



**Professional Photographers of Washington, Inc.
Operation, Policies and Procedures, Rev1/2021**

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OPERATIONS, POLICIES AND PROCEDURES

Mission Statement:

Foster and inspire a community of photographers through education and professional standards

A. ORGANIZATION OVERVIEW

The Professional Photographers of Washington is a Washington State Non-Profit Corporation designed to promote and educate Professional Photographers. It is governed by a Board following the policies of the association Bylaws and the Operations, Policies and Procedures documents.

- Professional Photographers of Washington, Inc. hereafter may be referred to as PPW or Association.
- The PPW is an affiliate member of the Professional Photographers of America, hereafter referred to as the PPA.
- The Operations, Policies and Procedures document is hereafter referred to as the OPP.
- Changes to the OPP are by a majority vote of the PPW Board. Changes to the Bylaws are by majority vote of the PPW membership at the annual business meeting.

A.1 Governing Body

The governing body of the Professional Photographers of Washington, Inc. is a Board.

- The Board shall consist of an Executive Board composed of the elected Officers of the Association, the Chairman of the Board, plus an elected District Representative from each District of the PPW as set forth in the PPW Bylaws.
- All members of the PPW Board shall be PPW members in good standing.
- Ex-officio members may participate in board meetings by engaging in debate and presenting motions and action items from their respective committees. Ex-officio members meet the board membership requirements for the purpose of standing for election to the office of vice-president or president as stated in Article VII of the Bylaws. Ex-officio board members are not counted for the purpose of determining a quorum, nor do they have a vote.
- The following committee chairs are ex-officio members of the Board: Education, Journal Editor, Long Range Planning Committee, Marketing, Membership, Citations, Parliamentarian, Life Member, Pro One Day, Public & Business Affairs, Scholarship, Webmaster of Design, Webmaster of Data Management, Social Media Manager, Bylaws Chair, Spring Conference, Fall Seminar/Conference and An Affiliate School Director.

A.2 Emblem

Ownership: The Professional Photographers of Washington, Inc. Emblem or Logo shall be the property of the Association and the Board may revoke its use at any time.

Use: Only members in good standing in this Association shall have the right to use or display the emblem in or about their place of business, or in any way in connection with their business. The exclusive right of the Association to the use of such an emblem shall be secured and maintained by the Executive Board of this Association, as a registered trade name, authorized and provided by the laws of the Federal Government and the State of Washington.

A.3 Parliamentary Procedures

Roberts Rules of Order will be the parliamentary procedures for all business meetings.



B. MEMBERSHIP CATEGORIES AND DUES STRUCTURE

B.1 Membership Categories

B.1.a Primary Active Member (PA)

A full time or part time studio owner, studio manager or an individual with a photographic firm or business that derives income from Professional Photography, such as, Commercial, Industrial, Wedding, Portrait, Events Photographers.

- Primary Active Members must have a UBI number
- Primary Active Members receive the following benefits: Merits and degrees, member rates for all PPW events, workshops, educational conference and seminars, *The Washington Photographer* journal, an open listing in the member online website directory and may apply for educational scholarships.
- Voting member and may serve as an officer in the Association.

B.1.b Professional Plus Member (PP)

A full time or part time studio owner, educator, studio manager or an individual with a photographic firm or business that derives income from Professional Photography, such as, Commercial, Industrial, Wedding, Portrait, Events Photographers.

- Professional Plus Members must have a UBI number
- Professional Plus Members must be members of PPA, ASMP, APA, PSA, or SPE. Membership number required
- Professional Plus Members receive the following benefits: Merits and degrees, member rates for all PPW events, workshops, educational conference and seminars, *The Washington Photographer* journal, an open listing in the member online website directory and may apply for educational scholarships.
- Voting member and may serve as an officer in the Association.

B.1.c Secondary Active Member (SA)

A Spouse or an employee of a Primary Active or Educator member.

- Member receives the same benefits as the Primary Active member.
- Voting member and may serve as an officer in the Association.

B.1.d Additional Active Member (AA)

A Spouse or an employee of a Primary Active or Educator member (may be used only after a business has at least one Secondary Active Member).

- Member receives the same benefits as the Primary Active member.
- Non-Voting Member and may not serve as an officer in the Association

B.1.e Educator Member (E)

A person who is an Educator of photography in a credit-granting institute.

- Educator membership is limited to people who teach photography in a credit-granting institutes like High Schools, Colleges or Universities.
- Educator Members receive the following benefits: Merits and degrees, member rates for all PPW events, conferences, workshops and educational seminars, *The Washington Photographer* journal, an open listing in the member online directory.
- Voting member and may serve as an officer in the Association.



B.1.f Vendor in Photography Member (VIP)

A Company, Firm, or Corporation serving as a Vendor of Photographic Imaging Supplies, Equipment or Services.

- VIP Members receive the following benefits: Member rates for all PPW events, workshops and educational seminars, *The Washington Photographer* journal, a 10% reduction for promotional space at the spring and fall conferences. Free business card size ad in *The Washington Photographer* journal, and Front Page Position on the PPW website.
- Non-Voting Member and may not serve as an officer in the Association

B.1.g Aspiring Member (A)

An aspiring photographer with an interest in furthering their professional abilities and education; and to be more actively involved in the industry, whether pursuing it as a professional career or simply as a passion.

- Aspiring Members receive the following benefits: Merits and degrees, member rates for all PPW events, workshops, educational conference and seminars, *The Washington Photographer* journal, and may apply for educational scholarships.

B.1.h Student Member (S)

A person who is a full-time student at an accredited school or attending college.

- Student's Proof of school Registration is required with membership application.
- Student membership is limited to 4 years.
- Member receives the following benefits: Merits and Degrees, Member rates for all PPW events, conference, workshops and educational seminars, *The Washington Photographer* journal, a closed listing in the member online directory and may apply for educational scholarships.
- Non-Voting Member and may not serve as an officer in the Association.

B.1.i Retired (R)

A person with a minimum of Eight (8) consecutive years membership in PPW and is fully retired from active Photographic Profession.

- Member receives the following benefits: Merits and degrees, Member rates for all PPW events workshops and educational seminars, *The Washington Photographer* journal and a closed listing in the member online directory.
- Voting member and may serve as an officer in the Association.

B.1.j Life Member (LM)

Life membership is granted by the PPW Executive Board.

- Nominees will be selected by a panel of 3 Life Members Award recipients.
- Nominees shall have earned an AFP including 40 PPW Service Merits.
- Nominees shall have at least 30 consecutive years of PPW membership.
- Nominees shall be at least 60 years to qualify.
- Nominees may be Retired or still Active in the profession.
- Names will be submitted to the PPW Board of Directors for approval.
- Family members of the honoree will be notified in a timely fashion prior to the presentation so that they may attend or participate.
- A Certificate and appropriate lapel Pin will be presented to the recipients at the Annual Educational Spring Conference.



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- Life members receive the following benefits: Lifetime membership to PPW, Merits & Degrees, Member rates for all PPW events, *The Washington Photographer* journal, and an open listing in the online directory.
- Voting member and may serve as an officer in the Association.
- Spouses are included in the complimentary membership.

B.1.k Honorary Life Member (HLM)

Honorary Life membership is granted by the PPW Executive Board. This honor and recognition is presented to someone who has dedicated many years of service to photography in general and to the PPW specifically. PPW membership is not a prerequisite.

- Nominees will be selected by a panel of three Life Member Award recipients
- Nominees shall have contributed exceptional service to PPW.
- Nominees need not be photographers, artists or a member of any organization
- Names will be submitted to the PPW Board of Directors for approval.
- This honor shall be held in secret from the honoree until presentation.
- A certificate will be presented to the recipients at the Annual Educational Spring Conference.
- Honorary Life Members shall have the same benefits as Life Members
- Non-Voting Member and may not serve as an officer in the Association.

B.2 Membership Dues Structure

Membership in the Professional Photographers of Washington, Inc. requires payment of dues annually or monthly with a 12 month commitment once started and maintaining membership in good standing as stated in the PPW Bylaws Article III and IV.

- Membership invoices and reminder emails will be sent yearly according to the start date of the member
- Membership certificates will be given out at the conference. They will not be mailed. May be picked up at a District meeting.
- New members joining for the first time for the Fall Seminar or after, shall receive full membership through the following calendar year.
- Primary Active Member (PA): \$150.00
- Primary Active Member (PA): \$13.00 Monthly*
- Professional Plus (PP): \$125.00
- Professional Plus (PP): \$11.00 Monthly*
- Secondary Active Member (SA): \$110.00
- Secondary Active Member (SA): \$9.70 Monthly*
- Additional Active Member (AA): \$110.00
- Additional Active Member (AA): \$9.70 Monthly*
- Vendor in Photography (VIP): \$150.00
- Educator (E): \$150.00
- Educator (E): \$13.00 Monthly*
- Aspiring (A): \$89.00
- Aspiring (A): \$8.00 monthly*
- Student (S): \$50.00
- Retired (R): \$50.00
- Life Member (LM) / Honorary Life Member (HLM): No Dues

* This is for a 12 month commitment once started.



C. EXECUTIVE MANAGER DUTIES

The Executive Manager (EM) is an independent contractor, appointed by the Executive Board to oversee all aspects of managing the PPW.

C.1 Duties of the Executive Manager

C.1.a General Duties of the Executive Manager

This position is non-partisan and has a voice but no vote on the board.

- Send notice of all Board meetings to the last known email address of each board member one month prior to the date fixed for said meeting.
- Attend all regular meetings of the PPW board unless pre-arranged by the PPW Executive Board.
- Prepare and submit a report at each board meeting.
- File past records and receipts in one place including historical files (the PPW storage unit preferred)
- Maintain a voicemail and a computer system so as to retrieve and respond to messages that pertain to the Executive Manager's position in a timely manner.
- A working knowledge of "QuickBooks" and basic business accounting is helpful.
- Keep the OPP up to date according to the motions taken by the Board and post the updated document on the PPW Website for easy review by the membership.
- Maintain regular association with representatives of the photographic trade.
- Reply to inquiries from the PPW Board with reasonable expeditious action.
- Send annual Membership Renewal Notices
- Added Business Expenses must be approved by the Executive Board of the PPW:
 - Reimbursement for all other costs pertinent to the office.
 - Reimbursement PPW Annual Educational Spring Conference expenses
 - Travel reimbursement to PPW and PPA events and meetings

C.1.b Financial Duties -

Reconcile association and district checking, savings and investment accounts on a monthly and quarterly basis. -

- Produce Quarterly Profit and Loss Report and Balance Sheet for Treasurer's Board Report.
- EM shall ensure the following association expenses are paid:
 - All postage and office supplies -
 - Printing costs-
 - Storage unit rental fee: NW Self Storage, Lacey
 - Annual Report: State of WA Secretary of State office -
 - Credit card virtual terminal: AffinityPay
 - Directors & Officers Liability Insurance: Mercer Consumer 312-917-9417 Cnt: Sally Cousineau
 - Equipment Insurance: Liberty Mutual Insurance (360-734-1161)
 - Web Hosting: Wild Apricot, Go Daddy and Spider Domain -
 - CPA: Tax Accountant Doug Collier & Associates Gig Harbor, WA (253-851-1794)
 - PPA annual membership dues
- Update new Treasurer/Board Member Name(s) and Signature(s) including Address(es) on the checking account
- Present all records to the Board if/when needed



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- Direct Treasurer to make payments related to Annual Conference, Statewide Fall-Event, and District events.
- Maintain proper insurance coverage for the PPW and the Board in accordance with the Bylaws as directed by EM.
- Provide year-end tax information to a CPA for completion of Federal Income Taxes. This information must include the district expenses/income.
- Work with the Treasurer and the PPW board to set the annual budget.
- Verify the amounts and direct the Treasurer to issue payment for or reimbursement of the expenses of events, according to the budgets of each.
- Verify the amounts and direct the Treasurer to issue payments to Conference Speakers and Judges as well as reimbursement to Conference Chairs.

C.1.c Election Duties for the Officers and District Reps

- Prepare election material
- Post the agenda and the list of nominees for each office at each entrance to the General Membership meeting room at the Spring Annual Conference. Often additional copies are printed for the membership.
- It is recommended that paper ballots be available for taking the vote in cases where more than one person nominated. Absentee ballots, if any are presented by the Executive Manager in a sealed envelope are counted only if there is a tie with paper ballots presented. Two people are appointed to count paper ballots.
- Written notice of the PPW General meeting shall be e-mailed to each member 30 days prior to the meeting date.
- Prepare October election material for District Representatives as described in procedures adopted by the PPW Board.

C.2 Member Relations for Executive Manager (EM)

In dealing with new and current members, coordination with the Membership Chair (MC) and Citation Chair (CC) is necessary.

- The following duties are in relation to Member Relations.
- Reply to membership applications and collect dues as necessary
- For online signup, Wild Apricot will enter new member info into website directory
- For phone or mail contacts, EM or Membership Chair will complete the profile and credit card or check information. EM only will charge the credit card, deposit the check, and record the transaction in QuickBooks.
- Offer membership in Facebook Group for PPW Members Only. If they want it, they send a FB Request to join, EM will accept them.
- Reply to inquiries from the PPW membership and prospective members as necessary.
- Oversee preparation, update, and distribution of a New Member Packet. Initial creation of the packet is to be done by the Board in conjunction with the Membership and Citation Chairs.

C.3 Secretarial Duties

The order of the typed minutes should follow the meeting agenda.

- Have the minutes should be ready for distribution to the entire Board in advance of the next scheduled meeting.
- Send copy of minutes submitted to Webmaster to put on Resources page
- Keep track and advise the President & Chairman of action Items, Old Business, tabled discussions and On-Going Business.



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- Forward any action item or motion passed that refers to a specific committee or named person, to that person for action before the next Board meeting.
- Update the Book of Motions after each Board meeting.

C.4 Goals of the EM

Foster cohesive, productive relations between Board members by encouraging joint projects and appreciation of one another.

- Increase member participation
- Grow the income generated by membership and education events

C.5 Contract Basics

The contract is subject to an initial six-month performance review.

- Notice of termination by the Executive Manager or by the PPW Board shall be a minimum of 60 days.
- Addendum to these duties to be determined annually by the PPW Executive Board.
- The Executive Manager will assist in the transition to a new Executive Manager by promptly surrendering all PPW equipment, archives and records.
- The EM shall turn all records over to the Board for an Audit upon demand and at the end of the term of office.

C.6 Data Management

To oversee membership data and PPW history on the website

- Members who allow their membership to expire shall be removed from the website until they are current with dues paid, or as authorized by the board.
- The Executive Manager shall work together to assure that information included in member directory, state officers, and vendors in photography is current, accurate, and serves all active association members equally. It shall be the responsibility of the individual members to keep the Executive Manager aware of business changes, including name, address, phone number, types of photography done, email, and website links.
- To keep association members informed about current activities, events and programs of the association.
- To keep copies of past records of Print Competition results, Registration Forms from past conventions or seminars.
- To keep the Member Area section current and up to date, including OPP, By Laws, Board Meeting Forms, Minutes, Logos, etc.
- Oversee the Forums



D. ELECTIONS

All members in good standing, except Vendor, Student and Aspiring, are qualified to be elected officers and District Representatives.

D.1 Electing Officers

Executive Officers (President, Vice President, Secretary, and Treasurer) are elected each year at the annual meeting of the PPW.

- The procedure for the election of officers of the PPW shall be published at least once, during the third quarter of each year for the information of the total membership. The same information shall be posted in four (4) locations in the meeting room and at each entry to the meeting room prior to and during the annual meeting of the PPW Inc.
- The President, Vice President, Secretary, and Treasurer shall be elected for one year terms and remain eligible for consecutive one year terms.
- Elected officers receive the charge and assume the responsibilities at the Presidents Banquet, which shall at all times be preceded by the Annual Meeting of the Association.

D.2 Electing District Representatives

District Representatives are elected every 2 years in October and serve as voting members of the PPW Board.

- Districts on the West side vote in odd numbered years, and districts on the East side vote in even numbered years.
- Elected District Representatives shall be given their charge and assume their responsibilities in January following their election, with their first report to the Board due at the January Board meeting.
- A Ballot listing all qualified members in good standing who are eligible for District Rep. will be mailed from the Executive Manager's office to each eligible voting member in their district.
- Ballots must be returned by mail by October 31st for the vote to be validated.
- Filling mid-term vacancies for District Reps. shall be as directed by the Executive Board of the PPW.
- District Reps. shall administer the affairs of their office as specified in the Bylaws of this Association.



E OFFICERS AND BOARD MEMBERS DUTIES

E.1 Duties of the Board Members

It shall be the duty and obligation for the Officers and all Board Members of the PPW Inc. to further the objectives and purposes of this Association, as set forth in the PPW Inc. Bylaws:

- Conduct the business of this Association in a professional manner.
- Oversee the general direction of this Association.
- President appoints all chair positions of the Association.
- Review and make necessary changes to the OPP to keep current with the association objectives.
- Approve a budget for each event and for operation of the organization.
- Fix the time and place of all regular and any special meetings of the Board.
- Consider all matters of business brought before them by the membership.
- All Chairs shall submit a copy of all files/CDs to the Executive Manager and return all property belonging to the PPW.

E.2 Reporting

Reports are to be submitted by E-mail to the Executive Manager 10 days prior to each PPW Board meeting.

- The Executive Board may withhold merits if final reports are not submitted.

E.3 Proxy

Officers and District Reps. may appoint a proxy to any regular, or special, meeting of the PPW board.

- Proxy must be a voting member in good standing of the PPW and must have a letter of appointment as proxy from the officer or District Rep.
- The proxy for a District Rep. must be a voting member of their district.
- The Proxy shall pass on any information pertinent to his District or committee report to the District Rep. upon completion of the Proxy obligation.
- When an Officer or District Rep is unable to attend a Board meeting, he shall submit his report in a timely manner for that meeting and appoint a proxy and file the proxy form according to the OPP guidelines. That Officer or Rep will not receive a merit for that missed meeting, and the proxy will receive .5 merit for attending and reporting to the Board member.



F. OFFICERS SPECIFIC DUTIES

F.1 *President*

In addition to those duties stated in the Bylaws Article VII, the following applies:

- Set the agenda for each regular Board meeting with the assistance of the Vice President and Secretary, to include action items from previous minutes.
- The President and Vice President will be elected for one-year term. In the event that significant continuity would be materially aided by the continuing leadership of the President and Vice President, they may be eligible for a second one year term by action of the Board.
- Set the PPW Board meeting schedule for the year and announce at the Annual Educational Spring Conference Board meeting.
- Preside over the Annual Meeting using the suggested agenda in section K.
- The dates and locations for the Board meetings are to be published in the journal and online.
- Preside over Board meeting and defer to appointed parliamentarian for questions concerning procedure, according to Roberts Rules of Order.
- Appoint Committees and Chairs to Executive Board Members to oversee and be a point of contact. For example (can be reassigned according to strengths of person):

Parliamentarian – President
Life Members Chair – President
Nominating Committee for Officers - President
Public and Business Affairs Chair – President

District Representatives -Vice President
Education Chair - Vice President
Membership Chair – Vice President

Scholarship Chair- Treasurer
Citations Chair- Treasurer
Webmaster of Data Management – Treasurer

Webmaster of Design - Secretary
Journal Editor – Secretary
Social Media Manager – Secretary
Marketing Chair – Secretary

Bylaws Chair –Chairman of the Board
Long Range Planning Committee –Chairman of the Board

Spring Conference Chair – EM – All Ex Board Members

- Endeavor to attend at least one meeting in each district during the term of office.
- Communicate with the Chair positions and District Reps., to ensure the PPW districts have regular events for the membership.
- Communicate with the Executive Manager to keep apprised of all activity ongoing in the Association.



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- Communicate with the Annual Educational Spring Conference Chair to keep apprised of planning for the year's upcoming conference.
- Communicate with the Vice President concerning major decisions, in the event that the President cannot fulfill duties the Vice President can then act accordingly.
- Communicate with the Secretary for action items that need to be followed up or completed before the next board meeting.
- Communicate with the Treasurer to stay apprised of the financial stability of the Association.
- Co-Sign contracts prior to booking properties for educational conferences.
- Use all resources to help make informed decisions, this could include consulting with past presidents.
- Work with the PPW board to set the PPW budgets.
- Complementary Full Registration to the Annual Conference which includes meals and all room nights
- Although customary, it is at the discretion of the outgoing President to host a reception following the President's Awards Banquet at the Annual Educational Spring Conference.
- The President will personally welcome each new member.
- The President is a non-elected member of the PPA Council and is expected to attend the council meetings at the annual Imaging USA conference.
- The President will have his / her annual merits divided by 4 (1 for each board meeting attended) and recorded after each Board meeting. When elected at Annual Educational Spring Conference the merits will span 2 calendar years.
- There is a 3 phase responsibility check for District Reps from the President and Vice Pres
 - First missed duty/responsibility results in written and/or verbal notice of noncompliance.
 - Second missed duty/responsibility results in a written and/or verbal notice of probation.
 - Third missed duty/responsibility results in relief of position or other action as determined by the executive board



F.2 Vice President

In addition to those duties stated in the Bylaws Article VII, the following applies:

- When appropriate assist the President and Secretary in setting the agenda for each regular Board meeting to include action items from previous minutes.
- Preside over any meeting that the President is unable to conduct.
- Preside as President pro-temp when the President wishes to participate in the discussion and voting on any particular motion. Then step down to return the chair to the President upon completion of action on that motion.
- The Vice President is the President in training and may take on any special project or act on any committee as appointed by the President.
- Should have a working knowledge of the PPW Bylaws and the Operations, Policies and Procedures and become familiar with Roberts Rules of Order.
- Communicate with the President and Executive Manager to familiarize himself/herself with ongoing programs and projects.
- Attend all Board Meetings and Special Board Meetings as a member of the Executive Board.
- Work with the PPW board to set budgets.
- Perform orientation with PPW District Reps. and the Education Chair regarding their responsibilities and duties.
- Be available as the advisor to the PPW District Reps.
- The Vice President will have his/her annual merits divided by 4 (1 for each board meeting attended) and recorded after each Board meeting. When elected at Annual Educational Spring Conference the merits will span 2 calendar years.
- Perform orientation with PPW District Reps. and the Education Chair regarding their responsibilities and duties.
- And coordinating with the Education Chair and Survey results for potential speakers and topics.
- Coordinate with Reps and Executive Manger to have Events listed on website and social media.
- There is a 3 phase responsibility check for District Reps from the President and Vice Pres (Notify President and Citations (when appropriate) of any action taken on District Rep that resulted from the 3 Phase Responsibility Check)
 - First missed duty/responsibility results in written and/or verbal notice of noncompliance.
 - Second missed duty/responsibility results in a written and/or verbal notice of probation.
 - Third missed duty/responsibility results in relief of position or other action as determined by the executive board
- Shall oversee as a point of contact of appointed Committees by the President
- A member of the Marketing Committee



F.3 Secretary

In addition to those duties stated in the Bylaws Article VII Section 3, the following applies:

- Help the Executive Manager record the attendance of meetings and preserve the minutes of the regular meetings.
- Accurately record the minutes of the annual membership meeting, all regular and special Board meetings.
- Keep attendance of all members and guests present at all Board Meetings.
- Work with the PPW board to set the budgets.
- An audio recording of the meetings is advised for review and clarification of actions, discussions and motions.
- Keep track and advise the President of action Items, Old Business, tabled discussions and On-Going Business.
- Any action item or motion passed that refers to a specific committee or named person, shall be forwarded to them for action before the next Board meeting.
- Upon retirement from office, the Secretary shall return all PPW property in the Secretary's possession.
- The Secretary will have his/her annual merits divided by 4 (1 for each board meeting attended) and recorded after each Board meeting. When elected at Annual Educational Spring Conference the merits will span 2 calendar years.
- Shall oversee as a point of contact of appointed Committees by the President



F.4 Treasurer

In addition to those duties stated in the Bylaws Article VIII Section 4, the following applies:

- Work with the PPW board to set the budget.
- Present current Profit & Loss statements and Balance Sheets to the PPW Board at each quarterly meeting or as requested.
- Present the PPW financial status at the Annual Membership Meeting.
- Maintain and deposit amounts into the Educational Conference Investment and Memorial Scholarship accounts as determined by the PPW Board and Book of Motions as directed by EM.
- Issue the scholarship monies according to rules for scholarships.
- The Treasurer will have his/her annual merits divided by 4 (1 for each board meeting attended) and recorded after each Board meeting. When elected at Annual Educational Spring Conference the merits will span 2 calendar years.
- Shall oversee as a point of contact of appointed Committees by the President

F.4.a Education Conference Fund

Conference Investment Account will be set up in the following manner and with the following restrictions and guidelines implemented:

- A separate account to be established in the name of the PPW with Vanguard. Any change in authorized signers requires new corporate resolution and signers' forms to be filed with Vanguard.
- Shall be managed conservatively as these funds will be needed to pay conference bills whenever a conference income isn't sufficient. The Investment Manager has discretion for specific investment choices.
- Additions to the account will be deposited, at a minimum on a yearly basis, no later than July 1st. These additions will be derived from the proceeds of the Annual Educational Spring Conference (excluding Scholarship Auction Fundraiser) and will be split 80% to the Conference Investment Fund, 20% to PPW General Operating Funds Savings Account.
- The Board may authorize expenditure of investment income derived from the Education Conference Fund to support any PPW educational activities, such expenditure shall not exceed the investment income earned in the previous calendar year.
- In case of financial emergency, the Board may authorize expenditure of up to 10% of the principal to support PPW educational activities and the marketing of those activities. Such action shall require a vote in favor by 2/3 of the full membership of the Board.
- In the case of expenditure of Education Conference Fund money for any non-conference expense, at least 50% of net proceeds from the activities shall be returned to the Fund.
- The principal is not to be distributed, with the exception of the Conference Starter Loan and a financial emergency.
- The budget for the educational conferences should be presented to the Executive Board for approval, for all expenses including speaker's fees, a hospitality gift, transportation costs and other anticipated expenses for all speakers and judges.
- The Executive Board has the authority to give a conference starter loan of 5% of the principle balance or 7.5% of the principle interest of the Conference Investment Account as of July 1st not to exceed \$1,000.
- The Conference Starter Loan will be re-paid. In the event of a significant convention loss, the Executive Board can authorize that amount to be moved from the principle of the Conference Investment Account to deposit into the PPW General Operating Funds



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Account. In the event this action is necessary, the Conference Investment Account will not issue the Conference Starter Loan for a minimum of one year.

- Reimbursement of Conference Expenses is to occur within six (6) weeks after the Conference ends or any out of pocket expenses will not be reimbursed.

F.4.b Memorial Scholarship Fund

The Scholarship Fund Account shall be administered with the following restrictions and guidelines implemented:

- Scholarship amounts will be based specifically on the amount of interest by the Vanguard Memorial Scholarship Fund during the preceding year.
- The principle is not to be distributed.
- The remaining proceeds from the annual Scholarship Auction fundraiser will be added to the principle no later than July 1st. Additional funds shall be invested conservatively at the discretion of the Investment Manager.
- Any scholarships that expire will automatically return to the principal portion of the fund and will not be redistributed.
- The stated expiration date for scholarship awards to be within three years date of issue.



F.5 Chairman of the Board

Assist the incoming executive board in transition.

- Direct the planning of the Annual Educational Spring Conference during the year of service as the Chairman of the Board. This may be serving as the Conference Chair or finding a volunteer to serve as Conference Chair and assisting them in their planning. Inform district members of upcoming PPW events, activities, classes, workshops, seminars and Annual Education Spring Conference and Print Salon dates and locations via meetings and correspondence.
- Be the official Board Liaison for the Annual Educational Spring Conference.
- Perform orientation with PPW District Reps. and the Education Chair regarding their responsibilities and duties.
- And coordinating with the Pro One Day Chair and Survey results for potential speakers and topics.
- Coordinate with Reps and Executive Manger to have Events listed on website and social media.
- Shall oversee as a point of contact of appointed Committees by the President



F.6 District Representatives

To serve as a representative for members and nonmembers of a specified geographical area. They shall serve as the link between general membership and the board while fostering relationships and promoting the Association.

- In addition to those duties stated in the Bylaws Article V Section 3 and Article VI Section 5, the following applies:

F.6.a Requirements for Merits

- District Reps will receive their merits starting at the time of their first attended Board meeting following their election to serve their Districts.
- Elected Term is for 2 years
- Attendance at all Board Meetings (provide Proxy if necessary)
- Host a minimum of 2 Events/Activities/Meetings per year
- Complete and Submit written report using the **Board Report Form** for Board Meeting that consist of the following information:
 - New Members
 - Planned Events
 - Income and Expenses
 - Member concerns
- There is a 3 phase responsibility check for District Reps from the President and Vice Pres
 - First missed duty/responsibility results in written and/or verbal notice of noncompliance.
 - Second missed duty/responsibility results in a written and/or verbal notice of probation.
 - Third missed duty/responsibility results in relief of position or other action as determined by the executive board
- Merits may be withheld if all requirements are not met.

Breakdown of Merits

Attendance <u>and</u> submitted report at board meetings (total of 4)	.5 merit
<u>District Event/Activity/Meeting (minimum of 2)</u>	<u>1 merit</u>
Total merit earning per year	4 merits



F.6.b District Event Procedure

- Maintain communication with the Education Chair when planning district events - regardless of duration of event.
- When planning an Event, the **PPW Educational Event Requirement Form** shall be completed and submitted to the Executive Manager and Education Chair
- To qualify for a PPA merit the Event must be a minimum of 6.5 hours.
- The event shall be made available to the entire PPW membership.
- Events should allow time for District Reps. to disseminate information and conduct business, plus give members time to express needs, concerns and opinions.
- District Reps are encouraged to work together to present combined events. Additional district meetings and activities are also encouraged.
- Inform district members of upcoming PPW events, activities, classes, workshops, seminars and Annual Educational Spring Conference and Print Salon dates and locations via meetings and correspondence.
- District Reps. shall at all times have information about the Association and know how to access membership applications.
- On conclusion of a merited Event, submit names of speakers and attendees to the Citations Chair for issuance of merits.
- Fee for attendance of Event is determined by the District Rep and Education Chair (if necessary) to offset any direct costs. Fee should be reasonable for membership benefit and/or profit. It is acceptable for Non-member fees to be slightly higher than member fees.
- Scholarship donations by district members are to be forwarded to the treasurer to be placed in the Memorial Scholarship Fund.
- PPW members do not receive pay for speaking at district events.
- District may reimburse travel expenses as needed.
- District Reps do not receive merits for speaking at their own district.



F.6.c Communication

- Contact (phone, email or other) new member immediately
- Inform district members of upcoming PPW events, activities, classes, workshops, seminars and Annual Educational Spring Conference and Print Salon dates and locations via meetings and correspondence.
- District Reps. shall regularly contact non-member photographers in their districts to invite them to events and encourage membership in the PPW.



G COMMITTEES& CHAIRS OVERALL DUTIES

In addition to those duties stated in the Bylaws Article IX Section 1&2, the following applies:

- The President, with the help and approval of the Board, shall appoint all committee chairs of this Association, enter into all contracts and take all action according to the budget.
- Committees are for advisory purposes only, except where herein specified or when specifically given appointed duties by Board action.
- Committee chairs shall have served on the specified committee or on the PPW Board for a period of at least one `year prior to becoming chair of said committee.
- Neither the committee nor its chair is the decision maker, but rather a consortium to research, recommend, and give advice to the PPW Board on matters pertinent to their specific committee function. They cannot make/present motions to the PPW Board. If motion is needed, it can be sponsored by an Executive Board member or a District Rep and presented at a board meeting.
- Committees shall report fully their actions at PPW board meetings.
- Many Committee Chairs have binders with historical records of past events and previous Chair activities. It is the Chair duty to keep their binder updated.
- Upon completion of duties, Chairs shall pass their Binder, files/CD's and PPW property to the Executive Manager or to the new incoming committee chair.



H COMMITTEES & CHAIRS SPECIFIC DUTIES

H.1 Education Chair

To serve as coordinator for District Representatives and Event Chairs assuring that events are offered on non-competing dates and with a variety of content. They shall work closely with reps and chairs in developing quality programs for the PPW Membership at large.

- Create a full year's program schedule (if possible)
- Coordinate with District Reps and Event Chairs when their events should occur
- Make sure event locations have been arranged
- Acquire affordable talent that meet budgets
- For All events, submit an **Educational Event Requirements Form** or an **Event's Motion Form** for setting prices.
- All **Event Motion Forms** must be approved by Board before sending to Marketing for publication.
- Help guide District Reps or Event Chairs or to make sure publicity info is complete, then submit
- Coordinate with Marketing Chair to develop a marketing strategy and campaign for PPW events
- Gather any candid/group photos from event for website and future publicity purposes
- Submit quarterly report to the board with outcome of all event that occurred. Use **Education Chair Report Form***
- At end of year, submit a report of all merit-able events held to Citation's Chair
- Submit quarterly report to the board with outcome of all event that occurred. Use **Education Chair Report Form***

*(found at <https://ppw.org/Board-Forms>)



H.1.a. Event Chair

To serve as a chair to host a Statewide or PPW Pro One Day – PPA Continuing Education Event with quality programs for the whole membership at large

- Must submit a completed **PPW Pro One Day Requirements Form*** to the Education Chair
- Coordinate with Education Chair when their events should occur
- Fees and class limit set by District rep and Education Chair in conjunction with speaker only for events 6.5 hours or longer
- Will help create with Education Chair a budget and motion for board approval
- Notify the Exec. Mgr. to put on PPW website Event calendar, Facebook, PPW Blog and other advertising.
- Registration & fees are to be collected by PPW online registration or at meetings
- Events expenses (food, speaker fee, venue and advertising) comes from districts accounts
- For 6.5hr classes profits (after expenses) are split 50/50 between general fund and districts
- For less than 6.5hr classes profits goes entirety to district
- District Rep reports to Citations Chair for Instructor and Attendee's merits
- Write Report for board with outcome
- When planning an Event, the **PPW Educational Event Requirement Form** shall be completed and submitted to the Executive Manager and Education Chair

*(found at <https://ppw.org/Board-Forms>)



H.1.b. Educational Event Types

H.1.b.1 PPW District Event

Hosted by Districts Reps

<u>Less than 6.5 hour event</u>	<u>PPW Merits</u>
Instructor	1
Attendees	0
Events Chair	1

<u>For a 6.5 hour event</u>	<u>PPW Merits</u>
Instructor	2
Attendee	1
Events Chair	2

Requirements for the event:

- Must submit a completed **PPW Pro One Day Requirements Form*** to the Education Chair
- Fees and class limit set by District rep and Education Chair in conjunction with speaker only for events 6.5 hours or longer
- Will help create with Education Chair a budget and motion for board approval
- Notify the Executive Manager to put on PPW website Event calendar, Facebook, PPW Blog and other advertising.
- Registration & fees are to be collected by PPW online registration or at meetings
- Events expenses (food, speaker fee, venue and advertising) comes from districts accounts
- For 6.5hr classes profits (after expenses) are split 50/50 between general fund and districts
- For less than 6.5hr classes profits goes entirety to district
- District Rep reports to Citations Chair for Instructor and Attendee’s merits
- Quarterly Report inside of District Rep Reports to the board with outcome

H.1.b.2 PPW Statewide Event

Hosted by Event Chair

<u>2.5 hour to 6.5 hour event</u>	<u>PPW Merits</u>	<u>PPA Merits</u>
Instructor	1	0 or 1 (from PPW’s allotment, if available)
Event Chair	1	

Requirements for the event:

Must submit a completed **PPW Pro One Day Requirements*** to the Education Chair
 Notify the Executive Manager to put on PPW website Event calendar, Facebook, PPW Blog and other advertising.
 Registration & fees are to be collected by PPW online registration or at meetings
 Chair arranges venue
 Events expenses (food, speaker fee, venue and advertising) comes from PPW General Fund
 Profits goes back to PPW General Fund

*(found at <https://ppw.org/Board-Forms>)



H.1.b.3 PPW Pro One Day - PPA Cont. Education

Hosted by Event Chair or District Rep

6.5 hour event	PPW Merits	PPA Merits	
Instructor	2	2	(Issued by PPA)
Speaker Assistant or Chair	1	1	(Issued by PPA)
Attendees	1	1	(paid for by PPW)
Host of Facility	1	1	(paid for by PPW)

Requirements for the event:

- Must submit a completed **PPW Pro One Day Requirements Form*** to the Education Chair for Board approval.
- Education Chair or Executive Manager completes the **Request To Offer a Merited PPA Continuing Education Course Form** (<https://www.ppa.com/about/content.cfm?ItemNumber=8456&RDtoken=29700>) to PPA at least 30 days in advance of the class
- Chair follows up and make sure it goes on PPA Calendar
- Coordinate/create advertising pieces for PPW’s advertising venues (mailing lists and postcards are options)
- All advertising expenses (food, speaker fee, venue and advertising) comes from the PPW General Funds
- All profits go into PPW General Funds
- All promotions must follow PPA requirements
- Open to Affiliates only for sponsorship
- Host of Facility gets 1 complimentary registration to attend class.
- Speaker may have to submit a course syllabus if unknown to PPA or PPW
- PPW must pay PPA \$10 for each PPA member attendee in order for them to receive 1 merit
- Fees and class limit set by Education Chair and approved PPW Board
- Registration and fees paid online at PPW.org
- Chair has Attendance Sign Sheet with PPA member numbers for attendees filled out at event (required by PPA)
- Submit Attendance Sign In Sheet to Citations Chair who will submit to PPA for merits
- Write Report for Education Chair for board with outcome

*(found at <https://ppw.org/Board-Forms>)



H.2 Long Range Planning Committee

This committee consists of 3 members who make recommendations to the board for future growth and formulate objectives for the Association.

- The PPW Exec Board appoints the Chair.
- The Chair selects 2 PPW members from the Executive board, the Education Chair, the Membership Chair or the Past Presidents.
- This committee shall meet at least once each year at the Annual Educational Spring Conference.



H.3 Marketing Chair

Marketing Chair leads the marketing of PPW to increase awareness of, communicate the value of membership in PPW by current and aspiring professional photographers.

- Oversees a Marketing Committee may consist of the Board Liaison, Webmaster, Social Media Manager, Journal Editor, and District Representative Chair or other members as needed.
- Working with the Executive Board and Executive Manager, create an annual strategic marketing plan
- Oversee PPW messaging and branding, and provide a library of marketing messages for use by the membership, under the guidance of the executive board
- Work with the Executive Director and Webmaster to ensure that the PPW website meets marketing objectives
- Oversee Social Media Manager who implements social media campaigns and contents that aligns with the Marketing Committee's objective.
- Support District Reps with resources and content to promote local events and classes.
- Work with the Editor of The Washington Photographer Journal to enhance the magazine as a marketing tool
- Work with Education Chair on all event including the Fall Event for promotion
- Work with the Annual Conference Publicity Chair to provide resource, continuity and support
- Create an actionable marketing plan for Education Direction, outside vendors, committee members, and the membership

H.3.a Campaign Programs

H.3.a.1 Repurpose Articles from TWP Journal

To have content on the website to show the depth and content of the journal and value of membership

- Repurposing 2 articles per quarter from past issues
- 1 photography focused and 1 business focused
- Original Author gets a byline

H.3.a.2 Featured PPW-FP Members

This program allows a PPW Member photographer to showcase their work and gives readers insight into their professional style and/or their approach to their photography.

- Any PPW-FP Member can apply
- Earns 1 service merit for 1 blog post (500 word article and min of 3 images)
 - **Possible subjects:**
 - Personal Photo project
 - A how-do article
 - Interview with industry influencer
 - An 'I wish I knew this when I started....' article
 - Competition Prep
 - Photographing a (subject/technique) tutorial
- Can only apply 1 every 12 months
- **Additional Content required:**
 - Submit a professional headshot
 - Submit a bio
 - Submit Social Media platforms, websites and portfolio, etc.



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Submit up to 10 images of body of work for gallery (these can be images that are different than the ones mentioned in articles)

- PPW links to member social platforms and website/portfolio
- Marketing Team will list keywords and **find a photographer** link appropriately
- **Featured PPW-FP Members**
- Create campaign to promote to PPW-FP members

H.3.a.3 Merit winners

To promote the achievements of the current year's winners from Image Competition

- Coordinate with Webmaster to create slide show on front page of website
- Make social media shout out posts for winners
- Help Editor to feature Merit images
- Reach out to makers for Featured PPW-FP Member Campaigns

H.3.a.4 Events

To promote the events (Education, Inspire and Community Types) of the organization

- District Rep Meetings
- PPA/Edu Classes
- PPW Statewide Events
- General Membership Meeting
- As scheduled (30 days out from date)

H.3.a.5 Spring Conference and Events

To help develop a marketing strategy and campaign for PPW events

- Coordinate with Conference Chair and Publicity Chair
- Coordinate with Event Chair/Host
- Start discussion 90-60 days out from event
- Develop content Calendar
- Assign responsibilities with Marketing Team members
- Oversee website, FB, FB Groups, Instagram, etc.
- Work with Trade Show/Vendor Chair for advertising sponsors/vendors

H.3.a.6 Membership Drives

To help promote the value of PPW to current members and potential members(PPA & other groups)

- Create Campaign to potential members
- Create Campaign to current members
- work with membership chair to align with membership goals
- Work with Executive Manager for mailings
- Create a Calendar of Gameplan
- Reevaluate what worked and didn't work
- Try again (Rinse and Repeat)

H.3.a.7 Vendors

To help promote the value of PPW members to the vendors

- Coordinate with Vendor Chair
- Showcase each vendor
- Provide a blog/article for publicity purposes
- Make sure paying Vendors are linked on website to their websites
- Highlight vendor Specials and member discounts



H.4 Webmaster

The webmaster maintains the www.ppw.org website, designed to benefit both consumers and photographers.

- The Webmaster shall administer the website according to the directives given by the PPW Board and is a member of the Marketing Committee.
- To educate consumers of photography, encouraging the employment of association members.
- www.ppw.org, shall remain the sole property of the PPW Board who shall appoint the association's webmaster. The webmaster shall be under the sole authority of the PPW Board, shall administer the website according to their directives, and shall immediately relinquish control of the website should the board appoint a new webmaster.
- Developing new pages as activities require and working with the board, district reps., and committee chairs to promote association activities in a timely manner.
- The webmaster shall not change the hosting company, use the website as a vehicle for personal or political advancement, or alter the intent of the association's website without the express approval of the PPW Board. All suggestions and recommendations by the webmaster shall be presented to the Board for approval.
- Make sure PPW links to member social platforms and website/portfolio for **Featured PPW-FP Members** works
- Work with Marketing Team to list keywords and **find a photographer** link appropriately for **Featured PPW-FP Members**
- Coordinate with Marketing Chair to create slide show on front page of website for Merit Winners

H.5 Journal Editor

It shall be the duty of the journal editor to design, layout, publish and disseminate quarterly issues of *The Washington Photographer* Journal each year.

- A member of the Marketing Committee
- List the Officers and District Reps in each edition of the journal.
- Publish new member lists.
- Include a Calendar of Events that includes election dates, district and association meeting dates and locations and other time-sensitive information.
- Notify Citations Chair of members who submit such articles to the Journal.
- Feature Merit images

H.6 Social Media Manager

The Social Media person is responsible for content on designated platforms that inspire, educate and create community.

- A member of the Marketing Committee
- Developing new content as activities require as directed by the Marketing Chair
- Shall administer the social media sites according to the directives given by the Marketing Chair

PPW Facebook Page- <https://www.facebook.com/PPofW>

FB Groups

PPW Members - <https://www.facebook.com/groups/ppwmail>

Central WA Dist - <https://www.facebook.com/groups/PPWCentral>



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PPW Leadership - www.facebook.com/groups/ppwleadership/
Eastern Dist (Tri Cities) - www.facebook.com/groups/ppweasterntriitiesdistrict/
SW WA Dist - www.facebook.com/groups/ppsw/
Eastern WA Spokane Dist (2 different pages) -
www.facebook.com/groups/ppweasternspokanedistrict/
www.facebook.com/groups/ppwspokane/
NW WA Dist - www.facebook.com/groups/ppwnwdistrict/

Others

Twitter - <https://twitter.com/PPofWA>

Instagram - <https://www.instagram.com/ppofwa>

YouTube - <https://www.youtube.com/channel/UCSWFqg5zWI2LPnoWvxUK3EA>

- The Facebook Page and Groups shall remain in the control of the Executive Manager and Social Media Manager
- Provide report of activity and engagement on the platforms
- Anything that needs attention for new direction
- Make social media shout out posts for merit winners



H.7 Membership Chair

The membership chair works with the Executive Manager, President, Citations Chair, and Treasurer to communicate with new members.

H.7.a Member Relations

Deals with membership's questions regarding joining process.

- Connects with new member via phone call and welcome card
- Assigns New Members to the district closest to their place of business
- Connects new members with their district rep
- Maintains accurate and up-to-date membership records using the database on website
- Email or phone communication to past due members

H.7.b General Responsibilities

Reports to the board regarding membership numbers quarterly with written report. Use **Membership Chair Report Form** (found under Members Only/Resources on ppw.org)

- Email the President and Citations Chair the names of new members promptly.
- The Association shall pay:
 - All postage as needed to perform above duties.
 - Office supplies as needed to perform above duties.
 - Printing costs as needed.
- Office expenses shall be submitted with receipts to the treasurer when needed and shall be reimbursed
- Notice of termination by the Membership Chair or by the PPW Board shall be a minimum of 90 days.
- The Membership Chair will assist in the transition to a new Membership Chair by promptly surrendering all PPW records.

H.7.c Conference Related duties

Organize and host an event to recognize New Members at the Annual Educational Spring Conference:

- Coordinate schedule with the Conference Chair.
- Keep track and compile the list of new members who have joined since the previous educational conference.
- Coordinate with Registration Chair with who's to be presented with a New Member ribbon on their conference name badge.
- Personally invite new members to the event.
- MC the event (with a microphone), introducing available PPW officers and board members.
- Introduce Citations Chair to talk about merits and degrees.
- Announce all new members' names to the rest of the organization present.
- If the new member is present have them stand and be acknowledged by the rest of the group. If it hasn't been done already present the new member with their PPW membership certificate.
- Introduce PPW Mentors with a brief explanation about the Mentoring program.
- Arrange for a small gift bag for each one with donated items from vendors if possible.
- Have new members photographed as a group by the Conference photographer.
- Keep track of the membership dates of Student members as they are limited to 4 years in that membership category.



H.7.d Member Relations for Membership Chair (MC)

- In dealing with new and current members, coordination with the Citations Chair (CC) and Executive Manager (EM) is necessary. The following duties are in relation to Member Relations.
- Receive new member info from EM or directly from the new member. Explain to new member how to complete the online profile and credit card information for anyone.
- EM only will charge a credit card, deposit a check, and record transactions in QuickBooks.
- Deal with membership questions regarding the joining process.
- Share the Benefits of PPW Membership.
- Be prepared to assist in choosing the proper membership category when needed.
- Confirm that each person is “new.” Frequently, previous members renew as “new.”
- (Note they aren’t “new” if they have been a member previously. You may need to ask. You can double check with Citations who has records back to 1990. Know it costs less to join as a PLUS member if they belong to PPA. All categories are less if paid annually rather than monthly. Student members must be enrolled full time. Student membership is only available for 4 years.)
- Assign new members to the District in which their business resides (Update website backside).
- Give the new member the contact info for their District Rep
- Offer membership in Facebook Group for PPW Members Only. If they want it, they send a FB Request to join, EM will accept them.
- Show new member how to access the PPW Website resources.
- Prepare a monthly Email blast to full membership with names and contact info of that month’s new members, so all can extend a welcome to PPW! MC asks EM to send out the notice.
- Send name, district, phone, and email address to CC.
- Send name, district, phone, and email address to new member’s District Rep.
- Within a week, reconnect with a phone call or welcome card.



H.8 Citations Chair

The Citations Chair is in charge of the record keeping of merits earned and submitted by members.

- The merit totals are published on the PPW website once each year and mailed to all members sixty days prior to the Annual Meeting. Headers of Merit Reports kept by the Citations Chair will reflect the bars earned though not delivered.
- Citations Chair needs access to the Website master list of members for at least a year beyond date a membership expires for follow-up for Degrees.
- Members are responsible to report and show verification of ALL merits earned except those for PPW State Official Functions (Annual Educational Spring Conference, Events and Board Meetings).
- The Executive Board shall have power to recommend to award incentive merits for exemplary performance or service. Must pass by 2/3 majority vote of the Board of the PPW Inc.
- The Executive Board shall have power to recommend the removal of merits. Must pass by 2/3 majority vote.
- Encourage members to present their AFP medallions to a new AFP recipient when they earn their FP degree.
- Notify the PPW Board at its January meeting of members qualifying for AFP and FP degrees and bars.
- Submit Quarterly Report to the board, using **Citations Chair Report Form** (found under Members Only/Resources on ppw.org)
- Order AFP and FP medallions and degree certificates.
- Purchase state awards to be presented at the conference, including the following:
 - Distinguished Service Award
 - Volunteer of the Year Award
 - PPA National Award
 - Past Presidents plaque and gavel pin
 - Life member certificate
 - Other awards given by our state association, such as the 100 Club pin, with the exception of salon competition awards.
 - These awards should be ordered at least ninety days prior to the Annual conference to assure ample time for their arrival and engraving.
- Communicate with the selection committees for the Distinguished Service Award and PPA National Award who are the three most recent recipients of the award. Notify the Board of their need to select the Volunteer of the Year at their January meeting. Selection should be kept secret until presentation at the Awards Banquet.
- Request PPA Speaker and Juror Merit certificates as well as the PPA Merit Certificate for the outgoing PPW President and the PPW Conference Chair for their participation at the PPW Annual Educational Spring Conference and Seminars.
- Order the AFP and FP Degree plaques, ribbons, medallions, and the printing of PPW award certificates for all degree recipients and special awards.
- Describe merit and degree program at New Members Luncheon.
- Present degrees and awards at the President's Award Banquet.
- Advise those who are receiving medals or bars of the procedure for receiving them if they do not attend the conference when they are scheduled to be presented. AFP and Fellow medallions and bars will not be mailed. Must be presented to recipient at a Statewide or District function. Recipients must give the Citations Chair notice at least 2 months prior to the Conference where they want to receive the award.



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- Website master list of members reflects degrees earned even if medals and certificates are not delivered. Records kept by Citations Chair will not reflect bars earned until they are delivered.
- Website master list of members needs to be accessible to the Citations Chair for at least one year following the last year the membership is paid for contact follow up for Awards and Degrees.
- Advise those who are receiving medals/bars of procedure for receiving them, if they do not attend Spring Conference when they are presented.

H.8.a Citations: Merits and Awards & Trophies

PPW Service Merits:

- Service to PPW members through leadership and education to further the profession of photography.

PPW Print & Digital Image Merits:

- PPW trophy award merits and print merits earned through image competition at the PPW Annual Educational Spring Conference or a PPW hosted PPA Western District Photographic Competition.

PPA Service Merits:

- PPW members receive PPA merits for serving PPW as Annual Educational Spring Conference Speaker, Print Juror, Jury Chair, or Conference Chair.
- PPW members receive PPA merits for serving as PPW President or as Instructor for a week-long PPW Affiliate School
- PPW members receive PPA merits for attending a PPA approved four day school, attending the PPA Imaging USA or Imaging Exploration, or serving as a PPA affiliate speaker or serving as a PPA affiliate judge

Awards & Trophies

- Outstanding images are awarded trophies at an Image Competition in conjunction with the Annual Educational Spring Conference.
- Outstanding service to PPW is recognized with the Distinguished Service Award, Volunteer of the Year Award, Honorary Life Member Award, the Honorary FP Degree, and the PPA National Merit Award
- Special Recognition Awards from ACI, Kodak, Fuji, and Canon each with its own unique requirements.



H.8.a.1.b PPW Merit Chart

ELIGIBILITY: All members, other than Vendors in Photography, of the Professional Photographers of Washington, Inc. in good standing may earn and accumulate merits that will apply toward their degree. To receive merits, PPW membership dues must be paid for that year. Only PPW members may hold merited positions without the approval of the Board

Service Merits: Serve, Volunteer, Learn

PPW President	6 merits
PPW Vice President	5 merits
PPW Secretary	5 merits
PPW Treasurer	5 merits
PPW Chairman of the Board	3 merits
PPW Elected District Reps (1/2 per board mtg. & 1 per district event)	4 merits
PPW Board meeting Proxy	1/2 merit per meeting
The Washington Photographer Journal Editor	5 merits
PPW Webmaster of Design	4 merits
PPW Webmaster of Data Management	4 merits
PPW Social Media Manager(s)	1 merit/qtr
Feature Photographer of the Month Program	1 merit (at least 4 blogs)
PPW Education Chair	1 merits per event – (max 4 per year)
PPW Event Chair	1 merit per event – (max 4 per year)
PPW Event Host	1 free class-1merit
PPW Citations Chair	4 merits
PPW Membership Chair	4 merits
PPW Marketing Chair	4 merits
PPW Scholarship Chair	2 merits
PPW Life Member Chair	3 merits
PPW Conference Attendee	1 merit*
PPW Annual Educational Spring Conference Chair	5 merits
PPW Conference Awards Chair	4 merits
PPW Conference Facilities/Catering Chair	4 merits
PPW Conference Hospitality & Transportation Chair	3 merits
PPW Conference Juror	2 merits
PPW Conference Photographer	3 merits
PPW Conference Program Chair	4 merits
PPW Conference Props Chair	3 merits
PPW Conference Publicity Chair	3 merits
PPW Conference Registration Chair	4 merits
PPW Conference Print Salon Chair	4 merits
PPW Conference Salon Logistics Chair	3 merits
PPW Conference Print Handlers Chair	2 merits
PPW Conference Competition Host	2 merits
PPW Conference Print Handlers	1 merit/2day
PPW Conference Speaker (2 or more hours)	3 merits
PPW Conference Panel/Roundtable Speaker	2 merits
PPW Conference Early Bird Speaker (less than 2 hrs)	2 merits
PPW Conference Trade Show/Vendor Chair	3 merits
PPW Conference Auction Chair	2 merits



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PPW Conference Fun Party Chair	2 merits
PPW Conference Chairs Not Listed	2 merits
PPW Storage Custodian (per event)	1 merit
PPW Investment Manager Chair	2 merits

* Conference attendee must be a member in good standing and register to attend all programs (decision retroactive to 1/1/2013)

** All Committee Chairs are required to submit a written, quarterly report to inform the Board of their activities in order to receive their merits.

Other PPW Committee Heads Appointed by President	2 merits
PPW Appointed President, serving Pro-Temp.	1 merit per meeting
PPW Paid Membership/year	1 merit
PPW Life Membership	1 merit

MEMBERS MUST VERIFY AND REPORT DIRECTLY TO THE CITATIONS CHAIR TO RECEIVE THE FOLLOWING MERITS **

PPW District Speaker (less than 6.5hr)	1 merit**
PPW District Speaker (min 6.5 hr class)	2 merits**

(District Speaker – max 4 merits per year)

PPW Pro One Day Instructor (min 6.5 hr class) (extra speakers get 0 merits)	2 merits**
TWP Journal articles	1.25 merits per article published (max 5/year)**
Professional Photographic Seminar Attendee (min. 6½hrs. class time)	1 merit**
Seminar content and instructor must be PPA or PPW approved	
Professional Photographic School Attendee (min. 24 hrs. class time)	2 merits **
School content and instructor must be PPA or PPW approved	
PPA current paid membership/year	1 merit**
PPA accredited 4 day school attendee (min. 24 hrs. class time)	2 merits**
PPA Imaging USA or Imaging Exploration Attendee	2 merits**
PPA Super One Day or other PPA seminar attendee (6 ½ hrs. class time)	1 merit **
PPA Super One Day Instructor (class in Washington)	2 merits**
PPA Affiliate Speaker or Juror (event not in Washington)	1 merit **
PPA Life Member	1 merit**

**Must present certificate of completion or registration confirmation to Citations Chair within 12 months of a school or seminar.

Individual PPA Merit Report may be emailed to Citations Chair for verification of membership and registration at PPA events.



H.8.a.2 Service Merit Procedure:

Tasks for Awarding of Merits for PPW Officers, District Reps, and Chairmen.

- The Officers, Chairman of the Board, and Elected District Reps, also known as the Board, will receive 1/4 of their annual merits following each Quarterly Board meeting attended with reports filed as required.
- Officers shall accept their charge and be installed at the Annual Educational Spring Conference.
- Officers will actually be earning their merits over a 2 calendar-year span, from conference to conference.
- District Reps will receive their merits starting at the time of their first attended District meeting and/or State Board meeting following their election or appointment to serve their Districts. To receive merits, each Rep is to submit a quarterly report for review by the Board, attend each Board meeting, and plan at least 2 event for their district per year.
- Elected District Representatives shall be given their charge at the January Board meeting and assume their responsibilities in January following their election in November, with their first report to the Board due at the January Board meeting. Each newly elected Rep will attend the January Board meeting as an observer; outgoing Reps will attend with a final report. Each will receive ½ merit for attendance and report.
- Web Master, Education Chair, Membership Chair, Citations, Marketing, and Scholarship Chairs as well as Executive Manager and Committee Heads appointed by the President are awarded their merits after the Annual Educational Spring Conference for their service over the previous year (Conference to Conference, not by calendar year).
- Annual Educational Spring Conference Chairs are awarded their merits after the conference is over and their report has been presented to the Board.

*It is the member's responsibility to send a **written report** and **verification** of the merits earned from events other than PPW State official functions (PPW Annual Educational Spring Conference, PPW Board Meetings, PPW Fall Seminar) within 12 months of a school, seminar, or conference.*



H.8.a.3 Image and Digital Merits

The Annual Image Competition is held by PPW with the intent to recognize and award achievement in the craft of professional photographic imaging with merits.

Images Selected for Exhibition (score 76 or higher)	1 merit
All PPW trophies	1 merit

Reference H.17.q Awards Chair for list of merited trophies

H.8.c. PPW Degrees

Degrees are awarded upon achievement of merits earned by members of the PPW in good standing, whose membership dues have been paid for that year.

Associate Fellow Of Photography: AFP 25 Merits

- Must be a member of the PPW in good standing for a minimum of two years.
- Must have a minimum of ten PPW service merits.
- The remaining merits may be a combination of print and service merits.
- A silver 25 point bar will be added to the ribbon for each additional 25 merits accumulated after the AFP degree is achieved. When FP degree is earned, these bars are exchanged for gold bars.

Fellow Of Photography Degree: FP 50 Merits

- FP requires no less than 25 print merits and no less than 15 service merits.
- A gold 25 point bar will be added to the ribbon for each additional 25 merits earned or awarded after the FP degree is achieved.

Honorary Fellow Of Photography Degree: Hon. FPh. Appointed

- Awarded for exemplary service to the Association at the discretion of the PPW Executive Board.

“The 100 Club” Pin: Achieved

- A special Award pin to current members who have earned 100 or more merits in print competition over the years.

H.8.d. Member Relations for Citation Chair (CC)

In dealing with new and current members, coordination with the Membership Chair (MC) and Executive Manager (EM) is necessary. The following duties are in relation to Member Relations.

- Receive names of new members with contact info from MC at time dues are paid.
- Send a welcome letter to each new member. Use PPW email template if possible.
- Add to the Master Merit Spreadsheet.
- If a sheet already exists, then this is not a new member. Person is a renewing member. They must decide if they want to keep their old merits or get the New Member Discount for Conference registration. Contact the new member to make this choice. Advise MC, EM and upcoming Conference Chair of this decision. Make notes in the member’s profile of the website directory.



H.9 Parliamentarian

The Parliamentarian serves to oversee that the Board conducts business and operates properly within the objectives and purposes of this Association, according to Roberts Rules of Order.

- Is an ex-officio member of all committees at the invitation of the chair to assist and advise.
- Appointed by the President and has a voice but no vote.



H.10 Life Members Chair

Serves to represent the Life Members to the Board. Presents new nominees, if any, to the Board at the Winter Board Meeting for approval as new life members annually

- Nominees will be selected by a panel of three Life Members Award recipients.
- Nominees shall have earned an AFP including 40-PPW Service Merits.
- Nominees shall have at least 30-consecutive years of PPW Membership.
- Nominees shall be at least 60 years to qualify.
- Nominees may be Retired or still Active in the profession.
- Names will be submitted to the PPW Board of Directors for consideration or approval.
- Family members of the honoree will be notified in a timely fashion prior to the presentation so that they family may attend or participate.
- Coordinate the Life Member reception at the Annual Educational Spring Conference.
- Print and send invitations to life members inviting them to the PPW Annual Educational Spring Conference and participate in the Life Member receiving line.
- Send a request for any new Life Members portraits for the Photographic Hall of Fame display.
- Contact props chair to be sure that the wooden display racks or large easels are brought to the conference for the display panels.
- Print out the names and degree titles to place on the photos for display.
- Invite all Life Members present at the conference to stand in the receiving line at the entrance to the banquet hall, prior to the President's Award Banquet.
- At the end of the President's Award Banquet make sure ALL life members including any newly installed members and their spouses are photographed as a group by the official conference photographer.
- At the end of the conference, return the Life Member display frames to storage.
- Submit a list of expenses to the Conference Chair for reimbursement.



H.11 Nominating Committee for Officers

This committee seeks nominees for positions of outgoing board officers for the annual election.

- The outgoing Chairman of the Board is the Nominating Committee Chair. The committee should include the exiting officer.
- A list of nominees for office is prepared in alphabetical order under their respective office, for publication in *The Washington Photographer* journal prior to the PPW Annual Meeting.
- The list of nominated candidates shall be posted in four locations in the meeting room and at each entrance prior to and during the Annual Meeting.
- At the Annual Meeting, prior to the election, any eligible voting member may nominate any eligible qualified member for an office. After a second by any voting member, that candidates name may be placed on the ballot.
- No voting by proxy shall be allowed at the Annual Meeting.
- Absentee ballots are available from the Executive office.
- The absentee ballots must be returned to the Executive office in a sealed envelope clearly marked "absentee ballot" and postmarked 7 days prior to the Annual Meeting.
- All absentee ballots shall remain sealed until after the first ballots are cast during the Annual Meeting.



H.12 Public and Business Affairs Chair

It shall be the duty of this Chair to keep the Board informed about legislative and Attorney General's Office (AGO) opinions⁹, which might interest members of the PPW.

- It is NOT the obligation of this committee to intercede in individual members' legal affairs, but to be a liaison between the PPW and the public.



H.13 Scholarship Chair

The Scholarship Chair serves to oversee the administration and presentation of the PPW established scholarship program.

- Scholarship numbers and amounts are determined by the earned interest of the PPW Scholarship Investment Funds. Fund principle shall not be dispersed.
- The Scholarship Chair shall arrange for three Past Presidents of the PPW to act as the selection committee to determine the recipients of the scholarships.
- Scholarships are awarded at the Annual Educational Spring Conference by the Scholarship Chair.
- The Scholarship Chair shall forward to the treasurer a list of the recipients and the amount designated for each one.
- Scholarships are to be used to improve image making skills and/or business practices. Specific restrictions are noted within each description.
- The Treasurer administers the Scholarship Fund. The Scholarship Chair shall work closely with the Treasurer regarding the disbursement of funds.
- Scholarships are for a single use, are non-transferable and have no “cash” value.
- Scholarships may be used to fund tuition and class expenses, not travel or entertainment.
- Scholarships expire within three years of the date of issue.
- When the recipient decides where to use the scholarship, they shall submit the award form by mail to the Treasurer with a cover letter as to where the funds are to be sent.
- The Treasurer will inform the Scholarship Chair when funds have been requested. The Scholarship Chair will verify the request and the Treasurer will send the funds to the requested school.
- Scholarship funds are to be distributed directly to the school or teacher, not to the scholarship winner.
- Require Scholarship Chair to prepare an article for the Winter Journal and submit an annual report at the January Board meeting as requirements for a merit

PPW Memorial Affiliate Scholarship – Up to two \$750 scholarships. This scholarship may be used toward registration fees for the recipient to attend any Professional Photographers of America Affiliate School. Visit www.ppa.com for a full list of PPA Affiliate Schools. PPW membership is required. This scholarship is for a single use, is non-transferrable and has no “cash” value.

PPW Memorial Scholarship – Up to four \$350 scholarships will be presented by PPW to be used within three years of issue. This scholarship may be used toward registration fees and meals for the recipient to attend any workshop, educational offering or PPW Conference specifically dedicated to the professional photographer. Examples might be: “The Wall Portrait Conference”, “Any PPA Affiliated School”, private offerings by vendors, industry suppliers and so forth. The intention is for professional photographers to improve their image making skills and/or business practices. PPW membership is required. This scholarship is for a single use, is non-transferrable and has no “cash” value.

PPW SW District Lynne Smith/Barb Short and Mac McCleary Memorial Scholarships – One \$250 scholarship. The Lynn Smith/Barb Short scholarship will be awarded on even years. The Mac McCleary scholarship will be awarded in the odd years. These scholarships may be used toward registration fees for the recipient to attend any workshop, educational offering or PPW Conference specifically dedicated to a Service Specialist Course for the professional



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photographer. Examples might be a course in Photoshop or Painter. PPW membership is required. This scholarship is for a single use, is non-transferrable and has no “cash” value.

PPW/Pacific Color Scholarship-The value of this scholarship will be determined by the sales of the PPW Group Portrait from each year’s conference. This scholarship may be used toward registration fees for the recipient to attend any workshop, educational offering or PPW Conference specifically dedicated to the professional photographer. Examples might be: “The Wall Portrait Conference”, “Any PPA Affiliated School”, or private offerings by vendors, industry suppliers, etc. PPW membership is required. This scholarship is for a single use, is non-transferrable and has no “cash” value.

PPW New Member Scholarship – one **\$75** scholarship. This scholarship will be awarded to a new member at the time of joining for the first time.. This scholarship may be used toward registration fees for the recipient to attend their first PPW Spring Conference. PPW membership is required. This scholarship is for a single use, is non-transferrable and has no “cash” value.

PPW Conference Chair Scholarship – one **\$75** scholarship. This scholarship will be awarded for volunteers as Chairs for Spring Conference. This scholarship will be transferred from the Scholarship Fund to the General Fund at the beginning of event. Acknowledgement of the Scholarship will be made know at the banquet. PPW membership is required. This scholarship is for a single use, is non-transferrable and has no “cash” value.

PPW Ken Whitmire Scholarship – one **\$595** (or current tuition) scholarships will be presented by PPW to be used within three years of issue. This scholarship may be used toward tuition fees for the recipient to attend PPA’s International Photographic Competition (IPC) Judges Workshop. Visit www.ppa.com for more information. The intention is for Fellow Photographers (FP) Members to increase member resources for image competition and judging. PPW membership is required. This scholarship is for a single use, is non-transferrable and has no “cash” value.



H.14 Bylaws Chair

This chair advises the Board of any conflicts between the bylaws document and the actual practices of the Association.

- The Bylaws shall only be changed by a majority vote of the PPW membership.
- Revisions must be presented to the Board at least ninety days prior to the Annual Meeting.
- If the Board confirms changes, the chair shall give the Executive Manager the necessary material to allow at least thirty days' notice to the membership of a pending vote.
- Revisions, if passed, shall be provided to the webmaster for publication on the official PPW website.



H.15 Spring Conference Chair

The Conference Chair organizes dates and facility for the Annual Education Spring Conference, appoints the conference committee chairs, and oversees the entire conference.

- Get approval from the Executive Board for the following:
 - Conference dates and Location.
 - The budget for speakers' fees, hospitality baskets for speakers and judges, transportation costs and other anticipated expenses for all speakers and judges.
 - Contracts must be co-signed by the President and Conference Chair.
 - Trade Show dates and approximate hours.
 - Selection of Jurors & Jury Chairmen (holders of the PPA M. Photog. degree, or in a few instances a FP degree) with the exception of the PPA Western District Competition for which the jurors are selected from a PPA List of Jurors
 - Create a theme for overall continuity for speakers and programs and Fun Party
 - Have a logo created for theme
 - Registration fees and meal function charges
 - New member benefit: provide a significant Spring Conference Full registration fee discount to new members attending conference for the first time. The discount will apply to conference programs only, not meals or lodging, but registration must include the meal plan.
 - Print entry fees and print rules
 - Annual meeting, Awards banquet and Awards luncheon time slots
 - Color of Print Ribbon
 - Location and hours of Print Exhibit and Trade Show
 - Order & method of presentations at Awards banquet with PPA National Award as the final award.
 - The design and purchase trophies for all image categories
 - Dates and facility are arranged as far in advance as possible.
 - Reserve a block of rooms as well as meeting rooms and trade show area.
 - As soon as a date and location are approved, notify the Publicity Chair for early publication deadlines
 - Select committee chairs, made up of but not limited to, the following positions:
 - Program Chair
 - Print Salon Chair
 - Registration Chair
 - Publicity Chair
 - Scholarship Chair
 - Auction Chair and
 - Fun Party Chair
 - Facilities Chair
 - Catering Chair
 - Program Logistics and Props Chair
 - Official Photographer
 - Hospitality and Transportation Chair
 - Conference Host
 - Awards Chair
 - Trade Show Chair
 - Memorial Presentation Chair
- The following are regular Chair positions



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Citations Chair

Life Member Chair

New Members Chair

Co-Chairs may be appointed but they will divide the PPW merits.

All Conference Chairs must be a current PPW members in good standing. It is preferable that a chair has previously attended the full conference.

- Maintain communication with all of the committee chairs, call regular meetings and get regular progress reports in order to keep things going smoothly.
- Work with the Publicity chair to design materials for distribution.
- Design the conference program and the Awards Banquet program, following the timetable and protocol. See section K.
- Accumulate items for the mailing packets to the membership.
- Design the convention and Presidents Awards Banquet programs.
- Have all printed material proof read by competent person prior to printing.
- Submit a list of all participating chairpersons, speakers and salon judges who are PPA members with their PPA membership number to the Citations Chair at least 30 days in advance of the conference for ordering of Merit Certificates.
- Be the primary information person during the conference. Cell phones are suggested to maintain communication with committee.
- Present merit certificates at the conclusion of each speaker's program, judging or completion of their duties.
- Serve as MC at the Presidents Awards Banquet following the established timetable for the banquet.
- Submit a final list of chairpersons, speakers and salon judges for the Education conference to the Citations Chair at the conclusion of the conference.
- Conference Chair receives a waiver for FULL registration. All other committee chairs are required to pay ½ of all program fees plus meals.
- Any receipts for approved conference expenses paid for personally should be listed in a separate report submitted, to receive final board approval for reimbursement.
- Guards are designated for Trade Show entry and be on duty at all meal and program functions to check badges for valid entry.
- Must turn in final reports in digital format and receipts to the treasurer for any authorized budgeted expenses paid for on behalf of the Association.
- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for this Chair position, update and return the binder to the Executive Manager or give to next person who's chairing



H.16 Spring Conference Committees

H.16.a Program / Speaker Chair

Program/speaker chair selects the programs and speakers to draw members to the conference.

- Maintain communication with the Conference Chair.
- Send contracts out to the speakers before the schedule is finalized.
- After receiving the signed contracts, set the schedule of events working closely with the conference chair.
- Pursue sponsorships for speakers from supporting companies.
- After the schedule is set, contact the facilities chair and registrations chair to verify the size and seating of the various rooms for the programs.
- Contact the transportation and hospitality chair to make arrangements for speakers to be transported to the conference and back to the airport if needed.
- Contact Props Chair to arrange speaker's needs.
- Must turn in final reports in digital format and receipts to the treasurer for any authorized budgeted expenses paid for on behalf of the Association.
- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for this Chair position, update and return the binder to the Executive Manager or give to next person who's chairing



H.16.b Program Logistics and Property Chair

The Props chairman is in charge of arranging all necessary equipment and needs for speakers and programs.

- Maintain communication with the Conference Chair.
- Maintain communication with the Program Chair to get names and contact information for the various speakers.
- Contact the individual speakers to see what they need for their programs, such as projectors, screens, lights, cameras, computers, etc.
- Though many things can be rented from the host hotel, it is more economical to borrow items from local members. Vendors are often willing to loan things for a mention and thank you from the speaker.
- During the conference the Props chairman deals with last minute problems that occur and keeps equipment in secure storage during the conference.
- Arrange security for the equipment, props, etc.
- Must turn in final reports in digital format and receipts to the treasurer for any authorized budgeted expenses paid for on behalf of the Association.
- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for this Chair position, update and return the binder to the Executive Manager or give to next person who's chairing



H.16.c Registration Chair

The Registration Chair is responsible for the design of forms and keeping track of member registrations, both before and during the conference.

- Maintain communication with the Conference Chair.
- Co-operate in the design of the registration form using prices approved by the PPW Executive Board
- Work with the Awards Chair to order ribbons all together from one vendor. Ribbons needed are: President, Vice President, Chairman, Secretary, Treasurer, Conference Chair, Life Member, New Member, Speaker, Judge, Vendor, Student, and Committee. For Awards: Prints; Blue Ribbons, Judges Choice, and Rosettes for Trophy Award.
- Registration categories include:
 - Member Full Conference including meal functions
 - Member Programs Only
 - Member One Day Registration
 - Life Member (including Honorary)
 - Non-Member Full Conference including meal functions
 - Non-Member Program Only
 - Non-Member One Day
 - New Member
 - Student
 - Vendor
 - Retired
 - Banquet or Specified Meals only
 - Educator
 - Trade Show Only
 - Speaker or Judge
 - PPA and other affiliated National Photographers Association Member
- New members joining at the Conference shall be registered at the non-member conference price plus \$100.00 for PPW membership dues and their membership will be good for the remainder of the year. Send registration information to the Executive Manager, web master and the Conference chair for printing.
- Registration payments are recorded and deposited weekly. Deposit receipts and information to go to the treasurer. Credit card number forwarded to the Executive Manager and treasurer for processing.
- Create and organize conference packets, name badges and meal tickets and transport to the conference for distribution at the registration table.
- Man the registration table during hours set by the conference chair.
- New members attending the conference should be introduced to the New Member Chair and information given to the Executive Manager.
- Record all funds received for membership, registration for various events and meals.
- Communicate meal counts and meal choices with the Catering Chair.
- Be available to accept last minute registrations and help attendees with directions or concerns.
- A \$ 25.00 administration fee is held back from refunds for cancellations of ten days or less prior to the conference date.
- Report the names of all members with Full Conference registration to Citations Chair following the convention.
- Must turn in final reports in digital format and receipts to the treasurer for any authorized budgeted expenses paid for on behalf of the Association.



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- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for a Chair position, update and return the binder to the Executive Manager or give to next person who's chairing.



H.16.d Facilities Chair

The Facilities Chair organizes the hotel or convention center venue.

- Maintain communication with the Conference Chair.
- Communicate with the Program Chair to learn what needs to be available for all programs during the conference.
- Work with the venues manager to choose size and style of rooms for programs, print judging, trade show and meals.
- Work with the Props Chair to reserve any necessary equipment to be rented from the venue.
- Work with the Catering Chair for the set-up for meals.
- Be available during the conference as the contact for the catering and sales manager at the venue.
- Must turn in final reports in digital format and receipts to the treasurer for any authorized budgeted expenses paid for on behalf of the Association.
- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for a Chair position, update and return the binder to the Executive Manager or give to next person who's chairing.



H.16.e Catering Chair

The Catering Chair works with the Facilities Chair in the area of food service for conference attendees.

- Maintain communication with the Conference Chair.
- Work with the Facilities Chair and the catering staff to decide on menus and preparing meal counts for the caterer.
- Must turn in final reports in digital format and receipts to the treasurer for any authorized budgeted expenses paid for on behalf of the Association.
- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for a Chair position, update and return the binder to the Executive Manager or give to next person who's chairing.



H.16.f Publicity Chair

The Publicity Chair is responsible for publicizing conference events to all potential attendees. Maintain communication with the Conference Chair.

- Establish a list of publicity dates with the Conference Chair. Use the timing spreadsheet in the Publicity Chair Binder.
- Get conference information to PPW and PPA publications, to PPW webmaster, to the PPW Journal Editor, and to other possible websites and vendor publications.
- Responsible to get a logo for conference from Conference Chair for all publicity items.
- Work with the Marketing Chair and Social Media Chair to provide resource, continuity and support
- Work with the Conference & Marketing Chair in the creation of communications to general membership, that may include but is not limited to
 - Postcards
 - Emails
 - Letters
- Announcements/Fliers for District Meetings, local photographic suppliers in the area of the Conference and other places
- Website
- Facebook
- Twitter
- Make sure the above items are delivered to the intended recipients in a timely manner.
- Must turn in final reports in digital format and receipts to the treasurer for any authorized budgeted expenses paid for on behalf of the Association.
- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for a Chair position, update and return the binder to the Executive Manager or give to next person who's chairing.



H.16.g Hospitality and Transportation Chair

The Hospitality Chair arranges transportation for all speakers and judges and is the host to show them around and introduce them to the necessary people.

- Maintain communication with the Conference Chair.
- Arrange vehicles and drivers if necessary.
- Purchase a gift or gift basket or all of the speakers and judges according to the budget set by the conference chair.
- This Chair position often requires a lot of travel, so reliable transportation is mandatory.
- Must turn in final reports in digital format and receipts to the treasurer for any authorized budgeted expenses paid for on behalf of the Association.
- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for a Chair position, update and return the binder to the Executive Manager or give to next person who's chairing.



H.16.h Trade Show/Vendor Chair

The Trade Show Chair contacts vendors, gets vendor participation agreements, organizes the trade show floor, and is integral to the success of the Conference.

- Maintain communication with the Conference Chair.
- Work with the Executive Chair and the previous year Trade Show Chair to contact as many vendors as possible for participation.
- Vendors require as much lead time as possible, so contact up to 1 year in advance is often necessary.
- Prepare Trade Show contracts and revise as necessary. Previous contracts should be in the binder.
- Get trade show room dimensions as determined by the Conference and Facilities Chairs.
- Establish a tradeshow floor plan. (This needs to go out to the prospective vendors with the initial contact letter.) Stress that space is assigned on a first come first serve basis. The earlier the return of the contract with payment for their booth, the greater chance of getting their desired location.
- Mail contracts and keep track of their return.
- Follow up on vendors regularly to achieve maximum participation.
- Coordinate with Marketing Chair for advertising purposes
- A discount is usually given to vendors booking double booth spaces.
- VIP PPW members receive a 10% discount on trade show space. Take this under consideration when pricing booth space and preparing budget.
- Contact a display company to provide pipe and drape. If possible, get more than one bid before deciding on a company. After the decision is made a contract with quantities, prices, set up and take down times needs to be signed.
- Contact Conference Chair to arrange deposits for display company.
- Greet vendors and be point of contact both before and during the conference.
- Be available the morning of the set up to deal with anything that might come up.
- Arrange with the venue for good security of the tradeshow area.
- All payments need to go through the treasurer to be deposited weekly and credit card number forwarded to the treasurer for processing.
- Set up a PPW membership space in the trade show area for recruiting new members, promoting the Evergreen School of Professional Photography and a box for the ballots for the people's choice ballots.
- Must turn in final reports in digital format and receipts to the treasurer for any authorized budgeted expenses paid for on behalf of the Association.
- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for a Chair position, update and return the binder to the Executive Manager or give to next person who's chairing.



H.16.i Auction Chair

Auction Chair works with the conference chair to establish an auction is to raise money for the scholarship fund.

- Maintain communication with the Conference Chair.
- Arrange for entertainment, usually musical in nature.
- Seek donations from Vendors and members, both for the silent auction and the live auction.
- Choose the live auction items. Items like “A Day With” different speakers, members or instructors, plane rides, boat trips, etc. generate fun and more importantly, revenue for the fund.
- Design auction forms and display boards.
- Decide if you want to use bidding cards with numbers to use during the auction.
- Contact someone to serve as auctioneer for the evening. Also having a couple of spotters for the room during the live part of the auction will be a great help in keeping track of winning bidders.
- Any items not purchased during the silent auction may be offered during the live auction.
- Have a list prepared with the winning bid number/name and amount of bid.
- Have treasurer on hand to collect money at the end of the auction.
- Bidding sheets for silent auction are tallied according to the bidding number to determine the amount of the donation to be paid. Usually tables are closed individually spaced out during the evening.
- Any items not paid for that night are to be collected by the treasurer before the end of the conference.
- Must turn in final reports in digital format and receipts to the treasurer for any authorized budgeted expenses paid for on behalf of the Association.
- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for a Chair position, update and return the binder to the Executive Manager or give to next person who’s chairing.



H.16.j Fun Party Chair

Fun Party / Auction Chair works with the conference chair to establish a theme for the party. It has traditionally been a costume party tying into the theme, making it a highlight of the conference. The auction is to raise money for the scholarship fund.

- Maintain communication with the Conference Chair.
- Arrange for entertainment, usually musical in nature.
- Make sure entertainment is hired or figured out
- If a dance floor is needed, make sure Facilities Chair arranges to have it included in contract
- Come up with ways to have fun to keep attendees to stay at event
- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for a Chair position, update and return the binder to the Executive Manager or give to next person who's chairing



H.16.k Photographer

The Photographer works with the Conference Chair and is responsible for photographing all aspects of the conference, including but not limited to the following:

- Group photo of judges
- Speaker receiving Certificates of Merit from chairperson
- Photos at New Members Luncheon
- Create formal portrait setting during banquet for the following:
 - Group photo new officers
 - Group photo New Board
- Photos of award winners as requested.
- Photo of new Life Members
- All vendors and booths at trade show
- Large group photo of Conference attendees.
- Fun Party Event photos of participants with background, coordinate with Fun Party Chair
- Candid photos are not necessary but a few would be nice
- Other photos as requested by the conference chair.
- Make CD's for Journal Editor (for *The Washington Photographer Magazine*), Webmaster (for PPW website), Executive Manager, and Convention Chairperson.
- Must turn in final reports in digital format and receipts to the treasurer for any authorized budgeted expenses paid for on behalf of the Association.
- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for a Chair position, update and return the binder to the Executive Manager or give to next person who's chairing.



H.16.m Print Salon Chair

The Print Salon chair is responsible for all aspects of print judging, selecting judges, and running the print salon during the conference.

- Maintain communication with the Conference Chair.
- Choose judges from the program talent if as all possible to make the most of the people already coming in and to help to keep expenses down.
- Once designated area for exhibit is determined, oversee that pipe and drape are ordered by the Salon Logistics Chair
- Select a Salon Jury Chair and an assistant jury chairman for each jury panel.
- Select a Salon Logistics Chair
- Select a Print Handlers Chair
- Select a Club 79Chair
- Salon chair can't be a judge
- Overseeing online competition software le: printcompetition.com
- Check in prints according to software
- Setting up Dashboard Parameters and Form
- Verifying uploaded entry's data ie payment, forms, verification of entries, correct minimum upload digital sizes and against physical prints
- Be familiar with Honor Court Rules (see H.17.q Awards Chair)
- PPW FP degree or Master Photographer holders may judge but panel is limited to one first time judge per panel.
- If the judging involves two panels it is best to assign judges to rooms where they will be judging images that are in their field of experience. (Commercial in commercial; wedding in wedding, etc.)
- Send the list of judges to the Citations Chair as soon as possible so PPW merit certificates may be ordered.
- Design the print entry form that is needed, keeping the entry rules up to date with any PPA changes. Send the redesigned forms as PDF files to the Webmaster for posting on the PPW website.
- Send the forms to the Conference Chair for inclusion in publicity pieces.
- Accept and log in all prints prior to the deadline. Payments need to be deposited weekly. Forward deposit records to the Conference Chair, the Treasurer and the Executive Manager.
- Transport print cases to the conference.
- Sort the prints for judging, making sure the prints are the correct size and thickness as specified in the print rules. Any prints that do not conform to the rules are disqualified and returned to the shipping case without being judged.
- Have an updated membership status from the Executive Manager in order to check qualifications of entries and fees.
- Oversee set up the print salon in the area designated by the Salon Logistics Chair. Print racks are stored in the PPW storage along with the judging equipment. At the end of the conference they need to be repacked to be returned to the PPW storage.
- Any print cases not picked up are to be shipped back to the photographer using prepaid UPS or FEDEX.
- Maintain close communication with the Awards Chair.
- Present the PPA merit certificate to judges at the conclusion of judging.
- At the end of the print salon exhibit, replace prints in their respective cases for delivery or pick up by members.



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- Oversee the record of the trophies and print scores plus the final list of judges to the Citations Chair.
- Must turn in receipts to the treasurer for any authorized budgeted expenses paid for on behalf of the Association.
- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for this Chair position, update and return the binder to the Executive Manager or give to next person who's chairing.



H.16.m.1 Salon Jury Chair

This Chair is responsible for maintaining the proper procedures of the judging and keeping the panel of judges on track.

- Maintain communication with the Print Salon Chair.
- Judges rotate every fifteen minutes and take a break at the end of each classification.
- Oversee any challenges and generally keep order. Request re-judging of challenged prints after judges have discussed pros and cons. Must turn in final reports in digital format and receipts to the treasurer for any authorized budgeted expenses paid for on behalf of the Association.
- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for this Chair position, update and return the binder to the Executive Manager or give to next person who's chairing.



H.16.m.2 Salon Logistics Chair

The salon logistics person sets up the judging area and exhibit area, maintains the equipment used for judging, and helps administer print handling.

- Maintain communication with the Print Salon Chair.
- Make sure that the judging machines are working properly, the lights for judging are available and tested and there are extra light bulbs.
- Have the judging curtains pressed and the pipes and turntables are in working order.
- The night before judging, make sure everything is working perfectly.
- Order pipe and drape prior to event, once print exhibit area is determined with Print Salon Chair.
- Be available for delivery of pipe and drape for set up of print exhibit area.
- Oversee Print Handlers to assemble and hang metal racks on pipe and drape for hanging prints.
- Oversee monitors set up for digital prints to be view in exhibit.
- Select one person to help with score keeping for Awards Chair
- Select Commentator/Title Reader To facilitate the Facebook Live feed with mini-ads and provide narration throughout the event along with reading entries title of images.
- Oversee competition software
- Verify internet connectivity in Judging room
- Randomized and downloaded for the viewing monitor
- Select Images Advancing Person
- Prepare all submission on judging computer
- Oversee that provided white gloves for all print handlers are purchased.
- Set up the print salon in the area designated by the conference Salon Logistics Chair. Print racks are stored in the PPW storage along with the judging equipment. At the end of the conference they need to be repacked to be returned to the PPW storage
- Must turn in receipts to the treasurer for any authorized budgeted expenses paid for on behalf of the Association.
- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for this Chair position, update and return the binder to the Executive Manager or give to next person who's chairing.
- Assist Print Hander Chair with print handling orientation on night before judging.



H.16.m.3 Print Handlers Chair

This chair is responsible for the competition prints during the judging process and displaying of merited imaged in the exhibit area

- Select minimum of three print handlers to work with them behind the judging curtain
- Give the print handlers an orientation the night prior to judging along with Salon Logistic Chair.
- May assist the Salon Chair and Salon Logistics Chair in the set-up of the print judging area and the monitors for digital judging.
- Have print handlers sign in each day for Citation Chair's records.
- Arrange a light take out lunch and submit receipts to Print Salon Chair for reimbursement.
- Assemble prints in order to be judged
- Assign a title reader, a scoring person to write the score on the back of the print
- Sort out print in order of category or score
- Prepare prints with ribbons and corners for salon and return low scoring prints to print cases
- After the print exhibit closes, have the crew take down the prints and put them back in their proper shipping cases to be picked on the last morning of the conference
- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for this Chair position, update and return the binder to the Executive Manager or give to next person who's chairing.



H.16.m.4 Competition Host

- This person confirms equipment list and availability with Salon Logistics Chair and/or Print Salon Chair. Host and oversee Club 79 during judging. Set up the room the night prior to judging and secure equipment. Provide fun for all during judging!
- Confirm necessary equipment for projecting the images and receiving sound of judges' comments in Club 79 room.
- Set up equipment with assistance by Program Logistics Chair the night prior to judging. Use any online video to test all the equipment and transmission.
- Open the room daily while judging is proceeding. Securely lock the room any time you are not there to oversee the equipment.
- Purchase goodies for prizes (approx. \$10)
- Assist Program Logistics Chair to move equipment from Club 79 Room to storage when the judging is done.
- Consult with the Salon Logistics Chair as needed regarding streaming of images during judging.

H.16.n Awards Chair

The Awards Chair responsibilities include: order trophies and ribbons, record/determine the trophy and honorable mention winners, create and/or update the awards presentation and MC for the awards presentation at the President's Banquet. Secrecy and discretion are vital to this role.

- Pre order engraved trophies for all categories in both Photographic Open and Artist Divisions.
- Pre order Exhibition of Merit ribbons, Judges Choice ribbons and Honor Court ribbons for image entries. Record inventory if ordering larger quantities.
- Optional: Create labels to adhere to bottom of trophies that include title, maker and year.
- Arrange delivery/pick up of Trophies and ribbons prior to Image Competition.
- The goal is to order all trophies and necessary ribbons at one time from one company.
- Exhibition of Merit ribbons and trophies include the PPW logo.
- Acquire and review the list of paid PPW members (including addresses) from Executive Manager to certify a members' qualification for trophies prior to the awards selection and confirm once selections have been determined.
- At the completion of judging, the Awards Chair works with the Salon Jury Chair and Salon Logistic Chair to conduct and record the jury selection for the Trophies and is responsible for the secrecy of this phase. The selection of a trophy image is dictated by entry rules and the chairman must abide by the rules.
- Tally the aggregate scores for the qualifying cases in the various categories to determine winners.
- Provide a list of the recipients of the Judges Choice ribbons and Honor Court ribbons and inform the Print Salon Chair so the ribbons can be attached to the images by the Print Handlers.
- Prepare People's Choice ballots and box to be put out during the Image Salon/Trade Show. Tally the votes to determine the winner.
- Determine any winners of Affiliate and/or special trophies as determined by their rules.
- Add finalists and winners to the awards presentation and do a trial run of the Awards slideshow prior to the start of the banquet.
- The Awards presentation should include:
 - The top three images in each category with the name of maker and title announced for each image being shown on the screen. When the winner is shown the maker's name and image title is repeated.
 - The makers name and the images (titles not needed) in their case for Aggregate trophies
 - Introduction of presenters for Affiliate Trophies if applicable (Fuji, ACI, CPP, ASP)
 - Inclusion of ASP 'Best of' video
 - Inclusion of Honor Court images (multiple per slide)
- Set the trophies out in order of slideshow and cover them until presentation of the Awards begins.
- Awards Chair will be introduced along with an assistant (for handing out physical trophies) at the start of the Awards presentation. See Awards Banquet Agenda in Section K.
- Record the merit and trophy winners information and images for record keeping and provide a final list to the Citations Chair, Journal Editor and Executive Manager.
- The Alma Gray Scholarship for \$250.00 (to any PPA affiliated school for first time entrants in the PPW Image Competition) is included in the Bernie Workman Trophy.
- Reference the website for entry Rules and Trophy Goals for official requirements.
- Check and Confirm any supporting documentation is accurate.



- **Final Report**

- Must turn in final reports in digital format and receipts to the treasurer for any authorized budgeted expenses paid for on behalf of the Association.
- The final report is to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for this Chair position, update and return the binder to the Executive Manager or give to the next person who's chairing.

H.16.o.1 Trophy and Requirements

Trophy and Requirements - PPW membership and a minimum score are required for trophies and merits. All PPW trophies are worth one merit. Specific requirements are listed below.

H.16.o.1.a. Photographic Open Division Trophies

'Best of' Trophies - Require a minimum score of 79 and are selected by the jurors. Open to all PPW Members.

Portrait Category

Best Portrait of an Animal
Best Portrait of a Child
Best Portrait of a Group
Best Portrait of a Woman
Best Portrait of a Man
Best Unclassified Portrait
Best Portrait Album

Wedding Category

Best Portrait of a Bride
Best Portrait of a Groom
Best Wedding Group
Best Wedding Candid
Best Unclassified Wedding Portrait
Best Wedding Album

Illustrative Category

Best Landscape Portrait
Best Architectural/Industrial Portrait
Best Photojournalism Portrait
Best Commercial/Illustration Portrait
Best Unclassified Illustrative Portrait
Best Illustrative Album

'Best Overall' Trophies - Require a minimum score of 79 and are selected by the jurors. Only Washington residents are eligible.

Best Portrait Entry: Best overall portrait from the Portrait Category

Best Wedding Entry: Best overall wedding portrait from the Wedding Category

Best Illustrative Entry: Best overall illustrative portrait from the Illustrative Category

Aggregate Trophies - Requires a minimum score of 76 (merit) on each image and are determined by the highest aggregate case score in each category. Only Washington State residents are eligible.

Ken Whitmire Trophy - Portrait Photographer of the Year: Highest aggregate score in the Portrait Category

Bruce Hudson Trophy - Wedding Photographer of the Year: Highest aggregate score in the Wedding Category

Steve Conner Trophy - Illustrative Photographer of the Year: Highest aggregate score in the Illustrative Category

Duncan McNabb Trophy - Best Mixed Case: Highest aggregate score with a mixed case (not all images in the same category)

Bernie Workman Trophy - Best New Entrant Case: Highest aggregate score from a first time entrant. This trophy includes the Alma Gray Scholarship in the amount of \$250

Washington Photographer of the Year: Highest aggregate score from the Photographic Open Division



H.16.o.1.b Artist Division Trophies

'Best Overall' Trophies - Require a minimum score of 79 and are selected by the jurors. Open to all PPW Members.

Best Portrait Entry: Best overall portrait from the Portrait Category

Best Illustrative Entry: Best overall illustrative portrait from the Illustrative Category

Best Restoration Entry: Best overall portrait for the Restoration Category

Aggregate Trophies - Requires a minimum score of 76 on each image and are determined by the highest aggregate case score in each category. Only Washington State residents are eligible.

Washington Artist of the Year: Highest aggregate score from the Artist Open Division

H.16.o.1.c Photographic Open & Artist Div. Trophies

Gary Jentoft Trophy - Best of Show: Best single entry from both the Photographic Open and Artist Divisions as determined by the Jurors. Only Washington state residents are eligible.

People's Choice Trophy - Voted on by the people from both the Photographic Open and Artist Divisions. Requires a minimum score of 76 and only Washington State residents are eligible.

ACI Image of Excellence** - Highest scoring physical print and ACI lab credit (if the winning image was printed using their lab).

Fuji Masterpiece **- 80 or above, physical print using Fuji paper - Jurors select (entry form required)

ASP Elite** - 80 or above, highest scoring image from an ASP (American Society of Photographers) member

PPA CPP** - Highest scoring image from a CPP (Certified Professional Photographer) member

*Albums will be combined and judged as one category. One trophy will be awarded.

**Affiliate Awards/trophies are given at their discretion and entrants must meet requirements to be eligible. To be considered for these awards please follow their rules and also check the appropriate box during the entry process in printcompetition.com

H.16.o.2 Judge's Choice Ribbons

Judge's Choice Ribbons are awarded to the print each juror feels is most deserving of recognition—regardless of how the print scored. Any print accepted for exhibition is eligible. Only one Judge's Choice ribbon is allowed per print. Recipients must be PPW member

H.16.o.3 Honor Court

Honor Court is automatically awarded entries with an 87 or above automatically qualify Only one Honor Court ribbon is allowed per print. Recipients must be PPW member



H.17 Storage Custodian Chair

The Storage Custodian Chair will be taking care of the PPW storage unit, packing, hauling, unpacking the gear and inventory when the item inside is needed.



H.18 Investment Manager Chair

To manage the investment of funds for four separate PPW accounts:

- Scholarship Fund
 - Alma Gray Account
 - Southwest District Account
 - Convention Account
-
- The management of these accounts includes investing into securities which will grow as well as afford safety against loss. A conservative balance of investment positions is maintained with allocations to appropriate no-load mutual funds, seeking good rates of returns, while maintaining excellent interest and dividends each year.
 - Management includes reporting to the PPW Treasurer and the Executive Manager the income earned each year as well as balances in each account.
 - In addition, management includes completion and submission of proper paper work required by Vanguard when there is a change in PPW leadership requiring new signers on the account and / or new mailing address for statements.



I MEETING AGENDAS AND PROTOCOLS

I.1 *Annual Business Meeting*

The Annual meeting of the PPW shall be held during the first half of the year at a time and place fixed by the Board.

- Have a copy of the **PPW Bylaws** and the **OPP** to refer to if there are questions.
- Have the meeting "Agenda" printed with copies for the board.
- Post the agenda and the list of nominees for each office at each entrance to the meeting room. Often additional copies are printed for the membership.
- The Secretary should have a working tape recorder, enough tape and extra batteries.
- The parliamentarian is there to be sure the **Roberts Rules of Order** are followed during the meeting and for the election process.
- A Quorum, according to the Bylaws, must be present and stated in the minutes.
- All members in good standing may vote unless their membership status disqualifies them, as stated in the OPP Section B.1.

The Chariman:

- Calls the meeting to order with a gavel
- After the welcome, introduce the Officers, Board, Executive Manager, Conference Chair and Parliamentarian.
- Thank everyone for attending this important meeting.
- Ask the Secretary to read the minutes from the last Annual Meeting.
- Ask for the Treasurers report.
- Ask for the Executive Managers report.
- Ask is there any Old Business, then any New Business.
- At that time the Elections are conducted.
- The ballot is presented for nominations of the officers, in printed form, from the nominating committee chairman and read by the secretary.
- Each nominee should stand, be introduced and be recognized, say who they are, where they are from, a brief statement why they want to be elected.
- Each office is presented one at a time. The Chariman will ask two times if there are other nominations from the floor for each position.
- Nominations from the floor may be made if the person is qualified in accordance with the Bylaws and OPP and the person is present or has given written permission to the nominator before nominations are closed, for Treasurer, for Secretary, for Vice President or for President.
- Then say: "nominations for (office) are closed."
- It is recommended that paper ballots be available for taking the vote in cases where more than one person nominated. Absentee ballots, if any are presented by the Executive Manager in a sealed envelope are counted only if there is a tie with paper ballots presented. Two people are appointed to count paper ballots.
- If there is only one nomination for each office a motion for a "unanimous ballot" may be cast, if there are no objections and the motion is made and seconded, for that purpose, all in favor say Aye. All opposed, "Nay". All abstained, "Aye"
- Three ways to take a vote: By voice, hand raising or printed ballot.
- Congratulations, they then are duly elected to the offices.
- If there is no further business, the meeting is adjourned.
- Close the meeting at the end with a tap of the gavel.



Amendments to the Bylaws must be in written form and presented to the general membership ninety days before it can be voted on. The board cannot amend the Bylaws, only make recommendations.

1.2 Board Meetings

The PPW Board meets at least once every quarter in a calendar year at various locations in the State of WA.

Written notice of the PPW Board meeting shall be e-mailed to each board member within 30 days prior to the meeting date.

Notice will be sent by the PPW Chariman for any special board meeting called by the PPW Board

AGENDA: Agenda will be emailed and distributed to the board members:

Date

Location

Call to order: time

Members Present Roster – Welcome new members or officers.

Proxies – Present Proxy Form letter

Proxy Motions

President's expectations and goals for the meeting

PPW Consent Agenda includes:

President's Report

Vice Presidents Report

Chairman of the Board Report

Executive Managers Report

PPA councilors' Reports

District Reps and Committee Reports

Education Report

Conference Report

Scholarship Report

Public and Business Affairs Report

Journal Report

Citations Report of Merits and Awards

Membership Report

Marketing Chair Report

Scholarship Fund Report

Website Report

Long Range Planning

Motion for Consent Agenda to be accepted

Secretary: Minutes and Correspondence

Treasurers Report

Proposed Motions

Old Business

Action Items from previous minutes

Any unfinished business from previous meetings

New Business

Board Recommendations

Bylaws Committee recommendations

Future Conference or Event Dates and Locations

Date and location for next Board meeting



Steps for using a consent agenda include:

1. The Chariman decides which items will be placed on the consent agenda. The consent agenda will appear as part of the normal meeting agenda.
2. The Executive Manager distributes the consent agenda packet prior to board meeting for board members to read and review.
3. At the beginning of the meeting, the Chariman asks members if any of the consent agenda items should be moved to the regular discussion items.
4. If a member requests that an item be moved, it must be moved. Any reason is sufficient to move an item. A member can move an item to discuss the item, to query the item, or to vote against it.
5. Once the item has been moved, the Chariman may decide to take up the matter immediately or move it to a discussion item.
6. When there are no items to be moved or if all requested items have been moved, the Chariman reads out loud the remaining consent items. The Chariman can move to adopt the consent agenda. Hearing no objections, he/she can announce that the items on the consent agenda have been adopted. It's not necessary to take a vote on consent agenda items.
7. The secretary should include the full text of the resolutions, reports, and recommendations that were adopted as part of the consent agenda.

QUORUM:

PPW Bylaws Article V Section 7 states Quorum: A majority of the Board shall constitute a quorum, and the majority of those present shall suffice on any question which is put to a vote.



1.3 Annual PPW President's Awards Banquet

The following is the protocol and the suggested order of events for the Annual PPW Presidents Awards Banquet at the Annual Education Spring Conference

- The Conference chair with help from other committee chairs designs and prints the President's Award Banquet program.
- The Conference Chair provides a written timetable for the banquet agenda to all speakers and presenters involved in the presentation of the banquet.
- The Conference Chair is the primary Master of Ceremonies (MC) for the Awards Banquet.
- The banquet is the last presidential activity of the outgoing President.
- The MC is responsible to keep the banquet moving and adhere to the timetable as best as possible.
- Taking breaks or intermissions in the banquet is not advised as the banquet agenda is designed to build to a dramatic finish and will hold members attention if it is kept moving.
- The conference chair does not need to know the names of award recipients or Life member recipients when preparing the agenda.
- Head Table Setup:
 - The Head table should include a center table podium and have places for approximately 18 people all facing the audience
 - On right side of podium: Incoming President & guest, Vice President & guest, Secretary & guest, Treasurer & guest.
 - On left side of podium- Conference chair & guest, Outgoing President & Guest, Chairman of the Board & guest, PPA dignitary & guest (if present), Executive Manager and guest.
 - A projector and screen are necessary for the memorial and the awards slide shows.
 - Set the American flag on the left side of the stage when looking at it from the audience.

A table for the awards is provided with extra tablecloths to cover the awards so no one can see who won trophies and awards.

A second stand-alone podium maybe set to one side for use by the Awards Chair, the Citations Chair, and other speakers.



J. PRESIDENTS AWARDS BANQUET SCHEDULE OF EVENTS

Suggested timetable for Presidents Awards Banquet

6:00 PM Banquet begins with a life member's receiving line and a no host bar.

6:15 PM Group photo of all life members.

6:15 PM Head Table seated. (Should be no later than 6:30 PM to keep on schedule.)

7:00 PM Welcome greeting from the Conference Chair (MC)

- Introduce head table, PPA Councilors and dignitaries.
- Recognize and have all guests in the audience from other States, Provinces or Countries to stand and be recognized as visitors. Don't introduce- just call out states and countries.
- Official Toast: "Please join with me in the toast to the office of the President of the United States of America" ("and to Her Majesty the Queen." if there are guests from the UK or Canada are in attendance.)
- Introduce local official Mayor, councilman, community leader if present.

7:10 PM Pledge of Allegiance lead by the outgoing President.

"Please stand and join me in the pledge of allegiance..." Turn to face the flag with hand over heart... "I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, One Nation under God, with Liberty and Justice for all."

7:11PM Invocation: MC introduces the Minister, Priest or member to give the invocation for dinner.

7:15 PM Serve Dinner

7:55 PM MC begins program with introductions:

- Life Members. Read a list of those attending and have them stand at their tables to be recognized.
- Print Jurors and Speakers
- Conference Committee. Have them come to the front and form a line across in front of podium. Conference Chair then presents a gift to each and shake hands.
- The next year's Conference Chair – usually includes a short promotion speech and presentation.
- The outgoing PPW President.
- President's speech should introduce officers of affiliate associations (if present)
- Thank members of current PPW executive committee by name. Have them stand.
- Introduce each district Rep who has served the past year
- Introduce the Chairman of the Board of the PPW.
- Introduce and thank the current PPW executive manager.
- Introduce PPA Councilors and have them stand to be recognized,

8:45 PM Conference Chair thanks key Sponsors and all vendors for supporting PPW

8:50 PM MC introduce Citations Chair for presentations:

- Citations Chair uses the side podium and has an assistant helping with awards.
- Ask all past degree holders to form a handshake line in front of the head table for new recipients of PPW degrees. AFP – then silver bars – Then FP – then gold bars.
- Have all past Life members come forward to form line for Life Member presentation.



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9:10 PM MC introduces Scholarship Chair to present PPW Scholarships

9:15 PM MC introduces the person doing the Memorial Presentation – John C. Flagler memorial Plaque. The names of deceased former members of PPW are included in the digital presentation.

9:25 PM MC introduces the Awards Chair for print award trophies at Side Podium

- The Awards presentation should include a slide show that features the top three prints in each category with the name of maker and print title announced for each print being shown on the screen. When the winner is shown the makers name and print title is read aloud again.
 - The Awards Chair should be the only presenter, no “acceptance speeches” allowed.
- MC Introduce Fuji rep. for the Fuji Masterpiece awards

MC Introduce Kodak rep. for Kodak Gallery awards

MC Introduce Canon rep. for the Canon Award

10:00 PM Installation of new officers

- All officers introduced and stand in front of head table facing audience.

10:10 PM Outgoing President - speech. Ask all past presidents of PPW to stand and be recognized.

10:15 PM Passing of gavel to incoming President

10:16 PM Presentation of Past Presidents plaque by Incoming President

10:17 PM PPW President Acceptance speech

10:20 PM MC introduce the past PPW Volunteer of the year award to present new award.

10:22 PM MC introduce the past PPW Distinguished Service Award to present new award.

- They read the meaning and importance of this award.
- They request all past recipients of the PPW Distinguished Service Award to stand and be recognized at their tables.
- Before announcing the name of the winner, the presenters should lead the audience with hints about the identity of the winner.

10:25 PM MC Introduce Presenter(s) of the PPA National award.

- If a PPA Officer or Board member is present at the banquet, they should be asked in advance to present the award.
 - The background information should be typed out in a large enough font for them to read.
 - Presenters should read meaning and importance of award, including...
 - “The recipient may receive it only once in their lifetime from this organization.”
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- Ask all past recipients of the PPA National Award to stand and be recognized at their tables.
 - Before announcing the name of the winner, the presenters should lead the audience with hints about the identity of the winner.



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10:28 MC “Congratulations to all of the award recipients. Please be sure to meet with our photographer (outside the room) for the official group photographs. Thank you all for attending. Please join us for the President's reception in room #_____. Everyone is invited to come and celebrate with all of the award recipients, officers and conference committee.”

- Outgoing President's Reception is at the discretion of the President. If it is to be held, the incoming President extends the invitation:

10:30 PM Meeting adjourned with a tap of the gavel.