



CHANNEL ISLANDS PROFESSIONAL
PHOTOGRAPHERS ASSOCIATION

BYLAWS

ARTICLE I – NAME

The name of this Association shall be CHANNEL ISLANDS PROFESSIONAL PHOTOGRAPHERS ASSOCIATION, herein called the Association

ARTICLE II – MISSION

Channel Islands Professional Photographers Association is a non-profit, professional & enthusiast photography organization committed to advancing photographic excellence through education, inspiration, mentoring, and collaborative learning while maintaining the highest standards of ethical practices and conduct.

ARTICLE III – CODE OF ETHICS

The code of ethics of the Professional Photographers of America, Inc. shall constitute the code of ethics for all members of this Association and each member shall signify intention and willingness to abide by same, in manner hereinafter provided.

The code of ethics shall be incorporated in every application for membership and membership renewal and shall be signed by each applicant and member.

No member of this Association shall enter into any agreement of any nature whatsoever, the object of which is to restrain trade, limit production, circumscribe competition, regulate prices, distribute business, or perform any act which is contrary to law.

All members of this Association shall be at liberty at all times to conduct business as they see fit providing that in doing so they do not violate the code of ethics, and/or the provisions of CIPPA bylaws, Article XII.

ARTICLE IV – MEMBERS

Section 1. There shall be six classifications of membership as follows: Active, Associate, Student, Sustaining, Service and Honorary.

A. Active – Active members derive their income from professional photography and/ or are available for photographic assignments.

B. Associate – An associate member shall be an employee of a currently active member who is directly engaged full time in the making, producing or selling of professional photography, and instructors of photography.

C. Student – Individuals enrolled full- time in a state accredited school of photography.

D. Sustaining – Companies offering service, supplies or equipment to the photographic industry. Non-Competitive Supporting Vendor will have no membership rights or privileges.”

E. Service – Individuals offering services to professional photographers such as, but not limited to, colorists, image retouchers, consultants, etc.

F. Honorary – Individuals elected by a two-thirds vote of the entire Board for outstanding service to professional photography and Past Presidents over the age of 65 of CIPPA. In addition, any current officers of Professional Photographers of Calif. in good standing, are eligible for honorary CIPPA membership.

G. Contributing Membership - Any Active or Honorary Member can nominate a candidate for “Contributing Membership” by submitting a written recommendation to the Board of Directors stating the reasons for the nomination. Candidates for “Contributing Membership” will need approval by two-thirds of the Board of Directors in order to be granted a “Contributing Membership”. The process for evaluating a candidate for “Contributing Membership” is outlined in the “Standing Rules” section of this bylaws.

Section 2.

A. All members, **except Sustaining Members** shall have the privilege of the floor and voting rights, but only Active and Honorary Members shall hold elective office.

B. The Board of this Association, as they see fit, shall establish from time to time, such schedules of initiation fees and dues applicable to the various types of membership.

C. All days referred to herein are considered to be calendar days.

D. All applications for membership shall be submitted to the Board of Directors, and acceptance shall be by two thirds (2/3) vote of the board. An applicant’s ethical and professional behavior will be considered when reviewing qualifications for membership. An applicant may be rejected solely based upon either ethical or unprofessional issues. Upon acceptance of an application, the name of the applicant shall be announced at the next meeting and shall be published in the next following edition of the newsletter or by electronic means. If no objections have been submitted to the Board within 30 days, the member shall be considered as accepted provided all other requirements have been fulfilled.

E. In the event that the Board does not approve said applicant by two thirds (2/3) vote, the applicant will be notified within 14 days by any means deemed appropriate by the board, including by not limited to electronic, telecommunications, in person, or mail. The applicant may appeal the board’s decision in writing, within 21 days of notification of denial. If a specific(s) detail(s) were given for the denial, the applicant is encouraged to provide all documentation needed to support or correct the issue causing the denial.

F. Upon appeal, the board, at the next regularly Board meeting, will reconsider the applicant's appeal, along with any written or documented information that may help support the applicant's position. A two thirds (2/3) vote of the Board is required to overturn the board's original denial. Upon overturn of denial, the name of the applicant shall be announced at the next meeting and shall be published in the next following edition of the newsletter or by electronic means. If no objections have been submitted to the Board within 30 days, the member shall be considered as accepted provided all other requirements have been fulfilled.

G. In the event that the Board does not overturn the original denial by two thirds (2/3) vote, the applicant will be notified within 14 days by any means deemed appropriate by the board, including by not limited to electronic, telecommunications, in person, or mail. Within 21 days of notification of denial, the applicant may then request in writing to any officer that their application be presented to the CIPPA membership for consideration and vote at the next feasible monthly CIPPA meeting (not image competition). At that time, the application will be read aloud by an officer, with voting by secret ballot to immediately commence. Neither the Board members nor the applicant will not comment on the application, unless specific questions are asked by the membership prior to voting. A two thirds (2/3) vote of all attending members in good standing is required to accept the membership application. The decision of the voting membership is final.

H. If the application is declined the applicant can re-apply for membership status 12 months from the date of the last denial.

ARTICLE V – OFFICERS

Section 1. The officers of this Association shall consist of: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Chairman of the Board.

Section 2. It shall be the duty of the President to preside at all meetings of the general membership and the Board; to direct the activities of the Association in the manner prescribed by the Standing Rules, the Board, and the Bylaws; to act as a member ex officio of all committees except the Auditing and Nominating committees; and to perform other duties as may be requested from time to time by the Board.

Section 3. It shall be the duty of the 1st Vice President to assume the duties of the President in the absence or inability of the President to serve.

Section 4. The 2nd Vice President's responsibility will be to organize the image competition programs, including acting as, or arranging for, image competition moderator, and assembling a panel of three judges for the quarterly image competition.

Section 5. It shall be the duty of the Secretary to keep a record of all proceedings of the Association and the minutes of all meetings available for inspection by request; keep a current roster of all members including name, address, telephone numbers, classification of membership, and each members current membership status, along with

their identification numbers, with PPC (Professional Photographers of CA) and/or PPA (Professional Photographers of America); and make available by request the current Bylaws and Standing Rules; make the required annual reports to PPA and PPC.

Section 6. The Treasurer shall have custody of the funds of this Association and shall pay all bills authorized by the budget, or approved by the board, with checks or the Associations debit/credit card.; make a quarterly statement of worth, a full financial report annually and to make such interim financial reports as the Association, the Board, or the President may direct; to notify the Credentials Committee of members who fall in arrears in dues payments; to bill members for their dues; to receive such payments, to maintain a ledger of each members accounts, and to perform other functions as the Bylaws or Standing Rules may provide.

Section 7. No member shall hold more than one office at a time. One must be a member for a full calendar year prior to being eligible for any office, with the exception of Secretary.

Section 8. Election shall be by secret ballot except when only one person is nominated for an office, election may be by voice vote.

Section 9. Elections shall be in the following order: President, Vice President, 2nd Vice President, Secretary, Treasurer, and Chairman of the Board.

Section 10. Should there be no qualified candidate nominated for a Board position at the time of an election, the Board shall have the option to fill the vacancy at any time throughout the term once a candidate, acceptable to the Board, is identified. The Board appointee will serve until the end of the term.

Section 11. Should an officer fail to, or become unable to, fulfill the duties as described in the Standard Operating Procedure Manual, the Board shall appoint a replacement officer to fulfill the term.

Section 12. It shall be the duty of the Chairman of the Board to support the President, and attend the Board Meetings, but the President will continue to run the meetings. The Chairman of the Board would be a voting position offered to the outgoing President. For position of the Chairman of the Board, the nominee (outgoing president) must receive 50.1% of the ballots cast at the annual elections, otherwise the position of Chairman of the Board will remain vacant for that calendar year.

ARTICLE VI – MEETINGS

Section 1. There shall be at least one Board meeting in each calendar quarter. General Membership meetings will be scheduled to occur on the second Monday of the months of February, March, April, May, July, August, September, October, and November. The June meeting will be scheduled by the Board so as to not occur during the week of the PPC sponsored annual West Coast School. This will allow members to attend West

Coast School and not have to miss the monthly CIPPA meeting. There is no meeting scheduled to occur in the month of December. The month of January meeting will be scheduled by the Board of Directors and will be the CIPPA annual awards and installation of the Officers of the Board of Directors event.

Section 2. Nominations for the Board of Directors should be submitted in writing (emails are acceptable) to the Chairperson of the Nominations Committee prior to the October membership meeting. Nominations will be open to the floor at the October membership meeting. The voting and election of the Board of Directors for the next calendar year will take place at the November membership meeting.

Section 3. Special meetings may be called by the President, the Board, or upon written request of 10 members other than the Board provided that fourteen days notice has been sent to all members stating the purpose of the special meeting.

ARTICLE VII – BOARD OF DIRECTORS

Section 1. The Board of Directors of this Association shall consist of: PRESIDENT, 1ST VICE PRESIDENT, 2ND VICE PRESIDENT, SECRETARY, TREASURER, AND CHAIRMAN of the BOARD. A position on the Board may be filled by more than one person (i.e. Co- Secretary); but will have a single vote per position.

Section 2. These officers shall perform the duties prescribed by these Bylaws, the Standing Rules of the Association, and the Standard Operating Procedures (SOP's) adopted by this Association.

Section 3. The Board shall be elected at the Annual Meeting in November and shall assume office on January 1st and shall serve until December 31st or until their successors are elected.

Section 4. In the event of the inability of any member of the Board to serve, the remaining Board shall appoint a member to fill the vacancy for the unexpired term of the absent member.

Section 5. Retiring officers of the Association shall deliver to their successors by January 1st, all books, funds, and/or properties belonging to or pertaining to the Association.

ARTICLE VIII – COMMITTEES

Section 1. The President, with the approval of the Board, shall appoint the following Standing Committee Chairpersons immediately after the beginning of the fiscal year: Bylaws, Standing Rules and Ethics; Ways and Means; Membership; Publication; Auditing Nominating; Web site; and Credentials.

Section 2. The term of the office of each committee chairperson shall coincide with that of the President unless otherwise discharged by the President or the Board.

Section 3. With the approval of the Board, the President may appoint additional special committee chairpersons deemed necessary for conducting the business of this Association.

Section 4. Special committees may be appointed by the Board.

Section 5. The Auditing and Nominating committees shall have a minimum of three members.

Section 6. Committee chairpersons may select members to assist on committee deliberations.

Section 7. The duties of all committees shall be prescribed in the Standing Rules of this Association. Additional duties may be ordered by the President, or the Board.

Section 8. The President shall be ex officio member of all committees except the Nominating and Auditing committee, and no person authorized to sign checks or disburse funds of this Association shall be on the Auditing Committee.

ARTICLE IX – DUES

The dues and method of payment of all classifications of membership shall be proposed by the Board and listed in the Standing Rules of this Association.

ARTICLE X – FISCAL YEAR

The fiscal year of this Association shall be from January 1st through December 31st.

ARTICLE XI – QUORUM

A quorum shall consist of thirty percent of the voting members.

ARTICLE XII – ASSOCIATION EMBLEM AND ITS USE

A. Trademark device consisting of the acronym CIPPA and the words “Channel Islands Professional Photographers Association.” next to a stylized design looking like the Channel Islands arch of Anacapa, with 2 palm trees shall be known as the Association’s emblem and no alteration thereto shall be made without the approval of the Board.

B. All active, firm, service and those honorary life members so designated shall have the privilege of displaying the Association emblem (hereinafter termed “the emblem”) in or upon their premises, equipment, stationary, advertising, automobiles, etc., subject to the following regulations; a) The emblem shall only be used in the sizes, style, forms and manner authorized from time to time by the Board of Directors. B) The emblem shall only be used by authorized members in or upon the premises of the studio or other business location at the address under which said membership is recorded upon the books of the Association and upon the stationary and/or advertising matter of such studio or business establishment.

ARTICLE XIII – VIOLATION OF THE CODE OF ETHICS

Intent

It is CIPPA's policy to support and uphold the highest professional imaging and ethical standards. This policy extends to each member and encompasses that member's dealings with the Association, its members, and competitions. This policy also encompasses each member's dealings with their vendors, suppliers, clientele and the public. (See PPA's Section 3. Code of Ethics in the *Adopted Procedures*).

A. Upon receipt of a complaint in writing to the secretary or any member of the board that a member of the Association has violated the provision of Article 3 (code of ethics), the secretary shall submit the complaint and all evidence submitted to the Bylaws, Rules and Ethics (BRE) Committee, which shall conduct a thorough investigation as outlined in the procedures established and used by PPA (Professional Photographers of America). A copy of those procedures is included for reference as an attachment to CIPPA's Standing Rules.

B. If evidence submitted with the complaint is to prove a Prima Facie* violation, the secretary shall communicate in writing with the accused member.

*Latin term meaning: 'At first face', i.e., evidence, unless rebutted, that would be sufficient to prove a particular position or fact).

ARTICLE XIV – PARLIAMENTARY AUTHORITY

In all questions of parliamentary authority not covered by these Bylaws, *Sturgis Standard Code of Parliamentary Procedure*, Newly Revised, shall prevail.

ARTICLE XV – AMENDMENTS

A. These by-laws may be amended at any regular monthly meeting, a quorum being present, by two thirds vote of all active members present, provided that these changes have been submitted to the Board of Directors and have been read to the membership or posted or emailed for the membership to read at least 14 days prior to a regularly scheduled monthly meeting, or an emergency membership meeting. Emergency membership meetings can be called together as deemed necessary by either the President or two thirds (2/3) vote of the Board of Directors.

B. Emergency membership meetings may be virtual, and can be held via teleconference, WebEx, or any other means deemed appropriate by the Board of Directors.



CHANNEL ISLANDS PROFESSIONAL
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STANDING RULES

SECTION A – MEMBERSHIP

1. The Board of Directors shall act upon all proposals for membership. An affirmative vote of a majority of the entire Board of Directors shall be required to elect an applicant for membership.

2. The procedure for accepting new members shall be as follows:

A. A prospective member must submit to the Board of Directors:

1. A completed and signed membership application, and 2. Appropriate dues.

B. The Board of Directors shall take action to accept or deny membership to an applicant.

C. The Prospective member shall be notified of acceptance or denial of membership.

3. When considering a candidate for “Contributing” membership, the Board should at a minimum take into account the following:

1. The candidate’s official written and signed CIPPA membership application.
2. The level of photographic talent of the candidate.
3. The willingness of the candidate to transition into an “Active” CIPPA membership.
4. The potential of the candidate to entice new members to CIPPA.
5. The candidate must not be a current or past member of PPC, PPA, or any of their affiliates. This does not prohibit the candidate from joining PPC, PPA, or any of their affiliates once they are granted a “Contributing Membership”.
6. The willingness of the candidate to provide a presentation and/or workshop during the term of the “Contributing Membership”.

The CIPPA Board of Directors has the authority to grant a “Contributing Membership” based on the above criteria. The CIPPA Board of Directors also has the authority to revoke a “Contributing Membership” at any time they may deem the person no longer suitable. The length of a “Contributing Membership” shall be determined on a case by case basis by the Board of Directors.

4. Membership dues are due January 1st and will become delinquent the day following the first monthly meeting. Delinquent dues on the part of the member shall result in loss of membership and all privileges of the Association. Reinstatement may occur with Board approval. A late fee of \$25 on all delinquent dues will be incurred.

5. Non-Member Participants will be charged a \$20 fee above the member cost of the program per activity and will be limited to attending 4 activities per year without being a member. Programs fees paid in the same calendar year may be applied towards their CIPPA membership.

6. Members in good standing may bring two guests complimentary per calendar year.

7. Fees for membership dues shall be as follows:

A. Active	\$195 (Note: A family member residing at the same address as the Active member will qualify for an Active membership for the additional cost of \$100.)
B. Associate	\$155
C. Student	\$145
D. Sustaining	\$195 (includes ad on home page of CIPPA website)
E. Service	\$195
F. Honorary	NC
G. Contributing	NC

8. Spouses of all members are invited to attend the monthly evening meetings no additional charge. If the spouse of a member wishes to join CIPPA in order to receive all the benefits of membership, they must pay annual dues as described in the forgoing section number 7.

9. Website listings of members will be categorized by membership type and will include general contact information. Only Active members will have website links included in their contact information.

10. Sustaining Membership: \$195 per year dues or a vendor donation of at least \$300 donations in the form of services, products, and/or gift certificates. Sustaining members may attend all meetings (no assigned dates), a table to display their products, and a logo on front page of the www.cippa.org website with business website link.

11. New memberships will be prorated if the application is accepted after March 1st. *This will be prorated according to the amount of monthly meeting that year.*

12. Requests for a Leave of Absence must be presented in writing to the Board for approval and may be granted for up to 3 months of dues reimbursement. The reimbursement will be in the form of a pro-rated monthly credit to be applied to the next consecutive year's dues.

13. Members of PPC or PPA affiliates, in good standing will be charged a \$10 fee above the member cost of the program per activity. Program fees paid in the calendar year may be applied towards their CIPPA membership.

- The cost of the programs is calculated to recover CIPPA costs based on 15 participants.
- Activity means monthly presentation, workshop, outing, image safari, etc.
- The purpose of this pricing strategy is to encourage non-CIPPA members to learn about the organization, to encourage their membership, and to subsidize CIPPA's program costs

14. A payment plan of two payments, payable on January 1st and June 1st, is available to members in good standing. Renewing members must contact the current treasurer to make this arrangement by January 1st of that new year. Failure to make the second payment on June 1st, forfeits the members standings in the image competition for that calendar year.

SECTION B– DUTIES OF COMMITTEES

1. BYLAWS, RULES and ETHICS (BRE) – To study the bylaws and rules of this Association and to submit to the Board of Directors and general membership such amendments and rules as it deems available, or as referred to it by the Board of Directors. Also, to investigate and rule on issues encompassing each member's dealings with the Association, its members and competitions, vendors, suppliers, clientele and the public.

2. IMAGE COMPETITION – To conduct the image competitions, keep the records of image competition entries and award winners, select the judges for the panel and one month prior to competition, maintain all necessary supplies, and to conduct the image competition according to the rules pertaining to image competition.

3. WAYS AND MEANS – To be in charge of all programs designed to raise money for the Association.

4. MEMBERSHIP – To coordinate their efforts in gaining new members, assist at meeting registration table.

5. PUBLICATION – Shall be responsible for designing and publishing the monthly news bulletin and any other publications requested by the Board of Directors or the General Membership.

6. AUDITING – To audit the Treasurer's accounts at the close of the fiscal year and to report at the first meeting of the Executive Board after the start of the new fiscal year.

7. NOMINATING – To make nominations for the offices of this Association and to submit not less than one nominee for each office to the general membership at the annual meeting. the consent of the nominee to serve, if elected, shall have been obtained.

8. CREDENTIALS – To report to the secretary the number of members in attendance at a meeting and to certify that these members are qualified to vote.

9. CERTIFICATION – Coordinate their efforts in generating interest in the certification program.

10. VIDEO LIBRARY – Shall be responsible for maintaining video library, keep record of all tapes on loan, send reminder notices.

11. RAFFLE – Shall be responsible for selling raffle tickets at monthly meetings and to secure raffle donation prizes.

12. PHONE – Shall be responsible for calling membership when necessary and confirm RSVP attendance for general meetings.

13. SPECIAL EVENTS – Coordinate and assist with Association special events, i.e. summer picnic in August, end of year party in December.

14. PHOTOGRAPHER – Shall be responsible for recording Association events and providing photographs for publication.

SECTION C –IMAGE COMPETITION RULES & REGULATIONS

There will be (4) four-image competitions per year: February, May, August and November (or as adjusted by the Board of Directors).

1. ELIGIBILITY – Any member in good standing. All Active, Associate, Sustaining Service, Honorary and Student members may enter image in competition.

2. ENTRIES ALLOWED- The number of entries determined per image comp will be decided at the beginning of the year at the discretion of the VP of Image Comp. The total number of entries allowed per member at one competition can be 4 or 5 images. More than one photograph of the same subject must be created in such a way as to produce entirely different photographs.

3. ENTRY FEE - An entry fee of \$10 per image shall be charged for each image submitted for competition.

4. ENTRY REQUIREMENTS and IDENTIFICATION- ALL entries must be submitted via e-mail one week (or date determined by the image comp chairperson) prior to the designated image comp chairperson.

5. IMAGE SIZE - Format Images: Size = 4000 pixels on the long side, JPG, sRGB or RGB at 150dpi, 50% quality.

All competition entries must be submitted to the designated-image competition chairperson by the designated deadline. The image competition chairperson or designee will notify all members of the image submission deadline, and how and where to submit images for the upcoming quarterly image competition.

Images to be submitted titled as: Category_Your Title_Your Name

Please use spaces between the words in your titles and your name.

Examples:

N_A Green Leaf_Minor White.jpg

L_A Very Deep Canyon_Edward Weston.jpg

A_The King of Beasts_Ernest Hemingway.jpg

Image Category Abbreviations:

Album= Al

Animal= A

Architecture= Ar

Children= Ch

Commercial/ Industrial= C

Electronic Imaging= El

Family= F

Fashion/ Editorial= FE

Illustrative= I

Landscape= L

Lifestyle= LS

New Artist= NA

Nature=N

Portrait Environmental= PE

Portrait Studio= PS

Photojournalism=PJ

Wedding=W

6.CERTIFICATION of RESPONSIBILITY- Entrants agree that they have created, composed and made the original image, and that the processing, editing, and special effects were made by the person submitting the image, or under the entrant's direction and supervision. Photographs made under the supervision of an instructor (such as a photographic workshop or school) are ineligible for image competition. Any entry that has merited 80 or higher at CIPPA, state (PPC) or national (PPA) competitions will not be eligible.

7. CLASSIFICATION OF ENTRIES- Color, black and white, hand-colored or any photographically derived, image is eligible. The maker of the photograph shall designate

the classification in which the image is to compete in. The classifications currently recognized by CIPPA are as follows:

Photographic Categories (17)

Album - All images must be from the same wedding, social function, individual, family group or non-wedding event. The album must consist of images of a series of pages or layout of no less than ten pages.

Animal- Images of animals created in a studio setting or outdoors. Man-made objects are permitted in the image.

Architecture- Exterior and/or interior Images of a structure.

Children – Images of a child or children in a studio or outdoor setting.

Commercial/Industrial – Tabletop, advertising, stock, aerial, architecture or industrial images. If there is a "tear sheet" of the image, please include it in a 9x12 envelope and submit it to the Image Competition chairperson or designee prior to the start of judging.

Family – Images of a family group of two or more people in a studio or outdoor setting.

Fashion/Editorial – Any image of a person or persons that would be considered fashion, high-fashion or glamour in nature.

Illustrative – Images representing an alternative type of creativity, photography, and/or not meeting the requirements of any other category.

Landscape – Images of landscapes, seascapes, cityscapes, nightscapes being the dominant subject. People may appear as a very small part of the image.

Lifestyle– Portrait/people photography that captures and documents real-life events, situations, or milestones in an artistic manner. Lifestyle is not as controlled as portrait photography or as unscripted as photojournalism. Imagery will not be as polished or as meticulously created as a studio or environmental portrait and not as restricted as photojournalism. You can direct, help pose, move, light, interact with the subjects, and edit, alter, add, and delete in post-production. Subjects are almost unlimited: families, kids, sports, hobbies, careers, jobs, service, metro, rural, or pieces of life - it doesn't have to be a person.

Nature – Images where the flora and/or fauna are the dominant subjects and no manmade objects visible.

New Artist –During a members' first calendar year of entering into CIPPA image competition, said member has the option to enter any, or all images into the New Artist

category. In subsequent years of entering into image competition the member will have to enter their images into other categories.

Photojournalism – Images captured of a candid moment that reflects the storytelling. No posed images, studio produced images or digitally manipulated subject matter will be allowed in this category. Photojournalism is intended to show the makers Camera Technical Skills. Images into this category should tell a story as it happens at that moment in time. The maker should not have control of the situation, subjects, wardrobe or surroundings captured in the image. Traditional darkroom techniques are permissible but limited to cropping, dodging, burning and minimal color and contrast adjustments.

Portrait Environmental – Images captured in a non-studio setting.

Portrait Studio – Images captured in a studio environment.

Wedding – Images captured for a wedding.

Electronic Imaging- E.I. competition is judged using different criteria than the other photographic categories. In the other photographic categories, just the final image result is considered when applying a score. With EI, the final result is a factor, but the execution of technique and degree of difficulty are also considered. Guide images are encouraged to help the judges understand the process used and techniques involved in creating the final image. Techniques may be electronic or traditional (actual paint for example) or a combination thereof.

An image that may be worthy of Merit in other photographic categories, may not be so in EI if the final image did not require significant artistic expertise to accomplish the result. Use of technique plays a major factor in the awarding of Merits in this category.

PPC Photographic Artist Rules:

Photographic Artist (PA)

Entries may be generated from existing photographs, portraits, graphics or any other artwork so long as the entrant is prepared to provide appropriate written documentation indicating permission for usage. In addition to the 12 Elements of a Merit Image, judges will also consider the technique used and the degree of difficulty. Entrants are encouraged but not required to include guide images so that the judges may understand the process used and techniques involved in creating the final image.

PPA IPV Artist Rules:

The purpose of this competition is to allow the entrant to demonstrate their art skills and expertise in pursuit of the PPA Master Artist degree (previously known as Master of Electronic Imaging degree). Entries will be judged for digital, artistic and technical proficiency. Entries can be created using digital or traditional art (such as painting and airbrush) or a combination of both. Through this competition, PPA members are also eligible to achieve PPA Artist Exhibition Merits toward the PPA Master Artist degree.

8. JUDGING PROCEDURES

The point system is used with scores from 100 to 0

Images are judged utilizing the 12 Elements of a PPA merit image.

Exceptional	100-95	1. Impact	7. Center of Interest
Superior	94-90	2. Creativity	8. Print Presentation
Excellent	89-85	3. Style	9. Subject Matter
Deserving of a Merit	84-80	4. Composition	10. Technique
Above Average	79-76	5. Lighting	11. Story Telling
Average	75-74	6. Color Harmony	12. Technical Excellence/Print Quality
Acceptable	73-70		
Unacceptable	69-0		

A. Selection of Judges – The Image Competition Chairperson shall select at least three, but not more than five judges.

B. Image Competition Monitor – the Image Competition Chairperson or designee is the person reasonable for running the image competition.

C. Judges' Comments – It will be up to the Image Competition Monitor to either limit the time allotted per judges' comments or the number of judges allowed to comment at each image competition. This is to expedite and keep the image competition moving in a timely manner, while giving sufficient time so the maker receives adequate critique on their images.

D. All images that receive a score of 10 points higher or lower than any judge's score will automatically be challenged. A judge, or judges may discuss, or critique the images only after all scores have been recorded. Judges may challenge another judge's score decision. After the challenge is discussed, the image will be rescored and the judges' decision on the re-judged score shall be final.

E. Final Decision – The Image Competition Chairperson (Monitor) shall decide any questions not covered in these rules and their decision will be final.

F. Notification of judging results – The Image competition scores of each quarter will be e-mailed to each member of the Association. Merited images may be posted on the Gallery page at www.cippa.org, An award of merit print corner is available upon request.

9. AWARDS

A. Images receiving a score of 80 or above shall be awarded an "Award of Merit" corner. The top image in each class shall be awarded "Best of Class" ribbon. In case

of tie scores, the judges shall decide by a process of elimination. The images from Best of Class, scoring 80 or above will then be judged by a process of elimination, for Best of Show and two judge's choice award ribbons.

B. Eligibility- To be eligible for any of the Category Awards below, the photographer must have entered at least two (2) of the four (4) image competitions throughout the calendar competition year.

C. Category Awards

Best of Album

Best of Animal

Best of Architecture

Best of Children

Best of Commercial/Industrial

Best of Family

Best of Electronic Imaging

Best of Fashion/Editorial

Best of Illustrative

Best of Landscape

Best of Lifestyle

Best of Nature

Best of New Artist

Best of Photojournalism

Best of Portrait Environmental

Best of Portrait Studio

Best of Wedding

D. The above awards require a photographer to enter a minimum of four (4) entries in a specific category spanning at least two (2) separate competitions (with the exception of album category, where only a total of two (2) entries are required in at least two (2) competitions).

E. The award is given based on the highest aggregate score of an individuals' four (4) entries in a single category. Only a photographer's four (4) highest scores are totaled if more than four (4) entries were submitted. If there is a tie between two or more photographers in any category, the photographer with the highest scoring image will be the winner of that category.

F. The above Category Award(s) are given only if there are four (4) or more images entries competing in that particular category throughout the year with at least one image scoring 80 or above. If any image scores 79 or below it can be re-entered again in any future competition.

G. Photographer of the Year Award is awarded to the individual with the highest aggregate score of their four (4) best scores in three different categories. An individual must have entered at least six (6) entries spanning at least two (2) separate

competitions to be eligible for this award. The first tiebreaker will be the next highest score in any category. The next tiebreaker will be the next highest score in a non-duplicated (twice scored) category.

SECTION D– Procedures for Addressing Ethics Questions (PPA –rev. 7/04)

Intent

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

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

Procedure for Submitting a Claim

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

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

The Bylaws, Rules and Ethics Committee (BRE) is responsible for investigating a complaint received against a member.

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

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

Procedure for Following Up on a Complaint

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

The Subject notification should include:

- The specific charges or allegations
- The purpose of CIPPA's Ethics Policy
- An explanation of possible actions
- A request for a response to the charges or allegations to be received within 14 days of the delivery of this notification
- Any other information pertinent to the case

The Subject will be given 14 days to respond in a signed writing to the charges or allegations outlined. If no response is received, the BRE Chairman will assume the Subject has no response and will continue with the process.

If a response is received, the BRE has a minimum of 21 days to conduct follow up interviews to determine whether a hearing should be held. At this point, the committee may decide:

- To discontinue any further action and end the process. If this is the case, the
 - committee should notify the Subject and Complainant that there is not sufficient cause
 - to continue and extend the Association's appreciation to all parties for their input.
- To continue the process and schedule a hearing at the regularly-scheduled BRE
 - meeting. A special BRE meeting may be convened at the expense of the Complainant.
 - NOTE: The BRE is permitted to suspend the accountability time line or investigation of a case if
 - there is a compelling reason to do so.

Conducting a Hearing

NOTIFICATION: Notification that a hearing has been scheduled should be sent promptly to the Subject and Complainant via certified mail. The return mail stubs are to become part of the official case file.

VENUE: The hearing may be held in person or by telephone conference call. If the decision is made to hold the hearing in person, every effort should be made to accommodate all parties. CIPPA is not responsible for travel costs if Subject or Complainant choose to attend the hearing.

THOSE ATTENDING: It is NOT necessary for the Subject or Complainant to attend the hearing in person. Either or both may be invited to attend by telephone conference call. Lack of attendance by any party will not be considered in the committee's deliberations. They may present witnesses at their own expense, if they so choose. The Subject may also choose to be represented by counsel, at his own expense. A majority of the BRE must be in attendance; however, some members may participate by telephone conference call. If obtaining a majority is not possible because of absences, the President may appoint others as substitutes.

EVIDENCE: Materials and evidence that could have a bearing in the hearing should be distributed to the committee and Subject at least 14 days prior to the hearing.

PROCEDURE: The BRE Chairman conducts the hearing. If the Chairman is unable to attend, the Vice-Chairman will conduct in the Chairman's stead. The Chairman will review the complaint with the committee and submit any related materials. If the Complainant is in attendance, the Chairman will call on the Complainant to add additional appropriate information. Committee members will then be given the opportunity to ask questions of the Complainant.

If the Subject is in attendance, the Chairman reviews the complaint with the Subject. The Subject is then invited to respond to the complaint. Committee members will then be given the opportunity to ask questions of the Subject. The Subject and Complainant are excused. The Chairman invites comments from the committee. After sufficient deliberation, the Chairman may entertain a motion from any member of the committee.

Possible Findings

The committee may recommend to the Board imposition of a number of penalties in cases where an ethics violation is found.

Those penalties include:

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

Appeal Process

The Subject may ask to appeal the committee's decision and recommendation by making that request in a signed writing to the President within 14 days of receipt of notification. The President will schedule a hearing to occur during the next regularly scheduled meeting of the Board.

During the appeal hearing, the Board will review the written proceedings of the hearing as well as any written or recorded responses from the Subject. The Subject may choose to appear in person at his own expense, or to appear via telephone conference call. The Board is given the opportunity to discuss the case. After sufficient deliberation, the President may entertain a motion.

The Board may decide:

- a. To reverse the findings of the BRE
- b. To uphold the findings of the BRE
- c. To alter the penalty recommended by the BRE the President is responsible for notifying the Subject via certified mail and the BRE Chairman of the Board's decision, which shall be final. The certified return mail stub becomes part of the official case file.

Form for Filing an Ethics Complaint

1. Your name (Complainant's)

2. Name & address of the Subject of the Complaint.

3. Your reason for filing the complaint. (if this has already been outlined in a written and signed complaint, please state so)

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

5. How would you (the Complainant) like to resolve the matter?

6. Please attach additional supporting information.

Please return this form to the CIPPA Secretary.

Section E: Authority to Approve Transactions REV 08/27/2019

OBJECTIVE

1. To set forth the authority level requirements and dollar limits for the approval of transactions.
2. For the purposes of this policy, all Board members (irrelevant of office or title) are referred to as officer(s). This includes: Chairman of the Board, President, Vice President(s), Secretary, and Treasurer.
3. The following shall apply to all financial transactions:
 - a) Under no conditions may any officer be permitted to approve his or her own request for approval.
 - b) Under no conditions may a transaction be split into several smaller transactions to avoid the need for approval at a higher level.
 - c) Under no conditions may bills be presented for payment of goods or services that were not actually received.
 - d) Under no conditions may goods or services be purchased or contracted for that are not intended for CIPPA business use.
4. Where feasible, all financial transactions shall be preapproved by the Board prior to the commitment of CIPPA funds of any kind. This approval shall be obtained at the normally scheduled Board meeting (referred to as "in cycle"). Approvals can be an "estimate" or a "not to exceed" in nature where necessary.
5. Recurring expenses, such as room rental fees, Post Office Boxes, etc. may be preapproved for up to one year (12 months) in advance by the Board. All preapprovals shall be recorded into the meeting minutes where approval was granted, and minutes will be made available to any member in good standing upon request.
6. At no time does the preapproval of an expense relieve the requesting party of submitting required reimbursement forms, receipts, paperwork or other documents as required by the CIPPA Treasurer or Board.
7. When preapproval of financial transaction(s) is not feasible, the following approvals are required (Out of Cycle):

a)

Threshold:	Required Approval:
Less than \$300	Treasurer plus a minimum of one additional board member OR Full Board (available Board members) review and approval
Between \$301 and \$500.00	Treasurer plus a minimum of two additional Board members OR Full Board (available Board members) review and approval
Over \$500.00	Full Board (available Board members) review and approval

b) Approvals may be obtained either in person (documented in writing), text message or by email. All Out of Cycle approvals shall be presented to the Board at the next Board meeting.

8. Starting upon CIPPA receipt of two signature checks from CIPPA's financial institution and continuing until modified by the Board, the following signature approvals are required:

a) For check amounts of Less than \$300.00, Treasurer only

b) For check amounts of \$300.00 or more, Treasurer plus authorized Board signatory.

9. EMERGENCIES

No restriction or other limitation expressed in this Policy should be viewed as prohibiting any action needed to protect a life, or the property of CIPPA in emergency situations.