

Professional Photographers of East Tennessee, Inc.  
EIN: 30-0286777  
Part I, line 8a



# Professional Photographers of East Tennessee

Standard Operating Guide  
By-Laws



## PREFACE

The Standard Operating Guide (S.O.G.) is the fourth revision of directives that guides the PPETN. The first is the by-laws, the second is the Rules and Regulations adopted at board meetings, general business meetings, and recorded in the PPETN minutes.

Changes in the By-laws can only be made by vote at a general meeting. The Rules and Regulations may be changed by vote of the Directors. The S.O.G. are directives and guidelines, which are flexible and adaptable to changing times, may be altered as necessary by the Board, President, or Committee in concert with the wishes and desires of the Board. Following the S.O.G. will keep you on the right track. It would be foolish in many cases to deviate from the S.O.G. without consulting with others on the Board and senior members of the association.

It is imperative that the new Board thoroughly understand all of these directives and know where to find pertinent information. It is important that all Board Members review these from time to time. All will find it helpful to keep these directives handy at your desk and at the board meetings.

It is also important that any changes, addenda, deletions, etc., are properly recorded and attached on a quarterly basis, keeping copies of these directives up to date. The president will supply the changes at the next board meeting following any change.

The S.O.G., in the simplest language, is a manual of information containing the guidelines, duties, and mechanics of the offices, chairmanships, and committees of the PPETN.

It conforms to and is in compliance with the by-laws, rules, and regulations of PPETN, and should be used and followed by all concerned parties except when the current Board of Directors, Officers, or Committee Chairperson direct otherwise.

The S.O.G. manual is the sole property of the PPETN. All directors and officers are responsible for its safekeeping and prompt return upon completion of their tenure. In addition, certain sections of the S.O.G. are assigned to a Committee Chairperson who may not be Board Members. Such sections of the S.O.G. so assigned must be returned in tact and clean for reuse at the end of the year. The Secretary will retain and assign copies of the S.O.G. to those described above and retain records of these assignments.

It is the duty of the by-laws chairperson to record such changes and at the next board meeting have enough copies of such changes to distribute to board members. The by-laws chairperson will keep a master set S.O.G. updated for making copies. They will also have a second set with all the changes added, with the date of the board meeting when the change was made. The language used in the changes should be consistent with the language used in the minutes of the meetings as stated by the secretary.

The S.O.G. is an evolution of thinking and guidelines which have been developed over the years that PPETN has been in existence. It represents the best thinking at a given time. It is for these reasons that the S.O.G. remain flexible and easy to change, it should be studied yearly and altered when necessary to keep pace with current times.

### PPETN CODE OF ETHICS

I, as a requirement for admission to and retention of membership of participation in the Professional Photographers of East Tennessee, do agree to strive at all times to upgrade and improve my knowledge and skill of professional photography, marketing, and related areas. In all my dealings with users of photography and the general public, I will:

1. Strive to present all photographic services in surroundings in a manner, which reflects the highest levels of professionalism.
2. Deal with all users of photography and the general public with honesty, integrity, and respect.
3. Not use any marketing or competitive practice, which violates any Federal Trade Commission, or other Federal or State regulatory agency rule or regulation, or Federal, State or Local statutes, or any decision of any Federal or State Court.
4. Strive to produce photography and photographic services in accordance with the highest levels of professionalism.
5. In all dealings with fellow professional photographers, students and others who aspire to be Professional photographers, I shall share my knowledge and skill of professional photography.
6. Support efforts for and assist in the education of all interested persons and the general public in the art and science of professional photography.
7. Cooperate whenever possible with other members of this association and assist whenever possible should they be in trouble or difficulty.
8. Strive to present myself in a professional and respectable manner.

## EXPULSION SECTION 1

Members may be expelled from membership for violation(s) of the code of conduct or unethically engaging in the practice of the profession of photography.

## SECTION 2

The procedure for expulsion shall be as follows:

A: A complaint shall be filed with the president detailing the specific section of the code of conduct allegedly violated or specifically alleging the illegal or unethical way or manner the member practices photography.

B: The president will call a Board of Directors meeting, which will consist of themselves and ALL THE PAST PRESIDENTS WHO CAN ATTEND.

C: If a majority of the Board of Directors determines probable cause to expel the member, a letter of reprimand shall be issued to the member.

D: The member will then be placed on probation for a period determined by the Board.

E: The member will then be monitored by the Board of Directors for that set amount of time. At the end of this time, it will be left to the discretion of the Board of Directors to expel or keep the member.

F: The member must be contacted in writing both for probation and for expulsion.

G: Such decision of the Board of Directors shall be final and shall not be subject for review.

H: Expelled members may not apply for membership for a period determined by the Board on a case-by-case basis.

## CONSTITUTION and BY-LAWS

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### ARTICLE I Name and Purpose

The name of the organization shall be **Professional Photographers of East Tennessee** and be abbreviated only as PPETN, when necessary. The two primary purposes of the organization are:

1. To promote the exchange of ideas and techniques as related to photography.
2. To maintain the highest degree of professional standards in photography.

### ARTICLE II Membership, Sponsorship, and Dues

**Membership dues include a 12-month membership in the Professional Photographers of East Tennessee, and are paid annually from the date a member first joins PPETN. All membership dues become due and payable in full on the first day of membership (for new members) or on the first day after a member's 12-month membership term ends (for renewing members).** Any member (new or renewing) failing to remit their dues within one calendar month following their membership dues due date shall be deemed not in good standing. Failure to remit dues after an additional two months shall be considered cause for cancellation of membership.

A completed application for new membership or membership renewal accompanied by payment of dues in full shall be required for membership in PPETN. All applicants (new or renewing) shall be notified of receipt of their application and dues and the status of their membership by the appointed B.O.D. Member(s) by the next regularly scheduled meeting.

#### Primary Active Membership Types

- A. **Active Professional Photographer Member:** This is an individual membership and a standard membership type for all professional photographer members of PPETN.
  - a. Active Professional Photographer Members must:

- i. Be employed full-time in a photographic capacity by a firm or corporation  
*or*
- ii. Operate a business with the primary purpose of photography.
- b. Active Professional Photographer Members must:
  - i. Provide all current required (as determined by location and local jurisdictions) business license number(s) prior to joining or renewing. (Employees of firms or corporations must provide a statement of employment from the employer on official letterhead prior to joining or renewing).
  - ii. Provide their current state sales tax certificate number prior to joining or renewing. (Employees of firms or corporations must provide a statement of employment from the employer on official letterhead prior to joining or renewing).
  - iii. Provide confirmation of a current general liability insurance policy (with appropriate limits for their business) prior to joining or renewing. (Employees of firms or corporations must provide a statement of employment from the employer on official letterhead prior to joining or renewing).
- c. Active Professional Photographer Members are highly recommended to also be members in good standing with the Professional Photographers of America, Inc. (PPA). If a PPETN Member is also a PPA Member, they are required to supply their PPA membership number.
- d. Active Professional Photographer Members have all rights and privileges of membership including holding office and voting.
- e. The dues of membership for an Active Professional Photographer Member are \$75 per year.

**B. Active Professional Studio Member:** This is a group membership and a standard membership type for all multi-employee professional photography studios within PPETN.

- a. Active Professional Studio Memberships include individual memberships for a single (1) Principal Studio Photographer and up to three (3) Additional Studio Photographers. Each individual included in the membership must be engaged in a photographic or support capacity by a business operated by the Principal Studio Photographer, the primary purpose of which must be photography.
- b. The Additional Studio Photographers of an Active Professional Studio Membership must be employed in a full- or part-time photographic capacity by the Principal Studio Photographer's business.
- c. Active Professional Studio Members must:
  - i. Provide all current required (as determined by location and local jurisdictions) business license number(s) prior to joining or renewing. (Employees of firms or corporations must provide a

- statement of employment from the employer on official letterhead prior to joining or renewing).
- ii. Provide their current state sales tax certificate number prior to joining or renewing. (Employees of firms or corporations must provide a statement of employment from the employer on official letterhead prior to joining or renewing).
  - iii. Provide confirmation of a current general liability insurance policy (with appropriate limits for their business) prior to joining or renewing. (Employees of firms or corporations must provide a statement of employment from the employer on official letterhead prior to joining or renewing).
- d. Additional Studio Photographers must be documented in a statement of employment from the employer on official letterhead prior to joining or renewing.
  - e. Additional Studio Photographer Memberships within an Active Professional Studio Membership are non-transferable during the current term of membership.
  - f. The Principal Studio Photographer is highly recommended to also be a member in good standing with the Professional Photographers of America, Inc. (PPA). The Additional Studio Photographers are encouraged to also be members in good standing with PPA. If a PPETN Member is also a PPA Member, they are required to supply their PPA membership number.
  - g. The Principal Studio Photographer of an Active Professional Studio Membership has all rights and privileges of membership including holding office and voting.
  - h. The Additional Studio Photographers of an Active Professional Studio Membership may enter submissions to the Laughlin Print Photography Competition (monthly) or PPETN Annual Image Salon Competition, but may not vote.
  - i. The Additional Studio Photographers of an Active Professional Studio Membership may not hold office.
  - j. The Additional Studio Photographers of an Active Professional Studio Membership may not vote on By-Law changes, Rules or Regulations adopted by the B.O.D., or general guidelines and plans proposed at general business meetings, unless the B.O.D. makes an exception.
  - k. The Additional Studio Photographers an Active Professional Studio Membership have all other rights and privileges of membership not specifically prohibited here.
  - l. The dues of membership for an Active Professional Studio Membership are \$125 per year.

### **Secondary Active Membership Types**

- A. **Active Aspiring Photographer Member:** This is an individual membership and a limited-term membership type designed to encourage an aspiring professional

photographer to develop professional photography ethics, values, and expectations, as well as goals, skills, and techniques with the ultimate goal of advancing to become a trained, confident, and contributing Active Professional Photographer Member of PPETN.

- a. Active Aspiring Photographer Members must:
  - i. Be preparing for a career in photography  
*or*
  - ii. Be a new “entry level” professional employed full-time in a photographic capacity by a firm or corporation  
*or*
  - iii. Operate a photography-related business in its first two years of existence.
- b. Active Aspiring Photographer Members who operate a business related to the photography profession must
  - i. Provide all current required (as determined by location and local jurisdictions) business license number(s) prior to joining or renewing. (Employees of firms or corporations must provide a statement of employment from the employer on official letterhead prior to joining or renewing).
  - ii. Provide their current state sales tax certificate number prior to joining or renewing. (Employees of firms or corporations must provide a statement of employment from the employer on official letterhead prior to joining or renewing).
  - iii. Provide confirmation of a current general liability insurance policy (with appropriate limits for their business) prior to joining or renewing. (Employees of firms or corporations must provide a statement of employment from the employer on official letterhead prior to joining or renewing).
- c. Active Aspiring Photographer Members do not have voting rights nor can they hold office in PPETN.
- d. Active Aspiring Photographer Members are encouraged to also be members in good standing with the Professional Photographers of America, Inc. (PPA). If a PPETN Member is also a PPA Member, they are required to supply their PPA membership number.
- e. Active Aspiring Photographer Members may enter submissions to the Laughlin Print Photography Competition (monthly) or PPETN Annual Image Salon Competition, but may not vote.
- f. Active Aspiring Photographer Members may not vote on By-Law changes, Rules or Regulations adopted by the B.O.D., or general guidelines and plans proposed at general business meetings, unless the B.O.D. makes an exception.
- g. Active Aspiring Photographer Members have all other rights and privileges of membership not specifically prohibited here.
- h. Active Aspiring Photographer Members may receive a discounted rate for dues of \$40 for one 12-month term with the option to renew at the same



rate for one additional 12-month term, for a maximum of two 12-month terms. After this, Active Aspiring Photographer Members dues will return to the full rate of \$75 per year, or they may renew as Active Professional Photographer Members or Active Professional Studio Members.

- i. The Active Aspiring Photographer Membership type is offered one time only and is not offered to members who, at any point in time, have been Active Professional Photographer Members, Active Professional Studio Members, Retired Professional Photographer Members, or Honorary Professional Photographer Members.
- j. The Active Aspiring Photographer Membership type may, at the discretion of the B.O.D., not be offered to an individual whose professional experience suggests they are no longer an aspiring professional photographer.

A. **Active Photography Educator Member:** This is an individual membership designed to support photography educators in our area with continuing education and a community of professional photographers with which to assist and collaborate.

- a. Active Photography Educator Members must:
  - i. Be currently employed by a high school or accredited post-secondary educational institution with a physical school location or campus  
*and*
  - ii. Be currently teaching classes that are focused on the development of photography skills or techniques (or a field related to the study of photography).
- b. Active Photography Educator Members must furnish a statement of employment from the employer on official letterhead prior to joining or renewing.
- c. Active Photography Educator Members do not have voting rights nor can they hold office in PPETN.
- d. Active Photography Educator Members are encouraged to also be members in good standing with the Professional Photographers of America, Inc. (PPA). If a PPETN Member is also a PPA Member, they are required to supply their PPA membership number.
- e. Active Photography Educator Members may not enter submissions to or vote in the Laughlin Print Photography Competition (monthly). They may enter submissions to the PPETN Annual Image Salon Competition, but may not win awards.
- f. Active Photography Educator Members may not vote on By-Law changes, Rules or Regulations adopted by the B.O.D., or general guidelines and plans proposed at general business meetings, unless the B.O.D. makes an exception.

- g. Active Photography Educator Members have all other rights and privileges of membership not specifically prohibited here.
- h. Active Photography Educator Members may only remain in this membership type while they are currently employed in an institution described above. Once they are no longer employed (or able to provide proof of employment), Active Photography Educator Members must renew as Active Aspiring Photographer Members, Active Professional Photographer Members, or Active Professional Studio Members.
- i. The Active Photography Educator Membership type is offered one time only and is not offered to members who, at any point in time, have been Active Aspiring Photographer Members, Active Professional Photographer Members, Active Professional Studio Members, Retired Professional Photographer Members, or Honorary Professional Photographer Members.
- j. The dues of membership for an Active Photography Educator Member are \$25 per year.

#### **Non-Active Membership Types**

- B. **Retired Professional Photographer Member:** This is an individual membership and a standard membership type for all retired or former professional photographer members of PPETN.
- a. Retired Professional Photographer Members must:
    - i. Have been an Active Professional Photographer Member or Active Professional Studio Member in PPETN for at least five continuous years.
  - b. Retired Professional Photographer Members do not have voting rights nor can they hold office in PPETN.
  - c. Retired Professional Photographer Members are highly recommended to also be members in good standing with the Professional Photographers of America, Inc. (PPA). If a PPETN Member is also a PPA Member, they are required to supply their PPA membership number.
  - d. Retired Professional Photographer Members may not enter submissions to or vote in the Laughlin Print Photography Competition (monthly). They may enter submissions to the PPETN Annual Image Salon Competition, but may not win awards.
  - e. Retired Professional Photographer Members may not vote on By-Law changes, Rules or Regulations adopted by the B.O.D., or general guidelines and plans proposed at general business meetings, unless the B.O.D. makes an exception.
  - f. Retired Professional Photographer Members have all other rights and privileges of membership not specifically prohibited here.
  - g. The dues of membership for a Retired Professional Photographer Member are \$25 per year.

- C. **Honorary Professional Photographer Member:** This individual membership is a great honor bestowed only at the discretion of the B.O.D. and must be recorded in the PPETN B.O.D. Minutes.
- a. Honorary Professional Photographer Members do not have voting rights nor can they hold office in PPETN.
  - b. Honorary Professional Photographer Members are highly recommended to also be members in good standing with the Professional Photographers of America, Inc. (PPA). If a PPETN Member is also a PPA Member, they are required to supply their PPA membership number.
  - c. Honorary Professional Photographer Members may not enter submissions to the Laughlin Print Photography Competition (monthly), but they may vote in this competition. They may enter submissions to the PPETN Annual Image Salon Competition, but may not win awards.
  - d. Honorary Professional Photographer Members may not vote on By-Law changes, Rules or Regulations adopted by the B.O.D., or general guidelines and plans proposed at general business meetings, unless the B.O.D. makes an exception.
  - e. Honorary Professional Photographer Members have all other rights and privileges of membership not specifically prohibited here.
  - f. There are no dues of membership for an Honorary Professional Photographer Member.

### **Sponsorships**

- D. **Professional Photography Sponsorships:** This is an agreement designed to promote trusted photography vendors to a community of professional photographers who would be interested in using their products or services.
- a. Professional Photography Sponsors must:
    - i. Operate a business with the primary purpose of providing products or services to support the practice of professional photography.
  - b. The Professional Photography Sponsorship may, at the discretion of the B.O.D., not be offered to a business whose purpose is not related to or does not support the practice of professional photography, whom does not have quality customer reviews or references, or whom would not reflect well upon the purpose or quality reputation of PPETN.
  - c. Professional Photography Sponsors must provide a minimum of \$20 per month in website advertising and monthly meeting promotion with PPETN. This financial obligation may be paid monthly or in a lump sum for 12 months. The terms of the advertising must be approved by the B.O.D.
  - d. Professional Photography Sponsors must provide a minimum of two photography-related door prizes during their 12-month term of sponsorship. Door prizes must have a minimum value of \$20.
  - e. Professional Photography Sponsors must provide at least one substantial contribution to the annual PPETN Live Auction. The substantial

- contribution is defined as being more valuable than the door prizes. Professional Photography Sponsors may determine what products and/or services they would like to contribute based on the exposure they would like to receive in the auction.
- f. Professional Photography Sponsors must provide a discount on their products or services and make this available to all members of PPETN for the length of their term of sponsorship. The Professional Photography Sponsor may determine the discount terms, which must be approved by the B.O.D.
  - g. Professional Photography Sponsors do not have voting rights nor can they hold office in PPETN.
  - h. Professional Photography Sponsors may not enter submissions to or vote in the Laughlin Print Photography Competition (monthly). They may not enter submissions to the PPETN Annual Image Salon Competition.
  - i. Professional Photography Sponsors may not vote on By-Law changes, Rules or Regulations adopted by the B.O.D., or general guidelines and plans proposed at general business meetings, unless the B.O.D. makes an exception.
  - j. Professional Photography Sponsors have all other rights and privileges of membership not specifically prohibited here.
  - k. Professional Photography Sponsors may only maintain their sponsorship while they are currently operating a business as described above. Once they are no longer operating (or able to provide proof of operation), Professional Photography Sponsors may, at the discretion of the B.O.D. have their sponsorship agreement cancelled.
  - l. The are no dues of sponsorship for a Professional Photography Sponsor, as long as the advertising, door prize, live auction, and member discount obligations are met. If any one of these obligations is not met, the dues of sponsorship for a Professional Photography Sponsor are \$250 per year.

### **Event Passes**

- E. Single Event Pass:** This is a one-time event pass designed to provide access to non-members who are interested in attending an event hosted or provided by PPETN.
- a. A complimentary Single Event Pass is given to first-time attendees of PPETN events. This complimentary Single Event Pass is only given once and is not provided to individuals for any subsequent events after they have used it.
  - b. At the discretion of the B.O.D., PPETN may open an event to all professional photographers. If this occurs, that event will not require a Single Event Pass. In addition, the open event may require a fee to attend and there will be no complimentary Single Event Passes provided to cover this fee.

- c. Complimentary Single Event Passes may not be provided to past members of PPETN.
- d. Single Event Passes are available to non-members for one year from their first attended event. After one year, the non-member must apply for any Primary Active Membership or Secondary Active Membership to continue attending PPETN events.
- e. The Single Event Pass is not a form of membership in PPETN and therefore comes with no rights or privileges of membership.
- f. The Single Event Pass fee is \$20 per event and is due prior to entry at each event attended.

**F. Attending Companion Pass:** This is a one-time event pass designed to provide access to non-members who are interested in attending an event hosted or provided by PPETN with a PPETN member.

- a. A complimentary Attending Companion Pass is given to a spouse, child, or person(s) who are not in the photographic business providing transportation for a current PPETN member.
- b. The Attending Companion Pass allows the non-member to audit the event on a space-available basis.
- c. The Single Event Pass is not a form of membership in PPETN and therefore comes with no rights or privileges of membership.
- d. The Attending Companion Pass is provided at no charge.

### ARTICLE III

#### Board of Directors

1. President
2. Vice-president
3. Secretary
4. Treasurer
5. Senior Board Member
6. Junior Board Member
7. Junior Board Member
8. Chairman of the Board

No one company or Studio shall be represented more than once as an elected member of the Board of Directors during any one year. The Board may vote to override on a case-by-case basis.

#### Supporting Offices

1. Webmaster
2. Newsletter Editor

A supporting office may or may not be a board member. They may be hired from outside the membership as needed and have no voting rights. Products of supporting offices must be approved by the board members.

### ARTICLE IV Allocation of Funds

Expenditure of funds shall be the responsibility of the Board.

### ARTICLE V

#### Constitutional Amendments, Meetings and Order of Business

The constitution may be amended at called or regular meetings. Proposed changes must be presented in writing to the membership prior to the next regularly scheduled meeting.

Consent of three-fourths of a quorum of active members present is required; a quorum consists of one-fourth of the total active membership.

Meetings shall be held monthly at a date, time and place designated by the Board.

Robert's Rules of Order as interpreted by the Board shall govern all questions of order.

The interpretation of the Constitution and By-laws of the PPETN shall not be a legal matter, but said interpretation shall lie wholly with the Board. It shall be understood that each member accepts them as such.

#### ARTICLE VI Nominating Committee

The members of the nominating committee shall be chaired by the Chairman of the Board, and composed of the existing president and all past-presidents (in good standing) of the association. The function of the nominating committee shall be to nominate or recommend to the general membership, those members it deems most qualified to serve on the Board.

#### Board Member Responsibilities

The Board shall have control and management of the affairs of the association, with authority to engage assistance, admit, suspend, or expel members and to do anything necessary and desirable in the conduct of the business of the association in accordance with the by-laws, and rules and regulations.

Have a good understanding of and become familiar with the by-laws, rules, regulations, and the S.O.G. It will make your job much easier.

Maintain the S.O.G. with changes, additions, and deletions as the secretary gives them.

With the above information and an open mind, actively conduct the business of the association.

Become familiar with each officer and chairperson's responsibilities and see that each carries out these responsibilities.

Any expense incurred by an active member with board approval shall be reimbursed upon submitting an expense form and receipt or proof of purchase.

Attend all the regular and board meetings. Help support the organization. The Board is the lifeblood of any organization. Conduct the business of the organization as well as you conduct your own.

## DUTIES OF OFFICERS

### Chairman of the Board

The Chairman of the board position has been created in order to create a more experienced board for a longer period of time. The outgoing president assumes this position automatically. Having this position will allow PPETN to help aide the new incoming president in a transition to their position. There are no merits given to this position at state or national level at the present time. Therefore the position is viewed as voluntary and automatic. As an incentive for this position, PPETN will waive membership dues for that year.

1. Call a minimum of four board meetings per year with a thirty-day prior written notice or telephone each board member to remind them of the time, place, and attendance.
2. The chairman of the board shall be the membership chairperson when a membership chairperson is not assigned.

## PRESIDENT

The President shall be responsible for the speakers at our monthly meetings, and issuance of their merits

1. The state affiliate program coordinator is responsible for obtaining the affiliates speakers. Each speaker will receive \$100.00, paid dinner, and a National merit from the affiliate.
2. The President is to apply to P.P.A. for the monthly speakers' merits. Try to have these in time for their meeting. If not available, mail them their merits as soon as you get them. At the current time, each speaker receives 2 merits. If you have two speakers in the same month, they are to share the merits and receive one each.



3. The President shall preside at all meetings of the Board and the general membership and designate the time and place for special meetings of the Board of Directors. At board meetings, the President should preside over the meeting in a business like manner, with a prepared agenda of business. It is disappointing to attend a board meeting with no sense of direction, or one that turns into a bull session. The President should first recognize any person desiring to discuss business before the board. The board meeting should be held in an environment free from distractions.
4. The President is responsible for contacting speakers and coordinating their needs.
5. The President will preside over the monthly meetings. These duties include:
  - A. Make sure a Junior Board Member is at the door early.
  - B. Make the Speaker welcome. Introduce members and invite them to eat at your table
  - C. Make sure someone is available to help the speaker set up.
  - D. Start the meeting on time.
  - E. Ask for Treasurers report.
  - F. Acknowledge Corporate Sponsors.
  - G. Introduce any guest present at the meeting.
  - H. Recognize any achievements of PPETN membership.
  - I. Make sure the door prizes are at the meeting.
  - J. Make sure the meeting place is paid for, if it is not free.
  - K. Make sure the speaker is paid and has received his merits.
6. The President of PPETN will be responsible to see that the Board Members are performing their jobs. The success of PPETN depends on a strong President taking responsibility. One helpful way is to send out a printed agenda of the board meetings, calling on specific reports to be given by officers, Board members, or committee members.
7. The President is responsible for applying their state merits and for the board. The President will receive one state merits for service, while the board members will receive one state merit each. The President also receives two national merits for their year of service. Apply for this through P.P.A.
8. Apply for PPA Affiliate renewal. Renewal is due no later than December 15 of each year.

#### VICE-PRESIDENT

The Vice President shall perform the duties of the President during the President's absence, or inability to serve and in the case of vacancy in the office of the President caused by death or resignation. They shall become the President of the organization for the remaining calendar year.

1. The Vice President should work closely with the President and familiarize themselves with all activities of the organization and help share the workload. The duties assigned to the Vice President will be left to the existing President's discretion.
2. The Vice President shall see that all Board Member plaques are procured, and engraved with name, date, and title. The outgoing President should have their plaque presented by someone who has held the office of President in some previous year.
3. Vice-president shall be responsible for soliciting door prizes.
4. The Vice President will also be in charge of finding a location for PPETN's Christmas party. It is best to book this by April. Many of the popular places fill up fast. A lot of groups reserve their parties yearly at the same place. It is never too early to start this project. Make a list of choices and let the general membership vote no later than the April meeting to decide on the final location. A signed contract with the restaurant on price, meal breakdown and time is strongly advised to insure no misunderstanding.

#### TREASURER

1. The treasurer will assist the president at monthly meetings. The additional duties assigned to the treasurer will be left to the existing president's discretion. The reason for the treasurer assisting is to help share the workload of the president, and to familiarize them with the organization.
2. Maintain a permanent set of financial records for all PPETN monetary transactions. This set of records should be standardized showing all receipts and disbursements. Any member or board member has the right to inspect these records at any time upon request. The complete set of records and check book will be passed to the incoming treasurer, thus keeping all past year's records.
3. At every board meeting, present current financial position of PPETN. This is to include money received and disbursed.

4. Pay approved bills, including but not limited to: speaker's fee, meeting room fee, and reimbursement of expenses incurred by PPETN members (approval by two PPETN officers is required per their signature on the presented bill).
5. Deposit all money collected for PPETN.
6. Maintain a balanced checking account in the name of PPETN.
7. Attendance at all PPETN board meetings and regular monthly meetings is required and the treasurer must bring all financial records and check book.
8. At the December meeting, the out going treasurer should have on hand the proper forms to change the checking account over to the incoming treasurer, this is to include signature cards from the bank.
9. On January 1, one month or less after leaving office, the retiring treasurer will deliver the set of financial records to the new treasurer. This includes the checkbook, canceled checks, bank statements, paid bills and other material the new treasurer will need to carry on the business of PPETN. The bank account will require President and Treasurer signatures to change signature authorization.
10. Present to the board directors any personal recommendations for the betterment of PPETN. Bring attention to the board of directors and officers any expenses that are getting out of hand.
11. File non-profit status with IRS (501c), with the assistance of the President.
12. The Treasurer needs to call P.P.A. and the state president to communicate membership information.
13. Invoice membership every year by no later than mid November with a deadline date of dues to be paid by January 1. The membership chairperson will give the monies to the treasurer for deposit; issue a membership card and a member packet for the New Year.

SECRETARY

1. The Secretary will keep all minutes of the Board Meetings in a permanent “Minutes of Meeting” record book. This book will be passed on to the incoming Secretary so we will have a complete history of PPETN business. A copy of the minutes should be made available at regular meetings. One copy to be given to the President to be placed in the master record file.
2. Maintain a record of officers and board members in attendance at regular meetings. According to the minutes, each officer and board member may miss two meetings unexcused, but the Board of Directors of any officer that has missed two unexcused meetings. Any officer or board member that misses three unexcused meetings may be removed from office by the board of directors.
3. Advise the President of important announcements, member achievements, awards, guests, or important dates.
4. The Secretary is responsible to assign copies of the S.O.G. to board members and committee chairpersons detailing their job duties and responsibilities for the year.
5. The Secretary will assist the President of PPETN at monthly meetings. The additional duties assigned to the secretary will be left to the existing president’s discretion. The reason for the secretary assisting is to help share the workload of the President, and to familiarize them with the organization.
6. The Secretary is responsible for administering the monthly 8x10 print competition.
7. The Secretary is in charge of procuring a location and sponsorship for the annual picnic.

#### SENIOR BOARD MEMBER

The senior board member should be available for advice and be very active in decision-making. They will be able to tell the board of what worked successfully in the past and what has failed. It is also good for the senior board member to contact members who haven’t been coming and encourage them to come to meetings. Senior board members serve one consecutive year.

#### JR. BOARD MEMBER

1. The first year board member needs to familiarize themselves of the bylaws and the functions of the organization.

2. Junior Board Members will greet at the door, maintain sign-in roster, give out door prize tickets.
3. They may also be asked to do additional tasks by the president or one of the boards to help throughout the year.
4. Junior Board Member is responsible for taking photographs during meetings, including photographs of merits being awarded. Photographs need to furnish 600 pixel (large side) to the webmaster for blog posting.

### MEMBERSHIP CHAIRPERSON

It shall be the duty of the membership chairperson to recruit new, maintain old, and coordinate all membership of PPETN. The duties of this person are an important part of the future growth and maintenance of PPETN membership. This position does not receive a merit from either state or national level; this is a totally boundary basis position. Due to this, PPETN membership dues will be waived to this position. The board must vote and approve the person to this position. It is recommended that the position be held by a past president or past board member. The membership chairperson can hold office for more than one year at the discretion of the board. Duties will include the following:

1. Maintain a current membership roster at all times so the board can tract all membership when necessary. This roster will include Name, address, work phone, home phone, PPA #, and any other information which could be helpful.
2. The membership chairperson will be responsible for informing the board of any prospective member that applies for membership. The fully completed application will be presented to the board for their vote of approval. Proof of membership to PPA must be included and follow up with verification to their PPA number. The chairperson will then issue a PPETN membership card and a membership packet to every new member upon acceptance. Non-accepted members will be notified of rejection to PPETN.
3. The membership chairperson will be responsible for attaining State and National PPA information for membership and making sure it is displayed at every meeting and it included in all new membership packets.

4. Supply the print salon chairperson with a complete roster of all members who are current in their dues and in good standing. The list should be given within one week prior to the Annual print competition.
5. Handle all correspondence as directed by the President such as letters to members, Get Well, and flowers to ailing members.
6. Maintain and distribute any information necessary to help in the recruitment of new membership such as flyers, brochures and ads.
7. At the conclusion of the chairperson tenure, all information pertaining to this position will be handed over to the current president for disbursement to the new membership chairperson.
8. Contact existing members to remind them of monthly meetings.

#### “PROOF SHEET” EDITOR

The editor needs to work closely with the president and board. The editor, after all is the memberships information link between meetings. They is responsible for the publication of the monthly newsletter. The newsletter needs to have a professional appearance and needs to be distributed in a timely manner. The editor is also responsible for the mailing of the newsletter. The membership needs to receive the letter at the first of each month and no later than one week before the meeting. The editor also needs to see that the newsletter is distributed to area photography stores, such as Thompson’s, Wolfe’s, etc.

The editor also needs to solicit for advertisements for the proof sheet. They is responsible for collecting payment and turning the money over to the treasurer. A list needs to be kept of current advertisers and possible future advertisers to assist in this procedure.

The proof sheet editor is a voluntary position, which does not receive a state or national merit from TPPA or PPA. This position is held from year to year based on board approval each year and membership dues will be waived for the editor.

#### WEBMASTER

Webmaster to maintain website content as needed, including blog, forum, and monthly speaker information.

Maintains a folder of web hosting information, including passwords and registrations to be passed on to the next webmaster.

The blog is to be updated with monthly print competition winners, including posting images provided from the competition.

#### MICHAEL LAUGHLIN SCHOLORSHIP 8x10 COMPETITION

PPETN will host a monthly 8x10 print competition. The monthly competition shall not be held during the Salon competition, Christmas Party, or during the state convention month.

Submissions are for active and aspiring members in good standing. Submission fee is \$3 per image. A CD containing a 600-pixel (large side) JPG file of submitted images must also be provided for posting on the website.

Prints needs to be an un-mounted print no larger than 8.5x12", no smaller than 8x10". Prints should not have any markings that identify the photographer. Prints may be placed in sleeves for protection.

Prints will be accepted between 6:00pm and 6:30pm. Voting will take place from 6:30pm until 6:45pm.

Judging shall be done by attending members who have voting rights. Each voting member shall vote for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place. Votes shall be tallied as follows:

- 1<sup>st</sup> Place: 3 Points 🏆 2<sup>nd</sup> Place: 2 Points
- 3<sup>rd</sup> Place: 1 Point

First, second, and third place winners will be announced at 7:00pm.

Cumulative points from ALL ENTRIES, winners or not, will be recorded monthly and pasted to the President. Each vote received counts as one point towards their annual count. At the end of November the President shall total all votes from the year and announce the named PPETN Photographer of the Year in December.

## MICHAEL LAUGHLIN SCHOLARSHIP

### Qualification

You must be a member of the Professional Photographers of East Tennessee (formerly Smoky Mountain Professional Photographers) for at least one year, be a member in good standing, and attend seven out of twelve monthly meetings in a calendar year. Additionally, you must not already be a PPA “Master of Photography”.

### Application Deadline

Applications must be submitted to the PPETN president no later than the 31<sup>st</sup> of July.

### Selection & Award

Applications must be delivered to the PPETN board by the 15<sup>th</sup> of August. The board will choose the beneficiary of the scholarship based on the applications submitted. Voting will be conducted in a blind-ballot. Board members who apply for the scholarship cannot vote for themselves. The board selection must be completed by the 30<sup>th</sup> of October.

One scholarship in an amount up to \$500 will be paid either directly to the photographic school of the winner’s choice, or reimbursed upon proof of payment.

## ANNUAL SALON COMPETITION

The annual PPETN salon competition shall be based on the current PPA 16x20 competition rules. Submissions must also include a disc (CD/DVD)with JPG images (up to 600 pixels on the large side).



#### ELIBIBILITY TO ENTER

1. Any member of PPETN or any other PPA local affiliate is welcome to submit images to the competition for scoring.
2. Only paid active, aspiring or studio members in good standing that have attended at least four out of the last twelve meetings may win awards.
  - a. Members who have joined for the first time are waived from this requirement.

#### PPETN SALON PRINT CHAIRPERSON

The Chairman of the board shall chair the PPETN Salon Committee. The appointment shall be for a one-year period. The Salon Chairperson shall be at the place of judging 3 or 4 hours early, and along with their committee will be on hand to handle the prints for screening and judging. The Chairperson and their committee will be on hand to handle the prints for screening and judging. They shall render the judges whatever assistance is necessary to aid them in their selection of various award winners.

It shall be the duty of this chairperson to:

- A. Have the voting machines available.
- B. Purchase the salon award plaques and ribbons. You may save money if you purchase them from the same place as the last chairperson purchased them. (Plaque Masters in Knoxville) Usually there is a one time set up charge for the die.
- C. Provide a complete record with a report to the PPETN webmaster and/or editor of the winners and awards received so the results can be published.
- D. Coordinate with the judges and give them their merits at the time they complete their judging. Make sure the judges are paid any expense money promised them. Also, make sure the judges feel welcome. In the past we have paid for the judges meal.
- E. Obtain a list of paid up members from the Membership Chairperson a week before the competition so you may know who is eligible for entering prints.
- F. The Salon Print Chairperson will serve as an advisor to the succeeding chairperson.

## DAY OF THE JUDGING

Make sure you will have at least 5 print committee workers to arrive early and set up, and help with the competition.

All who handle prints must wear cotton gloves.

Carry print cases to work area, open cases and make sure that the case:

1. Contains only one entrant form
2. Contains one check for one entrant
3. Conforms to salon rules on print size and mounting specifications.
4. Contains the name of the maker, address, print name, and category of the print on the back of each print
5. Has the maker's name on the case.
6. Is a PPETN member in good standing.
7. Contains a CD/DVD containing JPG images (no larger than 600 pixels on the large side).

On work tables, use masking tape to mark a place to stack each category as defined by salon rules.

Have on hand in the work area:

**A TITLE WRITER:** One who lists the titles of each print in the stack of prints that is about to be judged. They are making a list of the titles for the title caller to call off to the judges.

**A TITLE CALLER:** A person who calls off the titles of each print as they rotate toward the judges. The title caller should maintain a position behind the curtains and call off the title in a clear, understandable, non-descriptive fashion. The caller should give only the title of the print without any lead-in sentence before the title, for instance, do not say, "The title of the next print is..." The title caller should not have to keep any list or be engaged in any other duty than the actual calling off of the titles.

**PRINT PLACER:** The person who picks up the print and places it on the easel and revolves the easel. They also remove the print after it has been judged, and hold the back of the print towards the print marker so the score can be placed on the back of the print. They also hold it so the scorekeeper can list on

their sheet the marker, score, and title of each print. They then give the print to the print stacker.

**PRINT MARKER:** The person who marks the back of each print with the print score. They mark the print while the print placer is holding it. The marker uses a quick drying felt marker (sharpie).

**PRINT SCORER:** The print scorer keeps a list containing, the name of the print, the maker of the print, and the print score. They keep the prints listed by category. The first entry on this list will be the title of the print. He will list it when they first hear the title. The next entry on his/her list will be the score they hear at it is called off. If the print scores between 78-79, they will mark an arrow beside the score. When the print is reviewed, they will mark an arrow beside the score. When the print is reviewed they will mark the final score. The next entry on his/her list will be the maker of the print. They record this entry when the print placer shows the back of the print to them. This list is important and should be given to the salon chairperson after the judging. He will use it to record the ribbon and award winners on.

**PRINT STACKER:** The print stacker will take the print from the hands of the print placer and stack it back on the print table under the proper category marker. The judges will review all prints scoring 78-79. They should be stacked vertically, and leaned against the wall behind their category stack. This will provide easy access to them when they are called back for judging. Prints that have scored above 80 should be turned with the back of the print facing upward. This will allow you to quickly gather them for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place ribbons.

**DURING JUDGING:** After each category is judged, the title caller will announce prints for review. You will reshoot all of the prints that scored between 78-79. The method for changing the scores of the automatically reviewed prints shall be by the "thumbs down" showing of hands, the score changing shall require 80% of the majority vote by the 5 judges.

Photographs may be judged, or they may be judged as voted "in when voted "in", the previous score will be changed to 80.

**AFTER JUDGING:** After all categories have been judged, you will clear the room of everyone except your print committee and the judges. Before you clear the room, announce to the audience that the judges are selecting the prints to receive awards, and give an approximate time everyone will reassemble.

#### RECOMMENDATIONS:

- A. All prints need to be hand carried and submitted by 6:30pm.
- B. The rules should state that members in good standing who have paid their dues at least one week prior to the judging will be eligible to enter the competition. All others, including door pass purchasers, will be excluded from the competition.

The rules should state that only one entrant per print case will be accepted, and that a check made out to PPETN must accompany each individual print case. The check will be for the exact amount of the fee charged for the total number of prints in the case, and will pay for one entrant only. Any case that does not contain the correct amount for prints entered will not be accepted.

#### RECOMMENDATIONS FOR SALON CHAIRPERSON

Prior to judging the chairperson should procure sufficient light stands, extension cords, spare bulbs for judging lights, one easel for holding prints, one roll of black background paper for curtain, one revolving print rack for judging, two background stand and one cross arm for background paper used as a curtain. Two min-spot lights with barn doors and stands, cotton gloves for your print handlers, felt tip markers for plugging in cords, one judging machine, tape measure, set of print rules, PPETN roster showing paid up regular and associate members.

One large card showing the point system for the judging shall be put on display.

95-100	Exceptional
90-94	Superior
85-89	Excellent
80-84	Deserving of a merit
76-79	Above Average
74-75	Average
0-69	Unacceptable

#### SELECTING WINNERS:

The judges will select the prints to receive the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> from each category. From these, the judges will select a single “best of show” print. All judges are gathered together at a suitable table for viewing prints.

Bring all the prints that scored above 80 in the category you have selected to be judged first. If there are not many above 80 prints in any category, you may choose to show the next highest scored prints so as to award 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>. If the prints in any given category do not have many high scoring prints, then there is no obligation to award a 2<sup>nd</sup>, or 3<sup>rd</sup> place.

Lay the prints down before the judges. Give the judges time to pick their favorites. They will debate among themselves and discuss their favorites. They may vote as to which prints to eliminate from consideration. The majority rules. A 5 to 2 vote is a definite majority. A 4 to 3 may need more talk.

Choose the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> print from each category. Have someone on your committee recording these winners on the sheet that the print scorer kept for you.

After all categories have winners, you must now select the best of show to represent the best print in the entire show. After the best of show print has been chosen, you will probably have to select another print to replace the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> ribbon previously earned.

## GIVING OUT AWARDS:

The print salon chairperson will give out the awards, the order is as follows; 3<sup>rd</sup>, 2<sup>nd</sup>, 1<sup>st</sup>, First timer award, and best of show. Have photographs made with the recipient of the best of show and give out the merits to the judges. Thank the judges and everyone who served on your print committee.

## PRINT CRITIQUE:

Judges may critique during the competition at their discretion.

Judges shall be invited to critique images posted on the forum after the competition. Entrants may choose to have images posted on the forum for additional critiques.

## DAY OF JUDGING

Set up judging areas. Provide tables, chairs, water glasses, paper and pencils for the five judges on each panel. There should be no smoking during print judging.

PRINT HANDLER	PRINT HANDLER
BACKGROUND _____	BACKGROUND
EASEL	

### JUDGES TABLE Meter/Judging

Machine

#### CHARGES TO JUDGES:

Judges are to follow PPA standards for judging.

#### A MODERATOR SHALL:

- A: View each print as it comes into jurist view to make sure it is placed on the rack properly. The moderator should at this time mentally score the print.
- B: Wipe excess dust from the print surface.
- C: Check for foreign items stuck to the surface of prints and try to remove such items and announce to jurists to overlook what can't be removed.
- D: Jurists should be instructed to overlook damage, which could have occurred, by print handling.
- E: If a print has damage that a moderator feels was not from the handling, jurists should also be so instructed and asked to come forward and view the print close-up.
- F: Prints to be viewed on the rack only under judging lights. They are not to be taken down for close examination by the jurists.
- G: Defects that are overlooked by the jurists, such as excess mounting tissue, bad spray, stains, bad retouching, and/or spotting, areas that should have been spotted and weren't, should be announced to the jurists after scoring. The moderator is in effect challenging the print. The score of the print should be a factor in this challenge.

- H: When an automatic challenge occurs, the highest scoring jurist shall speak first followed in a rotation order by each jurist, including the off jurists and the moderator with the first jurist to speak last in rebuttal. With no further discussion of any kind, the moderator shall call for the vote.
- I: A challenge should be made by the moderator for any print that they feels has been under scored (especially in the first hours).
- J: Moderator can step in and score a print for a judge that disqualifies himself on that print.
- K: Thumbs up and down: If vote is 3 to 2, and you detect some indecision, stop the vote and ask the jurists to discuss the print and then re-thumb.  
The print maker has again been given the maximum opinion of the jury.
- L: Should a challenge occur after the thumbs vote, follow the usual discussion procedure, and rescore the print. If the score is 78 to 79, then a thumbs vote will be called for to determine the final vote. If the challenge rescore vote is 80 or higher, that score shall stand with no thumbs vote.
- M: After each 20 prints, (a scorekeeper's page) do the in/out thumbs vote, rotate the jurists.
- N: Moderator should check each score page before changing the jurists for any print scores that indicate a challenge should be called and a print or prints brought back for discussion and rescore. There are times jurists get into a low score slump and the moderator must be aware of this trend.
- O: Any complaints to the moderator should be discussed with the print chairperson for a final decision.
- P: Moderators may help pick category winners, best of show, etc.

The salon chairperson should provide some assistance to the president if it is needed for the scholarship judging. The salon committee should have the plaque engraved for the scholarship.

## JUDGING PROCEDURES:

Judging to be based on current PPA contest procedures.

## LIGHTING SPECIFICATIONS

Lighting source is two mini spots with 150-watt bulbs. The lights must be set to the following specifications:

- A. from the floor to the center of display photograph must be 49 inches.
- B. Distance from the floor to the center of the spotlight lens must be 83 inches.
- C. Distance from the center of the lens to the center of the photograph must be 65 inches and the lights should be at 45-degree angles, perpendicular to the photograph.
- D. Using fresh 150 watt clear bulbs, of correct voltage, should produce an illumination of 75-foot candles, which is acceptable under ANSI standards
- E. NOTE: Be sure you have spare bulbs on hand
- F. The mini spots should be barn doors, snoots, or gobos to prevent light getting in the juror's eyes.
  - a. The light should not be filtered nor colored bulbs used.
  - b. Corrected color temperature isn't as important as generally supposed, but should be between 3,000 and 5,000 Kelvin.
  - c. Room illumination should be suppressed to approximately 15% of that of the easel. This is especially true of daylight.
- G. Check with a meter to make sure the corners of the photograph receive no less than 75% of the intensity at the center.
- H. Use a light meter reading foot candles, if not available, use any light meter. Following the conversion table provided on the back or the meter manual or set the meter ASA to I 00, then lighting should read for one second at F16 or EV8.

## MISCELLANEOUS TIPS

Surround the viewing turntable with matte gray cloth of approximately 60% reflectance. Photographs on the turntable should be perpendicular to the line of vision or slightly tilted so that the top of the photograph is closer to the viewers than the bottom. The distance from the photograph to the back of the jury table must be 6 feet.

Photograph handlers should wear white cotton gloves. Photographs, when scored by "magic marker or similar devices, should be placed face to face and back to back, to avoid ink damage to the face of the photograph.



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Part I, line 8a

For judging photographs there is illumination of 75-foot candles of incandescent light. The critiquing of photographs and the affiliated judging cannot occur simultaneously.

## CLOSE OF EXHIBIT

Remove prints from racks.

Group prints (1 – 10) (11 – 19) (20 – 29) etc. Sort out by print case. Count and verify all prints are back in case. Line up cases numerically. Dismantle print racks and prepare for storage.

Write letters to people who didn't get prints judged and explain why.