



Organization Mondiale pour L'Education Prescolaire (OMEP)

Organization Mundial para la Educación Prescolar

WORLD ORGANIZATION FOR EARLY CHILDHOOD EDUCATION
UNITED STATES NATIONAL COMMITTEE (OMEP-USA)

BYLAWS

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BYLAWS OF THE UNITED STATES NATIONAL COMMITTEE OF WORLD OMEP

Article I Name

- A. The formal name of this organization in these Bylaws shall be the United States National Committee of *Organization Mondiale pour l'Education Préscolaire/Organización Mundial para la Educación Preescolar/ the World Organization for Early Childhood Education* (World OMEP). In practice, this organization shall be referred to as OMEP-USA, its acronym.

Article II Aims and Objectives

- A. The aims and objectives of this organization are to:
1. Use every possible means to promote optimum conditions for every child's health, well-being, development, safety, and happiness in his/her family, institutions and society.
 2. Encourage scientific research to promote optimum conditions, contribute towards human understanding and/or contribute to the peace of the world.
 3. Promote the development and accessibility of high quality early childhood education, including preschool, child care, recreation, young children's health and mental health services, and other services and facilities for young children and their families.
 4. Promote efforts to create and maintain a healthy and sustainable environment, especially for young children.
 5. Advocate for children's rights and well-being everywhere, with special attention to the most vulnerable.
- B. In pursuit of these aims and objectives, the organization shall:
1. Support the aims and objectives, resolutions and projects adopted by World OMEP, by carrying out activities at the international, national, regional, and/or local levels.
 - a. Inform and educate its members and the public about the circumstances of young children and those who teach them around the world.
 - b. Serve as a link with the World OMEP Executive Committee, the World OMEP Assembly, other OMEP National Committees, other international organizations, and other professional organizations within the United States whose aims and objectives are in concert with OMEP's.

Article III Membership and Dues

- A. As the organization is a member of World OMEP, its members are part of World OMEP, with all the World OMEP membership privileges.
- B. Membership shall be open to all persons subscribing to the aims and objectives of the organization. No individual or group shall be denied membership because of race, creed, color, gender, or political affiliation.
- C. Membership categories are established by and may be changed by the Board at any time. Membership categories may include individual memberships, group memberships, organizational memberships, and business memberships. Changes in categories will require a two-thirds (2/3) vote by the board. The board may put major changes in

membership categories to a vote by the general membership, with a three-quarters (3/4) vote required to effect the change.

D. Membership rights and privileges:

1. Individual members are entitled to:
 - a. Vote in person or by written proxy at scheduled membership meetings and on ballots sent by mail or electronic means, such as e-mail or web-based group.
 - b. Receive one (1) copy of each membership mailing or e-mailing from OMEP-USA.
 - c. Receive one (1) subscription to the *International Journal of Early Childhood*, published by World OMEP, unless the member has waived this right in writing on the membership form in exchange for a cost reduction in annual dues.
2. Group, Business and Organizational members are entitled to:
 - a. Have one (1) representative with voting privileges at scheduled membership meetings and on ballots sent by mail or e-mail.
 - b. Receive one (1) copy of each membership mailing or e-mailing from the organization, and
 - c. Receive one (1) subscription to the *International Journal of Early Childhood*, published by World OMEP.

E. Membership dues:

The Governing Board shall establish the membership dues of the organization. A two-thirds (2/3) vote is required to change the dues in any category. The dues paid by members shall relate to the current membership year if received within nine and a half months after its beginning, and to the following membership year if received thereafter.

F. Membership meetings:

1. All members shall be notified of membership meetings. Members of the organization present shall constitute a quorum. Voting privileges are restricted to those who hold current membership in good standing. Except as provided otherwise in these By-laws, action will be passed by a simple majority of eligible voters present.
2. An annual membership meeting will be held in conjunction with the annual conference of the National Association for the Education of Young Children.
3. The Governing Board may call additional membership meetings if all of the members of the organization are notified of the date, time and location at least two months in advance of the meeting.
4. Voting members at any membership meeting may choose to make decisions by consensus rather than by vote. However, any member in good standing present may call for a vote on any decision. In such cases, a vote shall be taken and a simple majority will be required for passage.

G. Membership Year:

The membership year shall be the calendar year, unless the Governing Board decides to change it with at least six (6) months' advance notice to all members.

Article IV - Governing Board

A. The Governing Board administers the affairs of the organization in accordance with these By-laws, in pursuit of the realization of the aims and objectives in Article II above. The Governing Board has full authority to determine policy and to initiate and implement the organization's programs and activities.

B. Governing Board Membership:

1. Voting members of the Governing Board will be thirteen elected officers, including the President, Vice-President, Secretary, Treasurer, Past President or President-Elect, and eight Regional Representatives. Should the person serving as Past President or elected as President-Elect be serving as a member of the Governing Board in an elected capacity, the office of President-Elect or Past President, as the case may be, will be considered *ex-officio* without the right to vote, while the right to vote in the prior elected capacity continues.
2. *Ex-officio* members of the Governing Board without voting privileges include chairs of standing committees, chairs of ad hoc committees, previous Past Presidents who choose to remain on the Board, and any member serving in an appointed or elected capacity in World OMEP.
3. The Executive Committee of the organization shall include the President, Past President or President-Elect, Vice-President, Secretary and Treasurer.
 - a. If the president is elected to a second term, then the Immediate Past President shall continue as a member of the Executive Committee until the next President-Elect is elected near the end of the second year of the president's second term.
 - b. The Executive Committee may conduct urgent business matters that must be addressed between Governing Board meetings through electronic means, such as teleconference or e-mail. A written report of any such action must be presented to the Governing Board by electronic means, mail or at the next scheduled meeting.
4. The Executive Committee may appoint any member of the organization to serve on the Governing Board as a non-voting member or standing committee chair with a term not to exceed that of the current President. on-voting members' terms automatically end with the current president's term, whether this be one term or two terms.
5. The Executive Committee may replace any voting member or non-voting member of the Board who misses at least two Board meetings without communicating in writing in advance to the President a reason for missing those meetings that is deemed acceptable by the Committee.
6. The Executive Committee may replace any voting member or non-voting member of the Board who fails to carry out the duties and responsibilities of the office or committee assignment and/or who fails to submit required reports and/or to make meaningful contributions to the work of the board. Voting and non-voting members who are removed from the board must be notified in writing of the Executive Committee's decision.

C. Governing Board Meetings:

1. Seven voting members of the Governing Board, a simple majority of its elected members, in person or by proxy as authorized by the Executive Committee in consultation with the Board, shall constitute a quorum. Any member in good standing but otherwise lacking a vote who is present at a meeting may serve as proxy, and may be so designated by the Executive Committee if an absent Board member has not designed a proxy in writing to the President prior to the start of the board meeting. The assignment of proxies shall be recorded in the minutes of the meeting.
2. The Governing Board shall meet at least twice a year, in the spring and fall. The Spring Board Meeting may be scheduled for up to one-and-a-half days and will address all of the responsibilities of the operation of the organization. The Fall Board Meeting will be held in conjunction with the annual membership meeting

and the annual conference of the National Association for the Education of Young Children. The dates, times, and locations of the Spring and Fall Board Meetings will be announced at least three months in advance.

PROPOSED ALTERNATIVE TO C2: The Governing Board shall meet in the Fall in conjunction with the annual OMEP-USA membership meeting and the annual conference of the National Association for the Education of Young Children. The spring board meeting may be held in person or via Skype or other electronic meeting methods. The dates, times, and locations of the Spring and Fall Board Meetings will be announced at least three months in advance.

3. Governing Board meetings, electronic or in person, may be called by the President at the request of four (4) members of the Governing Board.
4. Written reports from the President, Treasurer, Regional Representatives and all Committee Chairs must be distributed at each Governing Board meeting and distributed by mail or electronic means, such as e-mail or web-based group, to any Governing Board members who can not attend.

PROPOSED CHANGE TO C4:

Written reports by the President, Treasurer, Regional Representatives and all Committee Chairs must be distributed electronically to all board members at least 10 days prior to all board meetings.

5. The Governing Board may make decisions by electronic means, such as e-mail or teleconference or web-based group, between its meetings, if no voting member of the Governing Board objects to this procedure within 48 hours of the issuance of the request that a decision be made in this way.
6. Except as provided otherwise in these By-laws, votes of the Governing Board shall be made by a simple majority of those voting members present in person or by teleconference or other electronic means or, in the case of a tie, by the deciding vote of the President. If there is no objection among the voting members to a proposal before the Governing Board, it may be adopted by a consensus. In votes by electronic means, such as e-mail or web-based group, a vote by consensus shall be deemed to have taken place if no voting member objects to the proposal within ten days of the issuance of the proposal by e-mail or other electronic means.

D. Officers

1. Each officer of the organization shall be a current member of the organization.
2. The elected officers of the organization shall be President, Vice- President, Secretary, Treasurer, Past President; President- Elect, and eight Regional Representatives.
3. Regional Representatives shall be elected to promote the goals and objectives of the organization in their respective Regions, and to initiate activities there to promote membership and greater awareness of the needs of young children. The Governing Board shall prescribe and may change the states within each of the OMEP-USNC Regions, which shall be divided into eight (8) contiguous or ocean-linked areas, each served by a resident Regional Representative elected at large.

E. Term of Office

1. Officers shall be elected by mail ballot postmarked, or by e-mail ballot sent, by the earlier of October 1 of the election year or six weeks before the date of the Fall Board Meeting. Any member who does not receive a ballot by e-mail shall receive a mailed ballot.
2. Officers shall assume their official duties at the Fall Membership Meeting of the year of their election, or one week after the result of the election has been announced to the Governing Board if later. The person elected as President-Elect shall serve in that role for one (1) year prior to assuming office, as President for three (3) years and will serve the following two (2) years as Past President., except as noted in E3a below. All other officers will serve a term of three (3) years. If the position has no successor, it is vacant and an interim or acting person can be named by the President to serve for the remainder of the term.
3. Successive Terms of Office
 - a. A President who wishes to serve a second three-year term in that office must notify the Nominations and Elections Committee in writing of that desire at least 18 months before the conclusion of the first term in office. If that Committee, after consultation with the Board, agrees to place the President's name on the ballot, there shall be not be a candidate for President-Elect in Year 1 of that election cycle. Instead there shall be a referendum in that year on the President's continuation in office for the second term, which shall begin in year 2 of that election cycle. If the incumbent President loses that referendum the Nominations and Elections Committee shall conduct as soon as possible a special election for President Elect. The winner of that election shall serve in that capacity from the date the results of the election are announced until the end of the incumbent President's first (and only) term of office.
 - b. Except as provided above, voting members of the Board may be elected to the same office for two consecutive terms, and may be re-elected to the same office after a year has elapsed.
 - c. A person may be elected as President-Elect while holding an officer position other than President. Should that occur, the role of President-Elect becomes *ex-officio* and the person retains his/her vote in the prior elected position, during the one-year term as President-Elect. If the term of office in the first capacity is unexpired when he/she assumes the presidency, the prior office is considered vacant. If a Regional Representative is elected to an Executive Committee position, he/she assumes the new Executive Committee role and the Regional Representative position becomes vacant.
4. An officer who has served more than one-half (1/2) of a term is considered to have served a full term in that office.
5. Officers shall be elected on the following schedule of a three (3) year cycle:

<u>Year 1:</u>	President-Elect or Referendum on 2 nd term for president
	Vice-President
	Regional Representatives II and IV
<u>Year 2:</u>	Regional Representatives III, V, VI and VII
<u>Year 3:</u>	Treasurer
	Secretary

Regional Representatives I and VIII

6. Should a vacancy occur, the Governing Board (or between Governing Board meetings, the Executive Committee) may fill any such vacancy for the remainder of the former incumbent's term of office.

Article V - Elections

A. Nominations and Elections Committee

1. There shall be a Nominations and Elections Committee composed of at least three (3) members, at least one (1) of whom shall be a member of the Governing Board.
2. The Committee members shall be appointed by the President with the approval of the Governing Board at the Fall Meeting. The Committee shall elect its own chair.

B. Nominations

1. The Committee should seek to nominate at least two members for each elected office, except in the case of a referendum for a president's second term.
2. Only those members who have signified their consent to serve if elected shall be placed on the ballot or elected to such office.

C. Election Procedures

1. The names of the nominees shall be distributed to the membership by electronic means, such as e-mail, or by mail at least six (6) weeks prior to the election. A nomination may be added to the ballot by a nomination petition with signatures of at least six (6) members submitted to the Committee chair at least three (3) weeks prior to the election, and members may write in their own votes for persons whose names do not appear on the ballot.
2. Ballots shall be mailed or distributed via electronic means, such as e-mail or web-based group, to all members as defined in Article III, Section C.
3. Ballots will be returned by electronic means or by regular mail to the Committee chair, who shall print each ballot that was returned electronically.
4. A minimum of two (2) members will be present when the ballots are counted.
5. The Committee will communicate the election results to the President. The President will notify the Governing Board and the candidates of the election results.
6. The Committee shall retain the original ballots until the Governing Board has verified the election results and the membership has been notified.

Article VI Finances

A. Fiscal Year

The fiscal year of the organization shall be the calendar year unless the Governing Board decides otherwise.

B. Budget

The Executive Committee shall prepare an annual budget for approval by the Governing Board at the Fall Board meeting. When approved, this budget shall govern financial commitments of the organization during the fiscal period concerned. The Treasurer annually shall furnish the membership with a report of the approved budget and of the current assets and liabilities.

C. Financial Records

The Treasurer shall maintain accurate financial records of the organization. The Executive Committee may make provision for an annual audit and other audits to be conducted.

D. Donations and Grants:

The Executive Committee is authorized and encouraged to seek funding for World OMEP and the organization through conditional or unconditional grants or donations from government or non-profit or profit-making entities, as well as individuals. All such applications or requests for donations shall be reported to the Governing Board within one month of the date of the application. Any commitment to a donor for a conditional grant or any grant from a profit-making entity or person shall be subject to approval by the Governing Board before any commitment is made on behalf of the organization.

Article VII Committees

A. Standing Committees

1. The Executive Committee and/or Governing Board may create standing committees.
2. Standing committee chairs shall serve as *ex-officio* non-voting members of the Governing Board or a term not to exceed that of the current president. A standing committee chair may be appointed to a second and final term by the Executive Committee or the Governing Board.
3. Standing committees created by the Governing Board shall function until dissolved by the Governing Board.
4. Standing committees created by the Executive Committee or the Governing Board shall have specific functions, defined at their creation, directly related to the Aims and Objectives of the organization as defined in Article II, and shall carry out such duties necessary to address the charges given to the committee by the Governing Board.
5. The Governing Board shall maintain a list of committees and their functions.

B. Ad-hoc Committees

1. The President or the Governing Board may create such *ad-hoc* committees as are deemed necessary to carry out the functions of the organization.
2. An *ad-hoc* committee shall have a single purpose and shall dissolve automatically upon the completion of the term of the President who created it, upon completion of its purpose or task, or when dissolved by the Governing Board, whichever comes first.

C. Committee Appointments

1. The President, with the approval of the Governing Board, shall appoint all committee chairs. A committee chair, with the approval of the President, shall appoint other committee members. All members in good standing are eligible for committee membership.
2. Standing committee chairs shall serve for the term of the President who appoints them. *Ad-hoc* committee chairs shall serve until the committee is dissolved or completes its mandate.

Article VIII Parliamentary Authority

Subject to Article IV.C.6 above, the latest revision of *Roberts Rules of Order* shall be the parliamentary authority governing this organization.

Article IX Agreements with other organizations

A. In addition to normal administrative contracts, and subject to the procedure in Article VI.D above, the Governing Board may enter into binding and non-binding agreements with other organizations whose missions and activities are compatible with those of this organization. Any such agreements shall be reported to the membership at the first regular opportunity. If parts of any such agreement would conflict with any provision of these By-laws, those parts shall not enter into force unless the By-laws are amended accordingly pursuant to Article X below.

B. The Governing Board may make statements or endorsements that are consistent with the mission of the organization, but it shall report any such statement or endorsement to the membership at the first regular opportunity. The substance and procedures for making such statements and endorsements shall be specified in the Governing Board Policy Manual.

C. No person, member, chapter or group may represent its statements as endorsed by World OMEP or OMEP-USA without written permission from the World OMEP President or the President of OMEP-USA unless the statement has been published or distributed by the World OMEP or National Committee (OMEP-USA).

D. No OMEP-USA group or chapter may represent its activities or events as endorsed or sponsored by OMEP-USA or World OMEP without prior written permission unless the activity or event has been publicly supported by the World Organization or National Committee. Such previously approved activities and events appear on the World or national websites and include such activities as celebrations of Global Handwashing Day, Universal Children's Day, and the International Day of Peace,

E. World OMEP and OMEP-USA accept no legal, financial or moral responsibility or liability for any statement, activity or event sponsored by an individual, chapter or group, bearing the organization's name and/or logo, whether or not it has been authorized by World OMEP or the National Committee (OMEP-USA)

Article X – Amendment of the By-Laws

A. The Governing Board shall appoint a committee to review the By-laws at least once every five (5) years.

B. These By-laws may be revised at any regular membership meeting, provided that written revisions have been submitted to the general membership by mail or electronic means, such as e-mail, at least thirty (30) days prior to the time of voting. The referendum shall be sent by mail to any member who does not receive it by e-mail.

B. Revisions also may be voted on by mail and by electronic means, such as e-mail ballot, as described above, with a vote to conclude at least 30 days after the transmission of the proposed changes. A two-thirds majority of those voting shall be required for the adoption of revisions.

Article XI Dissolution of the organization

A. A recommendation for the dissolution of the organization must be adopted by three-fourths (3/4) vote of the voting members of the Governing Board and submitted in writing by mail or e-mail to the membership. The referendum shall be sent by mail to any member who does not receive it by e-mail. A three-fourths (3/4) vote of the members voting on the issue constitutes approval of dissolution.

B. In case of dissolution, the residual assets of this organization remaining after payment of all obligations, including the return of a pro-rata share of dues for the remaining portion of any memberships, shall be distributed, at the discretion of the Governing Board, to one or more organizations devoted exclusively to educational purposes similar to those of the organization, which themselves are exempt from federal income tax as organizations described in Section 501 (c) (3) of the Internal Revenue Code of 1954, or the corresponding provisions of any prior or future Internal Revenue Code, or the federal, state, or local government for exclusively public purpose.