

# PROCEDURE FOR REVIEW OF MEMBERSHIP APPLICATIONS

**International Beauty Professionals Association, Inc.**

Effective Date: 03.12.2026

Approved by: Board of Directors

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## 1. PURPOSE AND SCOPE

This Procedure establishes a formal, structured, and standardized framework for the review, evaluation, and determination of membership applications submitted to the International Beauty Professionals Association, Inc. (“IBPA” or the “Association”).

The purpose of this Procedure is to:

- ensure a selective, merit-based membership system;
- maintain the professional standards and credibility of the Association;
- implement a consistent and transparent evaluation process;
- align application review practices with the governance structure of IBPA;
- protect the integrity, reputation, and long-term value of membership.

This Procedure shall be interpreted and applied in conjunction with:

- IBPA Bylaws
  - Membership Policy
  - Code of Ethics
  - Conflict of Interest Policy
  - other internal governance documents
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## 2. MEMBERSHIP REVIEW COMMITTEE

### 2.1 Authority

All applications are reviewed by the **Membership Review Committee**, acting under the authority of the Board of Directors.

### 2.2 Nature of the Committee

The Committee is a standing or ad hoc body composed of designated members of the Board and/or other qualified individuals authorized to evaluate candidates.

### 2.3 Composition

The Committee may include:

- experienced beauty industry professionals
- educators and trainers
- business owners
- recognized experts
- IBPA leadership representatives

## **2.4 Quorum**

A quorum consists of **no fewer than three (3) members**.  
No decision may be adopted without quorum.

## **2.5 Conflict of Interest**

Each Committee member must:

- disclose any actual or potential conflict of interest;
- recuse themselves from deliberation and voting where such conflict exists.

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# **3. GENERAL PRINCIPLES OF REVIEW**

All applications are evaluated in accordance with the following principles:

## **3.1 Selectivity**

Membership is not automatic and is granted only upon successful evaluation.

## **3.2 Individual Review**

Each application is reviewed independently on its own merits.

## **3.3 Professional Judgment**

Decisions are based on professional expertise and discretion of the Committee.

## **3.4 No Guarantee of Admission**

Submission of an application does not guarantee approval.

## **3.5 Category-Based Evaluation**

Applicants are assessed within the context of the selected membership category.

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# 4. APPLICATION STRUCTURE AND SUBMISSION REQUIREMENTS

Applications must be submitted through the official IBPA system and must include structured information corresponding to the Association's evaluation model.

The application is divided into the following sections:

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## 4.1 Professional Profile

- professional summary or resume
  - geographic scope of work
  - education history
  - professional licenses (if applicable)
  - additional or continuing education
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## 4.2 Portfolio and Online Presence

- social media (e.g., Instagram)
  - portfolio links
  - work samples (photos, results, transformations)
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## 4.3 Statement of Intent

- reason for joining IBPA
  - intended contribution to the Association
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## 4.4 Applicant Profile Summary

- requested membership category
  - applicant type (individual or company)
  - current role/title
  - years of professional experience
  - workplace type
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## 4.5 Legal Confirmation

- full legal name

- electronic signature
  - confirmation of accuracy of submitted information
  - acknowledgment of review process
  - agreement with IBPA standards
  - consent to data processing
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## **4.6 Supplementary Documentation (if applicable)**

- diplomas, certificates, licenses
  - awards, media mentions, publications
  - letters of recommendation
  - additional supporting materials
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# **5. STRUCTURED APPLICATION COMPLETENESS REVIEW (25-POINT SYSTEM)**

## **5.1 Evaluation Model**

Each application is assessed using a structured checklist consisting of **25 defined elements**, corresponding to the sections above.

## **5.2 Quantitative Threshold**

To proceed to full evaluation, an application must meet the following requirement:

**At least 75% completeness (minimum 18 out of 25 items confirmed)**

## **5.3 Assessment Method**

For each of the 25 elements, the Committee records:

- presence (Yes / No)
- completeness
- relevance
- notes (if necessary)

## **5.4 Critical Elements**

Certain elements may be considered essential, including:

- identity verification
- basic professional information

- portfolio or proof of activity

The absence of critical elements may result in immediate suspension or rejection of the application, regardless of total score.

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## **6. INCOMPLETE OR DEFICIENT APPLICATIONS**

If the application:

- does not meet the 75% threshold; or
- lacks essential documentation;

the Committee may:

- request additional information;
  - place the application on hold;
  - reject the application without proceeding to evaluation.
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## **7. QUALITATIVE EVALUATION FRAMEWORK (7 CRITERIA SYSTEM)**

Once completeness is confirmed, the candidate is evaluated against the following criteria:

1. Verified professional experience
  2. Education, certifications, and licensing
  3. Portfolio quality
  4. Professional reputation and recognition
  5. Industry participation (events, competitions, speaking)
  6. Teaching, mentoring, or training activity
  7. Business ownership or contribution to the industry
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### **7.1 Minimum Qualification Standard**

A candidate must satisfy **at least 4 out of 7 criteria**.

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### **7.2 Evidence-Based Evaluation**

Each satisfied criterion must:

- be supported by documented evidence;
  - include a written justification;
  - reference specific elements of the application.
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## **8. CATEGORY ALIGNMENT AND MEMBERSHIP TIER DETERMINATION**

The Committee determines:

- whether the applicant meets the requirements of the selected category;
- or whether another membership tier is more appropriate.

The determination is based on:

- experience level
  - evaluation criteria
  - overall professional profile
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## **9. COMMITTEE DELIBERATION**

Following individual review:

- Committee members may discuss the application;
  - discrepancies in evaluation may be addressed;
  - a consensus position may be formed prior to voting.
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## **10. VOTING PROCEDURE**

Decisions are made through formal voting:

- simple majority rule applies;
- votes recorded as:
  - in favor
  - opposed
  - abstained

In case of a tie:

the Chair casts the deciding vote

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## 11. FINAL DECISION

The Committee adopts one of the following decisions:

- **APPROVED**
- **DENIED**

The decision includes:

- approved membership tier (if applicable)
  - justification of decision
  - general committee comments
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## 12. FORMAL DOCUMENTATION

All decisions are documented in:

### **Membership Review Committee Minutes**

Including:

- Committee composition
  - quorum confirmation
  - conflict of interest declarations
  - criteria evaluation
  - voting results
  - final resolution
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## 13. NOTIFICATION OF THE APPLICANT

The applicant shall be notified:

- in writing (via email)
- within **ten (10) business days**

The Association is not obligated to provide detailed reasoning for denial.

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## 14. RIGHT OF APPEAL

An applicant may:

- submit a written appeal within **30 calendar days**

Appeals are reviewed by the Board of Directors.  
The Board's decision is final.

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## **15. CONFIDENTIALITY**

All application materials, deliberations, and decisions are confidential and may not be disclosed.

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## **16. INTEGRITY OF THE PROCESS**

The following are strictly prohibited:

- influencing Committee members
- submitting false or misleading information
- interfering with the review process

Violations may result in denial or disqualification.

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## **17. RECORDKEEPING**

The Association maintains:

- applications
- supporting documents
- Committee Minutes

for a minimum of **seven (7) years**.

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## **18. DISCRETION OF THE ASSOCIATION**

IBPA reserves the right to:

- interpret evaluation criteria;
  - determine eligibility;
  - approve or deny applications;
  - modify internal processes;
  - protect the integrity and reputation of the Association.
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## **19. AMENDMENTS**

This Procedure may be amended by the Board of Directors at any time.

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## **20. OFFICIAL LANGUAGE**

The official version of this document is in English.  
Translations are provided for convenience only.