

## **ARIZONA PROFESSIONAL PHOTOGRAPHERS ASSOCIATION POLICY & PROCEDURES MANUAL**

### **1. Board**

The Board shall constitute the Governing body of the Association. The Board will serve the voice of the membership, insuring 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 and 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 were 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 shall record the minutes of all meetings of this Association, or of the Board. The Secretary 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 signator on all checks issued by the Association whenever possible. Where this is not possible, the Treasurer shall be the signator. The 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 Treasurer shall act as a member of the audit committee and shall conduct at least one (1) physical audit per annum. The 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 six (6) elected Directors of this Association shall be representative of the membership as 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 or 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**

A Nominating Committee shall be appointed by the President no later than September 30th. This committee shall consist of at least 3 current members of the Association with voting privileges. No later than October 15<sup>th</sup>, 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 October 31<sup>st</sup>. 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 Treasurer or received directly. The Executive Secretary shall provide the 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 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 appointment of committees shall be done by the President 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 a minimum of two 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 is 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 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 APPA.

## **8. Awards & Merits**

The Association presents two recognition awards to its members which 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 a 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 a 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. This engraving will be paid for by the association. The Selection Committee Chairman will maintain possession of the award until the next schedule 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.

MERITS - Merits will be awarded in the following manner:

President – 6	Vice-President – 3	Secretary – 3	Treasurer – 3
APPAture Editor - 6	Convention Chair –6	Committee Chair – 2	
Committee Member –1	Board Advisor – 3		
APPAture Article –1	Exhibition Print –1	Loan Print – 1	
Board Members – 3	Executive Director –10	Local Speaker - 2	

Merits are only awarded to members in good standing upon the successful completion of the duties involved.

#### 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.

NOTE: THE EMIL EGER AWARD AND THE AL BUEHMAN 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. Also note that these two awards are “travelling 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.

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.

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 10<sup>th</sup> 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.

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.

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 four 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 shall appoint the APPAture Editor. 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.

## **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 50% 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.