

# COMMITTEE CHARTERS POLICY

## International Beauty Professionals Association, Inc.

### Effective Date:

03.12.2026

### Adopted By:

Board of Directors of International Beauty Professionals Association, Inc.

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## 1. Purpose

This Committee Charters Policy (the “Policy”) establishes the purpose, structure, authority, responsibilities, procedures, and limitations applicable to the principal committees of **International Beauty Professionals Association, Inc.** (the “Association” or “IBPA”).

This Policy is intended to:

- (a) define the role and function of each major committee of the Association;
- (b) support orderly delegation of responsibilities by the Board of Directors;
- (c) ensure clarity, accountability, and consistency in committee operations;
- (d) protect the integrity of committee-based decision-making; and
- (e) supplement the Association’s Bylaws and other governing documents.

This Policy shall be interpreted together with the Bylaws, Board of Directors, Officers, and Committee Governance Policy, Code of Ethics, Conflict of Interest Policy, Professional Standards, Membership Policy, Membership Review Procedure, and other duly adopted policies of the Association.

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## 2. General Governance of Committees

### 2.1 Creation and Authority

Each committee exists under the authority of the Board of Directors. No committee has independent governance authority unless expressly delegated by the Board in writing and to the extent permitted by law and the governing documents of the Association.

### 2.2 Scope of Authority

Committees may review, evaluate, discuss, recommend, coordinate, and administer matters within their assigned scope. Unless expressly authorized, committees may not:

- (a) amend the Bylaws or major governance documents;
- (b) bind the Association contractually;
- (c) obligate Association funds beyond approved authority;
- (d) override Board decisions;
- (e) act outside the purpose or scope assigned to them.

### **2.3 Appointment of Members**

Committee members and chairs shall be appointed by the Board of Directors or by such person or body as the Board may authorize.

### **2.4 Terms of Service**

Unless otherwise determined by the Board, committee members serve at the pleasure of the Board and may be removed, replaced, or reappointed at any time.

### **2.5 Committee Chairs**

Each committee may have a chair or co-chairs. The chair is responsible for organizing the work of the committee, helping ensure compliance with the committee's scope, maintaining procedural order, and reporting to the Board or supervising Officer.

### **2.6 Meetings**

Committees may meet as needed in person or through lawful remote communication methods. Committees should maintain orderly records of material actions, recommendations, and decisions.

### **2.7 Quorum**

Unless otherwise established by the Board or the specific committee charter, a majority of appointed committee members shall constitute a quorum for committee action or recommendation.

### **2.8 Voting**

Unless otherwise established, committee recommendations or actions shall be approved by a majority of committee members present at a meeting where quorum exists.

### **2.9 Reporting**

Committees shall report to the Board of Directors, or to an Officer designated by the Board, in such form and frequency as required.

### **2.10 Conflicts of Interest**

All committee members are subject to the Association's Conflict of Interest Policy and must disclose actual, potential, or perceived conflicts and recuse themselves where appropriate.

### **2.11 Confidentiality**

Committee members shall maintain confidentiality regarding non-public materials, discussions, deliberations, applicant information, disciplinary matters, and other sensitive Association information.

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## **3. Membership Review Board Charter**

### **3.1 Purpose**

The Membership Review Board is responsible for reviewing and evaluating membership applications in accordance with the Association's selective membership framework.

### **3.2 Primary Responsibilities**

The Membership Review Board shall:

- (a) review membership applications and supporting materials;
- (b) evaluate applicants based on the Association's criteria, standards, and values;
- (c) request additional information or clarification where necessary;
- (d) make determinations of approved, denied, deferred, or pending additional information;
- (e) ensure fair, confidential, and consistent review procedures;
- (f) maintain the integrity of the Association's selective membership process.

### **3.3 Limits of Authority**

The Membership Review Board may only exercise the authority granted to it by the Bylaws, Membership Review Procedure, Membership Policy, or Board resolution. It may not alter membership criteria unilaterally or grant exceptions outside approved standards unless expressly authorized by the Board.

### **3.4 Eligibility for Service**

Members of the Membership Review Board should possess professional credibility, sound judgment, confidentiality, and ability to assess applicants fairly and objectively.

### **3.5 Conflict Restrictions**

No reviewer may participate in the review of an applicant where the reviewer has a personal, family, financial, competitive, mentoring, teaching, or other conflict of interest.

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## **4. Standards & Ethics Committee Charter**

### **4.1 Purpose**

The Standards & Ethics Committee supports the Association in matters relating to interpretation, application, and review of Professional Standards and ethical conduct expectations.

## **4.2 Primary Responsibilities**

The Standards & Ethics Committee may:

- (a) review complaints or concerns related to standards or ethics;
- (b) evaluate alleged conduct inconsistent with Association standards;
- (c) gather information and review relevant materials;
- (d) recommend corrective action, guidance, or further review;
- (e) recommend policy improvements regarding standards and ethics.

## **4.3 Limits of Authority**

Unless otherwise authorized, the Standards & Ethics Committee does not have final disciplinary authority. It may investigate, assess, and recommend, but final action shall remain with the Board where required by governing documents.

## **4.4 Procedural Fairness**

When reviewing concerns, the committee should support fair process, reasonable notice, appropriate confidentiality, and an opportunity to respond where applicable.

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# **5. Awards & Recognition Committee Charter**

## **5.1 Purpose**

The Awards & Recognition Committee supports the Association's mission of recognizing excellence, contribution, and leadership in the beauty industry through fair and credible recognition processes.

## **5.2 Primary Responsibilities**

The Awards & Recognition Committee may:

- (a) develop and recommend recognition categories and criteria;
- (b) administer nominations and supporting documentation processes;
- (c) review eligibility for awards or recognition programs;
- (d) support transparent and fair evaluation procedures;
- (e) help ensure conflict safeguards in recognition decisions;
- (f) recommend honorees, finalists, or award structures to the Board or authorized decision-makers.

## **5.3 Limits of Authority**

No award, title, or recognition requiring Board approval shall be deemed final until approved through the applicable governance process.

## **5.4 Conflict Restrictions**

Committee members must not participate in decisions concerning their own nominations, close associates, students, clients, family members, business partners, or other persons or entities presenting a conflict of interest.

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## **6. Education Committee Charter**

### **6.1 Purpose**

The Education Committee supports the Association's educational mission through development and review of learning initiatives, professional development resources, and educational programming.

### **6.2 Primary Responsibilities**

The Education Committee may:

- (a) recommend webinar, workshop, course, and resource topics;
- (b) assist with educational planning and programming;
- (c) recommend speakers, instructors, or content contributors;
- (d) support development of educational standards and best practices;
- (e) advise on educational quality and relevance.

### **6.3 Limits of Authority**

The Education Committee may recommend educational initiatives, but implementation, financial commitment, and official adoption remain subject to Board or authorized approval.

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## **7. Events Committee Charter**

### **7.1 Purpose**

The Events Committee supports the planning, coordination, and execution of Association events and event-related initiatives.

### **7.2 Primary Responsibilities**

The Events Committee may:

- (a) assist with event planning, structure, and programming;
- (b) support coordination of logistics, participants, moderators, or speakers;
- (c) recommend event guidelines and participant expectations;
- (d) identify opportunities for business, networking, educational, and recognition events;
- (e) coordinate with relevant committees and Officers on event execution.

### **7.3 Limits of Authority**

The Events Committee may not independently commit the Association to significant financial expenditures, contractual arrangements, or public event announcements without appropriate authorization.

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## **8. Media & Publications Committee Charter**

### **8.1 Purpose**

The Media & Publications Committee supports the Association's publications, communications, editorial efforts, and public-facing content initiatives.

### **8.2 Primary Responsibilities**

The Media & Publications Committee may:

- (a) recommend publication themes, editorial initiatives, and content directions;
- (b) support communications planning and public-facing content development;
- (c) assist in maintaining quality, consistency, and professionalism in Association publications;
- (d) recommend contributors, authors, or interview subjects;
- (e) support review of materials for consistency with mission and standards.

### **8.3 Limits of Authority**

The Media & Publications Committee may advise and support, but final publication, branding, and external communication decisions remain subject to the authority assigned by the Board or designated Officers.

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## **9. Partnerships Committee Charter**

### **9.1 Purpose**

The Partnerships Committee supports the Association's strategic relationships with brands, companies, schools, organizations, sponsors, and other professional collaborators.

### **9.2 Primary Responsibilities**

The Partnerships Committee may:

- (a) identify potential partnerships and collaborations consistent with the mission of the Association;
- (b) review potential sponsors, partners, or collaborators;
- (c) support communications and relationship development with potential external parties;
- (d) recommend partnership opportunities to the Board or authorized Officers;
- (e) help evaluate whether prospective relationships align with the Association's standards, values, and reputation.

### **9.3 Limits of Authority**

The Partnerships Committee may not independently approve binding partnerships, sponsorship contracts, or financial commitments unless expressly authorized.

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## **10. Additional or Temporary Committees**

The Board of Directors may establish additional standing or temporary committees, task forces, panels, or working groups as necessary.

For each such body, the Board should define:

- (a) purpose;
  - (b) scope;
  - (c) authority;
  - (d) composition;
  - (e) term or duration;
  - (f) reporting obligations; and
  - (g) any special confidentiality or conflict requirements.
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## **11. Accountability and Performance Review**

The Board of Directors may periodically review the performance, necessity, structure, composition, and effectiveness of any committee.

The Board may:

- (a) revise committee scope;
  - (b) replace members or chairs;
  - (c) require enhanced reporting;
  - (d) suspend or dissolve a committee;
  - (e) merge or restructure committees.
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## **12. Relationship to Other Governing Documents**

This Policy shall be read together with the Association's Bylaws and all relevant governance policies.

If any conflict exists between this Policy and the Bylaws, the Bylaws shall control unless otherwise required by law.

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## **13. Amendments**

This Policy may be amended by the Board of Directors at any duly noticed meeting or by other lawful Board action.

Any amendment shall become effective on the date specified in the approving action unless otherwise stated.

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## **14. Official Language**

The official version of this Policy shall be maintained in English. Any translation may be provided for convenience only. In the event of inconsistency, the English version shall control.