

STANDING RULES of the AMERICAN SOCIETY OF PHOTOGRAPHERS, INC.

Effective February 1, 2022

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1. PRINCIPAL OFFICE OF CORPORATION

- 1.1. American Society of Photographers, Inc. (ASP) is a non-profit corporation, incorporated in the State of Michigan. The current resident-agent is Carl Caylor. The Secretary/Treasurer or the Executive Director files a corporate report annually. The Secretary/Treasurer or Executive Director files IRS Form 990 EZ annually.

2. MEMBERSHIP

2.1. General

- 2.1.1. Membership requirements and levels are defined in the ASP Constitution and Bylaws.
- 2.1.2. Memberships run from March 1 to the last day of February corresponding to the fiscal year of the Society.

2.2. Annual Membership Dues

- 2.2.1. As of the date of this document, the annual dues for Professional Active is US\$130.00 for the current annual year. The annual dues for future annual years are US\$130.00. Auto-renewals may be offered at a reduced rate.
- 2.2.2. Life and Honorary Life are not required to pay annual dues.
- 2.2.3. Individuals receiving their first PPA degree are offered ASP membership at no charge for the current fiscal year, effective immediately after the ceremony in which PPA bestows the recipient's first degree. Membership for the following fiscal year is also at no charge. They may choose to renew their membership at the regular renewal rate, within the renewal period of subsequent years.

3. FINANCIAL

3.1. General

- 3.1.1. Society funds may be maintained in an interest-bearing checking account if feasible. The society may also maintain monies in any income-producing manner as approved by the Board of Governors. The Secretary/Treasurer or Executive Director makes deposits and disbursements in accordance with the budget adopted by the Board of Governors and upon receipt of properly authorized forms, invoices and receipts. The Secretary/Treasurer and President review the bank statement monthly and report any discrepancy to the Board of Governors.
- 3.1.2. The funds for all ASP committees shall be maintained in the account of ASP unless otherwise directed by the Board or established by the bylaws of the corporation.
- 3.1.3. Proposed income and expenses of ASP funds shall be submitted to the Board of Governors for approval in accordance with Article VI of the ASP Bylaws.
- 3.1.4. All funds for events, projects and membership dues shall be collected electronically and deposited directly into the ASP credit card or bank account when transacted by the member. The funds received shall be recorded accurately into the proper profit center into the ASP QuickBooks accounting records by the Executive Director.

3.2. Reimbursements

- 3.2.1. ASP Board of Governors may reimburse and/or pay per diem to Officers, Governors, and others, at their discretion, for travel and/or lodging and other expenses for approved official meetings or events as detailed below.
 - 3.2.1.1. Officers and Governors must be in attendance for 100% of the meeting time at a designated meeting to be eligible for expense reimbursement and/or per diem unless otherwise approved by the President.
 - 3.2.1.2. Officers and Governors traveling by air will be reimbursed for airfare at the lowest economy class rate. If traveling by ground transportation, reimbursement will be based upon the lesser of the lowest economy class airfare rate or on mileage based upon the current year business rate per mile as published by the IRS and limited to the mileage for the shortest route on Google Maps or other trusted mapping companies.
 - 3.2.1.3. Officers and Governors lodging will be reimbursed for 50% of the standard room rate of the host hotel for the event or meeting which is required. Reimbursement will be limited to the nights lodging is required to allow attendance to the event or meeting. Due to the wide options of travel limitations/availability, such as availability of flights before or after meetings or time of meeting starts or ending, each reimbursement will be on a case-by-case basis.

- 3.2.1.4. Officers and Governors will be given a per diem of \$50 per day for all days required by ASP.
- 3.2.1.5. Officers and Governors may be fully or partially reimbursed for other meeting/event related expenses approved by the Board of Governors. For example, trailer rental or parking costs related to transporting a large amount of equipment or supplies needed for the meeting/event.
- 3.2.1.6. Per diem and/or reimbursement of expenses for others will be on a case-by-case basis and require approval by the Board of Governors.
- 3.2.1.7. The Board of Governors must approve all expenses for reimbursement related to paragraph 3.2.1.
- 3.2.2. ASP will also reimburse expenses related to authorized purchases per Article VII Sections II and III of the ASP Bylaws.
- 3.2.3. All reimbursable expenses must be submitted to the Treasurer within 90 days of the expenditure to insure payment. Completely detailed receipts or vouchers must accompany all Expense Report Forms. No reimbursement will be made without a completed Expense Report Form.
- 3.2.3.1. Reimbursements of authorized expense will be made within thirty days after submittal.

4. COMMITTEES

4.1. General

- 4.1.1. The Board of Governor has identified 6 (six) areas of focus that are strategic to ASP to achieve the mission and goals stated in its Constitution. These areas are: member engagement, fundraising, events, marketing, awards and degrees, and legal.
- 4.1.2. The Board believes that this structure is necessary for the good governance and increased productivity of the Board. Therefore, it has divided the areas of focus in several committees tasked with: implementing the directives of the Board in its various areas of competency, as well as making research and recommendations to the Board for actions and decisions regarding their respective areas of work.
- 4.1.3. The committees are smaller groups of members who gather in a volunteer capacity to take work and break it into meaningful and manageable chunks to efficiently carry out the work of ASP.
- 4.1.4. All committees must be led by a committee chair (or co-chairs) appointed by the President of ASP.

- 4.1.5. In order to assure collaboration and communication between the committee chairs and Board, each committee will have a Board member (officers or Governors) to act as liaison between the committee chair and the President. The Board Liaison works as a member of the committee and advisor to the committee chair and volunteers in order to assure that the Board's decisions are being carried out as requested. Email should be the main form of communication from the committee chair to the Board Liaison with a copy to the President.
- 4.1.6. The President appoints all committee chairs to carry out the specific goals of the Board of Governors his or her administration.
 - 4.1.6.1. The President-elect should contact individuals in a timely manner to identify Chairs to serve during his/her term as President.
 - 4.1.6.2. The President-elect will identify Board members (officer or Governor) to serve on each committee as a Board Liaison. Multiple Board members may be a member of any specific committee but only one will be the liaison.
 - 4.1.6.3. If a chair is unable to fulfill their duties, the Board Liaison takes the responsibilities of the committee chair until a replacement chair is appointed.
- 4.1.7. Committees serve from March 1 through the end of February. It is recommended that either a Governor or Officer serve on each committee.
- 4.1.8. Committee chairs are responsible for creating and forming their committees. It is important to stress that a committee is meant to be exactly that: a committee and/or a group of people. Committees are fundamental to the advancement of the mission and goals of the association through division of work.
- 4.1.9. Committee chairs are responsible to ensure that their meeting minutes, critical dates/deadlines, and activities are documented in the applicable Google Docs folders. This documentation will assist in documenting lessons learned and, in the development, or modification of the committee's standard operating procedures. This is especially important for committees which are responsible for events or activities that will be recurring in the future.
- 4.1.10. Committee members are not to reach out to the general membership or speak on behalf of ASP without specific approval of the President or Board unless is directly part of their committee responsibilities.
- 4.1.11. The President can appoint ad hoc committees (or action teams) as necessary to the proper operation of the Society.

4.2. STANDING COMMITTEES BY AREAS OF FOCUS

4.2.1. MEMBER ENGAGEMENT

- 4.2.1.1. State reps
 - 4.2.1.1.1. Standard procedures
 - 4.2.1.1.2. Regional Directors
- 4.2.1.2. Ambassadors
- 4.2.1.3. ASP Advisors
- 4.2.1.4. Scholarship/Charity/Giving

- 4.2.1.5. Online programs
- 4.2.1.6. Hospitality
- 4.2.1.7. Grievances
- 4.2.2. FUNDRAISING
 - 4.2.2.1. Sponsorship
 - 4.2.2.2. Merchandise and sales
- 4.2.3. EVENTS
 - 4.2.3.1. Gala
 - 4.2.3.1.1. Audio Visual
 - 4.2.3.1.2. Photography
 - 4.2.3.1.3. Best of the Best
 - 4.2.3.1.4. Decorations
 - 4.2.3.2. Travel Retreats
 - 4.2.3.3. New Members Party at Imaging
 - 4.2.3.4. Museum Project
 - 4.2.3.5. Imaging
 - 4.2.3.5.1. Booth
 - 4.2.3.5.2. Fellowship luncheon
 - 4.2.3.5.3. Fellowship display
 - 4.2.3.6. Special Projects Incubator
 - 4.2.3.7. Images of Distinction
 - 4.2.3.8. PPA Merited workshops
- 4.2.4. MARKETING
 - 4.2.4.1. Magazine
 - 4.2.4.2. Social Media
 - 4.2.4.3. Website
 - 4.2.4.4. Email
 - 4.2.4.5. Graphic design
- 4.2.5. AWARDS/DEGREES
 - 4.2.5.1. Fellowship
 - 4.2.5.2. Education Associate
 - 4.2.5.3. State Elite
 - 4.2.5.4. District Medallions
 - 4.2.5.5. Service Awards
- 4.2.6. LEGAL
 - 4.2.6.1. Constitution
 - 4.2.6.2. Bylaws
 - 4.2.6.3. Standing Rules
 - 4.2.6.4. Legal & Professional
 - 4.2.6.5. Parliamentary
 - 4.2.6.6. Procedures Manual:
 - 4.2.6.7. OnBoarding processes
 - 4.2.6.8. Board members oaths
 - 4.2.6.9. Committees Operations
- 4.2.7. EXECUTIVE
 - 4.2.7.1. Budget

- 4.2.7.2. Long Range Planning
- 4.2.7.3. Nominating
- 4.2.7.4. Financial Review
- 4.2.7.5. Membership Experience/Retention
- 4.2.7.6. Visioning
- 4.2.7.7. Awards Nomination
 - 4.2.7.7.1. Honorary Fellow
 - 4.2.7.7.2. Honorary EA
 - 4.2.7.7.3. National & International Awards

5. AWARDS AND RECOGNITION

5.1. ASP International Award and PPA National Award

- 5.1.1. The Board of Governors approves recipients for the ASP International Award and PPA National Award. The committees named for this purpose make recommendations to the Board.

5.2. ASP Gold, Silver and Bronze Medallion Awards

- 5.2.1. The ASP Gold, Silver and Bronze Medallion Awards are presented to the makers of the entries in the most recent ASP Image Excellence Exhibit Collection entries (paragraph 5.6) judged by a separate panel of jurors to be the very best three photograph entries of the newest additions to the exhibit, with gold being named the best of show, silver being the first runner up and bronze being second runner up.
- 5.2.2. The District Awards Chair notifies the recipients, Board of Governors and Executive Director.
- 5.2.3. The Marketing Committee prepares the appropriate proper publicity releases. Medallion Chair must provide all information to Marketing within 10 days of the awards being chosen.
- 5.2.4. The Executive Director prepares the plaques for presentation at the annual awards event. The images receive special designation in the ASP Image Excellence Collection Exhibit.

5.3. ASP District Medallion Awards

- 5.3.1. ASP District Medallion Awards are determined at each of PPA District Affiliate Image Competitions. An ASP member is eligible for the District Medallion Award only in the district in which he or she resides, or the district which contains the state where they hold their primary affiliation. Additionally, ASP membership must be approved prior to the first entry being judged.
- 5.3.2. District Medallion Awards are presented at the Society's annual awards event banquet.
- 5.3.3. This award goes to the ASP member in good standing based upon the following criteria:
 - 5.3.3.1. If the PPA district competition utilizes a numeric scoring system:
 - 5.3.3.1.1. The ASP member that receives the highest scoring entry.
 - 5.3.3.1.2. Ties will be resolved as follows:
 - 5.3.3.1.2.1. The total case score will be the tiebreaker.

- 5.3.3.1.2.2. If a tie still exists, the second highest scoring entry in the case will break the tie.
- 5.3.3.1.2.3. If a tie still exists, the third highest scoring entry will break the tie.
- 5.3.3.1.2.4. If a tie still exists, ASP will declare co-winners of the award and provide an additional trophy. Both recipients should will be duly recognized at the awards ceremony for their accomplishments.
- 5.3.4. If the PPA district competition utilizes a non-numeric scoring system such as merit/non-merit:
 - 5.3.4.1. A separate ASP jury shall be convened to determine the top image for each district's merited images submitted by ASP members.
 - 5.3.4.2. Jurors will be selected among those qualified jurors to evaluate images at the same level in which the competition would have happened.
 - 5.3.4.3. Jurors won't be called to select images from their own districts of origin.
- 5.3.5. If the PPA district competitions do not occur, no awards will be given. However, the Board may establish another method to recognize outstanding accomplishments of ASP members within the PPA districts.

5.4. The ASP State Elite Award

- 5.4.1. ASP State Elite Awards are determined at each state image competition.
 - 5.4.1.1. An ASP member is eligible for the ASP State Elite Award in only one state and that state is determined by the mailing address on record with ASP.
 - 5.4.1.2. An ASP member who wishes to compete for the ASP State Elite Award in a different state other than their home state, must petition the ASP Board of Governors for the right to compete for the ASP State Elite Award prior to January 1 of the competition year in which they wish to compete in the different state. Board petition forms shall be available on the ASP website. ASP State Representatives shall be notified of all petitions granted by the ASP Board of Governors.
 - 5.4.1.3. To be eligible for the ASP State Elite award, ASP membership must be approved prior to the first entry being judged.
- 5.4.2. ASP State Elite Awards are presented at an event held by the applicable state.
- 5.4.3. The ASP State Elite Award goes to the ASP member based upon the following criteria:
 - 5.4.3.1. If the state competition utilizes a numeric scoring system:
 - 5.4.3.1.1. The ASP member that receives the highest scoring entry.
 - 5.4.3.1.2. Ties will be resolved as follows:
 - 5.4.3.1.2.1. The total case score will be the tiebreaker.
 - 5.4.3.1.2.2. If a tie still exists, the second highest scoring entry in the case will break the tie.

- 5.4.3.1.2.3. If a tie still exists, the third highest scoring entry will break the tie.
- 5.4.3.1.2.4. If a tie still exists, ASP will declare co-winners of the award and provide an additional trophy. Both recipients should will be duly recognized at the awards ceremony for their accomplishments.
- 5.4.3.2. If the state competition utilizes a non-numeric scoring system such as merit/non-merit:
 - 5.4.3.2.1. The state will request that their judges pick the entry that, in their estimation, is the best overall image or album created by an ASP member.

5.5. The Annual Awards Event

- 5.5.1. An annual awards event, whenever possible, is held in conjunction with PPA international convention.
 - 5.5.1.1. The meeting rooms and the room for the event are negotiated by the ASP Executive Director with a venue.
 - 5.5.1.2. The Executive Director handles all details with PPA staff and coordinates all phases of the event with the event chair and venue.
 - 5.5.1.3. The President sets the theme and determines how he or she would like various activities carried out.
 - 5.5.1.4. Jointly, the President and The Executive Director prepares the annual awards event booklet.
 - 5.5.1.5. The chair of the Fellowship committee, the Educational Associate committee, Medallion Award Committee, State Elite Awards, the National Award, and ASP International Award committees, Service Award and Membership committee will provide the needed materials for any AV presentation to the AV chair for the event.
 - 5.5.1.6. The AV chair and the Executive Director work together to procure AV services for the event.

5.6. The ASP Image Excellence Exhibit

- 5.6.1. The ASP Image Excellence Exhibit is a digital exhibit on the ASP website consisting of the entire contents of PPA Image Excellence Collection images created by ASP Members.
- 5.6.2. Each year, digital images of new additions to the collection will be added to the website for view
 - 5.6.2.1. If the original image was a physical print and the creator would like to have an image included on the website, they can submit the digital image that PPA requires accompany the print's entry to the IPC.

5.7. Other Awards and Degrees

- 5.7.1. Fellowship, Education Associate, and Service Awards are governed by their specific guidelines and rules.

CERTIFICATION

This amended and restated Standing Rules was approved at the meeting of the Board of Governors of the American Society of Photographers, held February 1, 2022 and replaces the previous version dated November 16, 2021.

John D Herrel II
Secretary

2/1/2022
Date

PRINTED NAME; John D Herrel II