of the financial year by the Executive Committee
  - i) to receive a report of the activities of the Executive Committee;
  - ii) to receive and approve a financial statement and the audited accounts;
- b. to elect the Officers and ten members to the Executive. Additional General Meetings of members, which shall be called Extraordinary General Meetings

- i) may be convened by the Executive Committee from time to time, and;
  - ii) shall be convened by the Secretary within eight weeks of receipt of a written request signed by not less than twenty members.
- c. Twenty eight days' notice in writing or electronically of the Annual General Meeting, and of every Extraordinary General Meeting shall be given to each member at his/her last known address, provided always that accidental omission to give notice to any member shall not invalidate the proceedings at any such meeting.
- d. A quorum for any General Meeting shall be ten percent of the membership or fifteen members, whichever is the lower figure.

#### **5. Officers:**

- a. The four officers of the Organisation shall be: President, Vice President, Secretary, and a Treasurer/Membership Secretary. The President, the Treasurer/Membership Secretary and the Secretary shall be Trustees of the Organisation.
- b. All officers shall be elected at the Annual General Meeting from the individual members and any representative of a group member.
- c. All officers shall hold office for three years, and be eligible for re-election for a further three years.
- d. The Vice President will take the place of the President, in the event of the President's resignation or incapacity, until the next AGM and the election of a new President.
- e. Any vacancy amongst the officers may be filled by the Executive Committee nominating such a person to hold such office until the next Annual General Meeting.
- f. All Officers are Honorary posts and they shall only receive such payments as are reimbursement for expenditure agreed by the Executive Committee.

#### **6 Executive Committee:**

- a. The day-to-day management of the Organisation shall be entrusted to the Executive Committee. This Committee shall consist of:
  - I. the officers of the Organisation;
  - II. two Trustees of the Organisation;
  - III. eight additional individuals, being either members or representatives of group members, elected at the Annual General Meeting;
  - III. not more than six non-voting individual members who maybe co-opted to meet a specific need by the other members of the Executive committee

- b. Nominations for officers and for individual members must be received by the Honorary Secretary fourteen days before the Annual General Meeting. Where there are insufficient nominations to complete the committee additional nominations may be taken at the meeting. Those not present at such a meeting must have indicated their willingness to stand.
- c. The Executive Committee shall meet not less than three times per year. A quorum shall consist of seven members, three of whom shall be a Trustee.
- d. A member of the Executive Committee who is elected as a representative of a group member shall automatically vacate his/her place on the Executive Committee upon ceasing to be such a representative.

### **7 Sub-Committees:**

The Executive Committee may delegate one or more of its functions or regional responsibilities to one or more sub-committees.

- a. The Executive Committee shall appoint the initial members of the subcommittee.
- b. The President shall be ex-officio member of each sub-committee.
- c. Each sub-committee shall have powers of co-option.
- d. A record of all deliberations and actions by each sub-committee shall be provided to the Executive Committee.
- e. All decisions will be subject to ratification by the Executive Committee.

### **8 The President and Vice-President:**

- a. The President shall preside at every General Meeting of the organisation and at every meeting of the Executive at which she is present. In his/her absence the chair shall be taken by the Vice President. In his/her absence the chair shall be taken by another officer elected by the meeting.
- b. The chair of any meeting shall have, in the event of an equality of votes, a second vote.
- c. Any matters requiring urgent decisions between one meeting of the Executive Committee and the next shall be decided by the President in consultation with officers and committee members. Evidence of such consultation shall be presented to the next Executive Committee meeting, and the decisions shall be subject to confirmation by it.

### **9. The Honorary Secretary:**

The Honorary Secretary shall keep, or cause to be kept, records of the deliberations of the Organisation, the Executive Committee and of any subcommittee and shall lay the same before the next meeting for approval.

#### **10 The Honorary Treasurer/Membership Secretary:**

- a. The Honorary Treasurer/Membership Secretary shall keep records of all income and expenditure and present accounts for approval by the memberships at the AGM. A summary of these annual accounts should also be posted online signed by the President, Treasurer, and at least one non executive Trustee.
- b. The Honorary Treasurer/Membership Secretary shall ensure that the requirements of the Charity Commissioners are adhered to in respect of the funds of the Organisation and shall send or cause to be sent to the World Treasurer of OMEP the United Kingdom National Committee's annual subvention in accordance with the constitution of the World Organisation.
- c. The financial year of the Organisation shall be from the first of August to the thirty first of July.
- d. The Honorary Treasurer/Membership Secretary shall keep a record of the membership within the terms of the Data Protection Act and ensure that all members receive information and notice of General meetings.

#### **11. Voting:**

- a. All issues at any meeting of the Executive Committee or any subcommittee thereof shall be decided by simple majority of those present in person and voting.
- b. At all General Meetings votes may be given either personally or by proxy. Members wishing to appoint a proxy must give notice to one of the Officers in writing or electronically at least forty eight hours before the meeting.
- c. All issues, other than those involving an alteration of this Constitution, shall be decided at a General Meeting by a simple majority of those present and voting and of those voting by proxy.

#### **12. Patrons:**

The Executive Committee may invite one or more persons of distinction to be patrons of the Organisation.

#### **13. Changes to the Constitution:**

- a. Alterations to this Constitution must receive the assent of two-thirds of the members present and voting and of those voting by proxy at an Annual General Meeting or at an Extraordinary General Meeting.
- b. A resolution for the alteration of this Constitution must be included in the notice of the General Meeting called in accordance with clause 4 c.

- c. No alteration shall be made which would have the effect of causing the Organisation to cease to be a charity in law.

### **15 Dissolution of the Organisation:**

The Organisation may be dissolved by a Resolution passed by a two-thirds majority of those present and voting and of those voting by proxy at an Extraordinary General Meeting convened for the purpose. Such Resolution shall give instructions for the disposal of any assets held by or in the name of the Organisation provided that, if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among members of the Organisation, but shall be given to or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Organisation.