



PMU-Statutes

**Swiss professional
association for permanent
make up (PMU)**

I. Name, registered office and purpose of the PMU Association

Art. 1: Name, legal form, registered office and date of incorporation

The Swiss Professional Association for Permanent Make Up (PMU) is an association in accordance with the provisions of Art. 60 et seq. of the Swiss Civil Code (ZGB).

The association's headquarters are located at the PMU Secretariat. The association was founded on 21st november 2006.

Art. 2: Goals, purpose and responsibilities

The association has the following goals and responsibilities:

1. Promotion of interests

-  To protect and promote the professional interests of stylists and dermapigmentologists (DP).
-  To promote the reputation of certified dermapigmentologists and certified medical dermapigmentologists, both nationally and internationally.

2. Continuing education and professional development

-  Organizing and supporting professional development through courses, seminars, virtual Zoom meetings, trade publications, expert presentations, and conferences both in Switzerland and abroad.
-  Implementation and establishment of the association's certificate programs.

3. Collaboration and recognition

-  Promoting cooperation with government agencies, authorities, and organizations within Switzerland and internationally, to the extent permitted by law.
-  Recognition and protection of the certified title within the limits of the law.

4. Uniform standards and advocacy

-  Developing and promoting uniform guidelines for working conditions within the industry.
-  Representing members' interests in economic and legal matters.

5. Public relations and education

-  Raising public awareness and providing information about the services offered by dermapigmentologists through the media, social media, print media, and electronic communication.

6. Promoting a spirit of collegiality

-  Fostering a respectful and collegial exchange among members.
-  Promoting cooperation and mutual support within the industry.

7. Association policy and communication

-  Public relations efforts to support members' interests.
-  Drafting resolutions, recommendations, and statements that pertain exclusively to the shared interests of stylists and dermapigmentologists.

The association is actively committed to the recognition, quality assurance, and further development of job profiles within the PMU industry.

II. Membership

Art. 3: Membership categories

The PMU association includes the following membership categories:

- a. Active member national
- b. Active member international
- c. Trainees
- d. Trainers and training institutions (individuals without sales functions)
- e. National and international training institutions
- f. Passive members
- g. Partner members
- h. Patrons
- i. Honorary members and honorary presidents

a) Active member national

Individuals who practice permanent makeup as self-employed professionals or employees and who meet the following criteria may become active national members:

1. Minimum age

-  18 years

2. Education and practical experience

-  Basic training in permanent makeup lasting at least 6 days, as well as one year of professional experience.
-  For basic training that was not completed at a recognized training institute, a one-day workshop at a recognized institute must be completed. Alternatively, an application may be submitted with the following documents:

- Treatment process (eyebrows, eyelids, and lips) with before-and-after photos.
- The studio's consent form and care instructions.

 The board of directors decides on final admission.

3. Regular work experience

 Evidence of professional practice should be provided on a regular basis. It is recommended that members complete regular continuing education courses in both theory and practice. Proof of completion is archived and published on the association's website.

4. Professional work environment

 Working in a professionally equipped business space.

 Business premises located in private residences must meet the hygiene standards for good work practices.

5. Compliance with hygiene regulations

 Proof of completion of a hygiene course or attendance within 12 months of enrollment.

 Hygiene standards must be verifiable through external inspections, such as those conducted by association representatives.

6. Registration at health authority

 Copy of the registration with the cantonal health department.

7. Professional conduct

 Correct and fair conduct toward competitors.

8. Code of honor

 By signing the membership application, you confirm your compliance with the specified criteria and the code of honor.

 Violations of the code of honor or failure to pay dues may result in expulsion.

9. Recording and rights

 Admission is granted following a written application and a decision by the board of directors. Once the membership fee has been received, the member's account will be activated on the website.

 Rejections do not require a justification, and there is no right of appeal.

 Active members who have not earned certification as a certified dermapigmentologist do not have the right to vote or stand for election in decisions regarding vocational training issues, ordinances, and regulations.

b) Active member international

International active members must meet the same basic requirements as national active members. In addition, the following apply:

1. Education and redentials

-  Evidence of the treatment process (eyebrows, eyelids, and lips) with before-and-after photos.
-  Submission of a video from the studio, including 3 photos: the room and workspace, work attire, and the completed self-assessment form.
-  The board decides on admission without requiring additional training.

2. Regulations in the country of residence

-  Proof of compliance with statutory hygiene regulations in the member's country.
-  Fill out and submit the hygiene self-inspection form.

c) Trainees

- Individuals currently in training may become members, provided that their basic training is taking place at a recognized institution.
- A copy of the registration with the public health department must be submitted if the state government requires it.
- The “in training” status is valid for a maximum of one year and excludes the right to vote and stand for election.
- After completing a hygiene course and a studio inspection, the membership will automatically be upgraded to active membership.

d) Trainers and training institutions (individuals without sales functions)

- Minimum requirement: 6-day training program in accordance with the training regulations.
- Trainer:innen müssen geprüfte Dermapigmentolog:innen mit Verbandszertifikat sein.
- Standardized and mandatory curriculum for both theory and practice, including anatomy, hygiene regulations, drawing techniques, and permanent makeup methods.
- Professional infrastructure is required in the studio or training room.
- Annual hygiene inspections and regular continuing education are mandatory.

e) National and international training institutions

The training offered by training institutions must meet strict requirements in order to be recognized by the association. Here are the most important requirements and guidelines:

Duration and recognition:

- **Duration of training:** The training must last at least 6 days and comply with the established training guidelines.
- **Trainer qualification:** Trainers must have passed the association's dermapigmentologist exam; otherwise, the basic training will not be recognized by the association.

Theory instruction:

- **Contents:**

-  Anatomy and dermatology
-  Hygiene and professional knowledge
-  Facial geometry and make up artistry
-  Materials science and equipment science
-  Marketing and business administration (particularly cost accounting)
-  Fundamental knowledge of current technologies that meet market needs

Practical instruction:

- **Contents:**

-  Drawing techniques (shape theory for PMU): Fundamentals for precise work.
-  Eyebrows: Shading techniques and hair-stroke technique.
-  Eyelash extension/eyeliner
-  Lip contouring using shading techniques.
-  Scars: Treatment and design.
-  Areola: Tattoos in the area around the nipples (e.g., reconstructive procedures).

Uniform standards:

- **Hygiene regulations:** These are mandatory and must be strictly adhered to.
- **Professional title and professionalism:** The professional title must comply with the association's standards, and a high level of professionalism in training must be ensured.

Infrastructure and hygiene:

- **Training Rooms:** These must be equipped with modern, professional facilities. This includes, among other things, furniture, lighting, and the ability to sterilize equipment in accordance with hygiene regulations. The sterilization requirement may be waived provided that only sterile, single-use needles are used and it can be ensured that the materials used do not pose a health risk to clients or employees.
- **Hygiene Inspections:** An annual hygiene inspection must be conducted and submitted to the association.

Training organization:

- **Training Secretariat:** A well-organized and reliable secretariat that offers expert advice and is easily accessible.
- **Seminar Instructors:** They must not only have in-depth practical and theoretical knowledge in their field, but also be graduates of the association's certification exam (active members). In addition, professional and interpersonal skills, as well as at least one annual continuing education course, are required.

Association logo and information:

- The **association's logo** must be visible on the training institutes' certificates and must also appear on their websites.
- At the beginning of each year, training institutes are sent an **INFO SHEET** containing important information about the association, regulations in Switzerland, hygiene guidelines, and the registration process for the dermapigmentationologist exam. This information must be an integral part of the training and the information provided to students.

Public relations and presentation:

- Training institutions are **featured with logo** on the association's website and can introduce themselves there.
- Once a year, training institutes have the opportunity to officially present themselves **in the association's online arena** (45 minutes). The costs for setting up the event must be covered by the institute itself. A presentation may be rejected if professional standards are not met.
- In addition, there is the option to run advertisements **once a month on the association's social media channels**, though here as well, the production costs are borne by the training institute.

Employee participation:

- Training institutions **have 1 vote** within the association.

Summary:

Training institutions must meet strict standards in both theory and practice in order to be recognized as certified training centers by the PMU Association. This includes the quality of training, the professionalism of the trainers, the infrastructure, and compliance with hygiene regulations. In addition, the institutions have numerous opportunities for public relations and promotion, and can also contribute to organizational matters.

f) Passive members

- Natural persons and legal entities acting as PMU users may become passive members.
- Passive members do not appear on the website and do not have voting or election rights.

g) Partner membership

- Companies with business ties to the PMU industry (e.g., suppliers) can become partner members..
- Logo placement on the association's website is possible.
- No discounts on courses.
- No voting or election rights.

h) Patrons

- Individuals, companies, or organizations that would like to support the association can become patrons.
- No discounts on courses.
- No voting or election rights.

i) Honorary members and honorary presidents

- Exempt from the obligation to pay contributions.
- No discounts on courses.
- No voting or election rights.

III. Contribution obligations

Art. 4 Membership dues

1. Annual dues:

a. Active member national:	CHF 390.–
b. Active member international:	CHF. 390.–
c. Students in their first year of training:	CHF 150.–
d. Trainers and training institutions without sales:	CHF. 800.–
e. National training institutions with sales:	CHF 1'800.–
f. International training institutions with sales:	CHF 3'250.–
g. Partners:	CHF 500.–
h. Patrons:	CHF 300.–
i. Honorary members and honorary presidents	CHF -

Existing members are guaranteed grandfathering until 2030.

Art. 5 Trademark license

2. **Logo Use:** Members may use the association's logo provided they comply with the association's terms and conditions.

 Improper use may result in penalties or expulsion.

 **All new members** must provide proof of a hygiene inspection before being listed on the website. The association conducts these inspections exclusively for members at a special rate of a **flat fee of CHF 250.–**. (Members who can provide proof of an external hygiene inspection conducted within the last 11 months are exempt from this fee.)

Art. 6 Liability

3. The association is liable solely to the extent of its assets. Members are not personally liable.

IV. Termination of membership

Art. 7 Withdrawal

-  Only possible at the end of the year; requests must be submitted in writing via certified mail by September 30 at the latest.
-  Outstanding dues must be paid even after resignation.
-  Upon withdrawal, the association's logo and trademarks must be removed; otherwise, the association may file an injunction.

Art. 8 Exclusion

The PMU Executive Board is responsible for expelling members of the PMU Association.
Reasons for exclusion:

- a. Violation of the bylaws, articles of incorporation, or resolutions.
- b. Failure to fulfill financial obligations (after two reminders).
- c. Conduct harmful to the association, its members, or the profession.
- d. Failure to meet the admission criteria during membership.

Art. 9 Loss of Entitlements

-  Members who have resigned or been expelled have no claim to the association's assets.
-  Financial obligations remain in effect until a member resigns or is expelled.

V. Governing bodies of the PMU association

The governing bodies of the PMU Association consist of:

- **the general assembly**
- **the executive board of the PMU association**
- **the auditors**

Art. 11 The general assembly (GA)

The general assembly is the highest governing body of the PMU Association and generally meets once a year. An extraordinary general assembly may be convened if:

-  The association's board or the general assembly itself so decides.
-  One-fifth of the members request it, stating the reason.

Chairing the General Meeting:

-  The General Meeting is usually chaired by the Chair of the Executive Committee. If she is unable to attend, the Vice-Chair takes over, and if the Vice-Chair is also unable to attend, another member of the Executive Committee takes over.

Virtual attendance:

-  The General Meeting may also be held without physical attendance, for example via video conference.



Resolutions of the General Meeting:

The General Meeting shall decide on the following matters:

-  Approval of the PMU Articles of Association.
-  Election of the members of the PMU Executive Committee.
-  Approval of the financial statements and the annual report of the PMU Executive Committee.
-  Setting of membership fees and adoption of the budget.
-  Decisions on proposals submitted by the PMU Executive Committee to the Association.
-  Dissolution and liquidation of the Association.

Invitation to the Annual General Meeting:

- The invitation, together with the agenda, must be sent by email at least three weeks before the meeting.

Motions from members:

- Motions from members entitled to vote must be submitted in writing to the PMU Executive Committee no later than 14 days before the meeting. Only motions submitted in good time can be considered.

Participation and voting rights:

- **Active members** are entitled to vote, with each member having one vote. The pooling or delegation of votes is not permitted.

Decision-making:

- Elections and votes shall be held by open ballot, unless an absolute majority of the **votes cast** calls for a secret ballot.
- In elections, the first round is decided by an absolute majority of the votes, and the second round by a relative majority.
- In the event of a vote, a motion is deemed to have been adopted if it receives a relative majority of the votes. In the event of a tie, the chairperson shall have the casting vote.

Art. 11.1: The PMU Executive Committee

The PMU Executive Committee consists of **3 to 5 committee members**, who are elected by the PMU members.

- **Term of office:** Members of the Executive Board are elected for **3 years**; re-election is possible.
- **Composition of the Executive Board: The Executive Board appoints its own members.**

Art.11.2: Remuneration of members of the Executive Board

- Board members acting on behalf of the PMU Association are entitled to remuneration in accordance with a separate expenses policy.
- The level of remuneration for the Executive Board is determined by the Annual General Meeting.

Art. 11.3: Powers of the PMU Executive Board

The PMU Executive Board is responsible for all tasks not explicitly reserved for the General Assembly or other bodies of the association. Its responsibilities include, amongst other things:

- Management of the PMU Association in accordance with its stated purpose.
- Representing the PMU Association in dealings with the authorities and the public.
- Drawing up and approving the budget, the annual accounts and the annual report, as well as proposals for the election of the Association's governing bodies.
- Deciding on unbudgeted expenditure up to a maximum of CHF 5,000 per year, provided the Association's assets permit this.
- Adopting a regulations on expenses.
- Drawing up terms of reference for the Executive Board.
- Admission and expulsion of members of the PMU Association.
- Formation of committees and the election of committee members.
- Drafting the regulations and guidelines for the Association's examination.
- Organising promotional events.
- Convening and chairing the General Assembly.
- Organising seminars and events.
- Electing the Examination Board.
- Carrying out and delegating tasks assigned by the General Assembly.

Art. 11.4: Auditors

If the PMU Association is not subject to a statutory audit in accordance with Article 69b(1) of the Swiss Civil Code, a limited audit shall be carried out annually.

- **External auditors:** The auditors must be registered with the Swiss Audit Oversight Authority and fulfil their duties in accordance with Article 729a of the Swiss Code of Obligations. They shall submit a report to the General Meeting in accordance with Article 729b of the Swiss Code of Obligations.
- **Appointment of the auditors:** The General Meeting appoints the external auditors every three years. Re-appointment is permitted.

VI. Association institutions

Article 12: Association revenue

The PMU Association's revenue comes from various sources:

1. **Membership fees:** The regular contributions paid by members of the PMU Association.
2. **Net proceeds from activities:** Income generated by the Association's activities, such as events or seminars.
3. **Donations:** Donations or contributions from patrons who support the Association.
4. **Financial provisions:** Income generated from the use of advertising space, lectures or similar sources.

VII. Miscellaneous Provisions

Art. 13 Dissolution of the Association

The PMU Association may be dissolved by a resolution passed at the General Assembly, either at an ordinary or an extraordinary meeting. There are two possible scenarios in the event of dissolution:

1. Joining another organisation/club:

-  If the PMU Association is incorporated into another association or club, the PMU Association's existing assets shall be transferred to the new association or club.
-  The assets are to continue to be used there in accordance with the original purpose of the PMU Association.

2. Dissolution without a successor:

-  Should the association be dissolved without a successor, its assets shall be transferred to the local authority responsible for the association's registered office.
-  If, within 15 years, a new Swiss association or federation with similar objectives is founded, the assets shall be transferred to that new association.
-  Otherwise, the assets shall pass to the **Swiss Cancer League**.

VIII. Entry into force

- The Articles of Association shall **come into force immediately** and replace the version dated 1 December 2022.
- They shall be approved at the **Annual General Meeting on 7 April 2025**.

Caroline Rindlisbacher

President of the PMU Association.