

STATUTES of CEPEC 2015

Article 1 ***Constitution***

The Confédération Européenne Professionnelle des Esthéticiennes Cosméticiennes, C.E.P.E.C., is made up of National Federations, National Associations, National Main Chambers, National Syndicates belonging to the categories of Professional beauticians of European and Mediterranean countries. This Confederation is a not for profit organisation. This Confederation has been registered in France, in La Rochelle under the number 1472/E.

Article 2 ***Aims***

The Aims and objectives of C.E.P.E.C.:

- a)* To represent the profession of the beautician at a European level.
- b)* To encourage and to support cultural and technical exchanges, the continuous formation between the professionals of different countries with the aim to promote the uniformity of the profession, an aim to elaborate and implement a common training programme.
- c)* To promote every initiative taken on a national basis by the member countries, an initiative which aims at safeguarding and promoting the profession, also to harmonise the deontology of the profession.
- d)* To assist and to promote the formation of national federations where they are non-existent.
- e)* To promote and to organise demonstrations, seminars, meetings courses and any other technical, cultural and promotional activity which has as its aims the patronage of the category of the professional beauticians.
- f)* To publish and edit special publications.

Article 3 ***Social Seat***

Article 4 **Conditions for admission**

National Associations, National federations of professional Beauticians may request admission to the C.E.P.E.C.

The application form must be sent to the C.E.P.E.C. secretariat by registered letter.

The application form must contain all the information regarding the applicant's national structure :

- 1) A copy of the statutes of the association.
- 2) A list of the names of the administrative council.
- 3) Number of members.
- 4) Number of regional structures which proves or certifies the national character of the organisation or structure requesting admission to the C.E.P.E.C.

This application shall receive a written reply from the executive office after a review of the said requested documents.

Article 5 **Expulsion**

The expulsion of a member can be pronounced by the executive office for all reasonable manner which gives prejudice to C.E.P.E.C., including the non-payment of the yearly entrance fees, or contributions decided by the organism or administrative body.

The Association, Federation, Main Chamber, or Syndicate of beauty therapy or Beauticians subjected to a measure of exclusion can appeal to the General Assembly, which will give this definitive answer within 90 days.

Following an appeal any Association, Federation, Main Chamber or Syndicate which for any reason ceases to be a member of C.E.P.E.C. shall not take legal action against CEPEC or on behalf of CEPRC for matters relating to expulsion of membership.

Article 6 **Financial Resources**

The financial resources of C.E.P.E.C. consist of:

- 1) Yearly membership fees.
- 2) Donations from the public and private entities.
- 3) Support from public and private organisations.
- 4) Revenues from demonstrations or other activities.

Article 7 ***General Assembly - Duties***

The Annual General Meeting (A.G.M.) is the highest body of the confederation and convenes once a year. The A.G.M. shall be convened 21 days in advance and announced by the Secretary General.

At the Annual General Meeting, the members shall :

- 1) Elect the executive committee.
- 2) Elaborates the policy of C.E.P.E.C.
- 3) Approve the administrative and financial reports.
- 4) Elect the administrative committee which consists of the President, one or two vice presidents, a secretary and a treasurer.
- 5) In case of renewal of the one of these posts, a call for candidacy will be made by the Secretary General. The candidacy must be made by the member organisation signed by the members of the Board of the member organisation and addressed to the President of CEPEC 15 days prior to the AGM..

Article 8 ***The General Assembly - Composition***

If a new organisation of a country becomes a member, it has the right of one vote but it cannot be elected in the administrative council for at least a period of 3 years. This does not apply to the associations that have interrupted and then resumed the status of member of CEPEC

In the case where a country is represented by 2 or more National Associations or Professional Beauty Organisations, all countries members of C.E.P.E.C. will have the same number of votes as that country.

All those associated will have a right to participate to duties of the General Assembly and may take part in the working commissions.

Only members present at the AGM shall have the right to vote.

Article 9 ***The Administrative Council***

The administrative council is made up of five members (or representatives). All must be National President, or in the absence, regional President in their country respectively.

All members shall be beauticians, and either President or Vice President of their national association or an authorised representative of the President of their national association.

The administrative council is elected by the General Assembly by secret voting and remains in office for the three years.

The administrative council is made up of:

- a) One chairman (president)
- b) Two vice-presidents
- c) One general secretary
- d) One treasurer

The expenses which must always be previously controlled by the administrative council, must be double signed by the chairman and the treasurer.

Article 10 ***The Chairman***

The Chairman represents the Confederation. He/she convenes and presides the meetings of the federations. Together with the General Secretary he/she supervises the democratic and correct operation of the Confederation.

In case of absence or impediment, the Chairman can delegate to be replaced by one of the vice-presidents.

The Chairman cannot be re-elected for more than two mandates even if they are not in succession.

Article 11 ***The Secretary***

The General Secretary helps the chairman to implement all directives and supervises all office works and services. The secretary who has the ordinary administration of the Confederation also administers the financial affairs, with the President together with the treasurer's control.

Article 12 ***The Treasurer***

The Treasurer supervises the financial affairs of C.E.P.E.C. in conformity with the declared budgets and orders of the President. The Treasurer is in charge of preparing the budget and the financial balance of C.E.P.E.C. and give half-yearly financial statements of the Confederation.

The treasurer shall send a membership fees reminder to all members in January and an invoice to all members in June every year.

Article 13 ***Working Parties***

In the framework of C.E.P.E.C. there can be temporary or permanent commissions. The decision about the number and duties of the commissions and the nomination of the coordinators is up to the General Assembly.

The council controls the activities of the commissions and certifies that the duties have been accomplished.

Article 14 ***The Internal Regulation***

The internal regulation shall be defined by the council and approved by the General Assembly.

The internal regulation is set to regulate the aspects of the statute relative to the functioning of the organisation and of the internal administration.

Article 15 ***Modifications of the Statute***

The statute may only be modified by an extraordinary General Assembly convoked at least 21 days in advance. The decisions of this Assembly must be taken by the simple majority.

Article 16 ***Extraordinary General Assembly***

When necessary the C.E.P.E.C. president can call an extraordinary General Assembly. The convocation of the extraordinary General Assembly can be requested by a registered letter from three associations' members of C.E.P.E.C.

In this case the extraordinary General Assembly will take place within three months and the notice given must be 21 days in advance.

Article 17 ***Dissolution***

The dissolution of the Confederation may only be decided by the Extraordinary General Assembly, with a special agenda.

The decisions relative to the dissolution must be taken with the majority of 2/3 of the members present. The social patrimony will be donated to UNICEF.