

ARIZONA PROFESSIONAL PHOTOGRAPHERS ASSOCIATION POLICY & PROCEDURES MANUAL

1. Board

The Board shall constitute the Governing body of the Association. The Board will serve as the voice of the membership, ensuring that their actions are within the scope of the accepted practices as established by the By-Laws of this Association and the By-Laws of the National, and are in keeping with Roberts Rules of Order.

The Board shall consist of ten (10) qualified Association members duly elected by the membership. In the event any individual should leave their elected position prior to the end of their term of office, the President shall appoint, with approval of the Board, a qualified Association member to fill the remaining term of office.

2. Duties of Elected Officers

The President, Vice-President, Secretary/Treasurer shall have duties and responsibilities as are expected of these officers in other organizations.

The President shall appoint committees as necessary to conduct business for the good of the general membership. The President shall be an ex-officio member of all committees. The President shall preside at all meetings of the Association. The President shall vote on matters before either the Board or the Association only if there is a tie vote. In essence, the President's vote shall only be cast when it is necessary to break a deadlock.

The Vice-President shall, in the absence of the President, assume the duties of that office. The Vice President shall assist the President as needed. The Vice-President would fill the remaining term-of-office in any such case where the President was unable to do so. The Vice-President shall periodically review the Policy and Procedures manual and make any necessary recommendations of its updating.

The Secretary/Treasurer shall record the minutes of all meetings of this Association, or of the Board. The Secretary/Treasurer will receive the minutes of all special committee meetings from the chairman of that committee from a designated committee person, at the discretion of the committee chairman.

The Executive Secretary shall be the primary signatory on all checks issued by the Association whenever possible. Where this is not possible, the Secretary/Treasurer shall be the signatory. The Secretary/Treasurer shall be responsible for the financial reports of this Association but may ask that the Executive Secretary be the preparer of such reports. The Secretary/Treasurer shall act as a member of the audit committee and shall conduct at least one (1) physical audit per annum. The Secretary/Treasurer shall keep all committee chairpersons advised of their financial position with regard to that committee's budget allocations.

3. Duties of Elected Directors

The seven (7) elected Directors of this Association shall be representative of the membership as have been outlined in the By-Laws. The duties of the Directors are to represent their particular segment of the Association membership to the Board. The Directors shall plan and coordinate the on-going educational/information seminars aimed at their representative membership. Periodical reports shall be directed to the President, Secretary/Treasurer. These reports shall contain information on the current status of programming for seminars, as well as any problems from the general membership the Board may need to address. Additional duties may be assigned a necessary.

4. Election Procedures

The President shall appoint a nominating committee no later than 3 months prior to the next scheduled convention. This committee shall consist of at least 3 current members of the Association with voting privileges. No later than one and one-half months prior to the convention, the nominating committee shall have prepared their selection for officers and directors for the coming year. This selection shall be communicated to the current officers and the executive secretary. The Executive Secretary shall prepare a slate of nominees containing the names and positions of those nominated. This slate shall be prepared and emailed only to those members who have voting privileges by one month prior to the convention. The voting procedure shall be held at the Annual General Membership Meeting. Provision shall be provided for nominations from the floor prior to voting. The Executive Secretary, along with at least one current officer and one member of the nominating committee shall open and count the ballots. A Board meeting shall be held before the end of the Convention. Those present shall be both the current Board and the newly-elected Board. During this Board meeting, the installation of officers will take place, with a formal

assumption of duties effective immediately following that meeting

5. Duties of the Executive Secretary

The Executive Secretary shall deposit all monies for the Association, whether received from the Secretary/Treasurer or received directly. The Executive Secretary shall provide the Secretary/Treasurer monthly reports on the financial status of the Association. These reports may be written. Monthly, the Executive-Secretary shall prepare a written financial statement of the Association's status and deliver same to the Secretary/Treasurer. The Executive-Secretary shall handle all general correspondence for the Association as directed by any Board Member: Correspondence with National should be through the Executive Secretary with copies to all officers. Payments of all bills shall be done in strict accordance with the existing By-Laws.

6. Committees

The President shall appoint committees when necessary for the good of the membership and when in accordance with the stated purposes of the Association. The President will appoint the committee chairperson who will then appoint additional Association members to assist in meeting the objectives of the committee. The Chairperson may select as many as necessary, and may further sub-divide the committee as he/she sees fit. The committee chairperson will establish budgetary needs within the first 60 days of the formation of the committee and submit this budget to the Board for approval. Reports from committee chairpersons are due on the first of each month following the formation of such committees. These reports should be addressed to either the President or the Secretary/Treasurer.

7. Reimbursement Policy

Reimbursements incurred through the acquisition of budgeted items are duly covered under the by-laws. This section deals with reimbursements other than those budgeted items.

Reimbursement shall be made to Board Members when they incur specific expenses in carrying out their assigned duties. Examples would be long distance phone calls, postage, etc. Proper documentation of expenses should be submitted to the Secretary/Treasurer. Requirements for printing and mailing to the membership should be made to the Executive Secretary. In the case of councilpersons reports, the Association will cover the cost of mailing to all PPofA members in the state, whether or not they belong to AZPPA.

8. Awards & Merits

The Association presents two recognition awards to its members that can be earned by the member. Each of these awards duly recognizes the professional abilities and talents of the individual, or the outstanding service provided to the Association, and to the profession in general.

The APPLE AWARD – The APPLE Award is presented as recognition for outstanding photography. The recipient must have a total of 25 state merits, of which a minimum of 13 must have been earned in print competition. The remaining 12 merits may be any combination of exhibition and/or service merits.

The ARTISAN AWARD – The Artisan Award is presented as recognition for outstanding service to the State Association. The recipient must have a total of 25 service merits. No exhibition merits may be used.

In order to receive both the APPLE and the Artisan awards, it is necessary to have earned at least 50 merits, with a minimum of 13 exhibition merits and a minimum of 25 service merits.

BARS – After receiving the APPLE and Artisan awards, a member will be presented with a bar to affix to his/her ribbon for each set of 20 merits achieved.

The NATIONAL AWARD - The Association may, at its discretion, present the National Award to an association member. The President shall appoint a Committee and Chairman prior to September 30th. The entire Committee should be comprised of previous National Award recipients. This committee shall review the membership and determine if there is a qualified recipient for the year. If a recipient is decided on, the Committee Chairman will notify the President and the Executive Secretary that the award is to be given. The identity of the recipient is not to be revealed outside of the selection committee. The Executive Secretary, upon learning that the award is to be given, will order same from National Headquarters. When the award is received, the Executive Secretary will see that the proper engraving is performed. The engraving will be paid for by the association. The Selection Committee Chairman will maintain possession of the award until the next scheduled Annual Convention, at which time it will be presented to the member named. It shall be the responsibility of the Selection Committee Chairman that the named individual is, in fact, in attendance at the meeting. In the case that no National Award is to be given, the Selection Committee Chairman will advise the President and the Secretary, the latter who will record this in the Association's records.

The honorary CRYSTAL APPLE AWARD - The Association may, at its discretion, present the Crystal Apple Award, to an association member. The President shall appoint a Committee and Chairman prior to September 30th. The entire Committee should be comprised of previous Crystal Apple recipients. This committee shall review the membership and determine if there is a qualified recipient for the year. If a recipient is decided on, the Committee Chairman will notify the President and the Executive Secretary that the award is to be given. The identity of the recipient is not to be revealed outside of the selection committee. The Executive Secretary, upon learning that the award is to be given, will order the award and see that the proper engraving is performed. This engraving will be paid for by the association. The Selection Committee Chairman will maintain possession of the award until the next schedule State Convention, at which time it will be presented to the member named. It shall be the responsibility of the Selection Committee Chairman that the named individual is, in fact, in attendance at the meeting. In the case that no Crystal Apple is to be given, the Selection Committee Chairman will advise the President and the Secretary, the latter who will record this in the Association's records. The Crystal Apple Award entitles the recipient to Life Member status in the Association. At the inception of this award it was noted that it should not be presented frivolously. This is the highest award that can be bestowed upon a member of the Association, therefore, to maintain its integrity, the proposed recipient must qualify for that acclaim.

SPECIAL NOTE ON CRITERIA FOR THE NATIONAL AWARD AND THE CRYSTAL APPPLE AWARD:

These two awards are the highest honors that can be bestowed on AzPPA members in behalf of PPA (National Award) and AzPPA (Crystal APPLE Award). Because of this and the esteem that goes with this award, these awards are not to be given out just because they are "available". Both of these awards are for recognition of outstanding service "above and beyond" what is normally expected of a person who serves the association. Whereas, the National Award may be considered for extraordinary efforts and service for a shorter period of time, the Crystal APPLE is more restrictive in that it was created to recognize a "lifetime" of achievement. That requirement alone denotes that many years of service must be considered before it is to be awarded. These restrictions were placed on these awards to preserve their integrity and luster.

MERITS - Merits will be awarded in the following manner:

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| President - 6 | Vice-President - 3 | Secretary/Treasurer - 3 |
| Infocus Editor - 2 | Convention Chair - 3 | Committee Chair - 2 |
| Board Advisor - 3 | Exhibition Print - 1 | Loan Print - 1 |
| Board Members-3 | Executive Director -10 | Committee Member - 1 |
| Webmaster - 6 | Newsletter Editor - 6 | Local Speaker - 2 |
| SWPPA Board - 2 | Convention Worker - 1 | PPA Council - 1 |
| Article (Website/Infocus) >1000 words -1 | Article (Website/Infocus <1000 words - ½ | |
| Print Critique Judge - ½ | | |

Merits are only awarded to members in good standing upon the successful completion of the duties involved. No merits may be awarded for any other service that is not listed here, except by a majority vote of those Board Members present. No more than 13 Service Merits may be awarded to any one individual per convention year.

Print Judging Awards:

THE EMIL EGER - PHOTOGRAPHER OF THE YEAR AWARD - The Emil Eger - Photographer of the Year Award is presented to the photographer with the highest TOTAL print case scores. In case of a tie the judges will view all the prints as a collection and select the winner.

THE AL BUEHMAN AWARD - HIGH POINT PRINT AWARD - The Al Buehman Award is presented to the highest scoring single print in the annual print competition. In case of a tie, the judges will select the winner from those receiving the same score.

THE FRANK RIGO - TOP FIRST TIME ENTRANT AWARD - The Frank Rigo Award is presented to the highest total point print case score of a first time entrant into any state, regional or national print competition. NOTE: If this case is the highest point print case of the entire competition, then this recipient will also earn the Emil Eger Award.

NOTE: THE EMIL EGER AWARD, THE AL BUEHMAN AWARD AND THE FRANK RIGO AWARD MAY NOT BE PRESENTED TO THE SAME PHOTOGRAPHER IN THE SAME YEAR. If the Emil Eger print case also holds the highest point print in the competition then the Al Buehman award will be presented to the NEXT highest point print. Likewise, if the Emil Eger Award winner is also a first time entrant, then the Frank Rigo Award will be presented to the next highest print case total of a first time entrant. Also note that the Emil Eger and Al Buehman Awards are “traveling trophies”, which means that they may be displayed in the recipients studio for the following year and must be returned for the next annual convention/print judging. However, if the same person receives this award three consecutive years, then that trophy is retired and a new one will be purchased for the subsequent year.

TOP TEN PHOTOGRAPHER OF THE YEAR AWARDS – 10 Trophies will be presented to the top ten highest scoring print cases in the annual print competition. This includes ties, i.e. only the first ten cases will be considered. If the 10th case score is a tie with another case then there will be 11 trophies presented that year.

CATEGORY PHOTOGRAPHY OF THE YEAR AWARD – AKA First Place Trophy. A trophy will be presented to the FIRST PLACE Merit Print in each print category, (Portrait, Wedding, Commercial, Illustrative and Wedding Album) in both the Master’s and Open Division. Prints must be Merit print (score 80 or higher). Awarding of these trophies is determined by the judges and not by print score. Second and Third place winners in each category will receive a certificate suitable for framing and display in their studio.

FIRST, SECOND & THIRD PLACE RIBBONS – These ribbons will be presented to MERIT prints in each category. Placement is determined by the judges in private session following the print competition.

FUJI MASTERPIECE AWARDS – Since rules and requirements may change per Fuji, please refer to this year’s print competition rules for a full description of the requirements for this award.

KODAK GALLERY AWARDS - Since rules and requirements may change per Kodak, please refer to this year’s print competition rules for a full description of the requirements for this award.

ASP ELITE AWARD – This award is presented to an ASP member in good standing with the highest scoring print.

CPP COMPETITION AWARD – This award is presented to a CPP member in good standing with the highest scoring print.

MERIT RIBBONS – A merit ribbon is awarded to each print that scores 80 points and above.

LOAN RIBBONS – A loan ribbon is awarded to each print that the judges select for the Loan Collection. Loan prints receive an additional print merit.

REPRESENTATIVE RIBBONS – These are awarded to all prints that receive a score of 76 to 79.

JUDGES CHOICE RIBBONS – Each judge will present a ribbon to their personal favorite print in the competition. ANY image entered in the print competition, regardless of score, is eligible.

9. Board Meetings

Meetings of the Board of this Association will be held a minimum of ten times per year, and at other times as necessary for the proper conduct of the Association’s business. Board meetings can, and will, be planned to coincide with Full-Association Meetings whenever and wherever possible. There will be a Board Meeting during the final month of the calendar year. The new Board shall have at least one Board

Meeting within the first quarter of the calendar year. The remaining Board Meetings can be scheduled at any time. Normal Board Meetings shall be preceded by at least one week notice of such meeting. Emergency meetings may be called with 24 hours notice. These notices may be either by telephone, email or letter. Unless otherwise specified in the By-Laws, a majority for conducting business of this Association shall be those present. Unless otherwise stated at the time of notice, all Board Meetings shall be open to any association member who cares to attend. When necessary, the Board may ask non-board members to absent themselves during voting on controversial issues.

10. Changes to Policy & Procedures Manual

This Policy & Procedures Manual has been designed to guide and assist the Board in performing its duties to the Association. Nothing in this policy affects the structure of the Association—only the manner in which it's business is conducted. As no structural change to the Association can be affected via this manual, changes to the Policy & Procedures manual can be approved by a majority vote of the Board Members in attendance at any scheduled Board Meeting. If the change is imperative, but no other business is necessary, changes can be initiated via an e-mail ballot to all Board Members.

11. Appointments

The President may appoint, as necessary, individuals to certain positions on the Board. Such appointees would attend all Board Meetings but would have no voting rights. The most prominent example of this type of appointment is that of advisor. The President should seek the approval of the Board prior to any such appointments. Such appointments shall continue for the duration as assigned by the President, or for the duration of the current term of office, whichever is shorter. The President has the right to appoint another individual if the current appointee is negligent in their duties.

SWPPA Representatives of AzPPA Appointments

Process:

Notification of position opening will be made to the general membership. Interested members must be a past AzPPA (previously APPA) President in good standing and may apply for the position with a letter of interest directed to the board. Qualified members will be given an opportunity to interview with the board for the position. The board will evaluate the candidates and vote.

Expectations:

The board feels that it is important to have representatives who are well known by the membership and who would also be consistently involved with the board and the association. With that in mind the following expectations have been put into place. The AZPPA representative on the SWPPA Board (here in referred to as the SWPPA Rep.) is required to miss no more than 6 AzPPA monthly meetings in a calendar year, and must attend at least one state function such as an AzPPA All Day program or State Convention and shall be required to report back to the AzPPA board regarding meetings with the SWPPA. Candidates must be able to fulfill these expectations and state that in their letter of interest.

Any appointed SWPPA representative who is not able to meet these expectations will be evaluated by the board and may be replaced with a new representative following the above procedures.

12. Permanent Agenda

All Board Meetings shall be conducted in accordance with the permanent agenda which has been attached to, and which is an inherent part, of this manual. Among the first items of business will be a discussion of the agenda. At this time, individuals with specific business may amend the agenda, effective for that meeting only.

13. General Responsibilities

As Board Members, you have been elected by the membership to control the direction and future of their Association. You have a responsibility to each Association Member to see that their best interests are served. This includes keeping in contact with the association membership, bringing to the Board specific problems of the membership in general or of specific members individually, insuring that the programs planned by the Directors and the Convention Committees are in keeping with the needs of the members, and in attending all scheduled Board Meetings. Being prepared for the Board Meetings will help expedite these meetings and keep them as short as possible.

Board Members who do not attend at least 75% of all Board Meetings shall not receive merits for being a Board Member and will be replaced by appointment of the President with the approval of the Board.