

STANDING RULES OF INLAND EMPIRE PROFESSIONAL PHOTOGRAPHERS & VIDEOGRAPHERS, INC.

A. MEMBERSHIP

1. General

The membership of IEPPV shall consist of such individuals, eighteen (18) years of age or older, or firms and other organizations as may be eligible under the various classifications described in this article, and whose membership applications are approved by proper action of the Board of Directors. Members shall be entitled to such services and privileges as shall from time to time be determined for their various classifications by proper action of the Board of Directors and stated herein.

2. Membership classifications

There shall be eight (8) membership classifications:

A. Professional

An individual primarily and actively engaged in the field of professional photography or videography who conforms to applicable laws as pertains to a business establishment, or one who is employed in a professional photographic capacity. In addition, the applicant must provide to the Board of Directors a showing of a body of work indicating the applicant's ability as a professional.

B. Associate

An individual employed by a Professional member in good standing, with membership privileges as directed by the Board of Directors.

C. Affiliate

An individual member of another PPC affiliate, with membership privileges as directed by the Board of Directors.

D. Aspiring

An individual who aspires to become a professional photographer. An aspiring member has limited membership privileges and responsibilities as directed by the Board of Directors. Each individual may be an aspiring member for no more than two years in their lifetime. The total number of aspiring members cannot exceed 20% of total members of IEPPV.

E. Vendor Partner

A manufacturer or firm providing photographic equipment, materials, supplies or services to photographers; laboratories or publishers (listed by company name).

F. Honorary

An IEPPV Professional member in good standing, who has performed outstanding service to IEPPV and is nominated by two (2) board members and receives a three fourths (3/4) vote of

all members of the Board of Directors. The duration an individual will be an Honorary Member shall be determined for each individual by the Board of Directors when nominated.

G. Honorary Life

A president elected for and serving two (2) consecutive full terms and in good standing with IEPPV, will be eligible for nomination to Honorary Life Membership at the end of their last full term in office and, if nominated, must receive a three fourths (3/4) vote of all members of the Board of Directors.

H. Retired

An individual who has been an IEPPV Professional member in good standing for the preceding five years, is at least 65 years of age, and has retired, may be designated by the Board of Directors as a Retired Member.

3. Annual membership dues

Membership classification	Regular	If paid by Open House	Including registration upgrade*
A. Professional:	\$120	\$ 95	\$190
B. Associate:	\$ 75		
C. Affiliate:	\$ 60		
D. Aspiring	\$150**	\$120**	
E. Student with ID	\$ 75		
F. Vendor Partner	\$200		
G. Honorary	\$ 0		\$ 0
H. Honorary Life	\$ 0		\$ 0
I. Retired	\$ 60		\$ 95

Notes

a. * Members in Classes A, G, H and I may, at their individual option, add the registration fees to attend all educational programs, workshops and classes for the calendar year (subject to availability) by paying an additional fee with their membership dues. The additional fee will be \$70 for members in Class A and \$35 for members in Class I (with no Open House discount). The fee will be included in the dues for members in Classes G and H, as well as for Officers and Directors.

b. ** Aspiring Members may remain in that Class for no more than two years. Those who first became Aspiring Members in 2009 may renew for 2010 only at the 2009 rate of \$50.

c. Membership renewals become due on the date of the January Open House meeting. Membership becomes delinquent 30 days after the due date. Dues not paid within the 30 day period will result in loss of membership and benefits, including but not limited to, *InSync*, voting privileges and meeting attendance. Reinstatement may occur with board approval.

4. Membership Privileges

Membership classification	Entitled to
A. Professional:	Full privileges
B. Associate:	Full privileges
C. Affiliate:	InSync, general meeting attendance

D. Aspiring	Mentor program, InSync, general meeting attendance
E. Student with ID	InSync, general meeting attendance
F. Vendor Partner	An ad in <i>InSync</i> , an ad and link on the IEPPV website, one individual non-voting membership, and access to the IEPPV mailing list
G. Honorary	Full privileges
H. Honorary Life	Full privileges
I. Retired	Full privileges

Notes

- a. Members in Classes A and B are expected to have and maintain resale permits and, where required, business licenses. For members in Class B, these can be the employer's.
- b. Non-members may attend one general meeting in one year, after which there will be a \$20.00 program charge. A Guest Register book shall be available at all general meetings for non-members to sign in. All attendees who are not members must sign the guest book; anyone not wishing to sign the guest book must pay the \$20 fee.
- c. Returning/Renewing Professional Members shall receive a \$25 discount upon membership renewal. A 30 day grace period shall apply before membership expiration. New members, past returning members and members past the 30 day grace period shall pay full membership.
- d. All IEPPV members and prospective new members belonging to PPA and PPC, and IEPPV Past Presidents, shall receive a 50% discount on IEPPV membership dues and, if applicable, on the additional registration fees to attend all educational programs, workshops and classes for the calendar year (subject to availability).
- e. Honorary and Honorary Life members shall be exempt from dues and the additional registration fee, if applicable.
- f. The current IEPPV President and InSync Editor shall be exempt from dues and the additional registration fee, if applicable.

B. BOARD OF DIRECTORS

1. There shall be Five Officers and a minimum of six Directors. Director, Secretary, and Treasurer terms of office will be two years; President and Vice President terms shall be one year. The board shall elect the officers for the following year by majority vote as follows: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.
2. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

C. OPERATIONS DIRECTOR

Duties of the Operations Director are as follows:

1. To oversee all business operations of the corporation.
2. To ensure that timely reporting occurs for all corporate documents.

3. To be an authorized signer on all bank accounts of the corporation, and the “person of record” for corporate funds accounts and legal documents.
4. To physically store all corporate historical documents and materials.

D. MEETINGS

1. January shall be Open House and membership drive.
2. March, May, July, and September shall be general meetings and print competitions.
3. February, April, June, August, October and November shall be general meetings and programs. November shall also be the annual meeting.
4. December shall be the Holiday Party, Installation and Awards Ceremony.

E. STANDING COMMITTEES AND DUTIES

1. The President, with the approval of the Board of Directors, shall appoint the following Standing Committee chairpersons immediately after beginning of the fiscal year. Service of each shall be for one year unless otherwise noted by the Board of Directors.
 - a. **Print Competition:** To conduct the print competitions, keep the records of print competition entries and award winners. Select the judges for the panel two months prior to competition, and conduct the print competitions according to the rules pertaining to print competition. Also, to keep accurate records of competition scores in order to coordinate with the Awards/Service Awards Committee chair in presenting the “Photographer of the Year” awards.
 - b. **Seminar:** To be in charge of a program designed to raise money for IEPPV.
 - c. **Membership:** To coordinate efforts in gaining new members, send membership packages to all new members, keep an accurate list of current members with all membership information, and assist at the meeting registration table
 - d. **InSync:** To be responsible for designing and publishing the monthly news bulletin and any other publications requested by the Board of Directors or the general membership.
 - e. **Webmaster:** To be responsible for the designing and maintenance of the IEPPV website and keep all records and data on the site accurate and up to date. To update the site regularly with accurate calendar information and events of interest to members.
 - f. **Nominating:** To make nominations for the offices of IEPPV and to submit not less than one nominee for each office to the general membership at the October meeting. Consent of the nominee to be obtained beforehand. Committee to have three members.
 - g. **Programs:** To be responsible for engaging talent for the general meetings when such programs are applicable. Confirm equipment needs, introduce and thank speakers
 - h. **Audit:** To audit the Treasurer's accounts at the end of each quarterly business period, ending, March 31, June 30, September 30, December 31, and to report at the first meeting of the Executive Board after the close of the quarter. Committee to have three members. No person authorized to sign checks or disburse funds of IEPPV shall serve on the Audit Committee.

- i. **Bylaws and Standing Rules:** To study the Bylaws and Standing Rules of IEPPV. To submit such amendments and rules as it deems advisable or as the Board of Directors deems advisable. These Bylaws and Standing Rules shall be reviewed at least every two years
- j. **Ethics:** The Ethics Chairperson shall be responsible for the handling of all ethics complaints by following current PPA due process procedures
- k. **Studio Share:** To be responsible for engaging talent and scheduling dates for all studio shares. Coordinate with Studio Share hosts to meet host needs, and thank studio share hosts appropriately.
- l. **Vendor Partner Liaison:** To coordinate efforts to gain new Vendor Partners, to act as liaison with existing Vendor Partners, to pursue sponsorships and raffle donations from vendors and facilitate vendor displays at IEPPV sponsored events.
- m. **Awards/Service Award:** To compile and maintain accurate records and data in order to track the “Photographer of the Year” awards, Service Award winner and the IEPPV Service Medallions.
- n. **Equipment:** Maintain equipment records accurately and copy the Board of Directors with all records.
- o. **Communications:** To coordinate and execute all IEPPV communications efforts. To maintain accurate mailing and emailing lists and distribute to those lists as required by Committee Chairpersons and the Board of Directors.
- p. **Raffle:** To coordinate with Vendor Partner Liaison on obtaining raffle prizes, sell raffle tickets and conduct the raffles at general meetings.
- q. **Library:** To transport the library to and from general meetings, maintain accurate records of library contents, and actively pursue and acquire new materials for the library.
- r. **Refreshments:** To be responsible for refreshments at the general meetings. To purchase the food and drink items to be offered to members, set up and take down refreshment table, maintain an accurate accounting of refreshment expenses for presentation to the Treasurer and collect donations.
- s. **Auction:** To coordinate and oversee Fund-Raising Auction(s), resulting in a profit for IEPPV. Responsible for obtaining donations for Live and Silent Auction(s). Assign committee responsibilities as necessary. Responsible for all monies spent and received during the event. All funds shall be turned over to the IEPPV Treasurer within five days after the event.
- t. **Holiday Party:** To coordinate and oversee Annual Holiday Party with Installation of Officers and Annual Awards. To secure bids from at least three venues suitable for the IEPPV Holiday Party, Installation and Awards Ceremony, bringing them to the Board of Directors for a decision on location and menu. Shall secure and bring the contract from venue selected to the Board of Directors for approval and signature. Request payment necessary to hold the venue from the Treasurer, and return signed contract and payment to venue. To obtain committee members to help with invitations, decorations, door prizes, music and any other pertinent tasks. Responsible for all funds collected for the party reservations and monies spent for the event. All funds shall be turned over to the IEPPV Treasurer within five days after receipt.
- u. **Open House:** To coordinate and oversee the Annual January Open House. To obtain committee members to help with invitations, decorations, door prizes, raffle, slide show, video show, food, vendor participation and any other pertinent tasks. Responsible for monies spent for the event.

- v. **David Harwich Memorial Family Picnic:** To coordinate and oversee the annual IEPPV picnic. To gather availability information from two to three venues suitable for the Picnic, bringing them to the Board of Directors for a decision on location. Secure and bring the contract from venue selected to the Board of Directors for approval and signature. Request payment necessary to hold the venue from the Treasurer, and return signed contract and payment to venue. Responsible for purchasing and transporting necessary food items, as directed by the Board of Directors.
- w. **Timeline:** To maintain and update a Timeline for all IEPPV programs, events and required business activities. To report timeline items each month at the Board of Directors meeting.
- x. **Hospitality:** To secure a minimum of two members to act as greeters at the door of all General Meetings and one greeter for all events and other programs. Greeters will welcome members and direct them to sign-in at the registration table. Guests will be directed to the Membership Center to complete a Guest Information Card.
- y. **Marketing:** To design marketing pieces to be used for printed fliers, mailers, website use and e-mail broadcasts, at the direction of the President, First Vice-President or Second Vice-President, adhering to due-dates developed for each program or event. Completed materials will be distributed according to instructions from requesting Officer.
- z. **Official Photographer:** To photograph every IEPPV General Meeting, as well as all events and other programs. To provide images of each program or event, within five days, to Webmaster, InSync Editor and Marketing Chairperson. In return for this service, the Official Photographer will be admitted to all IEPPV sponsored programs and events at no charge. If Official Photographer is unable to attend any function, he/she will be responsible to secure a substitute photographer, who will be admitted to function at no charge, and will provide images within five days to Webmaster, InSync Editor and Marketing Chairperson.

F. FINANCE

1. All reimbursable expenses must be submitted to the Treasurer within 90 days of the expenditure to insure payment. Completely detailed receipts or vouchers must accompany all Reimbursement Request Forms. No reimbursement will be made without a completed Reimbursement Request Form.
2. All expenses exceeding the amount allotted by the budget must have the consent of the Board of Directors before being committed, except that expenses up to 10% over the allotted amount may be approved on an emergency basis, provided the IEPPV President and/or Treasurer have been contacted and have given approval.
3. The funds for all IEPPV committees shall be maintained in the account of IEPPV unless otherwise directed by the Board or established by the bylaws of the corporation
4. Proposed income and expenses of IEPPV funds shall be submitted to the Board of Directors.
5. The IEPPV President shall be reimbursed for PPC related travel and lodging expenses for up to 4 PPC board meetings per year.
6. Reimbursement shall be for up to two nights lodging, and gas or plane fare (whichever is cheaper) for PPC board meetings in Northern California, and one nights lodging and gas for Southern California meetings.
7. A 1st Vice President who intends to succeed to President the immediate following year shall also have PPC related travel expenses for up to 4 PPC board meetings per year reimbursed following the same guidelines as Presidential reimbursement.

8. All funds for events, projects and membership dues shall be collected only by appropriate committee chairperson, to be accurately recorded on Project Profit & Loss Form, and then turned over to the Treasurer by the next meeting after receipt.

G. PHOTOGRAPHER OF THE YEAR AWARD

The Awards/Service Awards Chairperson shall obtain accurate print competition scores from the Print Competition Chairperson and record these scores and tabulate them at the end of the year. The member with the highest total calculated as indicated in the Print Competition Rules shall be presented with the Professional Photographer of the Year award. The winners of each individual category award, (i.e. Portrait Photographer of the Year, etc.) calculated as indicated in the Print Competition Rules shall also be presented with the appropriate awards.

H. SERVICE AWARDS

1. The Vera and Elmer Kingham Service Award

The Service Awards Chairperson will obtain from other Chairpersons, Officers and Directors lists of those members who attend official functions, contribute or perform any service for IEPPV in accordance with the schedule of Service Merits below. The chairperson will record these Service Merits and tabulate them at the end of November. The member with the highest number of Merits will receive the Vera and Elmer Kingham Service Award and be awarded a scholarship to West Coast School or any PPA sanctioned school, workshop or seminar. If the recipient wishes to attend any other school, workshop or seminar, they must first obtain Board approval. The cost of this scholarship will not exceed \$450.00, unless approved by the Board of Directors.

Schedule of IEPPV Service Merits:

(Where the activity is an annual one, such as holding an IEPPV office or chairmanship, it must be sustained for a minimum of six months to be eligible for Service Merits.)

Affiliate Officers, etc. (Merits per year):

President	5	Committee Chair	2
Other officers	3	Committee member	1
Board member	2	Newsletter Editor	3
Business Manager	3	Webmaster	3

Per-event Merits:

Monthly program speaker	2	Roundtable panelist/moderator	1
Full day workshop speaker	4	Full day event coordinator	4
Half day workshop speaker	3	Half day event coordinator	3
Print competition judge	1	Special event assistant	1 Per half day
Host of special event	3	Meeting or event attendance	1 Up to half day
Host of board meeting	3	Meeting or event attendance	2 Full day
Sponsoring a new member	2 (if 2 members co-sponsor, each will earn 1 merit per new member)		

Published newsletter articles and photographs (Editor's and President's regular columns not eligible):

Illustrated article	2	Front page photo(s)	2
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Less than full page photos may be aggregated if, during a one-year period, they total a full page.

2. The IEPPV Service Award

The IEPPV Service Award is designed to recognize members for dedication to furthering the aims of the organization. The Award consists of the Service Medallion, which may be worn at all photographic functions, and the Service Award Certificate, which can be displayed prominently in studio or office. The Service Award is achieved by earning Service Merits for specific actions as detailed above, and is presented at the annual IEPPV Awards Banquet to any member(s) having completed the requirements for the Award in the preceding twelve months.

Requirements for the Service Award

1. A recipient of the Award must have been an IEPPV member in good standing at least three continuous years prior to receiving it.
2. One hundred (100) Service Merits are required for the Award, earned as listed above in the Schedule of Merits.
3. After receipt of the initial Award, each additional one hundred (100) Service Merits earned will entitle the member to receive a Service Bar to be worn with the Service Medallion and an additional Service Award Certificate to honor the continued dedication to IEPPV.
4. IEPPV Service Merits will not be awarded for participation in PPC, PPA and other organization-sponsored activities, as those groups already have award programs in place to honor such dedication.
5. Reporting Service Award Merits earned will be the responsibility of each individual IEPPV member, using the form enclosed and available at www.ieppv.com. Reports are to be submitted quarterly, with the deadlines for submission being the third Wednesdays (regular scheduled IEPPV meeting dates) of February, May, August and November for the previous three month period ending the last day of January, April, July and October.
6. Service Award Merit record-keeping will be the responsibility of the IEPPV Awards Chair, who will ensure the preparation of Medallions, Bars and Certificates to be presented at each year's Awards Banquet.

