

OREGON PROFESSIONAL PHOTOGRAPHERS ASSOCIATION, INC

An Oregon Nonprofit Corporation



POLICIES

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

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TABLE OF CONTENTS

Chapter I: PURPOSE AND OBJECTIVES

Chapter II CODE OF ETHICS

Chapter III MEMBERSHIP AND MEMBERSHIP SERVICES

- 1: Eligibility and Termination
- 2: Meetings of the Membership
- 3: Dues and Fees

Chapter IV: ORGANIZATION OF THIS ASSOCIATION; BOARD OF DIRECTORS

Chapter V: ORGANIZATION OF THIS ASSOCIATION; COMMITTEES

Chapter VI: FINANCIAL MATTERS

Chapter VII: AWARDS

Chapter VIII: DEGREES

Chapter IX: POINTS

- 1: Rules
- 2: Points Types
- 3: Points Chart

Chapter X: PRINT COMPETITION

- 1: Quarterly Image Competition
- 2: Quarterly Image Competition Awards
- 3: Annual Open Image Competition
- 4: Annual Open Competition Awards

Chapter XI: EDUCATION

Chapter XII: HANDLING OF COMPLAINTS (DUE PROCESS)

Chapter XIII: COMMUNICATIONS

Chapter XIV: MISCELLANEOUS

- 1: Amendment
- 2: Interpretation
- 3: Parliamentary Authority
- 4: Antitrust Compliance and Guidelines
- 5: Use of Electronic Membership List by Members

GLOSSARY

Chapter I - Purpose and Objectives

1. Oregon Professional Photographers Association, exists to assist its members achieve their professional, artistic, and fraternal goals; promote public awareness of the profession; and to advance the making of images in all of its disciplines as an art, a science, and a visual recorder of history.
2. OPPA
 - Offers workshops and other education to help members become better photographers
 - Provides resources for our members to develop sustainable, profitable and ethical photography businesses
 - Host formal (PPA-Style image competitions to provide constructive, educational feedback to improve our members' skill as image makers
 - Offer social gatherings for photographers to network and build camaraderie
3. To engage in any lawful act, none of which are for profit, for which corporations may be organized pursuant to Chapter 65 of Oregon Revised Statutes as a Mutual Benefit Corporation.

Chapter II - Code of Ethics

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

1. Strive at all times to upgrade and improve knowledge and skill of professional image making, marketing and related areas.
2. In all dealings with users of image making and the general public, each member and participant of this Association shall:
 - a. Strive to present all image making services in surroundings and in a manner which reflects the highest levels of professionalism;
 - b. Use the highest levels of honesty, professionalism and integrity;
 - c. Not use any marketing or competitive practice which violates any Federal Trade Commission, or other Federal or State regulatory agency rule or regulation, or Federal or State statute or any decision of any Federal or State Court or contractual agreement
3. In all dealings with fellow professional image makers, students and others who aspire to be professional image makers, each member and participant of this Association shall:
 - a. Share the knowledge and skill of professional image making.
 - b. Use the highest levels of professionalism, honesty and integrity.

Chapter III - MEMBERSHIP AND MEMBERSHIP SERVICES

Section 1 Eligibility and Termination

1. Whenever in the bylaws the terms "member", "active member", "active members", or "members" are used, it shall be interpreted as meaning members in good standing, regardless of classification.
2. The classifications of membership are:
 - a. Active Premier Member shall mean an individual with a photography related business, who conforms to applicable laws as pertain to a business, and has signed, either written or digital, a copy of the Code of Ethics on file with OPPA.
 - b. Student Member – a student with Proof of enrolment – no voting rights
 - c. Corporate member – shall mean an individual, organization, or company in the business of, but not limited to, promoting, selling, or advising photography services or goods. Up to 3 individuals of the company are included and they have all the rights of the Premier member
 - d. Annual Partnership – Supports and is promoted by OPPA
 - e. Life Member shall meet the following criteria:
 - i. A person who has been a member of this Association (or PPO/PMPA) for thirty (30) consecutive years or who is at least 65 years old;
 - ii. Who holds a recognized degree from PPA or OPPA/PPO/PMPA or who is a past president of this Association.
 - iii. Who has applied for and has been approved for such membership by the Board of Directors
3. Approval procedure of prospective members:
 - a. Upon submission of the application, the Membership director shall review the pending profile and payment of the applicant.
 - b. Upon completion of the background investigation, the Membership director shall approve or deny membership into the Association.
4. Termination of Membership:
 - a. Any member wishing to resign may cancel the auto renewal of their membership dues. Such resignation shall not relieve the member of the obligation to pay any dues, assessments or other changes theretofore accrued and unpaid.
 - b. The Board of Directors, upon recommendation of the Bylaws, Rules and Ethics Committee, may discipline, suspend or terminate any membership for violation of this Association's Code of Ethics or for other just cause.
5. Use of the Association Logotype, Degrees, and Metals
 - a. Only members in good standing who meet prescribed requirements for membership may display the Seal, Logo and other types of insignias and membership identification of this Association.
 - b. The Seal, Logo and other types of insignias and membership identification of this Association are protected by Trademark, and shall not be altered when used or displayed.
 - c. Any member not meeting prescribed requirements for membership and whose membership has expired or been rescinded will cease and desist in the use and display of the Seal, Logo and other types of insignias and membership identification of this Association.

- d. Violations of the Association’s policy regarding the use of the Seal, Logo, or other types of insignias and membership identification of this membership could constitute grounds for legal proceedings by this Association.
- e. Any member or former member in good standing may continue to display and use the degrees they have earned even after they cease to be a member of this Association.

Section 2 Meetings of the Membership

- 1. Monthly Meetings:
 - a. Held monthly on the second Thursday of each month
 - i. Exceptions:
 - The Summer Social is generally held in August and may be moved to another day at the discretion of the board.. -
 - The Annual Banquet is generally held in December and may be moved to another day at the discretion of the board.
 - b. NEW-members shall be introduced at the beginning of each meeting as time allows.
- 2. Annual Membership Meetings: (voting meeting)
 - a. Held the second Thursday of October.
 - b. Association business is conducted, such as election of Officers and Directors.
- 3. Special Membership Meeting: (voting meeting)
 - a. Prior notice to the membership is required by the Association Bylaws.
 - b. Held in conjunction with Regular Membership Meetings.
 - c. Association business is conducted, such as membership voting on amendments to the Bylaws.

Section 3 Dues and Fees

- 1. Membership Dues

Active Premier Member	\$85.00
Student Membership	\$25.00
Active Corporate Member	\$165.00
Annual Partnership	\$500.00

Life members shall not be required to pay dues
- 2. Fees for Workshops and Safaris are established for each event based upon the cost of production for the event.
 - a. If fewer than the minimum number of participants have registered, the event may be canceled.
 - b. Members from Affiliate Associations and Associations with which we have a reciprocal agreement are extended the “Member” rate.
 - c. One Association Member, excluding board members, designated by the Board may attend a Workshops or Safari for free as a coordinator to manage the event at the discretion of the board.

Chapter IV - Board of Directors (herein referred to as 'the Board')

1. Eligibility for Office or Board Membership:
2. Term Limits: An individual may serve a maximum of three consecutive one-year terms as the Chair of any one committee or office. Additional one year terms may be served at the approval of the Board
 - a. Must be an Active Member of the Association.
 - b. Must possess an understanding of the business of photography and the responsibilities of participation in a non-profit Board of Directors.
 - c. Must meet the nominating requirements outlined in the Candidates Packet.
 - d. Must not be restricted from serving by the Board's Term Limits.
3. Nominating Committee (the Committee): The vice president shall chair nominating committee and shall choose committee members as necessary by June 1st.
 - a. The Committee will notify Active Members, by the second Thursday of July that "Nominations are open for Board Committee Chairs and Vice President & President Elect, Treasurer, and Secretary" and that nominations must be received by August 1st.
 - b. The Committee will determine if existing Officers and Directors desire to return to their position.
 - c. The Committee will recruit potential candidates and obtain the candidate's consent before the candidate's name may be placed in nomination.
 - d. Each candidate will be asked to complete a Candidates-Packet. The signatures of five (5) current members must endorse the Candidates Packet.
 - e. The Committee presents their recommendations to the Board at the September Board meeting along with Nomination Packets. The Board may approve and thereby recommend the candidates or ask the committee for additional nominees, in which case, the Board would need to meet in a called session in order to meet the October 1st ballot deadline.
 - f. Active Members shall be sent a ballot and a copy of the Candidate Statements by email, or to the mailing address on file for members with no valid email by September 1st.
4. Elections & Voting: Voting shall be held online, prior to, and in person at the Annual Membership Meeting held the second Thursday of each October.
 - a. Only Active Members, whose dues are current, may vote for the business of the Association.
 - b. Active Members may be asked for identification
 - c. Electronic voting: Polls open from receipt of Ballot and close at 8:00 pm the day prior to the October Annual Membership Meeting
 - d. Written Paper Ballot Voting: Polls open at 7:00 pm and close at 8:00 pm at the October Annual Membership Meeting.
 - e. Nominations from the floor are allowed and can be written in on the ballot
 - f. Voting is monitored by the Election Committee comprised of the Vice President, Secretary and Bylaws Director
 - g. Ballots are counted by election Committee and recorded by the Secretary.
 - h. Results of the vote shall be announced to the membership prior to the November board meeting and Monthly meeting.
5. Oath of Office: Each Officer and Director shall be administered the Oath of Office by an officer prior to taking office.

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

6. The Executive Committee shall be delegated the power to:
 - a. Act for the association in situations when convening the entire board is impossible or impractical however its actions must be reported to and resolved by the board at its next meeting.
 - b. Investigate, plan and submit recommendations to the full board related to the business of the association.
 - c. Review the agenda for each board meeting and make recommendations for changes and additions.
 - d. Set the consent agenda prior to each board meeting
7. The Directors of the Association shall, in addition to those duties specified in the bylaws:
 - a. Oversee the business of the association.
 - b. Conduct themselves in a professional manner during the board and membership meetings.
 - c. Attendance and Participation:
 - i. Each member of the board is expected to attend and participate at each meeting of the board and notify the President in advance of absence.
 - ii. Each member of the board shall attend the Board planning retreat.
 - iii. Board members, who fail to participate and/or attend three (3) or more consecutive meetings of the board, unless such failure to attend is excused by an approval of the board, shall be deemed “derelict in their duty”. The president will notify the director that their dereliction will be reviewed at the next board of directors meeting, and that they may be removed by a two thirds vote of the board of directors present at the meeting.
 - iv. Any board member may be recalled from their position on the board by a two thirds vote of the board.
 - v. Any elected or appointed official of this association may be recalled by a majority vote of the general membership present, provided that proper precautions for the protection of these officials and their interests are observed. 30 day notice and a petition signed by 20% of the general membership present must be provided before a recall vote.
 - d. Review and dispatch the business issues, approve reports, and programming for the year of the association that come before them.
 - e. Review and dispatch budgets and requests for expenditures.
 - f. Serve as chairpersons to standing committees.
 - g. Prepare monthly reports of activities of their committees
8. Meetings of the board: the board of directors will meet on the second Thursday of each month, except August and December, at a time and place to be announced at least 10 days in advance, for the purpose of conducting the business of the Association. The forum of choice for the association is a in-person meeting of the board and its committees, however, action may be taken by board or its committees in lieu of in-person meetings in accordance with the laws of the State of Oregon using the most effective technology.
 - a. Matters of business may be conducted by the board with a quorum of the directors. (A quorum equals the number of board members in good standing who must be present to transact business. If not defined in the bylaws then a quorum shall equal a majority— 50% plus one—per the Standard Code of Parliamentary Procedure.)
 - b. Monthly Board Meeting may be canceled with a minimum of 48 hours’ notice.
 - c. Special Board Meeting may be called with a minimum of 48 hours’ notice.
 - d. Agenda: In addition to Old Business, Board Members may submit New Business items to the President and Secretary no later than 1 week before any scheduled Board Meeting. At the discretion of the President, items not submitted in a timely manner may not be allowed to be heard.
 - e. Virtual Meetings may be held if urgency precludes waiting until next scheduled meeting. Meetings may be held by Email or conference or video calls. The virtual meeting must be documented in the same manner as any like meeting.
9. Email Voting: Motions may be made by email. A time line for discussion and response should be stated; for example: DISCUSSION OF THE MOTION WILL BE HELD FOR ONE WEEK;
VOTES WILL BE DUE THE END OF THE FOLLOWING WEEK (giving dates).

- i. A 100% response of board members for an email board vote must be received. For an e-mail message to be part of a meeting, it must be sent to *all* board members (with the exception of returned ballots). Other messages may be sent for caucusing or other off-line discussion, but these are not officially part of the meeting. For a vote to be valid in the context of an e-mail meeting, a quorum of ballots must be returned. Unless otherwise provided for, this quorum is one half. This need for a vote quorum results from the fact that it is harder to know who is following an e-mail meeting than who is attending a face-to-face meeting; hence, the concept of a quorum based on attendance is less applicable to e-mail meetings
 - ii. The results of the email motion become part of the official minutes during the next scheduled meeting.

10. Board Members: As prescribed by the association bylaws, the board of directors consists of the association's five (5) officers and eleven (11) board members. Each board member will have a responsibility to chair a board committee and additionally be invited to serve as a member of other committees as fitting.
 - a. Therefore the Board shall be comprised as follows:
 - i. Officers
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Immediate Past President
 - ii. Directors (Functional areas of responsibility)
 1. Monthly Meetings
 2. Ambassador
 3. Ambassador
 4. Awards, Points & Degrees
 5. Bylaws and Ethics
 6. Image Competition
 7. Member Value
 8. Communications
 9. Social & Safaris
 10. Workshops
 11. Marketing

11. Board Vacancies – Vacancies of Office or the Board of Directors between elections shall be filled by the Board.

Chapter V –Committees of the Board of Directors

1. Board Committees: There shall be two classifications of committees:
 - a. Ad Hoc Committees: Temporary committees, whose purpose is for a one-time, close- ended, purpose or function. Ad hoc committee chairs may serve for the duration for which the ad hoc committee was created. This is a non-voting, non-board position.
 - b. Standing committees whose purpose is for the day-to-day operation of the association. At- large members can be included in any committee except the executive committee.
 - i. Executive Committee
 1. President (Chair)
 2. Vice President
 3. Secretary
 4. Treasure
 5. Bylaws & Ethics
 6. Immediate Past President
 - ii. Finance Committee
 1. Treasurer (Chair)
 2. Vice President
 3. Bylaws & Ethics
 - iii. Membership Committee
 1. Membership (Chair)
 2. Ambassador
 3. Ambassador
 4. Marketing
 - iv. Communications
 1. Communications (Chair)
 2. Immediate Past President
 3. Ambassador
 4. Ambassador
 5. Marketing
 - v. Education
 1. Workshops (Chair)
 2. Monthly Meeting
 3. Safaris
 - vi. Awards
 1. Awards, Points & Degrees (Chair)
 2. Image Competition
 - vii. Competition
 1. Competition (Chair)
 2. Awards, Points & Degrees
 3. Education Chair
 - viii. Expo Committee
 1. Education (Chair)
 2. Competition
 3. Social
 4. Vice President

- ix. Social Committee
 1. Social Director
 2. Vice President
 3. Communications
 - x. Marketing
 1. Marketing (Chair)
 2. Membership
 3. Communications
 4. Education
 5. Ambassador
2. Committee Chairpersons shall fulfill the duties of the Job Descriptions including:
- a. Prepare and Submit a Budget for their Committee.
 - b. Plan for the activities of their Committee
 - d. Secure the assistance of member volunteers as needed.
 - e. Schedule meetings of the Committee Monthly or as needed to conduct its business.
 - f. Document and maintain the work of their committee and for future committee members.
 - g. Submit committee activity reports to the Board at such times as it may request.
 - h. Act in accordance with the laws of the State of Oregon.
 - i. Special meetings may be held remotely by using the most effective technology.
 - j. Committee business and voting may be conducted by videoconference, conference calls, or email.
 - k. The results of the email motion become part of the official minutes during the next scheduled meeting.
3. As presiding officer in board meetings, the president is a non-voting member of the Board of Directors except when necessary to break a tie or when the president's vote is needed to constitute a quorum. The president may cede the gavel to the vice president to put forth a motion or vote on a motion as necessary.

VI Financial Matters

1. Handling of Funds:
 - a. See also Association Bylaws Article IX
 - b. The treasurer is the financial liaison between, the Board and this Association's auditors. The treasurer shall have the authority to review all bills presented for payment by the Executive Office and be satisfied that they are in accordance with provisions of the annual budget. The treasurer shall supervise preparation of the budget and custody of the funds of this Association; provide for monthly financial statements to the Board and an annual audit by the Vice President, or additional advisor, such as a CPA. No departures shall be made from budget without the approval of the Board.
 - c. All expenses incurred by officers, employees or members of committees actively engaged in the business of this Association and provided for in the annual budget or authorized by the Board shall be defrayed by this Association upon receipt of expense receipt with name written on the receipt. Receipt may be paper or electronic.
 - d. The association records are kept on QuickBooksOnline.
 - e. The following bank accounts are used to transact all business of the association:
 - i. One Main checking account
 - ii. One Regular savings account
 - iii. One Memorial/Education MM account with a unrestricted principal in the amount of \$5,000
 1. Monies accumulated above the principal amount may be used to offset the President and Vice President's costs to attend the annual PPA Affiliate Leadership meeting at Imaging USA Convention in the amounts of \$500 each. Any remainder may be either left in the account or disbursed by board approval only for an educational purpose.
 2. If either the President or Vice President is unable to attend the PPA Affiliate Leadership meeting the Executive Committee will appoint a suitable proxy.
 - iv. OPPA will maintain an account used to receive payments for membership and all other events of the association
 - f. Members of the executive committee may be issued debit cards to help facilitate purchasing of goods or services for the organization. A record of all issued debit cards will be kept on file and accessible in Dropbox. Our desire when possible is to have any purchased goods or service payment handled via an invoice instead of a debit transaction.
 - g. Any check being written to a given party for an amount equal to or in excess of \$750 will need to be signed by two authorized signing members of the board.

VII Awards - General

1. President's Award

- a. Defined: An active member whose dedication and service benefits the Association; is a service to the community; and is a photographer ambassador to the public.
- b. Presented annually.
- c. Selected by the President or Committee of his/her designation.
- d. Applicants can be nominated.
- e. Awarded to the member who has made the largest contribution to the organization.

2. OPPA Member of the Year

- a. Defined: An active member who has excelled in photographic excellence and OPPA Service. Only non-board members are eligible for this award.
- b. Presented annually
- c. Qualifications:
 - i. A member in good standing.
 - ii. Based upon highest total Points earned January through November of that Calendar Year.
 - iii. All Service Merits will be applied, and must have earned at least 4 Service Points.
 - iv. Maximum 6 Image Points applied.
 - v. In the event two or more members earn an equal number of merits as defined in this section, each member earning the highest total number Points will be share the award equally.

3. Jerry Aufer Community Service Award

- a. Defined: active member for at least 1 full year
- b. Presented to the member deemed to have contributed the most significant amount of photography related value (services or physical assets) to community service during the year
- c. Qualifications:
 - i. A member in good standing
 - ii. Based on member submission or peer nomination of charitable activity.

4. Bob & Arlene Welsh Mentorship Award

- a. Candidates must be OPPA members for a least one full year.
- b. Presented to the member/photographer deemed to have contributed the most significant amount of time and willingness to mentor others in their photography during the year.
- c. Qualifications:
 - i. A member in good standing
 - ii. Based on member submission or peer nomination of mentorship activities
 - iii. The Awards committee shall make a selection of the most worthy candidate based on information provided by the member or the peer that submitted the application, and research/discussion by the committee.

VIII Degrees

1. OPPA Associate Fellow of Photography (AFP)
 - a. Qualifications:
 - i. Member in good standing for at least 2 years
 - ii. 25 merits
 1. No less than 13 Image Points / Speaking
 2. No less than 12 Service Points
2. OPPA Fellow of Photography (FP)
 - a. Qualifications:
 - i. Member in good standing for at least 3 years
 - ii. 50 Points
 1. No less than 25 Image Points
 2. No less than 15 Service Points
3. OPPA Diamond Fellow of Photography (DFP)
 - a. Qualifications:
 - i. Member in good standing for at least 5 years
 - ii. 100 Points – merits above the FP level must be OPPA Points earned since founding of OPPA (January 2014).
 1. No less than 40 Image Points (capped at 16 Image Points per year)
 2. No less than 40 Service Points
4. OPPA Honorary Fellow of Photography (HFP)
 - a. Awarded for exemplary service to the Association at the discretion of the OPPA Board of Directors
5. Beyond the Fellow of Photography degree, a Silver Bar will be awarded for each additional 25 Points earned. These Points also are counted toward the Diamond Fellow of Photography award.

IX POINTS

Section 1 Rules

1. OPPA Points shall be awarded only to members in good standing of this Association.
2. It shall be the Committee Chair's responsibility to submit the OPPA Points earned and received.
 - a. Must be submitted annually.
 - b. Must be audited by the Points Audit Committee. The Merit Audit Committee will consist of the committee chairs from Awards, Competition, Education and the President.
3. The Association shall maintain a record of each member's annually accumulated Points.

Section 2 Points Types

- 1. Image Points**
 - a. Points earned when a photographic work is judged at an OPPA Image Competition receiving a score of 80 or above
- 2. Service Points**
 - a. Points earned for service to OPPA, such as serving as an Officer or Director.
 - b. Points earned for Speaking or Instructing at an OPPA approved Workshop, or Class.
 - c. Points earned for attending an OPPA approved Workshop or Class.
 - d. Prior to November 1st, each committee chair and board member may submit names to the Awards, Points, and Degrees director of any committee members who have gone "above and beyond" the typical work performed by a committee member. This list of names will be presented in a motion for board approval, with justifications. Upon board approval, these members will be conferred with one additional service point for the year. A member may earn a maximum of two service points (one for regular service, one discretionary extra point) per calendar year.

Section 3 Points Chart

Exhibition / Competition Points

Competition Image scoring 80 or greater	1	
Photographer of the Year		2
Recipient of Category Trophy	1	
Recipient of Division Trophy	1	
Recipient of Best Color Image	1	
Recipient of Best Black & White Image	1	
Recipient of ASP Award	1	
Recipient of CPP Award	1	

Service Points

OPPA President	4	
OPPA Officer (VP, Secretary, Treasurer)		3
Immediate Past President		3
OPPA Committee Chair		3
OPPA Committee Member		1
Program Speaker for Full Day		2
Program Speaker for less that full day		1
Judge at Full Day / Annual Image Competition		2
Judge at half day / Quarterly Image Competition	1	
Recipient of Member of the year	1	
Recipient of Jerry Auker Award		1
Recipient of Arlene and Bob Welsh Award		1
Recipient of the Presidents Award		1
Annual OPPA membership		1
Annual PPA membership		1
PPA Charities Liaison		1
PPA CPP Liaison		1
PPA ASP Liaison		1
PPA Councilor		1
Attending each workshop / safari	1	
OPPA Sponsored community service event		1

X Image Competition

Section 1 Quarterly Image Competition

1. The quarterly image competitions will be held in February, April, June, and September in conjunction with the regular monthly meeting.
2. **Member's only** – Quarterly competitions are open to members only and you must be current on your membership to enter or the submission will be disqualified.
3. Any OPPA member may submit three (evening event) images per quarter in the division of their choice.
4. Divisions are:
 - a. Portrait
 - b. Wedding
 - c. Commercial/Illustrative
 - d. Fine Art/Landscape/Pictorial/Digital Artist
5. Judging is on an individual basis, based on PPA standards.
6. Images previously judged and scored 80 or more in PPA, PPW, PPA Western District, or other PPA affiliate competitions may not be entered in OPPA quarterly competitions.
7. An image may only be entered once in a quarterly competition.
8. **Files must be sized** so the longest dimension is 4,000 pixels. Each file must contain an embedded color profile of either sRGB or Adobe RGB1998 and be saved at a JPEG quality setting of 10. In most cases, total file size should not exceed 5.0 MB.
9. **Files are to be** uploaded to printcompetition.com.
10. The print must not include any photographer identification on the image.
11. All entries must have a title.
12. A registration fee must accompany each image or album.
13. Entries must be registered and submitted by the deadline listed for each competition.
14. The three highest scoring prints in each division will be awarded for 1st, 2nd, and 3rd place. Duplicate awards will be given in case of ties. Scores will be recorded and recipients will be placed in the running for the Photographer of the Year award and divisional awards.
15. Although not required, it is encouraged that the maker be present during the quarterly competition.
16. Entrant must have captured and created the original exposure except in the Digital Artist category. Digital Artist entries may be created with images not captured by the entrant (such as stock photography) but the entrant must do all artwork and have rights to use the image.
17. All processing, manipulation and printing or rendering, were done by the entrant or under their direct supervision.
18. **No entry shall be eligible if the image was created under the direct supervision, or immediate guidance of an instructor.**
19. **No two entries shall be of the same subject.**
20. Images entered in the Documentary/Photojournalism category must be un-retouched except for conversion to black and white. Any other retouching will result in disqualification of the image.
21. **Any Image that has been entered at a Quarterly Competition may be entered at the Annual Open Competition. It will be re-judged and may receive a different score (either higher or lower) but it will not receive a second merit at the Open if it received a merit at the Quarterly Competition. Entering an image in the Annual Open Competition enables that image to be eligible for a category or division trophy. The score received at the Annual Open Competition will not replace the score received at the Quarterly Competition and will not have any bearing on standing for Photographer of the Year.**

22. To give your vertical images the best possible opportunity for impact, digital vertical images will be viewed vertically at the quarterly competition. **If that image is entered digitally at the Annual Open Competition, it will be viewed horizontally**, as per PPA District and IPC standards
23. Images are evaluated using PPA guidelines and judged according to the following Elements of a PPA Merit Image.

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

24. ENTRIES NOT ALLOWED:

- a. Images that previously merited in any Annual OPPA print competition may not be entered (Images from quarterly competitions are eligible for entry at the Annual Open competition.
- b. Images previously merited in any other state or local affiliate competition or IPC (International Print Competition) competition may not be entered including any image from a merited album.
- c. Images previously entered in District Competition scoring an 80 or above.
- d. No image or album will be eligible that has been made under the supervision of an instructor or as a class assignment.
- e. No two entries shall be of the same subject (except in albums).
- f. No single image from a merited album may be entered as a standalone image in any OPPA competition.
- g. Any entry that has been reproduced from an existing photograph, portrait, graphic or any other artwork produced by another person is a violation of the competition rules and will not be judged, accepted or displayed. If an entry, in the good-faith opinion of the jury panel violates copyright, trademark or any other applicable law, that entry shall be disqualified. Digital Artist entries **may** use images that were produced by other artists with that artist's permission.

Section 2 – Quarterly Image Competition Awards

1. OPPO Photographer of the Year Awards
 - a. Defined: The active members who have excelled in photographic excellence.
 - b. Presented annually
 - c. Qualifications: Active member for the entire calendar year. Overall Photographer of the Year based upon the highest total image scores earned during quarterly competition of that calendar year. The top 6 scores are totaled, at least four of which must have been 80 or above.
2. Divisional Awards
 - a. Defined: The active members who have excelled in photographic excellence.
 - b. Presented Annually
 - c. Qualifications: Active member for the entire calendar year. Awarded to members who have the highest image scores earned during quarterly competitions in each division. Three of the four scores must score 80 or above. Photographer of the Year may also receive one of the Divisional awards. In the event of two or more members earn equally high image scores as defined; each member receiving the highest total image scores will share the award equally
 - d. Divisions are:
 - i. Portrait
 - ii. Wedding
 - iii. Commercial/Illustrative
 - iv. Fine Art/Landscape/Digital Artist

Section 3 Annual Open Image Competition

1. The Annual Open Image Competition is open to any photographic or digital artist. Membership in OPPA is not required for entry.
2. The Annual Open Image Competition allows both digital and album entries.
3. Any OPPA member may submit four images in the category of their choice.
4. Categories are:
 - a. Portrait (Human Subject)
 - b. Portrait (Animal Subject)
 - c. Portrait Wedding
 - d. Commercial/Architectural
 - e. Photojournalism/Documentary
 - f. Fine Art
 - g. Landscape/Pictorial
 - h. Digital Artist Entry
 - i. Album
5. Images are judged using the same criteria and standards as in the quarterly image competitions, including the same scoring system and 12 Elements of a Merit Image.
6. The image must not include any photographer identification on the front.
7. All entries must have a title.
8. **ENTRIES NOT ALLOWED:**
 - a. Images that were entered and merited (scoring 80 and above) in any Annual OPPA competition may not be entered. (Images from quarterly competitions are eligible for entry at the Annual Open competition.)
 - b. Images previously merited in IPC (International Print Competition) competition may not be entered including any image from a merited album.
 - c. Images previously entered in any other state or local affiliate competition or District Competition scoring an 80 or above.
 - d. No image or album will be eligible that has been made under the supervision of an instructor or as a class assignment.
 - e. No two entries shall be of the same subject (except in albums).
 - f. No single image from a merited album may be entered as a standalone image in any OPPA competition.
 - g. Any entry that has been reproduced from an existing photograph, portrait, graphic or any other artwork produced by another person is a violation of the competition rules and will not be judged, accepted or displayed. If an entry, in the good-faith opinion of the jury panel violates copyright, trademark or any other applicable law, that entry shall be disqualified. Digital Artist entries *may* use images that were produced by other artists with that artist's permission.
9. Awards will be selected by judges at the conclusion of judging and awarded at annual awards banquet.

Section 4 – Annual Open Competition Awards

1. Image Competition Awards—Annual Open Competition

- a. Defined: any image competition participant (must be an OPPOA member to win awards in Annual Open Competition)
- b. Presented annually
- c. Qualifications:
 - i. Participant in Annual Open Image Competition
 - ii. Image must score at least 80 to be eligible for awards/trophies
 - iii. Awards are decided by judges at conclusion of image competition
 - iv. Awards given for participation in Annual Open Image Competition are as follows:
 1. Best Portrait (Human Subject)
 2. Best Portrait (Animal Subject)
 3. Best Wedding Portrait
 4. Best Commercial/Architectural
 5. Best Photojournalism/Documentary
 6. Best Fine Art
 7. Best Landscape/Pictorial
 8. Best Digital Artist Entry
 9. Best Album
 10. Best Color
 11. Best Black and White
 12. Best First Time Entrant
 13. CPP Award
 14. ASP State Elite Award
 15. Vendor awards will be given at the discretion of the Awards, Points & Degrees director.

XI Education

Section 1 Speakers, Seminars & Workshops

1. Fees:
 - a. Generally workshop fees for members range from \$59 to \$99 with speakers receiving 50% of gross for speaker fees. Non-member fees will be higher.
2. Instructors/Speakers Fees:
 - a. Board members are not eligible to receive Speakers Fees.
 - b. Board members are, however, eligible to have their expenses covered for mileage and overnight accommodations when arranged in advance.
 - c. Board members are eligible to receive OPPA Service Merits.

XII Handling of Complaints, Due Process

OPPA has a policy for handling complaints to be referred to as needed.

XIII COMMUNICATIONS:

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

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

Chapter XIV Miscellaneous

Section 1 Amendment

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

Section 2 Interpretation

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

Section 3 Parliamentary Authority

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

Section 4 Antitrust Compliance and Guidelines

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

Section 5 Use of Electronic Membership List by Members

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

GLOSSARY

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

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

Annual Membership Meeting -- An annual event/meeting of this Association, conducted on the second Thursday of each October, when OPPA business is conducted

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Instructor/Lecturer -- A term used to describe the primary instructor who teaches a class at the PPA

school of Professional Photography, an affiliate sponsored school, or OPPA seminar or workshop.

Jury Chair (OPPA) -- An experienced juror who is eligible to supervise a panel of jurors.

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

Membership Period -- Membership starts when payment is posted (as long as it clears the bank) and ends when OPPA determines expiration

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

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

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

Premier Active Member -- The primary membership category of the association, includes all services, benefits, rights and privileges of membership

Program -- A presentation a minimum of 30 minutes duration.

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

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

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

Service Points -- Are all points with the exception of image points.

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

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

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

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