

# STANDARD OPERATING PROCEDURES

2025

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# ASP — STANDARD OPERATING PROCEDURES

## Contents

|  |    |
|--|----|
| INTRODUCTION.....  | 5  |
| RUNNING A BOARD OF GOVERNORS.....                                  | 6  |
| PRESIDENT.....   | 9  |
| CHAIRMAN OF THE BOARD .....  | 12 |
| PRESIDENT ELECT .....  | 13 |
| PRESIDENT-ELECT TO PRESIDENT PROCESSES.....                        | 14 |
| VICE PRESIDENT.....  | 19 |
| SECRETARY/TREASURER .....  | 20 |
| SECRETARY .....  | 23 |
| BOARD MEMBER.....  | 27 |
| EXECUTIVE DIRECTOR.....Needs Review.....                           | 31 |
| PARLIAMENTARIAN .....  | 34 |
| SUGGESTED GUIDE FOR BOARD AGENDAS.....                             | 45 |
| AMBASSADORS COMMITTEE .....  | 47 |
| AUDIT COMMITTEE .....  | 49 |
| AWARDS COMMITTEE .....   | 50 |
| AWARDS -- EDUCATIONAL ASSOCIATE DEGREE COMMITTEE <i>NEED</i> ..... | 51 |
| AWARDS -- FELLOWSHIP COMMITTEE <i>NEED</i> .....                   | 52 |
| EMAIL COMMITTEE.....Needs Constant Contact info .....              | 53 |
| ETHICS COMMITTEE AND PROCEDURES.....                               | 54 |
| GOVERNING DOCUMENTS COMMITTEE.....                                 | 55 |
| HISTORIAN COMMITTEE....Needs detail and handoff info.....          | 58 |
| HOSPITALITY COMMITTEE <i>NEED</i> .....                            | 59 |
| IMAGES OF DISTINCTION .....  | 60 |
| IUSA -- GALA COMMITTEE .....                                       | 65 |
| IUSA -- LATE NIGHT LOUNGE COMMITTEE .....                          | 67 |
| GALA & LATE NIGHT LOUNGE DETAILS & SCHEDULE .....                  | 69 |
| IUSA -- TRADE SHOW BOOTH COMMITTEE.....                            | 72 |

## ASP — STANDARD OPERATING PROCEDURES

|                                      |                                  |     |
|--------------------------------------|----------------------------------|-----|
| LEGAL AND PROFESSIONAL COMMITTEE     | <i>NEED</i>                      | 76  |
| MAGAZINE EDITOR                      |                                  | 77  |
| MENTOR COMMITTEE                     | <i>NEED</i>                      | 86  |
| MUSEUM PROJECT COMMITTEE             | <i>NEED</i>                      | 87  |
| NOMINATING COMMITTEE                 |                                  | 88  |
| ONE-DAY WORKSHOP COMMITTEE           | <i>NEED</i>                      | 90  |
| SCHOLARSHIP/CHARITY/GIVING COMMITTEE | <i>NEED</i>                      | 91  |
| SPEAKER LIST / ZOOM COMMITTEE        | <i>NEED Speaker list process</i> | 94  |
| SPONSORSHIP COMMITTEE                |                                  | 96  |
| TRAVEL -- IN COUNTRY COMMITTEE       | <i>NEED</i>                      | 98  |
| TRAVEL – OUT OF COUNTRY COMMITTEE    | <i>NEED</i>                      | 99  |
| WEBSITE COMMITTEE                    |                                  | 109 |
| MERCHANDISE & SALES COMMITTEE        | <i>NEED</i>                      | 111 |
| IUSA -- TRADE SHOW BOOTH COMMITTEE   | <i>NEED</i>                      | 112 |

## NOTICE:

If there is a “(Generic)” displayed at the end of a particular function/committee SOP, the SOP for that function/committee has been generated base upon a generic source and is not particular to ASP. All of these functions/committee SOPs should be thoroughly reviewed and updated to reflect actual ASP needs!

Additionally, if you are responsible for a particular function or committee and no SOP exists for it, please write one based on the procedures were needed to successfully fulfill that responsibility, both by yourself and by your committee members.

If there is an ASP specific SOP for what you currently do, please review it and update as needed.

The purpose of Standing Operational Procedures (SOPs) is to document what works (or doesn't) so that those members who have those responsibilities in the future can build upon past experience and enhance ASP's capabilities rather than, to use an old phrase, “not reinvent the wheel.”



ASP's success depends on YOU!

## INTRODUCTION

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The Standard Operating Procedures (SOP) of the American Society of Photographers (ASP) is created to assist all Officers, Board of Governor Members, Committee Chairpersons and the general membership to understand and function efficiently and within the parameters of the ASP Constitution, By-Laws, and Standing Rules.

Each Officer, Board Member, Committee Chair and the Executive Director will have access to the SOP Manual and should become familiar with the basic content and function of this manual. It should serve as a procedural reference for any committee or assist in answering questions a member volunteering might have about a given positions responsibilities.

ASP was established in 1937 to promote high professional, artistic standards in photography and to further the professional interests of its membership. The Society provides the tools and educational opportunities for its members to achieve their business and artistic goals. It is committed to an ongoing exchange of information and experience between all members in an open and friendly atmosphere.

The purposes, for which the Society is formed, as stated in its Constitution are as follows:

- A. To promote education, foster fellowship and perpetuate the ideals of photography as a science and an art.
- B. To recognize and honor the qualitative achievements of its members through awards as defined in the by-laws
- C. To recognize photographic achievements of its members.
- D. To encourage the highest standards of practice and principles.
- E. To meet, share experiences and exchange ideas to benefit not only its members, but their clients and the industry.
- F. ASP does not contemplate pecuniary gain or profit to its members and is organized for nonprofit purposes.

***Important note:*** This document in many instances conveys the intent that accountability for specified responsibilities lies with certain positions, but it is not necessarily that position that carries out the activity. Indeed, we expect that many of these responsibilities will be delegated to board committees, staff, general members or others including experts retained for a specific purpose. The specified purpose may be carried out by another party, but the accountability for the specific task remains with the original responsible entity. (e.g. the secretary may delegate someone to take minutes, but is ultimately responsible for the production, accuracy and proper distribution of the minutes.)

# ASP — STANDARD OPERATING PROCEDURES

## RUNNING A BOARD OF GOVERNORS

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### **ESTABLISHING A BOARD OF GOVERNORS**

The process on nominating and election of officers is defined in Article II of the ASP Bylaws. While ASP does not automatically have board members “climb the ladder,” per the Bylaws, the nominations for the positions of president-elect, vice president, secretary/treasurer shall come from the current Board of Governors. The purpose of this process is to provide an environment that prepares members to successfully take on increased responsibilities.

### **A SUCCESSFUL BOARD**

In order for a board to be successful it needs to put the needs of the Society first and foremost, with no private agenda of any individual board member.

It is a very heavy responsibility to be on the board. It involves the expenditure of thousands of membership dollars and the responsibility for the corporation's assets.

A major factor that makes the job tough is that board members rarely come to the job well prepared to govern. Board members come to the job with the best intentions, but good intentions are not enough. Humans are not born with the knowledge and ability to be good board members. Board skills are acquired and must be learned and regularly updated. The Board's prime requirement is to govern the Society. They will plan, monitor issues like finances and services, evaluate the progress of the organization and many other things to keep the corporation viable and moving.

They have to become part of the board team and keep that team functioning at optimum level. Board members need to do a good job of building and maintaining skills of teamwork and good "boardmanship," without that they will not be able to accomplish the first task - governing the corporation well.

### **INSTRUCTIONS TO BOARD OF GOVERNORS**

The March meeting (the first meeting of the fiscal year) shall be a joint old board/new board meeting, with the outgoing President calling for any final committee reports, and after disposing of any business at hand will turn over the meeting to the new President. At this meeting the Executive Director presents to the new board what their duties are and how they need to govern.

The board is instructed by the Executive Director that they exist to make policy and no one person on the board can make decisions unilaterally, not even the president. It is a board majority decision. Board members need to be unified in their final decision and if a board member votes against the decision they MUST support the decision completely and not discuss the process with non-board members.

The day to day running of the Society is conducted by the Executive Director at the board's direction. Any staff the Executive Director has is the responsibility of the Executive Director and no board director should conduct any business through the staff. Should there be a problem with a staff member the Executive Director should be notified and the Executive Director will deal with any situations that might arise.

The Executive Director and staff do not make policy; they enforce the board's instructions. The board is

# ASP — STANDARD OPERATING PROCEDURES

informed that only instructions that come from the board will be applicable. Any other request from a committee chair or member will be referred to the board for their instructions.

Board members should make themselves cognizant of the corporation's bylaws and standing rules, know the history of the association and get to know each of the other board members. They must read any material given to them before the board meeting and gather any advice, research or recommendations beforehand so that informed decisions can be made. The board meeting is not the place to start to read the information. Team building begins by knowing the teammates. Governance cannot happen without team effort.

The board should know how to compile a budget and how to read financial statements, and to make sure the budget is being adhered to. Members who do not know how to read financials cannot provide good fiscal advice.

Board meetings are not for socializing but for conducting business. After a board meeting any differences of opinion should be left at the table and not carried as a grudge

Productive, businesslike board meetings are not an accident. They are well designed. Board meetings should have an agenda and discussion should ensue following a motion. Discussion without motions is wasted time.

The Executive Administrator is not a board member but is part of the board team. There must be a high level of trust between those who govern and the person who has been chosen to manage. The board needs to learn where to go for answers to questions.

Learning the job of "boardmanship" is a never-ending task. Ongoing development activities should be part of the plan for every board and every board member. They should attend state and national conferences; take part in board workshops, read pertinent literature.

The governance of the organization demands the best job they can do. If they can't offer that, they should let someone else have the seat at the table. Board members volunteered for the position and were elected by the members. They have a moral and fiducially responsibility to the membership to govern the association in the best possible way.

Committees appointed by the board should give recommendations to the board as requested and the board should take those recommendations and act on them. A committee is an extension of the board, but has no governing power. It is the responsibility of the board to act on the committee's recommendations. Board members should oversee the committees but not dictate to them.

## **AVOIDING PROBLEMS AND CONFLICTS**

- What not to do:
  - Talk too much and listen too little.
  - Publicly criticize a board decision you did not support.
  - Ignore advice from fellow board members.
  - Show you have all the answers for every issue.
  - Refuse to change your mind on any issue, no matter what the evidence.
  - Refuse to compromise.
  - Leak information from a closed board session.
  - Fail to prepare for the board meeting.
  - Ridicule board decisions made before you came on the board.

## ASP — STANDARD OPERATING PROCEDURES

("Running a Board of Governors" is based upon a document created by Roger Daines, who at the time was Executive Director of the Professional Photographers of California. Used and modified with his permission. Additionally, a large portion of the rest of this document is the work of Leslie Kitten from her 2020 document on the Board roles and responsibilities.)



## PRESIDENT

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The President shall be the Chief Elected Officer of the Society and serve as Chair of both the Board of Governors and Executive Committee. The President shall serve as a non-voting ex-officio member of all committees, standing or otherwise. The President serves as a voting member on those committees to which he/she is appointed a full member with voting privileges. He/She shall make all required appointments to Presidential Committees.

The President shall exercise personal leadership in the motivation of other officers, board members, committee chairs, committee members, and membership, and influence the establishment of goals and objectives for the organization during the term of office. He/She shall act as spokesperson and inspirational leader, and shall work in partnership with the Executive Director.

### Duties, Responsibility and Authority:

- The major duties of the President are outlined in section VIII of the ASP Constitution.
- The President should, on a regular basis, review the Bylaws to ensure that the reporting requirements of Articles VI and VII are met.
- 
- Presides at and attends all meetings of the members, Board of Governors and Executive Committee. Coordinates agenda material with the Executive Director.
- In concert with the Executive Director, sees that the Board of Governors, Executive Committee, and officers are kept fully informed on the conditions and operations of the Society.
- 
- Works with the Executive Director to see that basic policies and programs designed to further the goals and objectives of the Society are planned, formulated, presented to the Board of Governors, and executed following Board approval.
- Appoints the chairs and members of Presidential Committees, outlines the purpose and duties of these committees, and monitors progress.
- Supports and defends policies and programs adopted by the membership, Board of Governors and Executive Committee.
- Promotes interest and active participation in the Society on the part of the membership and reports activities of the Board and the Society to members by means of letters, publications, emails, social media or speeches.
- With the Executive Director, acts as a spokesperson for the Society to the press, the public, legislative bodies, and related organizations.

## ASP — STANDARD OPERATING PROCEDURES

- Presents an annual report at the annual membership meeting on the State of the Society.
- Exercises general supervision over the work and activities of the Board, Executive Committee and other committees.
- In cooperation with the Executive Director, sees that all orders and resolutions of the Board of Governors are carried into effect.
- Assumes a key role in the orientation and transition of the President-elect to the duties of the President.
- Develop a theme and a set of goals for their year as President.
- Write a President's message for each issue of the ASP magazine.
- Represent and speak for the organization to others and to the public.
- The President shall receive copies of all correspondence that are pertinent to the President's interest.
- Ensure that the nomination and election of the next year's officers is conducted per Bylaws Article II.

### On Taking Office:

- Confirm, update and secure the following important items:
  - Important Forms
    - Confirm secure original copy of IRS Letter of Determination 501 (c)(6) and original Official Seal of Articles of Incorporation -- Make backup copies and distribute to Treasurer and President Elect for safekeeping.
  - Seal
    - Confirm and secure the official seal of ASP.
  - Gavel
    - Confirm and secure the official gavel of ASP. This gavel will be presented to the incoming president at the annual Gala.
  - Constitution, Bylaws, and Standing Rules
    - Review and update.
    - Ensure their availability to all officers/board members and the general membership via the ASofP website.
  - IRS Form 990 (Online form E990)
    - Confirm with the treasurer/executive administrator the status of all the accounts.
    - Review status of IRS Form 990 and acknowledge with treasurer/executive administrator that it must be filed prior to 15th of the 5th month of the new fiscal year (May).
  - Bank Accounts

## ASP — STANDARD OPERATING PROCEDURES

- Signature Card. Add/remove names as applicable
- Account Information. Confirm and update contact info addresses, emails and phone numbers.
- Website Account
  - Account Information / confirm and update contact info, addresses, e-mails and phone numbers.
  - Renewal Information / confirm renewal date when taking office and renew account if necessary.
- Website Host
  - Account Information / confirm and update contact info, addresses, e-mails and phone numbers.
  - Renewal Information / confirm renewal date when taking office and renew account if necessary.
- SOP's
  - Make sure all officers / board / committee members have received their SOP Manual from the previous members. Have them updated if necessary.
- Budget
  - Plan budget with Board, Executive Director, and committee chairs.
  - Approve budget with new board and distribute to Board Members.
- Committee Chairs
  - Appoint all incoming Committee Chairs at March Board Meeting,
- Goals for Year
  - Establish yearly goals for upcoming presidential tenure. Present Goals to Board of Governors at March Board Meeting
  - Develop yearly calendar for planning and confirmation of meeting dates, programs, print competition and other activities. Distribute to Board and others as appropriate.
- Also review the “As President” section of the PRESIDENT-ELECT TO PRESIDENT PROCESSES section of this SOP for other responsibilities by month.

### Relationships:

- Responsible to the Board of Governors and to the membership for seeing that the programs and policies of the Society reflect the needs and aspirations of the membership.
- Consults and advises with the Executive Director on all matters pertaining to Society policies, programs and finances.

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### **CHAIRMAN OF THE BOARD**

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The Chairman of the Board shall preside over meetings of the Executive Committee and Board of Governors in the event the President is unable to attend or to serve. He/She also serves as a guide to the President.

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## PRESIDENT ELECT

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The President-elect is the second highest ranking elected officer of the Society, and at the conclusion of the President's term of office, automatically succeeds to the office of President.

*Duties, Responsibility and Authority:*

- In the absence or incapacity of both the President and Chairman of the Board, performs the duties and exercises the powers of the President
- 
- Works closely with the current President and Executive Director to learn the duties of the Presidency to prepare to assume that office.
- 
- Serves as a member of the Board of Governors, Executive Committee and other committees as assigned by the President.
- 
- Represents the Society with other associations, industry groups, or other organizations as may be assigned by the President or Board of Governors.
- Heads the nomination committee which is made up of the President-elect, the Vice President, and the Secretary/Treasurer
- Also review the "As President-Elect" section of the PRESIDENT-ELECT TO PRESIDENT PROCESSES section of this SOP for other responsibilities by month.

*Relationships:*

Works closely with the President so as to fully understand the duties of that office and ensure a smooth transition.

Represents the Society to other associations and industry groups, serving as an organizational liaison.

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## PRESIDENT-ELECT TO PRESIDENT PROCESSES

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### **As President-Elect:**

#### **The summer to early fall prior to term as ASP president:**

Contact current committee chairs that you wish to retain to determine their willingness to continue and replace any committee chairs where needed. Talk to committee chairs about the members of their committees. Do they need more (or fewer)... or do they need people with different skill sets added to their committees. Do they have a “second-in-command” who can take over when they leave or if they become unable to continue for any reason? Are there people on their committees who would be more effective elsewhere? Decide if you plan to tackle any new areas where new committees are needed and find committee chairs/members for those. (The current committee list should be in the Google docs.)

#### **August:**

Decide on and confirm any board replacements so that the slate can be presented at the August board meeting. Put together the whole new board so that it can be announced in the Fall ASP Magazine, or at least twice publicly a minimum of 30 days prior to the Annual members meeting at the Gala. Get updated bios and headshots of the entire incoming board for the magazine or email depending on how you plan to announce the new proposed board.

#### **Fall prior to term as ASP President:**

Design and order president’s pin to be given out to all attending the Gala. Design accompanying card (business card size?) to which president’s pin will be attached and which explains about president’s pin. ([wizardpins.com](http://wizardpins.com))

Decide whether you wish to have the long range planning meeting take place immediate before or after IUSA and how long. (In 2022, we had a 1.5 hour Gala/LNL wrap-up meeting the day IUSA ended and finished up the long range planning meeting the following day. Let board members know so they can schedule their travel accordingly.

#### **December to early January prior to term as ASP President:**

Plan agenda for January long-term planning meeting (Previous agendas (as guides) are in google docs.)

Write short speech for Gala.

#### **January:**

Chat with the current president about how you will handle the General Members meeting during the Gala.

Run the long range planning meeting either before or after IUSA.

# ASP — STANDARD OPERATING PROCEDURES

After IIUSA, notify all board members that you need the budget requests for the next fiscal year by no later than February 15th.

## **February:**

Remind board members about budget requests for the next fiscal year.

Collect budget responses.

After the 15th and before March 1st, arrange meeting with Executive Director to go over

- The current fiscal year's budget versus actuals
- Decide on any budget adjustments that are needed for the coming fiscal year
- The Executive Director will create the new budget spreadsheet

Depending upon when Images of Distinction is held, you will need to record a video introducing the awards.

## **Before March 1:**

Schedule a meeting with the incoming executive board (Budget committee) to go over the budget and make any necessary changes or adjustments. Ask the Executive Director to post the Consent calendar for the next board meeting.

## **As President:**

### **March:**

Update the A-Team in text messages so that it includes the new executive board member(s). After March 1, you can delete anyone not still on the exec board.

Write the President's message for the spring magazine (500 words approximately) and supply a headshot to go with it. This is due by the end of the first week of the month preceding publication. ASP MAGAZINE is published Jan 1, April 1, July 1 and Oct 1. The spring issue typically features the ASP Award winners from the Gala.

Decide on definite dates and location / communications method for the summer long-range planning meeting

Prior to the March board meeting, look over the consent calendar and create your agenda outline. You will preside over the board meeting, however you have the option to have the chairman of the board to actually run the meeting if you wish. Check in or chat with Bruce about Parliamentary Procedure.

Pull items requiring discussion or separate votes, and vote to accept all of the remaining items in the consent calendar as a unit. Only the pulled items will be discussed during the board meeting. This means all board members should provide quite complete reports on the activities of their committees and their activities for the consent calendar. In addition, all board members have the responsibility to read the consent calendar prior to the board meeting to make sure all

## ASP — STANDARD OPERATING PROCEDURES

items in the consent calendar are proper and to the benefit of ASP. Remind them of this, especially new board members. Vote on the budget.

Check in with IOD to make sure that and all awards are being handled.

### **April:**

Make sure marketing is done or has been done for the ASP degrees via Thursday zooms, email and the magazine.

Encourage and entertain ideas for new projects, tag-alongs, ASP retreats, etc.

### **May:**

Confirm date for the mid-year long range planning meeting and create the agenda. Plan on at least two full days. Notify the super chairs and any guests and arrange specific times for them to present to the board if required.

Planning for the next year's Gala and Late night lounge should begin as soon as we can get the necessary information from PPA and the venue.

### **June:**

Write the Summer Magazine president's message by the end of the first week of June.

Approve of the juries for the Fellowship and the EA degrees.

Moderate the long range planning meeting.

Check with Executive Secretary about upcoming IUSA arrangements to see if anything can be firmed up yet.

The Gala decorations committee should decide on the theme and start collecting decorations for the Gala and LNL.

### **July:**

Follow up on the long range planning meeting to make sure everything that is discussed it being handled.

Check with Fellowship chair to make sure they have everything in order for the Fellowship judging.

Check in with the EA Chair.



## ASP — STANDARD OPERATING PROCEDURES

Check in with the President-elect to make sure they are selecting their new board member(s) and firming up committees for the following year. Advise if asked.

### **August:**

Moderate board meeting.

### **September:**

Determine the progress on Gala and LNL planning. Decide if extra planning meetings are needed throughout the fall.

Announce new board nominations either in the magazine or via email for the first time.

### **October:**

Tickets for the Gala should be made available for any Fellowship or EA degree recipients as well as the National Award winner, the International Award winner and any other special award recipients. Tickets for everyone should go on sale November 1. Fellowship and EA recipients can reserve as many seats as they would like. Seat codes are generally given for reserved seats.

Moderate board meeting.

Have a Thursday zoom meeting with the board to introduce new board members and talk about the Gala plan, LNL and any new or ongoing ASP programs in November or early December.

Find an emcee for the Gala.

Find a person to lead the Pledge of Allegiance for the Gala (Warren Motts if available)

Find a person to do the invocation for the Gala.

Find an auctioneer for the LNL.

### **November:**

Tie up any last details in Gala and LNL planning.

Moderate board meeting.

Booth schedule should be firmed up and the schedule needs to go to the Magazine editor for the winter issue.

Designate someone to design the new Gala booklet. Get the file from the previous year to the designer.

## ASP — STANDARD OPERATING PROCEDURES

Line up and confirm the printer for the Gala booklet. Need to know the length and format of the book and the number of copies. Leave the back cover for the donor of the printing.

Make sure the second notice about the new board nominations is published at least 30 days prior to the IUSA General meeting.

Make sure we reach out to new degree recipients.

Line up a printer (sponsor) to print the Gala Booklets.

Designer of the Gala booklet finalizes it and have it ready for printer.  
Booklet should have a final review by an appointed individual (or multiple individuals) and approved by the President

### **December:**

Confirm all plans for the Gala, LNL, Fellowship luncheon, booth, and long range planning meeting.

Double check that two notices about the board nominations for the next fiscal year have been published 30 days prior to IUSA.

Gala booklet should go to the printer.

Cards (to go in the name badges for IUSA) with the ASP schedule should be printed.

### **January:**

Write a speech for the Gala (handing over the gavel and welcoming the new president).

President to bring the gavel and any presidential items for the next president to IUSA.

President moderates the General membership meeting at IUSA.

President moderates wrap-up meeting at the end of IUSA.

President-Elect moderates the long-term planning meeting.

President-elect writes and gives acceptance speech at IUSA.

### **February:**

New president makes the budget for the next fiscal year with the aid of the executive director.

## VICE PRESIDENT

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The Vice Presidents is a key member of the President's "Cabinet" and as such serves as a member of the Executive Committee and assists the President in the performance of his/her duties.

### Duties, Responsibility and Authority:

- Serves as member of the Board of Governors and Executive Committee.
- Serves as chair or appointed member, nonvoting ex-officio member or oversight member to other Society committees as assigned by the President.
- Performs such other duties and assumes such responsibilities as may be assigned by the President or Board of Governors.

### Relationships:

Maintains contact with state and Society officers and reports Society developments to the President and Executive Committee.

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## SECRETARY/TREASURER

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The Secretary/Treasurer is a key member of the President's "Cabinet" and as such serves as a member of the Executive Committee and assists the President in the performance of his/her duties. He/She is the official "keeper of the records".

*Duties, Responsibility and Authority:*

- Serves as member of the Board of Governors and Executive Committee.
- The major duties of the Secretary/Treasurer are outlined in section VIII of the ASP Constitution.
- The Secretary/Treasurer should, on a regular basis, review the Bylaws to ensure that the reporting requirements of Articles VI and VII are met.
- Attends all meetings of the members of the Society, Board of Governors and Executive Committee and ensures that attendance, votes and proceedings of the meetings are recorded and maintained in the permanent records of the Society.
- Assures the custody of the corporate seal of the Society and affixes the same to any instrument requiring it. Attests the seal by his/her signature.
- Conducts roll call of Membership, Board of Governors and Executive Committee meetings for the official records and to establish the presence of a quorum.
- Ensures that copies of the minutes of the Board meetings and Executive Committee meetings are approved by those bodies and provided to the officers and Governors as appropriate.
- Ensures the integrity of the fiscal affairs of the Society.
- In conjunction with the executive director, ensures that the Society maintains accurate financial records.
- In conjunction with the executive director, reviews Society expenditures and financial status on a regular basis to ensure overall fiscal integrity.
- Ensures that regular financial reports are submitted to the Board of Governors and Executive Committee and presents an annual financial report to the membership.
- Submits the financial accounts of the Society to an annual independent audit when requested.

## ASP — STANDARD OPERATING PROCEDURES

- Performs other duties assigned by the President or Board of Governors, which may include serving as chair or member of other committees.

### Relationships:

- The Secretary/Treasurer may request to have any and all duties be performed by the Executive Director. If the duties are performed by the Executive Director, the Secretary/Treasurer shall oversee the corporation's financial status.

### On Taking Office:

The mission of the Treasurer is to keep the Board of Governors informed as to the solvency of the corporation, keep a tight check on the expenditures of officers and members and to safeguard the corporate accounts.

It is suggested that prior to taking office that an audit of the corporation's books be conducted to ensure that an accurate baseline is established and that any needed end of year actions are accomplished.

The following items relate to either the Treasurer or Executive Director as applicable (T/E):

- TAXPAYER I. D. # \_\_\_\_\_
- CORPORATION # \_\_\_\_\_
- The term of treasurer is for one years.
- (T/E) Attend each board meeting and prepare a monthly income & expense statement for each board member.
- (T/E) Explain to the board each month as to the status of all actual income and expenses compared to the prepared budget.
- (T/E) At the end of each month reconcile the bank statement with the corporations' checkbook.
- (T/E) Have in your procession at all times the corporation's checkbook. Never leave it unattended except with an authorized board member.
- (T/E) Deposit all monies received within (7) working days. This keeps the cash flow of the corporation current and helps the members balance their accounts.
- (T/E) Any deposit returned Non Sufficient Funds (NSF) must be presented to the board for appropriate action.
- (T/E) Inform the board in a timely manner when any Certificate of Deposits are coming up for

## ASP — STANDARD OPERATING PROCEDURES

renewal.

- (T/E) Requests for reimbursement should be paid in a timely fashion. If ever in doubt about a reimbursement it must be presented to the board.
- (T/E) All reimbursements must have a properly filled out request form with receipts attached. Do not accept any requests if incomplete. (By-Laws)
- (T/E) All deposits must have a properly filled out deposit form. Do not accept any deposit if incomplete.
- (T/E) Do not hesitate to question any expense or deposit. If ever in doubt you must present them to the board.
- (T/E) Prepare a year-end Income and Expense statement to be used in preparing the new budget.
- (T/E) Prepare a new budget for the term the new treasurer takes over.
- (T/E) Renew our status as a corporation each year. If you do not receive a renewal in the mail contact the .....
- (T/E) Although ASofP is tax exempt, you must review each year to make sure that the gross receipts do not go above the limit set by the IRS to maintain exempt status. If the gross receipts go above you must file a 990 EZ Annual Information form. Visit site [www.IRS.gov](http://www.IRS.gov) and go to "Tax Exempt Status for Your Organization".
- (T/E) At the end of your term inform the bank of the change of Governors. This is accomplished with the minutes stating the names of the newly elected officers.
- (T/E) Prepare new signature cards with the bank and turn in ATM card that was issued. New treasurer must request a new ATM card for security reasons.
- (T/E) At the end of the treasurer's term the board will audit the accounts prior to the new treasurers' term.
- (T/E)
- At the end of the treasurer's term the treasurer must turn over all items associated with this position including but not limited to: Checkbook, checks, ATM card, postage, rubber stamps, present and past records.

# ASP — STANDARD OPERATING PROCEDURES

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## SECRETARY

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**PURPOSE:**

To record or cause to be recorded the minutes of the Meetings of the Board of Governors

**CHAIR:**

Elected by the Board of Governors for a two year term.

**SUB-COMMITTEES:**

None

**REPORTS TO:**

President

**COMMITTEE MEMBERS:**

None

**TIMELINE:****DUTIES:**

- 1) The duties of the Secretary are outlined in Section XI.05.E of the By-laws of the corporation, and may also perform any further duties as the President may direct.
- 2) The Secretary shall keep, or cause to be kept, at the Corporation's principal office or such other place as the Board of Governors may direct, a book of minutes of all meetings, proceedings, and actions of the Board of Governors of the Corporation, as well as of all committees of the Corporation. The minutes of meetings shall include the time and place of holding, whether the meeting was regular or special, and, if special, how authorized, the notice given, the names of those present, and the number of Board of Governors present.
- 3) The Secretary shall keep, or cause to be kept, at the Corporation's principal office in the State of California, a copy of the Articles of Incorporation and the Bylaws, as amended to date.
- 4) The Secretary shall keep, or cause to be kept, at the Corporation's principal office or such other place as the Board of Governors may direct, a record of the Corporation's members, showing each member's name, address, and class of membership.
- 5) The Secretary shall give, or cause to be given, notice of all meetings of the Board of Governors and of committees of the Corporation, including the Board of Governors of the West Coast School of Professional Photography, required by these Bylaws to be given.
- 6) The Secretary shall be the Executive Board liaison for the following committees
  - a. History
- 7) The Secretary shall keep, or cause to be kept in safe custody, at the Corporation's principal office, the seal of the Corporation, shall countersign all contracts approved by the Board of Governors, and shall have such other powers, and perform such other duties, as the Board of Governors may direct.

# ASP — STANDARD OPERATING PROCEDURES

## ON TAKING OFFICE:

1. Organizations are required by law and by custom to maintain certain records for several purposes, including:
  - a. Accurate recollection of decisions;
  - b. Determination of eligibility to vote;
  - c. Continuity of policies and practices; and
  - d. Accountability of directors and officers.
2. The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws. (*see note 1*)
3. If the secretary is not available to attend the meeting she/he must find a suitable replacement or make arrangements for meetings to be recorded and is responsible for minutes being taken from the recordings.

## ACCOUNTABILITY

1. The Secretary is accountable to the Board of Governors (if elected or appointed by them) or Members. (If elected by the membership at a members meeting) as specified in the bylaws. Through the Board of Governors, certain duties of the Secretary may be delegated to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the Secretary.

## CONSENT AGENDA:

1. Two weeks prior to board meeting solicit required reports from all Officers, Board Members and Committee Chairs for the consent agenda.
2. One week prior to board meeting assemble received reports into consent agenda and distribute to the Board of Governors the finished consent agenda at least 2 days prior to meeting.

## MINUTES

1. The secretary must keep, or cause to be kept, minutes at all meetings, and is responsible for ensuring that accurate minutes are taken and approved. (By-Laws) Requirements of minutes may vary, but should include at a minimum:
  - a. Start and end time and location of meetings.
  - b. All Officers and Board Members present and absent, and any guests present.
  - c. List of items discussed;



## ASP — STANDARD OPERATING PROCEDURES

- d. List of reports presented;
  - e. Text of motions presented and description of their disposition. (*see note 2*)
  - f. Motions need to be written on a motion submission form. Make sure you can read their handwriting and note who seconded the motion. Whether it passed or not etc. motion must be put in the minutes as they are written on form. If you have a question about the wording, ask then for clarification.
  - g. Any committee motions do not need a second for it to be voted on.
- 2. The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records.
  - 3. The Minutes will be typed and printed, one copy for each Board Member, preferably emailed to each board member in the Consent Agenda prior to the board meeting.
  - 4. A brief synopsis of the minutes should be prepared and submitted for the newsletter prior to the following month's newsletter deadline.
  - 5. Minutes will be reviewed and approved by the Board at the following months meeting.
  - 6. If major corrections need to be made, a new set of minutes will be created and passed out to the Board. If only minor corrections need to be made, changes may be made and noted on the Secretary's final copy.
  - 7. Secretary should save copies of all minutes to be passed on to the next elected Secretary.

### CUSTODIAN OF RECORDS

- 1. The secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (e.g. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records.

### MEMBERSHIP RECORDS

- 1. The Secretary ensures that official records are maintained of members of the organization and Board. He or She ensures that these records are available when required for reports, elections, referenda, other votes, etc.

### BYLAWS

- 1. The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.

### COMMUNICATION

- 1. The Secretary ensures that proper notification is given of directors' and members' meetings as specified in the bylaws. The Secretary manages the general correspondence of the Board of Governors except for such correspondence assigned to others.

# ASP — STANDARD OPERATING PROCEDURES

## SIGNING OFFICER

1. The Secretary may be designated by the Board of Governors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization.

## FILING OF DOCUMENTS

1. The Secretary may be the registered agent with respect to the laws of the jurisdiction; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.

### *Note 1*

*This document section uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the Secretary but it is not necessarily the Secretary who carries out the activity. Indeed, we expect that many of these responsibilities will be delegated to board committees, staff, or others including experts retained for a specific purpose. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.*

### *Note 2*

*Minutes should have enough information to help absent directors and members understand what issues were discussed and what decisions were made. Some lawyers advise that in certain circumstances, minutes should include summary of discussion, rationale for decision, names of those participating in the discussion, and the roll call, noting any declared conflicts of interest. These circumstances are: if the matter is contentious, if board members dissent, if there is any concern about exposure to liability, or if a board member has a conflict of interest.*

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## BOARD MEMBER

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**PURPOSE:**

To exercise judgment, decision making, loyalty and oversight on behalf of the corporation

**CHAIR:**

Elected by the membership for a two year term

**SUB-COMMITTEES:**

None

**REPORTS TO:**

President

**COMMITTEE MEMBERS:**

None

**TIMELINE:**

None

**DUTIES:**

Directors have two main duties to the Organization: a duty of care and a duty of loyalty. To fulfill the former, directors must be reasonably informed, participate in decision making and act in good faith. The second duty, that of loyalty, requires directors to act with undivided allegiance to the Organization and the purposes for which it was created and prohibits any of the directors from acting with a conflict of interest or in a self-dealing manner with the Organization.

*The following is a summary of your responsibilities as directors of the Organization:*

**BE ACTIVE.**

1. Directors should attend meetings of the Board and Board committees on which they serve. Directors must have general knowledge and understanding of how the Organization is functioning, and must have particular knowledge and understanding about the purpose of the Organization and the specific responsibilities assigned to them.
2. Absence from meetings and inactivity do not excuse you from legal responsibility.

**EXERCISE JUDGMENT.**

1. Duty. Directors must care for the Organization's affairs in good faith and with at least that degree to diligence, care, and skill which ordinarily prudent people would exercise under similar circumstances in like positions. Good faith is not enough.
2. Knowledge. Directors must act with knowledge and after adequate deliberation. They must carefully set the Organization's policy and regularly oversee its administration by competent staff. To exercise this duty, directors must:
  - a. Appoint and regularly review the chief administrative officer, and

## ASP — STANDARD OPERATING PROCEDURES

- b. Establish and monitor, without getting involved in day to day activities, basic organizational policies and procedures which;
  - c. Clarify and assure adherence to the purposes of the Organization as set forth in the Articles of Incorporation, By-laws, and tax exemption letter, and monitor effectiveness in achieving results;
  - d. Assure a personnel program which provides competent staff;
  - e. Assure staff compensation is reasonable;
  - f. Provide sound investment and management of Organization funds and assets not expended directly for charitable purposes, to yield a reasonable return without undue risk;
  - g. Protect the Organization's property, including reasonable provision for safekeeping, replacement, and divestment procedures which will benefit the Organization;
  - h. Review, adopt, and monitor the annual budget;
  - i. Ensure financial resources to conduct the Organization's activities;
  - j. Obtain regular financial information and an annual independent audit of the Organization's financial affairs;
  - k. Provide for legal counsel to assure compliance with applicable federal, state and local laws, including the timely filing of reports;
  - l. Provide for regular meetings of the Board and its committees with adequate reports on, and discussion of, the Organization's activities;
  - m. Maintain adequate minutes of Board and committee meetings as well as other pertinent organizational records; and
  - n. Provide for careful selection and orientation of new directors.
3. Judgment. Directors must determine the beneficiaries of the Organization's resources and the extent thereof in keeping with the provisions of the Articles of Incorporation and the tax exemption letter.

### COMPLY WITH LAWS AND REGULATION.

- 1. Organization and Administration of Funds. Directors must assure that the Organization complies with the requirements of applicable federal, state, and local laws and regulations, such as filing annual reports with the Secretary of State who is responsible for assuring that organizations comply with the laws under which they are created, and registering and filing annual reports with the Attorney General who is responsible for assuring that charitable funds are properly administered.
- 2. Taxation. The Organization is exempt from federal income taxes and contributions to the Organization would be deductible by the donor from federal income taxation. Most taxing authorities require annual filings. The Organization is subject to all employer-employee taxes and regulations.

## ASP — STANDARD OPERATING PROCEDURES

3. General Regulations. In conducting its operations, the Organization is subject to most of the laws affecting individual and corporate conduct.
4. Accountability/Liability. The Attorney General is responsible for assuring the sound and legal operation of not-for-profit organizations, which includes bringing legal action against directors for failure to exercise their legal responsibilities. Directors can also be held personally liable to third parties. First, the Organization itself or someone on its behalf could sue one or more directors for a breach of his/her duties of care or loyalty if the breach injures the Organization.

Second, a third party dealing with Organization may sue one or more directors for personal or financial injury but these are rare cases. Governmental authorities in addition to the Attorney General may pursue one or more directors for breach of applicable statutory obligations, such as the failure to withhold income taxes on employee's wages, the payment of excess benefits to directors, and self-dealing. Directors and officers liability insurance is often available to cover some of these situations and is highly recommended.

### AVOID CONFLICTS OF INTEREST.

*Directors owe a duty of loyalty to the Organization which takes precedence over their own personal interests.*

1. Self-dealing. Directors must avoid transactions with the Organization where they have a personal or business interest beyond their interest as directors. In the rare instance where it is in the best interests of the Organization to deal with a director, that director should fully disclose to the Board of all the circumstances involved in the transaction, be sure that the transaction is fair to the Organization, refrain from voting on the transaction as a director, and not be counted in determining the existence of a Board quorum. This restriction applies also to the director's relatives, business associates and friends.
2. Organization opportunities. In all matters of interest to the Organization, directors must place the interest of the Organization ahead of their own. If an opportunity related to the purposes of the Organization comes to a director, that director must make the opportunity available to the Organization before the director takes it for him/herself or another entity.

### COMPENSATION AND EXPENSES

1. Directors may receive compensation for their services as directors and reimbursement for reasonable expenses and costs incurred in carrying out Board responsibilities. State law prohibits loans by the Organization to directors and officers.

### MINIMIZING THE POTENTIAL FOR DIRECTOR LIABILITY

1. Analyze. The standard for liability in most of these cases is if the director knew or should have known. Therefore, a director must critically analyze available information and make sure that it is sufficient. It is very important that staff or a subgroup of the board not control information flow. A director needs to feel comfortable that sufficient information is getting out. If a director hears rumors or finds inconsistencies, it is his or her responsibility to probe deeper.
2. Attend. A director should attend all (or most) board meetings and meetings of committees on which he or she sits. If a director cannot attend a significant percentage of the meetings, he or she should consider whether continued service as a director is appropriate.

## ASP — STANDARD OPERATING PROCEDURES

3. Review Bylaws. A director should review the Organization's bylaws to (1) ensure the Organization is acting within the scope of its mission and (2) ensure that the director individually is fulfilling his or her responsibilities. A director should not undertake actions that he or she knows are inconsistent with the bylaws.
4. Insist. Insist on proper notice requirements being fulfilled for any meetings in which major items of business are to be discussed. If adequate notice is not given, then the board might lack the authority to undertake proposed actions. This is particularly important for sensitive issues such as removing a fellow board member.
5. Review Materials in Advance. Make sure there is sufficient opportunity to review written materials in advance of board meetings so that directors will be educated on the matters to be addressed. Again, remember that process is important. Decisions of the board are only protected to the extent that there is adequate opportunity to review relevant information before decisions are made.
6. Read. Read all financial statements, budget proposals and other reports.
7. Question. Question reports when obvious inconsistencies appear. Take steps to investigate and rectify problems.
8. Investigate Rumors. If a director hears of improprieties, he or she must pursue the information. Potential problems cannot be ignored.
9. Communicate. Directors should have open communications with more than one staff member. If all information filters through one person, then the directors might not get key information, particularly on issues regarding that staff member.
10. Seek Advice. When dealing with complex matters, directors should seek expert advice. The directors can rely on conclusions of reputable experts and other sources the appraiser reasonably believes to be accurate.
11. Ensure Accuracy. Ensure that accurate minutes are made, discussions and votes are recorded. This is particularly important on controversial or divisive topics, so that it is clear that the process leading to the decision was proper.
12. Abide by Policies. Abide by the conflict of interest policy. Make sure that any potential conflicts are exposed before any action is taken. Make sure transaction in which a conflict exists is fair to the organization.

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## EXECUTIVE DIRECTOR.....Needs Review

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**PURPOSE:**

Subject to the control of the Board Members of the Corporation, the Executive Director shall supervise, direct, and control the day to day running, activities, and affairs of the Corporation

**CHAIR:**

Elected by the Board of Governors for a term defined by contract

**SUB-COMMITTEES:**

None

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

None

**TIMELINE:****DUTIES:**

The Executive Administrator (EA) is an ex-officio member of the Board. He or she may attend any or all ASP Board or committee meetings. The ED functions as an independent contractor.

Skills required for this position include an understanding of current office management and communication technologies. The ED works closely with the association President, officers and committee heads to support the mission of the association.

The contract between ASP and the Executive Director defines the duties and responsibilities of the Executive Director. Generically, the duties and responsibilities of an Executive Director include the following:

**OPERATIONAL DUTIES:**

1. Maintain an official business mailing address for ASP to receive correspondence directed to the association.
2. Maintain toll free telephone line for ASP office.
3. Answer the damn phone!
4. Maintain voicemail system for incoming ASP telephone lines.
5. Maintain Fax line for the ASP office.
6. Maintain association files.
7. Maintain an email address for the ASP office.
8. Maintain and store association property.
9. Maintain PPA affiliate membership.
10. Maintain proficiency with database technology to allow use of membership records for mailing, emailing, exporting to website, printing membership directory, dues statements, etc.
11. Maintain a membership in the American Society of Association Executives (ASAE).
12. Maintain regular communication with ASP President, officers and committee chairs on issues relevant to operation of the association.

# ASP — STANDARD OPERATING PROCEDURES

13. ASP office should receive and review copies of all affiliate monthly publications.
14. Contract for meeting space to hold Board Meetings as required by association by-laws.
15. Present a verbal report at each Board meeting to advise the Board Members and the Officers of current or pending issues in the office that require their attention.
16. Create and have printed, letterhead for each administration.
17. Create and have printed forms and envelopes as required for the management of the association.
18. Coordinate membership benefits with affinity marketing companies.
19. Maintain a copy of contract on file for each independent contractor supplying services to ASP.
20. Maintain a stock of promotion brochures for members, potential members, ASP convention booth, workshop and program displays, trade shows, interested vendor partners for distribution by mail, email or fax.

## **FINANCIAL DUTIES:**

1. Maintain proficiency with accounting software.
2. Maintain the company credit card.
3. Update signature cards for ASP accounts following elections when association officers change.
4. Prepare annual executive office budget.
5. Submit budget to Budget committee by Dec 1 each year.

## **MEMBERSHIP DUTIES:**

1. Maintain membership records in a database that allows for flexible export of data.
2. Mail statements to members to renew their membership at appropriate time.
3. Produce printed membership directory.
4. Mail annual membership packets to all paid members.
5. Produce and mail membership materials to new members.
6. Assist in the promotion, recruitment and retention of ASP members.

## **PRINT COMPETITION DUTIES:**

1. Produce and distribute print competition forms and entry materials to those eligible to enter via mail, email, web site or fax.
2. Communicate with PPA regarding current entry forms and print rules.

## **AWARDS & DEGREES DUTIES:**

1. Maintain association inventory of medallions, ribbons & plaques.
2. Prepare ribbons and medallions as required for presentation to new recipients at awards banquet.
3. Order any certificates, plaques, medallions or ribbons from supplier for each recipient based on list received from Awards committee Chair.
4. Have all materials available at the annual convention Awards Banquet for presentation.

## **ELECTIONS DUTIES:**

1. Print and mail nomination announcements as directed by the ASP Secretary.
2. Print and mail ballots and required envelopes to Corporation members eligible to vote in the election of officers as directed by the ASP Secretary.
3. Collect ballots returned to the ASP mailing address and have available at the annual meeting to be verified and counted by the ASP Secretary.

## **BUDGET DUTIES:**

1. Assist in the establishment of the annual budget by supplying figures for the following
2. Income accounts:
  - a. Interest income
  - b. Merchandise sales



## ASP — STANDARD OPERATING PROCEDURES

3. Expense accounts:
  - a. Merchandise purchases and sub accounts
  - b. Sales tax, ASP merchandise
  - c. General and most sub accounts

### **PUBLICATIONS:**

1. Arrange for printing of the association newsletter.
2. Prepare newsletter for USPS Standard mailing to association members.
3. Provide membership list updates to association website.

### **PPA AFFILIATE STATUS:**

1. Mail all required materials and check to PPA to renew ASP affiliate status.

(Generic)

## PARLIAMENTARIAN

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### PURPOSE:

Assists the president to manage meetings and advises on parliamentary procedures. Per the ASP Constitution, the Parliamentarian is a non-voting member of the Board of Governors and shall not affect the quorum required to hold the meetings nor to approve motions

### Position:

Appointed by the ASP President

### SUB-COMMITTEES:

None

### REPORTS TO:

ASP President

### COMMITTEE MEMBERS:

Appointed as needed with the approval of the ASP President.

### TIMELINE:

### DUTIES:

1. Be familiar with the ASP governing documents
2. Be familiar with the parliamentary procedures of Robert's Rules of Order, especially those dealing with small organizations. While the Bylaws specify "Robert's Rules of Order, latest edition shall govern ASP" the following two documents (as well as other documents on the web dealing with Roberts Rules of Order as applied to small organizations) may be helpful:

Document 1 (<https://www.ulm.edu/staffsenate/documents/roberts-rules-of-order.pdf>)

### Parliamentary Procedure for Meetings

**Robert's Rules of Order** is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed upon set of rules makes meetings run easier. **Robert's Rules** will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of **Robert's Rules**, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to

## ASP — STANDARD OPERATING PROCEDURES

amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.

4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.

5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

**Note:** If more than one motion is proposed, the most recent takes precedence over the ones preceding it.

For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using **Robert's Rules** is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

### Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in **Robert's Rules**.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion, stand and address the chair.**
- **If you approve the motion as is, vote for it.**
- **If you disapprove the motion, vote against it.**
- **If you approve the idea of the motion but want to change it, amend it or submit a substitute for it.**
- **If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum or committee with instructions to report back.**
- **If you feel they can handle it better than the assembly, move to refer the motion to a quorum or**

## ASP — STANDARD OPERATING PROCEDURES

*committee with power to act.*

- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered,** *move to lay the motion on the table.*
- **If you want time to think the motion over,** *move that consideration be deferred to a certain time.*
- **If you think that further discussion is unnecessary,** *move the previous question.*
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee,** *move the motion be recalled.*
- **If you think that the assembly should give further consideration to a matter already voted upon,** *move that it be reconsidered.*
- **If you do not agree with a decision rendered by the chair,** *appeal the decision to the assembly.*
- **If you think that a matter introduced is not germane to the matter at hand,** *a point of order may be raised.*
- **If you think that too much time is being consumed by speakers,** *you can move a time limit on such speeches.*
- **If a motion has several parts, and you wish to vote differently on these parts,** *move to divide the motion.*

# ASP — STANDARD OPERATING PROCEDURES

## PARLIAMENTARY PROCEDURE AT A GLANCE

| TO DO THIS                                      | YOU SAY THIS                                   | MAY YOU INTERRUPT SPEAKER | MUST YOU BE SECONDED | IS MOTION DEBATABLE | WHAT VOTE REQUIRED     |
|---|--|---------------------------|----------------------|---------------------|------------------------|
| Adjourn meeting*                                | I move that we adjourn                         | No                        | Yes                  | No                  | Majority               |
| Recess meeting                                  | I move that we recess until...                 | No                        | Yes                  | No                  | Majority               |
| Complain about noise, room temperature, etc.*   | Point of privilege                             | Yes                       | No                   | No                  | No vote                |
| Suspend further consideration of something*     | I move we table it                             | No                        | Yes                  | No                  | Majority               |
| End debate                                      | I move the previous question                   | No                        | Yes                  | No                  | 2/3 vote               |
| Postpone consideration of something             | I move we postpone this matter until...        | No                        | Yes                  | Yes                 | Majority               |
| Have something studied further                  | I move we refer this matter to committee       | No                        | Yes                  | Yes                 | Majority               |
| Amend a motion                                  | I move this motion be amended by...            | No                        | Yes                  | Yes                 | Majority               |
| Introduce business (a primary motion)           | I move that...                                 | No                        | Yes                  | Yes                 | Majority               |
| Object to procedure or personal affront*        | Point of order                                 | Yes                       | No                   | No                  | No vote, Chair decides |
| Request information                             | Point of information                           | Yes                       | No                   | No                  | No vote                |
| Ask for actual count to verify voice vote       | I call for a division of the house             | No                        | No                   | No                  | No vote                |
| Object consideration of undiplomatic vote*      | I object to consideration of this question     | Yes                       | No                   | No                  | 2/3 vote               |
| Take up a matter previously tabled*             | I move to take from the table...               | No                        | Yes                  | No                  | Majority               |
| Reconsider something already disposed of*       | I move we reconsider our action relative to... | Yes                       | Yes                  | Yes                 | Majority               |
| Consider something already out of its schedule* | I move we suspend the rules and consider       | No                        | Yes                  | No                  | 2/3 vote               |
| Vote on a ruling by the Chair                   | I appeal the Chair's decision                  | Yes                       | Yes                  | Yes                 | Majority               |

\*Not amendable

# ASP — STANDARD OPERATING PROCEDURES

## PARLIAMENTARY PROCEDURE AT A GLANCE

|                    |  | Debatable | Amendable | Can Be Reconsidered | Requires 2/3 Vote |
|--------------------|--|-----------|-----------|---------------------|-------------------|
| Privileged Motions | Fix Time at Which to Adjourn             | No        | Yes       | No                  | No                |
|                    | Adjourn                                  | No        | No        | Yes                 | No                |
|                    | Question of Privilege                    | No        | Yes       | Yes                 | No                |
|                    | Call for Order of Day                    | No        | No        | Yes                 | No                |
| Incidental Motions | Appeal                                   | Yes       | No        | Yes                 | No                |
|                    | Objection to Consideration of a Question | No        | No        | Yes                 | Yes               |
|                    | Point of Information                     | No        | No        | No                  | No                |
|                    | Point of Order                           | No        | No        | No                  | No                |
|                    | Read Papers                              | No        | No        | Yes                 | No                |
|                    | Suspend the Rules                        | No        | No        | No                  | Yes               |
|                    | Withdraw a Motion                        | No        | No        | Yes                 | No                |
| Subsidiary Motions | Lay on the Table                         | No        | No        | Yes                 | No                |
|                    | The Previous Question (close debate)     | No        | No        | Yes                 | Yes               |
|                    | Limit or Extend Debate                   | No        | Yes       | Yes                 | Yes               |
|                    | Postpone to a Definite Time              | Yes       | Yes       | Yes                 | No                |
|                    | Refer to Committee                       | Yes       | Yes       | Yes                 | No                |
|                    | Amend the Amendment                      | Yes       | No        | No                  | No                |
|                    | Amendment                                | Yes       | Yes       | Yes                 | No                |
|                    | Postpone Indefinitely                    | Yes       | No        | Yes                 | No                |
| Main Motion        | Main or Procedural Motion                | Yes       | Yes       | Yes                 | No                |

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

**PLEASE NOTE:** many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

# ASP — STANDARD OPERATING PROCEDURES

## IN THE MEETING

### ***TO INTRODUCE A MOTION:***

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . . , is there any discussion?"

### ***DEBATE OR DISCUSSING THE MOTION:***

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

### ***VOTING ON A MOTION:***

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

# ASP — STANDARD OPERATING PROCEDURES

## AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that. . ."

Another member seconds the motion.

The Chair repeats the motion and says,  
"Is there any discussion?"

To improve the motion, a member rises,  
receives recognition and says, "I move  
to amend the motion by . . ."

Another member seconds the amendment.

The Chair repeats the amendment and says,  
"Is there any discussion on the amendment?"

To improve the amendment, a member rises,  
receives recognition, and says, "I move to amend  
the amendment by . . ."

Another member seconds the amendment.

The Chair repeats the amendment to the amendment  
and says, "Is there any discussion on the  
amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.

MAIN MOTION

PRIMARY AMENDMENT

Must be germane to the main motion

SECONDARY AMENDMENT  
(not amendable)

Must be germane to the  
primary amendment



# ASP — STANDARD OPERATING PROCEDURES

Document 2 (<https://www.pta.org/docs/default-source/files/training/course-tools/president/english/roberts-rules-of-order-basics>)

## Robert's Rules of Order – the Basics

(This sheet should not be a substitute for *Robert's Rules of Order, Newly Revised*, 11th Edition, but is meant to supplement the full set of rules.)

Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly. Most PTAs use Roberts Rules of Order. Benefits of parliamentary procedure include the following:

- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- All sides get heard
- Ability for each member to provide input
- Majority rule
- Protection of the rights of all members including the minority

## Basic Principles

- All members have equal rights, privileges and obligations
- No person can speak until recognized by the chair
- Personal remarks during debate are out of order
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken
- Full and free discussion of every main motion is a basic right
- A quorum must be present for business to be conducted
- A majority decides a question except when basic rights of members are involved or a rule provides otherwise.
- A 2/3 vote is required for any motion that deprives a member of right in any way (e.g., cutting off debate)
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- The Chair should always remain impartial

## Basic Definitions

**Motion** – A formal proposal made to bring a subject before an assembly for its consideration and action. Begins with “I move that...”

**Second** – A statement by a member who agrees that the motion made by another member be considered. Stated as “Second,” or “I second the motion.”

**Amendment** – Before the vote is taken on a motion, it may be amended by:

- Striking out words
- Inserting or adding words

# ASP — STANDARD OPERATING PROCEDURES

- Striking out words and inserting others in their place
- Substituting one (1) paragraph or resolution for another

**Quorum - the minimum number of members who must be present in order for a PTA to conduct business. The quorum can be found in the local unit's bylaws. For boards and committees, unless stated in the bylaws, the quorum is a majority of the members. PTAs cannot take votes on business matters unless a quorum is present.**

**Presiding officer/Chair – The individual who facilitates the meeting, usually the President. In the absence of the President, if none of the Vice Presidents are in attendance, the Secretary calls the meeting to order and conducts an election for a Chairman Pro Tem (a presiding officer for that meeting only).**

## Role of the Presiding officer

- To remain impartial during debate – the presiding officer must relinquish the chair in order to debate the merits of a motion and may not chair the meeting again until after a vote has been taken on the motion has been disposed of
- To vote only to create or break a tie (or 2/3 for matters requiring a 2/3 vote) – exception: the presiding officer may vote on any vote by ballot
- To introduce business in proper order per the agenda
- To recognize speakers
- To determine if a motion is in order
- To keep discussion germane to the pending motion
- To maintain order
- To put motions to a vote and announce results

## General procedure for Handling a Main Motion

- A member must obtain the floor by being recognized by the chair
- Member makes a main motion
- A motion must be seconded by another member before it can be considered
- If the motion is in order, the chair will restate the motion and open debate
- The maker of a motion has the right to speak first in debate
- The main motion is debated along with any secondary motions that are debatable.
- Debate on Subsidiary, Privileged and Incidental motions (if debatable or amendable) take precedence over debate on the main motion and must be decided before debate on the main motion can continue.
- Debate is closed when:
  - Discussion has ended, or A 2/3 vote closes debate (“call the previous question” or “call the question”)
- The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes
- The chair calls for a vote by asking “All in favor?” Those in favor say “Aye.” Then asking “All opposed?” Those opposed will say “no ”
- The chair announces the result

# ASP — STANDARD OPERATING PROCEDURES

## General rules of Debate

- No member may speak until recognized by the chair
- All discussion must be relevant to the immediately pending question
- No member can speak more than twice to each debatable motion. The second time takes place after everyone wishing to debate the motion has had an opportunity to speak once
- No member can speak more than ten minutes or as decided by members. Many PTAs limit debate to three (3) minutes per speaker by general consent at the beginning of the meeting.
- All remarks must be addressed to the chair – no cross debate is permitted
- It is not permissible to speak against one's own motion (but one can vote against one's own motion)
- Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers
- The presiding officer must relinquish the chair in order to participate in debate and cannot reassume the chair until the pending main question is disposed of
- When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion
- Members may not disrupt the assembly
- Rules of debate can be changed by a 2/3 vote or general consent without objection

## Example of Handling a Main Motion:

**Member rises and addresses the chair:**

*Madam (Mister) President.*

**Chair recognizes member (by title or name).**

**Member makes the motion.**

*I move that...*

**Another member seconds the motion (without recognition).**

*Second [or] I second the motion.*

**The chair states the motion and opens debate.**

*It is moved and seconded that...*

*Is there any debate? Or Are you ready for the question?*

**Chair recognizes members wishing to speak.**

After debate concludes. Chair restates the motion and puts the question to a vote.

*The question is on the motion to...*

*Those in favor of the motion say "aye." Those opposed say "no."*

**Chair announces the result of the vote and what action will be taken.**

*The "ayes" have it, and the motion is adopted. We will [stating action to be taken].*

The chair continues with the next business in order.

## Common methods of taking a vote:

# ASP — STANDARD OPERATING PROCEDURES

## General consent:

*"If there is no objection, we will..." (Pause) "Since there is no objection, we will..."*

**Voice vote:** *"As many as are in favor, say 'aye.'" As many opposed, say "no." The "ayes/noes" have it and the motion is adopted/lost."*

**Rising vote (not counted):** *"Those in favor will rise. Thank you, be seated. Those opposed will rise. Thank you, be seated. There is a majority (or 2/3) in the affirmative and the motion is adopted." Or "There is less than a majority (or 2/3) in the affirmative and the motion is lost."*

## Methods of Amending

**By striking out:** **"I move to amend the motion by striking out the word 'Denver.'"**

**By inserting:** **"I move to amend the motion by inserting the word 'Las Vegas' after the word 'Portland' and before the period."**

**By striking out and inserting:** **"I move to amend the motion by striking out the word '\$35' and inserting the word '\$50.'"**

## Helpful terminology

**Recommendations, bylaws, rules, resolutions, budgets, and audits are adopted.**

- Reports are **filed**.
- Resignations are **accepted**.
- Bills and minutes are **approved**.
- If corrections were made to the minutes, the minutes are then **approved as corrected**.

**Treasurer's statement is neither approved nor adopted; but after questions are answered regarding any item as reported, it is placed on file for audit as stipulated in the bylaws.**

- Motions are recorded as **"adopted"** or **"lost."**

**It is highly recommended that main motions be put in writing (dated and signed). If so, number motion slips, and note on the slips whether the motion was "adopted" or "lost."**

## Robert's Rules Help Get Things Done!

*Make Motions – that are in order*

- *Obtain the floor – properly*
- *Speak – clearly and concisely*
- *Obey – the rules of debate*

**And most of all, be courteous! That's always in order!**

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## SUGGESTED GUIDE FOR BOARD AGENDAS

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**The American Society of Photographers**  
**Board Agenda and Consent Calendar**  
**Date - time EST, time PST**  
**Zoom link**

### **ATTENDANCE**

Board members present:

ASP Members present:

Absent Board members:

### **CALL TO ORDER** (After quorum check)

### **APPROVAL OF THE MINUTES – meeting name/date**

### **IDENTIFY ITEMS TO BE PULLED FROM CONSENT CALENDAR**

### **APPROVAL OF REMAINING ITEMS ON CONSENT CALENDAR**

### **PRESIDENT'S OPENING REMARKS**

### **EXECUTIVE DIRECTOR REPORT**

### **TREASURER'S REPORT**

### **DISCUSSION OF ITEMS REMOVED FROM CONSENT AGENDA**

*Beginning of original submitted Consent Agenda*

#### **COMMITTEE REPORTS**

##### **Ambassadors**

##### **AV**

##### **Awards**

The National Award

The International Award

Honorary Fellowship Award

Honorary Educational Associate

Robert D. Golding Award

State Elite Awards

Photographic Artistry Medallion,

Life Member

# ASP — STANDARD OPERATING PROCEDURES

## Districts and Medallions

EA Committee

Email

Fellowship

Fellowship Luncheon

Governing Documents

Graphic Design

Heart & Soul Project

Historian

Images of Distinction

IUSA, 2024

Gala -

LNL -

Booth

Legal and Professional

Magazine

Marketing

Member Spotlight

Mentor Committee

Merchandise

Museum Project

One-Day Workshops

Service Awards

Social Media

SOPs

Speaker List

Sponsorship

State Reps

Website

Zoom

## OTHER REPORTS

*End of original submitted Consent Agenda*

## OLD BUSINESS

## NEW BUSINESS

## COMMENTS FOR THE GOOD OF THE ASSOCIATION

## CLOSING REMARKS

## ADJOURNMENT

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## AMBASSADORS COMMITTEE

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**PURPOSE:**

Develop, implement and manage membership recruitment and retention strategy for the association.

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

None

**REPORTS TO:**

ASP President

**COMMITTEE MEMBERS:**

Appointed as needed by the Membership Chair with the approval of the ASP President.

**TIMELINE:****DUTIES:**

1. Coordinate efforts in gaining new members (*Standing Rules*)
1. Send membership welcome and information to all new members (*Standing Rules*)
2. Keep an accurate list of current members with all membership information (*Standing Rules*)
3. Assist at the ASP Booth with new member welcoming.
4. Keep members informed of all Member Benefits
5. Maintain a supply of ASP Brochures to be used as recruiting tool.
6. Prepare and send a "Welcome Letter" to new members
7. Arrange to have membership promotional materials created and keep materials updated as new or changed membership benefits require it.
8. Purchase postage stamps for mailings, submit receipt for reimbursement and keep record of stamp usage.

**AFTER THE NEW MEMBER IS IDENTIFIED:**

1. Give the information to the web master in order to add the New Member's information to the one-line Membership Roster.
2. A personal welcome from a member of the Ambassador committee.

# ASP — STANDARD OPERATING PROCEDURES

## **FOR CURRENT MEMBERS:**

1. Keep Members informed of all important information regarding Member Benefits.
2. One month prior to the end of the fiscal year:
  - a. Mail Renewal Discount Reminder including;
  - b. Renewal reminder with discount amount
  - c. Last date to get discount
  - d. Include link to the membership Renewal page on the website

## **BOARD OF GOVERNORS MEETINGS:**

1. Attend all monthly Board of Governors Meetings.
2. Prepare and submit a Report to the board, sharing all membership information and actions since last report.



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## AUDIT COMMITTEE

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**PURPOSE:**

Determine the extent to which the corporation's various actions observe the policies and procedures prescribed by ASP's governing documents.

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

None

**REPORTS TO:**

President

**COMMITTEE MEMBERS:**

Audit Committee to have three (3) members, appointed by the Audit Committee Chairperson. No person with check writing privileges may service on the committee

**TIMELINE:**

None

**DUTIES:**

1. Audit accounting procedures and records once per quarterly business period, based upon fiscal year. ASP's accountant provides any materials needed for audits.
2. Report audit results to the Board of Governors at the first meeting after the close of each quarter.
3. Audit management procedures and policies.
4. Audit ASP capital assets each year to verify that ASP owned equipment is properly tagged and available for use.
5. Present a written report to the ASP Board Members at the October Board Meeting.
6. Audit committees to ensure they are following procedures outlined in the SOP Manual
7. Work with SOP Manual Committee to keep it updated.
8. Prepare annual budget for the Audit Committee
9. Attend meetings of Budget and Finance Committees.

(Generic)

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## AWARDS COMMITTEE

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**PURPOSE:**

The purpose of the Awards Committee is to determine the various awards presented by ASP and maintain an accurate and current record of all points accrued for applicable awards.

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

Service  
The National Award  
The International Award  
Honorary Fellowship Award  
Honorary Educational Associate  
Robert D. Golding Award  
State Elite Awards  
Photographic Artistry Medallion,  
Life Member  
Districts and Medallions  
EA

**REPORTS TO:**

ASP President

**COMMITTEE MEMBERS:**

Appointed as needed by the Awards Chairperson

**TIMELINE:**

None

**DUTIES:**

1. Prepare annual committee budget.
2. Track, or cause to be tracked the ASP Service Medallion points, and other award points as applicable, accrued by members during the course of the year.
3. Prepare either an ASP Service Medallion or a Service Bar for any member earning the requisite point totals.
4. Ensure the issue of all applicable awards at the annual Gala.

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**AWARDS -- EDUCATIONAL ASSOCIATE DEGREE  
COMMITTEE     *NEED***

---

**PURPOSE:**

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

**TIMELINE:**

**DUTIES:**

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**AWARDS -- FELLOWSHIP COMMITTEE**      ***NEED***

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**PURPOSE:**

Includes Fellowship Luncheon

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

**TIMELINE:**

**DUTIES:**

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## EMAIL COMMITTEE.....Needs Constant Contact info

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**PURPOSE:**

To coordinate and execute all ASP communications efforts

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

None

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

None

**TIMELINE:**

None

**DUTIES:**

1. Maintain accurate mailing and email lists and distribute to those lists as required by committee chairpersons and the Board of Governors
2. Work and maintain familiarity with Constant Contact to ensure content provided to members and potential members is professional and consistent in appearance.

(Generic)

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## ETHICS COMMITTEE AND PROCEDURES

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**PURPOSE:**

To promote and ensure ethical behavior within the membership. It is a temporary committee established to resolve specific issue issue(s) and is dissolved when the issue(s) are resolved.

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

None

**REPORTS TO:**

President

**COMMITTEE MEMBERS:**

Appointed as needed by the Ethics Committee Chair and ASP President

**TIMELINE:**

None

**DUTIES:**

1. The committee will meet whenever the Chair 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.
2. To ensure the uniform handling of ethics issues, the processes and procedures of the Ethics Committee are detailed within the ASP Standing Rules.

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## GOVERNING DOCUMENTS COMMITTEE

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**PURPOSE:**

To study the Constitution, Bylaws, and Standing Rules of ASP and submit such amendments and rules as it deems advisable or as the Board of Director deems advisable

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

None

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

None

**DUTIES:**

1. The Constitution, Bylaws, and Standing Rules of ASP are to be reviewed every two years
2. Keep the Constitution, Bylaws, and Standing Rules current and provide clarification to the Board of Governors when needed.
3. The committee is responsible for making decisions, advising and clarifying the interpretation of the Constitution, Bylaws, and Standing Rules
4. The Chair of this committee shall act as the Organization Parliamentarian. It shall be the job of the Parliamentarian to be present at all board meetings and other meetings' where the ASP President designates his or her presence is necessary.
5. To make proper interpretations of the Constitution, Bylaws, and Standing Rules when it is requested of him or her and shall ask for recognition at a meeting to correct any improper interpretation of the ASP Constitution, Bylaws, and Standing Rules.
6. It shall be his or her responsibility to be familiar with "Robert's Rules of Order" (ASP Bylaws Article IX) and to be prepared to refer to it in order to render a decision when necessary.
7. It shall be his or her responsibility to see that "Robert's Rules of Order" is followed in the meeting's procedures. He or she shall declare any procedure proper or improper when the President or the Presiding Officer requests such a decision. He or she shall immediately ask for recognition to correct a procedure that he or she finds is not following Robert's rules.
8. The Parliamentarian shall maintain and update the Constitution, Bylaws, and Standing Rules. All amendments shall be presented to the Parliamentarian for rewrite before being presented to the Board of Governors. If for any reason they are not, the amendment will be rewritten before being placed into the Constitution, Bylaws, or Standing Rules without changing the intent of the amendment.

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## **GRAPHIC DESIGN COMMITTEE**     ***NEED***

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**PURPOSE:**

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

**TIMELINE:**

**DUTIES:**

(Generic)



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**HEART & SOUL PROJECT COMMITTEE**      ***NEED***

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**PURPOSE:**

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

**TIMELINE:**

**DUTIES:**

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## HISTORIAN COMMITTEE....Needs detail and handoff info

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**PURPOSE:**

To maintain accurate records of ASP's historical documents

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

None

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

**TIMELINE:**

None

**DUTIES:**

1. Keep accurate records of ASP's history.
2. Be sure materials are stored safely.
3. Be able to supply board members or the magazine editor with appropriate historical documents or references when requested.

(Generic)

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## HOSPITALITY COMMITTEE      *NEED*

---

**PURPOSE:**

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

**TIMELINE:**

**DUTIES:**

(Generic)

## IMAGES OF DISTINCTION

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### **PURPOSE:**

### **CHAIR:**

Appointed by the ASP President

### **SUB-COMMITTEES:**

### **REPORTS TO:**

Board of Governors

### **COMMITTEE MEMBERS:**

Requires a committee of 15-20. Chair, assistant(s) to the chair, Sub-committee chairs, moderators, title readers, jurors, awards video creator, trophy handler

### **TIMELINE:**

### **DUTIES:**

SOP for ASP IOD

Requires a committee of 15-20.

Chairperson - Oversees committee. Ensures competition rules are current and applicable. Ensures competition information is correctly input in [printcompetition.com](http://printcompetition.com) site. Conducts monthly planning meetings, assesses strengths/talents/interests of committee members, then directs and delegates the various duties as listed below. Provides training on various duties assigned to other committee members. Composes and sends various correspondence on behalf of the committee. Follows up with other sub-committees to ensure timely completion of assigned tasks. Works closely with ASP Board Liaison, and copies them on all email correspondence related to the committee's activities. Chairperson Is responsible for ensuring good records of committee activities/outcomes are kept throughout the year (meeting minutes, orders/invoices, copies of flyers/ads, copies of correspondence, lists of award recipients, etc.).

ASP Board Liaison - Coordinates between the ASP Board and the Committee. Acts as a sounding board for Chairperson and assists, as needed in facilitating committee's activities and responsibilities. Attends all committee meetings. When there is a change in Chairperson, coordinates in transition between incoming and outgoing Chairperson.

Sub-committees:

Admin - consists of Chairperson and one other person. Responsible for all administrative "back-end" work in [printcompetition.com](http://printcompetition.com) site. Works with Jeff Burton (site developer/owner) to resolve any issues or concerns. Ensures rules are current and applicable and loaded on ASP website. During competition, monitors all juror panels and moves images between panels, as needed, for efficiency. Facilitates the awards selection at end of the competition.

# ASP — STANDARD OPERATING PROCEDURES

Juror Panels - Responsible for identifying and contacting potential jurors for competition. Each juror panel consists of five jurors and one JC. Responsible for filling slots for 2-3 panels (as directed by Chairperson). Will work directly with Mel Carll in getting jurors under contract.

Publicity - Responsible for creating marketing content (flyers, emails, videos) to promote the competition. Works closely with ASP Marketing Committee chair and ASP Social Media manager (Marisa) and Aileen Harding for distribution of content.

Print Crews - Responsible for running the competition operations on the days of competition and panel discussions. Each juror panel will be assigned the following print crew members:

- Zoom moderator - responsible for hosting the Zoom meeting for print competition and panel discussion. Ensures general audience remains muted. Assists jurors with any zoom-related technical issues. Sets up private virtual discussion room for judges.
- Scorekeeper - responsible for running the scorekeeper app in [printcompetition.com](https://printcompetition.com). Is the “public face” for ASP for the judging room they work in. Makes any announcements (welcome, thank you, lunch break, etc.) to the general audience. Assists the jurors with any [printcompetition.com](https://printcompetition.com) app-related issues. Usually announces titles for images, subject to JC preference.
- Backup Scorekeeper/Panel Liaison - Keeps hand-written score record of images. Takes over for scorekeeper in event of technical/internet issues. Participates in group chat with other panel liaisons and Admins, providing updates on status of panel and reporting any issues.

Awards - Responsible for ordering trophies and certificates of recognition. Also responsible for shipping awards to recipients. Trophies are currently ordered through:

Vanway Trophy

(605)341-2929

<https://www.vanwaytrophy.com/>

See “PLEASE NOTE” section below for specific ordering information.

Timeline of Duties/Needs:

1. Establish new Chairperson/committee. Should be done within 30 days of previous competition, so previous Chairperson/committee can communicate information, issues and suggestions. Strongly suggest Chairperson be *at least* a member on previous year’s committee.
  - Incoming Chairperson should:
    - Participate in any outgoing/wrap-up meetings of previous year’s committee.
    - Send a letter of introduction to other incoming committee members, and advise of approximate date of first committee meeting.
    - Identify other person on Admin committee and discuss information, issues and suggestions from previous committee.
    - Identify members of juror panel sub-committee. It is critical to select jurors and JC’s, establish the juror panels for this group to go ahead and get everyone under contract as soon as possible, but at least 6 months prior to the competition dates. This ensures that the best judges are obtained, and not just whoever is still available.
2. Chairperson will schedule and hold monthly committee meetings. Currently (2022 committee), meetings are held on the third Tuesday of each month at 1:00 Eastern. Chairperson can change meeting time, based on scheduling needs of the group, but should keep the date/time consistent each month. At the first meeting:

- Identify a committee member that will record the minutes for all meetings.
  - Discuss the different sub-committees to be fielded and what the responsibilities of each group is. Begin to get volunteers for the different sub-committees.
  - Confirm next year's competition date, entry fees and deadlines.
  - Discuss any proposed rule changes.
  - Identify who will be responsible for ordering trophies and certificates. Those should be ordered about 120 days prior to event.
3. As soon as publicity sub-committee is identified - Chairperson and ASP Board Liaison should hold meeting with the publicity subcommittee and determine:
    - Types of content to be created and different media outlets to be utilized
    - Responsibilities for each person
    - Timeline for release of media content
    - "Chain of command" for who media content is sent to for final distribution
  4. By 90 days out from competition date, all positions should be filled for the print crew subcommittee. Chairperson should work closely with this group and identify any training needs. Chairperson should establish a training schedule (not too early before the actual event dates). Chairperson will need to work with Jeff Burton (owner/site developer for [printcompetition.com](http://printcompetition.com)) and set up demos for training dates and practice run date with jurors.
  5. Once registration closes, Admin subcommittee needs to review all entries through the site's reports and ensure all entries have been paid. If there are any questions or issues, they are responsible for contacting maker to resolve. Admin subcommittee will also randomize images, assign images to panels, set up juror panels for the judging app, etc.
  6. Admin subcommittee will run the practice run through with print crews and jurors and help to troubleshoot and resolve any issues that arise. They will also set any ground rules for the comp dates, including what time print crews and jurors need to log on by, and set up the chat room for the panel liaisons.

PLEASE NOTE:

- Receipts for any approved purchases (trophies, etc.) must be provided to Mel Carll by email immediately upon receipt. The committee Chairperson and the ASP Board Liaison must be copied on the email.
- [printcompetition.com](http://printcompetition.com)'s site offers video tutorials for every single function on every Game Day app (Scorekeeper App, JC App, Juror App, Admin Site, etc.). These tutorials are exhaustive and cover most of what the Chairperson and Print Crews need to know to run the event.
- Each juror panel will require a professional Zoom account that allows unlimited participants (for the general audience). Whose accounts will be used needs to be identified well in advance of the competition date.
- Chairperson is responsible for ordering thank you cards to send out throughout their tenure. Cards are ordered through Miller's Professional Imaging. PSD for cards will be included in the electronic copy of the SOP.
- Also included in the electronic copy of the SOP is a copy of the invoice for the trophies. The acrylic "Airflyte #A6595" is used for the 1st, 2nd and 3rd for each category. The Optic Crystal Mega Star #12C9 is used for the overall 1st, 2nd and 3rd place winners. Certificates are used for the Judge's Choice awards. There is a \$25 set up charge for each style of trophy ordered. #12C9 is used for the overall 1st, 2nd and 3rd place winners. Certificates are used for the Judge's Choice awards. There is a \$25 set up charge for each style of trophy ordered.
- Mel Carll is responsible for ensuring all contractual documents, including proof of payment, is retained



View Larger Image

# Constellation Acrylic Award - with Etched Gold Star

Select Size & Quantity

| SKU   | Size            | 1+      |
|---|-----------------|---------|
|  A6595 | 2-7/8" W x 8" H | \$57.00 |

**Setup Charge:**  
★ Constellation Acrylic Award - with Etched Gold Star: [\$25.00]  
Please note that each setup charge incurred is applied only once per order.

Quantity: 1

Personalize your Award

Step 1 Text / Logo

☐ Add image to my awards now

☒ No image

Buy

Add to Wish List



View Larger Image

# OPTIC CRYSTAL MEGA STAR

Select Size & Quantity

| SKU  | Size     | 1-5      | 6-24     | 25-50    | 51+      |
|--|----------|----------|----------|----------|----------|
|  12C9-N/S | 9 inches | \$120.00 | \$117.00 | \$114.00 | \$111.00 |
|  12C8     | 8 inches | \$100.00 | \$97.00  | \$94.00  | \$91.00  |

**Setup Charge:**  
★ OPTIC CRYSTAL MEGA STAR Setup: [\$25.00]  
Please note that each setup charge incurred is applied only once per order.

Quantity: 1

Personalize your Award

Step 1 Text / Logo

☐ Add image to my awards now

☒ No image

Buy

Add to Wish List

Product Details

Vanway Trophy & Award, Inc.  
3120 West Main Street  
Rapid City, SD 57702

Invoice

| Date      | Invoice # |
|-----------|-----------|
| 11/8/2021 | 107354    |

Bill To  
american Society of Photographers  
Erica Harvey  
605-390-9531

Ship To

| P.O. Number | Terms          | Rep                           | Ship       | Via        | F.O.B. | Project |
|-------------|----------------|-------------------------------|------------|------------|--------|---------|
|             | Due on receipt |                               | 11/8/2021  |            |        |         |
| Quantity    | Item Code      | Description                   | Price Each | Amount     |        |         |
| 39          | Acrylic        | Airflyte #A6595               | 63.00      | 2,457.00T  |        |         |
| 1           | Set Up Charge  | Acrylic set up - AAA Website  | 25.00      | 25.00T     |        |         |
| 3           | Crystal        | Optic Crystal Mega Star #12C9 | 120.00     | 360.00T    |        |         |
| 1           | Set Up Charge  | Crystal Etch                  | 25.00      | 25.00T     |        |         |
|             |                | Sales Tax                     | 6.50%      | 186.36     |        |         |
| Total       |                |                               |            | \$3,053.36 |        |         |

# ASP — STANDARD OPERATING PROCEDURES

## Post-Competition duties:

- Chairperson will send out thank-you notes to all jurors and JC's and any other key players in the competition.
- Awards subcommittee will prepare and ship all trophies and certificates. Chairperson will draft a congratulations note to be included in each shipment.
- Chairperson needs to schedule and conduct a post-competition committee meeting (about 2 weeks after event) to discuss what went well, what didn't and possible solutions to any issues that arose. The incoming Chairperson (if applicable) should also be included in this meeting.
- Outgoing Chairperson will prepare an electronic copy of the SOP in a folder that also includes:
  - PSD files for thank-you card
  - ASP IOD logo(s) files
  - Blank letterhead
  - Copies of all written correspondence
  - Copies of any critical email communication
  - Invoices/Receipts and proof of payment
  - PSD versions of ads/flyers created
  - Copies of all committee meeting minutes (including final "wrap" committee meeting

Copies of the final SOP Folder will be provided to the ASP Board Liaison, to be forwarded to the incoming Chairperson.

Addendum - created after 2/25/22 IOD to address issues:

Specific training

Zoom mods account info and additional training

Scorekeepers training on stacks and how to "read" queue of images by stacks to find new images added

Tighter control of forward facing social media leading up to event day

All Admin backend corrections will be done after registration closes WITHOUT re-opening registration

Need to appoint sufficient number of people to do RAW file extractions/tracking (NOT the Chairperson)

Need to address critique organization on Zoom videos

Post-comp - chairperson will present to the ASP board

Chairperson/Admin - stats of event



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## IUSA -- GALA COMMITTEE

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**PURPOSE:** The ASP Gala is one of the highlights for ASP members that are attending IUSA, Imaging USA. Our event takes place in conjunction with PPA, Professional Photographers of America. Note: The Gala and Late Night Lounge committees are combined/worked by the same leadership. See “GALA & LATE NIGHT LOUNGE DETAILS & SCHEDULE”.

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

**TIMELINE:**

**DUTIES:**

Plan and execute an event known as the “ASP Gala” to occur in conjunction with PPA’s annual convention.

First prepare a booklet with labeled tabs

Below is an outline to follow:

1. Determine the dates for each event.
2. Once dates are set, contact the PPA Event Coordinator, to request the following:
  - a. Ballroom for Gala
  - b. Same ballroom for LNL
  - c. Storage area as close to ballroom as possible for the entire time you are there.
  - d. Meeting room for the ASP General Board Meeting.
3. Hotel: Decide with ASP President when you will arrive to prepare for events. Book your room.
4. Flight: Book your flight.
5. The PPA Event Coordinator will introduce you to the Hotel Event & Catering Manager. Ask for the layout of the ballroom & a menu for dinner & beverages. You will then send him/her a list of table placements & food & beverage choices for the dinner & award ceremony.
6. Get with the ASP website chair to determine seat layout for ticket sales. You will need to include pricing, menu, food allergies. Refer to book.
7. Get with the ASP AV chair & decide placement for equipment, screen, etc...
8. You will then draw on the layout of the ballroom the Gala setup and email the hotel event manager, so they know how to set up the room for that night. Refer to book.
9. Meet with the President for theme of Gala and LNL.

## ASP — STANDARD OPERATING PROCEDURES

10. Order directions. Refer to budget.
11. Decide on menu for Gala Dinner & discuss with President & Hotel Event Manager.
12. Meet with ASP website Chair and post ads for Gala & LNL, costs & set up on Ticket Spice.
13. Coordinate seating chart.
14. Organize assistant for ASP Board Portraits and any other groups. Select a person to help photographer.
15. Coordinate AV with Hotel for set up and in room location.
16. Decide on LNL Menu if any.
17. Coordinate storage room with hotel manager, President & Executive Director.
18. Maintain all receipts and report to Executive Director.

Additional responsibilities:

Schedule the following:

Current Group Board Portrait

Incoming Group Board Portrait

Current Ambassadors

ASP Past Presidents

ASP State Reps

Annual ASP meeting

(Generic)

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## IUSA -- LATE NIGHT LOUNGE COMMITTEE

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**PURPOSE:** The ASP Late Night Lounge is one of the highlights for ASP members that are attending IUSA, Imaging USA. Our event takes place in conjunction with PPA, Professional Photographers of America.

Note: The Gala and Late Night Lounge committees are combined/worked by the same leadership. See “GALA & LATE NIGHT LOUNGE DETAILS & SCHEDULE”.

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

**TIMELINE:**

**DUTIES:**

Plan and execute an event known as the “ASP Late Night Lounge” to occur in conjunction with PPA’s annual convention.

First prepare a booklet with labeled tabs

Below is an outline to follow:

1. Determine the dates for each event.
2. Once dates are set, contact the PPA Event Coordinator, to request the following:
  - a. Ballroom for Gala
  - b. Same ballroom for LNL
  - c. Storage area as close to ballroom as possible for the entire time you are there.
  - d. Meeting room for the ASP General Board Meeting.
3. Hotel: Decide with ASP President when you will arrive to prepare for events. Book your room.
4. Flight: Book your flight.
5. The PPA Event Coordinator will introduce you to the Hotel Event & Catering Manager. Ask for the layout of the ballroom & a menu for dinner & beverages.  
You will then send him/her a list of table placements & food & beverage choices for the dinner & award ceremony. Refer to book.
6. Get with the ASP website chair to determine seat layout for ticket sales. You will need to include pricing, menu, food allergies. Refer to book.
7. Get with the ASP AV chair & decide placement for equipment, screen, etc...
8. You will then draw on the layout of the ballroom the Gala setup and email the hotel event manager, so they know how to set up the room for that night. Refer to book.
9. Meet with President for theme of Gala and LNL.
10. Order directions. Refer to budget.

## ASP — STANDARD OPERATING PROCEDURES

11. Decide on menu for Gala Dinner & discuss with President & Hotel Event Manager.
12. Meet with ASP website Chair and post ads for Gala & LNL, costs & set up on Ticket Spice.
13. Coordinate seating chart.
14. Organize assistant for ASP Board Portraits and any other groups. Select a person to help photographer.
15. Coordinate AV with Hotel for set up and in room location.
16. Decide on LNL Menu if any.
17. Coordinate storage room with hotel manager, President & Executive Director.
18. Maintain all receipts and report to Executive Director.

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## GALA & LATE NIGHT LOUNGE DETAILS & SCHEDULE

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**PURPOSE:** This section provides more details on preparing for the events and provides a schedule for the actions necessary for both events.

### SOPs

#### American Society of Photographers (ASP) Gala & Late Night Lounge (LNL)

The ASP Gala and LNL are the highlights for ASP members that are attending IUSA, Imaging USA. Our event takes place in conjunction with PPA, Professional Photographers of America.

- First prepare a booklet with labeled tabs

Below is an outline to follow:

1. Determine the dates for each event.
2. Once dates are set, contact the PPA Event Coordinator via email and request the following:
  - a. Ballroom for Gala
  - b. Same ballroom if possible for LNL
  - c. Storage & Prep room is as close to ballroom as possible for the entire time you are there.
  - d. Meeting room for the ASP General Board Meeting.
3. Hotel: Decide with ASP President when you will arrive to prepare for events.
4. Book your hotel room through the PPA website..
5. Flight: Book your flight.
6. The PPA Event Coordinator will introduce you to the Hotel Event & Catering Manager. Ask for the layout of the ballroom & a menu for dinner & beverages.  
You will then send him/her a list of table placements & food & beverage choices for the dinner & award ceremony. Refer to book.
7. Get with the ASP website chair to determine seat layout for ticket sales. You will need to include pricing, menu, food allergies. Refer to book.
8. Get with the ASP AV chair & decide placement for equipment, screen, etc....
9. You will then draw on the layout of the ballroom the Gala setup and email the hotel event manager, so they know how to set up the room for that night. Refer to book.
10. Meet with ASP President for theme of Gala and LNL. You may decide the theme but get ok.
11. Order decorations through TEMU for a great price. Refer to budget.
12. Decide on the menu for Gala Dinner & discuss it with Hotel Event Manager.
13. Meet with ASP website Chair and post ads for Gala & LNL, costs & set up on Reg Fox.
14. Coordinate seating chart.
15. Organize assistance for ASP Board Portraits and any other groups. Select a person to help photographer.
16. Coordinate AV with Hotel for set up and in room location.
17. Decide on LNL activities & cocktail bar.
18. Coordinate storage room with hotel manager, President & Executive Director.
19. Maintain all receipts and report to Executive Director.

Additional responsibilities:

Schedule the following:

Current Group Board Portrait

# ASP — STANDARD OPERATING PROCEDURES

Incoming Group Board Portrait  
Current Ambassadors  
ASP Past Presidents  
ASP State Reps  
Annual ASP meeting

Schedule based upon 2024-2025 Gala & LNL

1. 2. January & February:
  - Finish up from previous year: All receipts to Executive Director for reimbursement and invoices for filing.
3. March:
  - Determine decoration these with President.
  - Speak to Co-Chairs regarding their responsibilities.
  - Speak to Committees regarding their responsibilities.
  - Prepare Gala & LNL budget for year. Discuss with Executive Director & President.
4. April:
  - Once the budget is determined then decorations can be purchased.
5. Mid-April to Early May:
  - Contact PPA event planner & coordinate cocktail & ballroom locations for Gala & LNL, storage room & meeting room for ASP Board Meeting.
  - Contact the host hotel event planner to begin discussion with plated dinner menu & price, ballroom location for Gala, LNL, location for general board meeting and dates for storage room.
6. June:
  - Continue to work with Hotel Event Manager. Talk to Chris Wooley regarding any AV or electrical that needs to be planned.
  - Note all the award winners & make sure you have the list to send out special Gala email invites to.
  - Set up SignUpGenius.com so that you can plan for Volunteers and have Fujiko compose an ad. Send the ad out with the QR code and all the information for anyone to sign up.
  - Get with Karen Nakamura to create the ad for Gala and LNL.
  - All ads: Volunteers, Gala and LNL need to be updated on website and published through our constant contact and social media (Facebook).
7. July:
  - Follow up with Aileen (constant contact) and Marisa (social media) to send out the Volunteer ads in August.
8. August:
  - No escorts for board introduction as per board meeting.
  - Master of Ceremonies: Tony Corbell and Joe Glyda.
  - Karen Nakamura will do the program booklet and script w/MC's, Fujiko & Chris.

## ASP — STANDARD OPERATING PROCEDURES

- Discuss with John Powers regarding the President's pin.
9. September:
- Get with John Herrel to add Gala diagram for tickets, menu, ticket sales start and end date. All on Reg Fox.
  - Set up seat codes according to award recipients.
  - Email award recipients if they need a full table or only one or two seats.
  - Follow up with the Service Award Chairperson for a list of recipients.
10. October:
- Follow up with webmaster to make sure all tickets are ready to go on sale November 1.
  - Contact all award recipients with email about seat hold codes.
  - Set up Zoom with board about Gala & LNL schedule.
  - Put together schedule for all board members.
11. November:
- Prepare an excel sheet with names when members purchase tickets.
  - Make sure all storage facility stuff is shipped back to Nashville (get with Mel).
  - Send standard emails out to award winners with reminder that we need a bio & headshot.
  - Email a date and time schedule to ASP board.
  - Email a "What To Bring" to ASP board or anyone
  - Contact award recipients if they would volunteer an hour/2 hours/day? For LNL silent auction.
  - Get all your LNL Silent Auction items done. Prep papers for bidders and print for LNL.
12. December:
- Everything needs to be finalized: Script, Program Book, Gala seat deadline confirmation.
  - Send all food choices, allergies and seating excel to hotel event planner.
  - Lock in silent auction items.
  - Get all script printing done or have Mel do it and bring. Scripts (in color & 10 sets).
  - LNL printing of FTDR and registered guests (3 copies for checking in at the door).
13. January –
- Obtain the signature of the new President for emails
  - Schedule the following:
    - Current Group Board Portrait
    - Incoming Group Board Portrait
    - Current Ambassadors
    - ASP Past Presidents
    - ASP State Reps
    - Annual ASP meeting

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## IUSA -- TRADE SHOW BOOTH COMMITTEE

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### **PURPOSE:**

To provide a highly-profiled and professional looking booth at each IUSA Exhibition for dissemination of information, presentation, and coordination of relevant ASP activities, events, and programs.

### **CHAIR:**

Appointed by the ASP President

### **SUB-COMMITTEES:**

- Booth Volunteers
- Booth Spotlight Speakers
- Booth Authors' Book Signing
- Booth Set-Up & Tear Down

### **TIMELINE:**

Outlined within the duties of each sub-committee as applicable

### **DUTIES:**

#### **ASP Booth Liaison**

Coordinate with the Executive Director in procuring the booth and its size with PPA; ensuring adequate support is provided, i.e. proper number of chairs and tables needed.

Coordinate with the ASP Booth Chair for the proper budget and submit it to the ASP board in a timely manner when called upon by the president.

Coordinate with the ASP State Representative Liaison to ensure an adequate number of ASP brochures are on hand for distribution, usually around 250.

#### **ASP Booth Chair**

Select an ASP member to oversee recruiting volunteers to man the ASP booth (Booth Volunteers Head) for each IUSA. This should start NLT September 1<sup>st</sup>.

Identify an ASP member to oversee recruiting Spotlight Speakers (Booth Spotlight Speaker Head) for each IUSA by September 1<sup>st</sup>.

Identify an ASP member to oversee the ASP Authors' Book Signing (Booth Authors' Book Signing Head) by September 1<sup>st</sup>.

Identify two people to assist in setting up the booth (Booth Set-Up & Tear Down Head) the day before Exhibition Hall opens.



# ASP — STANDARD OPERATING PROCEDURES

Identify three people to assist in tearing down the booth on last day; this usually consists of board members coming together and volunteering to help.

Update the ASP Booth FAQ booklet NLT three weeks ahead of IUSA and send it to the Booth Volunteers Head so they can distribute it to all the volunteers NLT two weeks ahead of IUSA. Make one hard copy to be at the booth at all times for reference.

Coordinate with the Design Team to provide any information they may require so that two banners can be created (First Time Degree Recipients and Spotlight Speakers & Authors).

After approval and creation of the banners, submit the final Spotlight Speakers & Authors banner to the Social Media Committee who will then send out via social media the banner info.

Coordinate with the ASP Ambassador Chair to ensure that First Time Degree Recipient forms and ASP magazine Spotlight forms are created and put on to QR codes that they can be put on the two banners.

Coordinate with the head of the ASP Ambassador Chair to have boas on hand to be given to all first-time degree recipients.

Coordinate with the ASP magazine editor to bring a number of present and past editions of the ASP magazine to be handed out in the booth.

Ensure that bottled water is on hand for the volunteers.

Ensure a clip board is on hand with time slots so that volunteers can count how many visitors visit booth the booth and are there to hear the booth speakers.

Create time slots for the clip board so attendance can be recorded by booth volunteers.

Create a list on the clip board to account for the number of first-time degree recipients who stop by the ASP booth and get their boas.

Coordinate to have created a video montage of the previous year's ASP International trip and have on hand videos for Best of the Best for the previous and current years, all to be looped on the television. Coordinate with the Design Team in ensuring these are created so that they can be shown on the television in loop format. Then coordination with the Audio Visual Committee two weeks before IUSA is imperative to ensure they can run the actual videos. Have the Audio Visual Committee representative also test run each once the television is set up at the booth on the first day and ensure the ASP Booth representative knows how to run it.

## **Booth Volunteers Head**

Set up web site for volunteering (Sign-Up Genius) NLT October 1<sup>st</sup>. List two volunteers in the booth per each time slot. Web site: <https://www.signupgenius.com>

Create a list of volunteers as they sign up, to include their name, email, and phone number. Use this list as the starting point in looking for volunteers again the following year.

## ASP — STANDARD OPERATING PROCEDURES

Then notify previous volunteers from the prior IUSA via email to sign up for the coming year. This should be done by October 1<sup>st</sup>.

Have the Social Media Committee send out requests via social media for booth volunteers with web site link NLT October 1st.

Whoever signs up for the first rotation each day, ensure they get an exhibition pass (give names to Executive Director when asked for). This way they can enter the exhibition area prior to its opening to set up and be ready when the doors open to the public each day.

Distribute the ASP Booth FAQ booklet that is updated by the Chair to each volunteer via email NLT two weeks before IUSA for their study and understanding. Make sure they have read the booklet prior to manning the booth.

### **Booth Spotlight Speakers Head**

In selecting Spotlight Speakers, first reach out to the latest ASP Fellowship and EA recipients. Then fill in with IOD winners, ASP District winners, ASP World Photographic Cup medalists, ASP IPC finalists, and any other distinguished ASP members. Begin search NLT October 1<sup>st</sup> or when IOD winners, ASP Fellowship, and EA selectees are announced.

Coordinate with the Chair to determine the number of slots and days for each speaker. Check the previous year's schedule and After-Action Report to help determine time slots and days for this next IUSA.

Coordinate with each Spotlight Speaker to obtain name, degrees, and headshots.

Obtain the phone number of each Spotlight Speaker so that they can be contacted via phone or text on the day they are speaking to ensure and confirm that they will be on time. Ensure they are contacted.

Block time slots for Spotlight Speakers in 20 minute intervals with a minimum ten minute break between speakers.

Block first full hour on first day for International Award recipient to be speaker if a recipient has been identified. Coordinate with Executive Director to ensure the recipient will be available during that time slot; make it part of the overall schedule for the International Award recipient.

Coordinate for television, amp, speaker(s), and microphone set-up with Audio Video Committee representative. Be sure to charge the portable speakers first thing each morning.

Be sure to give to the Design Team names and headshots of each Spotlight Speaker as soon as all are identified so that banners can be created.

Coordinate with the ASP Ambassador Chair in selecting a person to introduce each speaker. That person should contact the Spotlight Speaker in advance to get a brief one paragraph bio to use as the introduction.

# ASP — STANDARD OPERATING PROCEDURES

## **Booth Authors' Book Signing Head**

Identify possible ASP authors (see previous book signing lists) and contact them to see about bringing their books for book signing at the ASP booth. Start identifying possible authors NLT October 1<sup>st</sup>.

Depending on the number of authors, one or two thirty-minute slots are designated for book signing.

Ensure extra chairs and table are on hand, if possible, for the authors to use for their book signing.

Obtain names, book titles, degrees, photos of book covers, and headshots from each author. Then pass the info on to the Graphic Design Committee NLT December 15<sup>th</sup> so they can create the necessary banner with them and the Spotlight Speakers on it.

## **Booth Set-Up & Tear Down Head**

Ensure the two people who will be there for the set-up are put in for Exhibition passes with the Executive Director when directed to do so.

Coordinate with the Design Team to pick up banners from sponsors (usually ACI) during initial set-up.

Be sure an Audio Visual Committee representative is present to tear down and store all the AV equipment. Coordinate this at IUSA planning meetings.

Pack up all items in assigned boxes/tubs and create an inventory list of each container.

Coordinate to ensure that the containers are procured by whoever will transport all baggage to storage for the coming year, usually the Executive Director.

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**LEGAL AND PROFESSIONAL COMMITTEE**

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***NEED***

**PURPOSE:**

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

**REPORTS TO:**

**COMMITTEE MEMBERS:**

**TIMELINE:**

**DUTIES:**

(Generic)

## MAGAZINE EDITOR

---

**THE PURPOSE:** To produce a quality, quarterly, printed magazine to be sent to all ASP members.

1. To keep members informed about ASP business including:
  1. Board introductions
  2. Board nominations
  3. Deaths
  4. Award winners
  5. ASP events
3. As serve as a platform to honor the new Fellows and EA recipients
  1. One issue per new Fellow showing all of that Fellow's images and publishing the bulk of their personal paper
  2. Publish a condensed version of any successful EA papers
4. To educate members with timely photography or art related articles.

**DUTIES:**

1. The mission of the ASP MAGAZINE is to educate and inform the membership of ASP of educational programs, networking activities and social functions to strengthen the relationship of all members and the association. To promote and cultivate creativity and diversity in imaging, business skills and evolving the profession. The implementation of this purpose is by writing and publishing editorial and advertising information that will be of beneficial service to all members of the association and to the industry as a whole.
  - a. The name of the ASP news publication shall be AMERICAN SOCIETY OF PHOTOGRAPHERS MAGAZINE.
  - b. The newsletter will be produced quarterly.
  - c. Other than the issues featuring the new Fellows, the cover art will be decided upon by the Editor of the magazine. If there are new Fellows from the most recent Fellowship judging, a photo from the Fellowship portfolio will be used for the cover of the issue which features that particular fellowship portfolio and paper.
  - d. All covers of the ASP MAGAZINE must incorporate the ASP logo in a prominent location.
  - e. An article of no more than 250 words describing the creation of the image must accompany photos appearing on the cover of the ASP MAGAZINE.
  - f. The editor of the ASP MAGAZINE will be appointed by the ASP Board of Governors and will serve as editor for a period of not less than 24 consecutive months. The editor must be an ASP member in good standing. Re-appointment of same editor after the twenty-four months will be by mutual agreement of the current editor and the ASP Board of Governors. The decision of the ASP Board of Governors will be final.
  - g. The position of ASP editor will be a voluntary, unpaid position. Compensation to editor will be as follows: Ten (10) ASP service merits annually, complimentary registration at all revenue producing programs (providing registration does not impact ASP funds) and complimentary ASP membership with all benefits of regular membership for the duration as editor of the ASP MAGAZINE.
  - h. The editor is not responsible for soliciting advertisements for the newsletter. This is the responsibility of the ASP executive director and the sponsorship committee.
  - i. The editor is not responsible for creating and designing advertisements for sustaining members or any other advertisers. The editor cannot guarantee the use of any specific fonts or copy not incorporated by the program used to produce the magazine (formerly

# ASP — STANDARD OPERATING PROCEDURES

- referred to as the “newsletter.”
- j. Articles for inclusion in the current month of the newsletter are due to the editor by the 1<sup>st</sup> day of the month preceding publication. (I.e. articles/ads for October issue must be to the editor by the 1<sup>st</sup> of September. This is subject to change with the change of editors). Articles will be included as approved by the editor. The editor reserves the right to edit the format of the article to accommodate the newsletter publishing.
  - k. The editor will attend the ASP monthly board meetings.
  - l. The magazine will be published and mailed to members and advertisers quarterly.
  - m. The number of copies of the magazine to be printed will be determined by the number of members plus 6 contributor copies for article authors/subjects and another one to two dozen copies for the trade show booth during the next IUSA (see details in **Magazine - Printer Instructions** below). (Contributors may request extra copies and the editor should check before submitting to the printer if authors/contributors want more than the 6 copies.)
  - n. The magazine editor will be responsible for supplying the printer with the most updated mailing lists for each issue.
  - o. A copy of the magazine will be sent to the current ASP president if they are not an ASP member already.
  - p. The editor will be reimbursed for actual costs associated with mailing the contributor copies the magazine.
  - q. The design of the magazine is ultimately to be approved by the editor.
  - r. The Magazine will be available to non- ASP members at an annual subscription of \$36.

## THE PROCESS AND TIMELINE

- 1. Review the General guidelines and comments at the end of this SOP section
- 2. Three months before submission to the printer:
  - 1. Line up articles from writers and photographers that would be of interest to our members. Generally, articles range in length from 450-500 words (member spotlights and president's message, for instance) to 2000 - 2500 words, and generally all articles include images.
  - 2. Check previous years editions to make sure proper notifications are included as needed. For instance, award winners and Gala wrap-up and introductions of the new board take up a good deal of the Spring issue.
- 2. Two months before submission to the printer:
  - 1. Check with suppliers of articles to make sure they are on schedule with their submissions
  - 2. Check with the marketing committee and the president to see if they will need any ads to go in the next issue.
  - 3. Notify the graphic design committee about any needs for ads or notifications that should go in the next issue, such as ads about upcoming events such as the One Day workshops, or IOD.
  - 4. Create a folder in the appropriate folder in Google docs for the coming issue's materials
  - 5. Locate a member to spotlight. This has normally been a one page article introducing a member to the other members or lauding a member for an outstanding accomplishment. For instance, we have done member spotlights for members who won a spot on the World Cup team, or who have marked a notable anniversary in the business, or a member who won the Grand Imaging Award.
  - 6. Ask the Exec Secretary to contact all advertisers for new ads (and payment) for the next issue. The advertisers will want to be reminded of the date the issue reaches members. Leave space for each ad.
- 3. One month before going to the printer:
  - 1. Remind the President that their message is needed (450 - 500 words, and we always reserve the right to edit for space) by the first of the next month (one month before

## ASP — STANDARD OPERATING PROCEDURES

members will receive their issue in the mail. For instance, the Winter issue reaches members approximately Jan 1 so the president should be ready to submit their president's message by Dec 1 (That gives the magazine committee a bit of latitude should the president need an extra few days).

2. Get any ads created by the graphic design committee and make sure they will fit well.
3. Proof and edit any articles submitted.
4. Place proofed and edited articles in the Google docs folder for that issue and notify the page layout person.
4. Two weeks before going to the printer:
  1. All materials should be in the folder so that the page layout can be done.
  2. Once a draft is ready, proofread carefully. Make sure names are spelled correctly and nothing is duplicated and all info is correct. Proofreading needs to be done by every member of the committee.
5. Sending the issue to the printer:
  1. The page layout person should be given the profile to use when setting up the issue for the printer. If they are not familiar with that then contact Modern Litho and get the profile.
  2. After another proofing, log into Modern Litho. Each editor will be given their own logins after contacting Modern Litho.
  3. Upload the issue and confirm via email that the issue has been successfully uploaded.
  4. Once Modern Litho contacts you to say the issue is ready, carefully go over the online proofs and accept or reject each page of the issue. If you reject any pages, you must supply a corrected page.
  5. Go to the ASofP website and log in as a board member. Download the most up-to-date list of members and the mail-only list. (Check the Mail-only list to make sure those on it still should get the magazine.) Then delete the columns in the spreadsheet that aren't needed (PPA member number, last year of ASP membership, etc.) and resave the mailing lists as .csv files.
  6. Email the lists to our contact at Modern Litho. Let them also know how many copies to print (about 30-40 more copies than the total of the two lists except for the winter issue. We have been printing about 75 extra copies of that issue to take along with the extras of the other issues to the trade show booth at IUSA to give out.)
  7. Let Modern Litho know if we want the special coating on the cover of the magazine (which only goes on the Fellows 'issues). Attach the up-to-date mailing lists. Lastly, let them know where to send the extra issues (to the editor, normally).

Once the extra issues of the magazine arrive:

1. Send each contributor copies of the magazine as a small compensation for writing the article. Normally I send 6 copies to each writer, but occasionally the contributors will only want 2 or 3. If they want more than 6, they should pay \$5.00 per copy for the additional ones. Include a brief thank you note.
2. Put aside 6 copies for the ASP archives.
3. Put aside 2 copies for the editor's records and for future reference.
4. Save the remaining copies for the trade-show booth at the next IUSA.
5. Submit any receipts for postage to the Exec Sec.
6. Start lining up materials for the next issue.

### **Publishing schedule:**

Issues come reach members homes:

January 1       -       Winter issue (submitted to Modern Litho, by Dec 7th if possible)

## ASP — STANDARD OPERATING PROCEDURES

|           |   |  |
|-----------|---|--|
| April 1   | - | Spring issue (submitted to Modern Litho by March 15th)   |
| July 1    | - | Summer issue (submitted to Modern Litho by June 15th)  |
| October 1 | - | Autumn issue Submitted to Modern Litho by September 15th)  |
| January 1 | - | At the end of each year, send the Exec Secretary the 24 (6 copies of each issue of the magazine to save for the ASP archives.) |

If there are new Fellows accepted in the most recent judging, the issue featuring them should go in the following order:

If there is **one new Fellow**: put it in the Winter issue that comes out just before IUSA

**Two new Fellows**: Put one in the Summer issue and one in the Winter issue.

**Three new Fellows**: One each in the Summer, Autumn and Winter issues.

**Four new Fellows**: One each in the Summer and Autumn issue, and two in the Winter issue.

Include articles by any successful EA recipients as they fit. Remember the EA theses will have to be edited down for size to roughly 2000 words.

### General guidelines and comments:

**Everything, EVERYTHING**, coming into the magazine should be first going to editor, and then they should do any necessary writing edits. Once they've decided it's appropriate for the magazine and edited it, it can then go into the google docs or Notion where the copywriter can do the proofreading step. Nothing should go in the google docs or Notion until the editor has it as ready for publication as she can have it. After Shawna is done with her edits of it, then it goes back in the magazine collection where it waits for Steph to do the layout. Nothing should go in the magazine collection space for the upcoming issue until it's gone through the editor, even ads. The editor should take a look at all ads and give them a once-over as well before putting them in the magazine collection space. Nothing other than the basic formatting and the current board listing should be automatically carried over from one issue to the next.

Once things are proofed, they are ready for layout. The only time they should need further tweaking is if an article needs to be shortened because of space limitations or if circumstances change and information needs to be updated.

The only other people who should be working on the magazine are those providing content such as those serving as writers and again, they should only be going through the editor. They should not be sending things to anyone else and muddying up the works and causing things to be done more than once.

So, just to summarize... the editor will need about 4-5 articles for each issue, including the little one-pagers like member spotlights, heart & soul, etc., and only two major articles... one about 2000-2500 words and another smaller article. The Fellowship is going to be the main article for as many issues as we have successful fellow candidates from the previous year. It's wise to have enough material for at least one issue ahead if possible. If we get too far ahead, the contributors may start getting frustrated with the amount of time it takes to see their efforts in print. We have an "in the can" folder with articles to fill in just in case we run short so it's a good idea to have 2-3 articles "in the can."

As for what should be included and what ads to run, look at the previous year's Spring/Summer/Fall or Winter issue for guidelines on what ads or notices should be appearing in this year's



# ASP — STANDARD OPERATING PROCEDURES

Spring/Summer/Fall/Winter issue in addition to touching base with the president and the board for any of their requests.

## Magazine - Printer Instructions

We have used Modern Litho for the recent past.

The Deadline to go to the printer is the 15th of the month prior to the first day of the month the issue should reach members: January, April, July, October. Because of the holidays, the January/Winter issue should go to the printer earlier (By December 10th at the latest) if at all possible.

Once the magazine is ready to go to print:

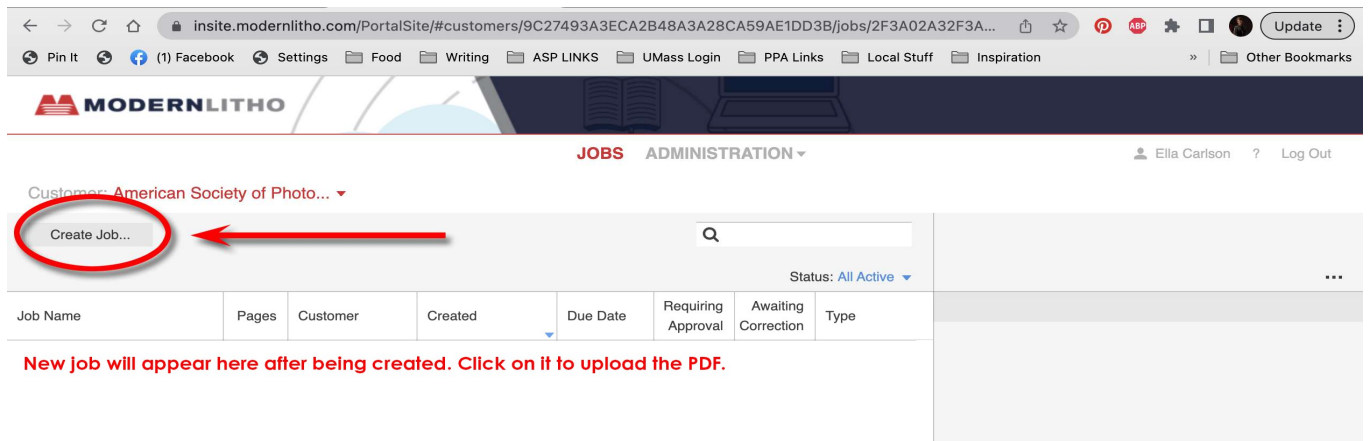
- Download the PDF that is set up for printing to your computer

A screenshot of the login page for the INSITE Prepress Portal. It features a light blue header with the username "EllaCarlson" and a password field with masked characters. Below the password field is a language selector set to "English" and a checkbox labeled "Remember me on this computer". A prominent red "Login" button is centered below these fields. At the bottom, there are two red links: "System Diagnostics" and "Forgot Your Password?".

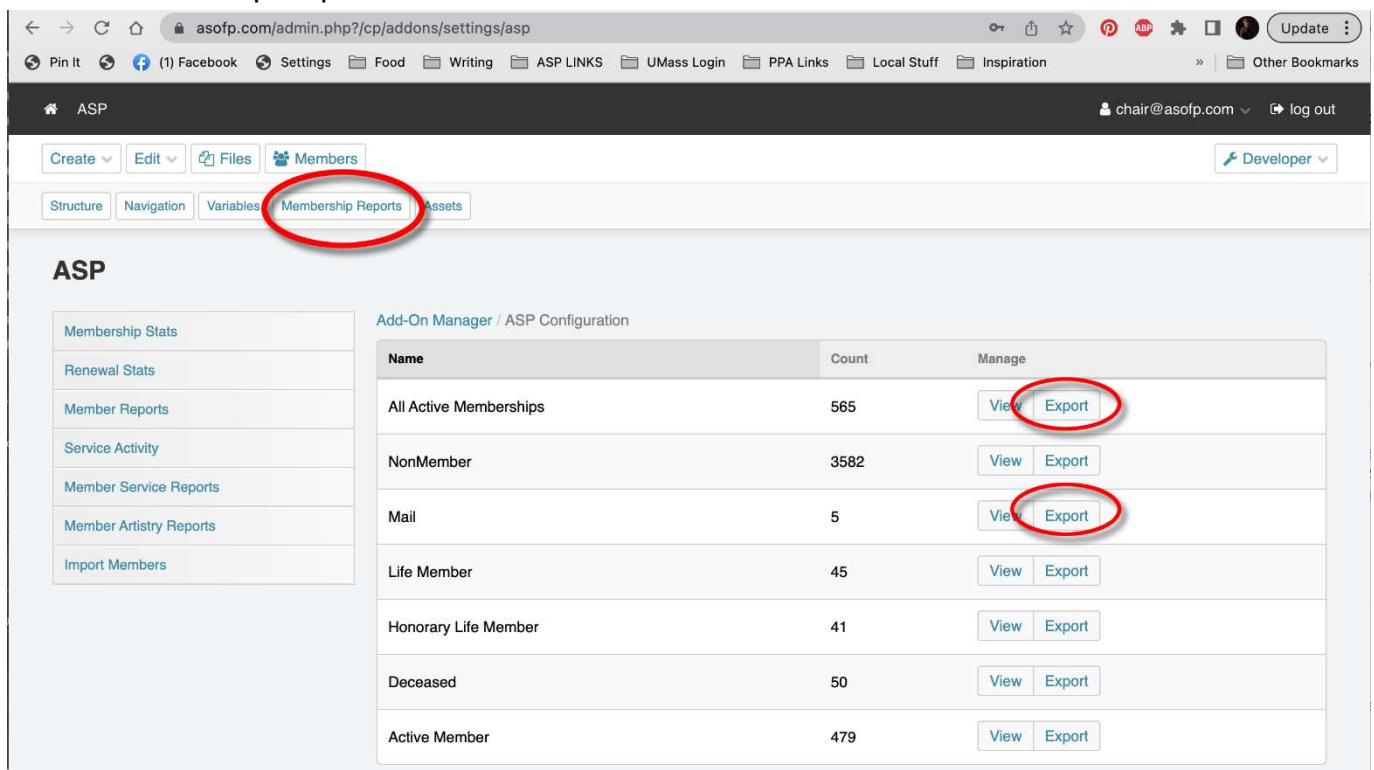
- Open this website: <https://insite.modernlitho.com/PortalSite/>
- Log in with the logins given to you by Modern Litho

# ASP — STANDARD OPERATING PROCEDURES

- In the next screen after logging in, click on CREATE JOB.



- Click on the job you just created and this will open a new page. Click on the UPLOAD link and navigate to the PDF you just downloaded.
- Log into the <https://asofp.com/admin.php?>
- Go to Membership Reports.



- Export the “All Active Members” list and the “Mail” List. Open these files in Excel or Numbers and delete the columns that are not needed for mailing purposes. Eliminate any inactive sponsors from the MAIL list. Add any new sponsors to this list. Export the trimmed down lists as .csv files. Add the total number of members and mail together to get a count of how many magazines you’ll need to have printed. Add 6 copies for each article

## ASP — STANDARD OPERATING PROCEDURES

contributor, 6 copies for the Exec Director's records, 2 copies for you as editor, and another 20-30 copies of each issue (75 copies for the Winter issue) for the ASP Trade show booth at IUSA.

- **Example:** If the All active members list has 600 names, mailing/sponsors are 6, then you have 3 contributors, here's what you should have printed:

600 (all active members)

6 (Sponsors)

18 (Contributors)

6 (Copies of the Exec Director)

25 < > (Copies for the ASP Booth at IUSA)

**Ask the printer for a total of 655 copies**

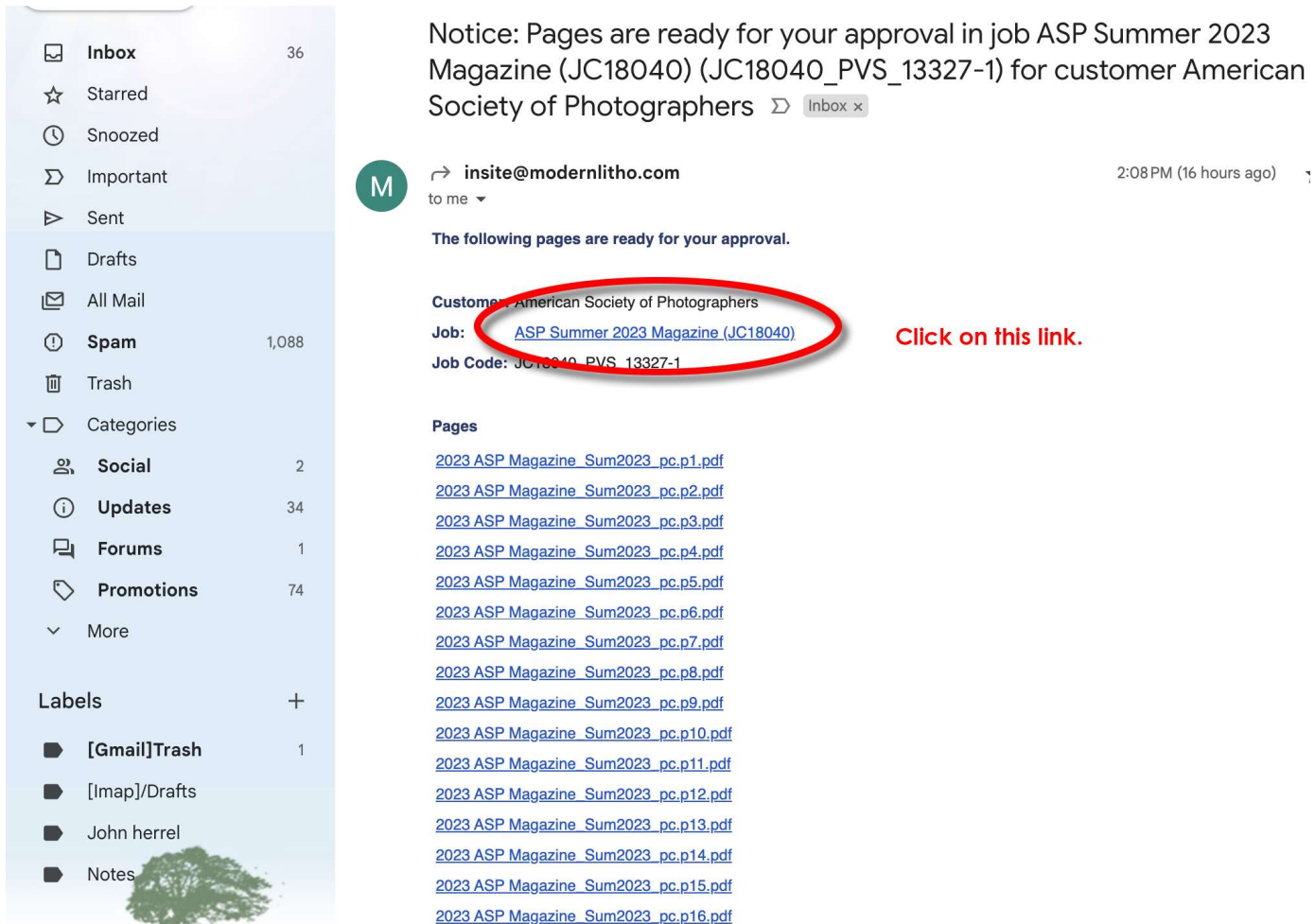
Remember that you should save one or two of the extra copies for your own records as editor. The ASP website will have digital copies of the magazine, but they may not be uploaded right away and sometimes it's just easier to grab an old copy for reference.

Once you've uploaded the PDF to [insite.modernlitho.com/PortalSite/](http://insite.modernlitho.com/PortalSite/) and you have downloaded and edited the lists from the ASofP website, email your contact at Modern Litho to:

- Notify them that you've just uploaded the new issue of the ASP magazine
- Ask them to let you know if there are any problems with the upload
- Tell them total number of copies needed
- Tell them where to send the extra copies: name and address (the editor or whoever will mail out the contributors' copies and save the extras for use at IUSA and for the ASP archives)
- And whether or not to use the special coating for the cover (Fellowship issues only)
- Let them know you are attaching the mailing list(s) to this email and remember to attach the .csv files.

# ASP — STANDARD OPERATING PROCEDURES

Several days later, Modern Litho will have the issue ready to be proofed. You will get an email letting you



know that the pages are ready for review and it will have a direct link for proofing:

You will be able to navigate to each page in turn. At the bottom of the screen of each page, you should see a **green check mark** and a **red X**. If you click on the green check mark, you will be approving the page for printing. If you click on the red X, you are saying the page is NOT approved. If you have any pages that are not ready for the printer, let Stephanie know which pages need to be redone and what the problem is. Sometimes the printer will give you a preflight warning. Take note of the specifics of the warning and let Stephanie know these specifics. She will send new pages or let you know if you should ignore the preflight warning and just approve the page. (This most often happens when an image or ad doesn't quite have enough resolution.)

Once you have approved all the pages, the magazine will go press. You can send a short email to your Modern Litho contact and just let them know you've approved the pages.

In about 2 weeks, the editor will receive a box containing the extra copies of the magazine. At your earliest convenience, use the large envelopes at the Post Office to mail contributor copies since that

## ASP — STANDARD OPERATING PROCEDURES

tends to be the least expensive way to send them. Save the extra copies for the Trade show booth and the Exec Director and bring them to the next IUSA. (Make sure you give the 6 copies for the ASP archives directly to the Exec Director.) Alternatively, ship the whole year's extra copies to a willing ASP who lives near the next IUSA and who would be willing to bring them (former board members are good options).

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## **MENTOR COMMITTEE**     ***NEED***

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**PURPOSE:**

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

**TIMELINE:**

**DUTIES:**

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## MUSEUM PROJECT COMMITTEE      *NEED*

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**PURPOSE:** to showcase curated work by ASP members in galleries and museums nationwide and potentially internationally.

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

**TIMELINE:**

**DUTIES:**

(Generic)

## NOMINATING COMMITTEE

---

**PURPOSE:**

Present a slate of candidates for election to serve as board members and officers of the corporation in the succeeding year.

**CHAIR:**

The President-Elect.

**COMMITTEE:**

Shall consist of the president, vice-president, the secretary/treasurer

**REPORTS TO:**

ASP Board

**TIMELINE:**

New governors and new executive board member(s) should be decided upon no later than the August preceding the next fiscal year.

**DUTIES:**

1. The nominating committee is fundamental to the board's recruitment strategy and serves as the lead in the continuous process. Proper process and procedure should be followed at all times.
  - a. At the August or September board meeting The Nominating Committee shall provide the board with the list of nominees for board positions to be filled and recommendations for officer positions to be filled. Board positions are filled by member vote at the January General Membership meeting. Officer positions are filled by board vote at the first board meeting of the fiscal year, generally the March meeting.
  - b. Eligible candidates must be ASP members in good standing with Professional privileges, and must have been members for at least one year. *(By-Laws)*
  - c. Following approval by the Board of Governors, the names of candidates shall be presented to the membership via the fall issue of ASP Magazine or by two emails with the later notification received by members no later than 30 days prior to the General Membership meeting.
  - d. ASP members with Professional privileges in good standing may make nominations of qualified members from the floor provided any such nomination is accompanied by the written or verbal statement of the nominee that he or she accepts the nomination and agrees to serve if elected, such nomination will be accepted.
  - e. Final approval of the ballot of Directors will be made at or before the September board meeting by a majority vote. *(By-Laws)*
  - f. Unless elected by "white ballot," all ballots shall be tabulated by the secretary, one Officer or board members and at least one members of the nominating committee at the Annual Meeting. The tally shall become the official result and must be published in the In Sync newsletter within thirty (30) days. All ballots must be kept in the possession of the secretary for sixty (60) calendar days and made available to any ASP member. *(By-Laws)*

**COMMITTEE RESPONSIBILITY**

1. It is the responsibility of the committee to secure candidates for the ballot and present a slate of



## ASP — STANDARD OPERATING PROCEDURES

qualified, acceptable candidates to the board for approval and to the membership for a vote.

2. To be most effective in ensuring the right candidates are considered, the selection criteria must consider the composition of the current board, the current directors' qualities, and the dynamic needs of the organization.

Some basic qualities that the nominating committee considers in potential board members include the candidates':

- a. Overall interest and enthusiasm in serving on the board;
  - b. Level of integrity;
  - c. Team work skills;
  - d. Ability to think for the future;
  - e. Time availability and time constraints;
  - f. Ability to support fundraising; and
  - g. Ability to influence others.
3. The nominating committee carefully analyzes these qualities with those of the current board and considers how the prospective members and current members will work together. The committee also considers how the prospective members will influence the existing board dynamics.

The nominating committee considers how the potential members will fit with the organization both in its current state and in the future. Factors that influence this include:

- a. The type of board and its level of decision-making;
  - b. The development stage of the board;
  - c. The short-term and long-term focuses and goals of the board; and
  - d. Special projects the board is planning.
4. The committee members shall consider the specific discussions related to potential nominees to be confidential. Committee members are prohibited from disclosing potential and final nominees to the membership.

### **PROVIDING INFORMATION TO PROSPECTIVE MEMBERS.**

1. When suitable candidates have been identified, the nominating committee will initiate discussions with them to gauge their interest and provide answers to any questions or concerns.
2. For this reason, nominating committees often provide candidates with information about the board and the organization that may include:
  - a. The organization's annual report, promotional brochures or newsletter;
  - b. A summary of the organization's services;
  - c. A summary of the strategic plan;
  - d. Board member job descriptions and a list of the board's duties; and
  - e. Information on board orientation and other training opportunities.

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## ONE-DAY WORKSHOP COMMITTEE      *NEED*

---

**PURPOSE:**

To be responsible for engaging talent and scheduling dates for all ASP Workshops, coordinating with workshop instructors and venue host to meet instructor and host needs, and thank all participants appropriately.

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

Mentor Program

**REPORTS TO:**

ASP Board of Governors

**COMMITTEE MEMBERS:**

Appointed as needed by the Workshop Committee Chair with the approval of the ASP President

**TIMELINE:**

None

**DUTIES:** Work on this SOP still in progress

(Generic)

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**SCHOLARSHIP/CHARITY/GIVING COMMITTEE**      ***NEED***

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**PURPOSE:**

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

**TIMELINE:**

**DUTIES:**

(Generic)

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## **SOCIAL MEDIA COMMITTEE**      ***NEED***

---

**PURPOSE:** To keep the membership informed and up-to-date on all ASP activities; to engage ASP members; to strengthen fellowship among ASP members.

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

none

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

**TIMELINE:**

**DUTIES:**

(Generic)

## SOP COMMITTEE

---

**PURPOSE:** To keep the Standard Operating Procedures (SOP) document updated. The ASP standard operating procedure (SOP) is a set of step-by-step instructions to help ASP members carry out routine operations. SOPs aim to achieve efficiency, quality output, and uniformity of performance, while reducing miscommunication and failure to complete necessary tasks. It also assists an effective turnover of responsibilities each year. In simple terms it prevents needing to “reinvent the wheel” and by reviewing and updating them regularly allows to the creation of “better wheels”.

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

none

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

**TIMELINE:**

**DUTIES:**

1. Encourage those responsible for tasks within ASP to provide or update the SOPs related to their responsibilities on an annual basis.
2. Update the SOP document and publish as needed.

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## **SPEAKER LIST / ZOOM COMMITTEE**

***NEED Speaker list***

***process***

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### **PURPOSE:**

### **CHAIR:**

Appointed by the ASP President

### **SUB-COMMITTEES:**

### **REPORTS TO:**

Board of Governors

### **COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

### **TIMELINE:**

### **DUTIES:**

#### **1. Speaker List process**

##### **a. TBD**

#### **2. Zoom Process for Host:**

- a. Login to Zoom.us approximately 25 minutes before the program. Be sure to log out of your personal account (where your photo is on the upper right) The login info (user id and password) is available from the Chair, ASP President, or Executive Director. Double click on the program you are moderating and launch it. Select “security” on the bottom bar and enable the share screen option.
- b. You will be required to allow attendees into the meeting. Their name will pop up on your screen and you will accept them. Once the program begins, be sure to mute any attendees that enter late. Check the chat box regularly for questions.
- c. Members will visit for the first 20 minutes or so. Then you will remind the attendees about upcoming events and Zoom programs listed in your ASP Zoom. Notify the attendees that the meeting will be recorded and available on the asofp.com website under member resources. Ask them to mute themselves and then double check that the meeting is being recorded and introduce your speaker.
- d. Meeting process details
  - i. Login to zoom.us approximately 25 minutes early. The login info (user id and password) is available from the Chair, ASP President, or Executive Director.
  - ii. Select program and launch program
  - iii. Under “security” (bottom bar) enable screen sharing

## ASP — STANDARD OPERATING PROCEDURES

- iv. Watch for attendees wanting to join the meeting...you will have to accept them in order for them to join.
- v. **Be sure to record the program to your hard drive. NOT the cloud!**
- vi. About 3-5 minutes before the program begins give announcements
  - 1. If applicable Gala and other ASP Imaging events
  - 2. Other upcoming special ASP events
  - 3. Upcoming Zoom programs (look on latest Zoom email for info)
- vii. Remind attendees that the meeting is recorded and can be watched as asofp.com under member resources
- viii. Ask attendees to mute themselves
- ix. Ask Speaker if they would rather have questions through the chat box, at certain times, or spontaneously through the program
- x. Start the Record and double check that the Record button is active **before introducing the Speaker**
- xi. Introduce the Speaker and turn it over to them
- xii. Continue to mute late attendees as they join the meeting
- xiii. Be prepared to wrap up the program at about the one hour point. Sometimes they last a little longer with questions. Try not to let it last later than one hour and fifteen minutes.
- xiv. Thank the Speaker, restate the announcements and thank attendees for joining the meeting.
- xv. End recording
- xvi. **Let the recording render**
- e. Post processing
  - i. Upload to Dropbox (ask the chair for the Dropbox link)
  - ii. To make the recording available to members:
- 3. Post Processing by Chair or designated committee member
  - a. Once the recording is retrieved from Dropbox, edit out any extra parts that may have been recorded in addition to the talk (for instance, members visiting with each other before the talk starts).
  - b. Camtasia has been used to edit the original video, but any video editing program can be used. Save the document as an .mp4 at 1920X1080 pixels.
  - c. Upload to the ASP YouTube account:
    - i. The login info (user id and password) is available from the Chair, ASP President, or Executive
    - ii. Once the video is ready on Youtube.com, copy the URL.
      - 1. Go to ASofP.com/ and sign in as an administrator.
      - 2. Go to STRUCTURE > Members Only > Zoom recordings.
      - 3. Click on the OLD button.
        - a. Type in the name of the presenter and the title of the program
        - b. paste in the Youtube URL. Highlight the URL and then click the link button to create the clickable link.
        - c. Then click SAVE. The recording should then be available to any member.

---

## SPONSORSHIP COMMITTEE

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**PURPOSE:**

To coordinate efforts to gain new sponsors, to act as Liaison to existing sponsors, to pursue sponsorships and raffle donations from vendors and facilitate displays at ASP sponsored events

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

None

**REPORTS TO:**

President

**COMMITTEE MEMBERS:**

None

**TIMELINE:**

None

**DUTIES:**

1. Help ASP in its effort to maintain a positive relationship with vendors and sponsors by providing an opportunity for communication between the association management and photographic vendors. To help avoid and resolve problems related to ASP activities.
2. To assist the board and members of ASP by offering an enhanced view of the professional photographic industry through input and feedback from the perspective of vendors, suppliers and service providers.
3. To serve as advisors to the board, as well as liaisons to existing sponsors and prospective sponsors of ASP programs, activities and events.
4. To voice constructive opinions and observations pertaining to the management and fulfillment of ASP activities such as, workshops, programs, open house, seminars, educational venues and relations with the association, affiliates and members, past, current and prospective.



# ASP — STANDARD OPERATING PROCEDURES

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## STATE REP COMMITTEE

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***NEED***

**PURPOSE:**

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

**REPORTS TO:**

**COMMITTEE MEMBERS:**

**TIMELINE:**

**DUTIES:**

(Generic)

---

**TRAVEL -- IN COUNTRY COMMITTEE      *NEED***

---

**PURPOSE:**

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

ASP International Retreats

ASP Tag-alongs

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

**TIMELINE:**

**DUTIES:**

(Generic)

---

## TRAVEL – OUT OF COUNTRY COMMITTEE *NEED*

---

### **PURPOSE:**

### **CHAIR:**

Appointed by the ASP President

### **SUB-COMMITTEES:**

ASP International Retreats

ASP Tag-alongs

### **REPORTS TO:**

Board of Governors

### **COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

### **TIMELINE:**

### **DUTIES:**

Pending a formal SOP, the following after action review and itinerary can be used as a guide for items to consider in future trips.

### **ASP Overseas Trip to Japan After-Action Report May 19<sup>th</sup>, 2023**

The American Society of Photographers (ASP) held its first overseas trip from March 25<sup>th</sup> through April 6<sup>th</sup>, 2023. It took place in Japan, coinciding with the predicted cherry blossom season (Sakura).

A Zoom meeting was held five months prior to the trip to acquaint everyone with the basic details of the trip and to answer any initial questions people may have, to include packing issues, travel tips, clothing, etc. A follow-up in-person meeting was held at IUSA 2023 in Nashville.

The trip itself was broken up into two phases, giving those that could not stay for an extended time the chance to be on the trip for a reasonable amount of time. Therefore, the primary trip was conducted from March 25<sup>th</sup> through April 3<sup>rd</sup>. This portion included site visits throughout Tokyo, Kamakura, Kyoto, Hiroshima, Miyajima, and back to Tokyo. The extended portion of the trip was from April 3<sup>rd</sup> through April 6<sup>th</sup>, visiting sites in Nikko, Obuse, and Nagano.

Thirty people total participated in the event, with 29 people on the primary trip and 25 people on the extended portion (one spouse joined the group solely for the extended portion), thus totaling up to 30 persons in all.

## ASP — STANDARD OPERATING PROCEDURES

As the ASP Board Liaison, I was the travel planner/coordinator/part-time guide for this event. Travel arrangements were in conjunction with the following organization:

Nippon Travel Agency Company, Ltd.,  
Inbound Travel Department  
American & Oceanian Sales Section  
3<sup>rd</sup> Floor, Yotsuya TN Building  
16-1 Samoncho, Shinjuku-ku  
Tokyo  
160-0017  
Japan

Home Page: <http://www.ntainbound.com>

Point of Contact for these transactions was:

Mr. Kaito Nakamura  
[kaito\\_nakamura@nta.co.jp](mailto:kaito_nakamura@nta.co.jp)  
+81 (0)80-4122-3857

A Japanese tour guide accompanied us the entire trip to ensure transitions and communication were held to the highest standards at all times. She provided background information at each location as well.

For the Kyoto portion of the trip, I scheduled opportunities to photograph both *Geishas* and *Maikos* (*Geishas* in training), and to photograph a Japanese model in full kimono attire, accompanied by a professional make-up artist. This included exclusive photo locations throughout Kyoto. All of this culminated in a special dinner one evening where both *Geishas* and *Maikos* served meals to our group privately and performed traditional dances and games for our enjoyment. For this portion of the trip, I coordinated with one of our ASP members who resides in nearby Osaka:

Keiichiro Matsuo, M.Photog., M.Wed.Photog  
15-45-807 Egawa 2-chome  
Shimamoto-cho  
Mishima-gun, Osaka Prefecture  
618-0013  
Japan

[keiichiromatsuo.photography@gmail.com](mailto:keiichiromatsuo.photography@gmail.com)

Participants arrived in Tokyo, Japan on twelve (12) different flights over eight days and two airports (Haneda and Narita). Since many of the participants had never been to Japan before and knowing it could be tricky to get the right transportation to the hotels from the airports, I wanted everyone's first impression of Japan to be a welcoming one, so I personally met nine of the incoming flights over those eight days and coordinated for others to meet the other three flights. This ensured that everyone would have a favorable experience to begin our journey together and get settled into the hotel with no issues.

## ASP — STANDARD OPERATING PROCEDURES

Once the tour began, transportation within each city (Tokyo, Kamakura, Kyoto, Hiroshima, Nikko, Obuse, and Nagano) was by a 45-passenger bus. Between Tokyo and Kyoto bullet train (*Shinkansen*) reservations were in place, as well as between Kyoto and Hiroshima, and Nikko to Nagano and Nagano to Tokyo. From Hiroshima, a domestic flight took everyone back to Tokyo. And from Tokyo to Nikko, it was the 45-passenger bus that transported everyone. All transportation costs were covered in the price of the overall trip.

Reservations were in four-star hotels, all equipped with modern accommodations. In Nikko and Nagano traditional Japanese hotels were used with futon beds optional and an *onsen* (hot spring bathing) in the hotel basement for everyone's use.

Breakfasts were included in all hotels and lunch was on everyone's own except in Hiroshima where a traditional *okonomiyaki* (pancake fried noodles) lunch was grilled for everyone at a local restaurant and was included in the trip. A welcome dinner was also included the first night, which was at a *shabu shabu* restaurant (thin meat and vegetables cooked in boiling water at your own tables) in the heart of Tokyo.

Sites visited included the following:

Tokyo: *Ueno Park, Shibuya, Meiji Shrine, Meguro River, Yasukuni Shrine, and Asakusa area*

Kamakura: *Engakui Temple, Hachiman Shrine, Hase Dera Temple, and the Giant Buddha*

Kyoto: *Fushimi Inari Shrine, Kinkakuji Temple, Arashiyama bamboo area, Kiyomizu Temple, Gion district, Ginkakuji Temple, and Philosopher's Walkway*

Miyajima: *Round-trip ferry, Itsukushima Temple*

Hiroshima: *Peace Memorial Park and Museum, Shukkeien Gardens, and Hiroshima Castle*

Nikko: *Toshogu Shrine, Edo Wonderland*

Nagano: *Zenkoji Temple, Obuse, and Jigokudani Monkey Park*

Costs (ten per cent added to each account to cover incidental expenses):

Ten Day Primary Trip: \$2,900 per person (plus \$1,300 for single supplement)

Three Day Extension Trip: \$1,200 per person (plus \$225 for single supplement)

International air fare was at the expense of each participant.

After all bills were settled, ASP received \$4,651 for executing this overseas trip (spreadsheet included).

Also included is the survey sent to all participants after the trip. Of the 29 involved (I do not include myself), 21 responded. That is a high percentage, and my guess is that the bulk of those who did not respond were the spouses of the ASP members; their contention being that they were just along for the trip and they would let their spouse answer for them.

Interesting to note from the survey is that as far as possible future ASP Overseas Photography Trips go, by far the two most popular destinations suggested were India and Vietnam; something for the ASP board to consider for the future.

While every detail was attempted to be covered, there were several things that should have been stressed and/or included. These items should be shared for the next venture:

## ASP — STANDARD OPERATING PROCEDURES

Hand-carry all necessary medications; do not pack in luggage that is stowed away on the plane.  
Ensure the correct name on the airline ticket matches what is on the passport.  
Make sure the passport has at least six months before expiration and that there are at least two blank pages, preferably more, remaining within the passport.  
List all names, passport numbers, food allergies, and phone numbers on one sheet.  
Ensure that a small first-aid kit is on hand: band-aids, Neosporin, Pepto-Bismol, etc.

For future venues, the following items should be included again in everyone's preparation:

Enrollment in the US State Department S.T.E.P (Smart Traveler Enrollment Program) for tracking on personnel and awareness of incidents that may occur in the area one is traveling.  
Proper travel insurance is procured by every participant.  
Adequate foreign exchange of funds takes place prior to the trip.  
US Embassy information is readily on-hand in case of any emergency, natural or personal.

One of the lessons learned was that there should have been a rest day added to the overall excursion, probably around the two-thirds mark. As it was, I tabulated the distance we walked over the entire trip and it came to just over 70 miles! Yes, we covered a lot of ground, but hopefully got some wonderful photo opportunities along the way.

For any further questions and/or comments, you can contact the undersigned at:

johnepowers@hotmail.com

To be filed on this date with the ASP Secretary.

3 inclosures:  
ASP Japan Itinerary  
ASP Japan Final Cost  
ASP Japan Participant Survey

John E. Powers  
M.Photog., Cr., CPP  
ASP Board Vice President

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### **ASP Photographic Excursion of Japan**

#### **Day 1 Saturday, March 25<sup>th</sup>**

#### **AIRPORT-TOKYO**

Welcome Dinner at Keio Plaza Hotel (This should be around 7 PM; the last to arrive lands at Narita at 3:30 PM)

#### **Day 2 Sunday, March 26<sup>th</sup>**

## **ASP — STANDARD OPERATING PROCEDURES**

### **TOKYO**

Breakfast at hotel

Met by English speaking guide at hotel

Full Day tour by chartered coach for Tokyo

Ueno Park (primarily for cherry blossoms)

Shibuya (primarily for street photography – busiest crosswalk in the world)

Lunch on your own – guide will provide suggestions

Meiji Jingu Shrine (primarily for Shinto weddings)

Meguro area (primarily for early evening cherry blossoms along canal)

Arrive at hotel – dinner on your own (Plenty of fancy restaurants in the hotel or across the street is a Sizzlers and Royal Host – similar to a Denny's)

### **Day 3 Monday, March 27<sup>th</sup>**

### **TOKYO-KAMAKURA-TOKYO**

Breakfast at hotel

Met by English speaking guide at hotel

Full Day Tour by chartered coach for Tokyo

This is a prime day to see Mount Fuji if the weather is clear. We may stop by enroute to Engakuji Temple or in the late afternoon after Hase Dera Temple.

Engakuji Temple

Komachi-Dori Shopping Street

Lunch on your own – plenty of restaurants along Komachi-Dori Street

Great Buddha at Kotokuin Temple

Hase Temple (Kamakura)

Arrive at hotel – like day before, plenty of restaurants in and around hotel

### **Day 4 Tuesday, March 28<sup>th</sup>**

### **TOKYO-KYOTO**

Breakfast at hotel; check out of hotel

Met by English speaking guide at hotel

Transfer by chartered coach from hotel to Tokyo Station

Transfer by Bullet Train (Nozomi 25) from Tokyo Station to Kyoto Station – this takes about two hours and 15 minutes

Lunch: Bento box on the Shinkansen (bullet train)

Arrive at Kyoto Station

## **ASP — STANDARD OPERATING PROCEDURES**

Half Day Tour by chartered coach for Kyoto

Fushimi Inari Shrine

Arrive at hotel mid-afternoon

Free Time in Kyoto. We will be near bus station if you want to explore (buses are the best way to travel in Kyoto.). Dinner on your own. Plenty of restaurants all around the hotel.

Guide will provide suggestions.

### **Day 5 Wednesday, March 29<sup>th</sup>**

#### **KYOTO**

Breakfast at hotel

Met by English speaking guide at hotel

Full Day Tour by chartered coach for Kyoto

Kinkakuji Temple (Golden Pavilion)

Ryoanji Temple

Arashiyama area

Lunch on own – again, plenty of restaurants all around the area. Guide will provide suggestions.

Tenryuji Temple

Arashiyama bamboo walk

Arrive at hotel late afternoon. Dinner on your own. Again, plenty of restaurants all around the area. Guide will provide suggestions.

### **Day 6 Thursday, March 30<sup>th</sup>**

#### **KYOTO**

Breakfast at hotel

Met by English speaking guide at hotel

Full Day Tour by chartered coach for Kyoto

Kiyomizu Temple

Yasaka Shrine

Gion area

Free Time for shopping and lunch – guide will provide suggestions

Ginkakuji Temple (Silver Pavillion)

Philosopher's Walk (Primarily for the cherry blossoms; walking along a canal)

Arrive at hotel in late afternoon. Guide will provide suggestions for places to dine

### **Day 7 Friday, March 31<sup>st</sup>**

#### **KYOTO-HIROSHIMA-MIYAJIMA-HIROSHIMA**



## **ASP — STANDARD OPERATING PROCEDURES**

Breakfast at hotel; check out of hotel  
Met by English speaking guide at hotel  
Walk to Kyoto Station  
Transfer by Bullet Train (Nozomi 11) from Kyoto Station to Hiroshima Station  
Arrive at Hiroshima Station – the trip takes about two and a half hours.  
Free Time and lunch in Hiroshima station – plenty of restaurants around the station  
Half Day Tour by chartered coach for Miyajima Island – takes about one hour to get there from Hiroshima  
Miyajima Ferry to Miyajima – about a twenty minute ride  
Itsukushima Shrine  
Miyajima Island (Free time to wander around the island)  
Miyajima Ferry back to mainland; again, about a twenty minute ride  
Arrive at hotel in early evening. Dinner on your own; restaurants in the hotel. Guide will suggest options for dinner.

### **Day 8 Saturday, April 1<sup>st</sup>**

#### **HIROSHIMA**

Breakfast at hotel  
Met by English speaking guide at hotel  
Full Day Tour by chartered coach for Hiroshima  
Hiroshima Peace Memorial Park and A-Bomb Dome  
Hiroshima Peace Memorial Museum  
Japanese Lunch: OKONOMIMURA – our guide will take us to the restaurant where this very popular local meal is made (it is included in your tour package)  
Hiroshima Castle  
Shukkeien Garden  
Arrive at hotel in late afternoon. Again, dinner on your own. Our guide will suggest several options for dinner.

### **Day 9 Sunday, April 2<sup>nd</sup>**

#### **HIROSHIMA-HIJ-HND-TOKYO**

Breakfast at hotel; check out of hotel  
Met by English speaking guide at hotel  
Transfer by chartered coach from hotel to Hiroshima Airport  
Arrive at Hiroshima Airport – lunch to be determined  
Transfer by Domestic Flight (JAL 256) from Hiroshima Airport to Haneda Airport  
Arrive at Haneda Airport – this is about an hour and a half flight  
Half Day Tour by chartered coach for Tokyo

## ASP — STANDARD OPERATING PROCEDURES

Yasukuni Shrine & Yushukan

Asakusa, Sensoji Temple

Arrive at hotel in late afternoon to check in. Same hotel as before in Tokyo (Keio Plaza).

Plenty of restaurants in and near the hotel for dinner.

### **Day 10 Monday, April 3<sup>rd</sup>**

#### **TOKYO-AIRPORT**

Breakfast at hotel

Check-out time for everyone

Transfer to airport for those departing – times vary.

### **ASP Photographic Excursion of Japan – Extension Trip**

### **Day 10 Monday, April 3<sup>rd</sup>**

#### **TOKYO-NIKKO-KINUGAWA**

Breakfast at hotel

Check-out from hotel

Met by English speaking guide at hotel for those on the extended tour

Full Day Tour by chartered coach for Nikko – this is about a three hour bus ride

Toshogu Shrine

Edo Wonderland (Lunch on your own at Edo Wonderland) – a village set-up like Tokyo during the Edo period (late 19<sup>th</sup> century)

Arrive at hotel in early evening

Dinner at the hotel; part of the package tour

### **Day 11 Tuesday, April 4<sup>th</sup>**

#### **KINUGAWA - NAGANO**

Breakfast at hotel and check-out

Met by English speaking guide at hotel

Transfer by chartered coach from hotel to Utsunomiya Station

Arrive at Utsunomiya Station

Transfer by Bullet Train (Nasuno 270) from Utsunomiya Station to Omiya Station

Transfer by Bullet Train (Hakutaka 559) from Omiya Station to Nagano Station

Half Day Tour by chartered coach for Nagano

## ASP — STANDARD OPERATING PROCEDURES

Zenkoji Temple  
Lunch on your own near Zenkoji Temple  
Stroll in Obuse  
Arrive at hotel in afternoon  
Dinner at hotel; part of package tour

### Day 12 Wednesday, April 5<sup>th</sup>

#### NAGANO-TOKYO

Breakfast at hotel and check-out  
Met by English speaking guide at hotel  
Half Day Tour by chartered coach for Nagano  
Jigokudani Monkey Park in the morning  
Arrive at Nagano Station  
Lunch on your own in Nagano station  
Transfer by Bullet Train (Asama 620) from Nagano Station to Tokyo Station  
Transfer by chartered coach from Tokyo Station to hotel (same Tokyo hotel – Keio Plaza Hotel) in early evening  
Dinner on your own

### Day 13 Thursday, April 6<sup>th</sup>

#### TOKYO-AIRPORT

Breakfast at hotel  
Check-out time: 11:00  
Transfer to Airport at various times  
Depart from Haneda or Narita Airport

#### Finances

|                             |                     |
|-----------------------------|---------------------|
| <b>Grand Total Received</b> | <b>\$117,250.00</b> |
|-----------------------------|---------------------|

#### Expenses

|                                 |                    |
|---------------------------------|--------------------|
| Deposit Paid - May 6th, 2022    | \$15,753.25        |
| Second Payment - Jan 13th, 2023 | \$80,035.22        |
| Final Payment - Feb 1st, 2023   | \$869.45           |
| <b>Grand Total Paid</b>         | <b>\$96,657.92</b> |

|   |                    |
|---|--------------------|
| Remaining                                     | <b>\$20,592.08</b> |
| Credit Card Transfer Fees                     | \$4,105.00         |
| Wire Charge                                   | \$50.00            |
| Remaining For Transportation / Meals / Models | <b>\$16,437.08</b> |

## ASP — STANDARD OPERATING PROCEDURES

|   |                   |
|---|-------------------|
| Final Costs for Transportation / Meals / Models | \$7,135.00        |
| Funds Remaining                                 | <b>\$9,302.08</b> |

**April 10,2023 ASP Board Meeting, split 50/50 between ASP and Powers**      **\$4,651.04** each

For the record, if anyone wants to know my actual expenditures, here is the breakdown:

|               |                     |
|---------------|---------------------|
| Nov 22 Recon  | <b>\$2,500</b>      |
| Mar 23 Flight | <b>\$1,100</b>      |
| Advance Hotel | <b>\$1,200</b>      |
| Advance Meals | <b>\$350</b>        |
| Trip Meals    | <b>\$450</b>        |
| Excursion     | <b>\$5,625</b>      |
| <br>Total     | <br><b>\$11,225</b> |

(Generic)

## WEBSITE COMMITTEE

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**PURPOSE:**

To be responsible for the design and maintenance of the ASP website and keep all records and data on the site accurate and up to date. To update the site regularly with accurate calendar information and events of interest to members

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

None

**REPORTS TO:**

ASP President

**COMMITTEE MEMBERS:**

Appointed as needed by the Webmaster with the approval of the ASP President.

**DUTIES:**

1. The mission of the website is to educate and inform the ASP membership, and potential members, of educational programs, networking activities and social functions to strengthen the relationship of all members and the association. The ASP Website exists to be a central clearinghouse for any information that members should have access to in order to fully participate in all ASP functions and events. Implementation of this purpose is by writing and publishing editorial, pictorial and advertising information that will be of beneficial service to all members of the association and to the industry as a whole.
  - a. The URL for the ASP website is [www.ASofP.com](http://www.ASofP.com).
  - b. The domain registration is with [networksolutions.com](http://networksolutions.com), account name \_\_\_\_\_, and is paid through \_\_\_\_\_.
  - c. The domain host is \_\_\_\_\_.
  - d. The homepage of the website must incorporate the ASP logo in a prominent location.
  - e. The ASP Board of Governors will approve the website design.
  - f. The ASP Webmaster will be appointed by the ASP Board of Governors and will serve as webmaster for a period of not less than 24 consecutive months. The editor must be an ASP member in good standing. Re-appointment of same editor after the twenty-four months will be by mutual agreement of the current editor and the ASP Board of Governors. The decision of the ASP Board of Governors will be final.
  - g. The position of Webmaster will be a voluntary, unpaid position. Compensation to editor will be as follows: Five (5) ASP service merits annually and complimentary ASP membership with all benefits of regular membership for the duration as webmaster.
  - h. The webmaster is not responsible for soliciting advertisements for the website. This is the responsibility of the Vendor Partner liaison.
  - i. The webmaster is not responsible for creating and designing advertisements for vendor partners or any other advertisers. The webmaster cannot guarantee the use of any specific fonts or copy not incorporated by the program used to produce the website.
  - j. Fees for advertising creation and design by the editor if requested will be at the sole discretion of the editor.

## ASP — STANDARD OPERATING PROCEDURES

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**MERCHANDISE & SALES COMMITTEE**     ***NEED***

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**PURPOSE:**

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

**TIMELINE:**

**DUTIES:**

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**IUSA -- TRADE SHOW BOOTH COMMITTEE      *NEED***

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**PURPOSE:**

**CHAIR:**

Appointed by the ASP President

**SUB-COMMITTEES:**

Fellowship display, speaker coordinator, set-up and take down committee,

**REPORTS TO:**

Board of Governors

**COMMITTEE MEMBERS:**

Chair, assistant(s) to the chair

**TIMELINE:**

**DUTIES:**

(Generic)



# ASP — STANDARD OPERATING PROCEDURES

