

# **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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## **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 Member (OPPA Membership) shall mean any individual, whether hobbyist or professional, that has agreed to and signed a copy of the Code of Ethics on file with OPPA. Active members receive one banquet ticket with their membership.
  - b. Student Member – a student with Proof of enrollment. Student members do not carry voting rights and do not receive a banquet ticket with membership.
  - c. Life Member shall meet the following criteria:
    - i. A person who has been a member of this Association (or PPO/PMPA) for ten (10) consecutive years or more, and who have accumulated a total of 95 qualifying years. One qualifying year is awarded for each year of membership and each year of age.
    - 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
    - iv. Life members do not receive a banquet ticket with membership.
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 Member – Auto Renewal* *An additional \$15 fee will be assessed to those members who choose to opt-out of auto-renewal membership	\$85
Student Membership	\$25
Life Members	\$0

- 2. Fees for Workshops and Safaris are established for each event based upon the cost of production for the event. Participants who register at least 30 days before the event will receive \$20 early-bird discount from the registration fee. People who register within 30 days of the event will pay the full price of the registration.
  - 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.
- d. If a nonmember attends an OPPA event and pays a higher (nonmember) price than a member would pay, and then joins OPPA within 5 days of the event, the member will receive a refund of the difference between the member and nonmember event price.

## Section 4 Sponsorships

1. **Affiliate Supporter:** \$750 of in-kind products or services
  - Provide \$750 of in-kind products or services donated annually
  - Receive Sponsor page listing
  - Ability to send out one email per month with offers
  
2. **Annual Partnership:** \$550
  - Logo on OPPA homepage with link
  - Listed as featured organization partner
  - Ability to post non-OPPA sponsored events on OPPA Facebook page
  - Sponsor table at monthly meetings (when given at least one month's notice)
  
3. **Event Sponsorships**
  - Standard sponsorship - \$400:
    - i. Text mention/link in event related communications
    - ii. One ticket to the event
    - iii. Option to hand out a brochure/flyer to attendees
  
  - Premier Sponsorship – Exclusive - \$750:
    - i. Text mention/link in event related communications
    - ii. Three tickets to the event
    - iii. Display table at event
    - iv. Option to hand out a brochure/flyer and SWAG to attendees
  
  - Banquet Sponsorship - \$2000 to host
    - i. Six banquet tickets
    - ii. Display table in banquet hall
    - iii. Logo on all banquet communications
    - iv. Introduction to attendees
    - v. Annual partnership for following year

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

1. Eligibility for Office or Board Membership:
2. Term Limits: An individual may serve a maximum of two consecutive two-year terms as the Chair of any one committee or office. Additional two-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 1<sup>st</sup>.
  - 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 1<sup>st</sup>.
  - 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 association 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 monthly meeting 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 1<sup>st</sup>
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 as needed.
  - g. Prepare monthly reports of activities of their committees
  - h. Executive Committee is required to read/approve all contracts in advance of signing.
8. Meetings of the board: the board of directors will meet on the second Thursday of each month, for the purpose of conducting the business of the Association except when such meetings are cancelled by approval of the board of directors. Meeting time and location to



be announced at least 10 days in advance. The forum of choice for the association is an in-person meeting of the board and its committees; however, action may be taken by the board or its committees in lieu of in-person meetings in accordance with the laws of the State of Oregon using the most effective technology.

- a. The board may conduct matters of business with a quorum of the directors. (A quorum equals the number of board members in good standing who must be present to transact business. If not defined in the bylaws then a quorum shall equal a majority— 50% plus one—per the Standard Code of Parliamentary Procedure.)
  - b. Monthly Board Meeting may be canceled or rescheduled with a minimum of 48 hours' notice, except when urgency precludes such notice.
  - c. Special Board Meeting may be called with a minimum of 48 hours' notice.
  - d. Agenda: In addition to Old Business, Board Members may submit New Business items to the President and Secretary no later than 1 week before any scheduled Board Meeting. At the discretion of the President, items not submitted in a timely manner may not be allowed to be heard.
  - e. Virtual Meetings may be held if urgency precludes waiting until next scheduled meeting. Meetings may be held by Email or conference or video calls. The virtual meeting must be documented in the same manner as any like meeting.
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)
- a. A 100% response of board members for an email board vote must be received. For an email message to be part of a meeting, it must be sent to *all* board members (with the exception of returned ballots). Other message may be sent for caucusing or other off-line discussion but these are not officially part of the meeting.
  - b. The results of the email motion become part of the official minutes during the next scheduled meeting
10. Board Members: As prescribed by the association bylaws, the Board of Directors shall consist of eleven (11) Directors comprised of the Association Officers and six (6) Directors at large. 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. Education
      2. Member Value
      3. Bylaws, Rules & Ethics
      4. Image Competition
      5. Marketing/Communication
      6. Director at Large
11. Board Vacancies – Vacancies of Office or the Board of Directors between elections shall be filled by the Board.

## Chapter V Committees of the Association

1. Board Committees: There shall be two classifications of committees:
  - a. Ad Hoc Committees: Temporary committees, whose purpose is for a one-time, close-ended, purpose or function. Ad hoc committee chairs may serve for the duration for which the ad hoc committee was created. This is a non-voting, non-board position.
  - b. Standing committees whose purpose is for the day-to-day operation of the association. At-large members can be included in any committee except the executive committee.
    - i. Executive Committee
      1. President (Chair)
      2. Vice President
      3. Secretary
      4. Treasure
      5. Bylaws & Ethics
      6. Immediate Past President
    - ii. Finance Committee:
    - iii. Member Value Committee:
    - ~~iv.~~ Marketing/Communications Committee:
    - v. Education:
    - vi. Awards: Chaired by the Awards/Points/Degrees Chair (Board liaison is Member Value Director)
    - vii. Image Competition:
    - viii. Luminate Committee: Chaired by the Vice President, supported by Competition and Education Directors.
    - ix. Social Committee: (Board liaison is Member Value Director)
    - x. Mentor Oversight Committee: (Board liaison is President)
    - xi. Juror Oversight Committee: (Board liaison is Competition Director)
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. Committee meetings may be held in whatever format best suits the committee members.
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.
4. Members of the Juror Oversight Committee (JOC) must have their PPA Masters Degree and OPPA Fellowship Degrees unless grandfathered in.
5. The Juror Oversight Committee (JOC) will be capped at 5 members total: 4 Committee members + 1 Chairperson. The committee can operate with less but no more than 5 members.

## Chapter VI Financial Matters

1. Handling of Funds:
  - a. 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 an expense receipt with name written on receipt and signed reimbursement form. Receipt may be paper or electronic; reimbursement form may be submitted in paper or electronically with a digital signature.
  - d. 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 an 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
  - e. Members of the executive committee may be issued debit cards to help facilitate purchasing of goods or services for the organization. A record of all issued debit cards will be kept on file and accessible in Dropbox. Our desire when possible is to have any purchased goods or service payment accompanied by an invoice.
  - f. 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.

- g. When a person no longer needs access to an OPPA debit card, said person will go to the association's bank along with the current Finance Director to have their name removed from the account and turn in the debit card to the Finance Director (Treasurer) who will then shred said debit card.
- h. At the end of each month, the Finance Director, along with a second member of the OPPA finance committee, will reconcile the OPPA accounts.

## Chapter VII Awards

### 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 points 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 points as defined in this section, each member earning the highest total number Points will share the award equally.

### 3. Jerry Auker Community Service Award

- a. Defined: active member for at least one 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 points
      1. No less than 13 Exhibition Points and/or 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 Exhibition 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 – points above the FP level must be OPPA Points earned since founding of OPPA (January 2014).
      1. No less than 40 Exhibition Points (capped at 16 Exhibition 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 XXV 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 the points earned and received by committee members.
  - a. Must be submitted annually.
  - b. Must be audited by the Points Audit Committee. The Points Audit Committee will consist of the committee chairs from Awards, Competition, Education and the President.
3. The Association shall maintain a record of each member's annually accumulated Points.
4. Board and Committee Chair service points will be awarded annually on November 15. Should a Board member or Committee Chair resign prior to this date, points will not be awarded automatically. The Board will reserve the right to award partial service points at the Board's discretion.

### **Section 2 Point Types**

#### **1. Exhibition 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 attending an OPPA approved Workshop or Class.
- c. Prior to November 1<sup>st</sup>, 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.
- d. Points for student participation in the OPPA sanctioned mentorship program

#### **3. Speaking Points**

- a. Points earned for Speaking or Instructing at an OPPA approved workshop, or class.
- b. Points earned for being a judge at an OPPA sanctioned competition
- c. Points for being an OPPA-appointed mentor

## 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	6
OPPA Officer & Directors	4
OPPA Committee Chair	3
OPPA Committee Member	1
OPPA Discretionary Committee Service	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 President's Award	1
Recipient of the PPA National 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
Student in OPPA sanctioned mentorship	1
Workshop assistant (class of 8 or more)	1

### Speaking Points

Judge at Full Day / Annual Image Competition	2
Judge at half day / Quarterly Image Competition	1
Program Speaker for Full Day	2
Program Speaker for less than full day	1
Mentor in OPPA sanctioned mentorship	2
Panel speaker	1



## **X Image Competition**

### **Section 1 - Competition Rules & Guidelines**

1. Three members-only competitions will be held per year, in conjunction with the regularly scheduled monthly meetings.
2. Members must be current on their membership to enter members-only competitions or the submission will be disqualified.
3. Any OPPO member may submit four images per competition in the division of their choice.
4. Divisions are:
  - a. Portrait
  - b. Wedding
  - c. Commercial/Illustrative
  - d. Fine Art/Landscape/Pictorial/Digital Artist
  - e. Documentary/Photojournalism
  - f. Event and Non-Event Album
5. Judging is on an individual basis, based on PPA standards.
6. 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.
7. Files are to be uploaded to [printcompetition.com](http://printcompetition.com).
8. The image must not include any identifying marks on the image.
9. All entries must have a title.
10. A registration fee must accompany each image or album.
11. Entries must be registered and submitted by the deadline listed for each competition.
12. 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.
13. All processing, manipulation and printing or rendering, were done by the entrant or under their direct supervision.
14. No two entries from a single maker, within a single competition, shall be of the same subject.
15. Images entered in the Documentary/Photojournalism category must be un-retouched except for conversion to black and white, and any other technique that would be capable in a dark room such as dodging and burning. Any other retouching beyond these limits will result in disqualification of the image.
16. Any Image that has been entered at a Quarterly Competition may be entered at the Annual Open Competition. It will be re-judged and may receive a different score (either higher or lower) but it will not receive a second point at the Open if it received a point at the Quarterly Competition. Entering an image in the Annual Open Competition enables that image to be eligible for a category or division trophy. The score received at the Annual Open Competition will not replace the score received at the Quarterly Competition and will not have any bearing on standing for Photographer of the Year.

17. As per PPA District and IPC standards, vertical images will be viewed on a horizontal monitor.
18. 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 Matter
  - j. Technical Excellence
  - k. Technique
  - l. Story Telling
19. ENTRIES NOT ALLOWED:
  - a. Images that previously merited in any Annual OPPA print competition may not be entered.
  - b. Images previously merited in any OPPA quarterly competition, with the exception of quarterly competitions within the current calendar year, may not be entered, including any image from a merited album.
  - c. Images previously merited in IPC (International Photographic Competition), with the exception of the current calendar year, may not be entered, including any image from a merited album.
  - d. No entry shall be eligible if the image was created under the direct supervision, or immediate guidance of an instructor.
  - e. No single image from a merited album may be entered as a standalone image in any OPPA competition.
  - f. Any entry that has been reproduced from an existing photograph, portrait, graphic or any other artwork produced by another person is a violation of the competition rules and will not be judged, accepted or displayed. If an entry, in the good-faith opinion of the jury panel violates copyright, trademark or any other applicable law, that entry shall be disqualified. Digital Artist entries \*may\* use images that were produced by other artists with that artist's permission.

## Section 2 – Quarterly Image Competition Awards

1. OPPA Photographer of the Year Awards
  - a. Defined: The active members who have excelled in overall 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 within a particular genre.
  - 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. Divisional awards are:
    - i. Portrait
    - ii. Wedding
    - iii. Commercial/Illustrative
    - iv. Fine Art/Landscape/Digital Artist/Photojournalism

## Section 3 Annual Open Image Competition

1. The Annual Open Image Competition adheres to all rules and guidelines set forth in Section 1.
2. The Annual Open Image Competition is open to any photographic or digital artist. Membership in OPPA is not required for entry however, only OPPA members are eligible for awards.-
3. Any OPPA member may submit up to four images in the categories 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

## Section 4 – Annual Open Competition Awards

1. **Image Competition Awards—Annual Open Competition**
    - a. Must be an OPPA member to win awards in Annual Open Competition.
    - b. Presented annually
    - c. Awards and Qualifications:
      - i. Participant in Annual Open Image Competition
      - ii. Image must score at least 80 to be eligible for awards/trophies
      - iii. Awards are decided by judges at conclusion of image competition
      - iv. Awards given for participation in Annual Open Image Competition are as follows:
        1. 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.
        16. 4 for 4 pins will be awarded to any member who submits a case of four images wherein each image receives a minimum score of 80.
2. Awards will be presented at the annual member appreciation banquet.

## **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.
  - b. Fees for education events are required to be paid online at the time of registration.
2. Instructors/Speakers Fees:
  - a. Board members are not eligible to receive Speakers Fees.
  - 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 Points.

## 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 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 Marketing/Communications Director or the entire Board of Directors must approve surveys, in order to be submitted the membership.
5. Ballots—ballots for the election of officers or Directors must be approved by the Board of Directors in order to be submitted to the membership.

## Chapter XIV Miscellaneous

### Section 1 Amendment

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

### Section 2 Interpretation

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

### Section 3 Parliamentary Authority

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

### Section 4 Antitrust Compliance and Guidelines

1. The 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.
3. OPPA Membership List may be requested from the President, Membership Director or Marketing/Communications Director.
  - a. The request must be in writing and state the proposed use of the OPPA Membership List.
  - b. The Board has the discretion to decline or revoke a request, or to modify its scope.
4. Any blast e-mail utilizing the OPPA Membership List must provide an *Unsubscribe* option.
5. OPPA Membership List shall only contain contact information. No personal information may be included in the list.
6. A copy of this Policy shall be included with the requested OPPA Membership List.
7. 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 points.

**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

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

**Program**—A presentation a minimum of 30 minutes duration.

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

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

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

**Service Points**—Are all points with the exception of image points.

**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.