

Code Of Professionalism

As a member of the Association of Cosmetology Salon Professionals, I subscribe to the following Code of Professionalism:

That the best interests of the client shall always receive the first consideration in the conduct of this salon.

That we dedicate our professional skills to the enhancement of the image of all clients, according to their personal needs. In doing so, we shall give the highest quality of service through constant attention to the care and grooming of hair, skin and nails and the other advancements in professional cosmetology services.

That we shall continue to maintain the highest professional skill through attendance and study of professional education programs under the guidance of our Association.

That we shall be ever aware of the latest scientific developments, techniques and products which have been proved beneficial for the best interest of the client.

That we are thankful for the respect, loyalty and confidence which the client has displayed and shall compensate for it with courteous, fair and professional treatment in a salon cognizant of the health and welfare of the client.

That we shall always try to be good citizens in the communities in which we live and practice our profession.

CONSTITUTION

ARTICLE I

The name of this organization shall be:

Association of Cosmetology Salon Professionals (ASCP)

ARTICLE II

The purpose of this organization is:

- 1) To bind together all Cosmetology salon professionals in the industry into one comprehensive and cohesive organization in order to procure unified and harmonious results for the betterment of the entire cosmetology profession.
- 2) To foster and promote the best interests of the cosmetology profession and to advocate higher standards and ideals.
- 3) To promote a feeling of mutual esteem, good will, harmony and cooperation for the general good.
- 4) To encourage and facilitate interchange of views regarding important matters **effecting** **affecting** the profession as a whole.
- 5) To enlighten and direct public relations concerning our profession, and its direct relation to the attainment and preservation of health through the encouragement of **beauty and attractiveness self-care**.
- 6) To aid all cosmetology salon professionals in better educational advantages.
- 7) To promote uniform legislation wherever required that will be just and beneficial to the profession and to the public, and to discourage needless and detrimental legislation.
- 8) To encourage the creation and adoption of all hair fashion, esthetics and nail-art trends and practices of all modern methods of professional and business practices.
- 9) To do all such things as may be lawful under this Constitution, By-Laws, Policies, and Procedures.
- 10) The activities of this organization shall neither be sectarian nor partisan, nor shall it be a pecuniary profit earning organization.

ARTICLE III

Section 1. The following persons and groups of persons are eligible for Association of Cosmetology Salon Professionals Membership.

Section 2. (a) Regular Members. Regular 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.

(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.

(c) Definition of Cosmetology. Cosmetology shall be defined as the performance of the following major functions: hair dressing, hair cutting/shaping; hair coloring; permanent waving; skin and hair care; make-up, nail care and art, and hair removal.

(d) Lifetime Members. The Executive Board may at their discretion, recommend a person 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 enjoy all rights and privileges as a regular member and will have a vote.

(e) Honorary Members. The Executive Board may at their discretion, recommend a person to Honorary Membership and the Honorary member does not necessarily need to be a member of the Association. Honorary Membership requires 80% affirmative vote of the Executive Board with a recommendation to the members at the annual meeting which also requires 80% affirmative vote. The Honorary Member shall enjoy all rights and privileges of association membership but shall not have the right to vote.

Section 3. Notwithstanding the foregoing, any member in good standing on April 15, 2013 shall continue to be a member of this Association so long as he/she shall pay requisite dues and abide by the Constitution and By-Laws and Rules of this Association.

ARTICLE IV

Section 1. All regular 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 dues paying member in good standing is eligible to stand election or accept an appointment to office unless otherwise stated under Article III, Section 2.

ARTICLE V

The fiscal year of this Association shall begin January 1st.

ARTICLE VI

Elected Officers and Committees

Section 1. Elected Officers of the Association shall be:

- A President
- A Vice-President
- A Secretary
- A Treasurer
- Two Directors

Section 2. The term of office shall be for one year or until the newly elected successor is installed into office.

Section 3. The following shall constitute the Executive Board with full voting privileges: Immediate Past President, President, Vice-President, Secretary, Treasurer and Two Directors. All past Presidents are invited to attend [Board meetings](#), but will not have a vote.

Section 4. The general management and control of the ACSP, with full power to act in its stead shall be vested in the Executive Board, subject to the power to fill vacancies among its officers.

Section 5: The following officers and committees are to be 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 and Chairman

ARTICLE VII
Funds, Dues, and Assessments

Assessments or a per capita tax may be levied upon members, but only with the consent of 80% of the members present at the Annual Meeting of the ACSP.

ARTICLE VIII
Meetings

Section 1. The date of the Annual Meeting shall be set by the [Executive Board](#).

Section 2. The Educational classes shall be held at a time and place set by the Executive Board.

Section 3. The Annual Meeting shall be held once a year.

Section 4. Special meetings of the Association may be called by the President when an emergency arises, and a majority vote of the Executive Board. At least ten days notice shall be given to members by mail and/or electronic mail.

Section 4. The Executive Board has the authority to set the time and places of all meetings of ACSP in the event an emergency arises.

ARTICLE IX

An amendment to the Constitution and By-Laws may be proposed by any 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 days before the meeting at which same will be brought up. The Constitution and By-Laws Committee shall forward the proposed amendments **to the Executive Board and** to all members, **in the ordinary course of the mail** at least 31 days prior to the date of the meeting at which same shall be brought up. **If the Executive Board shall determine that an emergency exists,** an amendment or amendments to the Constitution and By-Laws may be adopted by 2/3 vote of the Executive Board without compliance as to prior notice or time, however, these amendments must be presented to the members at the next Annual Meeting for approval.

If such an amendment is not rejected by the members, it shall be considered ab initio in full force or effect; if rejected, it shall cease to operate. All amendments shall become operative immediately upon adoption unless otherwise provided in such amendment.

ARTICLE X

Robert's Rules of Order, Newly Revised, shall be the standard of practice in [conducting the business of](#) the Association of Cosmetology Salon Professionals.

BY-LAWS

ARTICLE I

Section 1. The President of ACSP, [Inc.](#) shall be the Chairman of the Executive Board.

Section 2. The members of the Executive Board shall make a report at the Annual Meeting.

Section 3. The majority of the Executive Board shall constitute a quorum at any meeting [thereof.](#)

Section 4. [If in the opinion of the President, or the Chairman of the Executive Board, it shall be practical, he/she](#) [The President](#) may submit any matter which [would](#) be taken up at a meeting of the Executive Board [of ACSP, Inc.,](#) to the [Executive Board](#) members [thereof](#) by mail [and/or electronic mail.](#) [And](#) If 2/3 of the members of the Executive Board within reasonable time thereafter concur, the same shall be deemed approved within the same force and effect as if adopted at a meeting of such Board of the Association.

Section 5. May provide employees: The Executive Board may engage [such](#) employee(s) [or employees](#) as [it shall be](#) deemed necessary to conduct the affairs of the Association.

Section 6. Any member of the Executive Board who, without valid excuse, does not attend Board meetings or neglects his or her duties as defined in Article III to [IX VIII](#) of these By-Laws may, upon secret vote of the majority of the Board, be relieved of his or her office, provided, however, that said officer be given 30 days written notice by registered mail of the proposed action of the Board. In the event of such action, the Board is hereby empowered to elect a successor for the unexpired term.

Section 7. In the case of death or disability of any officer, the Executive Board shall have the power to elect a successor to fill the unexpired term of office.

Section 8. The Executive Board shall draw up the Rules and Regulations for the functions of the Education Committee.

ARTICLE II
Election of Officers

Section 1. Prior to the Annual Meeting every member shall be given the opportunity to state his/her desire to serve as a member of the Executive Board and furthermore every member shall be given the right to vote on the election of the board.

Section 2. The procedures to **effectuate** **execute** Section 1 of this Article shall be set forth in the procedures of this Association.

Section 3. To be eligible to be elected to the ACSP Board, one must have been a member of ACSP for one year.

ARTICLE III
Duties of the President

Section 1. The President **or Chairman of the Board** shall preside at the regular and special meetings of the Association. The President shall be the ex-officio chairman of all committees and as such shall have the right to vote. All arrangements for Annual Meeting and special meetings shall be under his/her direction.

Section 2. The President shall, upon taking office, appoint all appointive committees and officers. He/She shall appoint all committees not otherwise provided for from time to time. He/She shall perform such other duties as are usual and incidental to his/her office and such as are duly requested of him/her by the Association and Executive Board members.

Section 3. The President with the approval and confirmation of the Executive Board may appoint special representatives to act on behalf of the Association, under the direction of the President and/or the Executive Board of the Association.

ARTICLE IV
Duties of the Vice-President

In case of absence or disability of the President, the Vice-President shall perform all of his/her duties, and in the event of the President's death, resignation, removal from office, incapacity or refusal to act, the Vice- President shall succeed him/her for the balance of the unexpired term.

ARTICLE V
Duties of the Secretary

The Secretary shall keep the minutes of all meetings of the Association and its Executive Board. He/She shall conduct and preserve correspondence relating to the business of the Association. He/She shall keep an accurate record of the business transactions of the Association and shall be the Custodian of books, papers, records, and other personal property of the Association when not otherwise designated, and shall be the Custodian of the corporation seal of the

Association, incorporate in the minutes of the following: kind of meeting, time and place of meeting, the business transacted, every motion, whether carried or lost, with name of maker and seconder, omitting all discussion and personal views, his or her signature and office and shall within 14 working days, disseminate copies of the minutes to the Executive Board. He/She shall perform all other duties incidental to this office as may be ordered by the Association, Executive Board, and President. He/She shall also serve as the Historian.

The Secretary shall keep the minutes of all meetings of the Association and its Executive Board to include the following: kind of meeting, time and place of meeting, the business transacted, every motion, whether carried or lost, with name of maker and seconder, omitting all discussion and personal views, his or her signature and office and shall within 14 working days provide minutes to be disseminated. He/She shall conduct and preserve correspondence relating to the business of the Association. He/She shall keep an accurate record of the business transactions of the Association and shall be the Custodian of books, papers, records, and other personal property of the Association when not otherwise designated. He/She shall be the Custodian of the corporation seal of the Association. He/She shall perform all other duties incidental to this office as may be ordered by the Association, Executive Board, and President.

ARTICLE VI **Duties of the Treasurer**

The Treasurer shall receive and pay out, on approval of the Executive Board, all monies of the Association and shall have the custody of the funds of the Association, deposit same to the credit of the Association in a depository designated by the Executive Board, receive all dues for the Association. He/She shall make a report at each quarterly meeting and at such other times as the Association or Executive Board may demand, together with a list of new and renewal members of the quarter. He/She shall perform all other duties pertaining to this office or such as may be demanded of him/her by the Association or Executive Board. The treasurer shall give bond for the faithful discharge of his/her duties in such form as the Executive Board may prescribe or demand, in no event less than \$1000.00, payable to the Association. The premium for such bond will be paid by the Association. The Treasurer shall be responsible for the issuance of membership materials. It shall be the duty of the Executive Board to have an audit made of the treasurer's account annually before installing his/her successor. He/She shall turn over to his/her successor all monies, books, records, and papers; and take a listed receipt thereof.

The Treasurer shall manage the budget of the Association and review all transactions. He/She shall make a report at each quarterly meeting and at such other times as the Association or Executive Board may demand. He/She shall perform all other duties pertaining to this office or such as may be demanded of him/her by the Association or Executive Board. The treasurer shall give bond for the faithful discharge of his/her duties in such form as the Executive Board may prescribe or demand, in no event less than \$1000.00, payable to the Association. The premium for such bond will be paid by the Association. The Executive Assistant, their duties related to

money supervised by the treasurer, shall maintain bond no less than \$1000, payable to the Association. The premium for such bond will be paid by the Association. It shall be the duty of the Executive Board to have an audit made of the treasurer's account annually before installing his/her successor. He/She shall turn over to his/her successor all monies, books, records, and papers; and take a listed receipt thereof.

ARTICLE VII

Duties of Appointed Committees

Section 1. *Sergeant at Arms/Credentials*, is to admit only those qualified or authorized to be admitted to meetings; to maintain order and to arrange for the seating of the members; to register each member as she or he presents a membership card, or proof of identification; and at such time he/she is called upon to do so, he/she shall give the number of members present so that a quorum may be obtained.

Section 2. *Parliamentarian* is to keep the meetings in order and see that the proper procedure of business is transacted.

Section 3. *Constitution and By-Laws/Policies and Procedures/Coordination and Resolution* will receive and submit proposed changes or additions of the Association Constitution and By-Laws and Policies and Procedures to the membership and Executive Board. They will serve as the Coordination and Resolution and are to originate or receive resolutions looking to improvement or better functioning of the Association. Coordination and Resolution responsibilities include origination or review of resolutions looking to improve the operations of the Association.

Section 4. *Membership* will solicit members; to and work on promotion and retention of membership.

Section 5. *Publicity* will promote all ACSP activities.

Section 6. *Finance* Budget and all other expenditures will be set up by the Finance Committee with the approval of the Executive Board.

Section 7. *Legislative* will originate and receive suggestions on State legislation to be submitted to the Association for approval, to act as a Legislative Steering Committee in an advisory capacity with the State Legislature. They will also serve as the primary Association Representative at Legislative Events.

Section 8. *Hall of Fame Selection* – will serve continuously until they no longer wish to serve or no longer participate. The committee will meet annually. The committee, upon selection of an inductee, shall set about to create an appropriate event to honor the inductee and to have a proper plaque installed at the site of the Hall of Fame and a proper plaque presented to the inductee.

Section 9. *Nominating* shall perform the duties as outlined in Article II of the by-laws.

Section 10. *Education* shall perform the duties as outlined in the procedures.

Section 11. *David Bagwell* shall be appointed by the President and select the annual award winner.

ARTICLE VIII **Duties of Officers**

If an officer becomes incapacitated or unable to perform any of his/her duties, the President will assign such duties to other members of the board until such time as the member of the board shall be able to resume his/her duties. If the situation persists, the President may proceed according to Article I, Sections 6 and 7.

ARTICLE IX **Meetings**

Section 1. The meetings of the Association shall be designated as approved for in the Constitution (Article VIII). Special meetings may be called by the written request of two thirds (2/3) of the members of the Executive Board. Notice of such meeting shall be given at least two weeks in advance by regular and/or electronic mail, addressed to each member as their respective names and addresses shall appear on the books of the Association.

Section 2. At the Annual Meeting, fifteen members shall constitute a quorum. If at any meeting a quorum shall fail to appear, the President shall designate the adjourned time of such meeting, and any number of members appearing at such adjourned meeting shall constitute a quorum.

Section 3. Meetings of the Executive Board shall be held as provided for in the Constitution (**Article VIII, Section 2**). (**Article VIII, Section 4**). Reasonable notices shall be given via mail and/or electronic mail, addressed to each member of the Board, and the purpose of the meeting stated in the notice. All meetings are open to the membership unless an Executive Session is called by the Executive Board.

ARTICLE X **Withdrawal of Elected or Appointed Positions**

Any member who serves on any committee or board position whose membership shall expire for any reason may be relieved of their position(s) immediately and cannot serve or be considered for reappointment until **the next Executive Board meeting where** a vote **shall be is** taken by the **Executive Board** if such member may be reinstated. **to said office.**

ARTICLE XI

Budget

The newly elected Executive Board shall receive from the Finance Committee, a budget for the ensuing year, based upon the approximate receipts and disbursements for that year. The retiring Board shall submit to the newly elected and installed Board such information as may be of value to make proper the determination thereof. Said budget shall provide the maximum sums to be expended for all determinable expenses. **and paid up by the proper officers named. Warrants Contracts** shall not be signed nor paid in excess of such budget, except by recommendation of the Finance Committee to be approved by the Executive Board.

ARTICLE XII

Disbandment

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

ARTICLE XIII

Suspension of By-Laws

The By-Laws may be suspended in whole or in part by 2/3 vote of the members present at any meeting, a quorum being present.

ARTICLE XIV

Order of Business

Order of business shall be set by the Association President.

ARTICLE XV

Past Presidents Committee

All Past Presidents will constitute the Grievance Committee. The function of this committee is to take up and address all grievances of the members of the Association and serve as advisors to **the** Association. **focus and direction.**

ARTICLE XVI

State Board and Advisory Board Recommendation

The Association, depending on specific seat vacancies, **will may** recommend **one** licensed professional cosmetologist, esthetician or nail technicians who **have** required qualifications to serve on the SC State Board of Cosmetology and **one person** to the Advisory Board to the Governor. **by December 31, of each year.**

ARTICLE XVII
Presidential term of election

A President shall be elected each year, not to serve more than three years in succession.