

PROFESSIONAL PHOTOGRAPHERS of MICHIGAN

A Michigan Nonprofit Corporation



POLICIES

PPM Policies are the result of action by the Board of Directors
Interpretation of Policies is outlined herein. Questions should be referred to specific
committees or to any Board Member

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Chapter I - Purpose and Objectives

1. Professional Photographers of Michigan (PPM), exists to assist its members achieve their professional, artistic, and fraternal goals; promote public awareness of the profession; and to advance the making of images in all its disciplines as an art, a science, and a visual recorder of history.
2. PPM
 - Offers workshops and other education to help members become better photographers
 - Provides resources for our members to develop sustainable, profitable, and ethical photography businesses
 - Host formal (PPA-Style image competitions to provide constructive, educational feedback to improve our members' skill as image makers
 - Offer social gatherings for photographers to network and build camaraderie

Chapter II - Code of Ethics

As a requirement for admission to and retention of membership and participation in this Association, each member, and participant shall agree to:

1. Always Strive to upgrade and improve knowledge and skill of professional image making, marketing and related areas.
2. In all dealings with users of image making and the general public, each member and participant of this Association shall:
 - a. Strive to present all image making services in surroundings and in a manner, which reflects the highest levels of professionalism.
 - b. Use the highest levels of honesty, professionalism, and integrity.
 - c. 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 or State statute or any decision of any Federal or State Court or contractual agreement
3. In all dealings with fellow professional image makers, students and others who aspire to be professional image makers, each member and participant of this Association shall:
 - a. Share the knowledge and skill of professional image making
 - b. Use the highest levels of professionalism, honesty, and integrity.

Chapter III Membership and Membership Services

Section 1 Eligibility and Termination

1. Whenever in the bylaws the terms "member", "active member", "active members", or "members" are used, it shall be interpreted as meaning members in good standing, regardless of classification. All memberships, except for HLM, are for the term of one calendar year, from your date of application acceptance.
2. The classifications of membership are:
 - a. First Time PPM Membership shall mean any individual, whether hobbyist or professional, that has agreed to and signed a copy of the Code of Ethics on file with PPM. This member applicant also as not been a member for the previous five (5) years.
 - b. Active Member (PPM Membership) shall mean any individual, whether hobbyist or professional, that has agreed to and signed a copy of the Code of Ethics on file with PPM.
 - c. ****Student Member – a Student membership are persons with current student identification. Student membership may be granted by the Board. Student membership has no privilege to vote. Student members are not eligible for awards other than Next Generation if they meet the criteria.**
 - d. Retired Member – May be granted at the discretion of the Board to any Active or Vendor member of PPM who is 65 years or older, and who is a current member of PPM for a minimum of 10 consecutive years and are now retired but still want to keep their finger on the pulse of our industry. Retired members may retain active membership in this organization at a reduced dues rate as established by the Board. Privileges shall include the right to vote and hold office.
Remember that Retired Members cannot:
 - i. Earn income through photography
 - ii. Own a photographic Studio
 - iii. Maintain a website or advertise their photographic services
 - iv. Be covered by PPA's indemnification
 - v. Be listed in the Find-A-Photographer database
 - vi. Have additional Active members listed under their membership record
 - e. Honorary Life Member shall meet the following criteria:
 - i. HLM may be granted at the sole discretion of the board. The granting of HLM membership shall relieve the person of payment of all dues, present and future. They shall be eligible to attend all PPM events where general meetings are held and shall receive all official PPM communications. HLM members will be required to pay "merit" fee if a merit is requested. HLM members may hold office and retain the right to vote.
 - f. Vendor Members shall consist of persons who are owners, managers, salespersons or employees of stock houses, dealers, manufacturers or processors of photographic materials or supplies.
3. Approval procedure of prospective members:
 - a. Upon submission of the application, the Membership director shall review the pending profile and payment of the applicant.
 - b. Upon completion of the background investigation, the Membership director shall present to the board. The application shall then be voted on by the members of the Board of Directors.

Termination of Membership:

- c. Any member wishing to resign may cancel the auto renewal of their membership dues. Such resignation shall not relieve the member of the obligation to pay any dues, assessments, or other changes theretofore accrued and unpaid.
 - d. The Board of Directors, upon recommendation of the Bylaws, Rules and Ethics Committee, may discipline, suspend, or terminate any membership for violation of this Association's Code of Ethics or for other just cause.
4. Use of the Association Logotype, Degrees, and Metals:
- a. Only members in good standing who meet prescribed requirements for membership may display the Seal, Logo and other types of insignias and membership identification of this Association.
 - b. The Seal, Logo and other types of insignias and membership identification of this Association are protected by Trademark and shall not be altered when used or displayed.
 - c. Any member not meeting prescribed requirements for membership and whose membership has expired or been rescinded will cease and desist in the use and display of the Seal, Logo and other types of insignias and membership identification of this Association.
 - d. Violations of the Association's policy regarding the use of the Seal, Logo, or other types of insignias and membership identification of this membership could constitute grounds for legal proceedings by this Association.
 - e. Any member or former member in good standing may continue to display and use the degrees they have earned even after they cease to be a member of this Association.

Section 2 Meetings of the Membership

1. Monthly Meetings and Events: (non-voting meeting)
 - a. Held monthly on a day as scheduled and determined by the BOD.
 - b. The Summer Social is generally held in July and may be moved to another day at the discretion of the BOD.
 - b. NEW members shall be introduced at the beginning of each meeting *as time allows*.
2. Annual Membership Meetings: (voting meeting)
 - a. The Annual Banquet is generally held in March and may be moved at the discretion of the BOD.
 - b. These will be held twice per year, to be scheduled at the discretion of the BOD.
 - c. Association business is conducted, such as election of Officers and Directors.
 - d. The Annual meeting will be run by the President with the Secretary taking official minutes that once approved will be added to the following general board minutes.

Section 3 Dues and Fees

1. Membership Dues:

a.	First Time PPM Membership (Includes FREE fall event)	\$ 99
b.	Active Member – Auto renewal	\$ 99
c.	Retired Membership	\$ 49
d.	Student Membership	\$ 49
e.	Past President Membership	\$ 99
f.	Honorary and Life Membership (HLM & LM)	\$ 0

2. Fees for Workshops and Safaris are established for each event based upon the cost of production for the event.
 - a. If fewer than the minimum number of participants have registered, the event may be canceled. The registration fees will be credited for the next scheduled event or refunded at the discretion of the BOD.
 - b. Members from Affiliate Associations and Associations with which we have a reciprocal agreement are extended the “Member” rate.
 - c. If a Nonmember attends an PPM event and pays a higher (Nonmember) price than a member would pay, and then joins PPM within 5 days of the event, the member will receive a refund of the difference between the Member and Nonmember event price.
 - d. One complimentary class registration to the owner of a venue what a class is being held there at NO cost to PPM. Complimentary registration will include covering the cost of the PPA Continuing Education merit fee.
 - e. In the event of a merit class, the HLM or LM members will be responsible for the “Merit” fee if a merit is desired.

Section 4 Workshop Refunds

1. Beginning 10 days prior to the event a refund may only be issued due to medical or family emergency. Request for refund must be made in writing to the education director within 2 weeks after the event.

Section 5 Sponsorships

1. Elite Sponsorship: \$1500

- PPM member mailing list
 - Promotional opportunity with all events
 - Monthly FB opportunity designed/recorded by you
 - Quarterly email marketing opportunity designed by you
 - Mention in Newsletter
 - Opportunity for a 2 min commercial before 1 speaker presents
 - Vendor table opportunity at all PPM hosted events
 - 2 tickets to PhotoMax banquet (when applicable)
- **All Opportunities in the Signature & Basic Level

2. Signature Sponsorship: \$1000

- Vendor table opportunity at PhotoMax & Fall Retreat
 - Logo on PPM Website
 - Quarterly FB opportunity designed/recorded by you
 - 2/year email marketing opportunity designed by you
 - Dedicated tradeshow time (min 1hr, at PhotoMax & Fall Retreat)
 - Action booth time during PhotoMax & Fall Retreat
- ** All opportunities in the Basic Level

3. Basic Sponsorship: \$500

- Vendor table at 1 event
- Logo included for the 1 event
- FB opportunity related to the 1 event
- Dedicated tradeshow time (min ½ hr.)

4. Mini Sponsorship: Donation of a Raffle or Door prize

- Raffle opportunity during one event
- Mention during event

Chapter IV Board of Directors (herein 'the Board')

1. Eligibility for Office or Board Membership. To be eligible for Office or Board Membership, an individual must:
 - a. be an Active Member of the Association,
 - b. possess an understanding of the business of photography and the responsibilities of participation in a non-profit Board of Directors, and
 - c. meet the term limit requirements established by the Association's Bylaws or by the Board
2. Term Limits: An individual may serve a maximum of two consecutive three-year terms as the Chair of any one committee or office. Additional three-year terms may be served at the approval of the Board
3. Staggered Elections. In accord with the Association's Bylaws, Board members serving three-year terms will be elected in staggered groups to promote continuity.
 - a. **GROUP A:** Marketing and Communications, Bylaws, Rules and Ethics, Secretary, Member Value
 - b. **GROUP B:** Treasurer, Education, Competition red Elections. In accord with the Associations
4. Nominating Committee (the Committee):
 - a. The vice president shall chair nominating committee and shall choose committee members as necessary by June 1st. The Committee shall:
 - i. notify Active Members, by July 1st that "Nominations are open for Board Committee Chairs and Vice President" and that nominations must be received by August 1st.
 - ii. determine if existing officers and Director's desire to return to their position
 - iii. will recruit potential candidate's and obtain the candidate's consent before the candidate's name may be placed in nomination.
 - iv. present their recommendations to the Board at the September Board meeting. The Board may approve and thereby recommend the candidates or ask the committee for additional nominees, in which case, the Board would need to meet in a called session in order to meet the October monthly meeting ballot deadline.
 - v. Active Members shall be sent a ballot and a copy of the Candidate Statements by email, or to the mailing address on file for members with no valid email by September 1st.
5. Elections & Voting: Voting shall be held online, prior to, and in person at the Annual General Membership Meeting held at the Fall Convention.
 - a. Only Active Members, whose dues are current, may vote for the business of the Association.
 - b. Nominations from the floor are allowed and can be written in on the ballot.
 - c. Voting is monitored by the Election Committee comprised of the Vice President, Secretary and Bylaws Director.
 - d. Ballots are counted by election Committee and recorded by the Secretary.
 - e. Results of the vote shall be announced to the membership prior to the November board meeting and Monthly meeting.

6. Oath of Office: Each Officer and Director shall be administered the Oath of Office by an officer prior to taking office.

“I swear or affirm that I fully understand the duties of office to which I have been elected and that I have read the Bylaws of this Association and agree to faithfully execute the duties and responsibilities of this office to the best of my ability.”

7. The Executive Committee shall be delegated the power to:
 - a. Act for the association in situations when convening the entire board is impossible or impractical however its actions must be reported to and resolved by the board at its next meeting.
 - b. Investigate, plan, and submit recommendations to the full board related to the business of the association.
 - c. Review the agenda for each board meeting and make recommendations for changes and additions
 - d. Set the consent agenda prior to each board meeting.
8. The Directors of the Association shall, in addition to those duties specified in the bylaws:
 - a. Oversee the business of the association
 - b. The Directors Conduct themselves in a professional manner during the board and membership meetings.
 - c. Attendance and Participation:
 - i. Each member of the board is expected to attend and participate at each meeting of the board and notify the President in advance of absence.
 - ii. Each member of the board shall attend the Board planning retreat.
 - iii. Board members, who fail to participate and/or attend three (3) or more consecutive meetings of the board, unless such failure to attend is excused by an approval of the board, shall be deemed “derelict in their duty”. The president will notify the director that their dereliction will be reviewed at the next board of directors meeting, and that they may be removed by two thirds vote of the board of directors present at the meeting.
 - iv. Any board member may be recalled from their position on the board by two thirds vote of the board.
 - v. Any elected or appointed official of this association may be recalled by a majority vote of the general membership present, provided that proper precautions for the protection of these officials and their interests are observed. 30-day notice and a petition signed by 20% of the general membership present must be provided before a recall vote.
 - d. Review and dispatch the business issues, approve reports, and programming for the year of the association that come before them.
 - e. Review and dispatch budgets and requests for expenditures.
 - f. Review Serve as chairpersons to standing committees as needed.
 - g. Prepare monthly reports of activities of their committees.
 - h. Executive Committee is required to read/approve all contracts in advance of signing.

9. Meetings of the board: the board of directors will meet on the dates decided by the BOD monthly, for the purpose of conducting the business of the Association except when such meetings are cancelled by approval of the board of directors. Meeting time and location to be announced at least 10 days in advance. The forum of choice for the association is an in-person meeting of the board and its committees; however, action may be taken by the board or its committees in lieu of in-person meetings in accordance with the laws of the State of Michigan using the most effective technology (Zoom).
 - a. The board may conduct matters of business with a quorum of the directors. (A quorum equals the number of board members in good standing who must be present to transact business. If not defined in the bylaws, then a quorum shall equal a majority— 50% plus one—per the Standard Code of Parliamentary Procedure.)
 - b. Monthly Board Meeting may be canceled or rescheduled with a minimum of 48 hours' notice, except when urgency precludes such notice.
 - c. Special Board Meeting may be called with a minimum of 48 hours' notice.
 - d. Agenda: In addition to Old Business, Board Members may submit New Business items to the President and Secretary no later than 1 week before any scheduled Board Meeting. At the discretion of the President, items not submitted in a timely manner may not be allowed to be heard.
 - e. Virtual Meetings may be held if urgency precludes waiting until next scheduled meeting. Meetings may be held by Email or conference or video calls. The virtual meeting must be documented in the same manner as any like meeting.

10. Email Voting: Motions may be made by email. A timeline for discussion and response should be stated; for example: DISCUSSION OF THE MOTION WILL BE HELD FOR ONE WEEK; VOTES WILL BE DUE THE END OF THE FOLLOWING WEEK (giving dates).
 - a. A 100% response of board members for an email board vote must be received. For an email message to be part of a meeting, it must be sent to **all** board members (with the exception of returned ballots). Other message may be sent for caucusing or other off-line discussion, but these are not officially part of the meeting.
 - b. The results of the email motion become part of the official minutes during the next scheduled meeting

11. Board Members: As prescribed by the association bylaws, the Board of Directors shall consist of the Executive Board and a number of auxiliary board members as determined by the Executive board. Each board member will have a responsibility to chair a board committee and additionally be invited to serve as a member of other committees as fitting.
 - a. Therefore, the Board shall be comprised as follows:
 - i. Officers
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Immediate Past President
 - ii. Directors (Functional areas of responsibility)
 1. Events
 2. Bylaws, Rules & Ethics
 3. Image Competition
 4. Marketing/Communication
 5. Director at Large

12. Board Vacancies - Vacancies of Office or the Board of Directors between elections shall be filled by the Board.

Chapter V Committees of the Association

1. Board Committees: There shall be two classifications of committees:
 - a. Ad Hoc Committees: Temporary committees, whose purpose is for a one-time, close-ended, purpose or function. Ad hoc committee chairs may serve for the duration for which the ad hoc committee was created. This is a non-voting, non-board position.
 - b. Standing committees whose purpose is for the day-to-day operation of the association. At- large members can be included in any committee except the executive committee.
 - i. Executive Committee
 1. President (Chair)
 2. Vice President
 3. President Elect
 4. Secretary
 5. Treasurer
 6. Immediate Past President
 - ii. Finance Committee
 - iii. Member Value Committee
 - iv. Marketing/Communications Committee
 - v. Education / Events
 - vi. Awards—Chaired by the Awards/Points/Degrees Chair
 - vii. Image Competition
 - viii. Social Committee
 - ix. **Juror Oversight Committee**
2. Committee Chairpersons shall fulfill the duties of the Job Descriptions including:
 - a. Prepare and Submit a Budget for their Committee.
 - b. Plan for the activities of their Committee
 - c. Secure the assistance of member volunteers as needed.
 - d. Schedule meetings of the Committee Monthly or as needed to conduct its business.
 - e. Document and maintain the work of their committee and for future committee members.
 - f. Submit committee activity reports to the Board at such times as it may request.
 - g. Act in accordance with the laws of the State of Michigan.
 - h. Committee meetings may be held in whatever format best suits the committee members.
3. **Members of the Juror Oversight Committee (JOC) must have their PPA Master's Degree.**
4. **The Juror Oversight Committee (JOC) will be capped at 5 members' total: 4 Committee members + 1 Chairperson. The committee can operate with less but no more than 5 members.**

Chapter VI Financial Matters

1. Handling of Funds:

- a. The treasurer is the financial liaison between, the Board and this Association's auditors. The treasurer shall have the authority to review all bills presented for payment by the Executive Office and be satisfied that they are in accordance with provisions of the annual budget. The treasurer shall supervise preparation of the budget and custody of the funds of this Association; provide for monthly financial statements to the Board and an annual audit by the Vice President, or additional advisor, such as a CPA. No departures shall be made from budget without the approval of the Board.
- b. All expenses incurred by officers or members of committees actively engaged in the business of this Association and provided for in the annual budget or authorized by the Board shall be defrayed by this Association upon receipt of an expense receipt with name written on receipt and signed reimbursement form. Receipt may be paper or electronic; reimbursement form may be submitted in paper or electronically with a digital signature.
- c. The following bank accounts are used to transact all business of the association:
 - i. One Main checking account
 - ii. One Regular savings account
 - iii. PPM will maintain an account used to receive payments for membership and all other events of the association
- d. Members of the executive committee may be issued debit cards to help facilitate purchasing of goods or services for the organization. A record of all issued debit cards will be kept on file and accessible in Dropbox. Our desire when possible is to have any purchased goods or service payment accompanied by an invoice.
- e. Prior to writing any check for an amount equal to or in excess of \$750, an approval form will be signed by two authorized signing members of the board.
- f. When a person no longer needs access to an PPM debit card, said person will go to the association's bank along with the current Finance Director to have their name removed from the account and turn in the debit card to the Finance Director (Treasurer) who will then shred said debit card.
- g. At the end of each month, the Finance Director, along with a second member of the PPM finance committee, will reconcile the PPM accounts.
- h. In the event of a critical time sensitive matter, the Treasurer, via electronic means (at this time Facebook PM) may call for a majority vote of the board for the decision needed.

Chapter VII Awards

1. PPM Member of the Year (2022)

- a. Defined: An active member who has excelled in photographic excellence and PPM Service. Only non-board members are eligible for this award.
- b. Presented annually (in the event there is no qualified member the award will not be presented.)
- c. Qualifications:
 - i. A member in good standing for at least one full year.
 - ii. Member selected by committee from pool of qualified nominees.
 - iii. Committee will consist of two most recent Member of the Year recipients and selected board members and / or committee chairs
 - iv. Members must earn at least 5 service points and 1 image competition point to be qualified for consideration.

2. Michigan Mitten Pin Award

- a. The Mitten Pin will be given to engaged members who receive a minimum of 12 mitten pin units in one calendar year. Members in good standing, regardless of length of membership are eligible to receive this pin. Pins will also be granted to speakers and judges from out of the area. Mitten Pin units must come from each of the following areas. Attending workshops, Entering competitions, and Volunteer service. Each member will track their own points and will be able to verify their tracking to the BOD.

3. PPM Service Award

- a. The PPM Service Award was designed to recognize outstanding service to the Professional Photographers of Michigan. The motivation for service should not be the award but the new friends and benefits we provide to our fellow members. As we work side by side, we are providing the foundation for our association to better serve each of us. The involvement of all members in the operation and advancement of the association will bring about strength and unity far beyond that which could be achieved by any of us individually.
- b. Each member will track their own points and will be able to verify their tracking to the BOD.
- c. Each member will be responsible for downloading the appropriate forms need to report your points. The forms will be available on the PPM website under "Awards"
- d. The PPM Service Award, Achievement Award is awarded once you achieve 25 points according to the schedule located in Section IX. Once you reach 25 points, your count starts over.
- e. Beyond the PPM Service Award, once you achieve 25 points, a gold XXV Bar will be awarded for each additional 25 Service Points earned. Once you reach 25 points, your count starts over.

Chapter VIII Degrees

Chapter IX Points

Section 1 Rules

1. PPM Points shall be awarded only to members in good standing of this Association.
2. It shall be the Committee Chair's responsibility to submit the PPM the points earned and received by committee members.
 - a. Must be submitted annually.
 - b. Must be audited by the Points Audit Committee. The Points Audit Committee will consist of the committee chairs from Awards, Competition, Education, and the President.
3. The Association shall maintain a record of each member's annually accumulated Points.
4. Board and Committee Chair service points will be awarded at the Annual Award Ceremony. Should a Board member or Committee Chair resign prior to this date, points will not be awarded automatically. The Board will reserve the right to award partial service points at the Board's discretion.

Section 2 Point Types

1. **Michigan Mitten Pin Award Points**
 - a. Points earned when a photographic work is judged at an PPM Image Competition receiving a score of 80 or above
 - b. Points earned when attending an educational workshop or Program
 - c. Points earned for being a member of an affiliate.
 - d. All points are listed on a point schedule available on the PPM website.
 - e. Point reporting forms are available on the PPM website.
 - f. A maximum of 12 Mitten points, and one pin can be earned per year.
2. **Service Points**
 - a. Points earned for service to PPM, such as serving as an Officer or Director.
 - b. Points earned for attending an PPM approved Workshop or Class.
 - c. All points are listed on a point schedule available on the PPM website.
 - d. Point reporting forms are available on the PPM website.
 - e. A maximum of 12 Service points can be earned in a calendar year.

Section 3 Points Chart

Exhibition / Competition / Michigan Mitten Points

Image scoring Blue Ribbon	2	Highest Scoring Entry	1
Image scoring Red Ribbon	1	Highest Scoring First Time Entry	1
Photographer of the Year	3	"4 for 4" Award	1
Award of Excellence	2	Top 5	1
Award of Merit	2	Best of Show	1
Master Artist Award	2	Court of Honor	1
Imaging Award Album	2	Steve Kahn Memorial Award	1
People's Choice Award	1	Barry Rankin Memorial Award	1
Best Black & White Image	1	Attendee at PPM State Convention	2
ASP Award	1	Attendee at PPM Fall Convention	1
CPP Award	1	Attend a PPM Workshop/Program	2
AIM Award	1	PPM Member	2
Lexjet Award	1		

Service Points

PPM Board Member - Executive	5	Speaker at PPM Convention	2
PPM Board Member – Non-Executive	3	Speaker for PPM program/Event	2
PPM Committee Chairperson	1	Speaker for Affiliate Program	1
4 hours of service (<i>signed by chairperson</i>)	1	GLIP Director / Dean	2
Speaker Host (<i>driver / host helper</i>)	1	GLIP Trustee	2
CPP Certification Chairperson	1	4 hours of GLIP help (signed by GLIP Director)	1
Affiliate President	1	Michigan PPA Council Representative	2
National Award Recipient	2	PPM Liaison (Exhibitor, GLIP, Affiliate)	1
Jury Chairperson	2	Host Event - In person or Virtual	2
Judge at State Convention	2	Recruitment of new PPM Member	1
Judge at PPM Affiliate (<i>MTPPA, DPPA</i>)	1		

Chapter X Image Competition

Section 1 - Competition Rules & Guidelines

- Image competition will be held each year, in conjunction with the regularly scheduled annual convention.
- Members must be current on their membership to enter members-only competitions or the submission will be disqualified.
- Any PPM member may submit images per competition in the division of their choice.
- Photographic Open Competition Categories are:
 - PORTRAIT - Images can portray a subject or subjects from all walks of life and should reflect the personality of the subject(s)

- b. ILLUSTRATIVE – Capturing the beauty of nature, wildlife, industry, and architectural areas are considered illustrative
 - i. Landscape/Nature - This description shares joy and adventures while expressing a sense of place. Wild animals in an uncontrolled lighting environment, zoo animals, flowers, seascapes, cityscapes, urban landscapes, and sunsets with or without people can be placed here
 - ii. Illustrative / Commercial - This is used when images are created for a commercial client to advertise a product and promote a brand or company. This can be an interior or exterior of a structure or within an industrial environment. Illustrative can also be conceptual images that tell a story.
 - c. ANIMAL - This sub-category captures an animal(s) portrait using structured lighting in a studio or outdoor environment, where the owner or photographer controls the animal.
 - d. WEDDING - Images can portray a subject or subjects from all aspects of a wedding including traditional portraits, candid or detail work.
 - e. REPORTAGE / PHOTOJOURNALISM - Images that illustrate an actual public or non-public event, life, an area of human interest, telling news that have meaning on the context or record of events, high impact and/or lasting emotional response. Images that illustrate sporting events are included in this category. ONLY basic color and brightness adjustments, cropping, dodging, and burning in are allowed. Only single-capture images will be accepted. Composite and multiple exposure images will not be accepted. The original captured image (in RAW or jpg) must be available if requested by the committee.
 - f. ALBUMS
 - i. Single Maker Album – Multiple images combined into an album collection from one maker
 - ii. Multi-Maker Album - Multiple images combined into an album collection from two makers, with a minimum of 20 images per entrant. Each Entrant must individually enter the competition and pay appropriate entry fees. Multi-Maker Albums will be judged as one entry.
5. NEXT GENERATION (17 and under) - This is designed for friends and family who are under the age of seventeen and have the sponsorship of an active PPM Member. Only \$10 per image (“Next Generation” only) to enter. It is a great way to introduce our “Next Generation” to print competition. See rules and entry form to participate.
 6. CREATIVE OPEN - This category consists of images that have additional photographic elements not created by the maker. All the other PO rules still apply with the exception that an entrant may choose to use photographic elements in the image not created by the maker. These photographic elements must be shown in a guide image. The purpose of this category is to allow makers to enter everyday images that may contain digital backgrounds or other photographic elements not created by the entrant. All necessary releases are required. The jurors will evaluate the entire image, but the photographic elements that were created by the maker must still be merit worthy as well as the overall image. (Please note there will NOT be a trophy for Creative Open for 2020)

7. DIGITAL IMAGE ENTRIES

- a. Files must be sized, so the longest dimension is 4000 pixels. Each file must contain an embedded color profile of sRGB and be saved at a JPEG quality setting of 10. In most cases, the total file size should not exceed 3.5 MB. Larger files will be accepted when necessary, so long as they are JPG/10.
- b. Files are to be named as Image "Print Title".JPG No underscores or special characters. (Please refer to PROCEDURES-PRINTCOMPETITION.COM.)

8. DIGITAL ALBUM ENTRIES

- a. All page/spread files must have the longest file dimension at 4000 pixels, have an embedded color profile of sRGB, and saved at a JPEG quality setting of 10.
- b. Each page/spread file may contain as many images as you desire.
- c. An entry shall contain a minimum of 5 pages/spread files up to 36 pages/spread files.
- d. Files are to be numbered in viewing order using two digits, i.e., 01 jpg, 02 jpg, 03 jpg, etc.
- e. All individual files must be compressed into a single ZIP file. ZIP file must be named: Album Title.zip (e.g., Summer Wedding.zip).
- f. Studio identification or entrant's name cannot appear on any file within the album entry.
- g. MULTI-MAKER ALBUM: Images in the album must be the work of two entrants, with a minimum of 20 images per entrant. Each entrant must individually enter the competition and pay appropriate entry fees. Multi-maker albums will be judged as one entry. Each entrant must use the same title when entering a multi-maker album.

NOTE: Failure to comply with these rules may result in disqualification of the entry.

VIEWING CONDITIONS FOR IMAGE REVIEW - Digital Files: Monitor Settings, D65, 120 cd/m2, 2.20 gamma

9. Judging is on an individual basis, based on PPA standards.
10. Files must be sized so the longest dimension is 4,000 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 5.0 MB.
11. Files are to be uploaded to printcompetition.com.
12. The image must not include any identifying marks on the image.
13. All entries must have a title.
14. A registration fee must accompany each image or album.
15. Entries must be registered and submitted by the deadline listed for each competition.
16. Entrant must have captured and created the original exposure except in the Digital Artist and Creative Open category. Digital Artist and Creative Open entries may be created with images not captured by the entrant (such as stock photography), but the entrant must do all artwork and have rights to use the image. Both Digital Artist and Creative Open entries require the maker to provide guide prints alongside the finished image.
17. All processing, manipulation and printing or rendering, were done by the entrant or under their direct supervision.
18. If multiple entries from one maker utilize the same subject, the entries must be completely different in theme, concept, location, and clothing. Images with the same subjects that do not differentiate themselves enough from one another are subject to disqualification.
19. Images entered in the Documentary/Photojournalism category must be un-retouched except for conversion to black and white, and any other technique that would be capable in a dark room such as dodging and burning. Any other retouching beyond these limits will result in disqualification of the image.
20. Any Image that has been entered at a Quarterly Competition may be entered at the Annual Open Competition. It will be re-judged and may receive a different score (either higher or lower), but it will not receive a second point at the Open if it received a point at the Quarterly Competition. Entering an image in the Annual Open competition enables that image to be eligible for a category or division trophy. The score

received at the Annual Open Competition will not replace the score received at the Quarterly Competition and will not have any bearing on standing for Photographer of the Year.

21. As per PPA District and IPC standards, vertical images will be viewed on a horizontal monitor.
22. Images are evaluated using PPA guidelines and judged according to the following

12 Elements of a PPA Merit Image:

- a. Impact
- b. Creativity
- c. Style
- d. Composition
- e. Presentation
- f. Center of Interest
- g. Color Balance
- h. Lighting
- i. Subject Matter
- j. Technical Excellence
- k. Technique
- l. Story Telling

23. ENTRIES NOT ALLOWED:

- a. Images that previously merited in any *Annual PPM* print competition may not be entered.
- b. Images previously merited in any PPM quarterly competition.
- c. Images previously merited in IPC (International Photographic Competition), except for the current calendar year, may not be entered, including any image from a merited album.
- d. No entry shall be eligible if the image was created under the direct supervision, or immediate guidance of an instructor.
- e. No single image from a merited album may be entered as a standalone image in any PPM competition.
- f. Any entry that has been reproduced from an existing photograph, portrait, graphic or any other artwork produced by another person is a violation of the competition rules and will not be judged, accepted, or displayed. If an entry, in the good-faith opinion of the jury panel violates copyright, trademark or any other applicable law, that entry shall be disqualified. Digital Artist and Creative Open entries *may* use images that were produced by other artists with that artist's permission

Section 2 - Annual Open Image Competition

1. The Annual Open Image Competition adheres to all rules and guidelines set forth in Section 1.
2. The Annual Open Image Competition is open to any photographic or digital artist. Membership in PPM is not required for entry however, only PPM members are eligible for awards.
3. Any PPM member may submit up to four images in the categories of their choice.
4. Categories are:
 - a. Portrait
 - i. High School Senior Portrait
 - ii. Child Portrait
 - iii. Family Portrait
 - iv. Animal
 - b. Illustrative
 - i. Landscape / Nature / Animal
 - ii. Illustrative / Commercial

- c. Wedding / Event
- d. Album
 - i. Single Maker Album
 - ii. Multi-Maker Album
- e. Next Generation

Section 3 – Annual Open Competition Awards

1. Image Competition Awards—Annual Open Competition

- a. Must be an PPM member to win awards in Annual Open Competition.
- b. Presented annually
- c. Awards and Qualifications:
 - i. Participant in Annual Open Image Competition
 - ii. Image must score at least 80 to be eligible for awards/trophies
 - iii. Awards are decided by judges at conclusion of image competition
 - iv. Awards given for participation in Annual Open Image Competition are as follows:
 - 1. PPM Michigan Photographer of the Year
 - 2. PPM Award of Excellence
 - 3. PPM Award of Merit
 - 4. PPM Top 5 Master Photographer (Top Four Entries must total at least 310 Points)
 - 5. PPM Top 5 Non-Master Photographer (Top Four Entries must total at least 310 Points)
 - 6. PPM “4 for 4” pin. (Must designate which four images are to be scored for “4 for 4” and all must score above 80)
 - 7. Highest scoring first time entry
 - 8. Highest scoring entry
 - 9. Best-of-show Album
 - 10. Best-of-show Portrait
 - 11. Best-of-show High School Senior Portrait
 - 12. Best-of-show Family Portrait
 - 13. Best-of-show Children Portrait
 - 14. Best-of-show Animal Portrait
 - 15. Best-of-show Wedding / Event
 - 16. Best-of-show Illustrative
 - 17. Best-of-show Black and White
 - 18. PPM Court of Honor (One is given for every 10 images per category. Entries must score 80 or above, or at the discretion of the Competition Chairperson)
 - 19. CPP Award (Entrant must be PPA Certified)
 - 20. ASP State Elite Award (Entrants must be an ASP member)
 - v. Awards given for participation in Annual Artist Competition are as follows:
 - 1. PPM Master Artist of the Year
 - 2. Best of Show Artist
 - vi. Awards given for participation in Annual Next Generation Competition are as follows:
 - 1. Best of Show – Next Generation
 - vii. Memorial Awards

1. Barry Rankin Memorial Award – Judge’s choice for Best Environmental Portrait
 2. Steven Kahn Memorial Award – Judge’s Choice for Excellence in the Illustrative Category
2. Awards will be presented at the annual member appreciation banquet.

Chapter XI Education

Section 1 Speakers, Seminars & Workshops

1. Fees:
 - a. Generally, workshop fees for members range from \$59 to \$99
 - b. Fees for education events are required to be paid online at the time of registration.
2. Instructors/Speakers Fees:
 - a. Board members are not eligible to receive Speakers Fees, including any stipend that may be offered for a shorter program such as Night with the Pros.
 - b. Board members are, however, eligible to have their expenses covered for mileage and overnight accommodations when arranged in advance.
 - c. Board members are eligible to receive PPM Service Points.

Chapter XII Handling of Complaints (Due Process)

The Board shall adopt policies related to handling of Complaints and due process for the Association and will be referred to as needed.

Chapter XIII Communications

Overview: In order to have consistent and professional communication, which meets the goals of the Association, the Board of Directors has adopted guidelines for Public & Member Communication and Social Media. Our website and social media outlets will be open to the public; however, they will only feature and promote PPM sponsored content.

1. Website: PPM maintains a website for the use of members and nonmembers.
2. Email: Emails are sent periodically to members and subscribed recipients in a group email.
3. Social Media: General – PPM-sponsored social media outlets are generally open to anyone interested in advancing the mission of the Association. Recent history suggests that the venues of Social Media will evolve rapidly. The policies herein are intended to be broad in nature and adaptable to future venues. We currently have sites on the following Social Media Sites,
 - a. Facebook
 - b. Twitter
 - c. Instagram
4. Surveys—the Marketing/Communications Director or the entire Board of Directors must approve surveys, in order to be submitted the membership.
5. Ballots—ballots for the election of officers or Directors must be approved by the Board of Directors in order to be submitted to the membership.

Chapter XIV Miscellaneous

Section 1 Amendment

1. Before submission to the Board for vote, proposed amendments shall be submitted to the Bylaws, Rules and Ethics Committee. This committee shall draft them in proper form without change of intent and submit them to the Board with comments and recommendations.
2. A simple majority vote of the Board is required to amend any policy of the Association.
3. The change would be immediate unless specified by the proposal.

Section 2 Interpretation

1. In the event of disagreement on the meaning of any provision herein, the matter shall be referred to the Board.

Section 3 Parliamentary Authority

1. The most current edition of The Standard Code of Parliamentary Procedure by Alice Sturgis shall be the parliamentary authority of this Association, except where otherwise provided by this Association's Bylaws.

Section 4 Antitrust Compliance and Guidelines

1. The PPM Antitrust Compliance and Guidelines shall follow the most current PPA
2. Antitrust Compliance Policy and Guidelines.

Section 5 Use of Electronic Membership List by Members

1. PPM Membership List may only be distributed to PPM members and is accessible through the website portal.
2. PPM Membership List may not be shared, given, or sold to any third party in whole or in part.
3. PPM Membership List may be requested from the President, Membership Director or Marketing/Communications Director.
 - a. The request must be in writing and state the proposed use of the PPM Membership List.
 - b. The Board has the discretion to decline or revoke a request, or to modify its scope.
4. Any blast e-mail utilizing the PPM Membership List must provide an *Unsubscribe* option.
5. PPM Membership List shall only contain contact information. No personal information may be included in the list.
6. A copy of this Policy shall be included with the requested PPM Membership List.
7. The Membership Page on the PPM website shall include the following waiver:
 - a. "PPM may share my contact information with other PPM Members"
 - b. A link shall be included to direct the prospective and renewing member to the *Use of Electronic Membership List by Members Policy*.

GLOSSARY

Affiliate—An organization of those involved in photography, which as a group, is a member of PPA, but independently schedules meetings and programs for its members. An affiliate is permitted to distribute PPA merits as prescribed in the merit rules.

Affiliate School (PPA Affiliate School)—One or more classes organized by an affiliate, each of which lasts five days, with a minimum of 30 hours class time.

Annual Membership Meeting—An annual event/meeting of this Association, conducted during our annual convention, when PPM business is conducted

Active Juror—A person qualified by PPM to judge and score properly the photographic works of others at PPM image competition.

Associate Fellow of Photography Degree—A title conferred on a member who has earned the required Points necessary for this degree by PPM

Board of Directors—Members elected by Membership who are charged with the supervision, control, and direction of PPM.

Censure—The Subject may be publicly reprimanded for specified conduct for violation of the Code of Ethics or for other just cause.

Class—A group of students who meet at a scheduled time to study the same course.

Conference—An event by this association that shall consist of no less than two (2) education days of programming.

Course—A program of one (1) or more educational days. Instructors and students may receive points and or merits.

Degree—A title conferred on a member by PPM in recognition of services or achievements in the profession.

Degree Insignia—A medallion, draped from a specified ribbon, awarded to the recipient of a degree.

Digital Artist—Any entry in image competition where the artwork done to the image is judged rather than the photography. Also known as Master Artist entries.

Discipline—A level of reprimand with less severity than suspension or termination. It may be a written reprimand, required services, loss of certain benefits, or anything less than suspension.

Educational Day—consisting of at least six and one-half hour's instruction.

Executive Committee—The President, Vice-President, Treasurer, Secretary, Immediate Past President, and Bylaws-Rules & Ethics shall make up the Executive Committee.

Fellow of Photography Degree —A title conferred on a member who has earned the required Points necessary for this degree by PPM

General Membership Meeting—A meeting of this Association, whether called or regularly scheduled, where Association business is conducted.

Guest Instructor —An instructor, not a PPM Member, who teaches an approved PPM class, seminar, or workshop, as a Guest Instructor

Honorary Fellow of Photography Degree—Awarded for exemplary service to the Association at the discretion of the PPM Board of Directors

Instructor/Lecturer —A term used to describe the primary instructor who teaches a class at the PPA school of Professional Photography, an affiliate sponsored school, or PPM seminar or workshop.

Jury Chair (PPM) —An experienced juror who is eligible to supervise a panel of jurors

Member in Good Standing -- Dues are current and there are no active judgments from PPM or PPA against the member.

Membership Period—Membership is for a calendar year commencing on date of joining PPM.

Point—A point awarded to a member in recognition of certain services or achievements in the photographic profession.

Panel—A program in which a topic is addressed by a group of speakers.

Practicing Photographer—A person in the business of photography/image making, and available for assignment

Active Member (PPM Membership) — The primary membership category of the association, includes all services, benefits, rights, and privileges of membership. May be automatically recurring or manually renewed.

Program—A presentation a minimum of 30 minutes duration.

Proxy—An Active or Life Member designated by a Director to attend the Board meeting and vote in his/her stead.

Regular Membership Meeting—A meeting of this Association, whether called or regularly scheduled, where education, social, and/or exchange of ideas or services are conducted.

Safari—a program consisting of 1 or more days for the primary purpose of getting together for the purpose of capturing images. In most cases, images captured during a safari are not taken under the direction of an instructor and are thus eligible for use in competition.

Service Points—Are all points with the exception of image points. Points are tabulated for the PPM Service Award.

Speaker—A person who presents a program, minimum of 30 minutes.

Specialist —A person engaged in the profession of lab technology, or the enhancing, retouching or correction of photographic media.

Suspension—Including, but not limited to, any or all access to membership benefits for a defined length of time and any other sanction or directives as deemed necessary based on the severity of the infraction.

Termination of membership—The PPM member shall lose his/her membership immediately due to major findings against him/her as determined by the Bylaws, Rules & Ethics Committee, and agreed to by the Board of Directors.

**** Proposed additions will be listed in RED**