

**THE CANADIAN ASSOCIATION FOR RESEARCH  
IN EARLY CHILDHOOD**  
**L'ASSOCIATION CANADIENNE DE RECHERCHE EN PETITE ENFANCE (CAREC)**  
**CONSTITUTION**  
**(Approved June 2024; Amended May 2025)**

**English Version**

**1. Name**

1.1. The name of this organization shall be the Canadian association for research in early childhood (CAREC)/ Association canadienne de recherche en petite enfance (ACRPE) referred to hereafter as the Association.

**2. Objectives**

2.1. To promote research in the field of early childhood education in Canada that honours and respects a wide range of ways of knowing, including Indigenous knowledge systems and diverse perspectives.

2.2. To facilitate collaboration and knowledge exchange among early childhood educators, researchers, policymakers, instructors, and others interested in early childhood research in Canada and globally.

2.3. To encourage diverse modes of scholarly expression and dissemination that contribute to the advancement of knowledge in early childhood education.

2.4. To bring together members whose disciplinary commitments may be diverse but who maintain a common interest in creating more just, equitable, livable childhoods.

**3. General Organization**

3.1. The Association shall hold an annual general meeting as part of the annual conference of the Canadian society for the study of education.

3.2. The Association shall conduct its business without the purpose of gain for its members, and any profits or other accretions to the Association shall be used in promoting its objectives.

3.3. In the event of the dissolution of the Association, all its remaining assets, after payment of liabilities, shall be distributed to one or more charitable organizations in Canada which the Canada Customs and Revenue Agency recognizes.

3.4. The Association is a bi-lingual organization and all its proceedings can be held in either or both of the official languages of Canada.

#### **4. Membership**

4.1. Membership in the Association shall be open to those who are interested in research in early childhood education in Canada.

4.2. Members of the Association are full members of the Canadian Society for the Study of Education.

4.3. All membership applications shall be made through the office of the Canadian Society for the Study of Education to the Secretary-Treasurer of the Association.

4.4. Payment of dues shall constitute a condition of membership.

4.5. All members of the Association, in good standing, may (a) vote, (b) nominate members for office, (c) stand for office, and (d) otherwise benefit from the activities of the Association.

4.4. The amount of annual dues shall be determined from time to time by the membership at the annual general meeting, and in accordance with the policies of other Associations within the Canadian society for the study of education.

4.5. The membership year shall be the same as that adopted by the Canadian Society for the study of education.

#### **5. Officers and Executive Committee**

5.1. The Officers of the Association shall be the Past President, the President, the Vice-President, the Secretary-Treasurer, the Communications Director, Graduate Student Representatives (2 positions) and Members-at-Large (4 positions).

5.2. The Executive Committee shall consist of the Officers of the Association.

5.3. The Executive Committee shall implement the Constitution and policies of the Association and shall be empowered to act for the Association between its meetings.

5.4. The Executive Committee shall be responsible for (a) the finances of the Association including the disbursement of funds; (b) the appointment of officers and members of ad hoc committees and the execution of committee tasks; (c) the planning of the annual general meeting of the Association, and (d) the program of the Association at the annual Conference of the Canadian Society for the Study of Education and the Association pre- or post-conference.

5.5. The Vice-President shall be elected by electronic ballot prior to the annual general meeting of the Association and shall hold office for two years. After this two-year term, the Vice-President shall automatically become President for a two-year term. In the case that the Vice-President does not move into the President position for any reason, the Executive Committee may appoint a member in good standing of the Association to the position for the remaining time until the next annual general meeting, by which time an election shall be held for a new Vice-President and a President in accordance to the election rules set out in this constitution and both shall hold office for two years.

5.6. The Past President shall hold office for two years following their term of office as President.

5.7. The Secretary-Treasurer shall be elected by electronic ballot prior to the annual general meeting of the Association and shall hold office for two years.

5.8. The Communications Director shall be elected by electronic ballot prior to the annual general meeting of the Association and shall hold office for two years.

5.9. The Graduate Student Representatives shall be elected by electronic ballot prior to the annual general meeting of the Association and shall hold office for two years. One Graduate Student Representative position is designated for a candidate who self-identifies as Francophone.

5.10. The Members-at-Large shall be elected by electronic ballot prior to the annual general meeting of the Association and shall hold office for two years. Two Member-at-Large positions are designated for candidates who self-identify as Indigenous and/or as members of any equity-deserving group, and/or candidates who undertake work in community-based or college settings.

5.11. The terms of the office of the Executive Committee shall typically begin the day following the annual general meeting.

5.12. In the event that positions remain unfilled after the annual general meeting, the Executive Committee is empowered to vote upon and appoint members to fill the vacancies.

5.13. If between annual general meetings an officer position becomes vacant, the Executive Committee may appoint a member in good standing of the Association to the position for the remaining time until the next annual general meeting, by which time an election shall be held in accordance with the appropriate sections of this constitution. This section does not apply to the position of the President.

## **6. Duties of the Officers of the Executive Committee**

6.1.1. The President shall preside over all meetings of the Executive Committee and of the Association, shall exercise general direction over the activities of the Association, and shall represent the Association in liaison with other organizations.

6.1.2. The President shall function as Program Chair for the Association's component of the annual conference of the Canadian society for the study of education.

6.2.1. The Vice-President shall assume and perform the duties of the President in the event of the absence, incapacity, or resignation of the President. Should the Office of the President become vacant, the Vice-President shall become President immediately and shall serve the unexpired portion of the President's term.

6.2.2. The Vice-President shall function as Program Chair for the CAREC pre- or post-conference of the annual conference of the Canadian society for the study of education.

6.2.3. If an election is required during their term, the Vice-President, with the Past President, will be responsible for organizing and carrying out the election process. They will have the final say in approving nominations to ensure that nominees meet the criteria, including respecting EDID, and in selecting a nominee in the event of a tie. In the event of needing further discussion on tied candidates, the Vice-President and Past President will take the discussion to the Executive Committee. The Vice-President and Past President are not voting members of the Executive Committee elections.

6.3.1. The Past President will maintain voting capacity on the Executive Committee, offer consultation and advice, and Chair the Graduate Research Awards Committee.

6.3.2. If an election is required during their term, the Past President, with the Vice-President, will be responsible for organizing and carrying out the election process. They will have the final say in approving nominations to ensure that nominees meet the criteria, including respecting EDID, and in selecting a nominee in the event of a tie. In the event of needing further discussion on tied candidates, the Past President and Vice-President will take the discussion to the Executive Committee. The Past President and Vice-President are not voting members of the Executive Committee elections.

6.3.3. As Chair of the Graduate Research Awards Committee, the Past President will assemble the committee (2 CAREC members in good standing; student awardees from the previous year are invited to participate), update and distribute the call for nominations/submission requirements, facilitate adjudication by committee members, and communicate with applicants.

6.4. The Secretary-Treasurer shall have custody of and maintain the records of the Association, which include minutes of the annual general meeting. They have custody of the funds of the Association, and shall confirm payments issued against the funds of the Association with the Canadian society for the study of education Director of administration who will issue cheques against the funds of the Association.

6.5. The Communications Director shall be responsible for the updating and maintenance of the Association's website and social media accounts.

6.6 The Graduate Representatives shall be responsible for promoting the Association's membership with graduate students.

6.7 The Members-at-Large shall support the work of the Executive Committee.

6.8 The Executive Committee might assign additional duties to an Office position as needed.

6.9. It is expected that all Executive Committee members attend 80% of the meetings scheduled to remain in good standing, unless other arrangements have been made in advance due to extenuating circumstances.

## **7. Amendments**

7.1. This constitution may be amended by a majority vote of the members in good standing present in-person or on live virtual conferencing at the annual general meeting of the Association.

7.2. Notice of motion of proposed amendments must be distributed to the members in good standing of the Association six (6) days before the annual general meeting of the Association or, in the case of an electronic vote, six (6) days prior to the last date on which electronic ballots will be accepted.

## **8. Regulations**

8.1. The constitution shall be interpreted and amended in accordance with the constitution of the Canadian Society for the Study of Education.

## **9. Executive Committee Elections Process**

9.1. The Past President and Vice-President shall be in charge of the Executive Committee elections process. Nominations will open 60 days before the AGM and shall remain open for 15 days. Nominations shall be announced within 7 days of the nominations deadline. Online voting shall open when nominations are announced and shall remain open for 15 days. In the event that there is only one nomination for a position, members will be invited to vote following yes/no format. Executive Committee members shall be elected prior to the AGM. New Executive Committee members shall be announced by email prior to the AGM and an announcement shared at the AGM.

9.2. The voting platform to be used shall be Google Forms.

9.3. The Association's Nomination Information document is available in Appendix A. The document contains a link to the Nomination Form.

9.3.1. The Nomination Form shall request the following information from nominees: email; name; affiliation; position interested in; brief statement outlining their interest in the role, qualification, and relation to the field of early childhood education in Canada (150 words max). The nomination form shall also include the following statement:

CAREC seeks equitable representation on the Executive Committee. One Graduate Student Representative position is designated for a candidate who self-identifies as Francophone. Two Member-at-Large positions are designated for candidates who self-identify as Indigenous and/or as members of any equity-deserving group, and/or candidates who undertake work in community-based or college settings. Accordingly, we would like to invite

candidates to share any identity/representation information relevant to their candidacy. This is optional.

## Appendix A: CAREC Executive Committee Nomination Information

[Generic Version]

We are pleased to announce the opening of nominations for the Canadian Association for Research in Early Childhood (CAREC)/ L'Association Canadienne de Recherche en Petite Enfance (ACRPE) Executive Committee positions.

We are seeking committed individuals who are passionate about advancing early childhood education and research in Canada to serve in one of the following positions:

1. Vice-President (1 position)
2. Secretary-Treasurer (1 position)
3. Communications Director (1 position)
4. Graduate Student Representative (2 positions)
5. Members at Large (3-4 positions)

CAREC seeks equitable representation on the Executive Committee. One Graduate Student Representative position is designated for a candidate who self-identifies as Francophone. Two Member-at-Large positions are designated for candidates who self-identify as Indigenous and/or as members of any equity-deserving group, and/or candidates who undertake work in community-based or college settings. CAREC seeks Executive Committee members who share values around reciprocity, deimperialization, decolonization, and community building.

You must be registered as a member of CAREC to hold an Executive Committee position. Each position is a two-year term which begins following the AGM meeting on **Date**, at CSSE. Below is an overview of the positions and accompanying responsibilities.

**Vice-President:** The vice-president is the Program Chair for the CAREC pre- or post-conference of the annual CSSE conference. This entails forming and chairing a pre- or post-conference committee, co-creating a call for papers, organizing submissions, establishing a review process, finding reviewers, sending communications (e.g., acceptance emails, review acknowledgements), generating a conference schedule and program, and liaising with the Executive Committee. If an election is required during their term, the Vice-President, with the Past President, will be responsible for organizing and carrying out the election process. They will have the final say in approving nominations to ensure that nominees meet the criteria, including respecting EDID, and in selecting a nominee in the event of a tie. In the event of needing further discussion on tied candidates, the Vice-President and Past President will take the discussion to the Executive Committee. The Vice-President and Past

President are not voting members of the Executive Committee elections. The vice-president is expected to attend CAREC Executive meetings, and the AGM, and support the President in their duties. They can attend general CSSE planning meetings. After the two-year term, the Vice-President automatically becomes President for a two-year term.

**Secretary-Treasurer:** The Secretary-Treasurer attends CAREC Executive meetings and AGM meetings. They maintain CAREC records, which include minutes of the AGM. They have custody of the funds and liaise with the CSSE Director of Administration who has the main financial responsibility.

**Communications Director:** The Communications Director is responsible for communications with CAREC members. They will update and maintain the website and social media accounts. They will attend CAREC Executive meetings and AGM meetings.

**Graduate Student Representatives:** They are responsible for promoting CAREC's membership with graduate students. They will attend CAREC Executive meetings and AGM meetings. They may run special events for graduate students, which entails additional meetings and preparation. For example, this year, three graduate student members planned and led an online workshop on writing proposals for CSSE.

**Members at Large:** They will attend CAREC Executive Committee meetings and AGM meetings and support the work of the Executive Committee. They will promote CAREC opportunities within their networks. They will be asked to review proposals for CAREC at CSSE.

Executive Committee virtual meetings are typically held on a bi-monthly or monthly basis.

If you are interested in serving on the CAREC Executive Committee, we encourage you to submit a nomination form. Nomination will be by self-nomination only. However, if you have a colleague who you think would make a strong contribution to the CAREC Executive Committee, please contact them and share this self-nomination form. While we are working with self-nominations only, these do not have to be done in isolation and members can support potential candidates to complete the nomination form. While roles are typically held by one person, members may share a role.

To submit a nomination, please fill out the linked nomination form and submit it by **Date**. Each nomination must include a brief statement (limit 150 words) outlining your interest in the role, qualifications, and relation to the field of early childhood research in Canada.

#### Executive Elections Process and Timeline:

- The Past President and Vice President will be in charge of the voting process
- Nominations will open 60 days before the AGM
- Nominations shall remain open for 15 days
- Nominations shall be announced within 7 days of nominations deadline
- Online voting shall open when nominations are announced
- Online voting shall close 15 days after voting opens (with 4 reminders)
- In the event that there is only one nomination for a position, members will be invited to vote following yes/no format
- Members shall be elected prior to the AGM
- New executive members shall be announced by email prior to the AGM and shared at the AGM

#### Key Dates:

- Nominations Open:
- Nomination Deadline:
- Nominations Announced:
- Online Voting Period:

Nominations will be finalized on **Date**. No new nominations will be possible after this date, including at the Annual General Meeting. We will contact successful candidates and announce by email to the CAREC community as well as share at the AGM our new Executive Committee members.

Thank you for your continued support and dedication to CAREC. We look forward to continuing to work together. If you have any questions, please reach out to us at [careccsse@gmail.com](mailto:careccsse@gmail.com).

Full link to nomination form:

[https://docs.google.com/forms/d/e/1FAIpQLSe4F1g2SOc9a6Q9GzAwhu9XvSal1oh0SKnsZMvQCz6-mSCygg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSe4F1g2SOc9a6Q9GzAwhu9XvSal1oh0SKnsZMvQCz6-mSCygg/viewform?usp=sf_link)