

Updated 11/15/17

**CONSTITUTION**

**OF THE**

**JOINT CANADIAN TANNING ASSOCIATION  
(JCTA)**



Any concerns of amendment suggestions may be made in writing to the  
JCTA Board of Directors



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## CODE OF ETHICS

## CONFLICT OF INTEREST CODE

## PROFESSIONAL STANDARDS FOR TANNING FACILITIES

<p style="text-align:center"><b>CONSTITUTION OF THE Joint Canadian Tanning Association</b></p>
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**ARTICLE I NAME**

The name of this association (written or spoken) shall be the Joint Canadian Tanning Association (JCTA) with its head office in Kelowna, British Columbia, Canada.

**ARTICLE II INTERPRETATION**

Sec.1 “Association” shall mean the Joint Canadian Tanning Association (JCTA)

Sec.2 “Member” shall mean any person who qualifies and is accepted for membership in the Association under ARTICLE I of the By-laws of the Association.

Sec.3 “Executive” shall mean the persons elected to serve on the Executive Committee also referred to as Board of Directors defined in ARTICLE VII of the By-laws.

Sec.4 “Governing Body” shall consist of the Registrar, and Examination Committees whose members can be separate and apart from the Executive committee.

Sec.5 “Constitution” shall mean this constitution, which includes the accompanying By-laws, Code of Ethics, Conflict of Interest Code and Professional Standards.

Sec.6 “Dues” shall mean payment by cash or cheque or credit card in the hands of the Registrar.

Sec.7 “Online Voting” shall mean for the election of Directors electronic ballot procedures shall be prepared and distributed to each Full Member or his duly appointed representative. On other matters requiring a vote from the membership, not specifically provided for in these by-laws, the Board of Directors may, at their discretion, authorize an addition electronic ballot. Only one (1) such electronic ballot shall be issued to each Full Member. A web based voting system will be put in place under the supervision of the Board of Directors. To ensure only one (1) vote per Full Member, a master list will be maintained and a method of electronic check-off implemented. Every Full Member having been given the opportunity to vote in this way, there shall be no proxies.

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**ARTICLE III DEFINITION OF INDOOR TANNING, ASSOCIATED LIGHT THERAPY**

Indoor tanning shall be defined as the science, art and philosophy of tanning the skin.

- (a) The use of UV light for sunbathing;
- (b) The use of Sunless Tanning
- (c) Proper use of lotion for either sunless or UV sunbathing;
- (d) Proper use of eye wear for UV sunbathing;
- (e) The type of sunbathing equipment used for indoor sunbathing;
- (f) The different type of lamps; low, high pressure, reflector and non-reflector;

The use of light therapy equipment

**ARTICLE IV PURPOSE OF THE ASSOCIATION**

- (a) To acquire, take and hold gifts, contributions, donations, devises and bequests of real and personal property and rights of any nature and description, and to use and deal with the same for the furthering and enhancement of the above purposes;
- (b) To do all such things as are incidental or conducive to the attainment of the above objects;
- (c) In pursuit of the above described purposes, the Association and its members may (without limiting the generality of the foregoing):
  - (i) conduct fund-raising activities;
  - (ii) charge fees for its services on a non-profit basis;
  - (iii) publish and distribute newsletters, posters and other written and graphic material;
  - (iv) sell or gift memberships;
  - (v) maintain membership in and attend meetings of any organization institution having a direct, or indirect, relationship to the purposes of this Association;
- (d) To inform the public by ensuring safe, competent and ethical indoor tanning and light therapy practice, accomplished by examination, and registration.
- (e) To represent its membership before governmental and regulatory bodies concerned with indoor sunbathing and sunless tanning and light therapies.
- (f) To foster and encourage professional growth among its members;
- (g) To encourage high standards of education for its members employees, and general public.
- (h) To promote the science, art and philosophy of indoor and outdoor sunbathing.
- (i) To promote the science, art and philosophy of spray tanning and light therapy
- (j) To fund research in the positive effect of UV exposure
- (k) This Association shall be carried on with no profit accruing to its members and any operating surpluses shall be used to further the purpose of the group. This clause is unalterable.

## **ARTICLE V BY-LAWS**

The By-laws of the Association shall regulate:

- (a) The duties and rights of members;
- (b) The qualifications, terms of admission of its members;
- (c) Powers and functions of the Executive and Governing Body;
- (d) The day-to-day functioning of the Association;
- (e) Upon the winding up or dissolution of the Association, any assets remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such Canadian organization or organizations promoting objectives similar to those set out in paragraph 2 herein, as may be decided by the members of the group at the time of winding up or dissolution. This clause is unalterable;
- (f) Amendment of the Constitution by the membership the premise that said By-laws are not repugnant to or inconsistent with the Constitution or the laws of the country.

## **ARTICLE VI EXECUTIVE COMMITTEE**

The Executive Committee of the Association shall comprise:

- (a) A President (Voted in by the directors for the 1<sup>st</sup> term and then by the Full Members)
- (b) First Vice-President (voted in by the directors)
- (c) A Treasurer/Secretary (voted in by the directors)
- (d) Five Directors representing salons (Atlantic, Quebec, Ontario, Prairies & BC)
- (e) Plus one director per provincial association
- (f) Two Directors representing Industry Advocate Members
- (g) One Director for Education

## **ARTICLE VII FUNDRAISING**

The Association will be maintained by annual dues paid by each member as provided for in the By-laws and any other monies earned in the promotion of the Association's objectives.

The Association shall not issue Capital stock.

## **ARTICLE VIII DISSOLUTION OF THE ASSOCIATION**

The existence of the Association shall be perpetual unless sooner dissolved by the vote if no less than 75% of the Full Members attending the dissolution meeting.

Upon the winding up or dissolution of the Association, any assets remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such Canadian organization or organizations promoting objectives similar to those set out in paragraph 2

herein, as may be decided by the members of the group at the time of winding up or dissolution. This clause is unalterable.

<p style="text-align: center;"><b>BY-LAWS</b> <b>OF THE JOINT CANADIAN TANNING ASSOCIATION</b></p>
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**ARTICLE I TYPES OF MEMBERSHIP**

- Sec. 1
1. There shall be three classes of active Members in the Association: Full Members, Regional and or Provincial Association Members and Industry Advocate Members.
  2. The members of the Association are the applicants for incorporation of the Association, and those persons who subsequently have become members, in accordance with these bylaws and, in either case, have not ceased to be members. A person may apply to the directors for membership in the Association and on acceptance by the directors shall be a member.
  3. Every member shall uphold the constitution and comply with these bylaws and Professional Standards.
  4. The amount of the first annual membership dues shall be determined by the directors and after that the annual membership dues shall be determined at the annual general meeting of the association.
  5. A person shall cease to be a member of the Association,
    - (a) by delivering his resignation in writing to the secretary of the Association or by mailing or delivering it to the address of the Association;
    - (b) on his/her death or in the case of a corporation, on dissolution;
    - (c) on being expelled; or
    - (d) on having been a member not in good standing for 12 consecutive months.
  6. A member may be expelled by a special resolution of the members passed at a general meeting. The notice of a special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion. The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

7. All members are in good standing except a member who has failed to pay his/her current annual membership fee or any other subscription or debt due and owing by him to the Association and he is not in good standing so long as the debt remains unpaid.

Sec. 2 1. Full Members shall be persons, firms, corporations or divisions of corporations that have beneficial or ownership control over the operation of a tanning/light therapy store(s), a salon(s), a spa(s) or other similar retail locations in Canada that offers indoor tanning/ light therapy to consumers.

2. Full Members have full voting rights, as provided for in these By-Laws, in the associations business. Each Full Member shall be entitled to one (1) vote per retail location on all motions presented to the membership.

3. Any Full Member who is not carrying on business as a sole proprietor shall appoint a person who is an officer or employee of the member to represent the member, per voting retail location, at all meetings of members of the Association, and for such other purposes relating to the business of the Association as shall be required from time to time. The same person can be appointed to represent the votes of more than one location.

4. Every corporation to whom the above paragraph applies shall notify the Association in writing as to the representative of such member and any change in such representative from time to time.

Sec. 3 1. Industry Advocate Members are persons, firms, corporations or divisions of corporations who derive a significant portion of their income from the supply of goods or services to the sunbathing industry in Canada.

2. Industry Advocate Members have restricted voting rights, as provided for in these By-Laws, in the conduct of the associations business. Each Industry Advocate Member shall be entitled to a number of votes as determined by their class of Industry Advocate Membership, and those votes can only be exercised in the election of two (2) Industry Advocate Member's positions on the board of directors of the Association.

Sec 4 Regional and or Provincial Association Members may have the president of the association represented on the Executive Committee or who the president of the provincial association nominates and is approved by the JCTA Board.

Sec. 5 Any person, firm, corporation or division of a corporation eligible for membership in this Association may be admitted to membership upon application to the Association in such form as determined by the Board of Directors. Admission to membership shall be automatic when meeting the prescribed conditions of the application. Membership application requiring special consideration will be considered by a resolution to the Board of Directors at a regular meeting thereof.



## **ARTICLE II RESPONSIBILITIES OF MEMBERS**

It shall be the responsibility of each member to:

- (a) Support and promote the purpose of the Association;
- (b) Pay membership dues to the Association, as required under ARTICLE IV of these By-laws;
- (c) Notify the Secretary of the Association in writing of any change of address or telephone number within 30 days of such a change;
- (d) Full Members must adhere and follow the JCTA Professional Standards for Tanning Facilities
- (e) Full and Industry Advocate members only are requested to display in a prominent place in her/his establishment the applicable identification of membership.

## **ARTICLE III RIGHTS AND PRIVILEGES OF MEMBERS**

Sec.1 All members are entitled to:

- (a) Attend all General Meetings of the Association;
- (b) Attend all Association functions such as seminars, workshops, and conventions at preferential rate set by the Board of Director if said preferential rate is available.
- (c) View online in the Member's only area the Constitution upon joining;
- (d) Be selected by the Board of Directors to serve on the various standing and ad hoc committees performing Association business.

Sec.2 In addition to the rights and privileges listed in Sec.1 of this Article,  
Full Members only:

- (a) May be nominated for Executive Committee positions, including president and/or appointed to Chair a Committee other than Industry Advocate Director and provincial association director;
- (b) May nominate and vote on any and all matters other than Industry Advocate Director;
- (c) Shall receive a Certificate of Full Membership, appropriate renewal seals and registration number within 30 days of dues paid.

Sec.3 In addition to the rights and privileges listed in Sec.1 of this Article, Industry Advocate Members only:

- (a) May be nominated for Executive Committee positions of Director of Industry Advocate and President
- (b) May nominate and vote for Industry Advocate Director
- (c) Shall receive a Certificate of Industry Advocate Membership, appropriate renewal seals and registration number within 30 days of dues paid.

**Sec 4** In addition to the rights and privileges listed in Sec.1 of this Article, Regional and or Provincial Association Members only:

- (a) The president of the Provincial/Regional association will have an automatic director's position on the Executive Committee or the president can have a representative appointed. This position is a non- voting.

#### **ARTICLE IV MEMBERSHIP DUES**

Sec.1 The expenses incurred in maintaining this Association shall be borne by the members who shall be assessed annual dues as determined from time to time by the Board of Directors and presented to the membership.

Sec.2 The dues of a Full, Provincial/Regional & Industry Advocate member shall be determined by the majority vote of the Executive and must be approved by a majority vote of Full members at the next General Meeting.

Sec.3 Annual memberships and dues for Full Member shall start on the date of application and end one year later at the end of the month. Shall be automatically renewing and the fees assessed, based on the number of units (sunless or UV or light therapy) operated by the member per retail location, will be reviewed and set by the Board of Directors and approved by the members in the next annual meeting.

Sec.4 Annual memberships and dues for Industry Advocate Member shall start on the date of the application and end one year later at the end of the month. Shall be automatically renewing and the fees assessed, will be reviewed and set by the Board of Directors and approved by the members in the next annual meeting.

Sec.5 Annual memberships for Regional and or Provincial Associations shall start on the date of acceptance from the Board of Directors and approval of payment plan for each individual provincial association

Sec.6 A member who resigns, is suspended, is expelled, from the Association or changes type of membership is not entitled to a refund of any part of the dues paid.

Sec.7 Dues for a given-year shall be postmarked to the Treasurer before the expiry date of the previous year membership.

Sec.8 Membership renewal dues postmarked after the expiry date of the pervious year's membership shall be subject to a 10% penalty.

Sec.9 Members who have dues in arrears after 30 days, shall have all rights and privileges, including voting suspended. Those who withdraw their membership (either by formal letter of withdrawal or by allowing their membership to lapse) must after 30 days of the expiry date of the previous year's membership reapply in writing to the Board of

Directors. Membership renewal shall be subject to review and approval by the executive committee.

Sec. 10 Any member may withdraw from the Association by submitting a written resignation to the Association a minimum of sixty (60) days prior to their membership expiry date.

Sec. 11 Any member who is 90 days in arrears in the payment of dues shall cease to be a member in good standing of the Association. A member who is in arrears in the payment of dues for more than six months shall automatically forfeit his membership but shall remain liable for all unpaid dues.

Sec.12 Membership Dues

SALON MEMBER OPTION 1– JCTA membership only

Under 5 pieces of Equipment – incl \$44.00 to fund research and advocacy of the benefits of UV light .....\$109.00

5 to 10 pieces of Equipment – incl \$94.00 to fund research and advocacy of the benefits of UV light .....\$209.00

11 pieces and above of Equipment – incl \$144.00 to fund research and advocacy of the benefits of UV light...\$309.00

Monthly payments instead of lump sum – credit cards only

Free 2 week trial for access to the Members Only Area on the JCTA website

SALON MEMBER OPTION 2 – JCTA/Smart Tan Combo Membership for Member Insurance Program

Under 5 pieces of Equipment plus Smart Tan Membership - \$44.00 included for research & advocacy.....\$384.00

5 to 10 pieces of Equipment plus Smart Tan Membership – \$94.00 included for research & advocacy..... \$484.00

11 pieces & Up of Equipment plus Smart Tan Membership –\$144.00 included for research & advocacy.....\$584.00

Monthly payments instead of lump sum – credit cards only

Shipping Cost for Combo Membership... \$30.00

INDUSTRY ADVOCATE MEMBER (Franchisor/Multi or Combined Affiliated Businesses)

Platinum \$50,000/yr - Includes \$25,000 included for research & advocacy.

Gold \$25,000/yr - Includes \$12,500 included for research & advocacy

Silver \$10,000/yr - Includes \$5,000 included for research & advocacy

Bronze \$5,000/yr - Includes \$2,500 included for research & advocacy

Basic \$2500/yr – Includes \$1250 included for research & advocacy

Monthly payments instead of lump sum – credit cards only

PROVINCIAL/REGIONAL ASSOCIATION MEMBERSHIP

up to 99 members - \$2500

up to 199 members - \$5000.00

over 199 members – \$10,000.00

**ARTICLE V ASSOCIATION YEAR END**

The Association's year end shall be July 31<sup>st</sup>.

**ARTICLE VI BOARD OF DIRECTORS; QUALIFICATIONS, TENURE AND DUTIES**

Sec.1 No member shall be elected to the Executive Committee who is:

- (a) Not a Full, Regional and or Provincial Association & Industry Advocate member in good standing with the Association subject to Article III Sec 2, 3 &4;
- (b) Immediate family, i.e., wife, son, daughter, husband or non-married spouse of any member of the Executive, or Examination board or Disciplinary Committee;

Sec.2 1. The Board of Director must comprise of at least majority Salon Directors and this is unchangeable

2. If a Provincial/Regional Association exists and wishes to join the Association. A Directorship will be made available, if one does not exist already. That Director will not be elected by the Full Members, but will be, the president or a person appointed by the president of that provincial association.

3. The directors may exercise all the powers and do all the acts and things that the Association may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Association in general meeting, but subject, nevertheless, to the provisions of ;

- (a) all laws affecting the Association;

- (b) these bylaws; and
- (c) rules, not being inconsistent with these bylaws, which are made from time to time by the Association in general meeting.

4. No rule, made by the Association in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.

- Sec.3
- 1. The Vice-President, Secretary, Treasurer and one or more other persons shall be the directors of the Association. The President can also be a director or not.
  - 2. The number of directors shall be 7 or a greater number determined from time to time at a general meeting.

- Sec.4
- 1. The directors shall retire from office at each annual general meeting when their successors shall be elected.
  - 2. Separate elections shall be held for each office to be filled.
  - 3. An election may be by acclamation; otherwise it shall be by ballot/online voting.
  - 4. If no successor is elected the person previously elected or appointed continues to hold office.

- Sec.5
- 1. The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.
  - 2. A director so appointed holds office only until the conclusion of the next following annual general meeting of the association, but is eligible for re-election at the meeting.

Sec.6 Terms of Office:

- (a) The President only must have served on the Board or Committee in some capacity for at least one year and will be elected by the Full Members for a two year term;
- (b) Elections, effective January 2007, be staggered in the following manner:

**Term: 2 years in 2006**

Industry Advocate Director  
 Director of the Atlantic  
 Director of Ontario  
 Director of British Columbia

**Term: 2 years in 2007**

Industry Advocate Director  
 Director of Quebec  
 Director of the Prairies  
 Director of Education

- (c) The President, Vice President, Secretary/Treasurer will be elected as necessary by the Board of Directors for the first term, then the President will be elected by the Full Member at the Annual Meeting, starting in 2007

- (d) Terms of office of an Executive of the Board shall be two years; and three terms maximum. A Board Member can be reelected for more than 3 terms if no one else is running for that position.
- (e) The Registrar shall be the Executive Director and shall be voted in by the Board of Directors.
- (f) Elections of this office shall be at the same time as Vice-President, Treasurer and four Directors.
- (g) All Full Members or their duly appointed representatives shall be eligible to vote and or be elected to the Board of the Association for the position of president or director position for their area.
- (h) All Industry Advocate Members or their duly appointed representatives shall be eligible to vote and or be elected to the Board of the Association for the position one of the two director's position available to Industry Advocate Members.
- (i) Regional and or Provincial Association Directors, if any will sit as a director based on the provincial association election of its president or representative

Sec.7 In addition, the Board of Directors may create other standing or ad hoc committees as the need arises.

Sec.8 The President shall be the Chief Executive Officer of the Association, and her/his duties shall include:

- (a) Presiding over all Executive and General Meetings;
- (b) Casting the deciding vote at these meetings, in case of a tie;
- (c) Deciding all questions of order, such decisions to stand unless overruled by a vote of not less than two-thirds of the Full members present;
- (d) Enforcing the By-laws of the Association;
- (e) Countersigning all cheques exceeding the amount of two hundred dollars (\$2000.00) with the approval of the majority of the Board of Directors;
- (f) Representing the Association;
- (g) Calling special meetings when warranted;
- (h) Coordinating the work of such committees as the Executive may appoint;
- (i) Serving as an ex-officio member of any and all committees as the Executive may appoint.

Sec.9 The duties of the Vice-President shall include:

- (a) Assisting the President;
- (b) Performing the duties of the President at such time as the President is unable to act;
- (c) Serve on the Nominating Committee as the Chair.

Sec.10 The duties of the Treasurer/Secretary and Executive Director shall include:

- (a) Ensuring that a competent person attends all meetings of the members, and acts as clerk thereof;
- (b) Giving, or causing to be given, notice of all meetings of the members, and of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or President, under whose supervision she/he shall be;
- (c) Serving as custodian of the seal of the Association, which she/he shall deliver only when authorized by resolution of the Board to do so, and only to such person or persons as maybe named in the resolution.
- (d) Responsibility for the custody of the corporate funds and securities;
- (e) The keeping of full accurate accounts of receipts, disbursements, and books belonging to the Association and depositing of monies and other valuable effects in the name of and to the credit of the Association, in such depositories as may be designated by the Board of Directors from time to time;
- (f) The responsibility of disbursing the funds of the Association, as may be ordered by the Board taking proper vouchers for such disbursements, and she/he shall render to the President and the Directors at regular meetings of the Board, or Whenever they require an account of her/his transactions as Treasurer, and of the financial position of the Association;
- (g) The performance of such duties as may be necessary from time to time as determined by the Board;
- (h) Ensuring that all cheques are signed by two (2) out of three (3) signing officers (President, Vice President and Treasurer/Secretary). If a cheque is over \$2000.00, it must be countersigned by the President and approved by a majority of the Board of Directors.
- (i) Recording of all votes and minutes of the proceedings in the books to be kept for that purpose.
- (j) The Executive Director will be paid a monthly consulting fee .

Sec.11 The duties of a Director may vary as designated by the Board of Directors.

Sec.12 An immediate past President in good standing has the right to attend any Board meeting but does not have the right to vote.

## **ARTICLE VII REMOVAL OF A MEMBER OF THE BOARD**

Where a member of the Board of Directors has missed three consecutive meetings of the Board of Directors or has missed three in the course of a year, and does not have reasons acceptable to the Board of Directors, her/his position shall be declared vacant.

## **ARTICLE VIII VACANCIES IN THE EXECUTIVE COMMITTEE**

- Sec.1 Any assumptions of office, resulting from mid-term vacancies in the Board of Directors, shall be understood to last only until the next general meeting, at which time the office shall be filled through elections.
- Sec.2 A vacancy in the office of President shall be filled by the Vice-President.
- Sec.3 A vacancy in the office of Vice-President, or Treasurer/ Secretary shall be filled by one of the Directors, who shall be appointed by the Board of Directors.
- Sec.4 A vacancy in any of the offices of Director may be filled at the option of and by majority vote of the Board of Directors.
- Sec.5 All properties of the Association applicable to any position MUST be returned within two weeks of resignation or termination to the current Board of Directors.
- Sec. 6 The office of Director shall be automatically vacated:
- (a) if a Director shall resign his or her office by delivering a written resignation to the Association,
  - (b) if he or she is found to be of unsound mind,
  - (c) if he or she becomes bankrupt or suspends payments or compounds with his creditors,
  - (d) if at a special general meeting of members, a resolution is passed by three quarters of the members present at the meeting that he or she be removed from office,
  - (e) on death,
  - (f) upon the direction of the company which appointed him or her as its representative, pursuant to Article I 2.1 & 3.1, ceasing to be a member of the Association.
- Sec. 7
1. The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.
  2. A director so appointed holds office only until the conclusion of the next following annual general meeting of the association, but is eligible for re-election at the meeting.
- Sec. 8 A retiring Director shall normally remain in office until dissolution or adjournment of the meeting at which his successor is elected. A Director shall hold office until the second annual meeting of members following his election or appointment.
- Sec. 9
1. If a director resigns his office or otherwise ceases to hold office, the remaining directors shall appoint a member to take the place of the former director.
  2. No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.



## **ARTICLE IX NOMINATIONS AND VOTING PROCEDURES FOR THE BOARD OF DIRECTORS**

### Sec.1 Nominating Committees:

Each year, approximately 60days before the Annual General Meeting, the Executive Committee will appoint a Nominating Committee Chairperson who will be charged with the formation of a Nominating Committees. This Committee will be comprised of at least three people, one of whom shall be the Vice President-elect, Full Member and Industry Advocate Member.

### Sec.2 The Nominating Committees shall:

- (a) Propose nominees for each position to be filled at the next election.
- (b) Cause notice to be served to the membership on procedures for nominations and elections to the vacant positions 60 days before the Annual General Meeting (AGM). This notice may be concurrent with the AGM announcement and will include a list of consenting nominees recruited by the Nominating Committee to this date, as well as a nomination form.
- (c) Carefully scrutinize the eligibility of both nominators and nominees to exercise their privileges (as per Article III, Sec. 2&3 of By-Laws).
- (d) Be responsible for the conduct of all elections.
- (e) Count votes, count ballots, report results to the meeting chairperson and destroy secret ballots, if any.

### Sec.3 Nominating Procedures:

- (a) A member may be nominated by filing a nomination form signed by one nominators as well as the nominee.

These nominations may be registered by email (info@TanCanada.org) to be received by the Nominating Committee Chairperson at least 30 days prior to the date of the AGM. The Nominating committee is not to be held responsible for any emailed nominations received after the thirty-day deadline.

### Sec.4 Election Procedure:

Election shall be carried out by a show of hands and or email and or online voting.

Full Salon Members will vote for the President and their director in their province

Industry Advocate Members will vote for President and Industry Advocate Directors

## **ARTICLE X BOARD OF DIRECTORS MEETINGS**

- Sec.1 Meetings of the Board of Directors may be held at any time, place and method as determined by the Directors, provided three (3) working days' notice of such meeting shall be sent by email to each Director. No formal notice is necessary if all Directors are present at a meeting and waive notice via email. A meeting of the Board of Directors shall require a quorum of not less than four total Directors to be present and not less than ½ plus 1, being Salon Directors.
- Sec.2 Board meetings may be cancelled either by the President or at the request of a majority of the Board of Directors.
- Sec.3 The directors may from time to time fix the quorum necessary for the transaction of business, and unless so fixed the quorum shall be a majority of the directors then in office and not less than ½ plus 1, being Salon Directors.
- Sec.4 Voting at Board meetings shall be by a show of hands or verbal on conference call meetings except in matters pertaining to discipline of members, when secret balloting shall be employed.
- Sec.5 The Board of Directors shall have the power to make and authorize expenditures on behalf of the Association for the purpose of furthering the objectives of the Association.
- Sec.6 The Board may appoint such agents and engage such employees, and pay salaries to employees, as it shall deem necessary from time to time, and such persons shall have the authority and perform such duties as the Board of Directors may prescribe from time to time.
- Sec.7 The Board of Directors may, by resolution, delegate to an Officer or Officers of the Association, the power to make and authorize expenditures, appoint agents, engage employees, execute agreements, documents, cheques or other instruments on behalf of the Association.
- Sec.8 Sec.8 The Board of Directors shall physically meet once per year in a place convenient for the conduct of the Associations business or a virtual meeting where member may attend online. Normally this would be the Annual General Meeting held in the Fall
- Sec.9 1. The President shall be chairman of all meetings of the directors, but if at a meeting the President is not present within 30 minutes after the time appointed for holding the meeting, the Vice-President shall act as chairman; but if neither is present the directors may choose one of their numbers to be chairman at that meeting.
2. A director may at any time, and the Secretary, on the request of a director, shall convene a meeting of the directors.

- Sec.10 1. The directors may delegate many, but not all, of their powers to committees consisting of the director or directors as they think fit.
2. A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.
- Sec.11 A committee shall elect a chairman of its meetings; but if no chairman is elected, or if at a meeting the chairman is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are the members of the committee shall choose one of their numbers to be chairman of the meeting.
- Sec.12 The members of a committee may meet and adjourn as they think proper.
- Sec.13 For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
- Sec.14 A director who may be absent temporarily from British Columbia may send or deliver to the address of the association a waiver of notice, which may be by letter, telegram, telex or cable email, of any meeting of the directors and may at any time withdraw the waiver and until the waiver is withdrawn,
- (a) no notice of meeting of directors shall be sent to that director; and
- (b) any and all meetings of the directors of the association, notice of which has not been given to that director shall, if a quorum of the directors is present, be valid and effective.
- Sec.15 1. Questions arising at a meeting of the directors and committee of directors shall be decided by a majority of votes.
2. In case of an equality of votes the chairman does not have a second or casting vote.
- Sec.16 No resolution proposed at a meeting of directors or committee of directors need be seconded and the chairman of a meeting may move or propose a resolution.
- Sec.17 A resolution by email or in writing, signed by all the directors and placed with the Minutes of the directors is as valid and effective as if regularly passed at a meeting of directors.

## **ARTICLE XI REMUNERATION TO THE BOARD OF DIRECTORS**

All positions on the Board of Directors shall be non-remunerative, Board members being allowed to claim only justified expenses in the carrying out of their respective duties. Other than the Executive Director.

## **ARTICLE XII GOVERNING BODIES**

- Sec.1 The Membership Committee shall consist of at least two people. The chairperson is to be appointed by the Executive Committee to be approved by the members, 1 Full Member and the Executive Director. The duty of the Committee is to examine prospective members based on the standards set by the Association.
- Sec.2 The Registrar which will be the Executive Director is to be appointed by the Executive Committee. The Registrar is required to attend to the following:
- (a) Keeping membership files current and confidential;
  - (b) Recording and forwarding all monies to the Association;
  - (c) Issuing membership numbers and certificates to Full members & Industry Advocate members upon completion of the file;
  - (d) Keeping current lists of all members, i.e., Full & Industry Advocate, Non-Active;
  - (e) Corresponding to any member regarding their file;
  - (f) Presenting a list of up-to-date members to the Board by January 15th of each year.

## **ARTICLE XIII GENERAL MEETINGS**

- Sec.1 The Annual General Meeting shall normally be held in the fall unless deemed otherwise by the Board of Directors. Members shall be notified of the date, time, location and agenda 60 calendar days in advance. General meetings of the society shall be held at the time and place, in accordance with the Society Act, that the directors decide. To be held as a virtual meeting on the Associations website for a period of time designated by the Board of Directors.
- Sec.2 Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- Sec.3 The directors may, when they think fit, convene an extraordinary general meeting.
- Sec.4 1. Notice of a general meeting shall specify the place, day and hour of meeting, and, in the case of special business, the general nature of that business.

2. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- Sec. 5 The first annual general meeting of the society shall be held not more than 15 months after the date of incorporation and after that an annual general meeting shall be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.
- Sec.6 General meetings other than the AGM require a notification of 30 days. A general meeting or AGM can take place with less than the stipulated advance notice if approved by a majority vote at the meeting.
- Sec.7 Calling a General Meeting by Full Membership:
- (a) A petition to call a General Meeting, signed by not less than 20% of the Full Active membership shall be sent to the Secretary or Executive Director;
  - (b) Within 10 calendar days of the receipt of the petition the President shall call a general meeting, giving the requisite 30 calendar days' notice;
  - (c) Should the President not act within the stated time the petitioners may act to call a General Meeting and shall give the requisite 30-calendar days' notice to all members. Provided that these proceedings are carried out, and any and all business transacted at such a meeting shall be considered legal and binding.
- Sec.8 At an annual or special general meeting, twenty (20) percent of the Full Members or their duly appointed representative, participating in the virtual meeting shall constitute a quorum.
- Sec.9 Voting at General Meetings shall be by Full members only by a show of hands or secret ballot and or online voting.
- Sec.10 At the annual or special general meeting each Full Member participating or his duly appointed representative, shall have the right to exercise one (1) vote
- Sec.11 A special or general meeting of the members may be called by the Board of Directors at their discretion or by the members where at least fifty percent (50%) or more of the members requisition a special meeting.

#### **ARTICLE XIV AMENDING THE CONSTITUTION**

- Sec.1 The constitution shall be amended only at a General Meeting, when deemed necessary by the Board of Directors or membership.
- Sec.2 Only Full members in good standing with the Association shall be eligible to vote on constitutional amendments.

- Sec.3 A motion to amend the Constitution shall be declared passed when not less than 50% of those voting on the motion vote in favor.
- Sec.4 Any Full Active member may introduce a motion that the proposed amendment be considered a Major Amendment, that is, one which, if passed would represent a major change in the Constitution.
- Sec.5 Notwithstanding Sec.3 of this Article, a Major Amendment to the Constitution shall be declared passed when not less than 2/3 of those voting on the motion vote in favor.
- Sec.6 The Board may, by unanimous vote of all its members, alter this Constitution. However, such alteration shall have force and effect only until the next annual or special/general meeting of members. In the absence of such confirmation, the amendment shall cease to be effective from the date of such meeting.
- Sec.7 All proposed amendments must be received in writing 30-calendar days prior to the next general meeting.

#### **ARTICLE XV ACCOUNTS REVIEW**

- Sec.1 The year-end for the Association shall be July 31st.
- Sec.2 The Board of Directors shall appoint someone other than a JCTA member to do a year-end accounts review and provide a completed report for the Annual General Meeting.
- Sec.3 Notwithstanding Sec.2: If necessary and external auditor who is a member of the British Columbia Institute of Chartered Accountants may be hired to do an audit if a motion for such is made and carried at a General Meeting.

#### **ARTICLE XVI RULES OF ORDER**

Robert's Rules of Order shall govern all questions of order at all meetings of the Association, except where these rules come in conflict with the Constitution or when overruled by not less than two-thirds of the Full members present

#### **ARTICLE XVII RESPONSIBILITY OF THE BOARD OF DIRECTORS**

- Sec.1 Every Board member, or other person who has undertaken any liability on behalf of the Association, and their heirs, executors, administrators and assigns, shall at all times be indemnified and saved harmless out of the funds of the Association, from and against all costs, charges, and expenses whatsoever, which she/he may sustain or

be incurred by her/him in the execution of duties of this office, and from and against all other costs, charges, and expenses which she/he sustains or incurs, except those that are incurred by her/his own willful neglect or default.

- Sec.2 No Board member, or Association member, shall be liable for the acts, neglect, or defaults of any other Board or Association member.
- Sec.3 The Board of Directors shall not presume to assume excessive authority over the membership at large, other than that amount necessary to enforce the Constitution. Matters of policy of this Association must be discussed and voted upon by the membership and never be decided in the confines of the Board Meeting. Similarly, the Board shall not undertake any major expenditure over \$2000.00 after the Dec 31st 2007 or create any indebtedness on behalf of the Association without such discussion and voting by the membership. The payments towards promotional printing or profit-making activities such as seminars/workshops, instructor fees, entrance examination costs, or JCTA Apparel is excluded from this.
- Sec.4 **The Board of Directors shall consistently honor all the legal and business commitments of the Association.**

## **ARTICLE XIX STANDING COMMITTEES**

- Sec.1 Provincial Action Committees shall be standing committees of the Association, 2 Directors of Salon Areas as Co-Chairs and a minimum of Two (2) Full and or Industry Advocate members of the Association from the respective province as its members.
- Sec.2 The responsibilities of the Provincial Action Committees will be to prepare and present to the Board of Directors for review and action, issues of provincial, municipal or media concern in their respective province and recommendations as they pertain to the purpose and interest of the Association.
- Sec.3 The Board of Directors shall establish additional standing committees or any other ad hoc committees and appoint the Chairman for such committees as required furthering the activities of the Association.
- Sec.4 All activities of such Committees shall be responsible to and subject to the supervision of the Board of Directors.
- Sec.5 A simple majority of any committee of the Association shall constitute a quorum for the transaction of its business, unless specifically provided for elsewhere in these by-laws.

- Sec.6 Provincial Action Committees and the Industry Advocate Members Committee shall hold office until the next annual meeting at which time they may be reappointed or replaced at the discretion of the Board of Directors.
- Sec.7 Members of the Nominating Committee, Membership Committee and the Provincial Action Committees, shall receive reasonable remuneration for any expenses incurred while acting in their capacity as a member of the Nominating Committee, Membership Committee and the Provincial Action Committees, but shall not be entitled to receive remuneration of any other kind for their services.
- Sec.8 A member of the Nominating Committee, Membership Committee and the Provincial Action Committees may be removed at a special general meeting of members by resolution passed by at least seventy-five (75%) of the members present at the meeting.

## CODE OF ETHICS

**THE SALON OWNER'S FIRST DUTY IS TO THE PUBLIC.** Salon Owners, as members of this Association and in the spirit of professional accountability, will:

- While engaged in the practice of Indoor Sunbathing/spray tanning/light therapy, a member shall abide by federal, provincial, and municipal laws.
- Inform the client in the proper procedure of the sunbathing/spray tanning/light therapy process.
- Provide adequate service in a way that ensures the safety, comfort, and privacy of the client.
- Provide treatment only when there is a reasonable expectation that it will be advantageous to the client.
- Perform and Represent their qualifications honestly, including education, certification, and professional affiliations.
- Exercise the right to refuse service to any person if there is just and reasonable cause. Ex. Skin type 1 for UV sunbathing.



- Respect the confidence of the client. The client will not be discussed by name without client consent. Confidential records will be kept in a secure place.
- Advertising practices should not exploit the trust or lack of knowledge of the public.
- Maintain rooms and equipment in a state of cleanliness. Public areas and facilities must comply with Health and Safety Regulations.
- Know that, regardless of the behavior of the client, the onus is always on the Operator to not engage in any sexual behavior.
- All printed or illustrated advertising and business cards including the Salon name, and/or references to indoor sunbathing/spray tanning/light therapy shall be such that does no discredit the indoor sunbathing/spray tanning/light therapy industry or to this Association is indicated.

Joint Canadian Tanning Association's name or logo may not be used in any endorsement for advertising, program or facility, without the express written authority of the Association Executive.

## **CONFLICT OF INTEREST CODE**

### **Joint Canadian Tanning Association**

The Joint Canadian Tanning Association, Board of Directors, Governing Body, and Committees shall conform to the following principles:

1. Act in what they believe to be the best interests of the JCTA and shall perform official duties and arrange private affairs in good faith.
2. Disclose any interest and possible or perceived conflict of interest to be recorded in writing to the President. The President shall disclose any possible or perceived conflict of interest to the Board.
3. Arrange their private affairs in such a manner that will prevent real or potential conflicts of interest from arising and shall attempt to minimize perceived conflicts of interest. If such a conflict does arise between the private interests of the person and their official duties and responsibilities, the conflict shall be resolved in favor of the group membership or Association's interest. If it is not possible to resolve in favor of the Association, the person must withdraw from Association activities/decisions where the conflict, perceived or real, exists.

4. Not knowingly take advantage of, or benefit from information obtained in the course of their official responsibilities and which is not generally available to the public.
5. Refrain from committing themselves to a position, which limits discretion to decide and /or act in the best interests of the Association. Board and committee members shall not commit votes on issues to be considered in the future.
6. Refrain from acting after they leave their position, in such a manner as to take improper advantage of their previous office.
7. Not solicit or accept transfers of economic benefit other than incidental gifts, customary hospitality or other benefits of nominal value.

INTENTIONALLY

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## **JCTA PROFESSIONAL STANDARDS FOR TANNING FACILITIES**

Recognizing that the Provincial/Local Health Units do not endorse the use of indoor sunbathing equipment, the JCTA has worked collaboratively with these bodies to establish these Professional Standards to minimize the incidence of injury from the use of sunlamps and sunbathing beds. Jurisdictional, Provincial and Federal regulations should be followed at all times. Check the JCTA salon website at [www.TanCanada.org](http://www.TanCanada.org) for up to date government regulations.

Moderate exposure to ultraviolet light is necessary for all humans, however the JCTA recognizes that studies suggest that; overexposure to ultraviolet light has a major connection to the development of various forms of skin cancer; however, the dosage of ultraviolet light necessary to induce skin cancer is still unclear. It appears to be dependent upon many variables and studies are inconclusive. Provincial/Local Health Units recommends that those who choose to sunbathe in an indoor sunbathing facilities exercise caution and good judgment. The JCTA encourages that all professional sunbed salons adhere to the following regulations for the protection of sunbathers of all ages.

### **Part I: GENERAL**

1. Indoor sunbathing devices should not be used by:

- a) Individuals with skin type I (skin that always burns, but never tans).
- b) Persons with a large number of nevi (moles), a tendency to freckle heavily, a history of severe sunburn (especially in childhood), or a family history of skin cancer.
- c) Individuals with extensive sun-induced skin damage.
- d) Individuals taking medication that increases one's susceptibility to sunburn, known as "photosensitizing medication".

2. In addition to those who should not utilize indoor sunbathing equipment:

- a) Clients under age 18 years must have a medical prescription to tan in a professional sunbathing facility. Provincial regulations must be followed if they exist, some have an under 19 ban and other may not have a medical exemption
- b) Clients with Skin Type II skin should exercise extreme caution when sunbathing indoors, as they are most susceptible to sunburn among those who can develop tans.

- c) Clients who have applied perfumes, body lotions or sprays should wash these products off before utilizing an indoor sunbathing device unless these products are intended for use with indoor sunbathing equipment.

## **Part II: OPERATION**

1. All employees designated as operators shall be certified and trained on the correct and compliant operation of the facility and its equipment. Such training shall include:
  - a) Knowledge of the requirements of these rules;
  - b) Proper use of the manufacturer's recommended exposure schedule;
  - c) Procedures for correct operation of the sunbathing facility;
  - d) Recognition of injuries and the facility's procedures for handling such injuries from overexposure to Ultraviolet radiation (UVR).
  - e) Manufacturer's procedures for operation and maintenance of all sunbathing/spray/light therapy devices in use in the facility;
  - f) Proper use of protective eyewear;
  - g) The sunbathing process and the effects of UVR, acute and chronic;
  - h) Photosensitizing agents; and
  - i) The six different skin types.
2. A list of the facility's operators who have been certified in accordance with these rules, noting the date of training, hours spent in training and specific materials used in training, shall be maintained and available at the facility for inspection by Provincial / Local Health.
3. A certified operator shall be present at the sunbathing/spray/light therapy facility during all operating hours and/or while the equipment is in operation. No consumer shall be allowed to use the sunbathing equipment in the absence of a trained operator. Operator will control the equipment and set the appropriate time.
4. The operator shall instruct the consumer in the proper position to be maintained in relation to the sunbathing lamps/spray/light therapy; the position of the safety railing, if applicable; the manual switching device to terminate the session in case of emergency and reasonable sunbathing exposure time.
5. Operators shall limit each consumer to the maximum exposure time as recommended by the manufacturer, taking the consumer's skin type into consideration. Operators shall not allow use of sunbathing equipment by consumers who have used the services of a sunbathing/spray/light therapy facility on the same day' and should encourage consumer to do sunbathe every second day.
6. The operator shall maintain a list of common photosensitizing agents. If a customer's medication is not known, it is recommended that the pharmacist be called for verification.

7. No establishment shall allow for the use of sunbathing equipment operated via tokens/slide card or what would be considered self-serve . The equipment must be controlled by a certified and trained operator.
- 8.
10. At the consumer's initial visit to a sunbathing/spray/light therapy facility, and at least annually thereafter, such consumer shall be given a written statement of warning (See document attached at the end of this section) and sign a written statement acknowledging that he/she has read and has understood the warning statement. For illiterate or visually impaired persons, the warning statement shall be read by the operator to the consumer in the presence of a witness. Both the witness and the operator shall sign the statement indicating it has been read to the consumer.
11. At the consumer's initial visit to a sunbathing/spray/light therapy facility, an evaluation of the customer's skin type must be made and recorded with the customer's personal information before the use of indoor sunbathing equipment is permitted. JCTA recommends using the JCTA Client Card.
12. The consumer's signed warning statement and the consumer's skin type evaluation form must be kept on record at the sunbathing/spray/light therapy facility for a period of no less than 7 years. If this information is recorded electronically, it should be copied, at least monthly, and undated on storage media other than the hard drive of the computer.

### **Part III: EQUIPMENT**

1. The operator shall have the responsibility for sanitizing all surfaces with which consumers have contact or had contact within the sunbathing/spray/light therapy device, after each consumer's use. Sanitization shall be carried out using a product intended for the sanitization of sunbathing/spray/light therapy equipment. The sanitizer must be an approved product for sunbathing/spray/light therapy equipment (contact your local equipment supplier for the correct sanitizer).
2. The floor of the room should be kept clean at all times.
3. The sunbathing/spray/light therapy equipment should be controlled and timed by a properly trained, certified operator.
4. New sunbathing equipment sold in Canada must satisfy the requirements specified in the Federal Radiation Emitting Devices (RED) Act Part XI.
5. All original safety features of the sunbathing/spray/light therapy equipment should be maintained throughout the operational lifetime of this equipment, including the following:

- a) A label showing the name and address of the manufacturer.
  - b) A label showing the model designation, the serial number and the month and year of manufacturing.
  - c) A label on the equipment or the sign in the sunbathing room specifying the maximum exposure time in minutes for the types and model number of the lamps (if required) used in the equipment.
  - d) A label bearing the electro-optical radiation warning sign and wording as specified in section 5 of the RED Act Part XI for sunbathing equipment
  - e) Controls, meters, lights or other indicators that are readily discernible, clearly labeled and marked as to function.
  - f) Shields to protect against lamp contact burns and lamp breakage on sunbathing and light therapy equipment.
  - g) Monthly verification of all filters to ensure their proper positioning
6. Sunbathing/spray/light therapy equipment must have controls by which the sunbathing equipment may be easily turned off by the person being exposed at any time without disconnecting the electrical plug or removing the ultraviolet lamps.
7. Sunbathing equipment must come equipped with a timer with the following features:
- a) Adjustable to present times with a maximum timer interval not to exceed the sunbathing unit's maximum exposure time.
  - b) Must not have an error not greater than 10% of the timer interval.
  - c) Must not automatically reset and cause the UV sunbathing session to resume when the sunbathing session has been terminated by expiry of the timer.
  - d) Sunbathing unit's timer shall be located remotely (for example, at the front reception desk), where it is under the continuous control of a certified operator: this practice should not prevent the customer from turning off the sunbathing equipment at any time, as specified above.
8. All sunbathing equipment must satisfy the requirements in the Federal Radiation Emitting Devices' regulations.
9. The manufacturer of the sunbathing/light therapy equipment should supply a schedule of exposure and recommended maximum exposure durations based on the emission characteristics of the lamps used in the equipment.

#### **Part IV: EYE PROTECTION**

1. Each consumer shall be provided with protective eyewear before each UV sunbathing session with instructions for its mandatory use. A facility may elect to provide eyewear to each individual client or sell eyewear to each client. It is HIGHLY recommended that all consumers purchase their own pair of eye protection to reduce the risk of transmission of eye infections

2. The spectral transmittance to the eye of the protective eyewear required in these rules shall not exceed a value of 0.001 over the wavelength range of greater than 200 nanometers through 320 nanometers and a value of 0.01 over the wavelength range of greater than 320 nanometers through 400 nanometers, and shall be sufficient over the wavelength greater than 400 nanometers to enable the use to see clearly.
3. Protective eyewear should be sanitized after every use as per the manufacturer and health authorities' recommendations



# JCTA Skin Typing Form

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail: \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Phone: Home: \_\_\_\_\_ Business: \_\_\_\_\_

How did you hear about the salon? \_\_\_\_\_

Please complete the following questions to help us create your Skin Type and your specific exposure schedule:

1. A. What is the natural color of your untanned skin?
- (0) Reddish-white
  - (2) White-beige
  - (4) Beige
  - (8) Light Brown
  - (12) Brown
  - (16) Black
- B. What is your natural hair color?
- (0) Red, light blonde
  - (2) Blonde, light brown
  - (4) Brown
  - (8) Dark brown
  - (12) Brownish-black
  - (16) Black
- C. What is your eye color?
- (0) Light blue, light green, light gray
  - (2) Blue, green, gray
  - (4) Grey, light brown
  - (8) Brown
  - (12) Dark brown
  - (16) Black
- D. How many freckles do you naturally have on your untanned body?
- (0) Many
  - (2) some
  - (4) Few
  - (8) None
- E. What best describes your genetic heritage?
- (0) Celtic Caucasian
  - (2) Caucasian, light skinned European
  - (4) Caucasian, dark skinned European
  - (8) Caucasian, Mediterranean
  - (12) Middle Eastern, Indian, Asian, Hispanic
  - (16) Aborigine, African, African-American
- F. Which best describes your Sunburn potential?
- (0) Always burn without tanning
  - (2) Usually burn but can tan
  - (4) Occasionally burn but tan moderately
  - (8) Seldom sunburn and tan easily
  - (12) Rarely sunburn and tan profusely
  - (16) Never sunburn
- G. Which best describes your tanning potential?
- (0) Never Tan
  - (2) Can tan lightly
  - (8) Can tan moderately
  - (12) Can get a dark tan

Now add the points from your seven answers to determine your total score. The Salon Certified staff will give you your Skin Type.

TOTAL SCORE \_\_\_\_\_

YOUR SKIN TYPE \_\_\_\_\_

2. Have you ever been seriously sunburned? Yes \_\_\_ No \_\_\_ (If yes, how long ago? \_\_\_ years)
3. Have you ever had an allergic reaction to sunlight? Yes \_\_\_ No \_\_\_  
If yes, what type of reaction \_\_\_\_\_
4. Are you taking any medication which might cause you to be particularly sensitive to light?  
Yes \_\_\_ No \_\_\_ (Check with your pharmacist or doctor before you start tanning)
5. Has any doctor recommended that you avoid sunlight or ultra-violet light? Yes \_\_\_ No \_\_\_
6. Were you referred by a doctor or dermatologist for the treatment of MS, Vitamin D Deficiency, Psoriasis, Eczema, Acne or any other condition? Yes \_\_\_ No \_\_\_

**NOTE: Eye protection is mandatory. Special glasses are available**

## RELEASE AND INDEMNIFICATION

I have chosen to use the tanning equipment being offered by this Salon ("Salon") and in consideration of permitting me to use the tanning equipment I do fully and unconditionally agree to and acknowledge the following: 1) I am fully aware of, freely accept, and fully assume all the risks of injury, illness, and aggravation of medical conditions that are, or may be, inherent in the use of tanning equipment. I represent to Salon that I have been advised to consult with my family physician or other health authority regarding my intention to use the tanning equipment, and that I am otherwise healthy and capable of using such equipment, 2) I hereby discharge, relinquish, waive, and release Salon and/or its officers, directors agents, servants, volunteers, employees, other tanning participants, parent company, subsidiaries and affiliates (all of whom are collectively referred to as "Releasees") from any and all loss, damage, expense, injury, accident, and/or liability of any kind or nature whatsoever in connection with my use of tanning equipment, including personal injury or death 3) I further indemnify, save, defend, and hold harmless Salon and the Releasees from all claims, actions and/or expenses which might arise from any use of the tanning equipment, 4) I hereby sign and deliver this Release and Indemnification to Salon to induce Salon to permit my use of tanning equipment, and I hereby acknowledge that such use is at my own risk and without any representation of any kind or nature having been made by Salon or the Releasees. I HAVE READ, FULLY UNDERSTAND, AND FULLY AGREE TO COMPLY WITH ALL OF THE ABOVE.

Date: \_\_\_\_\_ Signature of Participant: \_\_\_\_\_ Signature of Witness: \_\_\_\_\_

## Skin Type Score

Add up all the points to get the total score and match the TOTAL with the correct skin type listed below. Make sure your client has not made any mistakes.

Score	Skin Type	Description
0-7	Skin Type I	<b>DO NOT TAN THIS PERSON</b>
8-21	Skin Type II	Sensitive to sunlight
22-42	Skin Type III	Normal sensitivity to sunlight
43-68	Skin Type IV	Skin is tolerant of sunlight
69-84	Skin Type V	Skin is brown. Very tolerant
85+	Skin Type VI	Skin is black. Extreme tolerance

SKIN TYPE	CHARACTERISTICS	SKIN RESPONSE TO UV
<b>I</b>	<ul style="list-style-type: none"> <li>- Unexposed skin is bright white</li> <li>- Blue or green eyes</li> <li>- Red or Blonde Hair</li> <li>- Freckles</li> <li>- Heritage is English, Irish, Scottish, or Northern European</li> </ul>	<ul style="list-style-type: none"> <li>- Always burns easily and severely</li> <li>- Peels</li> <li>- Does not tan</li> </ul> <p style="text-align: center;"><b>DO NOT TAN THIS PERSON</b></p>
<b>II</b>	<ul style="list-style-type: none"> <li>- Unexposed skin is white</li> <li>- Blue, hazel, or brown eyes</li> <li>- Red, blonde, or brown hair</li> <li>- Heritage is same as Skin Type I or Scandinavian</li> </ul>	<ul style="list-style-type: none"> <li>- Burns easily and severely</li> <li>- Peels</li> <li>- Tans minimally or lightly</li> </ul>
<b>III</b>	<ul style="list-style-type: none"> <li>- Unexposed skin is fair</li> <li>- Brown eyes</li> <li>- Dark hair</li> <li>- Heritage is Central or southern European (Spanish, Greek, or Italian)</li> </ul>	<ul style="list-style-type: none"> <li>- Burns moderately</li> <li>- Tans average</li> </ul>
<b>IV</b>	<ul style="list-style-type: none"> <li>- Unexposed skin is light brown</li> <li>- Dark eyes</li> <li>- Dark hair</li> <li>- Heritage is Mediterranean, Oriental, or Hispanic</li> </ul>	<ul style="list-style-type: none"> <li>- Burns minimally</li> <li>- Tans easily and above average with each exposure</li> <li>- Exhibits IPD (Immediate Pigment Darkening)</li> </ul>
<b>V</b>	<ul style="list-style-type: none"> <li>- Unexposed skin is brown</li> <li>- Dark eyes</li> <li>- Dark hair</li> <li>- Heritage is East Indian, American Indian, Asian, Hispanic, - Latin American, or African American</li> </ul>	<ul style="list-style-type: none"> <li>- Rarely burns</li> <li>- Tans easily and substantially</li> <li>- Always exhibits IPD</li> </ul>
<b>VI</b>	<ul style="list-style-type: none"> <li>- Unexposed skin is black</li> <li>- Dark eyes</li> <li>- Dark hair</li> <li>- Heritage is African American or Aborigine</li> </ul>	<ul style="list-style-type: none"> <li>- Rarely burns</li> <li>- Tans easily and profusely</li> <li>- Always exhibits IPD</li> </ul>

The JCTA would like to thank the International Smart Tan Network for letting the association use parts of the 12<sup>th</sup> Edition of the Canadian Basic Technical Certification Manual

