

Metro Professional Photographers Association

Policy Manual

Last Updated December 7, 2020

1. Overview

1.1. Purpose of this Document

1.1.1. The purpose of this document is to provide a resource for the management of the Metro Professional Photographers Association. At the beginning of 2014 a new set of Bylaws were enacted to ensure the organization was operating within the most current legal requirements. The changes to the Bylaws were significant enough to need legal advice warrant a review of the different guides the organization was using. The goal is to bring all of the former guides into a single document that can be referenced quickly and easily.

1.2. Maintenance of this Document

1.2.1. The Secretary must always keep the most updated version of this document with the official documents for the organization.

1.2.2. Changes to this document must be presented to the Board of Directors as a regular agenda item to be discussed and voted on.

1.2.3. Changes approved by a vote of the Board will be documented in Addendum B and the “Last Edited Date” on the cover updated.

1.2.4. This document should be made available to any member of the organization or anyone else required by law.

1.2.5. It is encouraged that this document along with the Bylaws be posted electronically in a place that any member might be able to look it up at will.

1.3. Common Terms and Definitions

1.3.1. Metro Professional Photographers Association may be referred to as MetroPPA, MPPA, or the organization.

1.3.2. The Board of Directors may be referred to as the Board, Directors, or BoD.

1.3.3. Quorum – A quorum is the minimum number of members required to be present to legally conduct business. Quorums are defined separately in the Bylaws for the membership and the Board of Directors separately. A quorum of the Membership is no less than five (5) members present in person. A quorum of the Board is a majority of the total number of directors. Directors may be present via any form of communication where all persons participating in the meeting can hear and speak to each other.

1.3.4. Professional Photographers of America may be referred to as PPA.

1.3.5. Professional Photographers of Oklahoma may be referred to as PPOk.

1.3.6. Indian Nations Professional Photographers Association may be referred to as INPPA.

1.4. **Governing Documents**

1.4.1. MetroPPA is governed by the official Bylaws. The Bylaws are a legal document and satisfy all the necessary legal requirements of the State of Oklahoma regarding operating non-profit organization. This Policy Manual is an internal governing document to give guidance and direction to the Officers, Directors and membership. The Bylaws always have precedence over this document.

1.4.2. Changes to the Bylaws must be made by a vote of the general membership as described in the Bylaws under Article 8.1. The current Bylaws of Metro Professional Photographers Association were amended and approved in 2013 and put into place on Jan. 1, 2014.

1.4.3. Changes to the Bylaws must be recorded with the Secretary of State and submitted to PPA through the Affiliate Renewal process.

1.4.4. Changes to the Policy Manual may be made with a majority vote of the Board of Directors.

1.4.5. Changes to the Policy Manual are handled internally and do not trigger the need to update the documentation filed with the Secretary of State or PPA.

2. **Policies**

2.1. **Board of Directors**

2.1.1. The Directors are the governing body of the organization. Every Director has an equal voice in the management, oversight, vision and direction of the organization. The Officers have accepted extra responsibilities and therefore have been afforded the authority to carry out those duties, but they do not out rank any other Director on the Board. The President, by definition, acts as the leader of the Board and yet only has the same voting power as the newest Director on the Board. The Officers are accountable to the Board itself. Every Director should recognize their authority and their responsibilities and strive to work together to continue the growth and financial viability of the organization so that it may continue to provide a benefit to the membership.

2.1.2. As determined by the Bylaws the Board of Directors consists of an Executive Board (or Officers) including a President, Vice President, Secretary and Treasurer. There will be a minimum of 2 elected at-large members to serve as Directors. Additionally, the Immediate Past President and an Executive Advisor also serve as Directors.

2.1.3. The Executive Board, once elected, will move up through the chairs from Treasurer to Secretary to Vice President to President.

2.1.4. *Director Duties and Responsibilities*

2.1.4.1. Requirements for Board of Directors

- 2.1.4.1.1.PPA Articles of Affiliation require that the President be an active member of PPA.
- 2.1.4.1.2.The Bylaws only require that a majority of the Board be actively employed in the photography industry. This leaves open the possibility of any member to become part of the Board including spouses, sponsors, and hobbyists.
- 2.1.4.1.3.The Bylaws allow the Board to increase the number of directors to a maximum of 17 if the membership grows large enough to require additional support. The number of Directors can never be fewer than 7.
- 2.1.4.1.4.Terms of Office, Term Limits, Vacancies, Compensation, Removal and Resignations are covered in detail in the Bylaws.
- 2.1.4.2.Exercise a duty of obedience to the Association's central purpose in guiding all decisions.
- 2.1.4.3.Exercise due care and act in good faith in all dealings and interests with the Association.
- 2.1.4.4.Exercise a duty of loyalty to the Association by avoiding and/or managing conflicts of interest.
- 2.1.4.5.Periodically review the Bylaws and make recommendations to the Membership concerning any amendments and/or changes.
- 2.1.4.6.Develop and periodically review and/or amend organizational policies which may include duties in addition to those designated in the Bylaws and present them appropriately to the Board or Membership for approval.
- 2.1.4.7.Ensure the Association is adequately funded.
- 2.1.4.8.Approve the annual budget and oversee the financial administration of the Association.
- 2.1.4.9.Ensure the appropriate Form 990 is submitted to the IRS.
- 2.1.4.10.Review and approve all contractual agreements or authorize a Director(s) to execute such agreements in accordance with the policies of the Association.
- 2.1.4.11.Maintain annual Membership Dues, if applicable.
- 2.1.4.12.Sit on a minimum of one committee unless excused from such duty by a vote of the Board.
- 2.1.4.13.Perform such other duties as prescribed by the Board.
- 2.1.4.14.Ensure that the Secretary has your accurate contact information.
- 2.1.4.15.Make arrangements to attend every Board Meeting possible.
- 2.1.4.16.Actively participate in the management of the organization.

2.1.5.Executive Board

2.1.5.1.President's Duties

2.1.5.1.1.President's General Duties

- 2.1.5.1.1.1.Acts as the Principal Officer of the organization.
- 2.1.5.1.1.2.Sets the time and location of the general meetings.
- 2.1.5.1.1.3.Seeks and coordinates speakers for the general meetings.
- 2.1.5.1.1.4.Makes themselves available to the membership for all subjects relating to the organization.
- 2.1.5.1.1.5.Oversees effective communications with the membership.
- 2.1.5.1.1.6.Give notice of all membership and board meetings.

2.1.5.1.2.President's Board Responsibilities

- 2.1.5.1.2.1.The President is the team leader for the organization and should use the Officers, Directors and Committees to help plan and execute the year's activities. Great care should be taken to ensure that the office of President does not become a “one-person show” where the President is responsible for all the duties of running the organization.
- 2.1.5.1.2.2.Supervises the Officers, sets and presides over the Board meetings, reports the operations of organization, reports all such matters that relate to the interest of the Board and members.
- 2.1.5.1.2.3.Oversees the committees, may not be a committee chairperson.
- 2.1.5.1.2.4.Present a budget at the Transition Board Meeting (first Board meeting of the year.)
- 2.1.5.1.2.5.Create an agenda for Board meetings and distribute them in accordance to the Bylaws.
- 2.1.5.1.2.6.Review the BoD minutes for accuracy and sign the official copy.
- 2.1.5.1.2.7.Execute contracts on behalf of the Board.
- 2.1.5.1.2.8.Sign checks and carry a debit card to pay invoices.
- 2.1.5.1.2.9.Approves reimbursements (Treasurer approves reimbursements to the President.)
- 2.1.5.1.2.10.Investigate discrepancies in membership dues and members list.
- 2.1.5.1.2.11.Provide the physical bank statements to the Treasurer.
- 2.1.5.1.2.12.Review and approve bank reconciliation provided by the Treasurer.
- 2.1.5.1.2.13.Ensure the Vice President is aware of operations and financial transactions.
- 2.1.5.1.2.14.Assist the Vice President in preparing a budget and attracting speakers for the first few months of the following year.
- 2.1.5.1.2.15.Provide Vice President with President’s manual in September of their outgoing year of service to allow them time to review and understand

their duties as incoming President.

2.1.5.2. Vice President

- 2.1.5.2.1. In the absence of the President, assume all of the duties of that office.
- 2.1.5.2.2. Serve as a member of the Technology and Membership Committees.
- 2.1.5.2.3. Sign checks in the absence of the President.
- 2.1.5.2.4. Carry a debit card to pay invoices in the absence of the President.
- 2.1.5.2.5. Prepare a budget for the following year when they will presumably become President.
- 2.1.5.2.6. Seek and coordinate speakers for the following year.

2.1.5.3. Secretary

- 2.1.5.3.1. Must be a member of the Communications Committee.
- 2.1.5.3.2. Maintain a board manual containing approved policies and contemporaneous minutes and records of all meetings.
- 2.1.5.3.3. Record attendance at general meetings and events.
- 2.1.5.3.4. Maintain an accurate membership journal.
- 2.1.5.3.5. Maintain minutes of the BOD meetings and make available to the board no later than 14 days after the meeting they pertain to.
- 2.1.5.3.6. Sign BoD minutes and present to the President for their signature.
- 2.1.5.3.7. Exhibit at all reasonable times, upon request, the Bylaws, meeting minutes or other public information.
- 2.1.5.3.8. Provide a record of all documents required by law that are kept at the principal office.
- 2.1.5.3.10 Maintain current and accurate contact information for all Directors.

2.1.5.4. Treasurer

- 2.1.5.4.1. Maintain financial accountability of the organization.
- 2.1.5.4.2. Submit an annual financial report to the Membership.
- 2.1.5.4.3. Assist the President and the incoming president with preparing a budget for the year.
- 2.1.5.4.4. Oversee deposits on behalf of the organization.
- 2.1.5.4.5. Ensure appropriate measures are taken to collect money at all organization events.
- 2.1.5.4.6. Provide the Secretary with payment and membership renewals in a timely manner.
- 2.1.5.4.7. Does NOT have the ability to sign checks or direct access to any bank account.

- 2.1.5.4.8.Keep and maintain adequate and accurate accounts of the properties and transactions of the organization.
- 2.1.5.4.9.Be sure the accounts are open to inspection by any Director or member at all reasonable times.
- 2.1.5.4.10.Ensure that financial statements are provided to the board and membership at the required meetings. Financial statements must be made available no more than 14 days after meeting when revisions are necessary.
- 2.1.5.4.11.Ensure appropriate oversight and implementation of the financial policies and procedures.

2.1.5.5.Immediate Past President

- 2.1.5.5.1.Advise and provide counsel for the current President.
- 2.1.5.5.2.Actively participate on the Board to ensure a smooth transition to the new presidency and ensure the continuation of the Board agenda items not completed in the previous year.
- 2.1.5.5.3.Chair the Governance Committee.

2.1.5.6.Executive Advisor

- 2.1.5.6.1.Serve as an advisor to the President and to the Board.
- 2.1.5.6.2.Provides the organization with an Address of Record for official paperwork.
- 2.1.5.6.3.Assist in handling any sensitive issues that may arise.
- 2.1.5.6.4.Assist the President in handling the paperwork regarding the PPA Affiliation.
- 2.1.5.6.5.Assist the President in overseeing the Committee Chairs.
- 2.1.5.6.6.Does not have voting rights as a Director or Officer but may be asked to cast the deciding vote in the event of a tied vote.
- 2.1.5.6.7.May not act as the principal officer of the organization.

2.2.**Committees**

2.2.1.Committees were developed to both spread the workload and to engage more members with the organization's activities. It is incumbent on the President to oversee the committees and to ensure they are actively participating in the advancement of the organization.

2.2.2.The following committees were created;

- 2.2.2.1.Governance Committee (required in the Bylaws)
- 2.2.2.2.Membership Committee
- 2.2.2.3.Fundraiser Committee
- 2.2.2.4.Print Competition Committee

2.2.2.5.Mentoring Committee

2.2.2.6.Communication and Technology Committee

2.2.2.7.Fellowship Committee

2.2.3.Each committee shall have a minimum of 2 (two) members. Committee members serve at the approval of the Committee Chairperson. Whenever possible Committee Chairs should be Directors. All committees report to the Board as the Board may require.

2.2.4.Committee Policies are determined by the Committee itself and approved by the Board. Each year the incoming committee members will review and update the policies and present them to the Board for review and approval at the Transition Board Meeting. Since these policy documents may be very detailed and/or lengthy, all of the committee policies, with the exception of the Governance Committee, will be listed in Addendum A.

2.2.5.Governance Committee

2.2.5.1.This is the only standing committee required in the Bylaws. This is a required committee and it must be staffed.

2.2.5.2.Chaired by the Immediate Past President.

2.2.5.2.1.In the event that the Immediate Past President is unable to perform these duties the Board will appoint a member who is willing to take on the role.

2.2.5.3.Responsible for finding candidates for Directors and Officers for the coming year.

2.2.5.4.Research candidates for Directors and Officers prior to placement on a slate for submission to the Members for a vote.

2.2.5.5.Ensure all requirements, as determined by the Board, are met prior to being placed on the slate.

2.2.5.6.Develop and provide orientation and training for all Directors that addresses a Director's roles and responsibilities; the organization's purpose, history, methods of operation, and organization activities; and, information concerning day-to-day operations.

2.2.5.7.Take steps to recruit and prepare future Directors.

3. Finance

3.1.Budget

3.1.1 Proposed Annual Budget

3.1.1.1 Each President shall submit a written budget at the Transition Board meeting, the first Board meeting of the year. The budget should be detailed enough to give the Directors a clear idea of the President's expected expenditures and proposed

revenue. The Board must approve the budget in order to authorize any of the expenditures included in the budget. Since the budget needs to be presented, adjusted and approved at the very beginning of the year it is important that the incoming President build the budget before they take office. The Treasurer can supply historical numbers, the current and Immediate Past President can help with planning and projections and the Executive Director can assist with their wealth of experience with projects of many different sizes and scope.

3.1.2 Expense Limit

3.1.2.1 Expenses in excess of \$200 that were not included in the budget approved by the Board must gain Board approval in advance to incurring the expense.

3.1.3 Speakers and Model Compensation

3.1.3.1 Whenever possible the expected expenses for speaker fees, travel expenses, hotel expenses, models and other meeting related expenses should be anticipated for in the budget submitted by the President. Some discretion is given for negotiating with potential speakers to accommodate for distance traveled, the organization's financial health and other variables. Speakers are always offered the opportunity to dine with us prior to the meeting with the organization picking up the tab for their meal. In general, the speaker fee is \$100, with an additional \$100 for out of state travel assistance.

3.1.4 Special Events

3.1.1.3.1.4.1 Special events such as fundraisers and training events are typically longer and more involved and require additional expenses and reimbursement. These expenses, along with the anticipated income, should be accounted for in the proposed budget for the event and approved by the Board in advance.

3.1.5 Reimbursement of Expenses

3.1.5.1 Occasionally a member will incur expenses on behalf of the organization. Every effort should be made to have all expenses approved of in advance.

3.1.5.2 To be reimbursed for an expense a receipt must be presented along with an Expense Reimbursement Form detailing the purpose of the expenses must be presented to the President for approval.

3.1.5.3 The President will issue a check as reimbursement, never cash.

3.1.5.4 All reimbursements made shall be reported by the President at the next Board meeting.

3.1.5.5 The Treasurer is responsible for ensuring that the President only issues reimbursements for legitimate expenses and that the appropriate receipts are scanned and kept in the official paperwork.

3.1.6 Compensation

3.1.6.1 All Director positions are volunteer and shall serve without

compensation.

3.1.7 Employment/Independent Contractor

3.1.7.1 The organization will not hire employees or any individual that may fall under the heading of Independent Contractor.

3.2. **Membership**

3.2.1 Anyone interested in photography is welcome to join. It is the responsibility of all members, and especially the Directors, to promote membership to the organization. (It is important to make a special note here that continuously attracting new members is the only way to ensure the continued purpose of the organization.)

3.2.2 Each year the BoD should determine a goal for membership growth and retention.

3.2.3 Membership is annual and is valid for a calendar year, January 1 through December 31st.

3.2.4 Membership fees are due on January 1st.

3.2.5 Members who have not paid by the end of the first meeting of the year will be sent a written notice of payment due.

3.2.6 Membership **renewals** are not pro-rated if paid late.

3.2.7 Membership levels are determined in the Bylaws, however the fees for each is determined here. Membership dues as of Jan. 1, 2019 are as follows;

3.2.7.1	Active Membership	\$75
3.2.7.2	Active Spouse Membership	\$60
3.2.7.3	Active Membership Employee	\$60
3.2.7.4	Student Membership	\$55
3.2.7.5	Non-Active Spouse Membership	\$25 (non-voting)
3.2.7.6	Corporate Membership	\$260 (non-voting)

3.2.7.7 The dues schedule should be reviewed each year to determine the appropriate dues for the following year.

3.2.1. All members must agree to sign and abide by the Code of Conduct:

3.2.2. The following shall constitute the Code of Conduct for each and every member of Metro Professional Photographers Association. Every member shall signify his/her intention and willingness to abide by the same in the manner provided in the By Laws.

3.2.3. I, having been accepted into the membership of the Metro Professional Photographers Association, do hereby agree without reservation to this Code of Conduct, and do solemnly swear that:

1. I will endeavor to enhance and enable the prestige and standards of the

photographic profession by maintaining a dignity of manner in my behavior, in the presentation of my photography and photography services, in the appearance of my studio or place of business, and in all other forms of public contact.

2. I will observe the highest standard of honesty in all my transactions, avoiding the use of false titles, confusing or inaccurate technical terms, or descriptions, misleading terms or claims.
3. I will, at all times, endeavor to produce only those photographs and photographic services that will enhance the prestige and standards of the profession.
4. I will demonstrate a friendly spirit of cooperation with my fellow professional photographers and assist them whenever possible.
5. I will, at all times, avoid the use of unfair competitive practices.
6. I will assist and encourage other members of my profession, and work toward continually raising the awareness and quality standards of professional photography.
7. In all matters relating to the interpretation of this code, I will recognize the authority of the Metro Professional Photographers Association.

3.2.4. Member must provide printed name, date of signing, and proper signature.

3.2.5.3.2.10 New members are the future of the organization. The organization and Directors should take advantage of every opportunity to enroll new members and make them feel welcome.

3.2.10.1 Membership fees for new members may be pro-rated on the following schedule.

3.2.10.1.1 Special Event \$10 discount for first year membership.

3.2.10.1.2 After October 1st, full price but the membership fee applies for the remainder of the year and the next full year. (Discounts should be rounded up to the next even dollar amount.)

3.2.6.3.2.11 Guests

3.2.11.1 Anyone interested in auditing a meeting to see for themselves if they would like to join may attend their first meeting free of charge in exchange for providing us with their contact information and agreeing to join our email list.

3.2.11.2 Guests who would like to attend additional meetings without joining may do so for \$20 per meeting.

3.2.7.3.2.12 Member Retention

3.2.12.1 One of the greatest benefits of our organization is the depth and breadth of our members' experience in photography. Keeping members returning from year to year is as important as gaining new members each year. Every effort should be made to engage each member and make them aware that this organization exists for their benefit and that they are a valued part of its success.

3.2.8.3.2.13 Life Membership

3.2.13.1 In accordance with Article 3.1b of the Bylaws the Board may make recommendations to the general membership of individuals who have dedicated significant time and effort to the organization to be deserving of a continual lifetime membership free of the annual dues.

3.2.13.3 The names of the Life Membership candidates will be added to a slate to be voted on by the general membership.

3.3. **Grievances**

1. 3.3.1 If any member of the association feels they have a concern about the conduct of another member, a member of the Board or has an issue with the procedures of the Association and/or the Board, the member is encouraged to report the concern/issue with a Director. The concern may be presented verbally in person or by phone or may be submitted via email. The concern should demonstrate merit and may not be submitted anonymously. Depending on the severity of the concern and/or issue, the Director may handle it personally or, if deemed necessary, bring it before the entire Board for consideration and resolution.
2. 3.3.2 It is the purpose of this grievance procedure to help maintain a positive environment with respect and responsibility towards members of the Association. The grievance procedure is also intended to avoid unnecessary claims and associated legal exposure. The Board cannot promise that a specific grievance or complain will result in a member's desired results but will make every effort to find an appropriate resolution to every issue.

3.4. **Meetings**

3.4.1 General Meetings

3.4.4.1. General meetings are held once a month for the benefit of the membership. The monthly meetings offer members a chance to come together in person to improve the industry through education, experience and interaction with one another.

3.4.4.2. In recent years "live" events such as ours have had to compete with the numerous online educational channels and social platforms for membership. With the vast offerings of virtual experiences, we must diligently continue to offer potential members compelling reasons to make the effort to actually attend in person and participate.

3.4.2 Board of Directors Meetings

3.4.2.1 Meetings of the Board are held to discuss issues, make plans, vote on expenditures and conduct business on behalf of the organization.

3.4.2.2 The President shall schedule meetings of the Board of Directors. Notice requirements for these meetings is in the Bylaws.

3.4.2.3 Members at large are encouraged, but not required, to attend BoD

meetings for the purpose of learning firsthand the workings of the Board, presenting topics of interest, or submitting grievances.

3.4.2.4 The President will schedule the Transition Board Meeting as early in the year as possible to transition to the newly elected officers and board members.

3.4.2.4.1 The first portion of the meeting will be conducted by the outgoing President and will be dedicated to trying to wrap up business from the previous year. When all existing business is completed to the extent possible the outgoing President will close out their term by closing the meeting and turning things over to the new Board and incoming President.

3.4.2.4.2 The second portion of the meeting starts when the incoming President re-opens the meeting.

3.4.2.4.2.1 Quick introductions should be made so everyone knows who they will be working with and what everybody's functions are.

3.4.2.4.2.2 If there are vacancies in any of the committees, each incoming board member should take on a roll in any one of them.

3.4.2.4.2.3 The President should give an overview of their plans, thoughts and ideas for the year and then present the budget. The budget should be discussed in detail and at length. If appropriate, a vote should be taken to approve the budget.

3.4.2.4.2.3.1 If the budget cannot be approved at this time the Board will have to approve the immediate expenditures and set a deadline for the budget to be completed and voted on again.

3.4.2.4.2.4 The remainder of the meeting should be discussing old business, then opening the floor to new business.

3.4.3 Meeting and Event Locations

3.4.3.1 Meeting locations can be determined on an as-needed basis based on the specific need of each specific event.

3.4.3.2 Whenever possible, the general meetings should be held in the same location from month to month to give members a sense of consistency.

3.4.4 Speakers/Presenters/Models

3.4.4.1 Each month a different speaker is brought in to make a presentation for the membership. The President is generally in charge of creating the speaker roster for the year. They should take advantage of the experience and contacts available through the Executive Advisor, the Immediate Past President, other PPA affiliates and the membership at large to help find speakers on a variety of subjects that the membership would find appealing.

3.4.4.2 Speaker compensation is listed under the Finance heading section.

3.4.5 Special Events

- 3.4.5.1 The organization may host a variety of special events throughout the year. Whenever possible these events should be planned far enough in advance that they can be figured into the budget (even if the exact dates aren't scheduled that early.)
- 3.4.5.2 MetroPPA should host at least one FREE event that focuses on showing our appreciation for our members. Often this is a picnic in the fall.
- 3.4.5.3 Print Competition – An annual print competition will be held each year following the guidelines set forth by PPA. The Print Competition Committee is responsible for this event including providing a budget to the President early enough to include it in the annual budget.
 - 3.4.5.3.1 The Print Competition usually takes the place of one of the General Meetings.
 - 3.4.5.3.2 The Print Committee and the Mentoring Committee should work closely to encourage and support members who wish to participate. Especially newer members or first-time entries into the competition.
- 3.4.5.4 Holiday Party - All members are invited and encouraged to participate in the annual Holiday Party hosted by the BoD. The party is typically planned by the Board members which may include a meal, a program with guest speaker or entertainers, and a fun gift exchange. The Board will set the budget for the party and determine the cost to members for participation.
- 3.4.5.5 Fundraisers
 - 3.4.5.5.1 The Fundraising Committee is in charge of generating revenue through events and activities throughout the year.
 - 3.4.5.5.2 A rough plan for the year, along with projections for income and expenses, should be constructed before the Transition Board Meeting so that the information can be included in the President's budget proposal. This information should be submitted to the President by the Fundraising Chair to be included in the budget proposal.
 - 3.4.5.5.3 Efforts should be made to raise funds from outside the organization and not just offering events tailored to get existing members to spend more money.

3.5. Marketing

- 3.5.1 Marketing is an essential part of the continuing growth and continuation of the organization. Marketing should focus on two things, bringing in new prospects and getting the existing membership to physically participate in meetings and events.
 - 3.5.1.1. All marketing must be coordinated through the Communications Committee.
 - 3.5.1.2. It is important that all materials and communications maintain a unified message to give a consistent and professional message.

4. PPA Requirements

- 4.1. Metro Professional Photographers Association is an affiliate of Professional Photographers of America and is therefore subject to the rules of affiliation. In December of each year the Board is required to approve the Articles of Affiliation provided by PPA. The President is required to sign the agreement, fill out the additional paperwork and submit the payment. PPA has excellent instructions and communicates all deadlines through its primary contacts in the organization, typically the President and Executive Advisor. The requirements may change without notice, the requirements as of 2014 are;
- 4.2. PPA requires the President of the association to be an active PPA member.
- 4.3. A copy of the Minutes from the most recent Board Meeting.
- 4.4. A copy of the Sign Up Form that includes membership fees.
- 4.5. A copy of this year's 1099-N tax form.
- 4.6. An updated copy of the membership list (format included in the instructions).
- 4.7. A signed copy of the Principles of Affiliation.
- 4.8. An up-to-date Financial Report.
- 4.9. IF the Bylaws have changed they need a copy of the most recent version that was filed with the state.
- 4.10. IF the Articles of Incorporation have changed they need a copy.
- 4.11. Merits (non-financial compensation for PPA members)
 - 4.11.1 PPA members that speak, judge prints or provide educational opportunities for the organization may be eligible for service merits through PPA.
 - 4.11.2 The number of merits available is determined by PPA based on the membership information provided during the PPA Affiliation Renewal process. Roughly speaking, the more PPA members you have involved with the organization the more merits you are allotted.
 - 4.11.3 Often speakers who are seeking their Craftsman or other PPA degrees will trade their services just for the merits and not ask for any monetary compensation whatsoever.
 - 4.11.4 Whenever possible merits should be ordered in advance so they can actually be presented to the speaker at the end of their presentation.

4.11.5 The President receives two service merits for their dedication and service to the organization.

Addendum A – Committee Policies

1. Membership Committee

- 1.1.Purpose: To recruit new members and encourage engagement by existing members.
- 1.2.Goals: The MetroPPA Membership Committee is committed to growing the chapter membership by generate ideas for increasing membership and for offering services to existing members which will increase members' satisfaction and generate membership renewals.
- 1.3.Integrate new members in a way that encourages participation and a sense of belonging.
- 1.4.Develop ways for receiving membership feedback and for incorporating the input into the administrative function of the organization as well as acting as a liaison to the membership as a whole and being a conduit through which member feedback and ideas may be channeled.
- 1.5.Seek to foster cohesion and high retention rates. A committed and continuing growing membership body is a basic foundation of a vibrant organization.
- 1.6.Work in conjunction with the Communications Committee to generate marketing and recruiting materials that are consistent with our "brand."
- 1.7. The committee will keep documentation of all communication, including calls, letters mailed, and time and place of distribution of marketing pieces.
- 1.8. The Board will approve expenses for the Membership Committee which may include marketing expenses.
- 1.9.Recrut new members into the organization.
- 1.10.Retain current members and encourage attendance to all functions and events.
- 1.11.Have greeters at each meeting to welcome attendees.
- 1.12.**Assist the Secretary in keeping attendance for meetings and event.

2. Fundraiser Committee

- 2.1.Purpose: The fundraising committee's purpose is to raise money and provide services needed to carry out the mission of the organization
- 2.2.Goals: Plan and execute 1-3 fundraisers per year. The financial goal each year should be determined in the initial budget submitted for the year.
- 2.3.This committee is comprised of a board member and any active members willing to work together to achieve this goal.
- 2.4.The committee may incur expenses related to the fundraiser, which may include payment for talent, food, venue, etc. The budget for these expenses should be approved by the Board. Payment for expenditures may be made directly through the President or Vice President

making a direct payment or through reimbursements to the committee members for expenses they incurred personally. Proper accounting and tracking must be adhered to including the collection of receipts.

2.5. The Fundraising Committee will work with the Communication Committee to market the event to MPPA members and outside photographers.

2.5.1. There is only so much money that the organization will be able to earn through charging its membership. Most of the fundraising effort should be focused on bringing in money from the community at large. Events should be focused on what will draw interest from the local photography enthusiasts, and not just what members would like to learn.

2.6. Because fundraisers are an opportunity to reach potential members, the Fundraising Committee will also work with the Membership Committee to ensure names and phone numbers of potential members are tracked for future correspondence.

2.7. Work with the Board or Executive Advisor to define short- and long-term fundraising goals.

2.8. Assist the incoming Committee members in preparing the budget for the upcoming year.

2.9. Plan and execute fundraising activities throughout the fiscal year.

2.10. Contribute financial support and encourage others to do so.

2.11. Identify and recruit active members of Metro PPA to serve on the fundraising committee.

2.12. Encourage the entire Metro PPA membership to participate in the fundraising activities.

2.12.1. Especially encourage members to spread the word to other photography enthusiasts in their area to try to increase attendance to our events.

3. Communications Committee

3.1. Purpose: Responsible for all marketing and communication done by MetroPPA.

3.2. Goals: To create and maintaining a unified marketing campaign to recruit new membership, participation in events, and attract sponsors. To maintain a consistent and reliable stream of communication to the existing membership.

3.3. Policies:

3.4. The committee chair will recruit members to help coordinate marketing efforts, create marketing materials, and communicate information and events to the membership.

3.5. The Secretary will be a permanent member of this committee but is not required to be the chairperson.

3.6. Create a Marketing Plan to guide members when creating marketing materials and to help maintain a consistent professional look.

3.7. The Marketing Plan should be a separate document maintained by the communications Committee, and approved by the Board of Directors, that encompasses the details needed to maintain consistency from year to year and covers details that often need changed and updated more often than this document. Examples of this might include a vendors list,

deadlines, yearly goals, specific roles and responsibilities, and technical details about how to use certain technology.

- 3.8. Create a budget for the upcoming year and present it to the President and Vice President (since they are the incoming President and this will be part of their overall budget) by December 1st.
- 3.9. Provide all financial records for marketing and communications to the President and Treasurer in a timely manner (typically no longer than one week after the expense is made.)
- 3.10. Create and maintain communication with the membership that is as easy and reliable as possible.
- 3.11. Planning, collecting and creating content, including photos, for web and social media use that compliments and enhances the organization's image.
- 3.12. Use and manage Mailchimp (email), Facebook, Twitter, Instagram, and other social media sources as well as text messaging, phone calls and direct mail.
- 3.13. Manage the digital filing account to ensure that shared files stay organized and use it to organize and maintain a permanent record of files and documents.
- 3.14. Design and/or approve all marketing materials and see that they are produced with the appropriate quality.
- 3.15. Work with the incoming President to collect information about upcoming speakers and events so that marketing and communications can be planned and generated before the turn of the new year.

4. Technology Committee

- 4.1. Purpose: Assist the Board and membership with hardware, software and online technical issues.
- 4.2. Goals: The Vice President will serve on this committee and will be responsible for managing the login and password information. The Committee Chair will recruit members to help store, maintain and set up the organization's computer ~~and a/v~~ hardware as necessary, provide technical support for software and online assets. The webmaster will be part of the Technology Committee and will be responsible for maintaining the website and social media accounts, though will not be responsible for content.

5. Mentoring Committee

- 5.1. Purpose: To help all members achieve success in their photography business and improve their overall photographic skills.
- 5.2. Goals: The Committee Chair will recruit members who will be willing to critique members' work and/or give professional advice regarding best business practices. The Committee will encourage members to receive advice through advertising specific times mentors are available for communication. Committee members may also be willing to provide feedback via email but are not required to do so. The Committee should track names of members who have been assisted, as well as request and catalog testimonials for use on the MetroPPA website.

6. Print Competition Committee

6.1. Purpose: To manage the promotion, planning, and execution MPPA's yearly print competition and all other MPPA competitions and exhibitions.

6.2. MetroPPA Print Competition Rules

6.2.1. Eligibility & Entry Fees

6.2.1.1. All members of Metro PPA are eligible to enter the annual exhibition.

6.2.1.2. There is a fee to enter competition. That fee is currently \$40 per case for members, \$75 for non members and \$10 for each additional image.

6.2.2. Categories

6.2.2.1. General Category – Open to all members who do not hold the PPA Master of Photography degree.

6.2.2.2. 1st Time Entrant – Any member who is entering for the first time in any local, state, regional or national photographic PPA affiliated competition is eligible for this category. General Category entries only.

6.2.2.3. Masters Category- Open to members who hold the PPA Master of Photography degree.

6.2.2.4. Out-of-state Category – Open to members from outside Oklahoma and are only eligible to receive the Out-of-State award.

6.2.3. Print Categories

6.2.3.1. MP-Men's Portrait – One male subject only

6.2.3.2. WP-Women's Portrait – One female subject only

6.2.3.3. CP- Child's Portrait – One subject only

6.2.3.4. GP-Group Portrait – Two or more subjects, including animals.

6.2.3.5. WE-Weddings - pertaining to brides or candid weddings.

6.2.3.6. C/I-Commercial/Industrial - commercial or industrial subject matter.

6.2.3.7. AR-Artist - Electronic Imaging - created, manipulated, or enhanced by electronic digital means.

6.2.3.8. UN-Unclassified - Scenic, landscapes, still life, inanimate objects, or people not fitting the portrait category.

6.2.3.9. EA-Event Album - All photographs from one event.

6.2.3.10. Classical Portrait – minimal-to-no-retouch enhancement.

6.2.4. Qualifications

6.2.4.1. Entries will be disqualified if the photographer's name, studio name or title appear on the entry.

6.2.4.2. Any image that has previously been entered at a district or national level

receiving a seal or merit will be disqualified.

6.2.4.3.No entry will be eligible that has been made under the supervision of an instructor, during class time or as a class assignment.

6.2.4.4.No two entries shall be of the same subject.

6.2.5.Specific Conditions for DIGITAL Categories

6.2.5.1.Only Digital Prints will be entered.

6.2.5.2.Each entrant may enter up to 6 digital submissions for the case entry fee of which the top 4 scores are calculated toward image case totals. Additional submissions can be entered for and additional fee per submission but will receive credit for the score only and will not be included as part of the case total.

6.2.5.3.Files must be sized so the longest dimension is 4000 pixels. Each file must contain an embedded color profile of either sRGB or Adobe RGB1998 and be saved at a JPEG quality setting of 10. In most cases, total file size should not exceed 3.5 MB.

6.2.5.4.Files should be labeled with title only.

6.2.6.Awards for Categories

6.2.6.1.The best entry in each category in the general, master's, and out-of-state divisions will be awarded a first place award. Judges will give as many as two distinguished and two honorable mention ribbons in each category in the general and masters divisions (does not include the out-of-state division).

6.2.6.2.Awards will be given for highest print case in the general category and masters category.

6.2.6.3.An award will be given for highest print case for First Time Entrants.

6.2.6.4.An award will be given for highest print case for Out-of-State submissions.

6.3.Album Entries

6.3.1.1.all albums must submit a digital file and follow the guidelines for entering a digital album.

6.3.1.2.All files must be horizontal canvas

6.3.1.3.An entry may contain up to 71 files.

6.3.1.4.Identify files in order to be viewed using two digits, i.e. 01.jpg, 02.jpg, etc. Place album entries as your last entry number.

6.3.1.5.All files for one entry must be in one folder named with your title of entry. (i.e. Endless Love).

6.3.1.6.Any entrant may enter no more than two albums.

7. Fellowship Committee

7.1.1.1.Purpose: The Fellowship committee is to recognize those who have served the

membership of Metro Professional Photographers Association, freely given their time, and been participating members of their guild.

7.1.1.2.Goal: The goal of this committee is to keep records of the fellowship points turned in by the members.

7.1.1.3.To verify the validity of the points using reports from appropriate committees and to award qualifying members fellowship degrees.

7.1.1.4.It is each members responsibility to submit any points they have earned during the year.

7.1.1.5.This form must be submitted by Dec 31st of the same year the points are earned to the fellowship committee.

7.1.1.6.The fellowship chair orders and holds the unawarded medals until they are needed.

8. Welcoming Committee

8.1.1.1. The purpose of the Welcome Committee is to greet new members, present them with welcoming packet, acquaint them with its contents, and offer assistance to them in getting settled in their new environment and becoming part of the Metro PPA Association.

8.1.1.2. Goals: The MetroPPA Welcoming Committee is committed to welcoming all new members with a timely, informative and personalized welcome to the association.

8.1.1.3.The Chairperson will report the names and addresses of all new members via email to the Board of Directors and others committee persons who may request same.

8.1.1.4.The Chairperson or Committee member will introduce the new member to the Metro PPA membership in attendance at the monthly meeting.

8.1.1.5.The Chairperson or Committee member will personally greet new members as soon as practicable.

8.1.1.6.The Chairperson or Committee member will Introduce new members to each Board of Directors.

8.1.1.7.The Chairperson or Committee member will Insure that new members have been provided copies of the By-Laws, Policy and Procedures, Ethics, and a schedule of the the events and meetings.

8.1.1.8. Provide new members with welcoming packet that includes a sticker, pamphlet, guest name tag.

Addendum B – Change Log

2015-10-11 Douglas Muncy, Immediate Past President, submitted a final draft to the Board of Directors for approval.

2019-01-14 Pamela Meyers, Immediate Past President, submitted an updated final draft to the Board of Directors for approval.

2020-11-21 Carrie Holland, Immediate Past President, submitted an updated final draft to the Board of Directors for approval.

2020-12-07 Skeeter Arnold, Immediate Past President, submitted an updated final draft to the Board of Directors for approval.