

**PPANJ**

**CONSTITUTION**

**and**

**BYLAWS**



PROFESSIONAL PHOTOGRAPHERS' ASSOCIATION OF NEW JERSEY  
5 Quail Mews • North Brunswick, NJ 08902-1209  
*Tel:* (732) 422-7263 • 1-866-985-4300 • *Fax:* (732) 297-7169  
*Web Site:* [www.ppanj.com](http://www.ppanj.com) • *E-mail:* [secretary@ppanj.com](mailto:secretary@ppanj.com)

# PPANJ CONSTITUTION

## INDEX

<b>ARTICLE I</b>	Name.....	2
<b>ARTICLE II</b>	Objectives .....	2
<b>ARTICLE III</b>	Qualifications for Active Membership .....	3
<b>ARTICLE IV</b>	Regions and Regional Structure .....	3
<b>ARTICLE V</b>	Officers and Executive Council.....	3
<b>ARTICLE VI</b>	Election and Term of Office .....	4
<b>ARTICLE VII</b>	Duties of Officers and Committees .....	5
<b>ARTICLE VIII</b>	Management and Operation of the Association.....	5
<b>ARTICLE IX</b>	Dues .....	6
<b>ARTICLE X</b>	Meetings .....	6
<b>ARTICLE XI</b>	Articles of Order.....	7
<b>ARTICLE XII</b>	Amendments.....	7
<b>ARTICLE XIII</b>	Degree System.....	8

# PPANJ CONSTITUTION

## ARTICLE I

### NAME

**Section 1.** The official name of this association shall be **THE PROFESSIONAL PHOTOGRAPHERS' ASSOCIATION OF NEW JERSEY, INC.**, and ["PPANJ"] or ["Association"].

## ARTICLE II

### OBJECTIVES

**Section 1.** The objectives of this Association are:

**A.** To organize within one association, all the owners of photographic studios who are practicing full-time professional photographers within the State of New Jersey, the purpose being to cooperate through the Association's several Regions, in every action which tends to benefit the Association and its members.

**B.** To warn and protect the buying public against unscrupulous methods, inferior products, and fraudulent practices in its dealing with particular photographers and photographic businesses.

**C.** To improve the profession by increasing the efficiency of its services, and to promote confidence, good will, and understanding between the Association's members and the public.

**D.** To cultivate the art of photography in all its branches.

**E.** To elevate, sustain, and promote the professional character and the ethical standards of the professional photographers of this state.

**F.** To take and hold by lease, purchase or gift, any property, real or personal, as may be necessary, and to exercise any corporate power given under this act, for putting into effect the purpose of this Association.

## **ARTICLE III**

### **QUALIFICATIONS FOR ACTIVE MEMBERSHIP**

**Section 1.** Membership in this Association shall be vested in individuals only, and shall not be construed to mean studios, partnerships, corporations or photographic establishments.

**Section 2.** Individuals are to be defined as those who are studio owners, as well as, full and part time employees but not sub-contractors.

**Section 3.** Full and part time employees whose employer is not an active member may still join the Association as individual active members regardless.

**Section 4.** The several categories of membership shall be defined in the Bylaws.

## **ARTICLE IV**

### **REGIONS AND REGIONAL STRUCTURE**

**Section 1.** The Association shall maintain three Regions within the state, one in the northern section, one in the southern section, and one in the central section of the state, to enable the members to govern their local affairs.

**Section 2.** Each Region shall be an integral part of the Association and shall represent the Association in its local area.

## **ARTICLE V**

### **OFFICERS AND EXECUTIVE COUNCIL**

**Section 1. OFFICERS:** Officers of this Association shall consist of a President, a first Vice President, a second Vice President, a third Vice President, and a Treasurer.

#### **Section 2. EXECUTIVE COUNCIL**

**A.** There shall be an Executive Council ["**Council**"] consisting of the State Association officers, the immediate Past President, and six (6) delegates per Region, with additional delegates and alternates as provided in the Bylaws.

**B.** The Council shall have and exercise all legislative, administrative, executive and other powers of the Association except such as are otherwise herein provided.

**C.** Each elected State officer shall become a delegate-at-large to the Council.

**D.** The State Treasurer and all Association Past Presidents shall be voting members of the Council, but need not be elected delegates or alternates of any Region to exercise this privilege.

### **Section 3. PLANNING COMMITTEE**

**A.** There shall be a Planning Committee made up of all the Past Presidents of the Association who are Active or Life members, plus the incumbent President, the three Vice Presidents, the Treasurer, and all Region Presidents. The immediate Past President shall serve as the committee chair and the chair shall have the power to invite any member(s) to attend a meeting should the chair understand that the member has pertinent information on the agenda's topic.

## **ARTICLE VI**

### **ELECTION AND TERM OF OFFICE**

**Section 1.** Officers of this Association shall be nominated at the January Council meeting, elected at the March Council meeting, and take office June 1<sup>st</sup>. Each officer of the State and the Region shall be formally installed at the convention banquet.

### **Section 2. TERM OF OFFICE**

**A.** The term of each officer shall be for one year. Each elected officer shall take office June 1. A person elected to fill a vacancy caused by death, resignation, or removal of an officer shall be elected by the Council to fill only the unexpired term of such office.

### **Section 3. REMOVAL OF OFFICERS**

**A.** An officer may be removed from office for conduct unbecoming an officer of this Association, or for violating any article of the Constitution and/or Bylaws of this Association. A fair and impartial hearing shall be held by the Council and three-fourths (¾) affirmative vote of a quorum of the Council shall be necessary for removal.

## **ARTICLE VII**

### **DUTIES OF OFFICERS AND COMMITTEES**

#### **Section 1. PRESIDENT**

**A.** The President shall preside at all meetings of the Association and countersign all checks or orders for the disbursements of the Association's funds as herein provided. He/she shall perform such other duties as **i)** customarily appertains to the office of the President, and **ii)** which he/she may be directed to perform by the Council at regular or special meetings.

#### **Section 2. FIRST VICE PRESIDENT**

**A.** The First Vice President shall have and exercise all powers, authority, and duties of the President during the absence or the disability of the President. The First Vice President shall have additional duties as specified in the Bylaws.

#### **Section 3. SECOND VICE PRESIDENT**

**A.** The Second Vice President shall perform such duties as specified in the Bylaws.

#### **Section 4. THIRD VICE PRESIDENT**

**A.** The Third Vice President shall perform such duties as specified in the Bylaws.

#### **Section 5. TREASURER**

**A.** The Treasurer shall perform such duties as specified in the Bylaws.

## **ARTICLE VIII**

### **MANAGEMENT AND OPERATION OF THE ASSOCIATION**

**Section 1.** The management of this Association shall be vested in the Council, which shall consist of representatives from each of the Regions, as provided in the Bylaws.

**Section 2.** All motions and business presented before the Council shall require a two-thirds (b) affirmative vote of the quorum present to be passed, unless otherwise provided herein.

**Section 3.** The Council is empowered to suspend a member of the Association upon whom a charge of improper conduct or action is preferred by the recommendation of the Ethics Committee. A suspended member shall cease immediately to use any indication whatsoever that he/she is a member of the Association. At the end of the period of suspension, such member may apply for reinstatement as provided in the By-laws.

## **ARTICLE IX**

### **DUES**

**Section 1.** The fiscal year of this Association shall be from June 1st through May 31<sup>st</sup>.

**Section 2.** The annual dues shall be established for the ensuing fiscal year by the Council at the final meeting of the preceding year. Dues and maintenance fee structure will be determined by the following categories: Individual Active, Studio/Firm Active, Trade, Student, Life and Associate Life.

**Section 3.** It will be the responsibility of the Council to establish the formula for the allocation of dues to the Association, the Regions.

**Section 4.** Dues shall be payable by June 1st for the coming 12 months. Dues paid after June 30<sup>th</sup> shall be subject to a penalty fee.

**Section 5.** Remittance of dues shall be made by check, cash, credit card or money order payable to the Professional Photographer's Association of New Jersey, Inc. or PPA NJ.

## **ARTICLE X**

### **MEETINGS**

#### **Section 1. EXECUTIVE COUNCIL MEETINGS**

**A.** The Council shall meet at least six (6) times a year at the President's discretion. No one but Active and Life Members may attend such meetings unless specifically requested by the Council as the result of a two-thirds (b) affirmative vote of a Council quorum, as provided in the Bylaws.

**B.** At least seven days before such a meeting of the Council, the Executive Secretary shall cause written notice to be forwarded to each member of the Council at the address of each Council member as it appears on the records of the Association.

**C.** Upon written request of ten (10) Council members who are members in good standing, the President shall call a special meeting of the Council.

**D.** A quorum shall consist of two-thirds (b) of the elected members of the Council. If a quorum is not present, an adjournment shall be taken to a date no less than seven (7) nor more than fifteen (15) days thereafter, and the members present at any such adjourned meeting shall constitute a quorum regardless of the number present. Notice of any adjourned meeting shall be given by the Executive Secretary, not less than five (5) days prior to the meeting, as fixed in the adjournment.

**Section 2.** The Association's annual convention shall be held between the last week of February and the third week in April.

### **Section 3. ORIENTATION MEETING**

**A.** Each year, between his/her election and the first meeting of the Council, the incoming President shall call a special meeting of the immediate Past President, the new officers of the Association and of the Regions and the Executive Secretary. The meeting shall be presided over by the President where the meeting's purpose shall be to enlighten all the officers of their duties and their committee obligations for the coming fiscal year.

## **ARTICLE XI**

### **ARTICLES OF ORDER**

**Section 4.** All proceedings of the Association shall be conducted under and pursuant to Robert's Rules of Order except as herein provided.

**Section 5.**

## **ARTICLE XII**

### **AMENDMENTS**

### **Section 6. CONSTITUTION**

**A.** A request to amend the PPAJ Constitution shall be submitted in writing to the Council with an explanation why the change is necessary, supported by a petition signed by five (5) Council members in good standing. There shall be a first reading of the proposed amendment without discussion at a regular Council meeting. At least seven (7) days prior to the succeeding Council meeting, written notice shall be delivered to all Council members by mail, containing a copy of the proposed amendment, and advising them that discussion and voting on the proposed amendment will take place at the next Council meeting. A three-fourths ( $\frac{3}{4}$ ) affirmative vote of a quorum

of the Council at that second meeting shall be required to approve all such Amendments to this Constitution.

## **Section 7. BYLAWS**

**A.** A request to amend the PPANJ Bylaws shall be submitted in writing to the Council with an explanation why the change is necessary, supported by a petition signed by three (3) Council members in good standing. At least seven (7) days prior to a regular or Special Council meeting, written notice shall be delivered to all Council members by mail, containing a copy of the proposed amendment, and advising them that discussion and voting on the proposed amendment will take place at the next Council meeting. A two-thirds (b) affirmative vote of a quorum of the Council at that meeting shall be required to approve all such Amendments to these Bylaws.

## **ARTICLE XIII**

### **DEGREE SYSTEM**

**Section 1.** A board of degrees shall be chaired by a past State President, for a period of not longer than three (3) years. A new chair shall be appointed by the President when that term is up or the chair resigns or is removed by Council for other reasons. The board shall also include the Second Vice President, the Third Vice President and one additional member appointed by the President. If the chairperson is also the Second Vice President or the Third Vice president, then the First vice President shall be part of the board of degrees committee. It shall be the responsibility of this board to maintain all records, to distribute all credit certificates, medallions, citations, etc. needed to perpetuate this program. Records of the Board of Degrees shall be kept in duplicate files, one with the chairman and one with the Executive Secretary.

# PPANJ BYLAWS

## INDEX

<b>PART I</b>	Association Name .....	10
<b>PART II</b>	Objectives .....	10
<b>PART III</b>	Qualifications for Membership .....	10
<b>PART IV</b>	Regions and Regional Structure .....	13
<b>PART V</b>	Executive Council and Officers .....	14
<b>PART VI</b>	Election and Term of Office .....	15
<b>PART VII</b>	Duties of Officers and Committees .....	16
<b>PART VIII</b>	Management and Operation of the Association.....	19
<b>PART IX</b>	Dues .....	20
<b>PART X</b>	Meetings .....	21
<b>PART XI</b>	Articles of Order .....	21
<b>PART XII</b>	Amendments.....	21
<b>PART XIII</b>	Degree, Credit and Award System .....	21
<b>PART XIV</b>	PPANJ Annual Print Competition .....	28

# **PPANJ BYLAWS**

## **PART I**

### **ASSOCIATION NAME**

**A.** Professional Photographers' Association of New Jersey, Inc. ["**PPANJ**"] or ["**Association**"] or ["**State**"].

## **PART II**

### **OBJECTIVES**

(See Constitution)

## **PART III**

### **QUALIFICATIONS FOR MEMBERSHIP**

#### **Section 1. MEMBER RESPONSIBILITY**

**A.** Each member shall be responsible to advise the Association Membership Chair of any change in his/her status according to the specifics for membership set down by the Association. A member who no longer meets the qualifications for membership, or no longer meets the requirements for the particular category of membership must advise the Association Membership Chair of his/her change of category.

**B.** Where a member fails to advise the Association Membership Chair of a change in status, an elected official of his/her Region shall inform the Council that the member's status may have changed and/or the membership terminated.

#### **Section 2. INDIVIDUAL ACTIVE MEMBER**

**A.** (See Constitution, Article III, Section 2)

#### **Section 3. STUDIO/FIRM MEMBER**

**A.** Shall have all the same privileges as an Active Member.

#### **Section 4. STUDENT MEMBER**

**A.** A person currently enrolled in a degree program at an accredited college, university, or art institute.

**B.** They shall have all the privileges of membership except the rights to vote, hold office in the Association or regions of the Association, or receive print credits and print awards.

**C.** A Student Member who becomes a Certified Professional Photographer (CPP) will automatically become classified as an Active member of the Association and cease being a Student Member.

#### **Section 5. TRADE MEMBER**

**A.** An owner or an employee of a firm offering supplies or equipment to the photographic industry. Such a member shall enjoy all the privileges of membership except the right to vote or hold office.

#### **Section 6. LIFE MEMBER**

**A.** Life membership may be granted to an individual, if **a)** he/she has been an Active member in good standing for not less than twenty-five (25) consecutive years, or **b)** he/she has been an Active member in good standing for not less than ten (10) years consecutive years, and has earned a minimum of 100 credits, at least seventy-five (75) of which are for service to the Association. They shall be proposed for this honor by a member of the Council, and must be approved by the Council. Life membership carries all the privileges of Active membership, without further payment of dues, except as hereinafter may be provided.

#### **Section 7. ASSOCIATE LIFE MEMBER**

**A.** An active member, who through illness, retirement, or semi-retirement reduces his/her work activity, and has been a member in good standing for a minimum of eight (8) consecutive years, and has been approved by his/her Region and by the Council. Such member shall enjoy full membership rights for special annual dues of twenty-five dollars (\$25), convention fee not included. This membership may be withdrawn by the Council if the member re-enters the field of photography on an active basis.

## **Section 8. HONORARY MEMBER**

**A.** A person who has made a valuable contribution to the art of photography and whose contribution has been recognized and confirmed by a two-thirds (b) vote of a quorum. Such member shall not enjoy the privileges of voting or holding office.

## **Section 9. APPLICATION FOR MEMBERSHIP**

**A.** PPA NJ membership shall be in the State Association. Applications for membership shall be made to the Association, specifying the type of membership desired, and a designation of the applicant's choice of Regions for affiliation.

**B.** Trade members are members of the Association with no Region affiliation.

**C.** An application for membership properly completed and accompanied by the proper payment of dues, shall entitle the applicant to attend Regional meetings and educational programs while awaiting Regional approval, for a period not to exceed four (4) months. If the application is not approved within said time, the Treasurer shall refund the applicant's dues, less any charges for programs the applicant attended at no charge which otherwise would have been chargeable to a non-member.

**1.** Applicant shall be interviewed by a committee from the appropriate Region appointed for such a purpose. The committee shall make a recommendation to their Region based on the interview.

**D.** A rejected applicant may re-apply for membership after a six-month waiting period following his/her rejection. The re-application shall be made on a new application form.

## **Section 10. EXPULSION**

**A.** The Council may withdraw membership for good and sufficient reason after due consideration at a regular or special meeting of the Council. Such expulsion shall be decided by an affirmative vote of four-fifths (4/5) of a quorum, and after notice in writing, to the Council and the member in question, thirty(30) days in advance of the Council's vote.

## PART IV

### REGIONS AND REGIONAL STRUCTURE

**Section 1.** A Region shall be considered active with an enrollment of ten (10) or more paid-up Active members.

**Section 2.** A Region with an enrollment below ten (10) paid-up active members shall automatically become inactive, and Regional records and funds shall be held in trust by the Association Treasurer until such time as the Region can legally be declared active. An Active and/or General member of an inactive Region shall be transferred to another Region of his/her choice with full voting privileges for the Active member. An Associate member shall transfer to the same Region chosen by the Active member he/she is associated with.

**Section 3.** A member shall vote only in the Region he/she is enrolled in, but may participate without voting privileges, in another Region.

**Section 4.** A Region shall elect its own officers and shall be self-governing in all local matters, subject to the Association's Constitution, Bylaws, and Code of Ethics.

**Section 5.** A Region's elections shall be held in the month of March each year, and a complete list of new officers, delegates, and committee chairs shall be submitted to the Association Executive Secretary within 45 days following the election.

**Section 6.** Each Region shall select delegates and alternate delegates to serve on the Council as follows: The president and vice presidents of a Region shall automatically be Delegates to the Council, along with additional members selected by the Region to equal a total of six (6) regular Delegates and three (3) alternate delegates.

**Section 7.** Alternate Delegates are encouraged to attend Council meetings and to participate in Council discussions, and shall vote when designated by their Regional President to fill-in for a regular Delegate not in attendance.

**Section 8.** An elected regular delegate, who misses two (2) consecutive Council meetings without being excused by the Association President, shall be relieved of their duties for the remainder of the fiscal year. The Delegate's Regional president shall select a replacement from the Alternate Delegates to serve out the unexpired portion of the regular Delegate's term.

**Section 9.** The secretary or secretary/treasurer of a Region shall mail a brief report of the Region's activities to the Executive Secretary by the first day of each month whether that Region meets during the month or not.

**Section 10.** A Region shall meet a minimum of five (5) times annually in accordance with its own meeting dates. There shall be no Regional program meeting or workshop within fourteen (14) calendar days of the State Convention. There shall be no Regional program or workshop on the day of any State educational, Statewide project or Combined Region/State program.

**Section 11.** A seminar or workshop-type program planned by a Region shall have Council approval, while a normal Region speaking date shall not require such approval.

## **PART V**

### **EXECUTIVE COUNCIL AND OFFICERS**

#### **Section 1. EXECUTIVE COUNCIL**

**A.** The Council shall have the authority to revoke the voting privilege of an elected Council member whose absences from Council meetings during one fiscal year shall number two (2) and where the Council determines the absences to be without just cause, i.e., not a serious medical or family situation. The Executive Secretary shall report the names of all such Council members in the bi-monthly Executive Secretary's report, whereupon the President shall call for a motion to declare these members ineligible to vote for the succeeding 12 months.

**B.** The Council shall have the authority to remove from office a Region officer who, in the opinion of two-thirds (b) of a Council quorum voting in assembly, has not satisfactorily performed his/her duties at Region and/or State level.

#### **Section 2. PLANNING BOARD**

**A.** The Planning Board shall meet at least twice a year at the call of the chair.

#### **Section 3. TREASURER**

**A.** The President shall select, with the approval of the Council, a qualified member to serve as Treasurer to the Association. The Treasurer shall serve with all the prerogatives and privileges of an elected officer, performing his/her duties as set forth in Part VII, Section 2 of these Bylaws.

#### **Section 4. EXECUTIVE SECRETARY**

**A.** The President shall select a qualified person to serve as Executive Secretary of the Association, and whose selection and salary shall be approved by the Council. The Executive Secretary shall serve for one year and may be reappointed at the July Council meeting of the Association each year.

**B.** The duties of the Executive Secretary shall be geared toward the advancement and the betterment of this Association. If, prior to the June meeting, he/she shall be deemed not to have performed his/her duties adequately, a three-fourths ( $\frac{3}{4}$ ) affirmative vote of the Council quorum shall be sufficient to terminate such services. The Executive Secretary shall have no vote in this Association, but by authority of the Council he/she may be empowered to speak for and represent the Association in business dealing with the public.

#### **Section 5. PPA COUNCILORS**

**A.** Certain members of this Association who are Active or Retired Active members may be selected by the Council as Councilors to the PPA. They shall meet the requirements for membership in the PPA and shall select from among themselves, two councilors to be members-at-large delegates to the PPANJ Council, with full voting privileges. Such delegates do not count against the maximum number of permitted delegates from any Region. The remaining Councilors to the PPA shall become alternate delegates to the PPANJ Council.

### **PART VI**

#### **ELECTION AND TERM OF OFFICE**

##### **Section 1. NOMINATIONS**

**A.** At the November Council meeting, the President shall appoint a nominating committee chaired by the Association's immediate past president and comprised of one (1) member from each Region, appointed by their respective presidents, and two (2) additional past Presidents appointed by the chairman. It shall be the duty of the nominating committee to nominate four (4) members to serve as officers: a President, a First Vice President, a Second Vice President and a Third Vice President. Further, it shall be the duty of the committee to notify the Council delegates by mail, within thirty (30) days after their appointment, of its recommended slate.

**B.** At the January Council meeting, the Nominating Committee shall present their recommended slate of officers in the form of a committee report. The President shall then call for nominations from the floor. After the Council has had an opportunity to discuss the committee report and make nominations from the floor, the President shall announce that nominations are closed.

**C.** If there are offices for which only one candidate has been nominated, the President shall instruct the Secretary to cast one unanimous ballot for the nominated person(s). For only those offices with more than one candidate nominated, election(s) shall be held at the March Council meeting.

## **Section 2. ELECTIONS**

**A.** If there are any offices where more than one candidate has been nominated at the Council meeting in January, at the March Council meeting, the President shall appoint Judge-of-the-Elections and three (3) tellers. Ballots shall be distributed, a vote taken, and the votes tallied by the tellers. The results shall be announced by the Judge-of-the-Elections before the meeting is adjourned.

## **PART VII**

### **DUTIES OF OFFICERS AND COMMITTEES**

#### **Section 1. DUTIES**

**A.** The First Vice President shall assist the President with the duties of his/her office, act as Association Financial Coordinator, and act as Convention Chair, overseeing the duties of all convention committees.

**B.** The Second Vice President shall be a coordinator and advisor to the Regions for the Association, and act as Membership Committee Chair, and assist the First Vice President with the convention, as designated by the President.

**C.** The Third Vice President shall be a coordinator and advisor to the Regions for the Association, and act as Publications Committee Chair, and assist the Second Vice President with the Membership Committee and assist the First Vice President with the convention as designated by the President.

**D.** A past President of the Association shall automatically become part of the President's advisory committee and shall be invited to all Council meetings as a special advisory assistant to the President.

## **Section 2. TREASURER**

**A.** The Treasurer shall be the Chair of the Budget Committee, which shall be composed of the Region presidents. The Treasurer, together with the President and the other members of the committee, shall prepare the annual budget for the Association to be voted on at the May Council meeting.

**B.** The budget funds will consist of projected dues for the current year, monies derived from the interest of all Association accounts, and projected profits from the current year's convention. The Association shall maintain a balanced budget plus an escrow of one (1) year's Association operating expenses.

**C.** After a budget is approved by the Council, there shall be no funds expended during the fiscal year outside of budget-allotted funds, unless those funds come from sources other than dues monies.

**D.** The Treasurer and the President shall sign all checks and other orders for the disbursement of the Association's funds.

**E.** The Treasurer shall provide and maintain full and complete records of the assets and liabilities of the Association. At each Council meeting he/she shall prepare and submit to the Council a financial statement showing the financial condition of all accounts for the year to date, with proper vouchers.

**F.** The Treasurer shall discharge all other duties pertaining to the office as shall be prescribed by the Council.

## **Section 3. EXECUTIVE SECRETARY**

**A.** It shall be the duty of the Executive Secretary to keep true minutes of all meetings of the Association and an up-to-date list of members from information furnished by the Treasurer. The Executive Secretary shall maintain all records and correspondence of the Association.

**B.** When a successor to the Executive Secretary is selected by the Council, the outgoing Executive Secretary shall turn over to the President, all records, minutes of meetings, membership lists, the corporate Seal, and any and all properties of the Association which are consonant with contractual agreements between the Association and the Executive Secretary.

## **Section 4. STANDING COMMITTEES**

### **A. Standing committees of the Association shall be:**

- 1.** Convention Committee
- 2.** Membership Committee
- 3.** Publication Committee
- 4.** Finance and Budget Committee
- 5.** State Education Committee (State Programs)
- 6.** Ethics Committee
- 7.** Marketing/Public Relations Committee
- 8.** Historical Committee
- 9.** Constitution and Bylaws Committee–Parliamentarian
- 10.** Certification Commission
- 11.** Board of Degrees
- 12.** Planning Board
- 13.** Tide Fund Board of Trustees
- 14.** Educational Library Committee
- 15.** Standards Committee
- 16.** Traveling Loan Committee
- 17.** Mentor Committee
- 18.** Web Page Committee
- 19.** Scholarship Committee
- 20.** A/V Committee

**B.** Chairs of the standing committees, with the exception of the Board of Degrees and Planning Board, shall be ongoing chairs, subject to reappointment by the incoming President.

**C.** The President shall create and appoint all members to ad hoc committees as she/he deem appropriate and necessary to the orderly operation of this Association. The President shall be a member ex officio of all Association committees, with the exception of the Nominating Committee. As an ex-officio member of a committee, the President shall be notified of and be invited to, all committee meetings. The President shall have all the same rights as the other committee members, including the right, but not the obligation, to attend and participate in the proceedings of the committee, however the President is not to be counted in determining if a quorum is present.

## **Section 5. CERTIFICATION COMMISSION**

**A.** The chair of this commission shall be a member of PPANJ and shall have earned a Certified Professional Photographer degree (CPP) from the Professional Photographers of America, Inc. ["PPA"]. The chair shall serve for a

term of three years, and shall be the liaison between PPANJ and PPA, which will govern the commission.

**B.** The Commission will be self-supporting and financially independent but fully accountable to the Association.

## **Section 6. STATE EDUCATION COMMISSION**

**A.** The State Education Commission shall consist of the President, the State Education Commission Chair, the Convention Program Chair, and all Regional Program Chairs.

**B.** Each Regional Program Chair and one (1) Association representative to the Commission shall enjoy one (1) vote when voting within the Commission.

## **Section 7. ETHICS COMMITTEE**

**A.** The Ethics Committee shall be appointed by the Association President, the committee consisting of one Region past president from each Region. Those representatives to the committee shall be appointed by their Region presidents not later than two (2) weeks following the appointment of the chair. The committee shall meet at the direction of the chair when an action is presented for the committee's consideration. To insure swift consideration and a recommendation resulting from an action brought before the committee, the committee shall meet on a date designated by the chairman, the presence of all members of the committee being required for an acceptable vote on a recommendation.

**B.** The chair, before calling a meeting of the committee when presented with an action or dispute, shall make every effort to have the disputing parties settle their differences before a meeting and hearing is required.

## **PART VIII**

### **MANAGEMENT AND OPERATION OF THE ASSOCIATION.**

#### **Section 1. FINANCES**

**A.** All disbursements shall be made by the Council with the approval of the budget committee, except that the President shall have due authority to spend up to one hundred dollars (\$100), without the prior approval of the Council, for any necessary disbursements between meetings.

**B.** In the event of an emergency, the President shall poll the members of the

Council, and with two-thirds (b) in agreement, may spend the stated emergency fund.

**C.** All vouchers pertaining to the operating expenses of the Association and its convention shall be paid on a timely basis by the Treasurer. Such vouchers shall be available for review on request at the next Council meeting.

**D.** All disbursements for the day-to-day, week-to-week, and month-to-month normal operation of the Association for such purchases as office supplies, postage, phone service, and the like, shall be at the discretion of the Treasurer and the Executive Secretary. Disbursements for major purchases not normal to the routine operation of the Association shall be approved by the Council. When the Council approves a particular disbursement, it shall be the responsibility of the Chair of the Finance Committee and the committee member in charge of making the purchase in question, to secure three bids for the goods or services needed, decide on the best bid, and then authorize the Treasurer to release the necessary funds for the purchase, those funds not to exceed the Council's authorization.

## **PART IX**

### **DUES**

**Section 1.** The treasurer shall remit to each Region the appropriate amount of money due for each member in accordance with the allocation formula established by the Council and presented in the annual budget proposal. A remittance to a Region shall be contingent upon the treasurer receiving the required bi-monthly financial reports from the Region.

**Section 2.** A new member approved by the appropriate Region shall be accepted upon payment of twelve (12) months' dues, regardless of the month he/she joins. The second year's dues shall be apportioned from the date of payment, to take into account the normal allocation of dues.

#### **Section 3.**

**A.** When a person's membership has lapsed for a period of three (3) consecutive months, their membership is automatically suspended. They shall lose all member privileges until such time as payment of such dues is made. The State Treasurer shall inform all Regional Presidents and Regional Membership Chairman of suspended and/or reinstated members.

**B.** When a person's membership has lapsed for a period of twelve (12) months or more, and where that person wishes to rejoin the Association and

carry forward their State Credits and/or other earned entitlements, that former member may be reinstated by a majority vote of the Council and the member's Region, and by paying the then-current reinstatement fee as periodically determined by the Council..

**Section 4.** A Life member's and an Associate Life Member's dues shall no longer be required beginning the first day of the fiscal year following the member's Life membership designation. The then-current Convention Registration Fee and the Legal fee charged to all members shall also be invoiced, both being due and payable at the time of annual billing of dues.

**Section 5.** A Life member or an Associate Life member, no longer working in the field of photography, and not active within the Association, shall not be required to pay for convention registration except where there is an intent to attend the convention, and shall not be required to pay the legal fee.

## **PART X**

### **MEETINGS**

(Refer to Article X of the Constitution)

## **PART XI**

### **ARTICLES OF ORDER**

(Refer to Article XI of the Constitution)

## **PART XII**

### **AMENDMENTS**

(Refer to Article XII of the Constitution).

## **PART XIII**

### **DEGREE, CREDIT AND AWARD SYSTEM**

**Section 1.** Reasons for issuing degrees:

- 1.** To give recognition for service to, and on behalf of, the Association.
- 2.** Recognition to print competition winners.
- 3.** Publicity for the Association and members.
- 4.** Incentive for non-members to join the Association.

**Section 2.** Types of Degrees issued:

1. Associate Fellow of Photography ..... AF Ph.
2. Fellow of Photography ..... F.Ph.
3. Distinguished Fellow of Photography ..... D.F.Ph
4. Associate Fellow of Electronic Imaging ..... A.F.EI
5. Fellow of Electronic Imaging ..... F.EI
6. Distinguished Fellow of Electronic Imaging..... D.F.EI
7. Associate Fellow Service..... A.F.S
8. Fellow of Service .....FS
9. Distinguished Fellow of Service ..... D.F.S

**Section 3.** Types of Credits:

1. Service credits
2. Print credits
3. Electronic Imaging Print Credits

**Section 4.** The Board of Degrees shall meet once a year before the March meeting of the Council, to determine which members in good standing are eligible to receive degrees for that year. In addition, the Board shall make all necessary arrangements for the presentation of the degrees at the Association's annual convention.

**Section 5.** The Board of Degrees shall issue a degree only with the consent, by a vote of two-thirds (b), of the Council quorum.

**Section 6.** The Board shall recommend the removal or non-issuance of a degree, only with the consent of two-thirds (b) of a quorum of the Council.

**Section 7.** Upon the recommendation of the President, a Regional President or committee chair, the Board of Degrees shall have the authority to issue one (1) Special Credit to a member of the Association who it believes has made an outstanding effort for the Association during the year, and who would not ordinarily qualify for such Special Credit. No member may receive more than three (3) such Special Credits in any given year, resulting from such recommendation(s).

**Section 8.** Each Regional President shall have discretionary authority to award up to two (2) Special Credits per year without review by the Board of Degrees, to members of his/her Region for services performed, so long as **a)** no more than three (3) Special Credits are earned in one year by that member, and **b)** the Special Credit is not awarded for a job already being performed by that member.

**Section 9.** The Board of Degrees may issue credits for work done at the annual convention as the result of the recommendation of the Convention Chair.

**Section 10.** Credits shall be issued to individuals only; not to studios.

**Section 11.** An award of an honorary degree by the Board shall be made with the unanimous approval of a quorum of the Council.

**Section 12.** Delegates and alternate delegates shall be eligible for one (1) credit each.

**Section 13.** The Chair of the Board of Degrees shall be responsible for securing the correct and accurate list of service, print and electronic imaging number of credits. The state will make available on its web site an electronic form that can be completed to request a State Credit. A copy of the form results will be emailed to the Chair of the Board of Degrees for processing and to the State Executive Secretary for Archiving. The State Executive Secretary will keep an electronic database of credits and degrees earned by all members (current and past). The database will be made available online for members to review their personal record.

**A. Credits required for degrees:**

- 1. Associate Fellow of Photography ..... 25 credits
- 2. Fellow of Photography ..... 50 credits
- 3. Distinguished Fellow of Photography ..... 125 credits
- 4. Associate Fellow of Electronic Imaging ..... 25 credits
- 5. Fellow of Electronic Imaging ..... 50 credits
- 6. Distinguished Fellow of Electronic Image ..... 125 credits
- 7. Associate Fellow of Service ..... 25 credits
- 8. Fellow of Service ..... 50 credits
- 9. Distinguished Fellow of Service ..... 125 credits

**B. Types of awards:**

- 1. Medallion: to be worn on ribbon at all State and Region meetings and at the Association convention
- 2. Citation suitable for display
- 3. Ribbon
  - a. Gold, to be worn with the State Medallion and Associate Fellow of Photography bar.
  - b. Dark Blue, to be worn with the State Medallion and Fellow of Photography bar.
  - c. Maroon, to be worn by all Life/Associate Life members with the

State Medallion and the Life bar. Note: If that member has also earned a degree, he/she will wear their degree ribbon as well.

- d. Green, to be worn with the State Medallion and Distinguished Fellow of Photography bar.
  - e. White, to be worn with the State Medallion and Distinguished Fellow of Service bar.
  - f. Old Gold, to be worn with State Medallion and Associate Fellow of Electronic Imaging bar.
  - g. Aqua, to be worn with State Medallion and Fellow of Electronic Imaging bar.
  - h. Black, to be worn with State Medallion and Distinguished Fellow of Electronic Imaging bar.
  - i. Beige, to be worn with State Medallion and Associate Fellow of Service bar.
  - j. Light Copen, to be worn with State Medallion and Fellow of Service bar.
4. A ribbon slide bar; to be worn on the appropriate degree ribbon shall be awarded for each additional twenty-five (25) credits earned above the current degree held. Advancement from one degree to the next shall require the return of slide bars equal to the total credits of that degree.

**Section 14. EARNING CREDITS TOWARD DEGREES**

**A. Service Credits:**

1. Association President .....	7
2. Association 1 <sup>st</sup> Vice President/Convention Chair .....	6
3. Association 2 <sup>nd</sup> Vice President/Membership Chair .....	4
4. Association 3 <sup>rd</sup> Vice President/Publications Chair .....	3
5. Association Treasurer/Finance & Budget Chair .....	3
6. Convention Chair (see 1 <sup>st</sup> VP).....	n/a
a. Convention Print Chair .....	3
b. Committee members, each.....	1
(limit of 6 which shall be made up of two (2) members from each Region.)	
c. Convention Video Chair .....	2
d. Committee members, each (limit of 6) .....	1
e. Convention Program Chair .....	3
f. Convention Program Assistant.....	1
g. Convention Trade Show Chair.....	3
h. Convention Trade Show Assistant.....	1
i. Convention Props Chair .....	2
j. Committee members, each (limit of 4) .....	1
k. Conventions Public Relations Chair .....	2
l. Convention Public Relations Assistant .....	1

m.	Convention Journal Chair.....	2
n.	Convention Journal Assistants (limit of 2).....	1
o.	Social Events Chair.....	2
p.	Social Events Assistant.....	1
q.	Floor Chair.....	2
r.	Floor Assistants (limit of 4 w/min of 4-hrs work ea).....	1
s.	Registration Chair.....	2
t.	Registration Assistant.....	1
u.	Hospitality Chair.....	2
v.	Hospitality Assistant.....	1
w.	Photographer 2.....	
x.	Photographer Assistant.....	1
y.	Convention Digital Salon Program Chair.....	2
7.	Association Membership Chair (see 2 <sup>nd</sup> VP).....	n/a
8.	Association Publications Chair (see 3 <sup>rd</sup> VP).....	n/a
9.	Newsletter Editor 3.....	
10.	Newsletter Associate Editor.....	1
11.	Finance and Budget Chair (see Treasurer).....	n/a
12.	State Education Chair.....	3
13.	State Education Assistants (limit of 2).....	1
14.	Ethics Committee Chair.....	0
	(Special credit to be requested by the President when appropriate)	
15.	Marketing/Public Relations Committee.....	2
16.	Marketing/Public Relations Assistant.....	1
17.	Historian.....	1
18.	Constitution and Bylaws Chair/Parliamentarian.....	2
19.	Certification Commission Chair.....	2
20.	Certified Professional Photographer (upon certification).....	3
21.	Certified Professional Photographer (upon re-certification).....	1
22.	Board of Degrees Chair.....	4
23.	Planning Board Chair.....	1
24.	Educational Library Chair.....	2
25.	Educational Library Assistant.....	1
26.	Standards Print Judges for Application, (limit of 3).....	1
27.	Web Site Committee Chair.....	2
28.	Web Site Committee Assistant (limit of 1).....	1
29.	Scholarship Committee Chair.....	1
30.	A/V Committee Chair.....	1
31.	Regional President.....	3
32.	Regional 1 <sup>st</sup> Vice President/Program Chair.....	2
33.	Regional 2 <sup>nd</sup> and 3 <sup>rd</sup> Vice Presidents, Secretary and Treasurer.....	1
	(does not preclude merits for special service by recommendation)	
34.	Regional Delegates and Regional Alternate Delegates.....	1
	(must have attended a minimum of three-fourths (¾))	

of all scheduled Council meetings)

- 35. Each five (5) years of active service by an Association member ..... 1
- 36. Talk or demonstration at your own Region (limit one per Region per year) .... 1
- 37. Professional Photographer of New Jersey Award ..... 5
- 38. National Award ..... 2
- 39. Blue Ribbon Award ..... 1
- 40. Court of Honor Award ..... 1
- 41. Fassbender Cup Award ..... 2
- 42. Mallas Award ..... 1
- 43. For each Talk or Demonstration at a Region other than your own ..... 1  
(Limit 2 per year per region)
- 44. Statewide Educational Workshop Chair ..... 2
- 45. Statewide Educational Workshop Speaker ..... 1  
Limit 2 per year) To earn this credit workshop must have 5 attendees or more.
- 46. State Ad Chair ..... 2

**B.** For a member attending all Region meetings for two (2) consecutive years, State run seminars excluded, one credit shall be issued. Missed meetings may be made up with attendance at another Region’s meeting or State run seminar.

**C. Mixing Credits Toward Degrees:**

- 1. No more than ten (10) print credits and no less than five (5) print credits can be applied to the Associate Fellow of Photography Degree.
  - 1a. No more than ten (10) Electronic Imaging print credits and no less than five (5) Electronic Imaging print credits can be applied to the Associate Fellow of Electronic Imaging Degree.
- 2. No more than thirty (30) print credits may be applied toward a Fellow of Photography Degree.
  - 2a. No more than thirty (30) Electronic Imaging print credits can be applied toward the Fellow of Electronic Imaging Degree.
- 3. A minimum of thirty (30) print credits and a maximum of a hundred (100) print credits can be applied toward the Distinguished Fellow of Photography Degree.
  - 3a. A minimum of thirty (30) Electronic Imaging print credits and a maximum of a hundred (100) Electronic Imaging print credits can be applied toward the Distinguished Fellow of Electronic Imaging Degree.
- 4. No more than 10 print credits can be applied toward a Distinguished Fellow of Service Degree.
- 5. No less than ten (10) print credits can be applied toward the Fellow of Photography Degree.
  - 5a. No less than ten (10) Electronic Imaging print credits can be applied toward Fellow of Electronic Imaging Degree.
- 6a. A member earning the Master of Photography Degree from PPA shall automatically receive ten (10) print credits toward the degree of Fel-

low of Photography if that member is an Associate Fellow. If that member has not yet attained the Associate Fellow degree, he/she shall automatically receive ten (5) print credits toward the Associate Fellow degree, and upon attaining that degree, he/she shall receive the remaining five (5) print credits toward his/her Fellow of Photography degree. The balance of required print credits shall be made up in service.

**6b.** A member earning the Master of Electronic Imaging Degree from PPA, shall automatically receive ten (10) print credits toward the Fellow Electronic Imaging Degree if that member in an Associate Fellow of Electronic Imaging. If that member has not yet attained the Associate Fellow of Electronic Imaging Degree, he/she shall automatically receive five (5) print credits toward the Associate Fellow of Electronic Imaging Degree, and upon attaining the degree, he/she shall receive the remaining five (5) print credits toward his/her Fellow of Electronic Imaging Degree.

**7.** A member receiving the degree of Photographic Craftsman from PPA, shall automatically receive five (5) service credits from the Association.

**8.** A member receiving the Fellow, American Society of Photographers (FASP) award, shall automatically receive ten (10) print credits from the Association.

**9.** No more than one (1) print credit or one (1) Electronic Imaging print credit can be applied to the Associate Fellow of Service Degree.

**10.** No more than five (5) print credits and/or five (5) Electronic Imaging print credits can be applied to the Fellow of Service Degree.

**D. Professional Photographer of New Jersey Award:**

**1.** The recipient of the Professional Photographer of New Jersey award shall be selected by the last five (5) recipients of that award. The recipient must be a member in good standing. The immediate past president of the Association shall not be eligible for that award.

**2.** The recipient of the National award shall be selected by a committee of the last five (5) recipients of that award. Committee members shall be Association members in good standing. The recipient shall not be a member who has received the Professional Photographer of New Jersey award within the two (2) previous years

**3.** The official procedure and guidelines for selection of both the Professional Photographer of New Jersey and the National Award are as follows:

**a.** The meeting shall be chaired and called to order by the last recipient of the award and must have a quorum of the last five (5) recipients. If any of the last five recipients will be unable to personally attend the meeting, the chair will be charged to call the next past recipient on the list to attend this meeting.

**b.** A nomination may be submitted to the chair for either of the awards by any members of this Association for consideration by the committee of the last five recipients.

**c.** Each committee must hold its meeting no later than three (3) months before the State Convention. To be selected, the nominees shall receive no less than 3 of the 5 votes from the committee members.

**d.** The National Award is provided by PPA to national and international affiliated associations which confer this special honor in recognition of outstanding service to professional photography performed by an individual, usually in the Association's State or Region. The recipients are selected by PPANJ.

## **PART XIV**

### **PPANJ ANNUAL PRINT COMPETITION**

**Section 1.** The Print Committee, headed by the Print Committee Chair, shall direct the physical set-up of the annual print competition, the exhibit following the judging, the handling of the print cases, prints, transparencies, video tapes, and other eligible submissions, and the selection of the judges. The Committee shall develop the rules for the competition, present the rules to the Council for its approval, and oversee the publication and the distribution of the rules to all PPANJ members and to other eligible photographers and videographers.

**Section 2.** The Committee shall select a Printmaster to oversee the judging, and the decisions of the judges in judging the prints, tapes, etc., shall be final.

**Section 3.** In all matters regarding the print competition, the decision of the Print Committee shall be final