

ELECTROLYSIS ASSOCIATION OF NORTH CAROLINA

DBA: UNITED PROFESSIONAL ELECTROLOGIST ASSOCIATION

BY-LAWS

EANC/UPEA

(Revised December 7, 2025)

ARTICLE I	TITLE AND PURPOSE	51
ARTICLE II	SEAL, COLORS & LOGO	51-52
ARTICLE III	MEMBERSHIP/DUES	52-54
ARTICLE IV	OFFICERS AND THEIR DUTIES	54-57
ARTICLE V	MEETINGS	58
ARTICLE VI	ORDER OF BUSINESS	59
ARTICLE VII	COMMITTEES	59-60
ARTICLE VIII	BYLAWS AMENDMENTS	60
ARTICLE IX	PARLIAMENTARY AUTHORITY	60
ARTICLE X	DISSOLUTION	61

ELECTROLYSIS ASSOCIATION OF NORTH CAROLINA

(DBA: United Professional Electrologists Association)

BY-LAWS

(Revised 2025)

ARTICLE I – TITLE AND PURPOSE

SECTION 1. The Title of the Association

1. The name of this Association shall be the Electrolysis Association of North Carolina, Inc. (EANC), using the DBA: United Professional Electrologist Association (UPEA)
2. “Board” means officers of the Electrolysis Association of North Carolina (EANC)
DBA: United Professional Electrologist Association (UPEA)
3. Officers of the EANC/UPEA
 - a. President
 - b. 1st Vice President
 - c. 2nd Vice President
 - d. Recording Secretary
 - e. Corresponding Secretary
 - f. Treasurer
 - g. Member-at-Large (*past president or one **experienced** elected member*)

SECTION 2. Purpose of the Association

1. Uphold the highest possible degree of educational, ethical, and professional standards for electrologists.
2. Convey to the general public information regarding the Electrology profession.
3. Encourage discussions, exchange information, and ideas among electrologists.
4. Promote professional pride within the Electrology profession.
5. Promote camaraderie amongst the electrologists in the association.

ARTICLE II – SEAL, COLORS, AND LOGO

SECTION 1. SEAL:

1. The corporate seal of EANC is circular in form with the words “Electrolysis Association of North Carolina, Inc. 1976.” This impression is used on official documents. Gold and White.

SECTION 2. LOGO:

1. The logo of EANC is the shape of North Carolina, which is blue with a gold border; gold and white lettering reads: Electrolysis Association of North Carolina 1976.
2. The logo of UPEA is designed as a circular emblem featuring an "e" at its center, which illustrates a probe inserted into a follicle. This design aims to convey the organization's focus and commitment to precision in its field.

SECTION 3.

1. Custodian of the seal, books, and papers shall be the Corresponding Secretary.

ARTICLE III – MEMBERSHIP/DUES

SECTION 1. Application for Membership

Application for membership will be on forms provided by EANC/UPEA and will be for the current membership year. New members will be notified of their membership status. Applications must be filled out in their entirety and signed by the applicant. By signing the membership application, the applicant has agreed and declared to abide by the Bylaws of EANC/UPEA and to support its goals and policies.

SECTION 2. Code of Ethics

Any person in violation of the Code of Ethics and Standards set forth by this Association (EANC/UPEA) will be automatically suspended, or membership will be revoked. Reinstatement may be affected after a due hearing before the Executive Board. Finding by said Board are to be presented to the membership body for final acceptance or rejection. Further, any person or persons who had flagrantly violated the Code of Ethics of the Association in the past and who do not intend to abide by or show sincerity to the by-laws of the Association shall not qualify for membership until such person or persons show that such violation or violations have ceased.

SECTION 2(a).

(a). A member or officer of the EANC/UPEA may, if found guilty of the charge of neglect of duty or conduct unbecoming an officer or member shall after due warning is given, be expelled from the Association, or who shall divulge to any non-member or suspended member, the records,

minutes or any business of the Association expelled pending a hearing; however, said member shall receive a notice from the Executive Board for such a hearing and a majority vote of the Executive Board and after due process, a majority vote of the membership shall constitute a dismissal of the charge or charges or a dismissal from the Association. Failure to appear before the Executive Board shall constitute an admission of guilt and shall be just grounds for immediate dismissal from the Association.

SECTION 3. (A) Membership Requirements

In State

- (1) An electrologist will be one who practices and/or teaches permanent hair removal utilizing solid probe electrode type epilation, which includes electrolysis, thermolysis, or blend as described in NCGS 86B Article 3 "Electrolysis"
- (2) EANC/UPEA members must be a North Carolina licensed electrologist or an Out-of-State electrologist in good standing within their respective state, and Honorary Members with a 2/3 vote of the membership.
- (3) Membership in the EANC/UPEA shall be available without regard to race, sex, creed, or national origin.
- (4) Any member advertising shall not use any false claims or mislead the consumer.
- (5) No member shall refer to any past or present office held in EANC/UPEA in his or her advertisements.
- (6) Students and honorary members are eligible for membership, with no voting privileges.
- (7) Any EANC/UPEA member requesting inactive status to the North Carolina Barber Board and Electrolysis Examiners (NCBBEE) shall notify the EANC/UPEA immediately.
- (8) Any member requesting inactive status shall notify in writing of reactivation.
- (9) EANC/UPEA active membership will be reinstated upon request and dues payment.

SECTION 3. (B) Membership Requirements

Out of State

- (1) An electrologist will be one who practices and/or teaches permanent hair removal utilizing solid probe electrode type epilation, which includes electrolysis, thermolysis, or blend.
- (2) EANC/UPEA members must have a minimum of 350 hours of formal training in an electrolysis school or a minimum of 5 years' experience.
- (3) Membership in the EANC/UPEA shall be available without regard to race, sex, creed, or national origin.

- (4) Any member advertising shall not use any false claims or mislead the consumer.
- (5) No member shall refer to any past or present office held in EANC/UPEA in his or her advertisements.
- (6) Students are eligible for membership, with no voting privileges.
- (7) Out-of-State members have full voting privileges.
- (8) Any member requesting inactive status shall notify the EANC/UPEA in writing.
- (9) EANC/UPEA active membership will be reinstated upon request and dues payment.

SECTION 4. Membership Drive

The annual membership drive will commence in September and conclude in December.

SECTION 5. Honorary Membership

Honorary Membership may be conferred by a two-thirds vote of the Board of Directors (Officers) upon persons who have rendered distinguished service to EANC/UPEA and the profession. They will be exempt from payment of EANC/UPEA dues.

SECTION 6. Membership Certificate

Upon acceptance for membership, members will be issued a certificate of membership from EANC/UPEA. The EANC/UPEA certificate remains the property of EANC/UPEA. Upon resignation or expulsion, or failure to renew, the member will immediately return the certificate, in good order, to the treasurer. A membership certificate is valid only when displaying a current year sticker.

SECTION 7. Change of Address

All members will promptly notify the treasurer of any change of address or other pertinent information as provided on the membership application. EANC/UPEA is not responsible for the delay of information, of any kind, if a change of address is not submitted.

SECTION 8. Transferability

Under no circumstances will membership be transferred to any person other than the one to whom it was originally issued.

SECTION 9. Resignation

A member who has resigned or is inactive will not indicate affiliation with EANC/UPEA.

SECTION 10. Revocation

The Board may revoke, suspend, dismiss or not renew any membership as disciplinary action for failure to comply with the regulations herein set forth.

SECTION 11. Dues

- (a)** EANC/UPEA dues may be adjusted at the discretion of the Executive Board.
- (b)** EANC/UPEA fiscal year is January 1 – December 31. The required dues shall be paid directly to EANC/UPEA.
- (c)** Electrolysis students shall pay half of the regular EANC/UPEA dues. A student is only allowed to join the EANC/UPEA.
- (d)** The EANC/UPEA shall use its funds only to accomplish the objectives and purposes specified in the bylaws, and no part of said funds shall be used to benefit any of its officers, directors, members, or any other private individual.

ARTICLE IV – OFFICERS AND THEIR DUTIES

SECTION 1.

The officers of EANC/UPEA shall include President, Member-at-Large (past president or one experienced elected member), 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

SECTION 2.

The President must have served as an Executive Board member for at least one term before he or she can be nominated to serve as President.

SECTION 3.

The newly elected officers will assume office at the end of the meeting at which elected. The term will be for two (2) years.

SECTION 4.

Election of officers shall take place at the first quarterly meeting in even-numbered years.

SECTION 5. Vacancy

- (a)** In the case of a vacancy in the office of the President, the 1st Vice-President will assume the duties of the President. Qualified members appointed by the Board will fill vacancies in any other office.
- (b)** Any person serving more than half a term to fill a vacancy will be recognized as having served a full term.

SECTION 6. Resignation and Removal

- (a) Officers may resign by written notice to the Board.
- (b) Any officer may be removed from office by a two-thirds vote by the Board, due to absenteeism or failure to perform duties, unless confined by illness or other due cause.

SECTION 7. Term limits

No officer can be elected to the same office for more than two (2), two-year terms unless agreed and unanimously voted on by the board members.

SECTION 8. Compensation

The officers of the EANC/UPEA shall not receive any compensation for their service as officers, but the Board may authorize reimbursement of expenses incurred in the performance of their duties.

SECTION 9. Advertising

No current or past officer shall refer, in any advertising, to any past or present office held in the EANC/UPEA.

SECTION 10. Association Property

All properties, correspondence, records, tapes, papers, and materials acquired during a tenure in office become the property of EANC/UPEA and are to be turned over immediately at the expiration of office or resignation to their respective successor.

SECTION 11. Conflicts of Interest

Members who manufacture and/or sell Electrology equipment and supplies, teach in, or are associated with, a school of Electrology, or have a relative who is engaged in either of the above situations, are ineligible to serve as an officer.

SECTION 12. DUTIES OF EACH OFFICER

President

1. Will preside at all meetings of the membership and the Board,
2. Be an ex officio member of all committees except the nominating committee,
3. Represent EANC/UPEA when necessary for official business, ensure all decisions of the board are carried out,

4. Co-sign EANC/UPEA membership certificates,
5. Make arrangements for Board and membership meetings and,
 - a. any additional duties as directed by the Board.
6. Will keep and maintain the permanent records of EANC/UPEA, including an accurate record of all members, copies of correspondence, and minutes of meetings.

1st Vice-President

1. Will preside in the absence of the president,
2. Become president if a vacancy occurs,
3. Plan and develop EANC/UPEA's educational program,
4. Be an ex officio member of the CEU Committee,
5. Co-sign EANC/UPEA membership certificates and,
6. Any additional duties as directed by the Board.
7. Shall submit a monthly report of activities/duties on or before the 15th of every month to the President.

2nd Vice-President

1. Will serve as Chair of the legislative committee,
2. Liaison with legal counsel,
3. Ensure the association operates within the bylaws, and
4. Any additional duties as directed by the Board.
5. Shall submit a monthly report of activities/duties on or before the 15th of every month to the President.

Corresponding Secretary

Assist with,

1. Membership and mailings,
 - a. Birthday Cards, Get Well and Sympathy Cards as needed, and
 - b. Any additional duties as directed by the Board.
2. Shall submit a monthly report of activities/duties on or before the 15th of every month to the President.

Recording Secretary

Will keep a record of all proceedings of EANC/UPEA and the Board,

1. Type the minutes of the membership meetings,
2. Ensure the distribution of the minutes to all members within three weeks of a membership meeting,
3. Maintain a permanent record of EANC/UPEA minutes and any additional duties as directed by the Board.
4. Mail notices of proposed bylaw changes to all members within the correct time specification.
5. Shall submit a monthly report of activities/duties on or before the 15th of every month to the President.

Treasurer

Will have custody of EANC/UPEA funds;

1. Collect all dues and monies owed to EANC/UPEA,
2. Deposit all funds in EANC/UPEA's bank account,
3. Keep accurate records of all transactions in books belonging to EANC/UPEA,
4. Distribute EANC/UPEA funds within the budgetary limitations as directed by the Board,
5. Pay EANC/UPEA bills by check or a designated authorized credit card,
6. Report to the Board and membership accurate accounts of all transactions including the financial condition of EANC/UPEA,
7. Be an ex officio member of all committees,
8. Submit the financial records and books for audit to the auditing committee at the Annual Meeting or whenever a vacancy occurs,
9. Deliver to the new treasurer within thirty days of term expiration all EANC/UPEA moneys,
 - a. receipts, books, and papers,
 - b. work with the membership committee chairperson,
 - c. conduct the annual membership drive and,
 - d. any additional duties as directed by the Board.

Shall submit a monthly report of activities/duties on the on or before 15th of every month to the President.

Member-at-Large

Previous experienced officer- serves in an advisory capacity to the Executive Board and will attend all meetings with voting privileges.



ARTICLE V - MEETINGS

SECTION 1. General Meetings

- a. As written in *Roberts Rules of Order*, unless otherwise ordered by the Executive Board.
- b. EANC/UPEA General Meetings will be held semi-annually in January and September unless directed by the Executive Board. Meetings will be held 2 times a year, depending on the availability and accommodations. The Executive Board may call special meetings with notice of days for the purpose of conducting business, with no less than 48 hours' notice for special meeting(s), if deemed necessary.
- c. The first meeting of the calendar year shall be known as the Annual Meeting. The Annual Meeting will include, but is not limited to, year-end reports from officers and committee Chairpersons. Elections will be held in each even-numbered year.
- d. Meeting announcements will be announced by either inclusion in the newsletter, email, or by a special mailing.
- e. CEUs may be approved for educational topics during meetings. Must have prior NCBEE approval before advertising

SECTION 2. Annual Meetings

- a. There will be no less than one annual seminar held, depending on the Seminar Committee's choice of dates and availability of accommodations. With approval by the NCBEE. EANC/UPEA Association will make every attempt to secure 1.0 CEUs

SECTION 3. Special Meetings

- a. Special meetings of the membership may be called by the President when deemed necessary or at the request of two-thirds of the members of the Board with purpose and agenda stated.
- b. Notice of a special meeting of the membership will be given at least 48 hours prior to the date of the meeting.

SECTION 4. Quorum

A quorum at a business or special meeting of the membership will consist of five (5) members to constitute a quorum to duly hold meetings and allow the transaction of all business.

ARTICLE VI – ORDER OF BUSINESS

(Regular Meetings)

SECTION 1. Privilege of the Floor

Only members of the EANC/UPEA have the privilege of the floor, and only by the recognition of the President.

SECTION 2. Vote by Voice

The EANC/UPEA Board may invoke the privilege of a vote in person via conference call, Zoom/Voice, or other means of social communication. Voting cannot be made via email to get a full consensus on the issue at hand.

- a. A “vote by conference call” must have 5 more members to vote in accordance with Section IV Article V1, approved by a majority of members in attendance.
- b. Member voting by Zoom/Voice must state their name along with their vote.

SECTION 3. Elections

- a. The nominating committee will conduct the election.
- b. All votes will be submitted by paper ballot and tallied by the Recording Secretary.
- c. A simple majority vote will determine election results; in case of a tie, the decision will be decided by lot.

ARTICLE VII - COMMITTEES

SECTION 1.

The EANC/UPEA may have the following committees as needed. However, it is not mandatory to have all of the committees as listed. The President of EANC/UPEA will appoint the committee chair and/or entire committee.

- a. **Ways and Means Committee:** The purpose is to initiate and follow through with ways to raise money for the EANC/UPEA.
- b. **Hospitality Committee:** The purpose is to greet and welcome all visitors and attendees at each seminar.
- c. **Legislation Committee:** The purpose is to assist with any legislative work to be done within or for the EANC/UPEA under the direction of the President.
- d. **EANC Historian:** The purpose is to take pictures at conventions and meetings and research past years in EANC/UPEA to establish and maintain a pictorial reference.

- e. **Bylaws Committee:** The purpose is to work on amending or revising the bylaws when the Executive Board deems necessary.
- f. **Membership Committee or Membership Chair:** The duty of the Membership Chair is to solicit North Carolina electrologists to build up the membership of the EANC/UPEA.
- g. **Nominating/Election Committee:** The President shall appoint a nominating committee or chair of the committee at a meeting of the EANC/UPEA. The nominating committee will present a slate of candidates to the general membership at the first meeting that precedes the election of the EANC/UPEA. At this meeting, nominations may also be made from the floor by the general membership. It is expected that any nominee has consented to meet all the obligations and duties of the position for which they have been nominated
- h. **Ethics and Grievance Committee:** It will be the responsibility of this committee to receive, research, and resolve, to the best of their ability, any complaints brought about by any member or non-member against any member, non-member, committee, Board member, or affiliate organization.
- i. Such other committees, standing or special, deemed necessary by EANC/UPEA to carry out the work of the EANC/UPEA.

ARTICLE VIII – BY-LAWS AMENDMENTS

SECTION 1.

These bylaws may be amended at any General Meeting by a two-thirds vote of the members present:

- a. Notice of the proposed amendment(s)
 - I. Will be given to all members of the EANC/UPEA by official letter not less than 30 days preceding the General Meeting.
 - II. This letter may be published in the newsletter, email, website, or by special mailing.
- b. Bylaw amendments adopted at a General Meeting shall become effective at the close of the meeting unless otherwise specified.

ARTICLE IX – PARLIAMENTARY AUTHORITY

SECTION 1.

The current edition of *Robert's Rules of Order, Newly Revised*, shall be the ruling authority for the EANC/UPEA on all questions of parliamentary procedure not covered by the EANC/UPEA Bylaws.

SECTION 2.

If the EANC/UPEA President needs a parliamentarian, the President may appoint one. The parliamentarian shall serve the president in an advisory capacity to ensure appropriate procedures are followed. The parliamentarian is a non-voting member of the Executive Board.

ARTICLE X - DISSOLUTION

In the event of dissolution of EANC/UPEA, the remaining funds and property will be distributed in accordance with federal, state, and/or local laws in effect. Under no circumstances will the funds and property of EANC/UPEA be transferred to any individual member.

History Note:

EANC incorporated September 28, 1976

Non-Profit 501-C

Certification# 101768149-1/ Reference # 14239224

Bylaws Revised: 1996, NC licensure

Bylaws Revised: 1999, AEA revision for affiliation

Bylaws Amended: 2003, Seminar dates

Bylaws Revised: 2016

Bylaws Revised: 2020, Disaffiliation from AEA/Delegates

Bylaws Revised: 2022, Adoption of Out-of-State Membership

Bylaws Revised: 2025, Adoption of EANC/DBA UPEA