

Constitution and ByLaws
Of the
AMERICAN SOCIETY OF PHOTOGRAPHERS, INC.

Revised 07/15

ARTICLE I. NAME

Section I.

The name of this society shall be the American Society of Photographers, Inc. (ASP) and is a Professional Photographers of America (PPA) Affiliate in good standing.

ARTICLE II. PURPOSE

Section I.

ASP is a society of professional photographic artists who aspire to maintain the highest level of excellence by adhering to ethical standards, stimulating creativity and continually refining technical competence. The goals of the organization are:

- 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 awarding the Educational Associate and the Fellowship
- c) To recognize photographic excellence through awarding the Gold Medallion, Silver Medallion, Bronze Medallion, District Medallion and State Elite Awards.
- d.) To encourage the highest standards of practice and principles.
- e) To meet, share experiences and exchange ideas that not only benefit ourselves but also those clients we serve.

ARTICLE III. MEMBERSHIP

Section I.

The members of the Society shall consist of Active, Life, Honorary Life, or whatever other classifications the Society may deem advisable to establish.

Section II.

a) PPA members in good standing having been awarded any one or more of the following degrees from the Professional Photographers of America, Inc. The

Master of Photography degree, the Photographic Craftsman degree, Master of Electronic Imaging degree, or Master Artist degree are eligible for membership in ASP by personal application.

- b) An active member failing to maintain membership in the PPA, Inc. shall have his or her membership in the American Society of Photographers automatically deactivated pending renewal of his or her PPA, Inc. membership. All credits towards ASP Fellowship, ASP Educational Associate and ASP Service Awards shall be forfeited.

Section III.

- a) Life Membership MAY be awarded by the Board of Governors to a current member who has been a member of the ASP, Inc. for a minimum of five consecutive years at the time of consideration and is at least 65 years old.

Section IV.

- a) **Honorary Life Membership** shall be granted on the recommendation of the Board of Governors. They should be individuals who have made outstanding contributions to photography. The recipient may be, but not need be, a member of ASP.
- b) **Honorary Life Members** shall be entitled to all privileges, services and benefits of the Society with the exception of voting privileges and are not required to pay annual dues.
- c) **Honorary Life Membership** shall be granted to all past presidents of the Society. Past Presidents and current ASP members who are granted Honorary Life Membership retain their membership and voting privileges.
- d) **Honorary Life Memberships** shall be presented at the annual awards event of the Society.

Section V.

By becoming a member of this Society, a member automatically accepts the constitution and by-laws of the Society. If his or her membership is not fully paid, or for any other reason he or she is not in good standing, he or she automatically pledges him or herself to discontinue using the ASP logo and claiming membership. Members may not use ASP when indicating their degrees unless they hold the Educational Associate, Honorary Educational Associate, Fellowship or Honorary Fellowship.

Section VI.

Each and every amendment to the charter, constitution and by-laws of this Society shall constitute a part of the contract between the Society and its members.

ARTICLE IV. **BOARD OF GOVERNORS**

Section I.

There shall be an 11 member Board of Governors consisting of five officers and six Governors, as well as three Directors in accordance with Michigan State Corporate Laws.

Section II. **Officers**

The officers shall be referred to as the Executive Committee and shall consist of:

- 1) Chairman of the Board (Immediate Past President)
- 2) President
- 3) President-Elect
- 4.) Vice President
- 5.) Secretary-Treasurer

- a) The officers shall serve a one-year term corresponding to the fiscal year of the Society. Officers may not serve in any one office for more than three consecutive terms. Advancement of any officer shall not be automatic due to the time served or positions held, except that of the Chairman of the Board and President. The Immediate Past President shall be the Chairman of the Board and at which time the President-Elect will assume the office of the President.
- b) A minimum of three Governor positions will be up for election each year. The three candidates receiving the most votes at the annual election will serve a two-year term, unless elected to the executive board prior to the completion of his/her term. In the event that more than three Governors are elected* in one year, those candidates filling the fourth, fifth and sixth positions as determined by votes received, will initially serve a one-year term. Governors may not serve more than five consecutive terms.

**In the event of four or more new governors elected by acclamation, cards shall be drawn per Robert's Rules of Order to determine the one year term(s). The individual(s) drawing the low card(s) shall be placed in the one year term(s). The ace shall be high.*

- c) Nominations for the Officers and Governors shall come from the current Board of Governors upon recommendation of the Nominating Committee.

Section III. Nominations

- a) **Nominating Committee.** The Nominating Committee shall consist of the President Elect (Chairman), the Vice President and the Secretary-Treasurer.
- b) **Publication.** The Nominating Committee shall meet at such a time so as their nominations for Officers and Governors (picture and biography) may be published in the association's newsletter or electronically twice, a minimum of 30 days prior to the election at the annual meeting.
- c) **At-Large Nomination.** Following the publication of the Board of Governor's proposed slate, a Governor may choose to run for any of the elected offices up to and including President Elect, provided they meet the requirements for such office. Any member in good standing may choose to run for Governor. If such an "at-large" nomination is desired, the following procedure shall be followed:
 1. Notify the Executive Director within 14 days of the published board nominations of their intent.
- c.) **Non-Contested Election.** If no at-large nominations are filed within the designated period or there is only one candidate per Office or Governorship, the nominated slate of candidates shall be declared elected by the members at the Annual meeting following a passed motion to accept.
- d.) **Contested Elections.** If at-large nominations are received or there is more than one candidate per Office or Governorship, the names of all candidates for that position shall be arranged on a ballot in alphabetical order. Instructions will be to vote for the number of candidates to fill the vacancies. The revised slate shall be published in an issue of the newsletter or distributed by other means prior to the annual meeting.
- e.) **Voting.** Ballots must be completed in accordance with the accompanying instructions and dated at least 10 days prior to the annual meeting. Ballots shall remain unopened until such a time as they are called for during the annual meeting and tallied by the Chairman of the Board, the Parliamentarian and an ASP member. Any ballots received dated after the deadline shall be presented to the Board unopened and deemed null and void. Ballots not completed according to the accompanying instructions shall be voided and counted as illegal ballots. The election results shall be determined by the candidates receiving the greatest number of votes.
- f.) In the event there is no annual meeting; the election of the Board of Governors shall be initiated and conducted by the Secretary-Treasurer by the 11th month of the fiscal year. Voting shall be completed prior to the end of the fiscal year. The

Parliamentarian, the Chairman of the Board and an ASP member shall count the ballots. The results shall be announced to the Board of Governors and the membership. Proxy voting will not be an option.

g.) The President shall make appointments to fill all vacancies in the Board of Governors until the next election. Appointments made to fill vacancies will complete the term of the vacancy.

h.) The Chairman of the Board shall vacate the Board at the end of his or her term.

ARTICLE V. DUTIES AND POWERS

Section I.

Subject to the limitations and restrictions of this Constitution, the Board of Governors shall have full and complete power and authority to enact and pass, and thereafter when in force and effect, execute and enforce any and all statutes, by-laws, rules, regulations, or ritualistic provisions which shall not conflict with a state or federal law, and which to the said Board of Governors shall seem necessary or expedient to accomplish the objects and purposes of this organization.

- a) A simple majority of the Board of Governors shall constitute a quorum to do business at a meeting of the Board of Governors.
- a) A quorum of the Executive Committee shall consist of the President and two other officers. They shall meet at the call of the President to conduct the business of the Society and report to the Board of Governors.

Section II.

a.) **The President** shall be the executive head of the organization. He/she shall have all the legal powers and duties of and act as President of the organization and of the Board of Governors. The President shall be elected by the members one year prior to the scheduled commencement of the President's term of office. From the start of the fiscal year of this individual's election until such time as he/she takes office as President, this individual shall be referred to as the "President Elect." The President being the principal executive officer of the organization shall, in general, supervise and control all the business affairs of the organization. The President shall preside at all meetings of the Executive Committee and Board of Governors. The President shall schedule and secure locations for all meetings of the Executive Committee and Board of Governors. He/She shall notify and confirm attendance of all board members and be responsible for the preparation and distribution of the meeting agenda. The President shall perform such duties as may be prescribed by the Bylaws, or as shall from

time to time, be imposed by the Board of Governors. He/she and his/her committee shall seek out and recommend for election, qualified individuals to assume the roles of each position of the Board of Governors, save the President and Chairman of the Board. He/she shall be accessible and serve in an advisory capacity to the Executive Officers and Governors.

b.) **The Chairman of the Board**, also known as the immediate Past-President shall preside over meetings of the Executive Committee and Board of Governors in the event the President is unable to serve.

c.) **The President-Elect** shall have all the legal powers and duties of said office. He/she shall be deemed second-in-command. In the absence of the Chairman of the Board and President or their ability to serve, the President-Elect shall preside at all meetings of the Executive Committee and Board of Governors. The President-Elect shall perform such duties as may be prescribed by the Bylaws, or as shall from time to time, be imposed by the Board of Governors. Once elected as President-Elect, his/her election to President cannot be contested. The President-Elect shall serve as Nominating chair with the Vice President and Secretary Treasurer. He/she and his/her committee shall seek out and recommend for election, qualified individuals to assume the roles of each position of the Board of Governors, save the President and Chairman of the Board.

d.) **The Vice President** shall have all the legal powers and duties of said office, and in the absence of the President-Elect, shall occupy that position. The members shall elect the Vice President by ballot prior to the annual meeting and the term of office shall correspond to the Society's fiscal year (March 1 – February 28/29). The Vice President shall serve as Membership Chair and through him/her or his/her committee, work directly with the State Representative Chair to foster lasting memberships and to recruit and support new members. The Vice President shall serve on the Nominating Committee with the President Elect (Chair) and Secretary Treasurer.

e.) **The Secretary-Treasurer** shall have the legal powers and duties of said office. The Secretary-Treasurer, at the discretion of the Board of Governors, shall be bonded a sum acceptable to the Board of Governors, at the expense of the Society. All business of the Board of Governors, including elections within the Board, may be conducted by correspondence through the office of the Secretary-Treasurer. The Secretary-Treasurer shall be authorized as one of the signing officers for the organization for his/her term of office. The Secretary-Treasurer shall be responsible for the performance of the following duties:

- 1) Keep and distribute the minutes of the meetings of the annual meeting, the executive meeting, and meetings of the Board of Governors;
- 2) Assure the safe custody of the society's records;
- 3) See that the seal of the society is affixed to pertinent documents and certificates, the execution of which, on behalf of the society under its seal, is duly authorized;
- 4) See to the safe custody of all monies of the society;
- 5) Keep an accurate accounting of all monies received and disbursed;
- 6) In general, perform all duties incident to the office of Secretary-Treasurer, and have such other duties and exercise such authority as from time to time may be delegated or assigned by the President, or by the Board of Governors.
- 7) Shall serve on the Nominating Committee with the Vice President and President Elect (Chair).
- 8) Shall record the minutes of all Executive Committee meetings and distribute to the Board of Governors.

1.) **The Executive Director.** An Executive Director may be retained for a one-year term, or until removed or replaced by majority vote of the Board of Governors. In the event of the appointment of an Executive Director, that person may assume any or all of the duties of the elected Secretary-Treasurer. The Executive Director may not be a governor or officer of the Society. He/she shall be knowledgeable concerning the administrative operation of the society and about the photographic trade. He/she shall be retained by the organization as an independent contractor. The Board of Governors upon recommendation of the Executive Committee shall determine his/her compensation. Duties shall include but not be limited to: maintain membership rolls and send dues notices no less than 30 days prior to the close of the calendar year, and reminder notices to those delinquent. A list of delinquents shall be sent to the Board of Governors to be acted upon by the Vice President (Membership Chair) at the first meeting of the next fiscal year. A monthly membership report shall be filed with the President and Vice President (Membership Chair). He/she shall possess and maintain ASP records in a fashion that would be retrievable by current practices.

2.) The Executive Director shall prepare all plaques, ribbons and certificates and maintain sufficient inventory to meet the demands.

- 3.) He/she shall coordinate with the ASP Banquet Chair to handle all details with PPA staff towards making preparations for the annual ASP banquet. He/she shall prepare the banquet printed program.
- 4.) He/she shall handle all ASP correspondence by making direct answers or routing inquiries to proper persons. A copy of all correspondence shall be sent to the President.
- 5.) The Executive Director may relieve the Secretary-Treasurer of his/her duties to maintain the affairs of the Society. This shall include but not be limited to, the posting of all receipts, managing the bank accounts, writing checks on all authorized invoices recorded on Income/Expense forms with receipts attached, and file receipts for all payments made. Information shall be posted to appropriate budget expense journals.
- 6.) He/she or the Secretary-Treasurer must prepare a quarterly financial statement from-records and distribute it to the Board of Governors. This statement shall include but not be limited to a balance sheet and check register. He/she shall keep a vigilant watch on the actual versus budgeted expenses and advise those authorizing expenditures when funds are disproportional or exhausted on any line item.
- 7.) He/she may relieve the Secretary-Treasurer of his/her duty to record the minutes of all Board of Governors meetings and general meetings and prepare copies of it and distribute them to the Board of Governors within 30 days of each meeting.
- 8.) He/she shall be responsible for the preparation and filing of all corporate, federal, state and local tax returns before their corresponding deadlines. He/she shall be responsible for renewal of ASP corporation filing with the state of Michigan. He/she shall be responsible for the preparation and filing of the Principles of Affiliation and Affiliate Membership renewal with the PPA.
- 9.) The office of Executive Director shall be bonded at the expense of the Society. He/she shall make sure that anyone on the bank signature card is bonded.
- 10.) The Executive Director shall be responsible for the production and publication of the Society newsletter containing information and educational features pertinent to the membership. The Executive Director may receive a commission for producing the newsletter.

Amount of commission shall be detailed in the Contract with the Executive Director. He/she may subcontract these duties at his/her expense.

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11.) He /she shall be responsible for the storage and shipment of the ASP booth.

ARTICLE VI. ENACTMENTS

Section I.

Any ASP member in good standing may submit to the Board of Governors proposed changes to the Society's Constitution and ByLaws.

Section II.

- a) A simple majority vote of the Board of Governors shall be necessary for the recommendation of the adoption of any amendment.
- b) An amendment recommended by or to the Board of Governors shall be published and sent to the complete membership for at least 30 days before the vote is taken. A simple majority vote of the ballots returned by the specified deadline shall adopt or reject such an amendment.
- c) Changes proposed by the Board of Governors to the Constitution and By-Laws at the Annual Meeting without prior notice requires a 3/4 majority of those present at the annual meeting to approve.

ARTICLE VII. THE FELLOWSHIP

Section I.

In keeping with its dedication to the pursuit of the ultimate in creativity and excellence, the American Society of Photographers, Inc., has instituted the Fellowship with the hope that it will motivate the PPA Masters to new artistic attainment from which they will gain added recognition among their peers and the public, which they serve.

Section II.

- a) Eligibility to apply for the ASP Fellowship requires that an individual hold at least one of the PPA Master degrees and have acquired 15 additional PPA Exhibition Merits, and is a member in good standing of ASP and the PPA while maintaining membership in ASP. ASP active, life, and honorary life members are eligible to receive the Fellowship.

- b) The applicant must have completed a minimum of three years consecutive membership of the ASP and the PPA after receiving their PPA degree, prior to applying for the Fellowship.
- c) The applicant must submit a portfolio of images as outlined in the ASP's Fellowship Guide. (Note: The guide details all current requirements for the Fellowship.)
- d) The applicant must write a paper incorporating his or her philosophy, life work and achievements in photography. The paper should not be less than 2,000 words.
- e) Consecutive membership is required to maintain accumulated exhibition merit credit towards applying for the Fellowship Degree.

Section III.

The Fellowship Chairman will select a panel of five Fellowship Judges who must be members of ASP. The judges must be approved by the President prior to the Fellowship Chairman securing the panel of judges for the Fellowship judging. The panel must be comprised of four ASP Fellows and one ASP non-Fellow. The list of judges will at no time be published or made public, in order to help protect the judges from outside pressures.

Section IV

The term of the Fellowship Chair shall be treated the same as the officers of the Society, limited to three consecutive years.

Section V

The Society reserves the right to publish the paper (in whole or in part) in any manner whatsoever, and to reproduce any of the images for publication or any other uses deemed necessary by the Board of Governors of the ASP, Inc.

Section VI.

Recipients of the Fellowship must maintain membership in the ASP and PPA. Recipients are encouraged to use "Fellow American Society of Photographers." The abbreviated forms "Fellow ASP and F-ASP" are acceptable. Such use must be after PPA honors. (i.e., M.Photog. Fellow ASP. or M.Photog. F-ASP).

ARTICLE VIII. THE HONORARY FELLOWSHIP

The Honorary Fellowship is the highest honor our Society can offer for selfless, uncompromising dedication to the achievement of contributions, which eminently advance the image of professional photography. This is awarded to an individual, not necessarily active in professional practice, but who has contributed greatly to the photographic industry. He or she may or may not be a member of PPA or ASP. Only one Honorary Fellowship may be awarded in any one year and only by the unanimous vote of two consecutive Boards of Governors. In that the achievement could not have been obtained without the contributions of another party, the second party could also be recognized within the award. This award does not need to be given annually. Recommendations for the Honorary Fellowship may be submitted to the ASP Board of Governors for consideration.

ARTICLE IX. THE EDUCATIONAL ASSOCIATE

Section I.

The Educational Associate may be earned by ASP Members who actively participate and promote the ideals and philosophies of the organization beyond the initial recognition given with their acceptance into the Society. It is available to all active, life and honorary life members of the Society who hold a PPA Craftsman degree.

Section II.

PPA Craftsmen qualify for application and judging after completing three consecutive years membership in the PPA and the ASP having accumulated a minimum of thirty (30) additional PPA speaking, teaching or writing merits after becoming a member of ASP. The applicant must submit the completed application, the application fee and a thesis for judging. The thesis must be a product of individual research and thought that demonstrates the applicant's mastery of the field and supports a position for a new idea, development or trend. Upon approval of the official jury, the Educational Associate will be conferred to the applicant at the next Awards Presentation.

Section III.

Only ASP active, life and honorary life members are eligible for Educational Associate points. Members must first have earned their PPA Photographic Craftsman degree before achievement merits will be credited to their records. Educational Associate points may be earned thus:

- a) For service to professional photography through speaking, teaching and writing. The number of Educational Associate points to correlate

with the number of PPA merits awarded for that same function. All other PPA service and exhibition merits are not eligible.

- b) Membership in ASP is necessary to accrue points for the Educational Associate.
- c) Speaking/writing merits accumulated towards Educational Associate Degree expire upon lapse of ASP membership.

Section IV.

Applicants for the Educational Associate must have completed a minimum of three consecutive years of membership in ASP after receiving their PPA Craftsman degree, prior to applying for the Educational Associate. Members must provide a PPA merit report and return it with their completed thesis and application to the Educational Associate Chair. The submission must be received prior to the posted deadline.

Section VI.

When a member is eligible, the thesis along with a brief biography, a current photograph, the completed application, application fee and one (1) electronic PDF version of the thesis shall be submitted to the Educational Associate Chair prior to the published deadline of a given year in order to be considered for that year's judging. The judging shall be done by a committee, which is selected by the Educational Associate Chairperson and approved by the President. The judging panel shall consist of four (4) holders of the Educational Associate and one (1) high school or college English instructor or person qualified with writing skills. Four out of five judges must approve the thesis for the Educational Associate to be awarded.

- a) The Society reserves the right to publish the paper (in whole or in part) in any manner whatsoever.

Section VII.

Recipients of the Educational Associate must maintain membership in the ASP and PPA. Persons receiving the Educational Associate should use EA-ASP after their name. The Fellowship supersedes the Educational Associate and persons holding both will use F-ASP, EA-ASP.

ARTICLE X. HONORARY EDUCATIONAL ASSOCIATE

Section I.

The Board of the ASP may from time to time confer on any individual, an Honorary Educational Associate by virtue of past service to the ASP and/or for outstanding service to the photographic industry. The recipient need not be a member of the Society. In that the achievement could not have been obtained without the contributions of another party, the second party could also be recognized within the award. The Honorary Educational Associate differs from the Honorary Fellow in that it is service oriented.

AMERICAN SOCIETY OF PHOTOGRAPHERS

By-laws

ARTICLE I.

Section I. ANNUAL MEETING

An annual meeting of the members of the Society shall be announced and be held at the time and place of the annual convention of the Professional Photographers of America. Ten members must be present to constitute a quorum to do business.

Section II. BOARD OF GOVERNORS MEETING

- a. Meetings of the Board of Governors shall be held at the call of the President or upon written request of three or more members of the Board of Governors. Members of the Board of Governors shall be given a minimum of ten days advance notice of meeting.
- b. Meetings of the Board of Governors may be held either in person or via other means.
- c. An emergency meeting of the Board of Governors may be called by the President or in the absence of President, the Chairman of the Board.

ARTICLE II.

Section I. DUES

The Board of Governors shall establish the dues for the Society from all active members. Life and Honorary Life Members shall pay no dues.

Section II. FISCAL YEAR

The fiscal year of the Society shall be from March 1 through February 28/29 of each year.

Section III. DUES PAYABLE

Dues shall be paid by February 28/29 and the member will be considered delinquent effective March 1.

Section IV. SUSPENSION

- a. Active members of the Society deemed delinquent will be suspended from the active roster of the Society and thus lose all privileges accorded by membership in the Society including any accumulated points towards the Educational Associate or Fellowship degrees.

b. If dues are renewed anytime prior to March 1 of the following year those privileges and points shall be reinstated.

ARTICLE III.

Section I. **REPORTS AND RECORDS**

The financial records of the Society shall be open for inspection to any member upon a reasonable request to the President.

Section II. **ANNUAL FINANCIAL REPORT**

The year end annual financial report shall be incorporated in the minutes of the Society at the first meeting of The Society's new fiscal year and available for inspection to any member upon a reasonable request to the President.

ARTICLE IV.

Section I. **SOURCE OF INCOME**

The Society shall derive its income from dues, application fees, advertising, donations, merchandise sales and such other sources as are consistent with the Constitution and ByLaws.

Section II. **PURCHASE AUTHORIZATIONS**

The President and the Secretary-Treasurer shall authorize all purchases of property, supplies and services; except, the authorization of the Board of Governors and Officers must be obtained prior to the act of committing the Society to any obligation in excess of \$499.00 that has not been specifically allowed for in the current budget or that is out of budget.

Section III. **AUTHORIZATION OF DISBURSEMENTS**

- a. The Secretary-Treasurer or Executive Director acting on his/her behalf shall be authorized to initiate action to disburse monies owed by the Society for its obligations, provided that said obligations have been authorized by these by-laws, or by action of the Board of Governors.
- b. Request for disbursements must be accompanied by the ASP Expense Form and applicable receipts.

Section IV. **FINANCIAL REPORTS**

The Board of Governors and Officers shall periodically require the preparation and submission of financial reports that will reflect both the financial activity and position of the Society.

Section V. **BUDGET**

The Board of Governors shall adopt an annual income and expense budget at the first meeting of the fiscal year of the Society.

Section VI. **NON-BUDGET EXPENDITURES IN EXCESS OF \$499.00.**

Requests for non-budgeted expenditures in excess of \$499.00 may be approved by a simple majority vote at a single meeting of the Board of Governors, with a 10-day advance notice. Approval at a single meeting of the Board of Governors without prior notice will require a three-fourths majority vote by the Board of Governors.

ARTICLE V.

Section I. **AMENDMENTS**

The By-laws of this Society may be amended in the same manner as is provided for in the amendments to the Constitution thereof. See Article VI, Section I and II of the Constitution.

ARTICLE VI.

Section I. **PARLIAMENTARY LAW**

Robert's Rules of Order, latest edition shall be the authority on all question of parliamentary law not covered by this constitution and by-laws, except where otherwise provided for in these By Laws.

AMERICAN SOCIETY OF PHOTOGRAPHERS

Procedures

Committee Meetings - Board of Governors & Executive Committee

ASP reimburses Officers, Governors and the Executive Director for airfare or mileage to official meetings as detailed below.

Each officer/governor/Executive Director shall make every effort to be fiscally responsible in securing the lowest airfare available. If the officer/governor/Executive Director elects to use ground transportation, reimbursement is mileage based on the national average published by the Internal Revenue Service (IRS). Mileage reimbursement may not exceed the lowest published airfare to the same location.

ASP will also pay a per diem.

Officers/Governors/Executive Director must be in attendance for 100% of the meeting time at a designated meeting to be eligible for expense reimbursement unless otherwise approved by the President. The Board Meeting Chairperson must approve all expenses for reimbursement.

AMERICAN SOCIETY OF PHOTOGRAPHERS

CORPORATE: ASP is a non-profit corporation, incorporated in the State of Michigan. The current resident agent is Carl Caylor. The Secretary-Treasurer or the Executive Director files a corporate report annually. The Secretary-Treasurer or Executive Director files IRS Form 990 annually.

FINANCIAL: Society funds are maintained in an interest-bearing checking account if feasible. Society may also maintain monies in a Certificate of Deposit or any other income producing manner as approved by the Board of Governors. Deposits and disbursements are made by the Secretary-Treasurer or Executive Director in accordance with the budget adopted by the Board of Governors and upon receipt of properly authorized forms, invoices and receipts. The Secretary/Treasurer and President review the bank statement monthly and report any discrepancy. Secretary-Treasurer or

Executive Director makes a quarterly financial statement, which is distributed to the Board of Governors.

MEMBERSHIP: Memberships run from March 1 to February 28/29 corresponding to the fiscal year of the Society. Individuals receiving their first PPA degree are issued an invitation to join ASP. If the recipient joins ASP at the convention and pays the annual dues at that time, this will allow them to count any Fellowship points accrued at this convention. Renewal notices are mailed at least 30 days prior to the end of the calendar year. The membership committee develops the program for membership retention and enlistment of new members.

AMERICAN SOCIETY OF PHOTOGRAPHERS

The ASP Masters Loan Exhibit

The ASP Masters Loan Exhibit consists of the entire contents of the PPA Loan Collection by ASP Members holding the PPA Master of Photography or PPA Master of Electronic Imaging or PPA Master Artist degree. Prints accepted into the ASP Master Loan Exhibit may be retained by the PPA for its institutional and other special displays and may not be returned to the creators.

DEGREES: ASP awards the Fellow and Educational Associate Degrees. The President shall appoint a chairman and committee for each program and the rules, requirements and application can be found and downloaded from the Society website. In the case of the Fellowship, the chairman selects a jury panel with the advice and approval of the President. This jury reviews submissions and selects those acceptable. All applicants shall be notified of the results by the Program chairman who also notifies the Executive Director and Board of Governors. Plaques, ribbons and certificates are prepared by the Executive Director to be presented at the annual awards event.

In the case of the Educational Associate, those qualified under the Constitution may apply. Procedures for entry and judging are outlined and available for download on the Society website. Plaques, ribbons and certificates are prepared by the Executive Director to be presented at the awards event.

Honorary Fellow and Honorary Associate are bestowed upon recommendation of committees named for this purpose. Both require approval by the Board of Governors, but in the case of the Honorary Fellowship, a unanimous vote by two Boards across two consecutive fiscal years is required. Only one Honorary Fellowship and one Honorary Associate may be awarded in any year. In that the achievement could not have been obtained without the contributions of another party, the second party could also be recognized within the degree.

AWARDS: The Board of Governors approves recipients for the ASP International Award and the PPA National Award.

The Gold, Silver and Bronze Medallion Awards are presented to the makers of the entries in the ASP Masters Loan Exhibit judged by a separate panel of jurors to be the very best three photographs in the exhibit, with gold being named the best of show, silver being the first runner up and bronze being second runner up. The recipients, Board of Governors and Executive Director are notified and the Marketing Committee makes proper publicity releases and the Executive Director prepares the plaques for presentation at the annual awards event. The images receive special designation in the ASP Masters Loan Exhibit.

District Medallion Awards are determined at each of the PPA District Affiliate Image Competitions. This award goes to the ASP member that receives the highest scoring entry. If scores aren't used, the ASP entry selected as the best of show shall receive the award. In the event of a tie, the total case score will be the tiebreaker. District Medallion Awards are presented at the Society's annual banquet.

In the event of a tie, total case score will be the first tiebreaker.

In the unlikely event that a tie still exists, the second highest scoring entry in the case will break the tie. In the really unlikely event that a tie still exists, the third highest scoring entry will break the tie. If by the remotest chance a tie still exists, ASP will declare co-winners of the award and provide an additional trophy. Both recipients should be duly recognized at the awards ceremony for their accomplishments.

An ASP member is eligible for the District Medallion Award only in the district in which he or she resides, or the district listed as their primary affiliation.

The State Elite Award is to be presented to the ASP member in good standing for the highest scoring entry at his or her State Print Competition. This means that he or she is a member in good standing with PPA as per our Bylaws and that he or she must be current with their ASP dues PRIOR to the competition.

In the event of a tie, total case score will be the first tiebreaker.

In the unlikely event that a tie still exists, the second highest scoring entry in the case will break the tie. In the really unlikely event that a tie still exists, the third highest scoring entry will break the tie. If by the remotest chance a tie still exists, ASP will declare co-winners of the award and provide an additional trophy. Both recipients should be duly recognized at the awards ceremony for their accomplishments.

An ASP member is eligible for the State Elite Award in only one state and that state is determined by the mailing address on record with ASP. An ASP member who wishes to compete for the ASP State Elite Award in a different state other than their home state, must petition the ASP Board of Governors for the right to compete for the ASP State Elite Award prior to January 1 of the competition year in which they wish to compete in the different state. Board petition form shall be available on the ASP website. ASP State Representatives shall be notified of all petitions granted by the ASP Board of Governors.

COMMITTEES: The President appoints all committees to carry out the specific goals of his or her administration. All committees report to the President.–

ANNUAL AWARDS EVENT: There is an annual awards event held in conjunction with the PPA international convention. The meeting rooms and the room for the event are negotiated by the ASP Executive Director with a venue. The Executive Director handles all details with the PPA staff and coordinates all phases of the event with the event chairman and venue. The President sets the theme and determines how he or she would like various activities carried out. Jointly, the President and the Executive Director prepare the annual awards event booklet. The chairmen of the Fellowship committee, the Educational Associate committee, Medallion Award Committee, State Elite Awards, the National Award, and ASP International Award committees will provide the needed materials for any AV presentation to the AV chairman for the event. The AV chairman and the Executive Director work together to procure AV services for the event.

POINT SYSTEM: In order to qualify to apply for the Fellowship or the Educational Associate, members must have acquired the required number of points as outlined in the Constitution. Fellow points are derived from exhibition merits at the National Exhibit and Associate points are derived from PPA merits for teaching, speaking, and writing. Points have the same numerical value as the merits.

Points are awarded only after the individual becomes a member. Merits earned before this date are not eligible. Points are awarded only while an individual is a member unless authorized by the Board of Governors.

AMERICAN SOCIETY OF PHOTOGRAPHERS

STANDING COMMITTEES

The Standing Committees are filled by the President. The President-Elect contacts the individuals to see if they are willing to serve during his/her term as President. Committees serve from March 1 through February 28/29. It is recommended that either a Governor or Officer serve on each committee.

EDUCATIONAL ASSOCIATE
AWARDS
AWARDS EVENT
AUDIO VISUAL
BOOTH
EXHIBIT
FELLOWSHIP——
LONG RANGE PLANNING
MARKETING
MEMBERSHIP
NATIONAL AWARD
NOMINATING COMMITTEE
MASTERS LOAN COLLECTION
WEBSITE
BEST OF THE BEST.
BUDGET
CONSTITUTION AND BYLAWS
LEGAL AND PROFESSIONAL
MERCHANDISE SALES
SERVICE AWARD
STATE ELITE AWARD
STATE REPRESENTATIVES

