

Bay Professional Photographers Association Rules, Regulations and Procedures

Regulation I

Grievance Procedures

Section 1 DUTIES OF MEMBERSHIP - Members of BPPA agree to abide by the BPPA Code of Ethics, Bylaws, Rules and Regulations, and Standard Operating Guidelines. Members also agree to submit to a Grievance Committee all controversies involving purported violations of the said duties of membership by the procedure herein provided, and to abide by the decision of the Board of Directors.

Section 2 GRIEVANCE COMMITTEE - A Grievance Committee shall be appointed at the direction of the President when a violation of the Code of Ethics has been reported to the President or the Vice President. In the event that the President is the subject of the complaint, the Vice President shall convene the Grievance Committee. The Grievance Committee is not a standing committee but is impaneled as needed.

Section 3 POWER TO TAKE DISCIPLINARY ACTION - After a hearing, provisions for which are outlined in the following sections, the Grievance Committee may submit recommendations for disciplinary action to the Officers of BPPA against any member for violation of any duty of membership as determined in Regulation I, Section 1.

Section 4 MANNER OF INITIATING A HEARING

- A) Any member having reason to believe that a member of BPPA is guilty of any conduct subject to disciplinary action or a violation of the Duties of Membership may file a complaint in writing, dated and signed, to the President stating the facts on which the complaint is based. The complaint must be filed within ninety days after the violation of the Duties of Membership is known. The President shall promptly initiate a Grievance Committee to investigate the complaint's merit with at least one BPPA Officer in its membership. The complaint shall be held in strict confidence.
- B) Upon hearing the complaint the Grievance Committee shall determine whether to (1) dismiss the complaint as unworthy of further consideration, (2) refer it back to the complainant, or (3) investigate in detail the facts presented, requiring respondent to furnish the committee with his/her response before making a preliminary determination. The function of the Grievance Committee is to make such preliminary investigation and evaluation of the complaint as required determining whether the validity and substance of the complaint warrants further consideration. The findings and deliberations of the Grievance Committee are to be held in strict confidence.
- C) Upon its own motion, the Grievance Committee may, and upon instruction by the President, must investigate the actions of any member when there are reasonable grounds to believe the member is guilty of conduct subject to disciplinary action. And, if so satisfied, shall prepare a complaint and refer it to the President. The Grievance Committee shall designate one of its members to present the case at the subsequent hearing on its behalf as complainant. Before the committee shall make a preliminary determination, a copy of the complaint shall be sent to the party complained of, requesting said party to furnish the committee with a response.

Section 5 HEARING BY THE GRIEVANCE COMMITTEE

- A) After a complaint alleging a violation of membership duty (Code of Ethics, By-Laws, Rules and Regulations, and Standard Operating Guidelines) has been referred to the President by the Grievance Committee with instructions to schedule a hearing, the President shall serve a copy of the complaint on each party complained of (hereafter called the respondent) and notify the respondent that he/she may submit a written reply to the President within ten days and that if he/she does not, the charges may be taken as true by default. The President may accept late submittal of the reply at its discretion.
- B) Within ten days of receipt of said reply, the President shall mail copies of the reply to the complainant and the Grievance Committee. If no reply is received after ten days, the President shall notify the Grievance Committee that no reply has been submitted.
- C) After a complaint has reached the Grievance Committee, it may be withdrawn by the complainant only with the committee's approval.

- D) At any time prior to the hearing of the complaint, the complainant may file an amended complaint with the President, which the Grievance Committee may, at its discretion, allow or disallow.
- E) The Grievance Committee shall hold a hearing with the respondent and complainant.
- F) In the event the respondent or complainant fails to appear at a duly noticed hearing without obtaining a continuance or adjournment thereof, the committee may proceed with the hearing in the respondent's or complainant's absence and shall reach its decision based on the evidence made available at the hearing. Thereafter all other procedures shall follow as herein provided.

Section 6 DECISION OF THE GRIEVANCE COMMITTEE HEARING

- A) The President or Vice President shall present the complaint to the Grievance Committee. The Grievance Committee shall deliberate and reach a decision. The decision of the Grievance Committee shall be by majority vote, in writing, and shall contain findings of fact and a statement of the disciplinary action suggested, if any, and shall be filed with the President. Such decision shall not be disclosed publicly. However, failure of confidentiality shall not invalidate the decision.
- B) The President shall transmit a copy of the decision to the complainant and the respondent within seven days of rendition.
- C) Within thirty days after the decision has been rendered, the respondent may petition the Grievance Committee for a rehearing, solely on the grounds of newly discovered material evidence which the petitioner could not, with reasonable diligence, have discovered prior to the original hearing. The petition must be in writing and divulge the new evidence.
- D) Within ten days of the decision of the Grievance Committee on the appeal, the respondent may appeal the decision to the BPPA Board of Directors. If the appeal request is granted, the BPPA Board of Directors shall consider the appeal at their next regularly scheduled meeting and render a decision concerning the appeal.
- E) A decision of the BPPA Board of Directors is final, and each member of BPPA, by becoming and remaining a member, agrees not to seek review in any court of law.

Section 7 PRELIMINARY JUDICIAL DETERMINATION

If the Board of Directors believes that the disciplined member may resort to legal action because of suspension or expulsion, it may specify that the suspension or expulsion shall become effective upon entry of the final judgment of a court of competent jurisdiction in a suit filed by the Board for declaratory relief, declaring that the suspension or expulsion violates no rights of the member.

Section 8 NATURE OF DISCIPLINE

Disciplinary action may consist of only one of the following:

- 1. Letter of Censure to member, with copy in file;
- 2. Relief of Committee Chairmanship, Board or Officer position and/or relief of committee duties;
- 3. Suspension of membership for a period of time specified by the Board of Directors, not to exceed one year;
- 4. Expulsion from membership - Expulsion from membership requires a two thirds vote from the Board of Directors.

Any discipline imposed may be suspended and the member placed on probation for a period not to exceed one year.

Regulation II

Dues & Fees

Section 1 ANNUAL DUES - BPPA Annual dues structure shall be set, and may be waived by the Board of Directors. The amount(s), evaluated by the Board annually, are subject to change by majority vote of the Board. Any first time new member joining after June 30th of each year will pay 50% of dues for the remainder of the calendar year. The Annual Dues for existing members must be paid by January 31. The current annual dues are listed as follows:

___ACTIVE MEMBER - (1) An individual who is a Florida Resident and owns a legally established Florida business engaged in selling photographic goods or services to the public or (2) An individual who is employed as a photographer by a legally established Florida business. An Active member may hold office, vote in BPPA affairs, use the BPPA logo and enter print competition. All Active members must submit a Sales Tax Certificate with application. DUES: \$85.00.

___ASSOCIATE MEMBER - additional members from the same firm or studio already represented by an ACTIVE BPPA member. They cannot vote, hold office, or display the BPPA logo, but may enter print competitions. The ACTIVE member's Sales Tax Certificate is required. DUES: \$65.00

___ASPIRING MEMBER - newcomers to the profession who are not associated with any ACTIVE member and are just getting started in the photography profession. They cannot vote, hold office, or display the BPPA logo, but may enter print competitions. They may hold this classification for a maximum of two years. No Sales Tax Certificate is necessary. DUES: \$65.00

___RETIRED: An individual who no longer sells photographic goods and services but are still active in the photographic profession. They cannot hold office, vote in BPPA affairs, or display the BPPA logo, but may enter print competitions. DUES: \$65.00

___STUDENT MEMBER - individual that is currently enrolled in photography related courses in the State of Florida and can provide authentic student identification. This member cannot hold office, vote, or use the BPPA logo, but may enter print competition. DUES: \$45.00

___SPOUSE MEMBER - individual not engaged in professional photography whose spouse is a BPPA member. This member cannot hold office, vote use the BPPA logo or enter print competition. DUES: \$35.00

Section 2 INITIATION OR APPLICATION FEES - The Board of Directors has the option to assess, set, or waive initiation or application fees. Currently there are no initiation or application fees.

Section 3 LATE FEES - The Board of Directors has the option to assess, set, or waive late fees. Late fees may be applied to dues received after February 1 of any calendar year for a member who was a member the previous year. The late fee is \$10.00.

Section 4 MONTHLY MEETINGS - BPPA will hold and conduct monthly meetings, programs and print competitions. The Board of Directors has the option to assess, set, or waive the meeting fee to attend these functions. The meeting fee is \$30.00. When reservations are made by contacting the reservation chairman by the Thursday before the meeting, a dinner will be available. If a member reserved a meeting either by being on the permanent RSVP list or by contact the RSVP Chair Person and they do not cancel or show up for the meeting, they will be responsible for paying the \$30.00 meeting fee. The treasurer will send an invoice for the fee.

Section 5 VISITORS AND GUESTS - It will be the policy of BPPA to extend to visitors and potential new members the availability of attending one meeting as a guest without being required to join. The guest meeting fee is \$30.00 which includes dinner and a program. A timely RSVP is required. If the guest does not join, they can attend future meetings at the non-member meeting fee of \$45.00.

Section 6 VISITATION BY FPP PRESIDENT - Any time the President of the FPP makes a visit to one of BPPA's events, they are to be greeted with open arms and treated with the respect and dignity they deserve as holder of this high office. The incumbent FPP President will always be an honored guest of BPPA and not be charged the meeting fee. The only exception is if the FPP President is a member of BPPA, they will be required to pay the meeting fee of \$30.00.

Regulation III

Expenses

Section 1 SPEAKERS AND JUDGES FEES – Speaker fees are assessed at \$125.00 per program. Any speaker fee that exceeds \$125.00 requires Board approval. Judge fees are assessed at \$75.00 per judge. Incidentals for speakers and judges, such as meals, gas or travel expenses and hotel rooms do not require Board approval but do require receipts to support claims for reimbursement.

Section 2 REIMBURSEMENT OF MEMBER EXPENSES - In the course of day to day activities of running the association, it may be necessary for a member or officer to expend his or her own personal funds in the name of the association. Those expenses, when deemed reasonable by the Board of Directors, will be reimbursed upon timely receipt of documentation provided to the Treasurer.

Regulation IV

Awards and Certificates

Section 1 OUTSTANDING SERVICE AWARD - This award is given annually to a member who has a history of performing outstanding and meritorious service to BPPA. This is the only award that BPPA can give that also includes FPP Service Merits.

- A) **SELECTION PROCEDURE** - Selection for the Outstanding Service Award is to be made by a secret ballot vote by Active BPPA Members at the General Meeting in June. The ballots will be collected in an envelope, sealed, and mailed directly to the FPP Executive Director no later than June 25.
- B) **AWARD** - The FPP will make the presentation of the award for BPPA at the annual FPP Convention's Banquet. The award given will be a gold sealed certificate and one FPP Merit.

Section 2 DIRECTORS AWARD - This award is given annually to a member who has a history of performing outstanding and meritorious service to BPPA.

- A) **METHOD OF NOMINATION** - Nominations for this award must be made by a current Board Member at the November Board meeting. BPPA Board Members are not eligible for this award.
- B) **SELECTION PROCEDURE** - Upon completion of a final list of nominees, a vote by raise of hand by current BPPA Board Members will be held during the November board meeting. The decision is held in secrecy until presentation at the Annual Awards Banquet.
- C) **AWARD** - The BPPA President will make the presentation of the award at the annual BPPA Banquet. The award given will be a gold sealed certificate.

Section 3 PRESIDENTS AWARD - This award is given annually to a member whom the President feels has done an outstanding job contributing to BPPA. The Award is given at the Annual Awards Banquet in December.

- A) **SELECTION PROCEDURE** - The President solely decides who should receive this award. The decision is held in secrecy until announcement at the Annual Awards Banquet.
- B) **AWARD** - The BPPA President will make the presentation of the award at the Annual Awards Banquet. The award given will be a gold sealed certificate.

Section 4 PHOTOGRAPHER OF THE YEAR AWARD - This award is given annually to a BPPA member who has scored the highest Photographer of the Year points.

- A) **METHOD OF NOMINATION** – is open to all BPPA members, regardless of membership type except “Spouse”. This prestigious award is earned by the accumulation-of the highest Photographer of the Year points. The Salon Chair will keep a running tally throughout the year. The points are earned as follows:

PRINT OF THE MONTH: Each member may enter two 8x10 prints each month per category for any month that there is no Salon competition. In order for a category to be judged, there must be a minimum of three prints in that category. Print of the Month categories are: Unclassified, Portrait, Social Function and Commercial. The winner is determined by a ballot with each BPPA member getting one vote per category.

- Entering - 10 points
- First Place per Category - 20 points
- Second Place per Category - 10 points

CREATIVE QUARTERLY: The Salon Chair announces a ‘Theme’ for each quarter. Each member may enter up to one 8 x 10 print per quarter. The winner is selected by the Master Photographer members of BPPA who are in attendance. Prints for Creative Quarterly will be judged in March, July, September and November.

- Entering - 10 points
- Winning – 20 points

SALON PRINT COMPETITION: There are two Salon competitions during the year. These are held in February and July. The complete rules and entry forms are posted on the BPPA website (www.bppafl.com) on the Salon Rules page. Salon categories are: Unclassified, Portrait, Social Function, Commercial and Album. The winning entries are determined by a panel of three qualified judges. A moderator is selected to assist the judges.

- Entering Salon – 10 points
- Best of Show – 50 points
- First Place (in each category) – 30 points
- Second Place (in each category) – 20 points
- Third Place (in each category) – 10 points
- Merit Prints (score of 80 above) – 10 points per merited print

ADDITIONAL POINTS – Members can also earn additional Photographer of the Year points by the following:

- Meeting Attendance – 10 point per meeting
- Committee Member – 10 points per committee
- Board Member – 10 points
- FPP Member – 10 points
- PPA Member – 10 points

B) **AWARDS** – Gold sealed certificates to be awarded at the Annual Banquet in December.

Section 5 PRESIDENTS AWARD - This award is given annually to a new member whom the Board feels has done an outstanding job contributing to BPPA. The Award is given at the Annual Awards Banquet in December.

- A) **SELECTION PROCEDURE** - The Board solely decides who should receive this award. The decision is held in secrecy until announcement at the Annual Awards Banquet.
- B) **AWARD** - The BPPA President will make the presentation of the award at the Annual Awards Banquet. The award given will be a gold sealed certificate.

Section 6 CERTIFICATES OF APPRECIATION - Certificates are produced and handed out at the BPPA Annual Awards Banquet in December.

- A) **RECIPIENTS** - All Board Members, Committee Chairs, and Vendors who donated door prizes and/or purchased advertising in the BPPA newsletter.

Section 7 PRESIDENT'S PLAQUE - At the end of the Annual Banquet, the incoming president will present the outgoing president with a gavel plaque.

Regulation V

Committees

Section 1 COMMITTEE AND CHAIR PERSONS - Committees and Chair Persons of all committees shall be established at the direction of the President. There are twelve permanent committees: Membership, Scholarship, Salon, Program, Archivist, Door Prize, Social, House/RSVP, Website, Newsletter, Social Media and State Delegate. Additional Committees may be assigned as the President sees fit.

Section 2 MEMBERSHIP COMMITTEE - The purpose of the Membership Committee is to recruit new members, screen membership applications, make recommendations to the Board, annually compile a Membership Directory, provide permanent name tags for all members and temporary name tags for new members, guests, speakers, and judges. The Membership Chair is to maintain the Membership Directory in Dropbox.

Section 3 SCHOLARSHIP COMMITTEE - The purpose of the Scholarship Committee is to organize the solicitation of funds to support BPPA's Scholarship. This committee may conduct raffles, product sales, auctions, seminars, or any other legal activity to raise funds. The funds raised will be distributed within the membership, in the form of scholarships, for the purpose of furthering the education of the membership through seminars and schools conducted or sponsored by the FPP and/or the PPA. The Treasurer will keep a tally of the Scholarship Amount in the Financial Report. This report will be updated and posted in Dropbox.

Section 4 SALON COMMITTEE - The purpose of the Salon Committee is to conduct the Section Print Competition, an educational effort which will be held two times per year. Competition will be held at least sixty days prior to the FPP annual convention. The Board of Directors, with the assistance of the Program Chair, will set the dates for the competition. The Salon Chair is responsible for the selection of Judges for the print competition. The Salon Chair is responsible for recording the Photographer of the Year points. This report will be updated and posted in Dropbox.

Section 5 PROGRAM COMMITTEE - The purpose of the Program Committee, typically chaired by the Vice President, is to conduct the monthly seminars by soliciting the necessary Speakers designed to provide the membership with quality educational opportunities. The Program Chair is responsible for arranging for Speakers, negotiating honorarium, sending contract letters to the speakers listing the amount and details of the program, obtaining publicity release information for newsletter and website, and coordinating locations and other meeting details. Speaker information is to be posted on Dropbox.

Section 6 ARCHIVIST - The purpose of the Archivist Committee is to collect and keep organized all documents, information and history of the BPPA. At the end of each year, the Archivist is to burn the contents in Dropbox to a CD.

Section 7 DOOR PRIZE COMMITTEE - The purpose of the Door Prize Committee is to solicit items and prizes from photography related businesses and companies, to be given away at the monthly meetings. It is the duty of the Door Prize Committee to send thank you letters to any and all donors of prizes. The Door Prize Chair shall oversee the distribution of all donated items at the beginning of each meeting. Any company that donates a minimum of six door prizes will be entitled to a half page ad in Bay's newsletter for the year that the door prizes were donated.

Section 8 SOCIAL COMMITTEE - The purpose of the Social Committee is to organize the social activities of BPPA. The Annual Awards Banquet is when new Officers are installed and awards are given. This is the most important responsibility of this committee. Social events, picnics or other such activities are also the responsibility of the Social Committee. The Social Committee is responsible for establishing the location, time, menu, and program/activities for these events, as well as for advance publicity and notification to the BPPA membership.

Section 9 HOUSE/RSVP COMMITTEE - The purpose of the House/RSVP Committee is to serve as liaison between the meeting location and BPPA Board of Directors. It is responsibility of the House/RSVP Committee to receive and record the members' email RSVP responses and send the headcount amount to the meeting venue prior to the meeting. The RSVP responses are to be tabulated on the Treasurer/RSVP spreadsheet in Dropbox.

Section 10 WEBSITE - The Webmaster is responsible for the design and layout of the association's website, www.bppafl.com, and securing and uploading important and relevant information for the BPPA Membership and online consumers. The Webmaster receives two FPP Service Merits for each completed year of service.

Section 11 NEWSLETTER EDITOR - The Newsletter Editor is responsible for the production and distribution of the BPPA Newsletter. The Newsletter Editor serves as reporter, writer and editor as well as managing the layout and design of the newsletter. The Newsletter Editor receives two FPP Service Merits for each completed year of service.

Section 12 SOCIAL MEDIA - The Social Media Committee will post frequent updates to promote the association to Facebook, Pinterest and any social media platform that would benefit BPPA members as well as the guild.

Section 13 STATE DELEGATE – The State Delegate will attend all FPP Board/Delegate meetings and report this information to BPPA Board of Directors and members. The State Delegate will also provide a written report to the newsletter for inclusion in the next edition.

Regulation VI

BPPA's Affiliation with FPP (Florida Professional Photographers)

The following information is directly from the FPP and not to be edited. It is presented here for BPPA's reference.

R2 – SECTIONS

The formation of Sections within FPP is authorized by the Bylaws. The objectives of each Section will be to assist its member photographers in the advancement of photographic and related skills and education, and to assist in handling questions of local interest.

- A. To apply for and maintain recognition as an FPP Section, an organization must:
1. Be incorporated under the laws of the State of Florida before applying for membership. A copy of the section's Annual Corporate Report as filed with the Florida Department of State must be submitted every year by July 15th to the FPP Executive Director.
 2. Have at least 20 members, one-third of whom must be members in good standing of FPP.
 3. Send a copy of its Bylaws to the FPP Executive Director. Updates to Bylaws should be sent upon revision.
 4. Send a membership list and dues (as set forth by the FPP) for every member to the FPP Executive Director by July 15th.
 5. Ensure that the Section President and Section Delegate are members of FPP.
- B. Application for recognition as an FPP section must be made to the FPP Board, through the FPP Executive Director, and approved by a two-thirds majority vote of the Board.
1. Privileges of being an FPP Section include:
 - a. The use of the FPP name and State emblem on the Section's official printed publications;
 - b. FPP Service merits for the Section Officers, Newsletter editor, Webmaster, delegate, speakers and judges;
 - c. Delegate representation at the FPP Board Meetings;
 - d. Other advantages that the FPP Board shall decide.
 2. Bylaws adopted by a Section shall not conflict with the FPP Bylaws or Rules and Regulations.
 3. All expenses of such branch Sections must be borne by the Sections.
 4. Each Section Secretary shall mail a copy of the Section's official publication to the FPP's President, Executive Director, Section Chairman, and Magazine Editor.
 5. Sections may hold meetings and seminars as long as the dates of their activities are not in conflict with state-wide FPP activities. They may not hold a state-wide convention, trade show, print competition, or school.
 6. If a Section fails to provide a copy of the corporation report, dues and membership list by the July 15th due date, the section will be ineligible to receive the Section Outstanding Award and/or participate in the Section Print Competition at the Annual Convention.

SCHEDULE OF EVENTS

Taken from Dates in the Bylaws and Rules and Regulations

January

Board Meeting
General Meeting

February

Board Meeting
General Meeting
Salon Competition

March

Board Meeting
General Meeting

April

Board Meeting
General Meeting

May

Board Meeting
IRS Reporting of 990-N Non Profit Status

General Meeting

June
 Board Meeting
 President assigns Nomination Committee consisting of three Past Presidents of BPPA to fill Board of Directors positions
 General Meeting

July
 Board Meeting
 General Meeting
 Nominees for board positions are announced at the general membership meeting and published 30 days before the Annual Meeting.
 Set date and plan for Annual Banquet

August
 Board Meeting
 General Meeting
 Salon Competition
 Annual Meeting of the Corporation and Election of New Board Members and Officers

September
 Board Meeting
 General Meeting

October
 Board Meeting
 Review Dues and Fees structure for the upcoming year.
 General Meeting

November
 Board Meeting
 Review Awards and Certificates for Annual Banquet (prepare gold seal certificates)
 Prepare PPA and FPP Affiliation documents and send them with the appropriate check to PPA and FPP
 General Meeting

December
 Annual Banquet
 The Turn Over and Planning Meeting is to be scheduled by the upcoming president between Christmas and the upcoming year. All Board Members and new and previous Committee Chairs should attend. The incoming President is to hand out Standard Operating Guide to Officers and Committee Chairs and review the procedures of the Rules and Regulations.

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 Revised by Donna Williams
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Version 1.0.0
 Created by Scott K. Hime
 September 2011

END _____

Points to address later

- Designate who will obtain an accountant to report the 990 N non-profit status
- Designate who will supply the documents and reports for the PPA and FPP Affiliation renewals.