

## **Constitution, By-laws, Policy and Procedures**

### **Edited/Exec Board voted August 18, 2024**

Summary of changes:

Changing name Regular Member to Full Member - Full members are paying members. Their payment entitles them to a discount at all in person classes, access to all benefit programs established by ACSP, receipt of the twice-yearly newsletter and legislative and promotional updates. You must be a Full Member to serve on the board, vote at the Annual Meeting or serve on certain committees. Membership is for two years at \$65.

Remove the student level membership. Students can be associate members then will have the opportunity to become full members when they graduated and pass their exams.

Edit Associate Member definition to include anyone who attend an ACSP educational event is given a free Associate membership that has no expiration date. Associate members are entitled to updates on legislative and promotions.

Adding a section to disbandment. If the association were to disband for any reason. The Constitution explains how to disband but no explanation as to how the monies are disbursed. Several of the past presidents were asked to confer on this. It was suggested that a foundation is established to disburse any remaining for scholarships for students entering into the cosmetology field.

Please see below for the changes in wording within the CBLs

All deletions are in red

All additions are in blue

#### **Constitution**

**Article III Section 2.** (a) Regular Full Members. Regular Full members shall consist of the following:.....

(b) Student Members. Student members shall consist of students who are enrolled in and who regularly attend schools which furnish courses in any one of the major functions of cosmetology; graduates of such schools who are awaiting

examinations or the results of examinations for licenses in any one of the major functions of cosmetology. They may not serve as delegates, be counted for the purpose of a quorum, be elected as officers or vote at the Annual Meeting.

(d) Lifetime Members. The Executive Board may at their discretion, recommend a **person Full member** to Lifetime Membership. Lifetime Membership can only be awarded for outstanding contributions and distinguished service to the Association. Election requires 100% affirmative vote by secret ballot of the Executive Board with a recommendation to the members at the annual meeting which also requires 100% affirmative vote. The Lifetime Member shall not be required to pay annual membership dues but enjoy all rights and privileges as a **regular Full** member and will have a vote.

(f) Associate Member. Associate members shall consist of the following: owners of establishments where any one of the major functions of cosmetology is performed; persons who are duly licensed to practice cosmetology, or licensed to practice any one of the major functions of cosmetology, persons educated or experienced in the performance of any one of the major functions of cosmetology and managers of establishments where any one of the major functions of cosmetology is performed. Anyone who attends an ACSP Educational event is given a free associate membership that has no expiration date. They may not serve as delegates, be counted for the purpose of a quorum, be elected as officers or vote at the Annual Meeting.

#### **ARTICLE IV**

**Section 1.** All **regular Full** members and lifetime members who attend the Annual Meeting and register at the door will be entitled to vote at the Annual Meeting.

**Section 2.** Any **Full member or Lifetime Member** in good standing is eligible to stand election or accept an appointment to office unless otherwise stated under Article III, Section 2.

#### **ARTICLE VI**

##### ***Elected Officers and Committees***

***Section 5: The following officers and committees are to be Lifetime Members or Full members appointed by the President and to be confirmed by the Executive Board, for a period of one (1) year.***

- Sergeant at Arms / Credentials
- Parliamentarian

- Constitution and By-Laws/Policies and Procedures/ Coordination and Resolution
- Membership
- Publicity
- Finance
- Legislative
- Nominating
- Education Committee, Chairman and Co-Chair

### ***ARTICLE IX***

An amendment to the Constitution and By-Laws may be proposed by any [Full member](#), Lifetime member or by a majority vote of the Executive Board. The proposed amendments shall be presented to the Constitution and By-Laws Committee Chairman in writing at least sixty.....

### ***ARTICLE XII***

#### **Disbandment**

This Association shall not be disbanded without a 2/3 vote of the members present at the Annual Meeting.

[In the event that the members vote to disband the association, the monies left in the accounts shall be used to establish a foundation, Monies from this foundation are to be used for scholarships for students entering into schools of cosmetology, esthetics or nail technology.](#)

#### **By Laws**

### ***ARTICLE II***

#### **Election of Officers**

**Section 1.** Prior to the Annual Meeting every [Full or Lifetime Member](#) shall be given the opportunity to state his/her desire to serve as a member of the Executive Board and furthermore every [Full or Lifetime](#) member shall be given the right to vote on the election of the board.

**Section 3.** To be eligible to be elected to the ACSP Board, one must have been a [Lifetime Member or Full](#) member of ACSP for one year

#### **Procedures**

#### ***Meetings***

The President and Executive Director will secure locations for Executive Board meetings and the Annual Meeting in advance and the Board will be reminded via mail and/or electronic mail of these meetings. The Annual Meeting will receive additional publicity through Board members and through the Publicity Chairman. Those to be notified of the Annual Meeting include Executive Board, Special or appointed Committees, Past Presidents and ACSP Lifetime [Members and Full Members](#).

## **Membership**

[All attendees of our Educational classes, in person and online, who meet the requirements as set out in the Constitution, Article III, Section 2\(f\), will receive a complimentary and automatic Associate membership. This entitles them to receive legislative and promotional updates.](#)

[Full and Lifetime Members, in addition to legislative and promotional updates, are to receive discounts to select Educational events or classes that ACSP provides and access to all benefit programs established by ACSP.](#)

## ***Election of Officers***

At least ninety days before the Annual Meeting a notice shall be sent to all [eligible](#) members, asking if they are interested in serving on the....

## ***Education Committee Rules & Regulations***

### **Membership Categories**

- 1) **ACTIVE PLATFORM MEMBER** - All current rules and regulations apply to those members who have 0-19 years.
- 2) **ACTIVE ADVISORY PANEL MEMBER** - This group of members consists of EC Members who have 20+ years and are continually active members who may not teach but who provide support services in other leadership capacities that are crucial to the EC success.  
The ACSP President shall appoint members in either or both categories.
- To be eligible to become a member of the EC, one must be a [Lifetime Member or a Full](#) member of ACSP.