

**STANDING RULES**  
**of the**  
**AMERICAN SOCIETY OF PHOTOGRAPHERS, INC.**

Effective December 5, 2023

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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 November 1, 2023, the annual dues rate for Professional Active members is \$160 per year. The Auto-renewal dues rate is \$125 per year. The early bird rate is \$125 effective from November 1 through January 31st. Life and Honorary Life are not required to pay annual dues.
- 2.2.2. 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.
  - 4.1.8.1. It is in the best interest of ASP to bring additional members into committees and offer them leadership opportunities. This should bring new ideas to the position of committee chair.
    - 4.1.8.1.1. To accomplish this the Board Liaison of each committee working with the Committee Chair, President and Board of Governors shall identify members that have the potential leadership qualities needed to become a committee chair. These can come from the existing committee members or by adding new members to the committee.
    - 4.1.8.1.2. The current Committee Chair shall provide the training and experience necessary to develop committee members to assist them in gaining the skills needed for them to assume greater responsibility within ASP.
- 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. Parliamentarian
  - 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 photographic 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 Awards Chair notifies the recipients, Board of Governors and Executive Director. The Awards Chair provides all information to the Email, website and social media committees within 10 days of the awards being chosen.
- 5.2.3. 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 an ASP competition.
- 5.3.2. A separate ASP jury shall be convened to determine the top image for each district's imaging excellence images submitted by ASP members.
  - 5.3.2.1. Jurors won't be called to select images from their own districts of origin.
- 5.3.3. An ASP member is eligible for the District Medallion Award only in the district specified in their member profile. Additionally, ASP membership must be approved prior to the first entry being judged.
- 5.3.4. District Medallion Awards are presented at the Society's annual awards event banquet.
- 5.3.5. Districts are determined per the map (Image 1). Districts for members submitting from foreign countries not identified on the map will be determined by the Board on a case-by-case basis.

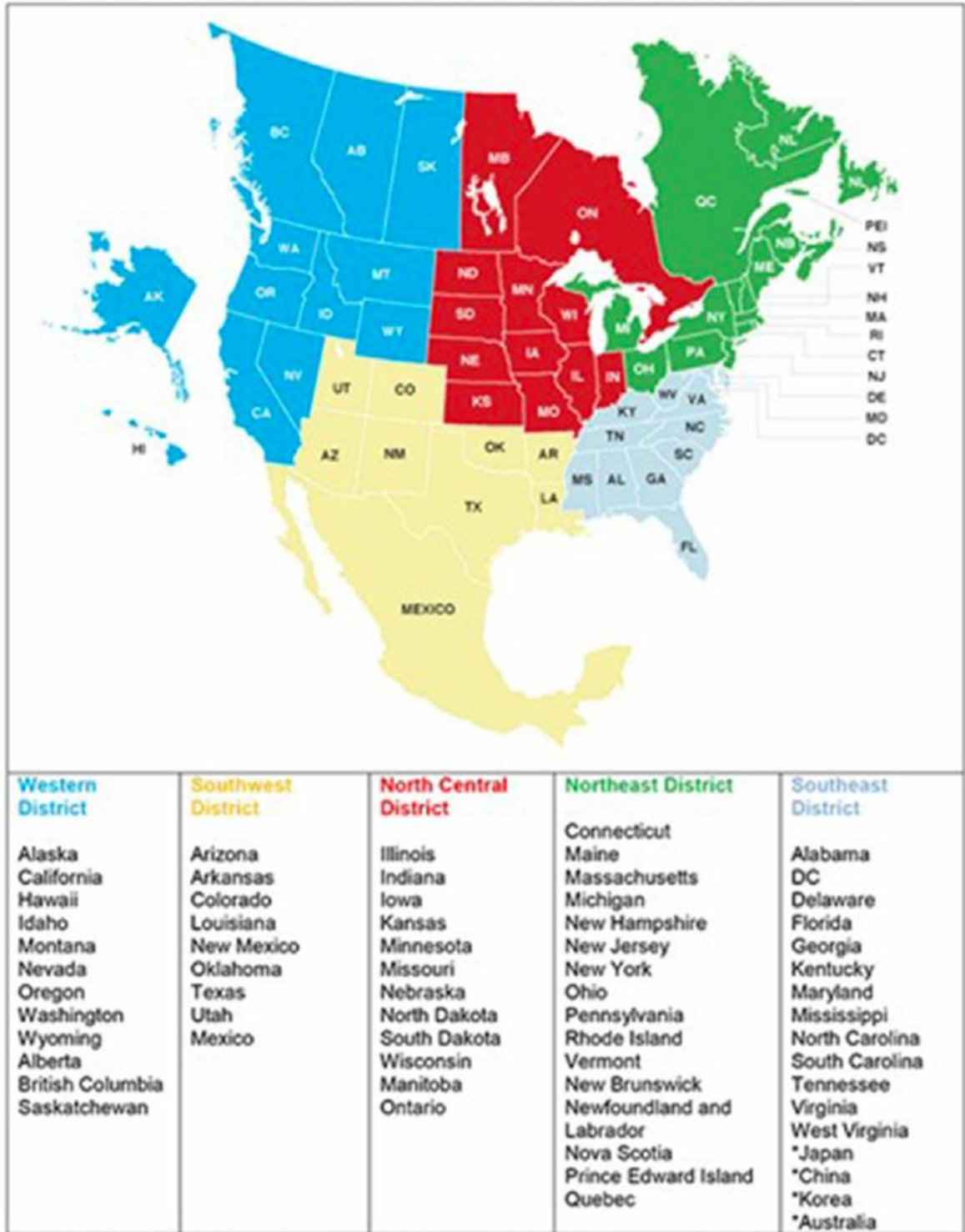


Image 1.

## 5.4. The ASP State Elite Award

### 5.4.1. Criteria

- 5.4.1.1. The State Elite Award is to be presented to the ASP member in good standing and image meets the criteria listed below in his or her State Print Competition.

- 5.4.1.1.1. “Good standing” is defined in the ASP Constitution, Article III.
- 5.4.1.1.2. The member must be current with their ASP dues PRIOR to the competition.
- 5.4.1.2. ASP State Elite Awards are determined at each state image competition, once per year..
  - 5.4.1.2.1. 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.
  - 5.4.1.2.2. An ASP member who wishes to compete for the ASP State Elite Award in a different state other than their home state, must petition and be approved by 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. The ASP State Elite Award goes to the ASP member based upon the following criteria:
  - 5.4.1.3.1. If the state competition utilizes a numeric scoring system:
    - 5.4.1.3.1.1. The ASP member that receives the highest scoring entry.
    - 5.4.1.3.1.2. Ties will be resolved as follows:
      - 5.4.1.3.1.2.1. The total case score will be the tiebreaker.
        - 5.4.1.3.1.2.1.1. A case is defined by minimum number of entries by the state
      - 5.4.1.3.1.2.2. If a tie still exists, the second highest scoring entry in the case will break the tie.
      - 5.4.1.3.1.2.3. If a tie still exists, the third highest scoring entry will break the tie.
      - 5.4.1.3.1.2.4. 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.
  - 5.4.1.3.2. If the state competition utilizes a non-numeric scoring system such as merit/non-merit or the MIR system:
    - 5.4.1.3.2.1. 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.
- 5.4.2. Procedures required to award the State Elite Award
  - 5.4.2.1. At be beginning of each calendar year the ASP State Elite Award Committee will provide to each ASP State Rep and each state organization’s president or executive office information regarding the current year’s ASP State Elite Awards requirements.



- 5.4.2.2. State's ASP Rep needs to order the award by fill out date of competition and award ceremony at least one month before competition by filling out the Google Form and submitting it to the ASP State Elite Awards Chair. If the State fails to fill out and submit the form before the, one month, deadline. The award may not be issued.
- 5.4.2.3. Following the Competition, using information provided by State Image Comp Chair and the criteria stated above, the State Rep will update the Google Form, identifying the award recipient and needed information and submit the updated Google Form to the State Elite Awards Chair.
  - 5.4.2.3.1. If the State Rep will be unavailable to attend the awards presentation, they will designate an ASP member to do the presentation,
- 5.4.2.4. ASP State Elite Awards are presented at an event held by the applicable state.
  - 5.4.2.4.1. State Rep or designated ASP member will be the presenter at that meeting.
  - 5.4.2.4.2. If the Best of the Best is to be shown, introduce it and have it shown.
    - 5.4.2.4.2.1. Showing the ASP Best of the Best video is highly requested but is no long mandatory to show during the award ceremony.
  - 5.4.2.4.3. State Rep or designated ASP member will present award by reading the given ASP script enclosed in award box prior to presenting the Award.
  - 5.4.2.4.4. State Rep or designated ASP member will then name the Award winner and present the award.
  - 5.4.2.4.5. Within one (1) week following the awards ceremony the State Rep will collect a headshot of the recipient, update the Google Form, and submit both to the State Elite Awards Chair.

## **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 (Best of the Best)**

5.6.1. The ASP Image Excellence Exhibit is a digital exhibit on the ASP website consisting of Image Excellence 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 viewing.

5.6.2.1. In 2023 the new additions will come from Image Excellence images created by ASP Members at any of the 2023 Monthly Image Reviews.

5.6.2.2. In 2024 the new additions will come from Image Excellence images created by ASP Members at ASP events.

**5.7. Other Awards and Degrees**

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

## 6. HANDING ETHICS ISSUES

While Sections IV, and V of the ASP Bylaws provides the authority to the ASP Board to terminate ASP membership for cause and Section VI allows the Board to grant reinstatement of membership it does not provide the processes needed to provide the Board the necessary information to make those decisions. This section provides these guidelines.

**6.1. ETHICS COMMITTEE**

6.1.1. If the ASP President deems it necessary to consider a request from a member or from a member's client to settle a problem of ethical behavior or ethical business practice involving a ASP member in good standing, an ad hoc Ethics Committee Chair will be named and a committee formed.

6.1.2. When a petition is received by the Chair, he or she shall, before convening a meeting of the committee, attempt to settle the differences or the problems at hand with advice to one or both parties, and convene the committee only when his or her advice fails.

6.1.3. If the committee is called together to decide on an action to take, and the two or more parties concerned are asked to be present to state their complaints or difference, the hearing shall be conducted under the "Sturgis Standard Code of Parliamentary Procedure." The Chair shall preside at the hearing.

6.1.4. When a hearing has convened and the committee has decided on an action to be taken, the Chair shall report to the Board of Governors

6.1.5. Adhere to the following ASP Due Process during any ethics process.

## 6.2. DUE PROCESS

The following procedures and processes are based upon the PPA Due Process adopted by PPA Board of Directors July, 2004

### 6.2.1. PROCEDURES FOR ADDRESSING ETHICS QUESTIONS

#### 6.2.2. INTENT

6.2.2.1. It is ASP's policy to support and uphold the highest professional imaging and ethical standards. This policy extends to each member and encompasses that member's dealings with the Society, its members, and competitions. This policy also encompasses each member's dealings with their vendors, suppliers, clientele and the public. (See Code of Ethics).

6.2.2.2. ASP is committed to upholding its reputation and that of its members by enforcing this policy against any member action, whether ethically, civilly or criminally questionable, that may portray the Association or its members in a negative way.

6.2.2.3. Once begun, the Due Process will continue regardless of membership status.

6.2.2.4. When a hearing has convened and the committee has decided on an action to be taken, the Chair shall report to the Board of Governors.

### 6.2.3. PROCEDURE FOR SUBMITTING A CLAIM

6.2.3.1. Any individual or individuals can make an ethics complaint about a member. Complainants do not need to be ASP members.

6.2.3.2. Complaints must be received in writing and will be accepted into the official record of the proceeding. When submitting a complaint, the complainant should first show physical evidence that they tried to come to a resolution with the Subject on their own. No action can be initiated until a signed, written complaint is received.

6.2.3.2.1. The complaint should contain the following and should be sent to ASP Executive Director, 23745 del Monte Drive #152, Valencia, CA 91355 or ASP Executive Director, info@asofp.com:

6.2.3.2.1.1. The complainant's name and contact information

6.2.3.2.1.2. Name and address of the subject of the complaint

6.2.3.2.1.3. The reason for filing the complaint (if this has already been outlined in a written and signed complaint, please indicate)

6.2.3.2.1.4. What, if anything, has been done to resolve the complaint

6.2.3.2.1.5. How would the complainant like to resolve the matter?

6.2.3.2.1.6. Any additional supporting information or evidence

6.2.3.3. The Ethics Committee is responsible for investigating a complaint received against a member.

6.2.3.4. The Ethics Committee shall withhold rendering a decision on an ethics complaint if there is pending civil or lower court litigation. The Ethics Committee will consider ethics complaints after adjudication.

6.2.3.5. When the Committee is made aware of an information filing or a criminal indictment against an ASP member, the member shall be notified of his/her automatic suspension until the member can show due cause why the member should not be suspended. Upon the rendering of a legal decision, an ethics case can be instituted.

#### 6.2.4. PROCEDURE FOR FOLLOWING UP ON A COMPLAINT

6.2.4.1. The Chairman and/or the committee have the right to determine if the case has merit. If it is determined that the case has merit, within 21 days of ASP receiving a complaint, the Chairman will notify the member accused (Subject) via certified mail. The certified return mail stub becomes part of the official case file. This notification may, or may not, include the Complainant's name, depending on circumstances. The Subject notification should include:

6.2.4.1.1. The specific charges or allegations

6.2.4.1.2. The purpose of ASP's Ethics Policy

6.2.4.1.3. An explanation of possible actions

6.2.4.1.4. A request for a response to the charges or allegations to be received within 14 days of the delivery of this notification.

6.2.4.1.5. Any other information pertinent to the case.

- 6.2.4.2. The Subject will be given 14 days to respond in a signed writing to the charges or allegations outlined. If no response is received, the Chairman will assume the Subject has no response and will continue with the process.
- 6.2.4.3. If a response is received, the Committee has a minimum of 21 days to conduct follow up interviews to determine whether a hearing should be held. At this point, the committee may decide:
  - 6.2.4.4. To discontinue any further action and end the process. If this is the case, the committee should notify the Subject and Complainant that there is not sufficient cause to continue, and extend the Association's appreciation to all parties for their input.
  - 6.2.4.5. To continue the process and schedule a hearing at a Committee meeting. A special Committee meeting may be convened at the expense of the Complainant. NOTE: The Committee is permitted to suspend the accountability time line or investigation of a case if there is a compelling reason to do so.

## 6.2.5. CONDUCTING A HEARING

- 6.2.5.1. NOTIFICATION. Notification that a hearing has been scheduled should be sent promptly to the Subject and Complainant via certified mail. The return mail stubs are to become part of the official case file.
- 6.2.5.2. VENUE. The hearing may be held in person or by electronic means. If the decision is made to hold the hearing in person, every effort should be made to accommodate all parties. ASP is not responsible for travel costs if Subject or Complainant choose to attend the hearing.
- 6.2.5.3. THOSE ATTENDING. It is NOT necessary for the Subject or Complainant to attend the hearing in person. Either or both may be invited to attend by electronic means. Lack of attendance by any party will not be considered in the committee's deliberations. They may present witnesses at their own expense, if they so choose. The Subject may also choose to be represented by counsel, at his own expense. A majority of the Committee must be in attendance. If obtaining a majority is not possible because of absences, the President may appoint others as substitutes.
- 6.2.5.4. EVIDENCE. Materials and evidence that could have a bearing in the hearing should be distributed to the committee and Subject at least 14 days prior to the hearing.
- 6.2.5.5. PROCEDURE. The Chairman conducts the hearing. If the Chairman is unable to attend, the Vice-Chairman will conduct in the Chairman's stead.
- 6.2.5.6. The Chairman will review the complaint with the committee and submit any related materials.
- 6.2.5.7. If the Complainant is in attendance, the Chairman will call on the Complainant to add additional appropriate information. Committee members will then be given the opportunity to ask questions of the Complainant.
- 6.2.5.8. If the Subject is in attendance, the Chairman reviews the complaint with the Subject. The Subject is then invited to respond to the complaint. Committee members will then be given the opportunity to ask questions of the Subject. The Subject and Complainant are excused.
- 6.2.5.9. The Chairman invites comments from the committee. After sufficient deliberation, the Chairman may entertain a motion from any member of the committee.

## 6.2.6. POSSIBLE FINDINGS

- 6.2.6.1. The committee may recommend to the Board of Governors imposition of a number of penalties in cases where an ethics violation is found. Those penalties include:
- 6.2.6.2. No action
- 6.2.6.3. Censure. The Subject may be publicly reprimanded for specified conduct for violation of the Code of Ethics or for other just cause.
- 6.2.6.4. Suspension. The Subject is removed from active membership during suspension Existing merits, degrees and certification, if applicable, are also suspended. Payment of membership dues is still required during the period of suspension. The Subject may not participate in competitions, speak at ASP- events, reference or advertise ASP membership or certification, nor hold leadership positions. Suspension shall last until such time as recommended by the Committee and approved by the Board of Governors.
- 6.2.6.5. Termination. The Subject's membership is revoked, resulting in the loss of merits, degrees and certification. A time period after which the Subject may reapply, MAY be attached in this case.
- 6.2.6.6. Once a Board decision and recommendation have been reached, the committee will notify the Subject and Complainant on ASP letterhead via certified mail. The certified return mail stub becomes part of the official case file. A copy of the letter is sent to the President for communication to the Board of Governors. The notification should specifically outline the findings of the committee, the penalty recommended (if any), and should carefully outline the appeals process.

## 6.2.7. APPEAL PROCESS

- 6.2.7.1. The Subject may ask to appeal the committee's decision and recommendation by making that request in a signed writing to the President within 14 days of receipt of notification. The President will schedule a hearing to occur during the next regularly scheduled meeting of the Board of Governors.
- 6.2.7.2. During the appeal hearing, the Board of Governors will review the written proceedings of the hearing as well as any written or recorded responses from the Subject. The Subject may choose to appear in person at his own expense, or to appear via electronic means.
- 6.2.7.3. The Board is given the opportunity to discuss the case. After sufficient deliberation, the President may entertain a motion.

- 6.2.7.4. The Board may decide:
  - 6.2.7.4.1. To reverse the findings of the Ethics Committee.
  - 6.2.7.4.2. To uphold the findings of the Ethics Committee.
  - 6.2.7.4.3. To alter the penalty recommended by the Ethics Committee.
  - 6.2.7.4.4. The President is responsible for notifying the Subject via certified mail and the Ethics Committee Chairman of the Board's decision, which shall be final. The certified return mail stub becomes part of the official case file.

**6.3. REINSTATEMENT OF MEMBERSHIP**

- 6.3.1. A member may submit a request for reinstatement of membership to the ASP Board of Governors. If the necessary, the President may create an ad hoc Ethics Committee and Chair to review the request and make a recommendation to the Board.

**CERTIFICATION**

This amended and restated Standing Rules was approved at the meeting of the Board of Governors of the American Society of Photographers, held December 5, 2023 and replaces the previous version dated August 4, 2023.

*Frances A. Harding*  
\_\_\_\_\_  
Secretary

December 6, 2023  
\_\_\_\_\_  
Date

PRINTED NAME; Frances A. Harding