

NORTH CAROLINA BOARD OF ELECTROLYSIS EXAMINERS

BY LAWS

Adopted 11-7-91  
Amended 12-09-91  
Amended 06-07-93  
Amended 03-19-94

The name of the board shall be the North Carolina Board of Electrolysis Examiners, which may be known hereafter as the "Board".

ARTICLE II  
PURPOSE

The purpose of this Board is to ensure acceptable standards of competency, to protect the public from misrepresentation of status by persons who hold themselves out to be "certified electrologists," and to provide the public with safe care by the mandatory licensing of electrologists.

ARTICLES III  
OBJECTIVES

The objective of this Board shall be:

- a) To serve as a state registry of license electrologists.
- b) To ensure acceptable standard of competency.
- c) To promote and encourage endeavors to elevate hygiene and safety standards for the protection and welfare of the public. These hygiene and safety standards shall be consistent with the acceptable standards of competency as stated in ARTICLE II.
- d) To provide a written and practical state board examination for all candidates who wish to become licensed electrologists in the State of North Carolina.

- e) To offer and maintain a program of progressive continuing education for all North Carolina member of the electrology profession.
- f) To encourage attainment to the highest degree in the practice of electrology.
- g) To oversee and maintain adequate office space to handle the function of the Board.

## ARTICLE IV OFFICERS

### Section 1. Eligibility.

Each appointee to the Board is eligible to serve as an Officer. (G.S. 88-A-5)

### Section 2. Titles.

The elected officers of this Board shall be chairman, vice-chairman, and treasurer.

### Section 3. Terms of Office

All officers shall be elected annually by the Board for one-year terms and shall serve until their successors are elected.

### Section 4. Meetings.

The Board shall hold two regular meetings each year in the months of January and July on call of the chairman, or if the chairman is unable for any reason to call meetings, the vice-chairman or the treasurer in that order.

Special meetings of the Board may be called at any time by the chairman or any two board members. In an emergency a meeting can be called with less than 48 hours notice. For an emergency meeting, the only notice the Board is required to give is a telephone call to any news media that has asked in writing to receive notice of emergency meetings. The media should be called after the Board members.

Each meeting of the Board shall be open to the public. The minutes of all meetings are public information and upon request, available to any interested public member.

The officer who scheduled to conduct the meeting shall prepare an agenda. Any public member wishing to have a matter included on the agenda may do so by contacting the chairman three days before a scheduled meeting.

A majority of the members of the Board shall constitute a quorum for conducting official business.

All Board meetings shall be conducted according to accepted rules of parliamentary procedure – Robert's Rules of Order.

The conduct of public members at Board meetings shall conform to Roberts's Rules of Order as hereby stated:

A time during each meeting shall be set aside for recognizing any member of the public who wishes to address the included on the agenda. If time permits, the Board may also allow members of the public to speak at special meetings. Persons wishing to address the Board concerning an agenda item shall notify the chairman of the/her desire to address the Board and the item which he/she wishes to address prior to the meeting being called to order. Persons wishing to address the Board concerning an item which is not included on the agenda shall do so by contacting the chairman at least 72 hours in advance of the date of the scheduled meeting. The person shall identify himself and the nature of the request of addressing the Board. Whenever possible, the request should be made in writing.

Persons addressing the Board are requested to plan comments in such a way as to limit the period of time of their comments to five (5) minutes or less. The chairman has the right to limit discussion on any matter to a shorter period of time should there be several items which need to be discussed.

Board members may ask specific questions of those petitioning the Board, but shall not debate nor discuss with the public member the relative merits of his proposal. Such proposal may if necessary be added to the agenda for the next regularly scheduled meeting of the Board.

The Board members shall not be expected to answer questions from public members during Board meetings.

Section 5.      Election of Officers.

It is established that the election of Board officers for the forth coming year shall be held at its July meeting. A majority of the members of the Board shall constitute a quorum.

Section 6.      Vacancies.

- a. Should the office of the chairman become vacant, the vice-chairman shall assume the office and shall remain until the election of officers at the Board's July meeting.
- b. In the event the office of the vice-chairman shall become vacant, it will be the duty of the chairman to appoint a new member to fill the vacancy.
- c. The chairman shall also appoint a new member to fill the office of treasurer, should that office become vacant.

ARTICLE V  
DUTIES OF OFFICERS

Section 1.      The Chairman shall:

- a. Call meetings, prepare meeting agendas, serve as the chairman and preside at all meetings of the Board.
- b. Notify the public of each Board meeting at least two days prior to a meeting by posting a notice in a public place and/or an organizational newsletter.
- c. Serve as an ex officio member of each Board position.
- d. See that all directives of the Board are carried out.
- e. Together with the treasurer, co-sign all checks.

- f. Represent the Board as its official spokesperson for the purpose of advancing and implementing the North Carolina General Statutes – Chapter 88A – “The Electrolysis Practice Act.”
- g. The chairman may delegate a member of the Board to serve as its official spokesperson.

Section 2.                    The Vice-Chairman shall:

- a. Serve as the assistant to the chairman.
- b. In the absence of the chairman the vice-chairman shall call meetings, prepare meeting agendas, serve as the chairman and preside at meetings of the Board and notify the public of scheduled Board meetings.
- c. In the absence of the chairman the vice-chairman shall co-sign all checks together with the treasurer.
- d. Represent the Board as its official representative when designated to do so
- e. The vice-chairman shall (in lieu of the Board not having a secretary) take accurate minutes of all Board meetings and distribute these minutes to all Board members.
- f. Maintain record books in which bylaws, other rules, and committee reports are entered and properly record all changes to those documents, and have the current record books on hand at all meetings of the Board.
- g. Make minutes and records available to public members upon request, according to the Public Records Law.

Section 3.                    The Treasurer shall:

- a. Have custody of the Board’s funds and shall keep full and accurate account of receipts and disbursements in an acceptable accounting manner, in books belonging to the Board.
- b. Deposit all fees payable to the Board in a financial institution designated by the Board as its official depository.
- c. Co-sign all checks with the chairman or in the absence of the chairman, co-

sign with the vice-chairman.

- d. Submit the financial records and books for audit, at the completion of each fiscal year, with the Stat Auditor's Office.
- e. All accounting records will be kept in books belonging to the Board.
- f. All financial transactions by the treasurer shall be performed upon the advice of a certified public accountant and approval from the Board.
- g. Shall prepare and submit to each Board member a typed written treasurer's report showing a detailed list of receipts and disbursements quarterly.
- g. Keep a current registry of all licensed electrologists showing date renewal was paid.
- i. Keep a ledger sheet of all licensed electrologists showing date renewal was paid to be brought to each meeting.

#### ARTICLE VI AMENDMENTS

These bylaws may be amended by a two-thirds vote at a Board meeting, provided notice of the proposed amendment (s) has been given to the Board members at least ten (10) days prior to the meeting.