

Professional Photographers of Washington, Inc.

OPERATIONS, POLICIES AND PROCEDURES

Revision – August 2010

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Professional Photographers of Washington, Inc.

OPERATIONS, POLICIES AND PROCEDURES

Mission Statement: To create, foster and promote the exchange of thoughts and ideas freely, among photographers, so as to advance the art and profession of photography, for the benefit of our entire membership.

A. ORGANIZATION OVERVIEW

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

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

A.1 Governing Body

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

- The board shall consist of an Executive Board composed of the elected Officers of the Association and the Immediate Past President, plus an elected District Representative from each District of the PPW as set forth in the PPW Bylaws.
- All members of the PPW Board of Directors shall be PPW members in good standing.

A.2 Emblem

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

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

A.3 Parliamentary Procedures

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

B MEMBERSHIP CATEGORIES AND DUES STRUCTURE

B.1 Membership Categories:

B.1a Primary Active Member (PA)

A studio owner, studio manager or an individual with a photographic firm or business that derives income from Professional Photography, or an Educator in the field of Photography.

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

B.1.b Secondary Active Member (SA)

A Spouse or an employee of a Primary Active member.

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

B.1.c Vendor in Photography (VIP)

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

- VIP Members receive the following benefits: Member rates for all PPW events, workshops and educational seminars, *the Washington Photographer* journal, a 10% reduction for promotional space at the spring and fall conferences. Free business card size ad in *the Washington Photographer* journal, and Front Page Position on the PPW website.
- Non-Voting member.

B.1.d Student (S)

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

- Students' Proof of school Registration is required with membership application and renewal.
- Student membership is limited to 4 years.
- Member receives the following benefits: Merits and Degrees, Member rates for all PPW events, conference, workshops and educational seminars, *the Washington Photographer* journal listing on Member Online Directory and may apply for educational scholarship.
- Non-Voting Member and may not serve as an officer in the Association.

B.1.e Aspiring (A)

A person interested in pursuing a career in photography and not affiliated with a studio or attending photography school.

- Aspiring membership is limited to 1 year.
- Member receives the following benefits. Merits and Degrees, Member rates for all PPW events, conference, workshops and educational seminars, *the Washington Photographer* journal and may apply for educational scholarship.

- Non-Voting Member, may not serve as an officer in the Association.

B.1.f Retired (R)

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

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

B.1.g Life Membership (LM)

A dues paying member of the PPW for thirty consecutive years.

- A member who has attained 30 years of non-consecutive membership may appeal to the Exec. Board for life status.
- Life membership shall be granted to any qualified member and their spouse approved by a vote of the PPW Board.
- A framed certificate is presented to the honoree and their spouse, at the annual conference Presidents Awards banquet.
- Life members receive the following benefits: Merits and degrees, Member rates for all PPW events workshops and educational seminars, *The Washington Photographer* journal, listing on Member Online Directory, voting privileges.
- Voting member and may serve as an officer in the Association.

B.1.h Honorary Life Membership (HLM)

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

- This honor shall be held in secret from the honoree.
- A framed certificate is presented by the PPW President to the honoree, at the annual conference Presidents Awards banquet.
- The HLM Member receives the following benefits: Merits and degrees, Member rates for all PPW events workshops and educational seminars, *The Washington Photographer* journal, listing on Member Online Directory and voting privileges.
- Voting member and may serve as an officer in the Association.

B.2 Membership Dues Structure

Membership in the Professional Photographers of Washington, Inc. requires payment of dues annually and maintaining membership in good standing as stated in the PPW Bylaws Article II and III.

- Membership invoices will be mailed between November 1st and Nov. 25th, and are due by December 31st.
- Dues not received by January 15th are assessed a \$25 reinstatement fee.
- Membership certificates will be mailed by January 15th of the following year.
- New members joining for the first time after July 1, shall receive full membership through the following calendar year.
- Primary Active Member (PA): \$150.00

- Secondary Active Member (SA): \$110.00
- Vendor in Photography (VIP): \$150.00
- Student (S): \$50.00
- Aspiring (A) \$75.00
- Retired (R): \$50.00
- Life Member (LM) / Honorary Life Member (HLM): No Dues

C. ELECTIONS

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

C.1 Electing Officers

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

- The procedure for the election of officers of the PPW shall be published at least once, during the third quarter of each year for the information of the total membership. The same information shall be posted in four (4) locations in the meeting room and at each entry to the meeting room prior to and during the annual meeting of the PPW Inc.
- The President and Vice President will be elected for one-year term. In the event that significant continuity would be materially aided by the continuing leadership of the President and Vice President, they may be eligible for a second one year term by action of the Board. An interim of three years must expire before the re-election to the office of President or Vice President after serving the term(s) allowed.
- The Secretary and Treasurer shall be elected for one year terms and remain eligible for consecutive one year terms.
- Elected officers receive the charge and assume the responsibilities at the Presidents Banquet, which shall at all times be preceded by the Annual Meeting of the Association.

C.2 Electing District Representatives

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

- Districts on the West side vote in odd numbered years, and districts on the East side vote in even numbered years.
- A Ballot listing all qualified members in good standing who are eligible for District Rep. will be mailed from the Executive Managers office to each eligible voting member in their district.
- Ballots must be returned by mail by October 31st for the vote to be validated.
- Filling mid-term vacancies for District Reps. shall be as directed by the Executive Board of the PPW.
- District Reps. shall administer the affairs of their office as specified in the Bylaws of this Association.

D GENERAL POLICIES AND PROCEDURES FOR OFFICERS AND BOARD MEMBERS

D.1 Duties of the Board Members

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

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

D.2 Reporting

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

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

D.3 Proxy

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

- Proxy must be a voting member in good standing of the PPW and must have a letter of appointment as proxy from the officer or District Rep.
- The proxy for a District Rep. must be a voting member of their district.
- The Proxy shall pass on any information pertinent to his District or committee report to the District Rep. upon completion of the Proxy obligation.

E POLICIES AND PROCEDURES FOR OFFICERS

E.1 President

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

- Set the agenda for each regular Board meeting with the assistance of the Vice President and Secretary, to include action items from previous minutes.
- Set the PPW Board meeting schedule for the year and announce at the annual conference board meeting.
- Preside over the Annual Meeting using the suggested agenda in section K.1.
- The dates and locations for the Board meetings are to be published in the journal and online.

- Preside over Board meeting and defer to appointed parliamentarian for questions concerning procedure, according to Roberts Rules of Order.
- Endeavor to attend at least one meeting in each district during the term of office.
- Communicate with the Chair positions and District Reps., to ensure the PPW districts have regular events for the membership.
- Communicate with the Executive Manager to keep apprised of all activity ongoing in the Association.
- Communicate with the Annual Conference Chair to keep apprised of planning for the year's upcoming conference.
- Communicate with the Fall Conference Chair to keep apprised of planning for the upcoming seminar.
- Communicate with the Vice President concerning major decisions, in the event that the President cannot fulfill duties the Vice President can then act accordingly.
- Communicate with the Secretary for action items that need to be followed up or completed before the next board meeting.
- Communicate with the Treasurer to stay apprised of the financial stability of the Association.
- Co-Sign contracts prior to booking properties for educational conferences.
- Use all resources to help make informed decisions, this could include consulting with past presidents.
- Work with the PPW board to set the PPW budgets.
- It is customary for the President to host a reception following the Presidents Awards Banquet at the Annual conference.
- The President will personally welcome each new member.
- The President is a non-elected member of the PPA Council and is expected to attend the council meetings at the annual Imaging USA conference.

E.2 Vice President

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

- When appropriate assist the President and Secretary in setting the agenda for each regular Board meeting to include action items from previous minutes.
- Preside over any meeting that the President is unable to conduct.
- Preside as President pro-temp when the President wishes to participate in the discussion and voting on any particular motion. Then step down to return the chair to the President upon completion of action on that motion.
- The Vice President is the President in training and may take on any special project or act on any committee as appointed by the President.
- Should have a working knowledge of the PPW Bylaws and the Operations, Policies and Procedures and become familiar with Roberts Rules of Order.
- Communicate with the President and Executive Manager to familiarize himself/herself with ongoing programs and projects.
- Attend all Board Meetings and Special Board Meetings as a member of the Executive Board.
- Work with the PPW board to set budgets.
- Perform orientation with PPW District Reps. and the Education Chair regarding their responsibilities and duties.

- Be available as the advisor to the PPW District Reps.

E.3 Secretary

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

- Record the attendance of meetings and preserve the minutes of the regular meetings.
- Accurately record the minutes of the annual membership meeting, all regular and special Board meetings.
- Keep attendance of all members and guests present at all Board Meetings.
- Work with the PPW board to set the budgets.
- An audio recording of the meetings is advised for review and clarification of actions, discussions and motions.
- The order of the typed Minutes should follow the meeting agenda.
- The minutes should be ready for distribution to the entire Board in advance of the next scheduled meeting.
- Keep track and advise the President of action Items, old Business, tabled discussions and on-going business.
- Any action item or motion passed that refers to a specific committee or named person, shall be forwarded to them for action before the next board meeting.
- Update the Book of Motions after each Board meeting.
- Keep the OPP up to date according to the motions taken by the Board and post the updated document on the PPW Website for easy review by the membership.
- Upon retirement from office, the Secretary shall return all PPW property in the Secretary's possession.

E.4 Treasurer

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

- Reconcile association and district checking, savings and investment accounts on a monthly and quarterly basis.
- Maintain current District Rep checking accounts.
- Work with the PPW board to set the budgets.
- Issue payment for the PPW expenses as they occur or are submitted according to the respective budget for each.
- Present current Profit & Loss statements and Balance Sheets to the PPW Board at each quarterly meeting or as requested.
- Present the PPW financial status at the Annual Membership Meeting.
- Issue speaker/judging expenses and payments, reimbursement of convention/seminar chairman expenses.
- Maintain and deposit amounts into the Conference Investment and Scholarship accounts as determined by the PPW Board and Book of Motions.
- Provide year-end tax information to a CPA for completion of Federal Income Taxes. This information must include the district expenses/income.
- Issue the scholarship moneys according to rules for scholarships.

- Maintain proper insurance coverage for the PPW and the Board in accordance with the Bylaws.
- The Treasurer shall turn all records over to the Board for an Audit upon demand and at the end of the term of office.
- A working knowledge of “QuickBooks” and basic business accounting is helpful.

E.4.a Education Conference Fund Accounting

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

- A separate account to be established in the name of the PPW with Vanguard. The account should have the check-writing-access feature from the start.
 - Additions to this account (including the initial deposit) shall be split 50% low yield -50% high yield. This split may be changed based on current market situations.
 - Additions to the account will be deposited, at a minimum on a yearly basis, no later than July 1st. These additions will be derived from the proceeds of the Annual Education Conference (excluding Scholarship Auction Fundraiser) and will be split 80% to the Conference Investment Fund -20% to PPW General Operating Funds Savings Account.
 - The principle is not to be distributed, with the exception of the Conference Starter Loan..
- The budget for the educational conferences should be presented to the Executive Board for approval, for all expenses including speaker’s fees, a hospitality gift, transportation costs and other anticipated expenses for all speakers and judges.
 - The Executive Board has the authority to give a conference starter loan of 5% of the principle balance or 7.5% of the principle interest of the Conference Investment Account as of July 1st not to exceed \$1,000. If it is a PPA Western District Affiliate Print Competition the starter loan shall not exceed \$1,500. The Conference Starter Loan will be re-paid. In the event of a significant convention loss, the Executive Board can authorize that amount to be moved from the principle of the Conference Investment Account to deposit into the PPW General Operating Funds Account. In the event this action is necessary, the Conference Investment Account will not issue the Conference Starter Loan for a minimum of one year.
 - Reimbursement of Conference Expenses is to occur within six (6) weeks after the Conference ends or any out of pocket expenses will not be reimbursed.

E.4.b Scholarship Fund

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

- Scholarship fund amounts (excluding the annual high school scholarship) will be based specifically on the amount of interest earned by the Vanguard Memorial Fund during the preceding year.
- The principle is not to be distributed.
- The annual high school scholarship will be allocated from the first \$2,000.00 of the annual Scholarship Auction fundraiser proceeds.

- The remaining proceeds from the annual Scholarship Auction fundraiser will be added to the principle no later than July 1st. Additional funds shall be split 50% low yield -50% high yields. This split may be changed based on current market situations.
- Any scholarships that expire will automatically return to the principle portion of the fund and will not be redistributed.
- The stated expiration date for scholarship awards to be within three years date of issue.
- Student Photographer of the Year Scholarship Annual award is \$2,000.00.

E.4.c PPA Affiliate School Funds

Treasurer is responsible for depositing funds received for the PPW Evergreen School of Professional Photography, (hereafter referred to ESPP) in a separate account as determined by the PPW Board book of motions.

- Reconcile ESPP books.
- Disperse funds for expenses from ESPP account for the operation of the school as submitted by the director.
- Reported this information on a quarterly basis.
- Maintain communication with the ESPP director on financial status.

E.4.d Treasurer Transition Checklist

Update new Treasurer/Board Member Name(s) and Signature(s) including Address(es) on the Following Accounts:

- State of WA Secretary of State office
 - JP Morgan Chase Checking
Main Account, Evergreen School, Central, Columbia, Northwest, SnoKing (Seattle), Olympic, Pierce, Southwest, Southeast, Spokane, and Yakima Districts
 - JP Morgan Chase Savings
 - Vanguard – Memorial Fund
 - Vanguard – SW District Fund
 - Vanguard – Alma Gray Fund
 - Vanguard – Convention Fund

Change Addresses on the Following Accounts:

- JP Morgan Chase Checking (800-935-9935)
- JP Morgan Chase Savings (800-935-9935)
- Vanguard – Memorial Fund (888-888-7064)
- Vanguard – SW District Fund
- Vanguard – Alma Gray Fund
- Vanguard – Convention Fund
- Verizon Phone Bill (800-483-5000)
- RBS World Pay (800-859-5965)
- Safeco Insurance (360-734-1161)
- SpiderDomain.com (billing@spiderdomain.com or 360-757-2676)
- Qwest Directory

Give New Treasurer Access Codes to the Following Accounts:

- JP Morgan Chase Checking (800-935-9935)
- JP Morgan Chase Savings (800-935-9935)
- Tax Accountant Doug Collier & Associates Gig Harbor, WA (253-851-1794)

E.4.e Monthly Duties

- Pay Executive Manager salary and expenses.
- Record deposit information as provided by Executive Manager:
- Remit Scholarship monies to school of recipient's choice, when needed

E.4.f Quarterly Duties

- Present Profit & Loss and Balance Sheet at all Board Meetings.
- Remit payment for Washington Photographer Journal expenses

E.4.g Annual Duties

- Present all records to the Board if/when needed.
- Annual Audit performed by a past PPW treasurer.
- Pay storage unit rental fee for year
- Pay web hosting (www.SpiderDomain.com)
- Gather expenses/income from districts
- Record income/expenses from convention and seminars.
- Present Financial Status at Annual Membership Meeting
- Submit tax information to accountant
- Pay fee to State of Washington Secretary of State.
- File past records and receipts in one place (the PPW storage unit preferred)

E.5 Immediate Past President

- Assist the incoming executive board in transition..
- Direct the planning of the Annual Educational Conference during the year of service as the Immediate Past President. This may be serving as the Educational Conference Chair or finding a volunteer to serve as Conference Chair and assisting them in their planning. Inform district members of upcoming PPW events, activities, classes, workshops, seminars and Annual Education Conference and Print Salon dates and locations via meetings and correspondence.
- Be the official Board Liaison for the Annual Conference.

E.6 District Representatives

In addition to those duties stated in the Bylaws Article VIII Section 7, the following applies:

- Inform district members of upcoming PPW events, activities, classes, workshops, seminars and Annual Education Conference and Print Salon dates and locations via meetings and correspondence.
- Maintain communication with the Education Chair to schedule two district events each year, spaced between the PPW Spring conference and Fall Seminar.

- District Reps are encouraged to work together to present combined events. Additional district meetings and activities are also encouraged.
- Event content will be determined by the Education Chair and the District Reps with an emphasis toward longer programs (6 1/2 hours in length) to qualify attendees for a PPW merit. They shall be made available to the entire PPW membership.
- Events should allow time for District Reps. to disseminate information and conduct business, plus give members time to express needs, concerns and opinions.
- When an event or meeting is scheduled, District Reps shall immediately submit dates, locations and content to:
 - The Executive Manager for email communication to the membership
 - To the Webmaster for publishing on the official website
 - To the editor of The Washington Photographer journal
 - To personally send email and/or written notice to members and non-members in their own district.
- District Reps. shall send electronic reports to the Executive Manager for presentation at the quarterly board meetings. Reports should contain a list of events and activities for the preceding quarter, an account of district finances, and concerns or requests from district members that require board involvement.
- Immediately following an educational event, District Reps shall submit names of speakers and attendees to the Citations Chair for issuance of merits.
- District Reps. shall at all times have available PPW membership applications and information about the Association.
- District Reps. shall regularly contact non-member photographers in their districts to invite them to events and encourage membership in the PPW.
- Funds should be collected at district events to defray direct costs; however costs should be as low as possible for maximum membership benefit. Non-member fees may be more than member fees.
- Income and expenses shall be documented and included in the District Reps. reports in order to maintain the PPW non-profit status.
- Scholarship donations by district members are to be forwarded to the treasurer to be placed in the general scholarship fund.

F GENERAL POLICIES AND PROCEDURES FOR COMMITTEES AND CHAIRMEN

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

- The President, with the help and approval of the Board, shall appoint all committee chairs of this Association, enter into all contracts and take all action according to the budget.
- Committees are for advisory purposes only, except where herein specified or when specifically given appointed duties by Board action.
- Committee chairs shall have served on the specified committee or on the PPW Board for a period of at least one year prior to becoming chair of said committee.

- Neither the committee nor its chair is the decision maker, but rather a consortium to research, recommend, and give advice to the PPW Board on matters pertinent to their specific committee function.
- Committees shall report fully their actions at PPW board meetings..
- Many Committee Chairs have binders with historical records of past events and previous Chair activities. It is the Chair duty to keep their binder updated.
- Upon completion of duties, Chairs shall pass their Binder, files/CD's and PPW property to the Executive Manager or to the new incoming committee chair.

G SPECIFIC POLICIES AND PROCEDURES FOR COMMITTEES AND CHAIRMEN

G.1 Education Chair

To serve as coordinator for district reps., assuring that events are offered on non-competing dates and offer variety of content. They shall work closely with reps. in developing quality programs for the PPW membership at large.

- Review and update the Education Chair binder during the course of service.
- Develop and maintain a speaker and program database to be available to district representatives in planning events. Speaker pool shall be primarily PPW Life and Sustaining members.
- To connect multiple representatives and co-ordinate combined events for multiple districts.
- To keep in communication with and defer to the directives of the PPW Executive Board pertaining to all aspects of event coordination and program content.
- Submit quarterly electronic reports to the Executive Managers office for presentation at Board meetings.

G.2 Journal Editor

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

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

G.3 Long Range Planning Committee

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

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

G.4 Marketing Chair

This chair develops marketing of PPW to photographers in the State of Washington who may be potential members as well as the general public.

- Develops marketing material to promote PPW.
- Works with the District Rep's to market the PPW to all potential members who belong to PPA and other photography organizations.
- Prepare News releases of members' accomplishments.

G.5 Membership Chair

The membership chair works with the Executive Manager to communicate with new members.

- Presents new members with a new member packet.
- Connects them with their district rep
- New Members are assigned to the district closest to their place of business.
- Membership Chair hosts the New Members event at the annual conference.

G.6 Citations Chair

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

- The merit totals are published once each year and mailed to all members sixty days prior to the Annual Meeting.
- Members are responsible to report and show verification of merits earned from approved PPA seminars, schools and events.
- Members who attend PPA Imaging USA or other approved PPA sanctioned schools will be awarded one PPW service merit for their participation when they provide the Citations Chair with a copy of their PPA merit or receipt of attendance.
- Claims for merits must be reported to the Citations chair within one year of the event for which merit was earned.
- The Executive Board shall have power to recommend to award incentive merits for exemplary performance or service. Must pass by 2/3 majority vote of the Board of the PPW Inc.
- The Executive Board shall have power to recommend the removal of merits. Must pass by 2/3 majority vote.
- Notify the PPW Board of members qualifying for AFP and FP Degrees for Board Approval of the awarding of the degrees at the next Annual Meeting.
- Purchase state awards to be presented at the conference, including:
 - Distinguished Service Award
 - PPA National Award
 - Past Presidents plaque and gavel
 - Life member certificate
 - Other awards given by our state association with the exception of salon competition awards.
 - These awards should be ordered at least ninety days prior to the Annual conference to assure ample time for their arrival and engraving.

- Communicate with the selection committees for the Distinguished Service Award and PPA National Award who are the three most recent recipients of the award. Selection should be kept secret until presentation at the Awards Banquet.
- Produce Speaker and Juror award certificates for their participation at the PPW Annual Education Conference and Seminars.
- Order the AFP and FP Degree plaques, ribbons and medallions and for printing PPW award certificates for all degree recipients and special awards.
- Describe merit and degree program at New Members Luncheon.
- Present degrees and awards at the President’s Award Banquet.

G.6.a Merit, Awards And Citations Procedure

- **PPW Service Merits:**
 - Service to PPW members through participation in PPW seminars, conferences, district meetings, board meetings, or as a PPW Officer or District Rep., committee chair or speaker. .
- **PPW Print Merits:**
 - PPW print merits earned through print competition at the PPW annual conference and trophy award merits
- **PPA Service Merits:**
 - PPW members receive PPA merits for speaking at the PPW conference or serving as PPW president, PPW Conference Chair and PPW Conference Program Chair.
 - PPW members attending a PPA approved four day school, attending the PPA Imaging USA conference, or serving as a PPA affiliate speaker or serving as a PPA affiliate judge
- **PPA Print Merits:**
 - PPW awards merits for prints awarded merits in PPA print salon judging.

G.6.b PPW Merit Chart

- **ELIGIBILITY:** All members of the Professional Photographers of Washington, Inc. in good standing may earn and accumulate merits that will apply toward their degree.
- To receive merits, PPW membership dues must be paid for that year.

Service Merits:

- | | |
|--|-----------------------|
| • PPW President | 6 merits |
| • PPW Vice President | 5 merits |
| • PPW Secretary | 5 merits |
| • PPW Treasurer | 5 merits |
| • PPW Immediate Past President | 3 merits |
| • Elected District Reps (1/2 per board mtg. & 1 per district event.) | 4 merits |
| • PPW Board meeting Proxy | 1/2 merit per meeting |
| • The Washington Photographer Journal Editor | 5 merits |
| • PPW Web Master | 4 merits |
| • PPW Education Chair | 4 merits |
| • PPW Merit, Awards and Citations Chair | 4 merits |

• PPW Membership Chair	4 merits
• PPW Marketing Chair	4 merits
• PPW Scholarship Chair	2 merits
• PPW Conference Chair	5 merits
• PPW Conference Program Chair	4 merits
• PPW Conference Registration Chair	4 merits
• PPW Conference Salon Chair	4 merits
• PPW Conference Facilities/Catering Chair	4 merits
• PPW Conference Awards Chair	4 merits
• PPW Conference Publicity Chair	3 merits
• PPW Conference Hospitality & Transportation Chair	3 merits
• PPW Conference Salon Logistics Chair	3 merits
• PPW Conference Props Chair	3 merits
• PPW Conference Salon print handlers (full two days helping)	1 merit
• PPW Conference Photographer	3 merits
• PPW Conference or Seminar Speaker	3 merits
• PPW Conference Life Member Chair	3 merits
• PPW Conference Trade Show Chair	3 merits
• PPW Conference Juror	2 merits
• PPW Conference Digital Presentation (Recording) Chair	3 merits
• PPW Conference Auction/Fun Party Chair	4 merits
• PPW Conference Chairs Not Listed	2 merits
• PPW Fall Seminar Chair	3 merits
• Fall Seminar Attendee	1 merit *
• PPW District Speaker (Member of PPW)	2 merits (max 4 per year)
• Other PPW Committee Heads Appointed by President	2 merits
• PPW Pres. Appointed for fulfilling duty pro-temp.	1 merit per meeting
• <i>The Washington Photographer</i> Journal Author	1 merit for Article Published
• Each continuous year of PPW membership	1 merit
• Each continuous year of PPA membership	1 merit
• PPA affiliate Evergreen School committee chair	3 merits
• PPA accredited 4 day school attendee (min. 24 hrs. class time)	2 merits **
• PPA Imaging USA attendee	1 merit **
• PPA Pro Mon. or PPA seminar attendee (6 ½ hrs. class time)	1 merit **
• PPA affiliate speaker or juror	1 merit **

* Conference/Fall Seminar attendee must be a member in good standing and pay full program costs including meals.

** (Must present certificate of completion or registration confirmation to Citations Chair within 12 month of school or seminar.)

It is the member's responsibility to report and verify the merits from other than PPW official functions (i.e.; PPW Conference, PPW Board Meetings, PPW Fall conference)

G.6.c Print Merits

- PPW Award ribbon print 1 merit
- PPW Award winning print-each classification 1 merit
- PPW Trophy award winning print 2 merits
- For Best of Show Image 2 merits

PPW Trophies receiving 2 merits are:

- PPW Portrait Photographer of the Year for Highest aggregate score in the Portrait Division
- R.R. Hutchison Trophy Best single entry from the Portrait Division – excluding Album Entry
- PPW Wedding Photographer of the Year for Highest aggregate score in the Wedding Division
- Best Wedding Portrait Trophy Best single entry in the Wedding Div. – excluding Album Entry
- PPW Commercial Photographer of the Year for Highest aggregate score in the Commercial Division
- Roger Dudley Trophy Best single entry from the Commercial Division
- Russ Clift Trophy For Best Mixed Case (split entry) aggregate score – must include such combinations as portrait/commercial or portrait/wedding, commercial/wedding or portrait/wedding/commercial
- Lee Merrill Trophy People’s Choice Award – the most popular entry as determined by the vote of PPW Members
- Alma Gray Trophy Highest aggregate score for a case from a first-time entrant. Entries can be from any division. “First-Time Entering a State or International Print competition” must be marked on the entry form.
- Best of Show Trophy For the best single print from all divisions as determined by the jurors.

Division Awards receive 1 Merit:

Portrait Division	Wedding Division	Commercial Division
Best Child:	Best Bride	Best: Pictorial (Charles Libby)
Best Group	Best Groom	Best Industrial
Best Woman	Best Bride & Groom	Best Architectural
Best Man	Wedding Group	Best Editorial
Best Couple	Wedding Candid	Best Advertising / Illustration
Best Animal	Wedding Album	Best Arial

Best Non-Wedding Album

Best Unclassified:

- Portrait
- Wedding Portrait
- Commercial

G.6.d PPW Degrees

- Degrees are awarded upon achievement of merits earned by members of the PPW in good standing.

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

- **Fellow Of Photography Degree: FP 50 Merits**
- FP: no less than 25 print merits and no less than 15 service merits
- A gold 25 point bar will be added to the ribbon for each additional 25 merits earned or awarded after the FP degree is achieved.

- **Honorary Fellow Of Photography Degree: Hon. FPh.**

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

G.7 Parliamentarian

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

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

G.8 Life Members Chair

Serves to co-ordinate the Life Member reception at the Annual Educational Conference.

- Print and send invitations to life members inviting them to the PPW Conference and participate in the Life Member receiving line.
- Send a request for any new Life Members portraits for the Photographic Hall of Fame display.
- Contact props chair to be sure that the wooden display racks or large easels are brought to the conference for the display panels.
- Print out the names and degree titles to place on the photos for display.
- Invite all Life Members present at the conference to stand in the receiving line at the entrance to the banquet hall, prior to the President's Award Banquet.
- At the end of the President's Award Banquet make sure ALL life members including any newly installed members and their spouses are photographed as a group by the official conference photographer.
- At the end of the conference, return the Life Member display frames to storage.
- Submit a list of expenses to the conference chair for reimbursement.
- Contact the PPW Board or District Reps. with a list of any prospective Life Members.

G.9 Nominating Committee

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

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

G.10 Pro Monday Chair

- Pro Monday shall have a chair and a co-chair appointed for each session.
- The chair of Pro Monday receives two merits (one merit per Pro Monday Event, a maximum of two Pro Mondays per year) and the co-chair will receive one merit.
- That the co-chair will be the next chair of the following Pro Monday Committee.
- One state Merit to PPW members attending a Pro Monday event.
- Three merits to PPW members who are speakers at the event.

G.11 Public and Business Affairs Chair

It shall be the duty of this Chair to keep the Board informed about legislative and AGO opinion, which might interest members of the PPW.

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

G.12 Scholarship Chair

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

- Scholarship numbers and amounts are determined by the earned interest of the PPW Scholarship Investment Funds. Fund principle shall not be dispersed.
- The Scholarship Chair shall arrange for three Past Presidents of the PPW to act as the selection committee to determine the recipients of the scholarships.
- Scholarships are awarded at the Annual Educational Conference by the Scholarship Chair.
- The Scholarship chair shall forward to the treasurer a list of the recipients and the amount designated for each one.

- Scholarships are to be used to improve image making skills and/or business practices. Specific restrictions are noted within each description.
- The Treasurer administers the Scholarship Fund. The Scholarship Chair shall work closely with the Treasurer regarding the disbursement of funds.
- Scholarships are for a single use, are non-transferable and have no “cash” value.
- Scholarships may be used to fund tuition and class expenses, not travel or entertainment.
- Scholarships expire within three years of the date of issue.
- When the recipient decides where to use the scholarship, they shall submit the award form by mail to the Treasurer with a cover letter as to where the funds are to be sent.
- The Treasurer will inform the Scholarship Chair when funds have been requested. The Scholarship Chair will verify the request and the Treasurer will send the funds to the requested school.
- Scholarship funds are to be distributed directly to the school or teacher, not to the scholarship winner.

PPW Memorial Affiliate Scholarship – Up to three **\$500** scholarships. This scholarship may be used toward registration fees for the recipient to attend any Professional Photographers of America Affiliate School. Visit www.ppa.com for a full list of PPA Affiliate Schools.

PPW Memorial Scholarship – Up to two **\$500** scholarships. This scholarship may be used toward registration fees for the recipient to attend any workshop, educational offering or PPW Conference specifically dedicated to the professional photographer. Examples might be: “The Wall Portrait Conference”, “Any PPA Affiliated School”, or private offerings by vendors, industry suppliers, etc.

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

PPW/ Pacific Color Scholarship- The value of this scholarship will be determined by the sales of the PPW Group Portrait from each year’s conference. This scholarship may be used toward registration fees for the recipient to attend any workshop, educational offering or PPW Conference specifically dedicated to the professional photographer. Examples might be: “The Wall Portrait Conference”, “Any PPA Affiliated School”, or private offerings by vendors, industry suppliers, etc.

G.13 Student Photographer Of The Year Scholarship Chair

Student Scholarship Chair serves to oversee selection and presentation of the annual Student Scholarship winner. This is not a photo contest. This is a way for PPW members to encourage the next generation of professional photographers. This is community service to help gain public awareness of the PPW organization and to generate good will. Success is determined by dissemination of information through press releases sent out early and often to encourage participation.

- The Annual award is \$2,000.00.
- The scholarship is allocated from the first \$2,000.00 of the annual Scholarship Auction fundraiser proceeds.
- Students apply in writing using a PPW scholarship application.
- Entry deadline should be the end of March.
- Award announced on or before June 1st.
- In September and again in January distribute information about the award process with student scholarship applications to as many schools as possible.
- Mail press release and new applications to teachers whose students entered previously.
- Send news release, photo and application information to all major media in WA State.
- Make information available to PPW Board members and District Reps for distribution to their local schools.
- Post information on PPW website and have Executive Manager send email to membership.
- Write an article about the scholarship winner for *the Washington Photographer* journal and major media in WA State with a photograph of the presenter and recipient.
- Write an article about the scholarship winner for the *PPA Professional Photographer*.
- Chairman selects the Scholarship award committee of PPW Officers and Past Presidents.

G.14 Webmaster

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

- The Webmaster shall administer the web site according to the directives given by the PPW board.
- To educate consumers of photography, encouraging the employment of association members.
- To keep association members informed about current activities, events and programs of the association.
- www.ppw.org, shall remain the sole property of the PPW board who shall appoint the association's webmaster. The webmaster shall be under the sole authority of the PPW board, shall administer the web site according to their directives, and shall immediately relinquish control of the web site should the board appoint a new webmaster.
- The webmaster and the executive manager shall work together to assure that information included in member directory, state officers, and vendors in photography is current, accurate, and serves all active association members equally. It shall be the responsibility of the individual members to keep the executive manager aware of business changes, including name, address, phone number, types of photography done, email, and web site links.
- Members who allow their membership to expire shall be removed from the website until they are current with dues paid, or as authorized by the board.

- Developing new pages as activities require and work with the board, district reps., and committee chairs to promote association activities in a timely manner.
- The webmaster shall not change the hosting company, use the website as a vehicle for personal or political advancement, or alter the intent of the association's web site without the express approval of the PPW board. All suggestions and recommendations by the webmaster shall be presented to the board for approval.

G.15 Bylaws Chair

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

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

G.16 Annual Conference Chair

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

- Get approval from the Executive Board for the following:
 - Conference dates and Location.
 - The budget for speaker's fees, hospitality baskets for speakers and judges, transportation costs and other anticipated expenses for all speakers and judges.
 - Contracts must be co-signed by the President and Conference Chair.
 - Trade Show dates and approximate hours.
 - Selection of Jurors & Jury Chairmen (holders of the PPA M. Photog. degree - or in few instances a FP degree with the exception of the PPA Western District, registration fees - and meal function charges
 - Print entry fees and print rules
 - Annual meeting, Awards banquet and Awards luncheon time slots
 - Color of Print Ribbon
 - Location and hours of Print Exhibit and Trade Show
 - Order & method of presentations at Awards banquet with PPA National Award as the final award.
 - The design and purchase trophies for all print categories
- Dates and facility are arranged as far in advance as possible.
- If we are host to the PPA Western District Affiliate Competition, the conference should be held in Western WA
- Reserve a block of rooms as well as meeting rooms and trade show area.
- As soon as a date and location are approved, notify the Publicity Chair for early publication deadlines
- Select committee chairs, made up of but not limited to, the following positions:
 - Program Chair

- Print Salon Chair
- Salon Logistics and Equipment Chair
- Jury Chair
- Registration Chair
- Publicity Chair
- Scholarship Chair
- Auction and Fun Party Chair
- Facilities Chair
- Catering Chair
- Program Logistics and Props Chair
- Official Photographer
- Hospitality and Transportation Chair
- Awards Chair
- Trade Show Chair
- Digital Presentation Chair
- Memorial Presentation Chair

The following are regular Chair positions

- Citations Chair
- Life Member Chair
- New Members Chair
- Co-Chairs may be appointed but they will divide the PPW merits.
- All Conference Chairs must be a current PPW members in good standing.
- Maintain communication with all of the committee chairs, call regular meetings and get regular progress reports in order to keep things going smoothly.
- Work with the Publicity chair to design materials for distribution.
- Design the conference program and the Awards Banquet program, following the timetable and protocol. See section J3.
- Accumulate items for the mailing packets to the membership.
- Design the convention and Presidents Awards Banquet programs.
- Have all printed material proof read by competent person prior to printing.
- Submit a list of all participating chairpersons, speakers and salon judges who are PPA members with their PPA membership number to the Citations Chair at least 30 days in advance of the conference for ordering of Merit Certificates.
- Be the primary information person during the conference. Cell phones are suggested to maintain communication with committee.
- Present merit certificates at the conclusion of each speaker's program, judging or completion of their duties.
- Serve as MC at the Presidents Awards Banquet following the established timetable for the banquet.
- Submit a final list of chairpersons, speakers and salon judges for the Education conference to the Citations Chair at the conclusion of the conference.
- Conference Chair receives a waiver for FULL registration. All other committee chairs are required to pay ½ of all program fees plus meals.
- Any receipts for approved conference expenses paid for personally should be listed in a separate report submitted, to receive final board approval for reimbursement.

- Guards are designated for Trade Show entry and be on duty at all meal and program functions to check badges for valid entry.

G.17 Annual Educational Conference Committees

G.17.a Program / Speaker Chair

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

- Maintain communication with the Conference Chair.
- Send contracts out to the speakers before the schedule is finalized.
- After receiving the signed contracts, set the schedule of events working closely with the conference chair.
- Pursue sponsorships for speakers from supporting companies.
- After the schedule is set, contact the facilities chair and registrations chair to verify the size and seating of the various rooms for the programs.
- Contact the transportation and hospitality chair to make arrangements for speakers to be transported to the conference and back to the airport if needed.
- Contact Props Chair to arrange speakers needs.

G.17.b Program Logistics and Property Chair

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

- Maintain communication with the Conference Chair.
- Maintain communication with the Program Chair to get names and contact information for the various speakers.
- Contact the individual speakers to see what they need for their programs, such as projectors, screens, lights, cameras, computers, etc.
- Though many things can be rented from the host hotel, it is more economical to borrow items from local members. Vendors are often willing to loan things for a mention and thank you from the speaker.
- During the conference the Props chairman deals with last minute problems that occur and keeps equipment in secure storage during the conference.
- Arrange security for the equipment, props, etc.

G.17.c Registration Chair

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

- Maintain communication with the Conference Chair.
- Co-operate in the design of the registration form using prices approved by the PPW Executive Board
- Work with the Awards Chair to order ribbons all together from one vendor. Ribbons needed are: President, Vice President, Past President, Secretary, Treasurer, Conference Chair, Life Member, New Member, Speaker, Judge, Vendor, Student, and Committee. For Awards: Prints; Blue Ribbons, Judges Choice, and Rosettes for Trophy Award.
- Registration categories include:
 - Member Full Conference including meal functions

- Member Programs Only
- Member One Day Registration
- Honorary Life Member
- Non-Member Full Conference including meal functions
- Non-Member Program Only
- Non-Member One Day
- New Member
- Student
- Vendor
- Retired
- Banquet or Specified Meals only
- Educator
- Trade Show Only
- Speaker or Judge
- PPA and other affiliated National Photographers Association Member
- New members joining at the Conference shall be registered at the non-member conference price plus \$100.00 for PPW membership dues and their membership will be good for the remainder of the year. Send registration information to the Executive Manager, web master and the Conference chair for printing.
- Registration payments are recorded and deposited weekly. Deposit receipts and information to go to the treasurer. Credit card number forwarded to the Executive Manager and treasurer for processing.
- Create and organize conference packets, name badges and meal tickets and transport to the conference for distribution at the registration table.
- Man the registration table during hours set by the conference chair.
- New members attending the conference should be introduced to the New Member Chair and information given to the Executive Manager.
- Record all funds received for membership, registration for various events and meals.
- Communicate meal counts and meal choices with the Catering Chair.
- Be available to accept last minute registrations and help attendees with directions or concerns.
- A \$ 25.00 administration fee is held back from refunds for cancellations of ten days or less prior to the conference date.
- Report the names of all members with Full Conference registration to Citations Chair following the convention.

G.17.d Facilities Chair

- The Facilities Chair organizes the hotel or convention center venue.
- Maintain communication with the Conference Chair.
 - Communicate with the Program Chair to learn what needs to be available for all programs during the conference.
 - Work with the venues manager to choose size and style of rooms for programs, print judging, trade show and meals.
 - Work with the Props Chair to reserve any necessary equipment to be rented from the venue.
 - Work with the Catering Chair for the set-up for meals.

- Be available during the conference as the contact for the catering and sales manager at the venue.

G.17.e Catering Chair

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

- Maintain communication with the Conference Chair.
- Work with the Facilities Chair and the catering staff to decide on menus and preparing meal counts for the caterer.

G.17.f Publicity Chair

The Publicity Chair is responsible for publicizing conference events to all potential attendees.

- Maintain communication with the Conference Chair.
- Establish a list of publicity dates with the Conference Chair. Use the timing spreadsheet in the Publicity Chair Binder.
- Get conference information to PPW and PPA publications, to PPW webmaster, to the PPW Journal Editor, and to other possible websites and vendor publications.
- Work with the Conference Chair in the creation of communications to general membership, that may include but is not limited to
 - Postcards
 - Emails
 - Letters
 - Announcements/Fliers for District Meetings, local photographic suppliers in the area of the Conference and other places
 - Website
- Make sure the above items are delivered to the intended recipients in a timely manner

G.17.g Hospitality and Transportation Chair

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

- Maintain communication with the Conference Chair.
- Arrange vehicles and drivers if necessary.
- Purchase a gift or gift basket or all of the speakers and judges according to the budget set by the conference chair.
- This Chair position often requires a lot of travel, so reliable transportation is mandatory.

G.17.h Trade Show Chair

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

- Maintain communication with the Conference Chair.
- Work with the Executive Chair and the previous year Trade Show Chair to contact as many vendors as possible for participation.
- Vendors require as much lead time as possible, so contact up to 1 year in advance is often necessary.

- Prepare Trade Show contracts and revise as necessary. Previous contracts should be in the binder.
- Get trade show room dimensions as determined by the Conference and Facilities Chairs.
- Establish a tradeshow floor plan. (This needs to go out to the prospective vendors with the initial contact letter.) Stress that space is assigned on a first come first serve basis. The earlier the return of the contract with payment for their booth, the greater chance of getting their desired location.
- Mail contracts and keep track of their return
- Follow up on vendors regularly to achieve maximum participation.
- A discount is usually given to vendors booking double booth spaces.
- VIP PPW members receive a 10% discount on trade show space. Take this under consideration when pricing booth space and preparing budget.
- Contact a display company to provide pipe and drape. If possible, get more than one bid before deciding on a company. After the decision is made a contract with quantities, prices, set up and take down times needs to be signed.
- Contact Conference Chair to arrange deposits for display company.
- Greet vendors and be point of contact both before and during the conference.
- Be available the morning of the set up to deal with anything that might come up.
- Arrange with the venue for good security of the tradeshow area.
- All payments need to go through the treasurer to be deposited weekly and credit card number forwarded to the treasurer for processing.
- Set up a PPW membership space in the trade show area for recruiting new members, promoting the Evergreen School of Professional Photography and a box for the ballots for the people's choice ballots.

G.17.iFun Party/ Auction Chair

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

- Maintain communication with the Conference Chair.
- Arrange for entertainment, usually musical in nature.
- Seek donations from Vendors and members, both for the silent auction and the live auction.
- Choose the live auction items. Items like "A Day With" different speakers, members or instructors, plane rides, boat trips, etc. generate fun and more importantly, revenue for the fund.
- Design auction forms and display boards.
- Decide if you want to use bidding cards with numbers to use during the auction.
- Contact someone to serve as auctioneer for the evening. Also having a couple of spotters for the room during the live part of the auction will be a great help in keeping track of winning bidders.
- Any items not purchased during the silent auction may be offered during the live auction.
- Have a list prepared with the winning bid number/name and amount of bid.
- Have treasurer on hand to collect money at the end of the auction.

- Bidding sheets for silent auction are tallied according to the bidding number to determine the amount of the donation to be paid. Usually tables are closed individually spaced out during the evening.
- Any items not paid for that night are to be collected by the treasurer before the end of the conference.

G.17.j Photographer

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

- Photos during judging and group photo of judges
- Photos during each speaker's program
- Speaker receiving Certificates of Merit from chairperson
- Photos at New Members Luncheon
- Have appropriate backdrop for Fun party portraits
- Candid photos during all events.
- Group photo new officers
- Group photo New Board
- All vendors and booths at trade show
- Large group photo of Conference attendees.
- Photos during banquet
- Photos of all recipients of awards and degrees
- Group photo of Life Members at the beginning of banquet
- Photo of new Life Members after banquet
- Any other photo ops that may be important or fun
- Make CD's for Journal Editor (for *The Washington Photographer Magazine*), Webmaster (for PPW website), Executive Manager, and Convention Chairperson.

G.17.k New Member Luncheon Chair

The PPW Membership Chair is in charge of the new member's luncheon.

- Organize the luncheon schedule with the Conference Chair.
- Keep track and compile the list of new members who have joined since the previous educational conference.
- Be sure the Registration Chair knows who to present with a New Member ribbon on their Conference name badge.
- Personally invite new members to the luncheon.
- MC the luncheon, introducing available PPW officers and board members.
- Introduce Citations Chair to talk about merits and degrees.
- Announce all new members' names to the rest of the organization present.
- If the new member is present have them stand and be acknowledged by the rest of the group. If it hasn't been done already present the new member with their PPW membership certificate.
- Introduce PPW Mentors with a brief explanation about the Mentoring program.
- A small gift bag for each one with donated items from vendors is a nice gesture.
- Have new members photographed as a group by the Conference photographer.

G.17.1 Print Salon Chair

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

- Maintain communication with the Conference Chair.
- Choose judges from the program talent if as all possible to make the most of the people already coming in and to help to keep expenses down.
- Select a Jury chairman and an assistant jury chairmen for each jury panel.
- At non-Western States District judging, PPW FP degree holders may judge but panel is limited to one first time judge per panel.
- If the judging involves two panels it is best to assign judges to rooms where they will be judging images that are in their field of experience. (Commercial in commercial; wedding in wedding, ECT.)
- Send the list of judges to the Citations Chair as soon as possible so PPW merit certificates may be ordered.
- Design the print entry form that is needed, keeping the entry rules up to date with any PPA changes. Send the redesigned forms as PDF files to the Webmaster for posting on the PPW website.
- Send the forms to the Conference Chair for inclusion in the mail packets.
- Accept and log in all prints prior to the deadline. Payments need to be deposited weekly. Forward deposit records to the Conference Chair, the Treasurer and the Executive Manager.
- Transport print cases to the conference.
- Enlist volunteers to assist in the print handling. Have white gloves for all print handlers to protect the prints.
- Sort the prints for judging, making sure the prints are the correct size and thickness as specified in the print rules. Any prints that do not conform to the rules are disqualified and returned to the shipping case without being judged.
- Have an updated membership status from the Executive Manager in order to check qualifications of entries and fees.
- Set up the print salon in the area designated by the conference logistics chairman. Print racks are stored in the PPW storage along with the judging equipment. At the end of the conference they need to be repacked to be returned to the PPW storage.
- Assign helpers to record scores during judging, keeping data on a minimum of two computers with a back up disc in a separate location in case of a malfunction.
- Maintain close communication with the Awards Chair.
- Present the PPA merit certificate to judges at the conclusion of judging.
- At the end of the print salon exhibit, replace prints in their respective cases for delivery or pick up by members.
- Send the record of the trophies and print scores plus the final list of judges to the Citations Chair.

PPA Affiliate Western District Regional Print Judging

In the event that the PPW is the host for this judging, additional jobs are required as well having a PPA qualified regional salon chairman, PPA qualified judges and additional awards for PPA merited prints.

- Both PPW and PPA print rules are distributed to members.

- The print rules for PPA Western District Regional Print Competition need to be available to all other states in the Western District-
- Out of state cases should be numbered with a different prefix to facilitate awards.
- PPA Print Judging Rules apply.
- The official PPA Jury chair is in charge of judging.
- All judges must be qualified as a PPA judge.
- Prints receiving a score of 80 or above will receive a corner but must be submitted to the PPA for a merit and judging for the PPA Loan Collection in the year they are first submitted for judging.
- PPA membership is required for PPA merits.
- The print entry fees, dates, location, etc must also be approved by PPA.
- The PPA Seal of Approval will be awarded to prints that qualify in addition to PPW print ribbon.
- Salon, awards or jury chairmen cannot change the rules that have been set by the PPA and approved by the Executive Board.

G.17.m Salon Jury Chair

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

- Maintain communication with the Conference Chair.
- Judges rotate every fifteen minutes and take a break at the end of each classification.
- Oversee any challenges and generally keep order. Request re-judging of challenged prints after judges have discussed pros and cons.

G.17.n Salon Logistics Chair

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

- Maintain communication with the Conference Chair.
- Work closely with the Salon Chair.
- Make sure that the judging machines are working properly, the lights for judging are available and tested and there are extra light bulbs.
- Have the judging curtains pressed and the pipes and turntables are in working order.
- The night before judging, make sure everything is working perfectly.
- Assign six print handlers to work behind the judging curtain, a title reader, a scoring person to write the score on the back of the print and two people recording scores on two computers in front of the curtain.
- Provide white gloves for all print handlers.
- After judging have the crew put corners and ribbons on prints and hang the prints in the salon.
- After the print salon have the crew take down the prints and put them back in their proper shipping cases to be picked on the last morning of the conference.
- Any print cases not picked up are to be shipped back to the photographer using UPS or FEDEX.

G.17.o Digital Presentation Chair

This chair is responsible for photographing all prints of the finalists for trophies and awards, followed by producing a slide show to reveal the finalists and winners at the President's Awards Banquet. .

- Work closely with the Salon Chair and the Awards Chair
- Knowledge of a computer multi-media slide show program is required.
- Set up the equipment and test the presentation show prior to the banquet.
- Maintain secrecy of the winners.

G.17.p Awards Chair

The Awards Chair is in charge of orders trophies, making arrangements for engraving, and is the MC for the awards presentation at the President's Banquet.

- Work closely with the Salon Chair and the Digital Presentation Chair.
- Orders ribbons for salon awards, working closely with the registration chairman's order for conference ribbons. The purpose is to order all necessary ribbons at one time from one company with the PPW logo on them.
- Order trophies.
- At the completion of judging sessions, Awards Chair takes over to conduct the jury selection for the Trophies, and is responsible for the secrecy of this phase. The selection of a trophy print is dictated by print entry rules and the chairman must abide by the rules.
- PPW Trophies awarded only to PPW members in good standing residing in WA.
- Western States Trophies are awarded only to PPA members.
- Record the names of the winners of the trophies for the engraver and verify their accuracy. Select a local trophy shop so the names can be engraved so they are available for presentation at the Presidents Awards Banquet on Monday.
- Tally the aggregate scores for the qualifying photographs in the various categories or mixed cases for the trophies.
- Be responsible for getting the images of the award finalists and the winners to the Digital Presentation Chairman to be photographed for the slide show presentation at the banquet or luncheon. Set the trophies up well before the presentation at the luncheon or banquet and cover them until presented.
- **THIS IS A VERY IMPORTANT JOB. SECRECY AND DISCRETION ARE VERY IMPORTANT.**
- The awards chair makes the announcement and presentation to the recipients at the Awards luncheon and the President's Award Banquet. See Awards Banquet Agenda on page 41, Section K.3.
- Is responsible for overseeing the Digital Presentation Chair making of a video presentation of the selected top three prints nominated in each category and the trophy winning print selected, for presentation at the Awards Banquet.
- Prepare ballots for "Lee Merrill People's Choice Award", to be distributed in registration packets at the registration desk and place a ballot box in trade show for votes to be cast.
- Place the corner with the makers name, print case and print number with the score on the face of all of the prints, in time for the opening of the salon to facilitate

- judging for the “Lee Merrill People’s Choice Award” trophy, and select two impartial judges to count the ballots for this award.
- Affix the Court of Honor ribbons on prints in time for opening of the print salon.
 - Place a trophy rosette on prints immediately after the announcement of awards.
 - Presents awards or arrange for proper presentation of the Awards at the Banquet.
 - Reviews the list of paid PPW members, with the PPW Executive Manager, to certify a members’ qualification for a trophy before the awards are engraved for presentation.
 - To initiate the Alma Gray Trophy & Scholarship for \$250.00 to any PPA affiliated school for first time entrants in the PPW print competition. The trophy will be awarded to the entrant with the highest aggregate score.
 - Kodak & Fuji Award: these awards given only to PPW members residing in WA.
 - Judges Choice Award ribbon limited to one per print.
 - Report regularly to the Conference Chair
 - Report the names of ribbon and trophy award winners to Citations Chair.
 - Special Trophies are:
 - PPW Portrait Photographer of the Year Highest aggregate score in the Portrait Div.
 - R.R. Hutchison Trophy Best single entry from the Portrait Div. – excluding Album Entry
 - PPW Wedding Photographer of the Year: Highest aggregate score in the Wedding Division
 - Best Wedding Portrait Trophy: Best single entry in the Wedding Div. – excluding Album Entry
 - PPW Commercial Photographer of the Year Highest aggregate score in the Commercial Division
 - Roger Dudley Trophy Best single entry from the Commercial Div.
 - Chow Chen Yang trophy:
 - Russ Clift Trophy for: Best Mixed Case (split entry) aggregate score – must include such combinations as portrait/commercial or portrait/wedding, commercial/wedding or portrait/wedding/commercial
 - Lee Merrill Trophy People’s Choice Award: Most popular entry as determined by the vote of PPW Members
 - Alma Gray Trophy: Highest aggregate score for a case from a first-time entrant. Entries can be from any division. “First-Time Entering a State or International Print Competition” must be marked on the entry form.
 - Best of Show Trophy For: the best single print from all divisions as determined by the jurors

Other trophies:

- Corporate Awards (Kodak, Fuji, Canon, etc.) are provided by the sponsors.
- Prints submitted by PPW members must follow the rules established by each company. Jurors determine recipient.

Division Trophies:

Portrait Division

- Best Portrait of a Child

- Best Portrait of a Group
- Best Portrait of an Animal
- Best Portrait of a Woman
- Best Portrait of a Man
- Best Portrait of a Couple
- Best Unclassified Portrait
- Best Non-Wedding Album

Wedding Division

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

Commercial Division

- Best Pictorial (Charles Libby Award)
- Best Industrial
- Best Architectural
- Best Advertising / Illustration
- Best Editorial Event or Human Interest photograph for publication
- Best Aerial
- Best Unclassified Portrait

Judge's Choice Ribbons

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

Honor Court

Honor Court the TOP 2% of the total number of entries in each division – A minimum score of 85 is required – Entries with a 90 or above automatically qualify.

PPA Western District Regional Trophies

Western District Trophies are awarded to PPA members in good standing. Trophies are awarded based on highest score, with judges breaking any ties.

Western States Trophies are:

- Western District Best Portrait Division Entry (excluding albums)
- Western District Best Wedding Division Entry (excluding albums)
- Western District Best Album Entry (Wedding or Non-Wedding)
- Western District Best of Show

G.17.q Final Chair and Committee Reports

- All committee chairs must turn in final reports in digital format and receipts to the treasurer for any authorized budgeted expenses paid for on behalf of the Association.

- The final reports are to be submitted in digital format to the PPW Executive Office within six weeks of the end of the event to receive reimbursement and merits.
- If a binder is used for a particular Chair position, update and return the binder to the Executive Manager.

H Fall Seminar Chair

The Fall Seminar Chair administers the affairs of the annual Fall Seminar and organizes sub-chairs as necessary.

- Contract with speakers.
- Offer opportunity to VIP members to be speakers.
- Handle logistics for location, dates and speakers.
- Prepare a budget for the seminar to be presented to the PPW Board for approval. Include venue charges, meals, speaker's fees, gift baskets for speakers, transportation costs and other anticipated expenses.
- Calculate break-even point with respect to number of registrations required.
- The PPW Board approves the budget.
- Prepare publicity, registration forms, meeting times, speakers programming, trade show (if desired) and social events.
- All payments need to go through the treasurer to be deposited weekly and credit card number forwarded to the Executive Manager and treasurer for processing.
- New members joining at the Fall Seminar pay the full membership rates for annual dues in their membership category, however their membership is extended through the (following) calendar year.

I Executive Manager

The Executive Manager is appointed by the Executive Board to oversee all aspects of managing the PPW.

- The Executive Manager is an independent contractor responsible for his or her own state and federal taxes.
- Send notice of all Board meetings to the last known email address of each board member one month prior to the date fixed for said meeting.
- Attend all regular meetings of the PPW board unless pre-arranged by the PPW Executive Board.
- This position is non-partisan and has a voice but no vote on the board.
- Prepare and submit a report at each board meeting.
- Compensation shall be determined by the Executive Board.
- The Executive Manager shall be compensated for 2 Hotel nights, 1 lunch and 1 dinner and free registration at the annual PPW educational conference and convention.
- The Executive Manager shall receive 1 night accommodation and free registration at the Fall Seminar each year.
- Compensation for travel shall be determined by the Executive Board of the PPW.
- Reply to inquiries from the PPW membership and prospective members as necessary.

- Maintain a voice mail and a computer system so as to retrieve and respond to messages that pertain to the Executive Manager's position in a timely manner.
- Reply to inquiries from the PPW Board with reasonable expeditious action.
- Deposit all money submitted to Executive office and send information to PPW Treasurer.
- Send statements for PPW membership dues in November of each year.
- Financial reports must be submitted to the treasurer no later than the 10th of each month.
- Authorize payments and/or write checks from any of the PPW checking or savings accounts.
- Maintain regular association with representatives of the photographic trade.
- Maintain accurate and up-to-date membership records.
- Maintain the online Directory of the Professional Photographers of Washington, Inc.
- Prepare October election material for District Representatives as described in procedures adopted by the PPW Board.
- Maintain historical files.
- The Association shall pay:
 - All postage as needed to perform above duties.
 - Telephone business line services. Long distance calls as necessary for business.
 - Office supplies as needed to perform above duties.
 - Printing costs as needed.
 - Monthly Internet service charge.
 - The wage of (\$ Amt. set by PPW board) per month shall be paid by the 10th day of each month.
- The Executive Board of the PPW shall approve all other costs pertinent to the office.
- Executive offices expenses shall be submitted to the treasurer by the 5th of each month and shall be reimbursed by the 10th of each month.
- The contract is subject to an initial six-month performance review.
- Notice of termination by the Executive Manager or by the PPW Board shall be a minimum of 60 days.
- Addendum to these duties to be determined annually by the PPW Executive Board.
- The Executive Manager will assist in the transition to a new Executive Manager by promptly surrendering all PPW equipment, archives and records.

J Evergreen School Of Professional Photography

The Evergreen School of Professional Photography (hereafter referred to as ESPP) is the official school of the PPW. It is governed by an appointed committee and lead by the school's Director

- The ESPP board is comprised of PPW members in good standing and is responsible to set the schedule, oversee the courses taught and otherwise manage the business of the school.
- ESPP Director is appointed by the PPW Executive Board and approved by the Board.

- All stipends, salaries, and reimbursements for expenses paid from the operating funds of the school shall be derived from tuition for the courses offered and sponsorship by vendors.
- The PPW is not financially liable for any school expenses over and above the budgeted amount set by the Board.
- The school operations, policies and procedures will be under the guidelines set forth by the PPA affiliated schools procedures.

J.1 ESPP Director

The Director along with the ESPP committee administer the affairs of the school.

- The Director is an independent contractor responsible for his/her own state and federal taxes.
- PPW Board approval is necessary for date(s), location(s) and instructor(s).
- Have compensation determined by the Executive Board and set forth in a signed contract. An unpaid ESPP Director shall receive three PPW merits per year of service. See appendix for sample contract.
- The director's contract, duties and compensation are subject to an annual performance review by the Executive Board of PPW.
- Submit expenses to the PPW Treasurer by the 5th of each month and shall be reimbursed on the 10th of each month.
- Reply to inquiries from interested attendees as necessary.
- Reply to inquiries from the PPW Board with reasonable expeditious action.
- Authorize disbursement requests to the PPW Treasurer.
- Finalize instructor contracts and set instructor compensation.
- Insure that contracts are co-signed by the PPW President and ESPP Director.
- Create the schedule of events.
- Make final approval on advertising and publicity. This includes but is not limited to: postal mailing, e-mailings, publication in various trade journals, PPW journal and website, PPA website, and magazine plus notification of the District Representatives.
- Order PPA merits for instructors, attendees, and committee members in advance to be presented at the end of school sessions according to PPA Affiliate School Guidelines.
- Send the list of attendees, committee members and instructors to the PPW Merit, Awards and Citations Chair for recording PPW merits for participating PPW members.
- Order any additional PPA merits that were earned and not received before the ESPP for any participating instructors and/or attendees within 60 days at the conclusion of the school.
- Attend all regular meetings of the PPW Board or provide a representative from the committee and submit a report at each board meeting.
- Have the option to attend the twice yearly PPA Affiliate School Director's Meeting and request reimbursement authorization from the PPW board to be paid by ESPP reserved funds, for expenses related to travel, lodging, and meals with the airfare and per diem cap set to match those of the PPW annual conference for speakers.

- In the event of resignation, the Director shall submit a notice of resignation to or receive a notice of termination from PPW Board a minimum of 90 days in advance of final day.
- Director will assist in the transition to a new Director by maintaining archives and records.

J.2 ESPP School Committee

The ESPP Director selects and appoints PPW members in good standing to serve on the ESPP Committee as deemed necessary for school operation.

- The committee chairs report to the ESPP Director.
- Evergreen School of Professional Photography is comprised of, but not required to be or limited to, the following committee chairs:
 - Facility & Catering
 - Hospitality & Transportation
 - Photography
 - Programming
 - Classroom Logistics & Props
 - Publicity
 - Registration
 - Vendors & Sponsors

J.2.a Facility & Catering

This committee chair will work closely with the facility to decide on size and style of rooms for classes and meals.

- Work with the ESPP Director.
- Coordinate menus and meal counts for catering.
- Coordinate lodging for attendees (if applicable) and instructors.
- Is available during the school as the first point of contact for the facility.

J.2.b Hospitality & Transportation

This committee chair coordinates with instructors.

- Work with the ESPP Director.
- Coordinate instructors transportation to and from the school facility.
- Arrange for any special food or beverage needs.
- Be on hand to greet the instructors upon their arrival to the facility and assist in locating their lodging and classroom facilities.
- Coordinate with the ESPP Director to provide a gift to thank the instructor for their time and dedication.

J.2.c Photographer

This committee chair is responsible for photographing all aspects of the school

- Work with the ESPP Director.
- Submit images and/or videos to the PPW Journal Editor, PPW Webmaster, Executive Manager and ESPP Publicity committee chair.
- Examples of portraits to capture:
 - Portraits during each instructor's program
 - Instructor receiving Certificate of Merit from ESPP Director

- Group photo
- All vendors and sponsors
- Any other portraits that may be important or fun

J.2.d Program Chair

This committee chair is responsible for selecting instructors within the parameters set by the ESPP Director.

- Work with the ESPP Director.
- Get signed contracts from each instructor compensation and expenses.
- Coordinate with the ESPP Vendor & Sponsor committee chair to identify potential sponsors for each instructor.
- Provide instructor contact information to the ESPP Program Logistics & Props committee chair and the ESPP Hospitality & Transportation committee chair.

J.2.e Program Logistics & Props Chair

This chair is responsible for contacting the instructor to make arrangements for their classroom needs:

- Work with the ESPP Director.
- Arrange projectors, screens, lights, cameras, supplies, computers, models, etc.
- Be available during the school session to assist with equipment needs and to put equipment in a secure storage room during the school.
- May designate a “classroom assistant” for each instructor to assist in the day-to-day operations of the classroom.
- Classroom assistants may be offered a discount on class tuition.

J.2.f Publicity Chair

This chair is responsible for publicizing all school events in PPW and PPA publications and directly to members of PPW and other interested individuals.

- Maintain the school’s contact database of both physical mailing addresses and email addresses.
- Creating and distribute semi-annual newsletter and any other promotional materials as requested by the ESPP Director.

J.2.g Registration Chair

This chair takes care of all registration duties for the ESPP school.

- Work with the ESPP Director.
- Assist in preparing the school budget with the ESPP Director and committee.
- Design the registration form and submit it to the ESPP Publicity committee chair for distribution.
- Use previous registration forms for layout and details of all necessary policies.
- Receive all registration funds and process deposits in conjunction with the PPW Treasurer.
- Prepare and distribute school registration packets, name badges, meal tickets and other student related items.
- Maintain a presence at the registration desk.
- Greet attendees and assist them in locating their classrooms and lodging facilities.
- Provide meal counts to the ESPP Facility & Catering committee chair.

- Report the names of all attendees to the School Director and the PPW Executive Manager.
- Reconciling the ESPP checking, savings and investment accounts (if applicable) on a monthly and quarterly basis with the PPW Treasurer.
- Present current Profit & Loss statements and Balance Sheets to the ESPP Director as requested.

J.2.h Vendors Chair

This chair is responsible for contacting potential vendors and sponsors.

- Review the current vendor contract and revise if necessary.
- Mail contracts and keep track of their return.
- Be the first point of contact for the vendors and sponsors both before and during ESPP.
- Work with the ESPP Registration chair and the PPW Treasurer to invoice vendors or sponsors and to process payments received.
- Provide information on vendors and sponsors to the ESPP Publicity chair for acknowledgement in ESPP publicity.

K MEETING AGENDAS AND PROTOCOLS

K.1 Annual Business Meeting

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

- Have a copy of the PPW Bylaws and the OPP to refer to if there are questions.
- Have the meeting "Agenda" printed with copies for the board.
- Post the agenda and the list of nominees for each office at each entrance to the meeting room. Often additional copies are printed for the membership.
- The Secretary should have a working tape recorder, enough tape and extra batteries.
- The parliamentarian is there to be sure the Roberts Rules of Order are followed during the meeting and for the election process.
- The President:
 - Calls the meeting to order with a gavel
 - After the welcome, introduce the officers, board, executive Manager, Conference chair and parliamentarian.
 - Thank everyone for attending this important meeting.
 - Ask the Secretary to read the minutes from the last Annual Meeting.
 - Ask for the Treasurers report.
 - Ask for the Executive Managers report.
 - Ask is there any Old Business, then any New Business.
 - At that time the Elections are conducted.
- A Quorum, according to the Bylaws, must be present and stated in the minutes.
- All members in good standing may vote unless their membership status disqualifies them, as stated in the OPP Section B.1.
- The ballot is presented for nominations of the officers, in printed form, from the nominating committee chairman and read by the secretary.

- Each nominee should stand, be introduced and be recognized, say who they are, where they are from, a brief statement why they want to be elected.
- Each office is presented one at a time. The President will ask two times if there are other nominations from the floor for each position.
- Nominations from the floor may be made if the person is qualified in accordance with the Bylaws and OPP and the person is present or has given written permission to the nominator before nominations are closed, for Treasurer, for Secretary, for Vice. President or for President.
- Then say: "nominations for (office) are closed."
- It is recommended that paper ballots be available for taking the vote in cases where more than one person nominated. Absentee ballots, if any are presented by the Executive Manager in a sealed envelope are counted only if there is a tie with paper ballots presented. Two people are appointed to count paper ballots.
- If there is only one nomination for each office a motion for a “unanimous ballot” may be cast, if there are no objections and the motion is made and seconded, for that purpose, all in favor say Aye. All opposed, “Nay”. All abstained, “Aye”
- Congratulations, you are duly elected to the offices.
- **Three ways to take a vote: By voice, hand raising or printed ballot.**
- If there is no further business, the meeting is adjourned.
- Close the meeting at the end with a tap of the gavel.
- Amendments to the Bylaws must be in written form and presented to the general membership ninety days before it can be voted on. The board cannot amend the Bylaws, only make recommendations.

K.2 Board Meetings

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

- Written notice of the PPW Board meeting shall be e-mailed to each board member 30 days prior to the meeting date.
- Notice will be sent by the PPW President for any special board meeting called by the PPW Board

AGENDA: Agenda to be printed and distributed to the board members

- PPW Board Meeting Agenda: Date Location
- Call to order: time
- Set time for adjournment
- Members Present Roster – Welcome new members or officers.
- Proxies – Present authorization letter
- President’s expectations and goals for the meeting
- Officers Reports:
- Secretary: Minutes and Correspondence
- Treasurers Report
- Executive Managers Report
- Vice Presidents Report
- PPA councilors’ Report
- Committee Reports:
- Education Report

- Conference or Seminar Report
- Scholarship Report
- Public and Business Affairs Report
- Journal Report
- Merit, Awards and Citations Report
- Membership Report
- Marketing Chair Report
- Student of the year Report
- Scholarship Fund Report
- Website Report
- Pro Monday
- Long Range Planning
- District Representatives Reports:
 - Old Business
 - Action Items from previous minutes
 - Any unfinished business from previous meetings
 - New Business
 - Board of Directors recommendations
 - Bylaws committee recommendations
 - Future Conference and Seminar Dates and Locations
 - Date and location for next Board meeting
 - Annual Meeting Agenda:
 - Nominating Committee Report
 - Elections
 - Election Results:
 - Introduce new officers
- Meeting Adjourned

QUORUM:

- PPW Bylaws Article 8 section 5 Quorum: A majority of the Board shall constitute a quorum, and the majority of those present shall suffice on any question which is put to a vote.

K.3 Awards Banquet

The following is the protocol and the suggested order of events for the Annual PPW Presidents Awards Banquet at the Annual Conference. When hosting a Western District print competition, some modifications will be required.

- The Conference chair with help from other committee chairs designs and prints the President's Award Banquet program.
- The Conference Chair provides a written timetable for the banquet agenda to all speakers and presenters involved in the presentation of the banquet.
- The Conference Chair is the primary Master of Ceremonies (MC) for the Awards Banquet.
- The banquet is the last presidential activity of the outgoing President.
- The MC is responsible to keep the banquet moving and adhere to the timetable as best as possible.

- Taking breaks or intermissions in the banquet is not advised as the banquet agenda is designed to build to a dramatic finish and will hold members attention if it is kept moving.
- The conference chair does not need to know the names of award recipients or Life member recipients when preparing the agenda.
- Head Table Setup:
 - The Head table should include a center table podium and have places for approximately 18 people all facing the audience
 - On Right side of podium: Incoming President & guest, Vice President & guest, Secretary & guest, Treasurer & guest.
 - On Left side of podium- Conference chair & guest, Outgoing President & Guest, Immediate past President & guest, PPA dignitary and guest (if present), Executive Manager and guest.
- A projector and screen are necessary for the memorial and the awards slide shows.
- Set the American flag on the left side of the stage when looking at it from the audience.
- A table for the awards is provided with extra tablecloths to cover the awards so no one can see who won trophies and awards.
- A second stand-alone podium is set to one side for use by the Awards Chair, the Citations Chair, and other speakers.

Suggested timetable for Presidents Awards Banquet

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

6:15 PM Group photo of all life members.

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

7:00 PM Welcome greeting from the Conference Chair – MC

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

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

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

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

7:15 PM Serve Dinner

7:55 PM MC begins program with introductions:

- Life Members. Read a list of those attending and have them stand at their tables to be recognized.

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

~Back to MC~

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

8:50 PM MC introduce Citations Chair for presentations:

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

9:10 PM MC introduces Scholarship Chair to present PPW Scholarships and Student Photographer of the year.

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

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

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

10:00 PM Installation of new officers

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

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

10:15 PM Passing of gavel to incoming President

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

10:17 PM PPW President Acceptance speech

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

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

10:22 MC Introduce the last two recipients of PPW Distinguished Service Award for presentation of the award.

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

10:25 MC Introduce Presenters of the PPA National award.

- If a PPA Officer or Board member is present at the banquet, they should be asked in advance to present the award.
- The background information should be typed out in a large enough font for them to read.
- Presenters should read meaning and importance of award, including...

“The recipient may receive it only once in their lifetime from this organization.”

- Ask all past recipients of the PPA National Award to stand and be recognized at their tables.
- Before announcing the name of the winner, the presenters should lead the audience with hints about the identity of the winner.

10:28 MC “Congratulations to all of the award recipients.”

- “Please be sure to meet with our photographer (outside the room) for the official group photographs.”

Incoming President extends the invitation:

- “Thank you all for attending. Please join us for the Presidents reception in room #_____. Everyone is invited to come and celebrate with all of the award recipients, officers and conference committee.”

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