

ORGANISATION MONDIALE POUR L'EDUCATION PRESCOLAIRE
ORGANIZACIÓN MONDIAL PARA LA EDUCACION PRESCOLAR
WORLD ORGANIZATION FOR EARLY CHILDHOOD EDUCATION

Constitution of
The Kenya Committee of
The World Organisation for
Early Childhood Education

December, 2014

Article 1: Name: OMEP Kenya

Article 2: Aims and Objectives.

2.1 The aims of OMEP Kenya are to:

1. Defend and promote the rights of the child with special emphasis on the right to education and care in Kenya.
2. Promote access to quality early childhood education and care in Kenya.

2.2 The Objectives of OMEP Kenya are to:

1. Collect and disseminating information and facilitate an understanding of the needs of early childhood throughout Kenya
2. Promote study and research related to early childhood education and care
3. Encourage family education in connection with early childhood education and care
4. Encourage the training of personnel for early childhood education and care
5. Organise national and regional conferences and symposia,
6. Facilitate direct links and personal contacts between all members by various media
7. Establishing working relationship with other appropriate world organisations

Article 3: Membership

1. Membership of OMEP Kenya covers the spectrums of education, health and social services relating to early childhood, There are four kinds of members –
 - a) Individual membership is open

b) Group membership may be granted to any organisation or government agency if they accept the aims and objectives of OMEP Kenya.

c) Honorary membership may be given by OMEP Kenya to anyone whom “the OMEP Kenya executive” considers worthy of such an honour in terms of their contribution to the aims and objectives of OMEP Kenya.

2. No person or local organisation who subscribe to the aims and objectives of OMEP shall be excluded regardless of race, gender, sexuality, religion or any other social or cultural identification or origin.

3. Honorary and Life Members

a) Following the approved procedure, an individual may be elected as an Honorary Member at an Annual General Meeting of OMEP Kenya.

b) Honorary Members may attend executive meetings of OMEP Kenya.

4. Disaffiliation, suspension and cancellation

a) Disaffiliation

Any member may withdraw their membership of OMEP Kenya by notice in writing to the Executive but shall be liable for all dues for the current financial year of OMEP Kenya.

b) Suspension

- i. A member whose actions or public comments presuming to represent OMEP Kenya are found by the Executive to be detrimental to the interests of OMEP Kenya or contrary to its policy, may be suspended by a 2/3 majority of those present and voting at a meeting of the Executive. The decision must be confirmed at an “Annual General Meeting” by a 2/3 majority agreement of those present and voting.
- ii. Written notice of the proposed suspension shall be conveyed to members not less than three weeks prior to “the Annual general Meeting”.
- iii. The member who has been suspended shall be notified immediately in writing after “the Annual General Meeting”.
- iv. 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 have the right of representation at this appeal.
- v. The suspended member or chapter may apply for reinstatement after a period of not less than one year from the date of suspension.

c) Cancellation

Any member or chapter who does not pay their annual membership fee after two reminder notices shall be excluded from membership without prejudice of membership renewal.

Article 4: OMEP Kenya Means of Action

OMEP Kenya shall carry out its purpose by the following means:

1. OMEP Kenya general Meetings

OMEP Kenya General Meetings shall consist of all members entitled to vote and shall be the highest authority. Its function shall be to meet at least once a year, which will include setting policy

2. OMEP Kenya shall hold an “Annual General Meeting” at least once each year, within three months of the end of the financial year, on a date to be decided by the Executive.

- a) The place, date and provisional agenda of the “Annual General Meeting” shall be sent to all members at least one month in advance. The accidental omission to give or the non-receipt of any such notice by any of the members shall not invalidate any resolution passed at “Annual General Meeting” to which the notice relates.
- b) Members present at “Annual General Meeting” of OMEP Kenya shall vote on the Executive’s decisions regarding recognition, refusal, withdrawal, or exclusion of individual members.
- c) The business of the Annual General Meeting shall be:
 - i. Confirmation of minutes of previous Annual General Meeting.
 - ii. Presentation of OMEP International annual report.
 - iii. Presentation of OMEP Kenya annual report and financial report.
 - iv. Adoption of annual report
 - v. Adoption of financial report
 - vi. Business arising from presented reports.
 - vii. Election of Executive.
 - viii. Setting of OMEP Kenya Individual membership fee
 - ix. Amendments to Constitution.
 - x. 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.

d) Voting at the “Annual General Meeting”.

- i. Each individual member represented and entitled to vote shall be allowed the power of one vote.
- ii. Each honorary member is not entitled to vote.
- iii. Any member can delegate, in writing, their voting rights to another member.
- iv. A majority vote shall be a simple majority by all members present and voting except concerning the status of individual membership or the dissolution of OMEP Kenya unless otherwise specified.
- v. Motions shall be determined by a majority of members present and voting and shall be by a show of hands unless a poll is demanded by five or more members in

which case a written ballot shall be taken. The chairperson of any meeting shall have a deliberate vote and a casting vote.

- vi. No vote shall be exercised by any member whose membership fee is more than three months in arrears.
- vii. The Executive Committee:
 - The Executive shall be responsible for the execution of decisions and policies agreed to at “General Meetings” of OMEP Kenya and shall generally develop the work of OMEP Kenya during intervening periods.
 - The Executive shall carry out the work of OMEP Kenya between “General Meetings”
 - The Executive shall meet or confer at least six times a year. The Executive may also negotiate its actions by correspondence or teleconferencing.
 - The Executive may take action in critical situations when it is impossible to call a “General Meeting” meeting of OMEP Kenya
 - The Executive shall consist of elected members.
 - The designated offices of the Executive of OMEP Kenya shall be National President; National Secretary; National Treasurer. To be elected for a two year term.
 - The Executive shall consist of such number as will bring the Executive’s total membership to five, or a number more than this, to be decided by “Annual General Meeting”.
 - The Executive may co-opt executive members as deemed necessary.

4. The Election of Executive:

- a) Nominations for the Executive can be by either in writing to the Executive one month prior to the Annual General Meeting. This needs to include the nominee’s name and their signed agreement, and be seconded. The Executive will notify members of nominations no less than 10 working days prior to the Annual General Meeting or received from the floor during elections at the Annual General Meeting and will have nominee’s agreement and be seconded.
- b) Voting for the OMEP Kenya National President, National Secretary, National Treasurer, and Executive shall take place each year at the Annual General Meeting of OMEP Kenya.
- c) The maximum term of office for any of the positions named in Article 4 2f shall be no more than six consecutive years.
- d) In the event of a vacancy occurring the Executive may leave it vacant, or co-opt a member or call for nominations to fill this position for the remainder of the period the original holder would have served. The candidate shall be prepared to serve for the remainder of the term for which their predecessor was appointed.
- e) 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.

5. Chairing of Meetings

a) The Annual General Meeting and Executive meetings shall be presided over by the National President or in her/his absences, by the National Secretary or their nominee, failing which the meeting shall elect a chairperson.

6. Executive Committee Duties.

a) The Executive is responsible for the work of OMEP Kenya. Responsibility for such work may be delegated to the individual members of this body or to committees of individuals appointed to carry out special work.

b) The decisions of the Executive shall be taken by simple majority vote.

c) The Executive may consult any experts without voting right if deemed necessary.

d) The National President of OMEP Kenya will be responsible for an annual report to be presented to members at the Annual General Meeting and to organisations from which OMEP receives subvention.

e) The Executive shall make recommendations to “the assembly” on membership status, as set out under Article 3 (4).

Article 5. Personal Pecuniary Benefit.

OMEP is a voluntary organisation and no personal pecuniary benefit of whatever kind can be paid or distributed to any member or group member(s) of OMEP Kenya.

Article 6. Financial.

1. Membership fee.

a) Each member other than Honorary members, shall contribute to the expenditure of OMEP Kenya by an annual membership fee as agreed at the AGM.

b) Each Membership fee will cover the period of first January to the thirty-first of December in any one year.

2. Financial administration.

a) The Executive shall be responsible for the financial administration of OMEP Kenya. The Executive shall adopt an annual budget, authorise the expenditures related to their work and responsibilities of OMEP Kenya.

b) 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.

- c) The OMEP Kenya annual membership fee and other contributions shall be received by the National Treasurer who will operate a bank account, send receipts, write cheques and make payments.
- d) The Executive shall establish a travel fund to assist the Executive members with national travel expenses, and where possible to assist individual members to attend international conferences of OMEP.
- e) The National Treasurer or a person delegated to do so will submit financial statements to the Annual General Meeting for approval.

Article 7. Revision of the Constitution.

- 1. Amendments to the constitution or dissolution of OMEP Kenya can only be decided by a 2/3 majority of those present and voting at the Annual General Meeting of OMEP Kenya. Any amendments to the constitution or the dissolution of OMEP Kenya shall be submitted to the Executive three months before the Annual General Meeting and be communicated to members two months before the Annual General Meeting.
- 2. No such amendment shall be approved if it detracts from the charitable or voluntary nature of the organisation.

Article 8. Policies and Procedures.

- 1. The Executive shall establish the policies and procedures of OMEP Kenya, subject to the approval of OMEP Kenya Annual General Meeting.
- 2. The policies and procedures may be amended by the Executive subject to the approval of the OMEP Kenya Annual General Meeting.

Article 9. Breach of Statutes and Policies and Procedures

- 1. The Executive shall be empowered to examine any alleged breach of the Constitution or Policies and Procedures.

Article 10. Registered Office of OMEP Kenya

- 1. The Registered Office of OMEP Kenya shall be at such place as may be determined from time to time by the Executive.

Article 11 Winding Up

- 1. OMEP Kenya may be voluntarily wound up if this dissolution is agreed with a majority of two thirds (2/3) of the membership. Accordance with the provision of the Incorporated Societies Act 1908 or any statutory enactment substituted therefore. In the event of dissolution, the OMEP Kenya Annual General Meeting shall appoint one or several liquidators in charge of winding up OMEP's assets. It shall allocate the net assets to one or several associations or international/regional organisations with similar charitable status and purposes.

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