



Professional Photographers of North Carolina, Inc.

Standard Operating Guide

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Our Motto:
Advancing the Art . . . Enhancing the Profession

A. Organization

PPNC is one of the nation's largest associations of professional photographers - with over 300 members, we offer our members the best seminars and professional photographic schools, as well as "networking" with some of the best professional portrait, wedding, and commercial photographers in the United States.

PPNC is made up of three guilds (Eastern, Central, and Western), See attached NC map, each of which represent about 1/3 of the state geographically. Each guild holds a two-day seminar each year, with nationally-known and local speakers. Western Guild - Fall Seminar, Central Guild - Winter Seminar, and Eastern Guild - Spring/Summer seminar.

Our Objectives:

- 1) To advance photography in all of its branches, both as an art and as a profession.
- 2) To create, foster, promote and maintain cordial relations, cooperation and interchange of thought and opinion freely among its members.
- 3) To oppose violations and infringements of the rights of professional photographers or their organizations.
- 4) To propose and support legislation favorable to and oppose legislation unfavorable or prejudicial to the interests of Professional photographers.
- 5) To foster the practical benefits to be derived from professional acquaintanceship and the discussion of subjects having to do with photography.
- 6) To fix and maintain ethical standards among its members.
- 7) To cooperate with any and all government agencies and departments having to do with the art and/or profession of photography.
- 8) To cooperate with other organizations that may be striving to accomplish similar purposes.

A.1 Governing Body

The officers shall be a President, President-Elect, Vice-President, Treasurer, and Secretary who shall be elected to hold office until the next annual meeting when their successors shall be elected and installed.

There shall be a Board of Directors which shall consist of the officers of the Association, the Chairman of the Board, (6) Directors-at-Large, and (1) one national council members who are members of PPNC in good standing and have been elected by the PPNC General membership, and six directors-at-large. Directors-at-Large, after serving a two-year term, shall not be eligible for reelection as director-at-large for a period of one year.

A.2 Emblem



The emblem is the official trademarked emblem of PPNC. Paid members are allowed to use it on their marketing materials. Displaying the emblem without payment of dues is a violation of the Code of Ethics.

A.3 Parliamentary Law

“Roberts Rules of Order,” latest edition, shall be the authority on all questions of parliamentary law not covered by the Constitution and By-Laws.

A.4 Procedures

Once a PPNC policy has been approved by the Board of Directors, it will be published to the General Membership in whatever form the Board of Directors deems appropriate: by email or in an official publication of the association, written or electronic. A copy of each approved policy shall be dated and added to the Standard Operating Guide of the Professional Photographers of North Carolina and available in PDF format for download from the association website.

Policies must cover, but not be limited to, the following subjects:

- a. Education/schools
- b. Scholarships
- c. Membership requirements, classification, and application format
- d. Honorary Degree Program
- e. Publications
- f. Memorial funds
- g. Life memberships and honorary membership requirements
- h. Executive Director Job description
- i. Protocol of PPA Officials
- j. Division Map

B. Membership

B.1 Membership Categories

There shall be various categories of membership which shall be established by the Board including Active and Life membership, which shall be the only classifications with voting privileges. No firm, corporation, or business organization shall have more than six (6) members in the active or life membership classification at any one time. The Board shall determine the methods of membership application and establish rules for the use of the Association’s emblem.

Final approval or disapproval of any membership application is vested in the board of Directors upon the recommendation of the Membership Committee.

The Board, upon recommendation of the Committee on Unethical practices or on its own motion, may terminate any membership for violation of its Code of Ethics or for other just cause.

B.2 Membership Dues Structure

Based upon the annual financial report of this Association presented to the Finance and Budget Committee, the committee shall propose to the PPNC Board a dues schedule to reflect anticipated categories and fees to be paid by the various categories of membership.

If and when any additional funds are needed to carry on any project approved by the Association, the Board of Directors shall have the authority to assess each active member a proportionate amount of the funds needed. In no case, however, shall the total of a year's assessment be more than the annual dues.

The dues period shall be on an anniversary basis. The Executive Director shall bill each member in good standing three months prior to the members' dues date. Dues not paid by the dues date will be considered to be in arrears.

ARREARS: A member, who is in arrears for failure to pay dues, shall not be eligible for any office of this Association. A member or members in arrears must appear in person or send a letter to the Board of Directors by the next scheduled Board meeting explaining why they are in arrears. If no action is taken by the members in arrears to pay the dues in arrears, he shall be dropped from the roll of this Association the next day following the Board meeting. The Board of Directors shall have authority to consider circumstances of the member in arrears and to change the Board appearance date if necessary.

REINSTATEMENT: A member dropped from non-payment of dues may be reinstated upon payment of the current year's dues.

RESIGNATIONS: A members shall have the privilege of resigning at any time, provided his/her resignation is submitted in writing and the member is free of all indebtedness to the Association.

ACTIVE MEMBER:

Membership choices:

Membership and Attendance at the Carolina Photo Expo (convention), Winter, Spring, and Fall Seminars. - \$395.00 Additional Members of Studio, Dues, CPE, Winter, Spring and Fall Seminars - \$325.00

2- Membership and Attendance at the Carolina Photo Expo - \$295.00 Additional Members of studio, dues and CPE - \$240.00

3- Membership Only - \$95.00 – Must pay registration fees at seminars and CPE

STUDENT:

Individuals who are full-time students enrolled in school and can provide student identification. Dues include attendance at Carolina Photo Expo.

\$125.00

RETIRED:

Individuals who have retired from the profession of photography. Dues include attendance at the Carolina Photo Expo but must purchase meal event tickets.

Dues: \$ 95.00

C. Elections

C.1 Electing Officers

Any active or life member shall be eligible for election to an office in this Association who has been a member in good standing for a minimum of (5) consecutive years immediately preceding their nomination, except guild chairpersons who may be elected from the members who have been in good standing for a minimum of three (3) years, immediately preceding their nomination, and two (2) years for guild chairperson-elect.

The Secretary and/or Executive Director shall prepare a list of all Active and Life Members eligible for office, preceding the annual election, for consideration by the Nominating Committee and the membership.

All state officers shall be elected by ballot at the annual convention meeting of this Association and shall serve for a term of one year, or until their successors are elected and installed. A majority of votes cast shall elect. When there is only one nominee for any office, a motion that the Secretary, or some other member, cast the ballot for such nominee shall be in order.

Officers and Directors shall enter upon this discharge of their duties immediately upon being installed at the Annual Meeting. The Officers and Directors may employ an Executive Director who may or may not be a member of this association. The duties of the Executive Director shall be those set forth in the job description and contract as recommended by the personnel committee and approved by the Board of Directors.

A vacancy occurring in any office shall be filled by the Board of Directors for the unexpired term, except that in the case a vacancy occurs in the office of President, the Vice -President shall become President and serve for the unexpired term. In the event of the resignation of the Vice-President during the term of office, the Treasurer shall assume the duties of the Vice-President until the next annual meeting, at which time a President shall be elected along with all other officers. If any vacancy occurs due to the incapacitation of a PPNC director or other elected officer to the extent that they are unable to discharge their duties as described in the Bylaws or Adopted Procedures of the association, the Board of Directors shall elect a replacement to fulfill the responsibilities of the office until the next annual meeting.

The president shall on completion of his term of office, unless reelected, automatically become Chairman of the Board of Directors and shall preside at all Board meetings and at the annual meeting.

C.2 Electing Guild Seminar Chairs

There shall be three GUILDS: one in the eastern, central, and western parts of the state of North Carolina. The PPNC Board of Directors shall define the dividing lines of the guilds, keeping in mind the number of PPNC members and the contiguous nature of the area.

The objectives and purposes of the guild are the same as those of the PPNC as a whole, but especially to provide an annual seminar in each guild area that may be more accessible to the membership in that area.

There shall be a CHAIRMAN and a CHAIRMAN-ELECT for each Guild elected at the annual convention meeting and shall serve for one year or until the next annual meeting at which a new guild chairman-elect shall be elected.

The guild chairmen shall represent their guilds on the Board of Directors of the PPNC and arrange for the place of the guild seminar meeting and the talent for the program. They shall preside at the guild seminar or appoint someone to do so.

ELECTION OF THE GUILD CHAIRMAN-ELECT: Before the annual meeting of the PPNC, the president shall appoint a nominating committee of three members, one from each guild. The purpose is to nominate a candidate for guild chairman-elect to be reported to the membership of the guild at the special election meetings of that guild, during the annual meeting held each year at the Annual Carolina Photo Expo, for their consideration in electing the new guild chairman-elect. This person must have been a member in good standing for a minimum of two (2) years.

In the event the guild chairman resigns or is unable to serve, the chairman-elect shall be elected at the earliest possible time.

In the event the chairman-elect resigns or is unable to serve, a new chairman-elect shall be elected at the earliest possible time.

C.3 Electing PPNC National Councilmen PPNC Board Members

Each year, the PPNC Nominating Committee shall recommend to the PPNC membership for their approval, one PPA council member, who is a member in good standing of the PPNC, to serve on the PPNC Board of Directors with voting privileges.

D. Board of Directors

D.1 Standard of Conduct and Procedures

1.1 The Board of Directors participates on ongoing board/leadership training. This is an essential step because it establishes clear standards for participation in the Board process. It also defines roles, duties and expectations for each board member.

1.2 When a problem or deficiency with a board member is identified, the leadership of the board appoints individual(s) to work with the board member. The goal of this meeting is to identify issues and set a course for improvement.

1.3 Depending on the severity of the problem, or the ongoing natures of the problem, the board may take more severe action which could include censure. Censuring is a strong, even harsh, reprimand by a legislative body of one's own members. It may include removal from committees and assignments.

1.4 A board member can only be removed from office by the same authority by which he or she was elected. Under the most severe circumstances, a board member could be encouraged to resign his/her position. However, if he/she chooses not to, and the board feels it is imperative for the Association's good that the board member in question is removed, then the board can make an ethics complaint to the Ethics Committee.

1.5 In all published materials, Directors shall be listed in order of seniority.

1.6 In any instance where a member of the Board of Directors has a direct personal or pecuniary (monetary) interest in a motion under consideration not common to other members, the member must refrain from voting on that motion and should refrain from participating in discussion pertaining to the motion.

D.2 Executive Committee

2.1 The Executive Board is a subcommittee of the Board, created by the Board and serving the Board in such a way as the Board may direct.

2.2 The Executive Board is charged with the responsibility of developing guidelines for all committees and establishing the authority of those committees with an approved budget. These guidelines will be presented for the entire Board for their review and approval.

2.3 Composition – The Executive Board shall be composed of:

2.3 a The President, Vice President, Treasurer, Secretary and Chairman of the Board.

2.3 b The Executive Director will serve on the Executive Committee as a nonvoting member.

2.4 Function – The function of the Executive Board shall be:

2.4 a Conduct Management Performance Review of Executive Director and report to the Board.

2.4 b Act as Financial Committee to:

Observe and recommend accounting procedures

Supervise the preparation of the annual budget for presentation to the Board for approval

2.4 c Act for Board as an executive search committee

2.4 d Act for Board in emergencies.

2.4 e Take other such actions as may from time to time be assigned to it or directed by the board.

D.3 Reporting - As a leader within the Professional Photographers of NC, one of your responsibilities is to periodically report your Committee activities to the Board. These reports become part of the association's official record and act as guideposts for decision concerning PPNC's future. It is vital to PPNC's success that these reports be accurate, honest assessments of your group and committee activities.

To this end, PPNC has developed the following guidelines:

1. When appropriate, reports should contain a financial breakdown of activities. This includes actual costs and revenues associated with special projects, conferences, production of materials, etc. Where the benefits of a project are not financial, a brief statement of the intangible benefit (public relations, member service) to the Association should be included.
2. Present your activities in a brief, concise manner.
3. Reports should be as free of typographical errors as possible-use spell check and the proofreading skills of your fellow committee members to help. Remember, this is for posterity.
4. Neatness counts. Reports should not be handwritten. The preferred font is Arial, 11-point type. Underlining for emphasis and the use of "specialty fonts" are inappropriate.
5. References to specific vendors and sponsors are inappropriate. The only exception is in financial breakdowns; sponsors and vendors may be mentioned as a line item relating to fiscal support of a project.
6. Personal asides, anecdotes, thank you's and other personal items are inappropriate for these reports.
7. Reports and Motions are to be e-mailed.

In short, your reports to the Board should contain only the relevant facts of your committee activities.

E. Responsibilities of the Board

E.1 President

1.1 It shall be the duty of the president to preside at all meetings of the Association except Board of Directors meetings and the annual meeting. In the absence of the chairman of the board, the president shall perform the duties appertaining to the position of the chairman of the board.

1.2 The president shall annually appoint or direct the appointment of such committees as may be authorized by the Association. The president shall supervise the work of these committees to the extent that assures the duties assigned them are faithfully performed.

1.3 The president shall approve and sign all contracts or obligations authorized by this Association.

1.4 No monies shall be paid over the dollar limit established by the Board of Directors until the bill or voucher has been approved by the President and the Treasurer.

1.5 Co-signature checks are required on all checks written over the dollar limit established by the Board of Directors.

1.6 The President, along with the Carolina Photo Expo Chairman, will decide if committee gifts will be presented. It is up to the President to secure these gifts for presentation. The President and the Carolina Photo Expo chairman should submit names for Certificates of Appreciation about six weeks before the Carolina Photo Expo to the Executive Director.

1.7 The president will present the awards at the awards ceremony along with the appropriate chairman such as the Print Salon Chairman, membership chair (Life membership), and each of the other awards.

1.8 The President is an executive member of all committees

1.9 On the last day of the Carolina Photo Expo at the joint board meeting of new and old members:

Thank old Board members, welcome new Board members, and administer oath of office to those not installed at the banquet.

Conclude any old business.

Present for approval of the Board, committee appointments that must be approved by the Board.

Announce Carolina Photo Expo dates and place for the upcoming year. Announce dates and places of the next Board meetings.

E.2 Vice-President

2.1 In the absence of the president, the Vice-President shall perform all the duties pertaining to the office.

2.2 According to PPNC Bylaws, the Vice President will be the next President of the Professional Photographers of North Carolina and should be prepared to handle the duties of the office in case of the President's absence.

2.3 The Vice-President should:

Attend all board meetings, Carolina Photo Expo meetings, guild meetings, and seminars and offer assistance where needed.

Plan and organize the New Member Orientation/Reception at the annual Carolina Photo Expo.

Obtain a sponsor for the New Member Orientation.

Coordinate with the Carolina Photo Expo chairperson to schedule the program. Coordinate with the Executive Director as to room setup and food and beverages.

Vice-President presents materials as to what PPNC offers to members. Invite association's officers, East Coast School Director, National Councilors and/or PPA officials, and Certification Liaison. Each one is informed that they need to present a brief description of their program/organization. Develop and print agenda for program. Coordinate with Executive Director for organizing handout material for attendees. Oversee the emailing of invitation letter to all new members who have joined throughout the previous year.

Serves on the East Coast School Committee for one year. He/she will attend the school as a class assistant when he/she is President.

Purchases the President's gift to be presented at the annual Award's Ceremony (if budget allows)

2.4 Recommendations for a successful year transition to PPNC president:

Firm commitments for Carolina Photo Expo site, dates, facilities and program talent. Coordinate with Carolina Photo Expo Chairman as to theme and development of committees.

Contact individuals regarding chairing a specific committee and recruit committee members. The committees should include seasoned members and those who have never served on any committee thus giving them an opportunity to become actively involved in the association.

Outline Carolina Photo Expo schedule, theme and trade show as soon as possible.

Continue to work on program talent to present the type of expo desired. Contact talent, determine sponsorship, fees, etc. and obtain verbal agreement. Complete program talent/sponsor forms for Executive Director so contracts can be forwarded to the talent for signing.

Provide a tentative list of all required committees to the Executive Director for publication and announcement at the final Board meeting at the close of the annual convention.

Obtain board approval for the following: Membership Committee Chairman, Unethical Practices Committee, Charter and By-Laws Committee, Legal and Legislative Committee, Finance and Budget Committee, and Standard Operating Guide Committee. Presidential appointed committees that do not require Board approval are: Focus on Carolina Newsletter, CPE Chairperson, Parliamentarian, and Nominating Committee.

2.5 The Vice-President should in coordination with the Print Salon Chairman plan and conduct the Print Salon at the annual Carolina Photo Expo.

2.6 Conduct the Awards Presentation at the CPE.

2.7 The Vice-President should anticipate the next two years transition to President and select a CPE Chairman and Trade Show Chairman-elect.

2.8 Work with all Action Teams appointed by the Board.

E.4 Treasurer and Financial Procedures

4.1 The Treasurer has the responsibility of chairing the Finance and Budget Committee meeting based on copies of the prior years' financial information provided by the Executive Director at the meeting. The committee reviews each line item and puts together a balanced budget for the current year. The Treasurer presents the new budget for the board's approval at the Board meeting immediately preceding the beginning of the next fiscal year.

4.2 The treasurer, in the absence of the president, and vice-president shall call the meeting to order until a chairperson pro-tern is elected.

4.3 Detailed reports shall be presented at the annual meetings and include the amounts on deposit in all accounts of this Association. The accounts and records shall be open to inspection at all times, in the treasurer's presence, by any member of this Association desiring to inspect them.

4.4 In addition, the PPNC Treasurer shall:

Attend all Board Meetings.

Review and present financial report at each meeting - (prepared by Executive Director)

Review and approve all bills as paid by Executive Director.

Work closely with the print Salon Chair during the CPE to prepare for coordination with the Print Salon Chair for the following year.

When the Board of Directors employs an Executive Director the Board of Directors may designate duties of the Secretary and Treasurer to be performed by the Executive Director based on the job description provided by the annual contract for employment.

4.5 Check Signature Policies

PPNC checks will have two signatures in compliance with the bond requirements and those signing will be any two of the President, Executive Director, Chairman of the Board, or Treasurer. Checks over the amount of \$1000.00 must be co-signed.

4.6 Handling of Funds and Check Writing Procedures

An annual budget is to be established controlling the use of funds. Only expenditures approved in advance in the budget are authorized, and then only to the extent of the amount in the budget. This is the cornerstone of all controls governing the manner in which Association funds are spent.

A surety bond insuring against the improper use of funds by employees should be obtained.

The Association has established certain internal controls to safeguard the Association's assets and insure that only proper bills are paid. These controls include the preparation of disbursement supporting documents.

Association investments are determined by recommendations of the association's investment advisor and approved by the PPNC Investment Committee.

Staff must obtain an invoice of all items or services received

The Executive Director with the Treasurer shall prepare a report of PPNC Finances for each Board and Annual Membership Meeting.

Funds approved by the Board for special projects cannot be spent for anything other than the specified project without additional Board approval.

A copy of monthly cash disbursements journal is to be sent monthly to the entire Board of Directors. A description of the purpose of the expenditure, who was paid, the amount of the check and the check number will be listed.

Additional Accounting Procedures

At the end of each month, the ED will send the Treasurer a copy of the bank statement and a list of all of checks written and money deposited for the month with proper documentation. The treasurer should review the reports.

Passwords to access the Authorize.net Banking, First Citizens Bank On Line Banking, and Edward Jones Investments will be supplied to the Treasurer.

E.5 Secretary

5.1 It shall be the duty of the secretary, or at the option of the Board of Directors, the Executive Director, to keep a correct record of the proceedings of the meetings of this Association and the Board of Directors.

5.2 The secretary shall coordinate the order of business with the chairman of the Board and the president based on Adopted Procedures.

5.3 The secretary shall:

Attend All board meetings

Chair the Membership Committee

Coordinate with the Executive Director concerning any duties related to the records and papers of this Association.

Chair and man the Registration desk at the Carolina Photo Expo and secure volunteers for the desk

When the Board of Directors employs an Executive Director the Board of Directors may designate duties of the Treasurer and Secretary to be performed by the Executive Director based on the job description provided by the annual contract for employment.

E.6 Chairman of the Board

6.1 Officiate at all Board meetings and the General Membership meeting during the annual convention as a voting member of the Board of Directors of PPNC.

6.2 Chair the Degree Program working with the Executive Director in maintaining the integrity of the Degree Program. You present the honorary degrees at the annual PPNC banquet.

6.3 Responsible for the Former Presidents' and Spouses' luncheon held each year at the annual convention. This includes the selection of the menu and the invitation and coordinating the group photograph with the CPE photographers as well as distributing copies to the attendees, either print or electronically.

E.7 Directors at Large

7.1 Should be actively involved in the smooth operation of the association.

7.2 Attendance is expected at all Board Meetings unless productively hindered.

7.3 Should be available to the membership for input as to the needs and desires of the association.

7.4 Serve as chairman of any committee the President may assign and keep informed of the important happenings in their area of the state.

- 7.5 Write an article for the Carolina Photographer magazine.
- 7.6 Assist the Executive Director with registration desk at convention.
- 7.7 Arrange and schedule "Shoot Social" events. Each director should hold two per year.

E.8 Guild Chairmen/Directors

- 8.1 There shall be three GUILDS: one in the eastern, central, and western parts of the state of North Carolina.
- 8.2 The PPNC Board of Directors shall define the dividing lines of the guilds, keeping in mind the number of PPNC members and the contiguous nature of the area.
- 8.3 The objectives and purposes of the guild are the same as those of the PPNC as a whole, but especially to provide an annual seminar in each guild area that may be more accessible to the membership in that area.
- 8.4 The guild chairmen shall represent their guilds on the Board of Directors of the PPNC and is expected to attend all Board and Business meetings.
- 8.5 The Seminar Chairperson is a member of the Membership Committee. Duties consist of assisting the Secretary in screening and approving all membership applications.
- 8.6 The seminar Chairperson is a member of the print salon committee. Duties consist of continually assisting the Vice-President in conducting the annual print judging and awards at the annual convention. The Seminar Chairperson will also help at the PPNC Registration desk at convention.
- 8.7 The Seminar Chairperson reports to the Vice-President. He/She will organize and conduct a statewide seminar.
- 8.8 There shall be a Chairman-Elect for each guild elected at the annual convention meeting and shall serve until the next annual meeting at which time a new guild chairman-elect shall be elected. The chairman-elect shall become the Guild Chairman at the conclusion of the year as chairman-elect, being installed as a member of the PPNC Board until completion of the year of their regional seminar.

E. 9 National Councilman/Director

- 9.1 As provided in sections A.1 and C.3 above, one national council member, when elected every three years, shall serve on the Board of Directors of PPNC, provided they are also members of this association.
- 9.2 Councilors must be active PPA members and can be nominated in accordance with current PPA guidelines.

9.3 Councilors duties include: attending state and local association meetings, reporting to state members on PPA activities, encouraging membership in PPA, and maintaining constant liaison between the local affiliate members and PPA headquarters.

9.4 National Council members should attend all board meetings. They should attend the PPA council meetings and submit a written report after each Council meeting to the Board of Directors and to the Annual Membership meeting.

9.5 Assist in the PPA membership booth at events.

9.6 Identify themselves as a PPA councilor by wearing their Councilor pin at all events.

F. General Procedures for Committees, Chairs, and Action Teams

All Committees shall be subject to the supervision and direction of the Board of Directors.

1. The PPNC Standing Committees are:

- Membership
- Unethical Practices
- Charter and By-Laws
- Legislative
- Finance and Budget
- Standard Operating Guide Procedures Committee

2. Board Approval - The chairperson of the Membership Committee, members of the committees on Unethical Practices, Charter and By-Laws, Legislation, Finance and Budget and Standard Operating Guide shall be subject to approval by the Board of Directors at the next Board meeting following their appointment.

3. Presidential Appointed Committees are:

- Nominating
- Memorials
- Marketing and Communications
- Parliamentarian
- Personnel
- Long Range Planning
- History and Archives

4. Action Teams

4.1 Purpose -Action Teams are used by the Board of Directors to assist in the accomplishment of the Association's mission while giving its volunteers real purpose, real work, and real accountability, real satisfaction, and real participation.

4.2 Appointed by the President - Action Teams may be appointed by the President to identify needs, find solutions to an ongoing problem, determine programs to be offered at a conference; or any other need that the President of the association deems significant.

4.3 Judicious use of Action Teams - Because Action Teams represent an expenditure of time, the President of the association creates an Action Team only for necessary projects.

4.4 Notification of Appointment - After creation of an Action Team, the President notifies the members of their appointment to the team. The President may assign this responsibility to the Executive Director.

4.5 Specific assignment to be given - Each Action Team member is to receive a written team assignment. The assignment includes a description of the problem or explanation of the issue, the Board's vision, a specific date for the assignment to be complete, a budget (if the assignment calls for one) and an expected outcome.

4.6 Board of Director's Input - When possible, the President of the Association should include input from the Board of Directors in the creation of the action Team and its assignment.

4.7 Budget - If the Action Team assignment requires a budget, the President of the Association will present the proposed budget to the Board of Directors at a regularly scheduled meeting. If time does not permit, the President may present the proposed budget to the Board of Directors via electronic vote or other methods approved under the Association's charter and by-Laws.

4.8 Size – To emphasize efficiency and reduce potential costs, Action Teams will generally be kept to five or fewer members.

4.9 Team Leader – A Team Leader is appointed for each Action Team. The Action Team leaders reports directly to the President of the association or other person designated by the President. Board members who serve on the Action Teams are full members of the team and do not serve as liaisons to the Board.

4.10 Action Team Report – Every Action Team files a report to the Board of Directors at the conclusion of is work. The report is included in the Board book.

4.11 Team dissolution – Once an Action Team completes its assignment, it ceases to exist.

4.12 The Vice President is responsible for monitoring and working with the AT.

G. Specific Procedures for Standing Committees and Chairs.

G.1 Membership -Consist of all active guild chairpersons, and a Membership Chairperson.

The Chairperson who will supervise the duties of the guild chairpersons. The Secretary and the Treasurer are ex-officio members. It shall be the duty of this committee to examine applications for membership and satisfy themselves in regard to the qualifications of the applicant for membership. The secretary will present the membership applications at each board meeting and make recommendations for the extension of privileges of life membership and honorary membership.

1.1 Procedures for Membership Application and Approval

1.11 Membership applications are available online or can be secured through the PPNC office.

1.12 The Executive Director will prepare a list of membership applicants for presentation at the next scheduled board meeting.

1.13 After Board approval, each board member will email each new member and welcome them to the association.

1.14 A new membership orientation will be held at the Annual Carolina Photo Expo.

1.2 Requirements and Procedures for Life membership

1.21 The nominee shall be an individual who has given continuously of his or her time and efforts for the betterment of the Association and its members. As general guidelines for consideration, the nominee shall have been a member of the Association for a minimum of 20 years and have received approximately 150 or more state credits. Special emphasis shall be placed on service.

1.22 The nomination shall be made in writing, listing the individual's qualifications, including capacities in which service has been rendered to the Association. Any other activities, circumstances, and/or factors which shall be taken into consideration may also be included.

1.23 Each Nomination shall be endorsed by a minimum of three (3) active or life members.

1.24 The name of any nominee shall be submitted to the chairman of the Membership Committee not less than thirty days prior to the next annual convention so that ample time for proper consideration can be given to each nominee.

1.25 The Membership Committee, upon examination and consideration of submitted information will make their recommendation to the Board of Directors.

1.26 Presentation of appropriate citation and/or tangible awards shall be presented to the recipient at the annual awards presentation.

1.27 All life members will receive free registration (not including meals) to the annual CPE and guild seminars. A life member will pay no annual dues.

1.3 Requirements and Procedures for Honorary Membership.

1.31 The nominee shall be an individual who has given of his or her time and effort to the betterment of this association in an extraordinary manner.

1.32 The nominee shall not be a member of this association.

1.33 The nomination shall be submitted in writing listing the reason for the nomination.

1.34 The nominee shall be submitted to the Chairman of the Board of this association for his or her approval and submitted to the Board Directors for the action.

1.35 Selection to honorary membership shall not confer any rights or duties to this association.

1.36 Information concerning years of membership, service positions held, and number of credits earned may be obtained from the Degree Committee Chairman.

G.2 Unethical Practices

2.1 Consists of three members, one from the western area, one from the central area, and one from the eastern area of the state, to be appointed by the president. The secretary shall be an ex-officio member of this committee.

2.2 It shall be the duty of this committee to hear all charges of unethical practices brought by members of this Association against members of this Association. A complete record shall be kept of all hearings before this committee

2.3 Complaint Process

2.31 Submission

Any individual(s) can make an ethics complaint about a member. Complainants do not have to be PPNC members. Complaints must be received in writing and will be accepted into the official record of the proceeding. No hearing can be held until a signed, written complaint is received. The Unethical Practices Committee (UPC) is responsible for investigating a complaint received against a member.

2.32 Follow-up

The UPC Chairman and the committee have the right to determine if the case has merit. If it is determined that the case has merit, within 14 days of PPNC receiving a complaint, the UPC Chairman will notify the member accused (subject) via certified mail. The certified return mail stub becomes part of the official case file. This notification may, or may not, include the Complainant's name, depending on circumstances. The subject notification should include:

the specific charges or allegations, the purpose of PPNC Ethics Policy, an explanation of possible actions, a request for a response to the charges or allegations to be received within 14 days of the delivery of this notification and any other

information pertinent to the case. The subject will be given 14 days to respond in a signed writing to the charges or allegations outlined. If no response is received, the UPC Chairman will assume the Subject has no response and will continue with the process. If a response is received, the UPC has 30 days to conduct follow up interviews to determine whether a hearing should be held. At this point, the committee may decide:

- a. To discontinue any further action and end the process. If this is the case, the committee should notify the Subject and Complainant that there is not sufficient cause to continue and extend the Association's appreciation to all parties for their input.
- b. To continue the process and schedule a hearing.

2.33 Conducting a Hearing

2.331 Notification - If the decision is made to continue the process, a hearing should occur no sooner than 30 days, but no later than 90 days after the complaint was received. Notification that a hearing has been scheduled should be sent promptly to the Subject and Complainant via certified mail. The return mail stubs are to become part of the official case file.

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

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

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

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

opportunity to ask questions of the Subject. Subject is then invited to respond to Complainant and ask questions of the Complainant, if he desires. The Subject and Complainant are excused. The Chairman invites comments from the committee. After sufficient deliberation, the Chairman may entertain a motion from any member of the committee.

2.336 Possible Findings - The committee may recommend to the Board of Directors imposition of a number of penalties in cases where an ethics violation is found. Those penalties include:

1-No action

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

3- Suspension — The Subject may maintain his membership, keeping existing credits and degrees, but may not participate in competitions, speak at PPNC or PPA merited events or hold leadership positions. A specific time period should be attached to suspension.

4- Termination — The Subject's membership is revoked, resulting in the loss of merits, degrees and certification. A time period after which the Subject may reapply may be attached in this case.

2.337 Notification - Once a decision and recommendation have been reached, the committee will notify the Subject and Complainant on PPA letterhead via certified mail. The certified return mail stub becomes part of the official case file. A copy of the letter is sent to the President for communication to the Board of Directors. The notification should specifically outline the findings of the committee, the penalty recommended (if any), and should carefully outline the appeals process.

2.338 Appeal Process - The Subject may ask to appeal the committee's decision and recommendation by making that request in a signed writing to the President within 14 days of receipt of notification. The President will notify the Board of Directors. During the appeal hearing, the Board of Directors will review the written proceedings of the hearing as well as any written or recorded responses from the Subject. The Subject may choose to appear in person at his own expense, or to appear via telephone conference call. The Board is given the opportunity to discuss the case. After sufficient deliberation, the President may entertain a motion.

The Board may decide:

- 1- To reverse the findings of the UPC
- 2- To uphold the findings of the UPC
- 3- To alter the penalty recommended by the UPC

The President is responsible for notifying the Subject via certified mail and the UPC Chairman of the Board's decision, which shall be final. The certified return mail stub becomes part of the official case file.

G.3 Charter and Bylaws:

Consist of three members, one from the western guild, one from the central guild, and one from the eastern guild of the state, to be appointed by the president. It shall be the duty of this committee to consider all recommendations for changes in the Charter and By-Laws and to present such recommended changes for the consideration of the membership at the annual meetings. One other responsibility of the committee is to familiarize themselves with the document and determine if any action(s) within the document are not being clearly followed by the Association. If so, then determine whether a change should take place in the action(s) or within the document to keep the Association current in action(s) and words.

3.1 Bylaws Changes: The President and/or the Board of Directors should direct the committee to the changes that need to be made in the actions and/or procedures of the Association. It is the responsibility of the committee to determine whether the action(s), whether it is a new action (s) or a change in a previous action (s), needs to be addressed within the By-Laws or within the Standard Operating Guide. If it is to be addressed within the By-Laws, the committee submits the change(s) to the Board of Directors who will determine if such change(s) needs to be addressed to the membership. If deemed so, the change(s) is submitted to the membership according to the procedure outline in the Adopted By-laws.

If it is to be addressed within the Standard Operating Guide, the committee submits the change(s) to the Board of Directors who will determine if such change(s) needs to be adopted at a meeting. Changes to the Standard Operating Guide require only an action of the Board and not the general membership.

G.4 Legislative:

Consists of three members, one from the western area, one from the central area, and one from the eastern area of the state, to be appointed by the president and approved by the Board of Directors. It shall be the duty of this committee to be informed of legislation local, state, or national, effective, impending, or required and to acquaint this Association membership of their finding with a request for appropriate action; and the committee shall implement such action on legislation as is directed by the Board of Directors.

The chairman should alert his members and he himself should constantly skim through newspapers, photographic publications, and periodicals to look for things pertaining to legal matters and that a court somewhere has ruled in favor of a photographic operation. The chairman should constantly keep his eyes open for information pertaining to regulations so that the general membership could get caught short and not have the necessary records to cover themselves.

G.5 Finance and Budget:

The Executive Board will serve as the Finance Committee. In addition to duties outlined in D.2.2, duties shall be to develop the budget, examine all records, and

require adequate records of all receipts and disbursements. It shall also be their duty to recommend procedures for raising funds whenever additional revenue is needed to carry out the projects and purposes of this Association and to take emergency action in this regard whenever necessary. This committee shall be empowered to rule should a question arise on any financial matter not covered in the By-Laws or by directive of the Board of Directors.

G.6 Standard Operating Guide:

Consist of three members appointed by the president, which shall be responsible for the preparation and continual updating of the Standard Operating Guide covering such offices and committee chairpersons as approved by the Board of Directors. The Standard Operating Guide of the association shall be the Adopted Procedures. The committee shall: be sure the Manual is complete, be sure the officers and committee chairmen have a copy of the section of the manual that pertains to them within 25 days of taking office based upon the published list provided by the President and Executive Director within seven (7) days of the conclusion of the convention.

Upon receipt of the list, the Standard Operating Guide Chair (SOG Chair) will assign to each committee member the name, or names of the previous year's officers and committee chairman to be contacted for the following information: Corrections, additions, deletions to the Manual. All information should be sent to the committee member by email, fax, snail mail, etc. The committee member, in turn, should forward all information to the SOGC within 30 days of receipt. The SOGC should also be informed if there are no corrections, additions, or deletions.

Upon receipt of changes, additions, deletions, the SOGC will draft a revision to each section of the manual requiring change. The changes will be proposed to the Board of Directors at their next meeting for approval. If approved, copies, with changes, will be forwarded to the Executive Director, who will make revisions to Standard Operating Guide (dated to reflect the change) The SOGC should attend all Board meetings and keep notes of all action that can affect the manual, including updates. The outgoing SOGC must turn over to the incoming SOGC all active files and a minimum of one updated copy of the manual.

Once a PPNC SOG policy has been approved by the Board of Directors, it will be published to the General Membership in whatever form the Board of Directors deems appropriate: by email or in official publication of the association, written or electronic(newsletter or magazine). A copy of each approved policy shall be dated and added to the Standard Operating Guide and available in PDF format for the download from the association website.

H. **Specific Procedures for Presidential Appointed Committees and Chairs**

The president may appoint such special committees as may be deemed advisable. The membership of such special committees shall hold office from the time of their appointment until the adjournment of the next annual meeting. Memorials, Resolutions, Publications, and Publicity and Public Relations shall be considered special committees.

H.1 Nominating: Committee shall be composed of three past presidents of this Association.

The committee shall be provided with a list of members eligible for nomination for office.

It shall be the duty of this committee to make nominations for the office of vice-president, treasurer, secretary, and three directors-at-large, one from the western, central and eastern guild, but not for guild chairperson. The committee chair shall report to the Board of Directors at their regularly scheduled meeting, no later than 30 days prior to the Carolina Photo Expo, The Executive Director shall provide the list of nominees to the general membership no later than 30 days prior to the annual business meeting. The committee shall then present its report and list of candidates at the General business meeting of the association. Nominations may also be made from the floor during the Business Meeting.

H.3 Parliamentarian

Roberts Rules of Order, Latest edition shall be the authority on all question on parliamentary law not covered by the By-Laws. The President shall appoint a Parliamentarian who shall attend all board and business meetings of the association. He/she will be available to direct and advise and guide the Chairman of the Board while running the meetings.

H.4 Personnel - The Executive Board will act as the Personnel Committee with the Chairman of the Board acting as Chairperson. On the last day of the Carolina Photo Expo, the Chairman will submit Executive director Evaluation Forms to all Officers, Board members and Committee Chairman. After the forms are returned to the Chairman, the chairman will compile and tabulate the scores. The Committee will meet with the Executive Director to discuss the results. The results of the evaluation will determine whether a salary raise is appropriate, if budget allows. The Committee Chairman will report the findings to the board at their next meeting.

H.5 Long Range Planning – The Long Rangel Planning Committee is charged with developing a plan of work for the association. The Committee is appointed by the President and approved by the Board of Directors. The Executive Board automatically serves on the committee. Appointments are for a two-year term. The Executive Director administrates the committee.

H.6 History and Archives Committee – The History and Archives Committee is responsible for keeping the history of the association and preparing exhibits for display at the Carolina Photo Expos.

I. Awards Procedures

It is the President's responsibility to appoint a committee to choose the National award and PPNC Service Award. The committee chair for each award is the past year's recipient with the committee comprised of the last three recipients. The committee will report the recipient

to the Executive Director in time for necessary preparation for the presentation at the annual awards ceremony. The committee may meet by conference call.

I.1 Service Awards (National Award (PPA), and PPNC Award)

I.11 National Award

The PPA National Award is a special honor in recognition of outstanding services to professional photography performed by an individual. PPA makes this award available to state, regional, national and international affiliates.

1- Ordering the PPA National Award - In order to be eligible to give the National Award, the affiliate's annual affiliate fees and renewal information must be up to date. To order a National Award, the online order form must be completed, and payment submitted at least 60 days in advance of the event where the award will be presented. When ordering the National Award, the recipient's name and the date that the award will be given must be included on the order form. The order will not be approved without this information. "To be determined" in the name or date field will not be accepted.

The cost of the plaque and pin is \$236.00, which includes shipping. The National Award will not be shipped or processed until payment is received. You can pay by credit card or check. If paying by check, please make the check out to Professional Photographers of America and include the email confirmation receipt when mailing to PPA Headquarters. This information is also included in the online order form.

2- Presenting the National Award

The choice of the recipient is left entirely up to the affiliates. It may be given to a member or non-member, to someone in or outside the field of photography. The presentation of the National Award should be made at the affiliate event by the highest ranking PPA official of the executive committee in attendance, current board member, PPA past president or PPA Councilor. Only one National Award may be presented per affiliate per year. The award does not need to be given each year if no suitable candidate is nominated. An individual may not receive more than one National Award from the same affiliate during his or her lifetime. It is the responsibility of the affiliate to have the name of the recipient and the date of presentation engraved on the plaque. PPA is not responsible for engraving. In North Carolina, the Award winner is chosen by the three past winners with the most recent winner being the chairman. After the recipient is chosen, the Chairman should contact the Executive Director to order the plaque.

3- National Award Speech

The following speech may be read during the presentation of the National Award:

Volunteers truly are the lifeblood of PPA and its affiliates. Every association has those extraordinary

volunteers whose efforts on behalf of the affiliate and its members deserve special recognition.

Seeking a way to thank these individuals, Professional Photographers of America created the National Award in 1958. Each year, PPA makes this prestigious award available to state, regional, national and international affiliates—who then present it to deserving individuals. The highest honor granted by a PPA Affiliate, it recognizes those whose support for photography goes far beyond any regular expectations or contributions. The simple inscription on this plaque reads “for service to professional photography” but we know that this award means far more than that. We are here to honor one of those special individuals today. PPA is pleased to share with The Professional Photographers of North Carolina, Inc. in the presentation of the coveted National Award. On behalf of the Professional Photographers of America, I am pleased to extend my gratitude and congratulations to this year’s recipient.

Would all those who have received the National Award please come forward to congratulate this year’s recipient? Now, here is (Presenter’s Name) to tell us about this year’s National Award recipient. If the PPA officer holds the National Award, then he or she can join other National Award recipients while the affiliate presenter finishes the presentation. If not, the PPA officer should step away from the podium, but remain standing.

I.12 PPNC Service Award

The North Carolina Award is presented by PPNC to the member judged to have had the most outstanding service during the current year, with the record of past service to the organization also taken into consideration. Formerly known as the Barber Award and given by Don Barber in honor of his father, A. F. Barber, this award is given for distinguished service over and above the call of duty and without regard for praise or thanks. This title was changed in 1960 to the NC Service Award.

The Award winner is chosen by the three past winners with the most recent winner being the chairman. After the recipient is chosen, the Chairman should contact the Executive Director to order the plaque.

I.2 Honorary Degrees Program

I.21 Reasons for Establishing the Degree Award Program

- 1- To give recognition to and for service in behalf of PPNC, Inc.
- 2- To give additional recognition to winners in print competitions.
- 3- To afford additional personal publicity for the members of the PPNC, Inc.
- 4- To afford additional public relations opportunities for the Association.
- 5- To uplift the profession of photography and give it professional status in the eyes of the public. Our name is now that of a professional association.
- 6- To act as an additional incentive for non-members to join the Association.
- 7- To encourage members to retain and keep active their membership once they are in.

- 8- To give more members the incentive to service the Association in its offices and work.

Degrees to be Earned

Associate Fellow of Photography (A.F.P.) requiring thirty-five (35) degree credits

Fellow of Photography (F.Ph.) requiring fifty (50) degree credits

I.22 Eligibility for Degrees

Any member in good standing of the Professional Photographers of North Carolina Inc. may apply for either degree by filling out and submitting to the Board of Degrees a degree application. Credits and degrees are awarded for the life of the member and can be removed for unethical practices only. All credits for degrees shall be issued only to individuals and not to studios. Anyone seeking either degree must make application to the Board of Degrees for certification of his credits ninety (90) days prior to the annual convention. A degree application can be completed online.

I.23 Tangible Degree Awards

A small medallion is to be worn on a ribbon of two different designs or colors or metals to distinguish the Fellow from the Associate Fellow. A citation for framing and hanging in the studio will also be presented at the awarding of the degree. The medallion should be worn at all meetings: guild, regional, state, and convention, in-state or out of state. The design of the medallion will be copyrighted.

I.24 Presentation of the Degrees

Candidates for the degrees will receive their medallions and citations from the President at the annual awards ceremony.

I.25 Administration

The Executive Director shall administer the degree program. Point request shall be submitted on line, reviewed by the ED and then approved. The Chairman of the Board shall always be the immediate past president. It shall be the duty of this board to review each year the Table of Credits and determine if significant changes are in order. The board shall meet once a year or more often if they deem necessary, at a time prior to the convention mutually agreed upon by them for the purpose of checking the application, the records of the applicants, and to certify to the president the eligible candidate for degrees. This board shall also have the power to recommend the removal or withdrawal of a degree, provided the recommendations is passed by a 2/3 majority of the Board of Directors. The Board of Degrees shall have the power to issue one credit to any members who they believe has done an outstanding job for the Association during the year. This would pertain to convention workers, special service of members on committees of importance, 100% attendance at the guild meetings held during the year. Maintaining of the records shall be the responsibility of the Executive Director.

Each PPNC member is responsible for submitting to the Executive Director on line when additional credits from PPNC or elsewhere (i.e. PPA, or Out of State) have been earned. Any credits(s) earned outside of the PPNC must have documentation as verification. Furthermore, all

Information of earned credits must be submitted to the PPNC Board of Degrees by January 31st of the following year to be eligible to receive a degree or chevron. Credits received after January 31st deadline will be credited only. However, NO degree or chevron will be issued for that year. The member will have to wait until the following year to receive these awards.

1.26 Degree Categories

The PPNC Fellowship Degree is the highest degree awarded by the Professional Photographers of NC, Inc. for points earned for Service and Exhibit Awards. It is to honor and to show appreciation for PPNC members' outstanding photographic ability and unselfish service to the organization. The Associate Fellowship Degree is presented with 35 credits earned in the form of a certificate. The Fellowship Degree is by earning 50 credits. With the approval of the Degree Committee, a beautiful Gold Medallion is awarded. The Red Ribbon is awarded when at least 35 of the 50 points are print credits. The Black ribbon is awarded when at least 35 of the 50 points are service and educational. The Black and Red Ribbon is awarded when 35 points are for prints, 35 points for service and the remaining 30 are earned in a combination of service, prints, or education. The Gold Chevron is received after earning the medallion and is added to the ribbon for each additional fifty credits. (See appendix for list of credits)

J. Education Procedures

J.1 Annual Carolina Photo Expo (CPE) Specific Procedures

A. Chairman

The CPE General Chairman is appointed by the Vice-President at least two years before assuming duties. The prime duty of the chairman is to stage the CPE for the President, according to his or her wishes and to carry out the President's ideas for the CPE and to give all possible assistance to the President in any of his or her duties that are CPE connected. It shall be the duty of the CPE General Chairperson and President to appoint all subcommittee chairpersons. It shall then be the duty of all subcommittee chairpersons to appoint and be responsible for their own committees. Further duties of the General Chairperson will be to call all CPE committee meetings and preside over same, to assign duties to the sub chairperson, to coordinate their activities and see that their duties are carried out by receiving frequent reports on their activities. The CPE General Chairperson acts between hotel management and the Executive Director to see that the association's obligations to the hotel are paid and that the hotel is cleared of all the association's property.

When securing speakers, it is important to use sponsored speakers. Check lab website for their lists of sponsored speakers. It is also important to have a good blend

of “rock star” speakers and advanced speakers in order to appeal to all levels of membership.

When talking with the speakers, it is very important that you stress the fact that we give them one check and they are responsible for all of their own expenses and making their own travel arrangements.

The CPE chairperson is in charge of setting the schedule for the CPE. When a tentative schedule is set, send it to the Executive Director so that it can be input into the computer and have it ready for distribution. A tentative schedule should be set no later than six months prior to the event. The theme should be in place by the CPE of the previous year. It is also a good idea to have a general idea of the program talent for the next year so that it can be announced at the current CPE. The President and CPE Chairman are also in charge of securing a logo or appointing someone to secure a logo for the coming year.

It is also up to the President and the CPE Chairman to make sure that the Southern Exposure has a full-page ad promoting the CPE for the monthly magazine.

The CPE chairman should supply the Executive Director with a list of those persons who will be on the CPE committees. The ED will type up the list and have it ready for distribution.

The CPE chairman is in charge of issuing invitations to the PPA President, and any other dignitaries and inviting them to the convention. This should be done ASAP so that they may get it on their calendars. (PPA President’s lodging must be paid by PPNC. CPE Registration is complimentary for the PPA President, and other dignitaries.

The CPE chairman should write a welcome article for the Carolina Photographer and should also supply the editor with a photograph.

It is the responsibility of the CPE Chairman to appoint someone who will be in charge of any special event items such as T-shirts or any other items that might be sold at the registration desk.

It is the responsibility of the CPE Chairman to secure someone who will do the devotion on Sunday morning. This person will need to work with the props and audio-visual person to make sure all of the required equipment is secured.

B. CPE Team Leaders

Following are the Team Leaders and their subcommittees. Team leader chairs are responsible for the subcommittee duties. Contact with the subcommittees should be made throughout the year. Team Leaders are to make sure all committees complete their tasks.

Talent/Programs
Social/

C. Talent/Programs

C.1 Speaker Selection

It is the duty of the CPE Chairperson and Speaker Selection Committee to obtain all speakers and demonstrators for the convention. After the speakers have been secured, send a list of the speakers with their addresses, phone numbers, fax numbers, e-mails, speaker fees, and any other monetary arrangements to the Executive Director. The ED will then send a contract with all requests such as props, models, travel arrangements, and promotional materials.

C.2 Props/Audiovisuals Chairman

The Props/AV Chairman is to see that all programs are adequately and smoothly staged and that all materials and supplies for each program are in their proper place before each program starts. He is responsible for making sure that the room is set up as the speaker requests.

The Props/AV Chairman will be supplied with a list of needs from the Executive Director several weeks prior to the CPE. The Props/AV Chairman should contact each speaker personally and review the prop list requirements with them. He should order any needed supplies from any suppliers as necessary.

The Props/AV Chairman is responsible for making sure that each program has a person available to assist with any needs that might arise while a program is in progress. Sometimes there are two programs occurring at one time and it is important that both programs have assistance.

The Props/AV Chairman should meet with the speakers upon their arrival and go over their needs and make sure that all equipment requested is available.

This job is one of the most important and the success of the CPE lies in the Props/AV Chairman being organized and able to coordinate all activities.

The Chairman should make arrangements with the Executive Director two weeks prior to the convention to pick up any needed equipment from the storage area.

C.3 Models Chairman

The model's chairman is in charge of securing all needed models. The chair will receive a requested list several weeks before the convention. Prior to the

CPE, the chair should contact the speakers and make sure all the model requests are covered.

The model's chairman should meet the models at the specified time and place and make sure they are properly assisted in getting set for the program.

Payment of models will be images on a jump drive. The Chair is responsible for securing the images and copied to the jump drive and delivered to the model.

The models' chairman or someone on the committee should be available during the program to assist with the models if the need arises. The chair should make sure that the models are dressed in the clothing that the speaker has requested.

C.4 Sign Chairman

The Program Sign Chairman is in charge of making sure that all the Sponsors have banners or signs at each of the sponsored events.

The signs should be 16x20 in size with: photo of speaker, title of program, and speaker sponsor logo. Lab sponsored speakers' signs should be sent to the lab for printing at no charge. It is the responsibility of the Sign Coordinator to contact the sponsor and secure the free printing. Those speakers who are not lab sponsored can be printed by any lab. The lab can put their logo on the sign indicating sponsorship. The design of the signs is the responsibility of the chairman.

Non-speaker signs (party, New Member orientation, etc.) are a good idea in order to direct attendees to the correct events.

Large signs announcing the daily schedule can be secured through the Executive Director.

C.5 Mentoring

The sign-up process for requesting a mentor is on live at www.carolinaphotoexpo.com. The Chairman will secure the list for the website manager.

Duties for the Mentoring Chair are:

Secure Master Photographers to be available at the CPE to mentor.

Determine the schedule. Time slots are one hour. There is space for four mentors per time slot.

Assign those who request mentoring a time slot.

Notify the mentees of their assigned time.

Man or arrange for the mentoring booths to be supervised during mentor times.

C. 6 Chairman of the Day (COD)

The Chairman of the Day is essentially the stage manager for the day. As such, introductions and beginning and ending times are their sole responsibility. With the timing of the program schedule and the necessity of coordinating with props/AV, following are some things to keep in mind:

It will be up to the COD to make sure all speakers are introduced and that programs start on time. If the COD cannot personally introduce a speaker, they should assign someone to help. If there is a bio available, it will be supplied by the Executive Director. If there is not a bio, talk with the speaker before the program starts. Keep the introductions short.

It is the COD's responsibility to put out signs for each speaker. They are usually stored in the props room.

It is the COD's responsibility to announce the sponsor (if there is one) at the beginning of each program. Also, make sure the sponsor sign is displayed prominently.

The Door prize Chairman and the Security Chairman will help with admission to the program and door prizes.

Make sure the speaker has the proper equipment and there is drinking water available.

At the end of each program, be sure to give each speaker his/her merit and check which is supplied by the ED. Remind attendees of the sponsor and to visit the Trade Show (if in attendance) to thank them for their support.

D. Social

D.1 Trade Show Evening Meal Function

The Trade Show Meal Chairman is in charge of securing a caterer to feed around 400+ people. The caterer should supply paper products with the meal. A budget is available for this event.

The Chairman should coordinate with the hotel and make sure they have large trash cans available in the room. The Chairman should also make sure that the caterer is supplied with ice and any other items that he/she might need.

Decorations and entertainment are optional. There should be a microphone in the room so that any needed announcements can be made. The chairman should take up tickets and give a head count to the Executive Director. One

option for the meal is to let the name badge be the admission and just use a counter to count the number attended.

The sponsor of this meal needs to be announced several times during the evening and they should be contacted to see if they have any items that they would like to put on the table. Check with the Sign Chairman to make sure that there is a large banner with the sponsor's name on it to be displayed in the room.

If possible, before the convention, inform the Executive Director the amount due to the caterer so that he/she may have the check ready at the end of the function.

D.2 Award's Reception and Ceremony

It is the prime duty of this chairperson to select the menu and entertainment in connection with the reception. The Incoming President's Reception is part of the Award's Reception.

The Award's Reception chairperson should make arrangement for the decorations on the stage and in the Reception. Contact should be made with the reception sponsor to see if they have any items, they would like placed on the tables.

The Chairman will co-ordinate with the ED to develop a floor plan of the ceremony and the program order of the ceremony. The Executive Director will design and have printed the Program Booklet for the Ceremony.

D.3 Former President's Luncheon Chairman

The Former President's Luncheon is arranged by the Carolina Photographic Foundation with the help of the PPNC Chairman of the Board. An invitation is mailed about six weeks prior to the convention inviting all former presidents and a guest as well as the current president and Executive Director to the luncheon.

Usually, a photograph of the last year's former presidents is presented to each person who attended the previous year if the photograph has not already been distributed.

A convention issue of the Carolina Photographer is passed around to each former president and they sign it. This is then presented to the current President. The Chairman should ask the Carolina Photographer Editor to print one issue for the President.

The former Presidents usually take up a collection which is donated to the Carolina Photographic Foundation Fund.

The Chairman is responsible for choosing the menu and coordinating with the hotel. The head count is usually based on around 50-60 people. When invitations are sent, it is necessary to have a RSVP. If you do not hear from someone, call them.

Usually, the luncheon is informal. Table decorations are optional and can be supplied by the hotel. Usually, the former Presidents like to be informed of any past presidents who have passed away during the year. It is up to the Chairperson as to whether there will be a special program.

D.4 Carolina Photo Expo Party

The Chairman of this committee will work with the President based on the CPE theme. If it is to be a costume party, it will need to be decided if prizes will be given for the best costumes and this will need to be requested at the finance meeting.

The Chairman will choose a band or DJ with the help of the President and any local members in the city where the convention is being held.

The Chairman will work with the Executive Director in choosing the food and will also be in charge of choosing the decorations and making sure the decorations are completed.

The Chairman will inform the Executive Director of any needed deposits or contracts that need to be signed to reserve a band.

D.5 Welcome Reception

The Chairman will co-ordinate with the President and CPE Chairman concerning the menu and invitations. Attendees to be invited are: speakers, judges, board members, special guests, and the CPE team. The Reception is usually held in the President's suite. Food is coordinated by the Chairman. If alcohol beverages are served, they must be provided by the President or a Sponsor. No PPNC funds can be used to purchase alcohol.

D.6 President's Dinner/Luncheon (Optional based on funds availability)

This event is held to thank the CPE volunteers. The Chairman of this committee should contact the President about three months prior to convention to request a list of who he would like to be invited to the event. If he needs a special table for family, that should also be reserved at this time.

The committee sends out the invitations for the President. It is absolutely necessary that a required RSVP be placed on the invitations in order to get a correct head count.

This committee will choose the menu, furnish decorations, and acts as host of the event.

E. Fiduciary

E.1 Trade Show Chairman

The Trade Show Chairman (TSC) is the on-site authority during show set-up and show open hours. The Executive Director is employed to sell the spaces and coordinate with the hotel and show decorator. As the CPE time approaches, the TSC shall consult with the hotel staff employee the day of set-up to provide for the most efficient process of load in for all exhibitors. This chairman shall determine from the hotel the earliest possible setting up time for the exhibitors and the latest hour for tearing down. He shall so inform the exhibitors and see that the association's agreement with the hotel is carried out on the part of the exhibitors.

The Trade Show Chairman will have an assistant who will be in training for the next year. This assistant is available to help with on-site responsibilities, including, but not limited to registration of vendors or guests.

The Trade Show Chairman should copy all correspondence to the assistant and make sure he is kept informed of any needs that he can help with.

The Trade Show Chairman should arrange for the ribbon cutting on the first day of the Trade Show. He should make sure that he has ribbon and scissors. Present at the cutting should be the President, Trade Show Chairman, Secretary, Treasurer, Vice President, Chairman of the Board, Executive Director and any visiting VIPs. He should make sure that the photographers are available for the opening.

The Trade Show Chairman should coordinate with the Executive Director and Security Chairman to make sure the times needed for security are arranged. He should make sure that the guards are supplied with the proper instructions and they should have some type of stickers to help identify any equipment brought into the show.

The Trade Show Chairman should coordinate with the Print Salon Chairman to make sure the drapes for the print salon are ordered and to choose a spot where the prints will be hung. He should coordinate with the publicity chairman to make sure the Show Opening for the public is properly advertised.

E.2 Trade Show Assistant

It is the responsibility of the Trade Show Assistant to be available at all times to be an Assistant of the chair. He/she is in charge of the Vendors lounge (Purchasing the items and keeping the lounge stocked).

E.3 Trade Show Hospitality

The Trade Show Hospitality Committee's main purpose is to be available on Trade Show set-up and tear down days to help the vendors. The committee will also be available throughout trade show hours to help the trade show chairman when needed. Trade Show Hospitality will also assist the Vendor Lounge Chairperson.

E.4 Door Prize Chairman

The door prize chairman contacts speakers, vendors, or any place a door prize may be obtained. The Chairman should work with the Chairmen of the Days to make sure that the prizes are distributed. The Executive Director will also help determine a way to do tickets. A few door prizes can be awarded during Trade Show Opening Night.

E.5 Print Salon

PRINT COMMITTEE Procedures

Inventory supply of ribbons and order where there is a need. When ordering it is usually more economical to order a supply which will last for several years.

Number of ribbons needed:	6	Best of Show (Purple)
	26	First Place (Blue)
	26	Second Place (Red)
	26	Third Place (Yellow/gold)
	100	Honorable Mention (White)
	500	Court of Honor (White) Entries 80+
	50	Loan Collection (Green)

Coordinate with Executive Director as to the number of Print Salon Worker/Committee ribbons needed. Fifty should take care of needs.

Print corners – obtain from Benton Card Company (919-894-5656) 3-4 Weeks Ahead.

Right Hand Corners 70 and above, date & location may need to change

Left Hand corners for Loan Collection; the Loan Collection usually is 25+ entries from the top ten percent and usually consists of first place entry from each of the subcategories. Judges are to choose loan collection and may choose otherwise.

Coordinate with Executive Director to plan Print Salon Room, set up tables, curtains, etc. plus the two judging rooms needed for Saturday's judging. Including planning for the judge's breakfast and lunch. Any Print Salon Committee Workers working Saturday are included at meals also. Arrange with Jeff Burton for video camera setup and monitors in portrait judging room.

Go through “PPNC Official Competition Rules” and PPNC/PPA Competition Rules” to add/update and make changes where necessary. Assure Shipping address as to where entry cases are to be sent is updated and accurate. Executive Director needs changes 3 months in advance. Executive director has rules printed and posted on web site.

Send letter and form to volunteers for Print Committee Worker’s. Work time frame starts on Friday and ends on Tuesday around noon.

Determine the number of Award Plaques needed for: Best of Show Categories, plus a first (1st), second (2nd), and third (3rd) place plaque for each sub-category. There are currently twenty-five (25) Sub Categories.

Special Plaques to order:

- Student Award
- President’s Award
- Best of Show
- Photographer of the Year

Plaques are engraved, and PPNC logo put on so each is complete with exception of recipient’s name. Names of recipients are faxed to the engraver early Sunday morning. Plaques will be secured from a local vendor one month before the judging. Contact the Executive Director for more information.

Verify location of storage of Walker Rods for display and equipment for the turn style judging setup. This includes turn table, scoring machine, extension cords, multiple outlets one set of curtain rods, and one set of Mini Spot Lights with stands, spare mini spot bulbs, and scoring machine board.

Send e-mail requesting volunteer signup to work in print room. Send follow-up form for times available to help, to Print Salon Committee workers regarding their work schedules. Contact: Buy white gloves: Southeastern Camera or Light Impressions

Arrange for transportation of entry cases to Print Salon location.

Purchase ample supply of drinks and refreshments for Print Salon workers. Should be enough to last through to Wednesday. Save receipts to be submitted to Executive Director for reimbursement.

SUPPLIES NEEDED FOR CHECKING IN PRINT ENTRIES (PRINTS)

GLOVES SHIPPING	PENS/PENSILS	TAPE – MASKING &
PRINTER/INK	LAPTOP W/INTERNET	CLEAR LABELS
GOLD CORNERS	SCISSORS	PRINTER PAPER
SHARPIES (LORETTA)	SIGNS FOR CATEGORIES	LIST OF PAID DUES

SIGN IN/OUT FORMS FOR SALON HELP
CASES

CHECK IN/OUT FORMS FOR PRINT

PRE-PRINTED CASE NUMBER 5160 LABELS (7 OF EACH #)

SCANNER

STAPLER & STAPLES

PRINT SALON ROOM SETUP:

Set up the tables around the edge of the room with long one in the center of the room. Set up printer and laptop/scanner on one end of the room.

Make sure case number 5160 labels are printed.

Stack Print Entry Cases under table when they arrive, Keep aspiring separate.

Hang category signs around the outer table to stack sorted prints.

Buy snacks/drinks for print salon workers/judges.

Print Entry Opening of Print Cases.

ALL WORKERS MUST WEAR GLOVES AT ALL TIMES

Stack cases under table when they arrive (keep Aspiring separate!)

As cases are opened, worker affixes a Case Number label to the outside of case (either removing prior case number labels.)

Remove or obliterate any other barcode labels and numbers that could be confusing during scoring.

Verify entry form is complete and number entry form same as case number.

Verify check, or credit card number with exp. Date included for proper amount.

Verify entrant is a current paid up member from the list provided by the Executive Director.

Count entries to be sure quantity matches entry form.

Each print is identified with a Case number and Print number label. There is only ONE Print number label available – it should be affixed to a designated location on the back of the print for consistency in entering data. The Case number label should be affixed about the Print number label, at least 3” away from the Print number label.

Suggested Label Location: Case # above TITLE in center of print left to right

Print # Lower right below title.

REMEMBER TO LEAVE TOP RIGHT OR TOP LEFT OF THE PRINT EMPTY.
AFTER COMPETITION AND WHEN CORNER LABELS ARE PUT ON PRINTS
WE DO NOT WANT ANY LABELS TO BE COVERED UP CASE NUMBERS.

IT MAKES IT MORE DIFFICULT TO SORT CASES AFTER COMPETITION.

Worker brings prints, one at a time from the Case Check in Point to the Entry Station.

Entry Operator has computer entry program open at a blank Print Entry screen. The Operator scans the bar code for the Print Number, scans the barcode for the Case Number, when complete operator clicks, "NEW" and repeats the process for the next print.

Care must be exercised to assure that the proper label is scanned and that the proper name barcode is scanned for each print. Type carefully when typing in the print title.

Print is then placed in its sub-category stack.

PREPARING PRINTS FOR DELIVERY TO PRINT JUDGING ROOM

Take and mix Portrait Categories in stacks of twenty-five. With the exception of Artist Image Category or EI, they should be judged separately.

Mix Commercial Categories in stacks of twenty-five.

Once entries are mixed from sub-categories, develop the "Print Caller List" to be used by the caller in the Judging room. This list is output by the computer. After completion this list is placed on top of the stack of 25 images for transporting to the appropriate judging room.

Judging Room:

Friday evening the judging room should be set up in the Auditorium. We will need a light meter to meter light falling on turn table. Tape up score sheets on the back wall 00 – 69 moving up. Once an image is scored, it is stacked in the scoring range stack which contains its score. Also, be sure to post Score Charts by the front of the turn style.

Assure everything is in place and operating properly early Saturday morning, plus images ready to judge. Be sure to have water, drinks, coffee, and candy available for judges.

Laptop computer is setup with and attached both a numeric keypad/keyboard and barcode reader attached. Operation should be verified prior to start of judge by scanning a print and verifying that the correct print name appears on the Scoring System Screen. If a print has to be manually inserted be sure to add EXACTLY as shown on Print Number label i.e. print #00245 cannot be entered as 245.

Posting of Scores

At the end of Judging verify that scores have been posted properly by selecting a print at random and inquiring on the print in the Print Entry window (scan the barcode for the print i.e., the print should appear, and the score should be correct.)

REPORTS

Go to the Report Menu and print all of the Print Salon reports – this will provide reports for selection of Photographer of the Year, First-Time Entry for President's Award, Student Entry. Reports automatically total case scores and compute averages.

Upon completion of Judging, excuse all individuals from judging rooms except Judges, Vice President, Print Chairman, and Assistant Print Salon Chairman.

Arrange images scoring 80 and above for judges to pick 1st, 2nd, and 3rd. Place winners and Honorable mentions for each sub-category judged in the room.

Next Best of Show is selected from each of the main categories.

Next the Loan is selected. Judges select traveling loan.

Note: based on the limited number of entries in the sub-category there may be times when an image needs to be considered coring 78-79 for 2nd 3rd. or Honorable Mention.

First Place must always have received a score of 80 or above. If there is no 80 in a category, then no award is given to 1st place.

Kodak Gallery, Fuji Masterpiece, ASP, and CPP awards are selected.

Upon completion of selecting award winners, judges are excused, images stacked, keeping 80's and above images separate, and ready for transporting to be hung by print workers.

In Print Salon Room:

All images receiving 70 or above, have gold corners placed on the upper right-hand corner. Images scoring 80 or above have a Court of Honor Ribbon attached under the front of gold corner.

As corners and Court of Honor ribbons have been attached, images are then stacked by image number in sequence in stacks of twenty-five (25).

Upon completion of this Print Salon workers are excused until the next day (Sunday morning.)

AWARD LISTINGS:

After all awards have been selected, the Print Salon chairman will prepare the listing of award winners for the engraver.

Then the awards slide show will be prepared. There is a template in Microsoft PowerPoint to prepare this show.

Then prepare Loan Collection slide show there is a template in Microsoft Power Point for this slide show also.

And finally, awards text for Vice President to read, a template to enter the information is in word.

Sunday Morning – Students from Randolph Community College Open and hand Walker Rods.

Cart images to area and hang in sequence.

Monday afternoon – Take images down, keeping them in sequence so they are ready and in order to place back into print cases.

Pull cases and pack images that go into each case. Place Entry form on top of images in Print Case.

Upon completion of packing Entry Print Cases, Print Salon Chairman can decide when entrants may start picking up cases.

Cases picked up from Print Salon room must be signed by person picking up case.

Any Entry Cases not picked up by Tuesday afternoon are shipped UPS to sender.

Monday Afternoon: Awards Presentation Preparation

Arrange for three 4' x 8' tables with table cloths and drapes along front of banquet area.

Place plaques and ribbons on tables in order of presentation.

Place remaining plaques and awards, such as Student Award, President's Award, Gallery Awards, and Masterpiece Awards etc. in order of presentation.

That evening, Vice President asks for any judges present to please stand. Have Print Salon Committee workers stand for recognition and ask that they come forward to assist in the presentation of awards.

When Print Cases are packed Loan Collection corners and ribbons go on Images selected for Loan Collection and packed in case.

NOTE: MAKE SURE YOU HAVE ARRANGED FOR SCREEN AND COMPUTER AND PROJECTOR, FOR PROJECTING AWARDED IMAGES.

Print Salon Chairman makes sure all Print Salon Materials and equipment are packed and takes care of all items.

Send Thank You letter to each Print Salon Committee member and inform them to claim one earned credit for each 4 hours worked. Each Salon worker MUST SIGN IN/AND OUT for each period worked.

Send Thank You Letters to each Judge

Complete Fuji Masterpiece Award forms and forward by mail.

Forward to Executive Secretary a list of the names of Print Salon Committee workers who are deserving of earned credits.

Forward receipts for expenses to Executive Secretary for reimbursement.

PRINT SALON JOBS

APPROXIMATELY 16 WORKERS WILL BE NEEDED

VICE PRESIDENT – SUPERVISOR OF PRINT SALON

PRINT COMMITTEE CHAIRMAN – ORGANIZES PRINT ROOM

ASSISTANT PRINT COMMITTEE CHAIRMAN

ENTRY STATION OPERATOR (Enters scans into the computer)

ACCEPTING CASES AT PRINT ROOM DOOR – 2 PEOPLE

CASE CHECK IN STATION - TWO PEOPLE These people record the checks and keep entry form.

CASE HANDLERS – 4 PEOPLE – TWO SETS

PRINT HANDLERS – 8 PEOPLE – TWO SETS

JUDGING SALON SETUP UP: (CALIBRATED MONITOR)

WORKERS NEEDED IN JUDGING SALON DURING PRINT COMPEITION.

APPROXIMATELY 12-14 WORKERS WILL BE NEEDED DURING PRINT JUDGING:

CHECK PRINTS ORDER AND LOAD STACKS - ROSE MARY – SHELERIA

ANNOUNCER – Specific job is to announce title if each entry in a clear and distinct voice.

ANNOUNCER ASSISTANT - This person's duties is to get anything the announcer needs, stand in when the announcer needs a break, carry prints around, make sure the prints are

replenished on the back table, and help with the ins and outs. Behind the curtain the announcer is sort of the person in charge and the Jury Chairman is in charge in front of the curtain. The Jury Chairman usually grabs anyone they can to get things for them. This person can probably take care of the Jury Chairman's needs as well. I think if the Chair knew they had a gopher it would be better than grabbing anyone.

SCORING MACHINE CONTROLLER – set and resets the scoring machine and announces verbally the score shown on the scoring machine

SEATED COMPUTER SCANNER - uses hand held computer scanner to scan info from print and enters score.

HAND WRITTEN SCORE CHECK SHEET – hand writes each score on a pre-printed sheet for backup.

Carousel WORKERS – TWO (ON / OFF) – One person mounts the print to the turn style, and other takes the print off the turn style and hands it to the **SCORE MARKER**.

SCORE MARKER – MARKS ON BACK OF PRINT – Takes print from Carousel worker, marks score on back of print with a black sharpie, then passes to the Runner.

RUNNER – TAKE PRINTS TO BE SCANNED – takes print from the **SCORE MARKER** and walks to the Seated Computer scanner to have print scanned and score recorded, afterward give the print to the Runner to Stack prints.

RUNNER TO STACK PRINTS – takes the print from the Scan Runner and puts the print in the appropriate stack according to score.

RUNNERS WILL RETURN PRINTS TO PRINT ROOM THAT SCORE BELOW 77.

CHECK PRINTS ORDER AND LOAD STACKS
PPNC YOUTH PHOTOGRAPHER'S COMPETITION RULES

ELIGIBILITY:

Any child or grandchild of a member who is 17 years old or younger on the day of the competition is eligible to enter. The parent or grandparent must be a paid member in good standing.

IMAGE CREATION:

Each image entered must be created solely by the person who is entering. Limited instruction may be given by a parent, grandparent or mentor but the image must be created by the child. This includes exposure, focus, cropping, lighting, computer manipulation.

AGE DIVISIONS:

There are three age divisions – Children (8 & under), Junior (9-12) and Teen (13-17.)

CATEGORIES:

There will be one category: OPEN, which may include portraits (this includes weddings,) illustrative (still life) or electronic imaging.

IMAGE PREPARATION:

Each image should be a maximum of 8 inches by 10 inches and a minimum of 4 inches by 6 inches. Each print should be mounted on an 11 inch by 14 inch mat board. The entry shall be uploaded electronically, and the title sheets downloaded from the printcompetition.com website.

AWARDS:

Awards will be given to the winner of the category, in each age division. Based on the number of entries and the discretion of the judges, other awards will be determined (i.e. 2nd Place, 3rd Place, etc.)

JUDGING:

Judging will be held at our annual print competition and will be open to the public.

ENTRY:

Each entrant may center a maximum of four (4) prints. Prints should be turned in at the same place and time as PPNC entries (see Print Competition Rules for location and time.) Prints should be placed in an appropriately sized box along with the PPNC Aspiring Photographer Competition Print Entry Form. Any type of box is acceptable. THERE IS NO ENTRY FEE.

E.6 Sponsorship

The CPE Chairman and the Executive Director are responsible for securing sponsorships. Sponsor logos should be sent to the webmaster, program sign chairman and the publicity committees.

E.7 Auction (optional event-determined by the Board of Directors)

There will be a maximum of 15 lots per person. If a person has more than 15 items to sell, they may be grouped in boxes as a lot.

Broken equipment is not accepted unless it is clearly marked as such.

There will be no minimums under \$100.00. Minimums must be listed on the lot tags as well as on the seller registration sheet or they will not be valid.

No individual frames will be accepted. Frames must be sold in lots of 3 or more.

Any items boxed together must be sold together as a lot. A box full of individual lots may be sold as a group.

will spell out the above rules as well as the 10% buyer's fee and 10% sellers' fee.

Chairman of the auction has the right to reject or reclassify items at the auction.

E. 8 Charities (Optional-determined by the Board of Directors)

The committee will be directed by a committee chair that reports to the board. The committee chair would be responsible for organizational and media information duties. The committee chair would attend board meetings to give progress reports throughout the year.

A studio that desires to participate in the current year campaign would register with the committee chair.

All monies would be collected by the Committee Chair and then turned over to the Executive Director. All monies will also be distributed by the Executive Director as designated by the Committee Chair.

A line item in the budget called "Charities" would be added for the collected funds. This line item would be added under the "Other Income" section of the budget. The funds would be presented annually, at the state convention banquet, to the charity of the president's choice.

The incoming president would announce his/her charity choice during the incoming president's remarks at the state convention banquet. The committee chair would organize with the incoming president, prior to the convention, to have media materials available at the convention to begin the new campaign. Also, the committee chair would submit articles to the Carolina photographer magazine and to the Focus on Carolina newsletter.

How to Participate

Monthly — Registered studios may contribute on a monthly basis by contributing as little as \$10 per month. That would accumulate to \$120.00 for the year. You may contribute more per month.

November Creations — Registered studios agree to donate \$5 from each session they have during the month of November. This amount comes from the creation/sitting fee, not the sales session. This is an honor system. November was chosen as it is one of the heaviest months for studios with Christmas, the following month. Of course, you may contribute more; this is a mere starting point.

Registered studios may choose to have a special event in which they donate a certain percentage to the fund. We can provide information for advertisements, etc. The percentage is based upon studio discretion.

F. Support

F.1 Publicity

It is the first duty of this committee to see that the CPE is properly advertised, adequately promoted and widely publicized. It is the prime duty of this committee to make people want to come to the convention.

The Executive Director is in charge of making sure that the Carolina Photographer has the biographies and photos for each speaker.

The publicity chairman should make sure that there is a full-page ad prepared and sent to the Southern Exposure to advertise the convention.

Publicity should work with the newsletter editor in making sure each event is properly advertised. If there is a theme party, the members need to know early so they can start preparing for the event.

A special flyer to send to all the vendors is a good way to advertise the convention, especially to the out of state photographers. Usually the vendors will be glad to include something in their mailings.

The publicity chairman should contact the Executive Director concerning registration fees and other fees to be included on the special mailing flyer.

F.2 Slide Show

The slide show highlighting the convention activities will be presented during the Award's Ceremony. The Chairman will be in charge of creating the show using the photography committee images plus any other information he/she desires.

F.3 Devotions

The Devotions Chairman will consult with the President concerning the devotion program. He will consult with props to make sure all equipment needed is provided. The Devotions are always held on Sunday morning.

F.4 Registration Desk

The Registration Desk will be manned by the Executive Director, Secretary and Directors. Pre-registration will be placed in a separate location on the two opening days of the CPE in order to reduce the long lines. Trade Show Only Registrations will be handled at the trade Show registration desk.

F.5 Hospitality Chairman

It shall be the duty of the Hospitality Chairman to extend the association's welcome and hospitality to all visiting

speakers and honored guests. This chairperson will have to obtain the travel schedule of each guest to see that he or she is met at their transportation terminal and driven to the hotel, to see that they are properly registered and given credentials by the Registration Chairman. This chairman shall see that guests are introduced to the officers of the convention and to each other and to see that they are introduced to the Props and Models chairmen who will take charge of material they may be carrying. The Hospitality Chairman shall make hospitality baskets for each speaker and judges

and, if the President so requests, the convention committee and the board of directors. Baskets are delivered by the hotel staff for a fee. The hotel should be contacted to find out how much the cost will be. Delivery should be coordinated with the hotel contact. This Chairman shall make sure that the speakers and judges are invited to the different social events.

F.6 Convention Photographers

The Convention Photographers should record every event. It is a good idea to have at least three photographers so that events can be divided. All three photographers should be photographing at the award's ceremony.

Additional events that need to be covered other than the listed ones in the program are:

Past President's Photo - This is usually done just before the Past Presidents' Luncheon. Usually two photos are made, one with spouses and one of just the Past Presidents. Coordinate with the Chairman of the Board, host of the luncheon for distribution of the photograph, in print or electronically.

Officers Photos - This is usually done before the Award's Ceremony. There will need to be several photos done, one with all the Board, one with just the Executive Board and each Executive Board member for website updates. The Executive Director will send a memo out to the officers informing them of the time of the photo.

F.7 Security

The Security Chairman should secure off duty Policemen to provide security for the Trade Show while it is being set up and the entire time the Trade Show is set up and open. They should also guard the door after it is closed.

The Security Chairman should also coordinate a committee that will help man the doors at the programs and at the social functions. No one is allowed into the programs except those wearing a badge. Two weeks before the CPE, the Security Chairman should send to the Executive Director a list of all those serving on the Security committee so that special ribbons can be placed on their badges.

F.8 Volunteer Co-Coordinator

The Volunteer Co-coordinator will secure volunteers to: Work at the registration desk, decorate at social events, greet attendees, and assist where needed.

F.9 Speaker Buddy Coordinator

The Speaker Buddy Coordinator will secure volunteers to be Speaker Buddies. Below is a job description and sample email to be used when contacting the speakers.

Speaker Buddy at Carolina Photo Expo

The role of a Speaker Buddy is to ensure that each Speaker gets the VIP treatment he or she should and feels welcome and comfortable as a speaker at Carolina Photo Expo. Contact information will be provided to both the Speaker and the Speaker Buddy, prior to CPE so the connection between the pair can be made immediately upon arrival. Speaker Buddies will be assigned to more than one Speaker during the course of the convention, but not in consecutive time slots. This will allow the Speaker Buddy to be available to each speaker they are assigned to in plenty of time before the speaker's class. Speaker Buddies must be veteran volunteers who are friendly, outgoing, knowledgeable and organized.

Duties and Responsibilities of the Speaker Buddy Volunteer

1. Obtain and confirm receiving the Speaker's Contact and arrival information provided by the PPNC Executive Director via the Speaker Buddy Coordinator.
4. An e-mail letter will be provided to each Speaker Buddy that should be sent to their assigned Speakers, introducing themselves and giving the Speaker their contact information.
3. Prearrange a time soon after the Speaker's arrival at CPE to meet him or her and to familiarize him or her with the convention center and the location of the classroom.
4. Maintain daily contact with the Speaker by cell phone or in person to check on any needs or questions that they may have.
5. Communicate with CPE Chairman of any changes in props or other requests the Speaker may have.
6. Confirm with the Speaker that those requests have been fulfilled.
8. Contact the Speaker the day of, or the day before if speaking in the first morning time slot, to confirm their speaking time, set up time and location of their presentation.
9. Arrive at the Speaker's planned set up time to make sure that he or she has everything needed for the class. Be sure there is water provided for the Speaker. Assist them with getting set up.
11. Make sure no attendees disturb the Speaker during set up or tear down of their presentation.
12. Thank the Speaker for their Presentation.
13. Help speaker move any equipment from the program room to the office if storage is necessary.

Sample Email for Speaker Buddies to Send to Speaker

Dear Insert Speaker's Name,

On behalf of PPNC and the Carolina Photo Expo Committee, I would like to congratulate you on being selected as a Speaker at this year's convention! We are very excited to have you as part of the amazing talent that will be sharing their knowledge and expertise this year.

My name is insert your name here and, as a Convention Committee Volunteer assigned to VIP duty, I have been given the honor of being your Speaker Buddy for the convention. I will be assisting you during your class, from set-up to tear down; making sure everything is perfect for your presentation. I am looking forward to meeting you and familiarizing you with the facility and to answer any questions you may have.

My contact information is listed below. I would like to meet with you soon after your arrival at CPE. Please contact me to let me know when you plan on arriving at the convention center, so I may welcome you.

Please respond to this email to acknowledge your receipt of this correspondence. Also include your cell phone number so I can get it touch with you.

Have safe travels and I will see you soon at Carolina Photo Expo.

Insert your name here

Studio Phone: Insert your Studio Phone number here

Cell Phone: Insert your cell phone number here

E-Mail: Insert your e-mail address here

J.2 Seminars

1. Name of Guild Meetings - The word "Seminar" should be in the title of the meetings of the Guilds and they should be called Spring, Fall, and Winter Seminar and they should be statewide.

2. Dates - The following dates shall be set by the PPNC Board of Directors as annual dates for the three seminars: 3rd weekend in January – Central Seminar; 3rd weekend in May – Eastern Seminar; 3rd weekend in October – Western Seminar

If the Seminar Chairperson must change this date, he/she must present the requested date change to the PPNC Board of Directors for approval. The date for the Seminar should be set no later than 12 months before the seminar. After the date is established, notification should be sent to the Executive Director, the Carolina Photographer editor.

3. Seminar Planning

The Seminar Chairperson should establish the date and location of seminar. Once you have determined the date and location, request that a venue contract be sent to the Executive director to review, sign, and return.

Secure program talent 12 months prior to seminar. It is strongly suggested local talent be used for seminars. Several speakers in NC, SC, and VA only charge expenses and merits to speak. If a speaker is secured who charges a large fee, sponsorship will need to be secured. It is PPNC's policy to pay room expenses plus a small fee of \$100.00 - \$200.00 for PPNC member talent if there is money available in the budget. Keynote speakers usually charge a fee, plus travel, room, and meal expenses. After talking with the talent, send the Executive Director the speaker's name, address, telephone number. Indicate the date and time of program and the verbal agreed fees for a contract to be sent. Biography, headshot, program description, images of work should be sent directly to the Seminar Chairman.

Make a budget. You are not required to make a profit, only to break even, but a profit is always helpful. Discuss fees with the Executive Director.

4. Publicity

Once the date has been set, send a Save the Date Eblast. If funds allow, send a Save the Date Postcard.

Prepare a brochure (email file) and send to the Executive Director for mailing. Printing of the brochure can usually be secured from a color lab at no cost as long as they can put their logo on the brochure.

Prepare a Full-page ad for the Southern Exposure magazine. The deadline is the 5th Day of the month with publication on the 20th of the month. The ad should be a vertical 8 1/2 x 11 sized ad.

Signs for the Seminar - Signs can be printed and secured from a color lab.

Merits - The Executive Director will request merits from PPA. Seminars are allotted 10 merits for each seminar. Two of those merits are for the Chairperson if they are a member of PPA.

Reports - The Executive Director will prepare reports for presentation at the Board meeting following the seminar.

Registration Desk - The Executive Director will man the registration desk with the help of the Chair-Elect.

Seminar Onsite - Introduce speakers and sponsors for each class. At the end of their program, present them with their merit and check.

Guild/Seminar Chairperson- Elect Duties

The Chairperson-Elect will be sworn in as a Board member at the Carolina Photo Expo business meeting. He/she will be in the Board photographs that are made before the banquet.

The Chairperson- Elect is not a voting member of the Board; however, it is suggested that he/she attend the Board meetings in order to be more informed.

The Chairperson-Elect will photograph the Guild meeting so that PPNC will have photographs for publication.

The Chairperson-Elect will assist the Executive Director with the registration desk.

The Chairperson-Elect will help the Chairperson in getting models, props, or anything else that the speakers will need to put on their program.

The Chairperson-Elect will prepare gift baskets for the speakers if budget allows. Expenses should be submitted to the Executive Director for reimbursement.

The Chairperson-Elect will present a report about the upcoming guild seminar at the annual Carolina Photo Business meeting as well as at the following board meetings:

Eastern - October and January Board meetings prior to your seminar and Friday Board meeting at convention

Western - January Board meeting prior to your seminar and Friday Board meeting at convention

Central - January Board meeting prior to your seminar and Friday Board meeting at convention

J.3 East Coast School Photographic Workshops (ECS)

J.3.1 ECS shall function as a committee with a Chairperson (appointed by the Board of Directors of PPNC) who shall oversee the operation of the school and its sub-committees.

J.3.2 Finances

a. PPNC shall maintain any bank account for ECS. This account will be used for the collection of class registration fees and for payment of expenses related to the operation of the school.

b. All accounting will be managed by PPNC and its chosen contracted CPA firm.

c. Accounts and records will be kept and prepared in a manner prescribed by the PPNC accountant and will available for review by the PPNC Board of Directors upon request.

J.3.3 ECS shall not discriminate on the basis of race, religion, creed, sex, age, or physical disability. The school should make every reasonable effort to accommodate persons with disabilities it becomes aware of for its meetings and classes.

J.3.4 Appointment of the ECS Chairperson

The Board of Directors of PPNC shall appoint the Chairperson of East Coast School. This appointment should be made by May 30 and will take effect after the next scheduled school session.

This appointment may be made for up to 3 years but will be reviewed annually.

J.3.5 Removal of ECS Chairperson or Coordinators.

The ECS Chairperson or Coordinators may be removed from office for failure to fulfill duties, misconduct, or reasons determined by the PPNC Board of Directors to be detrimental to the school or to PPNC.

J.3.6 Chairperson and Committees

A. ECS Chairperson

Shall be an active member of the Professional Photographer of North Carolina and the Professional Photographers of America

Is responsible for the operation of the East Coast School photographic workshops.

Shall appoint the Coordinators as he/she deems necessary and will oversee their specific areas of the operation of the school.

Shall appoint any special committees he/she deems necessary.

He/she will ensure that a positive image is maintained by the school and will work to enhance the image of the PPNC as it relates to the school. He/she will be the primary spokesperson for the school and represent the school at the annual Affiliate School Directors' meeting.

Will have the responsibility to see that the school is operated in accordance with these procedures, PPA Continuing Education requirements for affiliate school, and the laws of the State of North Carolina

Provide an information report to the PPNC Board of Directors within 30 days following the end of school.

B. Education Committee Coordinator

Is responsible for working with the ECS Chairperson to research the needs and desires of the students and proposing a curriculum to the ECS Chairperson to fulfill those needs.

Will serve as a liaison between the school and the instructors.

Will work with the ECS Chairperson and Executive Director in contract negotiations with instructors. He/she will work with the ECS Chairperson to develop contracts and see that these agreements are complete in accordance with a timetable directed by the school coordinators.

Will work with the instructors to develop prop, equipment, and models lists.

He/she will work with the ECS Chairperson and instructors in the production of class materials and supplies.

Will work with the ECS Chairperson to determine pay scales for instructors comparable to other PPA affiliate schools

May attend the PPA annual affiliate schools' directors' meeting as a substitute for the ECS Chairperson if necessary.

C. Facilities and Hospitality Committee Coordinator

Be responsible for assisting the PPNC Executive Director in researching school sites and negotiating terms of usage and services for approval by the PPNC Board of Directors.

Be the liaison between the school and the facility.

Provide information regarding menus and accommodations for attendees and handle special requests by students such as dietary needs and physical restrictions.

Handle any necessary off-site food services.

Oversee the use of the facilities, including security during the week of the school.

Work with the ECS Chairperson and the PPNC ED to plan room assignments of classrooms based on instructor needs.

plan and coordinate all banquets or social occasions during the school and work with the ECS Chairperson to set a budget for such functions

Work with the Education Coordinator, the ECS Chairperson, and Class Assistant to arrange for the transportation needs of instructors during the school term. Any on-site hospitality or the welcoming of instructors and students will be coordinated with the ECS Chairperson.

Work with the ECS Chairperson to develop menus for all food and social functions.

D. Models Committee Coordinator

Work with the ECS Chairperson and Education Coordinator in accommodating requests of instructors pertaining to models

Coordinate monetary or photographic payment of models, as allowed in the budget.

Locate and secure special off-site areas for photography as requested by instructors and approved by the Education Coordinator and the ECS Chairperson.

Coordinate with all class assistants in the archiving of images made by instructors during class periods for the purpose of proof sets and model's photos.

E. Props and AV Committee Coordinator(s)

Work to secure equipment and props as requested by instructors

Provide adequate staffing during the school to dispense, maintain, and secure equipment,

Work with the ECS Chairperson and Facilities and Hospitality Coordinator to provide security for equipment and classrooms.

F. Publicity Committee Coordinator

Be responsible for overseeing the production of promotional materials and press releases with magazines, and affiliate newsletters and work with local media during the school

Work with the ECS Chairperson to develop promotional strategies for mailings and general advertising

Supply all known school dates to be listed in PPNC and PPA publications and work with editors of those publications to use all available ad space

Work with PPNC Web Manager to provide timely updates on ECS dates, speakers, and registration information.

G. Industry/Technology Committee Coordinator

Make every effort to seek out knowledge of the of the imaging industry, including (but not limited to) new products, in order to advise the ECS Chairperson and the Coordinators in the scheduling of classes and hiring instructors.

Work with the ECS Chairperson to enlist industry sponsors for the school

Coordinate Vendor presentations at the school

Coordinate any on site Trade Show facilities or activities

J.4 Stipends and Compensation

The Board of Directors of PPNC shall have the discretion to budget for and provide stipends to the Coordinators if deemed appropriate.

The Board of Directors of PPNC shall have the discretion to change the ECS Chairperson to a contracted position with compensation.

J.5 PPNC Shoot Social Program

The purpose of this program is to provide the opportunity for PPNC members to interact more frequently and to involve non-members on a regular basis.

Meetings:

Held quarterly approximately mid-way between regularly-scheduled PPNC events (Guild Seminars, Photo Expo).

An informal gathering of members and invited non-members will be held at a location determined by the host. This may be at a photographer's studio, a local restaurant, or a community meeting facility.

PPNC members from any location will be encouraged to attend any meeting, whether it be in their immediate locale or across the state.

Participants will be encouraged to discuss issues that affect their business and to seek advice on both business and photographic subjects. A formal program may or may not be part of the event, at the host's discretion.

There will be no fee for participants, although they may be asked to pay for food consumed at the event.

There shall be no reimbursement of expenses to the host by PPNC, as we anticipate that the host shall not need to make any expenditures to hold the event.

Scheduling:

A schedule of dates shall be developed by the PPNC Membership Chairman along with the Director at Large for the area. Meetings should not all be held on the same day in different areas, thereby giving members an opportunity to attend multiple Shoot Social events if they desire.

Locations:

For purposes of determining host areas, each PPNC Guild (Eastern, Central, and Western) shall be divided into three (3) geographic areas based on population and area. The goal is to have meetings in a location that is convenient for members to attend without driving long distances.

The boundary lines of each host area shall be defined by the PPNC Membership Chairman and approved by the PPNC Board of Directors. These boundaries may be modified as conditions warrant in the future.

Administration:

The PPNC Board of Directors shall assign a Director at Large or PPA Councilman in each Guild to be responsible for the securing of hosts for each meeting. The Director does not have to be a host but should attend as many Shoot Socials as possible in his/her area to ensure that meetings are held and assist the host in facilitating the meetings.

The host shall provide a written summary of each meeting to the PPNC Membership Director within a week following the meeting – this would include a list of attendees, meeting location, and topics discussed / demonstrated. This summary may be used in the evaluation of the program by the Membership Director and the PPNC Board of Directors.

PPNC Credits:

The Board of Directors will determine how many PPNC Fellowship Credits will be awarded to the host. These credits will be applicable to the host's Fellowship Degree total.

Attendees:

Any PPNC member shall be invited and encouraged to attend any Shoot Social event, regardless of where they live.

PPNC members may invite non-members to attend events – it is suggested that the non-member be required to join PPNC if they wish to attend more than 2 events.

L. Executive Director

L.1 Contract

Agreement for Professional Photographers of North Carolina (PPNC) Executive Director

This agreement is entered this _____ between _____ located at _____, and Professional Photographers of North Carolina (PPNC), a trade association and 501(c) 6 tax exempt corporation, having its principal office at _____.

WHEREAS, PPNC desires to employ _____ to provide management and administration services to PPNC according to the terms and conditions stated herein; and

WHEREAS, _____ desires to be employed by PPNC to provide management and administration services to PPNC according to the terms and conditions stated herein;

TERM

The term of this agreement shall be for a period of one year, from the date above, and may be continued for additional periods of time, under such terms upon which both parties mutually agree.

SERVICES PROVIDED BY

Services provided to PPNC by _____ are outlined in Attachment A and B which are a part of this agreement.

PAYMENT

Base salary is a monthly fee of _____, payable on the first day of each calendar month Payroll will be subject to all Federal and State deductions as required by law.

Performance Incentives as outlined in Attachment B, payable annually upon close of PPNC Carolina Photo Expo.

PERFORMANCE REVIEW Annual evaluation will be conducted by the PPNC Personnel committee and recommendations made to the PPNC Board of Directors at the conclusion of the Carolina Photo Expo.

TERMINATION/Renewal The agreement shall continue during the term hereof and terminate automatically. At the end of the term, or each extension, the parties may renew this agreement in writing one to the other, 30 days prior to the renewal date.

INDEMNIFICATION

PPNC agrees to indemnify and hold harmless _____ from any claims, demands, causes of action, and damages, including reasonable attorney fees, caused by or arising out of the operation of PPNC's business or services or the business or services of its members. The obligation of indemnification by PPNC hereunder shall survive termination of this agreement and PPNC shall indemnify and hold harmless _____ and others named above for any liability hereunder that accrues after termination for this agreement.

_____ agrees to indemnify and hold harmless PPNC, its members, directors, officers, employees, and agents, from any claims, demands, causes of action, and damages, including reasonable attorney fees, caused by or arising out of _____ misrepresentation or negligence of duties as defined herein.

The obligation of indemnification by _____ hereunder shall survive termination of this agreement and _____ shall indemnify and hold harmless PPNC and others named above for any liability hereunder that accrues after termination of this agreement.

This agreement for all purposes will be governed by and interpreted and enforced in accordance with the laws of the STATE OF NORTH CAROLINA.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate as of the date written below.

DATE

PROFESSIONAL PHOTOGRAPHERS OF NORTH CAROLINA, INC.

BY:

TITLE:

L.2 Annual Review

The Executive Board will act as the Personnel Committee with the Chairman of the Board acting as Chairperson. On the last day of the Carolina Photo Expo, the Chairman will submit Executive director Evaluation Forms to all Officers, Board members and Committee Chairman. After the forms are returned to the Chairman, the chairman will compile and tabulate the scores. The Committee will meet with the Executive Director to discuss the results. The results of the evaluation will determine whether a salary raise is appropriate, if budget allows. The Committee Chairman will report the findings to the board at their next meeting.

PPNC Executive Director Evaluation

The purpose of this form is to evaluate the PPNC Executive Director in accordance with your duties as a PPNC Board Member. Feedback is designed to help PPNC grow and become a better organization and to help the Executive Director grow professionally, be recognized for strengths and improve weaknesses.

Please note that duties are to be considered according to the current contract. If you feel duties need to be changed, that should not be reflected in the evaluation, but be listed in the Additional Comments section.

The number one is the least and the number five is the most. Thank you!

General Services

- | | | | | | | | |
|---|---|---|---|---|---|----|---|
| A | 1 | 2 | 3 | 4 | 5 | NA | Maintains the PPNC office, records and history books |
| B | 1 | 2 | 3 | 4 | 5 | NA | Prompt handling of all correspondence, emails, mail and telephone calls |

C	1	2	3	4	5	NA	Timely mailing of all meeting notices, meeting minutes, seminar brochures, newsletters and magazines
D	1	2	3	4	5	NA	Maintains regular communication with executive officers, convention chairperson(s) and committee chairpersons
E	1	2	3	4	5	NA	Attendance at all PPNC meetings
F	1	2	3	4	5	NA	Preparation of meetings including agendas and reports necessary to conduct business

Financial Services

G	1	2	3	4	5	NA	Timely invoicing of membership dues and sponsorship
H	1	2	3	4	5	NA	Recording and depositing all monies of the association promptly
I	1	2	3	4	5	NA	Invoice all sponsors and advertisers
J	1	2	3	4	5	NA	Maintain accurate accounts of all receipts and disbursements
K	1	2	3	4	5	NA	All bills paid promptly
L	1	2	3	4	5	NA	All reports and annual statements prepared for tax preparation
M	1	2	3	4	5	NA	Make recommendations to officers for any investment opportunities
N	1	2	3	4	5	NA	All budget concerns addressed
O	1	2	3	4	5	NA	Secure sponsorships for convention and seminars
P	1	2	3	4	5	NA	Sell trade show booths and coordinate with show decorator and hotel
Q	1	2	3	4	5	NA	Sell Magazine Ads
R	1	2	3	4	5	NA	Edit and produce Carolina Photographer

Membership Services

S	1	2	3	4	5	NA	Membership records current
T	1	2	3	4	5	NA	Prompt response to membership inquiries
U	1	2	3	4	5	NA	Timely updates of membership listings and categories to publicity chairs
V	1	2	3	4	5	NA	Prepare list of potential candidates for election for Nominating Committee and General Business meeting
W	1	2	3	4	5	NA	Coordinate all awards for presentation at banquet
X	1	2	3	4	5	NA	Handle registration for convention and seminars; final report for attendance and profit and loss
Y	1	2	3	4	5	NA	Prepare all seminar and convention packets, badges and programs
Z	1	2	3	4	5	NA	Pre-convention meetings with hotel, convention chair and President
AA	1	2	3	4	5	NA	Coordinate and Supervise registration desk
BB	1	2	3	4	5	NA	Coordinate PPNC Store
CC	1	2	3	4	5	NA	Coordinate all banquet activities, seating chart, programs, script
DD	1	2	3	4	5	NA	All speaker contracts and merits promptly handled

Any score of 2 or below MUST have a statement explaining why and any score of 5 MUST have a statement explaining why. List the letter and write your explanation.

L.3 Duties and Responsibilities

General Services

Authenticate all acts and orders of this Association

Possess a copy of the Articles of Incorporation and By-Laws, the minutes of all business meetings, the financial statements, custody of all records and papers of this Association and Board of Directors.

All records shall be open to inspection upon request, in the presence of the executive Director, by any member of the Association desiring to read them.

Maintain History books of the Association.

Mail meeting notices, minutes, newsletters, magazines, publicity and other Association mailings.

Maintain inventory of office supplies.

Handle all incoming mail, E-mail, voice mail, and answer necessary correspondence promptly.

Coordinate with executive officers, convention chairman, and committee chairmen in the duties of their positions.

Maintain updated Standard Operating Guide as updated by Committee.

Coordinate with PPA as required.

Help coordinate operation and inventory of PPNC store (if applicable)

Other duties as agreed upon by the Executive Director and the administration

Maintain inventory, storage, and insurance of office and photographic equipment

Financial Service

Bill each member in good standing in September of the current year for the next years' dues.

Receive all moneys of this Association, record and deposit promptly

Collect Insufficient Fund checks and rejected charge cards

Invoice all sponsors and advertisers

Keep accurate account of all receipts and disbursements

Invest money in savings with approval of the President and Treasurer

Track all investments, including, but not limited to, Memorial Scholarship Fund and Savings

Pay bills promptly as approved

Attend Budget Meeting, prepare budget worksheets and final report

Prepare financial statements for each Board meeting. A check detail report and a monthly Profit and Loss Report should be forwarded to the board of Directors at the end of each month. An Executive Director Commission report should be forwarded on a quarterly basis.

Prepare Association books for yearly audit

Handle the securing of bonds for all persons requiring bonding

Keep all records pertaining to the Treasurer up-to-date

Inform treasurer and president promptly of areas approaching over budget.

Membership Services

Maintain up-to-date records of members.

Distribute new member information to Newsletter Editor

Maintain and keep current (along with current website manager) website
Prepare a list of all active and life members eligible for office, preceding the annual election for consideration by the Nominating committee and the membership
Notify all committees of their appointment
Prepare and mail out membership inquiry packets
As the Board of Directors approves new members mail them the New Members packet
Coordinate the Chevrons, Medallions, and Fellowship Certificates as needed for presentation at the annual convention.
Meeting and Conference Services
Issue notice for all meetings and conduct all the general correspondence.
Attend Board and Business meeting, prepare order of business for president.

Seminar Duties

Print membership labels to mail seminar brochure/information
Receive registrations, and prepare list of registrants
Produce name badges for speakers and attendees
Operate or coordinate registration desk
Request merits
Prepare final report

Carolina Photo Expo Duties

CPE program, keep updated, typeset and printed
Coordinate awards ceremony program line-up, help prepare script
Prepare name badges for attendees, speakers, judges, and vendors
Prepare CPE packets.
Order and pick-up PPNC Service Plaque, National Award, President's Plaque and banners.
Prepare Scholarship Certificates and Certificates of Appreciation
Coordinate registration desk
Prepare New Member Orientation packets
Type and mail speaker contracts
Request merits

L.4 Website/Technology Manager

1. Job Description

The Website/Technology Manager will be a single point of management for all PPNC owned websites, email accounts, social media accounts, database, member management software, and other online data storage accounts. The Website/Technology Manager must be included in all event planning.

2. Allocation

Payment for this position is as follows:

-Active Membership dues for the duration of the manager's term

- Hotel accommodations at Carolina Photo Expo
- Registration to Carolina Photo Expo and seminars

-\$2400/year

3. Job Placement

The position for Website/Technology Manager will be appointed by the Personnel Committee.

M. Meeting Agendas and Protocol

M.1 Annual Business Meeting Order of Business

The order of business at the business session at the annual CPE shall be as follows:

1. Call to order by the Chairman of the Board
2. Determination of the presence of a quorum
3. Reading of the minutes of the latest meeting and treasurer's report.
4. Opening address and annual report by the President
5. Report of standing committees.
 - a. Membership
 - b. Unethical Practices
3. Charter and By-Laws
4. Legislative
5. Liaison
6. Report of special committees
7. Report of the Committee on Resolutions
8. Report of Nominating Committee
9. Election of Officers
10. Appointment of committees
11. Unfinished business
12. New business
13. Adjournment

The business session shall be so structured at the sole discretion of the presiding officer to afford ample time for discussion of all matters brought before the membership.

Quorum - Twenty-five percent (25%) of the active and life members shall constitute a quorum at a business meeting of this Association.

M.2 Board Meetings

A. Board meetings are held at least four times a year, with two Board meetings being scheduled at the Annual Meeting of the Association.

B. A simple majority of the board members shall constitute a quorum at a meeting of the Board of Directors.

C. Board agendas are determined by the Chairman of the Board, President and Executive Director. Agenda items can be recommended by the Board.

M.3 Awards Ceremony or Banquet Installation of Board

A. Board Induction Script

Instructions for the President

Installation of Officers and Directors

1. President Call forward the new Officers in this order: President, Vice President, Treasurer and Secretary

2. Have the officers raise their right hand.

Read the following: As newly elected officers of the Professional Photographers of North Carolina, Inc., you are privileged to serve this great association, in a capacity of leadership, and honor. You also, by the same token, must carry the burdens and obligations of your office.

Will you promise to support the Code of Ethics and the Charter and By-Laws of this Association, and serve the interest of the membership as a whole? (If you do, please answer: I will)

Reply from group: I will

Will you diligently perform the duties of your office as prescribed, and attend the business and board meetings as required, to the best of your knowledge and ability at all time, with the help of God. If this is your sincere pledge and desire will you answer:

I, and say your name, do promise

Reply from group: I, John Doe, do promise.

You are now officially, and duly installed to the office for which you were elected. God Bless you and congratulations!

4. Ask the officers remain at the front, face the audience, and move over the right.

5. Call forward directors

6. Have the directors raise their right hand.

7. Read the following: As newly elected directors of the Professional Photographers of North Carolina, Inc, you are privileged to serve this great association, in a capacity of leadership and honor. You also, by the same token, must carry the burdens and obligations of your office.

Will you promise to support the Code of Ethics and the Charter and By-Laws of this Association and serve the interest of the membership as a whole.

(If you do, answer I will)

Reply from group: I will

Will you diligently perform the duties of your office as prescribed, and attend the business and board meetings as required, to the best of your knowledge and ability at all time, with the help of God. If this is your sincere pledge and desire will you answer:

I, and say your name, do promise

Reply from group: I, John Doe, do promise.

You are now officially, and dully installed to the office for which you were elected. God Bless you and congratulations!

8. Have the directors turn around and face the audience.
9. Read the following: Will the members and guests here present, show your loyalty and support to the new administration by your vote of confidence, in the form of applause?

M.4 Award's Ceremony Script

Welcome

Invocation

Introduction of Board

Directors

Secretary

Treasurer

Vice President

President-Elect

Chairman of the Board

President

Introduce and recognize Convention Chair

Would all past PPNC Presidents please stand?

Would all new members and first-time convention attendees, please stand?

Recognize 2013 PPA Craftsmen and PPA Master Recipients

Honorary Degrees

Scholarship Awards

Print Salon Awards

PPNC Service Award

National Award

Outgoing Directors' Plaques

Outgoing President's Remarks

New Board Presentation and Induction Ceremony

N. Affiliated Organizations

N.1 Professional Photographers of America

- A. Protocol of PPA Officials -The following order of introductions was approved by the PPA Board of Directors and is requested that it be recognized and used by all other affiliate organizations.

President
Vice-President
Secretary/Treasurer
Executive Manager
Members of the Board of Directors in order of seniority
Past Presidents
National Division Chairman
Members of National Council in order of seniority
Master of Photography
Photographic Craftsman

At every state and regional meeting, the Executive Manager designates an official representative of PPA, whose duty it is to cooperate and assist the local officials and to present the viewpoint of the PPA. He carries with him the prestige and standing of PPA and should be accorded every courtesy extended to a guest. If a person of higher protocol other than the designated representative attends, he should take the place of, and perform the duties of the designated representative.

- B. PPA Certified Liaison - To be eligible to receive a Service Merit for activity as a PPA Certification Liaison, the following must be accomplished each year:
1. Publicize yourself as the PPA Certification Liaison for your state in each affiliate newsletter (s) within your state
 2. Assist the PPA Standards Administrator with Certification Image judging when held in your state.
 3. Assist all PPA members who request Certification information and those who make application to the PPA Certification program within your state which their applications and image submissions, when requested.
 4. Schedule and publicize (via your state and local affiliate newsletters) at least one (1) PPA Certification examination date each year, to be held preferably at your state convention and proctor the exam. NOTE: Submit copies of your examination advertisement with annual report.