

Mission Statement

The mission for the Cosmetic Therapy Association of Ohio is to facilitate the practice of Cosmetic Therapy and permanent hair removal through education, communication, and legislation.

Purpose of The Cosmetic Therapy Association of Ohio (CTAO)

1. To encourage and promote the ethical and professional practice of Cosmetic Therapy in Ohio and national electrologists and/or electrologists who perform laser hair removal.
2. To raise the qualifications of Cosmetic Therapists and national electrologists through the promotion of education programs and federal training compliance.
3. To promote the profession of Cosmetic Therapy through information and service to the public.
4. To protect the rights and privileges of Cosmetic Therapists under Ohio law.
5. To receive, hold, invest, and distribute gifts, bequests and other funds.
6. To do and perform all acts permitted by law that may be necessary, proper or desirable in the furtherance of any foresaid purposes.

Benefits of Membership into The Cosmetic Therapy Association of Ohio

1. Association to a professional membership.
2. Networking with individuals within the same profession.
3. Obtain federally required training when applicable.
4. The right to self-govern, individual membership in the association.
5. Receive newsletters and other published documents.
6. Ability of affiliate with national and international electrology associations.
7. Access to the association's lawyer for consult.
8. Access to the associations interactions with the State Medical Board of Ohio (hereinafter referred to as SMBO).
9. Collaboration of other business supporting professions.

By-Laws

Cosmetic Therapy is defined by Ohio Revised Code 4713.01.

["Cosmetic therapy" means the permanent removal of hair from the human body through the use of electric modalities and may include the systematic friction, stroking, slapping, and kneading or taping of the face, neck, scalp, or shoulders.]

Cosmetic Therapy includes the systematic friction, stroking, slapping and kneading or tapping to the face, scalp, neck and shoulders (massage).

Cosmetic Therapy includes the inherent use of electrical modalities to affect the cosmetic and therapeutic result to the face, scalp, neck, and shoulders and the human body (Permanent hair removal of the human body and massage above the scapula).

Cosmetic Therapy includes the removal of hair from the face, scalp, neck, and shoulders and the human body, by application of electrical energy through a probe or needle conductor to the hair papilla to effect coagulation and destruction of the germ cells. This procedure being commonly understood as “electrolysis: or the practice of electrology.

Laser hair removal can be doctor delegated under Ohio Revised Code 4731.33 Use of light-based medical devices for hair removal.

A practitioner of Cosmetic Therapy shall examine the appropriate parts, but shall not diagnose or treat any disease or conditions other than those within the definition of Cosmetic Therapy.

All devices, instruments, epilators, etc. shall conform to the Federal Food and Drug Administration standards relating to such devices and shall be FCC approved.

Code of Ethical Practice

1. Criteria for sterilization and sanitation shall be carried out in accordance with the recommendations of the Centers for Disease Control and Prevention.
2. All devices, instruments and epilators shall conform to the FDA standards relating to these devices and be FCC approved.
3. Permanent hair removal is effected by needle or probe-type epilators using approved electrical modalities. No other methods are sanctioned for use without the explicit approval of the State Medical Board of Ohio and the CTAO.
4. Fee splitting is considered an inappropriate and unethical practice.
5. Advertising should be dignified and true and follow the precepts suggested by CTAO as appropriate.

Code of Professional Ethics for Cosmetic Therapists and Electrologists

I. Preface

Cosmetic Therapists shall be dedicated to providing the highest standards of competence in the practice of their profession as well as compliance with this Code of Professional Ethics.

II. Regarding Regulation: The Cosmetic Therapist or Electrologist

- A. Shall comply with the status of the laws and regulations of the state in which the business operates.
- B. Shall not misrepresent professional qualifications or credentials.
- C. Shall comply with any federally required training such as OSHA.
- D. Proof of OSHA training must be kept by each business and available for inspection upon request for up to three years.
- E. Shall not aid or abet, directly or indirectly, the practice of Cosmetic Therapy or electrologist by any person not duly trained with a minimum of 600 hours by an accredited school.

III. Regarding the practitioner: The Cosmetic Therapist or Electrologist

- A. Shall not abuse alcohol or drugs or condone their abuse.
- B. Shall maintain their person as a professional by appearance and decorum.
- C. Shall maintain the office premises in a sanitary and hygienic manner.
- D. Offices, in home, shall be separate from living quarters and comply with local zoning laws.
- E. Shall follow the recommendations of the Centers for Disease Control and Prevention in maintaining sterilization and infection control standards.
- F. Shall not disparage a colleague, Cosmetic Therapist, or electrologist, but shall report incompetence, malpractice or malfeasance, in writing, to the grievance committee of the state association or the SMBO (for laser hair removal only) as applicable.
- G. Shall not engage in sexual misconduct with client.
- H. Shall deal with colleagues, clients and public with honesty and integrity.
- I. Shall not receive payment for referrals.

IV. Regarding the client: The Cosmetic Therapist or Electrologist

- A. Shall maintain an accurate medical history and treatment protocol for each client.

- B. Shall recognize the confidentiality of the client/practitioner relationship and shall not release medical or personal information, without preauthorized written consent.
- C. Shall not offer guarantees or warranty beyond the skill of competence implied by a license or certification.
- D. Shall not advertise claims, which are misleading, untrue and insupportable by fact.
- E. Shall make known your professional fees, policies for cancellations and arrangements for payment fees.
- F. Members will not disparage a member nor impugn their aptitude or ability. When such issues arise, the filing of grievance is appropriate as defined in the by-laws.

ARTICLE I. NAME

The name of the organization shall be: The Cosmetic Therapy Association of Ohio, Inc. (hereinafter referred to as the "Association" or "CTAO").

ARTICLE II. ASSOCIATION PURPOSE

The purpose of the Association is:

To encourage and promote the ethical and professional practice of Cosmetic Therapy in Ohio and national electrologists;

To promote and elevate the standards of Cosmetic Therapy and national electrologists through continuing education programs;

To promote the profession of Cosmetic Therapy through public awareness and education;

To protect the rights and privileges of Cosmetic Therapist in accordance with the law;

To receive, hold, invest, and distribute gifts, bequests and all funds received;

To conduct all manner of business necessary to effect the goals of the organization; and

To encourage and promote fellowship within the profession.

ARTICLE III. ASSOCIATION MEMBERSHIP

Section 1. Regular Membership

Regular Membership shall be limited to current Cosmetic Therapists who have a Cosmetic Therapy degree or diploma from an accredited school. Regular Members shall be entitled to attend meetings and make motions, vote or hold office. Regular Members shall be obligated to pay dues as set by the Officers and Board of Trustees.

Section 2. Student Membership

Student Membership shall be limited to students currently enrolled in an accredited school for Cosmetic Therapy. Student Members shall be entitled to attend meetings but may not make motions, vote or hold office. Student Members shall be obligated to pay dues set by the Officers and Board of Trustees.

Section 3. Associate Membership

Associate Membership shall be limited to individuals, retirees, and businesses that are involved in the Cosmetic Therapy, electrolysis, permanent hair removal, or massage industry but do not otherwise qualify for Regular Membership or Student Membership. Associate Members shall be entitled to attend meetings and hold select office roles set by the Officers and Board of Trustees but may not make motions, vote, or count towards SMBO rules on minimum association membership requirements. Associate Members shall be obligated to pay dues as set by the Officers and Board of Trustees.

Section 4. Membership Meetings

Membership meetings shall be held once a year and additionally at the call of the President, or by a majority vote of the members present and voting. The annual meeting shall be held either at a place and date or through teleconference or internet based resources determined by the Officers and the Board of Trustees.

Section 5. Members Violation on Code of Professional Ethics

Any member proven with evidence or substantiated by two or more Association members who have violated the Code of Professional Ethics shall be held accountable. Member shall be given an opportunity to plead their case to the Board of Officers and Trustees who will vote on the evidence presented. If the Board of Officers and Trustees determine a Code of Professional Ethic was violated, the member will be suspended from voting rights, access to paid membership resources or discounts, and public endorsements from the Association for a period of time established during the results of the plea. Any members on temporary suspension shall be required to pay standard Association dues as applicable. Amended August 19, 2018.

ARTICLE IV. OFFICERS & TRUSTEES

Section 1. General Powers of the Association

The powers of the Association shall be exercised, its business and affairs shall be conducted and its property shall be controlled by the Board of Officers and Trustees, except as otherwise provided by laws of the State of Ohio, the Association's articles of incorporation or these By-Laws.

Section 2. Number of Trustees

Until changed in accordance with this section, the number of Trustees on the Board of Trustees of the Association shall not be less than three (3) or more than seven (7).

Section 3. Number and Title of Officers

The Officers of the Association shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary and a Treasurer. Any two or more offices may be held by the same person, but no officer shall execute, acknowledge or verify any instrument in more than one capacity if such instrument is required by law or the Association's By-Laws to be executed, acknowledged or verified by two or more officers.

Section 4. Duties of the Board of Trustees

The Board of Trustees shall serve as the line of communication between the membership and the Officers and ensures that the governing of the Association operates effectively. The Board of Trustees shall take on tasks distributed by the Officers within reason that are typically minor in nature or depend on the Trustee's area of expertise. The Board of Trustees will also be consulted for their input on Association matters.

Section 5. Duties of The President

The President shall preside over all meetings of the Association and shall ensure that the duties of each Officer are appropriately fulfilled. The President shall allocate tasks to the Board of Officers and Trustees as applicable in context of the individual's strengths, networking, and areas of expertise. The President's Board of Officers vote will hold the most weight in major decisions impacting the Association.

Section 6. Duties of the Vice President

The Vice President shall assist the President in the discharge of all duties; as well as fill the office of the President should it become vacant and preside at meetings in the absence of the President. The Vice President's Board of Officers vote will hold more weight in major decisions impacting the Association.

Section 7. Duties of The Treasurer

The Treasurer shall act as custodian of the funds of the Association and, when duly authorized by the Trustees and other Officers of the Association, disperse them as necessary. The Treasurer shall present an account at each membership meeting and shall hold the books available for inspection. The Treasurer's Board of Officers vote will hold more weight in major decisions impacting the Association.

Section 8. Duties of the Recording Secretary

The Recording Secretary shall keep the minutes of all meetings and submit these to Board of Officers and Trustees in writing afterwards for permanent filing. The Recording Secretary shall take on tasks appointed by the President or Vice President typically around the preparation of Association documents or determined to be best handled by the individual based on their strengths or areas of expertise. The Recording Secretary's Board of Officers vote will hold less weight in major decisions impacting the Association.

Section 9. Duties of the Corresponding Secretary

The Corresponding Secretary shall manage the communication of information to the members as requested by the President or Vice President. The Corresponding Secretary shall take on tasks appointed by the President or Vice President typically involved with Association public resources or determined to be best handled by the individual based on their strengths or areas of expertise. The Corresponding Secretary's Board of Officers vote will hold less weight in major decisions impacting the Association.

Section 10. Compensation and Expenses

The Officers and Trustees shall be permitted an annual stipend for their talents and time that together equal no more than 20% of the current funds at time of disburse. The President decides how the funds should be allocated amongst the Board of Officers and Trustees based on their type of membership, participation in the board, and skills provided during the preceding year. The Board of Officers and Trustees shall be reimbursed for reasonable expenses associated with the performance of their duties.
Revised August 19, 2018.

Section 11. Election of Officers and Trustees

The board of Officers and Trustees of the Association shall be determined in an election of the Regular Membership of the Association. The Board of Officers and Trustees and/or any membership volunteers shall conduct the election on a biannual basis. Each member of the Association shall be entitled to one vote (which may be cast via written or in person), and the persons receiving the greatest number of votes shall be deemed elected.

Section 12. Terms of Office

Each Officer or Trustee shall hold office for a period of two (2) years or shorter if there is an earlier resignation, removal from office or death. No Officer or Trustee can serve more than two (2) consecutive terms in the same position, unless elected by majority of present membership members at said election meeting. Revised May 28, 2011.

Section 13. Resignations & Removal

Any Trustee may resign by giving written notice to the President or the (Rec/Corr) Secretary of the Association. Such resignation shall take effect at the time specified therein. Unless otherwise specified therein, the acceptance of a resignation shall not be necessary to make it effective. All Trustees or any individual Trustee may be removed from office, without assigning any cause, by the affirmative vote of 75% of the members of the Association.

Section 14. Resignation & Removal of Officers

Any Officer may resign by giving written notice to the remaining Officers and Trustees of the Association. Such resignation shall take effect at the time specified therein. Unless otherwise specified therein, the acceptance of a resignation shall not be necessary to make it effective. All Officers or any individual Officer may be removed from office, without assigning any cause, by the affirmative vote of a majority of the Trustees of the Association.

Section 15. Vacancies

A vacancy in the Board of Officers and Trustees may be filled by majority vote of the Trustees, even though they are less than a quorum, for officers with less weight on Board of Officer and Trustees voting (see officer duties in section 5-9) and Trustees. Officers with more and most weight in Board of Officer and Trustees may be filled by majority vote of the Trustees, until the members of the Association hold an election to fill the vacancy.

Section 16. Officer & Trustee Meetings

The meetings of the Officers and Trustees shall be held at the call of the President at a place or in a communication manner they established. A majority of the number of voting membership Officers and Trustees must be present at any meeting in order to constitute a quorum for purposes of transaction business.

Section 17. Order of Business Revised on August 19, 2018

The President shall provide the Board of Officers and Trustees a written agenda of the planned discussion for the meeting. The order of business shall be prescribed as follows, unless overruled by a majority of the members present:

- President Calls the Meeting to Order
- President's Established Agenda
- Any applicable Officer Reports
- Round Table – Any unplanned business discussions
- Adjournment

ARTICLE V. ASSOCIATION COMMITTEES Revised on August 19, 2018

Section 1. Committees

The Association's previously established committees shall be disbanded from By-Law rigidity. In its stead, all members will be provided a member resource determined by the Board of Officers and Trustees to be able to communicate former committee topics. All members will have a right to voice their opinion on any topic desired for the membership association to review.

Section 2. Committee Topics Include but Not Limited To

- Legislation
- Nominating & Elections
- By-Laws
- Ways & Means
- Continuing Education
- Membership
- Membership Services
- Other

ARTICLE VI. EXAMINATION OF BOOKS

The Treasurer and Secretary shall make reasonable rules prescribing under what conditions the books, records, accounts, and documents of the Association, or any one of them, shall be open to the inspection, provided these rules can be no more restrictive than those rules prescribed by the Internal Revenue Code of 1986.

ARTICLE VII. AMENDMENT OF BY-LAWS

These By-Laws may be amended or new By-Laws may be adopted by a two-thirds vote of Regular members at any general or annual meeting, recorded as voting.