

Membership

Application for membership

Application for membership must be submitted on the official application form of this association and addressed to the Executive Director. The first year's dues must accompany each application.

Membership dues

The membership dues shall be one hundred ten dollars (\$110.00) per annum in U.S. funds, except for student members, who pay sixty-five dollars (\$65.00) per annum in U.S. funds.

Any two members who are married or co-habitate as "significant others" may apply for NPPA Family membership and be granted full membership benefits to each person, but only one joint News Photographer Magazine. This will result in joint dues of one hundred seventy dollars (\$170.00) per year.

International members shall pay dues in US funds of one hundred twenty-five (\$125.00) dollars per year for surface mail delivery or may elect to pay premium dues of one hundred eighty (\$180.00) dollars and receive their mailings via Air Mail.

Retired division members shall pay dues in US funds at the same dues rate as student rate. This rate will include the monthly magazine. Membership in NPPA Retired Division will not count towards eventual Life membership.

Membership cards

Membership cards with division designation will be issued to all members. All membership cards shall indicate that NPPA is a not-for-profit corporation.

Dues structure

NPPA dues run for 12 months from the time the member initially sends in a completed application. All members in good standing as of June 1 each year will get the current copy of the *Best of Photojournalism* book. Any two members who are married or co-habitate as "significant others" may apply for NPPA family membership and be granted full membership benefits to each person, but only one *News Photographer* magazine and *The Best of Photojournalism* book. Both

applicants must submit their original applications or renewal applications at the same time.

Domestic Professional Dues -- \$110

Domestic Student Dues -- \$65

International Professional Dues -- \$125

International Airmail Professional Dues -- \$180

Family membership -- \$170

Elections

Rules pertaining to NPPA elections will be posted on the NPPA Web site.

Election of the Elected Board Members

All Elected Board Members shall be elected for a term of three (3) years. Each year, three (3) positions on the Board of Directors shall come up for election. The national membership shall be notified in April of the opening of nominations for the Board of Directors by any suitable means, including publication on the NPPA Web. Such notice shall include August 31 as a deadline for nominations. Nominations shall be received by the Executive Director who shall verify the eligibility of the nominee. To be eligible for election to the Board of Directors, a member must be a NPPA Professional Member in good standing for at least one year prior to being nominated.

Eligible candidates are entitled to submit a photograph and biographical material which shall be posted on the NPPA Web site in September. Candidates should be aware of the availability of specialized mailing labels which consist of the names and addresses of all NPPA members who are eligible voters. Requests for labels should be made to the national headquarters. Candidates are encouraged to write a campaign letter to their constituency but no NPPA postal permit shall be employed in the mailing of campaign literature. It should also be noted that regional publications often seek position papers and a history of each candidate running for regional office.

Election of the Elected Board Member shall be held during November of each year and shall be conducted by secret mail ballot and/or secret electronic ballot. The Executive Director shall prepare and distribute the ballots with the names of all eligible candidates, as well as blank for write-in candidates. Ballots shall be sent by mail or electronic means to the last known address of each member on November 1. To be counted, a ballot must be received by the National Office on or before November 30. The Executive Director shall count the ballots, and notify each candidate and the National Officers of the results of the elections.

The three candidates receiving the highest plurality of votes cast shall be elected as the Elected Board Members. In the event of a tie, the ballot in its entirety shall be retaken. Each Elected Board Member shall be declared elected December 1st, and shall assume duties January 1st, to hold office until a successor is elected and qualified.

Election of National Officers

The National President and Vice-President, who serve one-year terms, shall be elected at the annual meeting of the Board of Directors. The National Secretary, who serves a two-year term, shall be elected at the annual meeting of the board in even numbered years. The National Treasurer, who serves a two-year term, shall be elected on the odd numbered year. The EC Board Rep. shall be elected from the elected board members and serve a one-year term. In the event a President is re-elected, the past-president would then serve another term, or should he/she opt not to serve another term, nominations would be opened for a past-president to serve the term instead.

Nominations for National Officers shall be accepted from the floor by members of the Board of Directors.

Election shall be by plurality vote on a secret ballot. All vote tallies will become part of the records of NPPA.

The President shall appoint a pollster to collect and count all secret ballots at the annual business meeting. This person shall not be a voting member of the board, a national officer or candidate for office. The ballots and results shall be presented to the secretary for recording.

A member of the board who cannot be present for the balloting for national officers may present his/her verified secret ballot in advance to the pollster or to the National Secretary for forwarding to the polling officer.

Election of Student Delegate

A non-voting Student delegate shall be elected at the beginning of the academic year for a term of one year by a plurality vote of the student members. The term of office for the Student Delegate shall end at with the election of their successor. The election of the Student Delegate shall be administered by the National Secretary with the help of the Student Committee chair.

To be eligible for election, a candidate must be, prior to election, both a student division member in good standing and enrolled full time as a college student. The candidate must also have a class standing of junior or greater at the time he/she is to be seated. Nominations for the Student Delegate may be submitted to the National Office up to one month before the election.

Expenses of the student delegate to and at the annual business meeting shall be considered an expense of the Board Meeting.

It is the duty of the student delegate to represent all student members in good standing on all matters that come before the Board of Directors.

Election of Regional Officers

All Regional Officers shall be elected for a term of two (2) years. Election of officers for the even numbered regions shall be held in even numbered years. Elections of officers for the odd numbered regions shall be held in odd-numbered years.

In election years, the regional membership shall be notified in April of the opening of nominations for Regional Office by any suitable means, including publication on the NPPA Web. Such notice shall include August 31 as a deadline for nominations. Nominations shall be received by the Executive Director who shall verify the eligibility of the nominee. To be eligible for election to Regional Office, a member must be a NPPA Professional Member in good standing for at least one year prior to being nominated.

Eligible candidates are entitled to submit a photograph and biographical material which shall be posted on the NPPA Web site in September. Candidates should be aware of the availability of specialized mailing labels which consist of the names and addresses of the eligible voters for a given Region. Requests for labels should be made to the national headquarters. Candidates are encouraged to write a campaign letter to their constituency but no NPPA postal permit shall be employed in the mailing of campaign literature. It should also be noted that regional publications often seek position papers and a history of each candidate running for regional office.

Election of the Regional Officers shall be held during November of each year and shall be conducted by secret mail ballot and/or secret electronic ballot. The Executive Director shall prepare and distribute the ballots with the names of all eligible candidates, as well as blank for write-in candidates. Ballots shall be sent by mail or electronic means to the last known address of each member on November 1. To be counted, a ballot must be received by the National Office on or before November 30. The Executive Director shall count the ballots, and notify each candidate and the National Officers of the results of the elections.

The candidate receiving the highest plurality of votes cast shall be elected the Regional Chair and the candidate receiving the second highest plurality of votes shall be elected the Associate Regional Chair. In the event of a tie, the ballot in its entirety shall be retaken. Each Regional Officer shall be declared elected December 1st, and shall assume duties January 1st, to hold office until a successor is elected and qualified.

Duties of Board of Directors, National Officers, Executive Committee, Executive Director and Regional Officers

Duties of the Board of Directors:

Give consideration to and take steps necessary to provide accomplish the Mission of the NPPA.

Employ an Executive Director.

Review, at each Board Meeting, any financial statement submitted by the Executive Director.

Approve and submit an Annual Report to the general membership, prepared by the President, which shall include (i) a summary of the association's activities and accomplishments of the preceding year and (ii) the Annual Financial Statement.

Employ an auditor to audit the accounts of the association each year immediately before the issuance of the annual financial statement to the general membership.

The Board is also authorized to employ an auditor when a special audit is warranted, and report the results to the general membership.

Duties of the National President:

Be a Member of the Executive Committee.

Preside at meetings of the Board of Directors and Executive Committee.

Direct the operations of the NPPA in the manner prescribed by the Board of Directors.

Supervise, along with the Board of Directors, the Executive Director and authorize the payment of the Executive Director's salary.

Retain copies of correspondence and records prepared in the performance of the President's duties.

Prepare a statement containing a summary of the association's operations and accomplishments for the preceding year for the approval of the Board. This summary will form Part 1 of the Annual Report, which shall be sent out to the general membership.

Establish and communicate a clear direction for the organization, which reflects the President's goals and those of the organization as a whole, consistent with NPPA's stated purposes.

Be NPPA's representative and spokesperson at public meetings and before other journalistic groups.

Provide leadership for the organization by example, and to coordinate the work of NPPA with similar professional groups.

Appoint national committee chairs unless such appointment is otherwise directed by the Bylaws and/or Policies and Procedures.

Appoint task forces/ad hoc committees as is deemed necessary.

Prepare the agenda for the Annual Meeting.

Duties of the national Vice-President:

Be a Member of the Executive Committee.

Assist the President in his/her duties and preside at meetings in the absence, or at the request, of the President.

Retain copies of correspondence and records prepared in the performance of his/her duties.

Learn the functions and responsibilities of the President and be prepared to exercise the duties of the President.

Duties of the National Treasurer:

Be a Member of the Executive Committee.

Be prepared to make a report at each Board Meeting

Chair the Finance Committee.

Assist in the preparation of the budget.

Make financial information available to Board members upon reasonable request.

Duties of the National Secretary:

Be a Member of the Executive Committee.

Provide for a true recording of the proceedings of meetings of the Board of Directors and the Executive Committee.

Be responsible for preserving the integrity of the NPPA Bylaws and Policies and Procedures as they are revised by resolution.

Be custodian of NPPA records and retain copies of correspondence and records prepared in the performance of his/her duties

Send out notices of meetings of the Board of Directors and Executive Committees.

Duties of the Immediate Past President:

Be a Member of the Executive Committee.

Serve as Honors and Recognitions chair.

Duties of the Executive Committee Board Representative:

The EC Board Rep. Serves as the liaison between the EC and the members of the board.

The EC Board Rep. Shall attend all EC meetings and report to the board independent of the minutes of the meeting.

Duties of the Executive Committee:

Between the Board of Directors meetings the Executive Committee shall have the power to carry on and transact the business of the association in accordance with Bylaws and the Policies and Procedures established by the Board of Directors.

The members of the Executive Committee shall be ex-officio members of all committees unless otherwise stated by the Bylaws and/or Policies and Procedures.

The Executive Committee shall supervise the publication of *News Photographer*, the official publication of the association.

The Executive Committee shall supervise the management of the finances of the association according to Bylaws and/or Policies and Procedures.

The Executive Committee may convene by conference telephone or similar communications equipment allowing all persons participating to hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

Decisions of the Executive Committee shall be made by majority vote, unless otherwise directed by the Bylaws and the Policies and Procedures.

Expenses for the Executive Committee shall be paid by the Executive Director.

The Executive Committee shall determine which of the national committee chairs may attend the Annual Meetings with expenses paid from national funds.

Duties of the Executive Director:

Be a Member of the Executive Committee, but without a vote.

Direct the administrative work of the national office.

Collect monies payable directly to NPPA or its properly authorized committees and regions and deposit funds in the NPPA's bank account.

Have custody of securities, including bonds and notes, for deposit in a safety deposit box in the name of the National Press Photographers Association, Inc.

Provide for payments of the bills of NPPA including (i) those bills authorized by the Executive Committee, (ii) bills incurred by the Regional Chairs for the normal operation of the Regions and (iii) bills incurred by normal operation of authorized committees.

Prepare financial statements of the NPPA at the direction of the Executive Committee.

Prepare a complete annual financial statement of the NPPA for the general membership as part of the Annual Report.

Prepare an annual budget, together with the Finance Committee, to be submitted for the approval of the Board of Directors at its Annual Meeting.

Attend Annual and Special Meetings of the Board of Directors at NPPA expense. Work closely with the Board of Directors and President to carry out the policies of each.

Report any irregular or excessive spending to the Executive Committee and Board of Directors.

Receive approval of two-thirds (2/3) of the Executive Committee before mailing payment of any deficit spending of budgeted funds.

The Executive Director shall be bonded at association expense.

Duties of the Regional Chair:

Supervise the affairs of the Region under the direction of the President and the Board of Directors.

Preside at all regional meetings and is ex-officio a member of all regional committees.

Send the names of regional members worthy of national recognition, accompanied by documentation justifying the recommendations to the committee on Honors and Recognitions.

Act as publisher of the regional publication, insuring that said periodical (i) has an editor, (ii) publishes on a regular schedule, and (iii) produces fair and equitable coverage of each candidate nominated for Regional Office.

Be responsible for the preparation and forwarding of all reports requested by the national Executive Committee or required by NPPA Bylaws and/or NPPA Policies and Procedures.

Receive and approve all expenditures of the region, by voucher to the Executive Director.

Prepare and maintain a log of all property (non-consumable) purchased for NPPA use by the region or with NPPA funds, which shall include all original documentation and be filed with the Executive Director and updated on an annual basis.

Be empowered to appoint ad-hoc Regional Committees.

Duties of the Associate Regional Chair:

Maintain a record of meetings held in the region and shall forward copies of meeting minutes to the national Executive Committee.

Support and assist the Regional Chair and assume the duties of the Regional Chair in the absence of the Regional Chair.

Be the chair of the regional membership committee, and as such, be responsible for recruitment of new members and serve as an extension of the national membership committee.

The Associate Regional Chair will be included in board list discussions.

National Committees

Each National Committee may establish its own Standing Rules for the conduct of its business, as long as such Standing Rules are consistent with the NPPA Bylaws and NPPA Policies & Procedures.

The Chair of each National Committee will be responsible for maintaining a file containing the minutes of each meeting that will be available upon reasonable request to National Committee members, the Board of Directors, and the Executive Committee. The Chair of each National Committee chairs shall submit a written report of National Committee activities to the Board of Directors and the Executive Committee prior to the Annual Meeting.

All National Committees that are empowered to handle NPPA monies are required to submit a financial report at the conclusion of each project and at the request of the Executive Director. No unbudgeted expense may be incurred by any National Committee without approval of the Executive Committee.

National Committee chairs shall insure that the NPPA name and logo appear on all published matter under their control. National Committee chairs shall also insure that information about how to become an NPPA member shall be included

in all NPPA-generated promotional materials and be made available at all NPPA-sponsored events.

The Regional Committees shall perform duties within the Regions comparable to the duties of the corresponding National Committees and under the direction of the Chairs of the corresponding National Committee. Chairs of Regional Committees shall make a report of their activities to the Regional Chair upon request.

Chapters

All NPPA chapters shall be subject to the following rules

Before application of a chapter charter can be processed, the applying organization must have a minimum of 50% of its membership be members of NPPA in good standing, committed as members of the proposed chapter.

Existing chapters that fall below NPPA membership minimum will be given one year to attain the necessary members. Chapters not maintaining a minimum of 50% NPPA members will have the charter withdrawn.

Chapter offices shall be President, Vice President, Secretary and Treasurer. Chapter Presidents and Vice Presidents must be NPPA Professional Members in good standing. Other offices may be as provided by the Chapter's Bylaws. Chapter Committees may be provided as necessary. Chapter Officers shall be sworn in by taking an oath of office similar to that prescribed for NPPA Officers.

NPPA Student Chapters may be formed on college and university campuses offering courses in photojournalism. Chapter activities and elections shall be under the direction of a Professional Member in good standing of the NPPA. Student Chapter Members shall be NPPA Student Members in good standing. The Student cChapters shall derive funds from individual assessments and projects.

Dues charged by any Chapter will be in addition to NPPA dues. All monies due NPPA collected by the Chapter Treasurer or other officers shall be forwarded to the NPPA without delay.

The Executive Director will grant an annual stipend, upon application in writing, to any NPPA Chapter in good standing. This request must specify how the funds will be used. This stipend will be in the amount of \$2 per member or \$400, whichever is the greater amount. This stipend will be granted once during NPPA's fiscal year per Chapter. The Executive Director will report all requests by Chapters to the Treasurer as part of the NPPA budgeting process.

Student Chapters shall be awarded a stipend of \$100 annually on receipt of a satisfactory annual report by the National Student Chapter Chair. Such funds will be distributed by the National Student Chapters Chair

Chapters must provide a roster of all members and their NPPA numbers with their annual report, indicating new members for that year.

Chapters that fail to carry out membership requirements shall be declared not in good standing by the Chapters Board Rep.

An annual report of progress and activity of each chapter must be received by the Chapters Board Rep sixty (60) days prior to the annual business meetings in order that a chapter will remain in good standing. This report must also include a listing of officers, their terms in office, the names and addresses of all chapter members, the identification of newly enrolled members and other information that may be required. The Chapters Board Rep. shall compile the information in the chapter reports into a summary report to the Board of Directors. If a chapter is declared not in good standing, and wishes to appeal that declaration for the purpose of seating a delegate at the annual board meeting, the chapter must notify the Chapters Board Rep, and decision on the appeal will be made as a part of the normal delegate certification procedure. The chapter delegate may be seated during any official day of business.

Expenditures and budgets

All expenditures and budgets shall be subject to the following rules

All withdrawals of investments or depositories, excluding the working fund, must carry the signature of one (1) member of the Executive Committee and signature of the Executive Director.

The Executive Director shall pay obligations incurred by members of the Executive Committee, the Board of Directors and committees. Payment of any budget line items in deficit greater than 10 per cent must seek unanimous approval of the national Executive Committee. The approval should be obtained prior to the expense being made.

The Executive Director must report any irregular or excessive spending to the Executive Committee and the finance committee.

A line item, once budgeted, may not be transferred to any other line items without the unanimous approval of the Executive Committee.

No member of the Executive Committee, acting in that capacity, shall approve or submit for payment, any expense from a budget line other than those over which he/she is authorized by the bylaws and/or standing rules. Members of the Executive Committee not acting as officers of the organization, but as individuals, may be invited to actively

participate (i.e.: staff member, speaker) in NPPA programs. Individuals responsible for a budget line shall have full discretion over their funds, and shall retain the option of accepting or rejecting said expense in this circumstance.

A line item (such as Marketing, Miscellaneous, Miscellaneous Education, etc.) that is not under the direct control of a single individual, shall be defined as an unassigned budget line. Expenses submitted for payment against an unassigned budget line shall only be approved by a majority vote of the Executive Committee.

All contracts on behalf of NPPA shall be in writing. Only the Executive Director shall be empowered to sign all routine contracts and operating agreements on behalf of NPPA, unless otherwise directed by the bylaws and/or standing rules. All contracts in excess of \$50,000, all partnership contracts and agreements with organizations outside of NPPA, and all contractual agreements which substantially change an NPPA program or activity shall be signed by the Executive Director and the President with the advice and consent of the Executive Committee. In all cases involving a contractual agreement which substantially changes a NPPA program or activity, the individual(s) responsible for that budget line shall be given a copy of the contract, and shall be given a reasonable time to respond in writing, prior to acceptance of said contract. Upon approval, the individual(s) responsible for the budget line shall, in writing, be promptly informed of and provided with any revisions to that contract.

Each committee member shall, however, simultaneously submit a duplicate expense voucher marked "copy" and copies of all applicable receipts to his/her assigned finance committee member. If the finance committee member approves the expense, he/she takes no action. In the case of a questionable expense where the appropriate finance committee member has not received an adequate explanation from his/her assigned Executive Committee member, said finance committee member shall bring his/her concerns forward to the entire finance committee for review under executive session. Upon a finding of financial concern, the finance committee shall put the matter before the Executive Committee for action under executive session.

A region derives operating funds from national allocations based on membership. Money allocated from the national budget shall be carried over from period to period, but not from fiscal year to fiscal year. Five/twelfths (5/12ths) of the national dues allotted to a region during the final year of a Regional Chair's term shall be held in escrow to allow the incoming Regional Chair to have operating funds during the first five months of his/her term.

Money budgeted in the national budget in a given fiscal year to any individual region shall be expended by the region before any funds which were generated from within the region are spent except where national guidelines on the expenditure of national regional funds exclude such spending.

Regional officers upon approval of the Executive Committee, may request from the Executive Director, funds to offset any debt incurred as a result of a regional educational

program. A region may not receive in any fiscal period funds in excess of the amount given to the National Press Photographers Association, Inc., by the sustaining members of the region for the purpose of education.

Regional and committee property

Accountability and transfer of regional or committee property

Regional Chairs, Executive Committee members and Committee Chairs shall send a copy of any lease agreement, rental agreement or purchase order to the Executive Director with any request for payment of NPPA property.

Regional Chairs, Executive Committee members and Committee Chairs shall prepare and maintain a log of all property (non consumable) purchased, leased or rented for NPPA use or with NPPA funds, which shall include all original documentation and be filed with the Executive Director and updated on an annual basis.

The Executive Director shall be empowered to establish procedures necessary for the accountability and insurability of said property. Such procedures shall not inhibit the discretionary use of regional funds by Regional Chairs or committee funds by committee chairs, but shall be created solely for the purpose of accountability.

All expenditures from all budgets, officers, regions and committees must be submitted to the Executive Director within 90 days of the purchase, lease or rental date, with proper NPPA voucher approval, except that the 90 day time limit may be waived, but only under extraordinary circumstances, by appeal to the Executive Committee. No more than two waivers per person may be granted in a year.

Records

All records shall be governed by the following rules

All outgoing Officers of the NPPA must turn over records of their office to their duly elected or appointed successor within twenty-one (21) days from the day of succession. Failure to comply shall result in the offending officer's membership in NPPA being terminated. In addition, a civil action may be instituted at the discretion of the national Executive Committee to recover the records in question and the offending Officer shall be responsible for the cost of such action.

All National Officers, Regional Chairs, Committee Chairs, Chapters Board Representative and the Student Chapter Board Representative to the Board of Directors shall submit an annual report to the Executive Director for proper distribution to the Board of Directors prior to the annual meeting.

Special programs and projects

The Special Programs and Projects of NPPA are:

News Photographer Magazine

The Best of Photojournalism Competitions

The NPPA Booster Club

The NPPA Convention Education Seminar

The NPPA Visual Edge Workshop

The NPPA Web Site

The NPPA Flying Short Course

The NPPA Monthly College Contest

The NPPA Monthly News Clip Contest

The NPPA (Norman, Oklahoma) Television News Video Workshop

The NPPA Northern Short Course in Photojournalism

The NPPA Picture Editing Quarterly Contest

The NPPA Television Photographer of the Year Competition

The NPPA Television Quarterly Clip Contest

The NPPA Women's Conference on Photojournalism

During initial planning stages of any NPPA event a regional officer in the region concerned must be contacted by the event planners.

Sexual Harassment

The NPPA takes the following position on sexual harassment

The National Press Photographers Association is committed to providing its employees a workplace that is free from harassment, in any form. In furtherance of this goal, the National Press Photographers Association will not tolerate harassment of National Press Photographers Association employees or volunteers in any form. Employees, Directors, Officers, Regional Officers or volunteers engaging in such conduct will be subject to disciplinary action, which may include termination. Harassment can take many forms, and may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical

contact, or violence as it relates to race, national origin, religion, age, disability, sex or any other classification protected by local, state or federal laws. Sexual harassment towards an employee or volunteer may include unwelcome sexual advances, requests for sexual favors, stalking, other verbal or physical contact of a sexual nature (including brushing against or tickling an employee) when such conduct creates an intimidating environment, prevents individuals from effectively performing the duties of their position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. Finally, any conduct of a sexual nature (including, without limitation, sexually abusive, vulgar or offensive language) that interferes or could interfere with an employee's performance, or creates, or could create a working environment that is intimidating, hostile or offensive to an individual employee, or to employees, is prohibited. Each employee is personally responsible for ensuring that his/her workplace is free from harassment in any form. An employee who believes that he/she has been the subject of any form of harassment by anyone, including members of the association, Directors, Officers or volunteers, should report such conduct to his/her immediate supervisor, the Executive Director, or any member of the Judiciary Committee. It is the responsibility of all employees to report harassing conduct so that the National Press Photographers Association can take appropriate action. The National Press Photographers Association will investigate all reports of harassment or sexual harassment promptly and will keep the identity of the individual making the report and all aspects of the report and investigation confidential to the greatest extent possible. The National Press Photographers Association will take appropriate action to remedy substantiated complaints. Employees should rest assured that the National Press Photographers Association will not take any action, nor will it permit any action to be taken by its employees, in retaliation or reprisal for reports of harassment or sexual harassment that are made in good faith.

Labor relations

The National Press Photographers Association (NPPA) shall not be considered a labor union and, as such, shall not favor any one individual or party in a specific dispute or legal claim over the terms of employment, nor shall it enter into organized labor or union disputes. However, nothing in this bylaw shall preclude or restrict the NPPA from reporting, commenting, educating, supporting or opposing legislation pertaining to issues discussed herein. This bylaw shall not prevent the NPPA from taking stands on issues that may involve issues related to terms of employment. The NPPA may take positions that support or oppose principles or issues but not support or oppose specific organizations, parties or individuals in a dispute. For example, NPPA may take stands on matters such as property rights, intellectual rights, copyrights, freedom of information, photojournalism ethics, physical safety, diversity, and business practices by addressing general principles rather than specific disputes. Furthermore, nothing in this bylaw shall preclude NPPA from reporting on contract language emanating from a labor dispute; Reporting shall not be considered avocation. The forgoing activities shall also be permitted on all NPPA forums, but shall be limited to discussion of the issues. Personal attacks against organizations or individuals shall not be tolerated. For the purpose of this bylaw, an employee is defined in the US IRS Tax Code. This bylaw does not constrain

the organization from discussing specific proposed contracts and their terms in relation to independent photographers, which the NPPA views as independent businesses. This bylaw shall in no way be construed to govern NPPA with regard to its own employees.

Honors and awards

The honors and awards of this association

The Joseph A. Sprague Memorial Award, to not more than two individuals each year and granted only if achievement is a sufficiently high standard in the opinion of the committee. "We are dedicated to guard the integrity of the Joseph A. Sprague Memorial Award, richly deserved as the highest honor in the field of photojournalism."

To an individual, not working news photographer: a plaque and a citation for unusual service or achievement beneficial to news photography or for an outstanding technological advance in equipment or processes of news photography.

To a working news photographer: a plaque, a citation, a gold ring to an individual who advances, elevates, or attains unusual recognition for the profession of news photography by his/her conduct, initiative, leadership, skill and devotion of duty.

The Joseph Costa Award, consisting of one award each year given to an individual for outstanding initiative, leadership, and service in advancing the goals of NPPA in the tradition of Joseph Costa, founder, first President, and chair of the Board until his retirement.

The J. Winton Lemen Fellowship Award, which may be presented to those giving continual outstanding services in the interests of press photography and for outstanding technical achievement in photography.

The Kenneth Paul McLaughlin Award of Merit is to be presented to those individuals giving continual outstanding service in the interests of press photography whether or not they are members of the craft.

The Burt Williams Awards shall be given to press photographers who have completed forty years of service in press photography whether or not they are members of NPPA. This award has been established to honor the memory of Burt Williams, founder and first National Secretary of the NPPA.

The Robin F. Garland Educator Award is presented to an individual that has given outstanding service and leadership in advancing photojournalism through education of the photojournalist.

The Editor of the Year Award, an NPPA citation, is given annually to a newspaper or magazine editor for outstanding service to the profession of photojournalism, and to the progress and ideals of NPPA.

The President's Medal, awarded at the discretion of the President, for special services to NPPA.

The Regional Publication Award, an NPPA citation, given annually to the editor of a regional or chapter publication who has contributed the most to communicating news and information about news photography to the membership.

NPPA's Morris Berman citation shall be given to individuals or organizations for special contributions advancing the interests of photojournalism.

A citation, established in 1958 to honor the memory of Samuel Mellor, NPPA's second National Treasurer, who set an example of devotion to the NPPA ideals. Awarded to an Associate Regional Chair at the discretion of the Honors and Recognition committee, the award need not be given every year.

The NPPA Humanitarian Award, given to a working news photographer who has saved a life or made an effort to do so, rather than continue to take pictures when confronted with a lifesaving situation. The award shall be given at the discretion of the Executive Director and the President of the Association at any time of the year and not be restricted to NPPA members.

The NPPA Outstanding Student Chapter award given to the student chapter whose activities are of superior quality in furthering the education and professional goals of its membership and NPPA.

John Durniak Mentor Citation, is given to an individual who has served as an outstanding mentor, either to a specific individual or to photojournalism in general. Nominations for his/her award are to come from working photojournalists. The recipients of the award may have, but need not have, any formal connection to photojournalism.

The Legion of Honor award is an award to honor and eternalize the memory of news photographers who have given their lives while performing their duties as a working news photographer.

Recipient need not be a NPPA member, but a star will be placed by the name of NPPA members.

He or she must have been working as a staff member or a clearly defined free-lance members of a recognized news media organization to be eligible for his/her honor.

Any person or organization may submit a candidate for consideration. The following information should be submitted:

Person's full name.

Year of birth and death.

Name or organization he/she represented.

Explanation of situation surrounding his/her death.

Location of his/her death.

A recent photograph and a biographic record.

A special "Legion of Honor" certificate of the NPPA showing the name of the individual and proper wording to honor the person and his/her dedication to news photography, along with the proper basic facts, will be presented to closest surviving relative.

The date of inception of the "Legion of Honor" award will be 1945, the NPPA's founding year. The NPPA historian will be responsible to contact all sources to update the record from the year 1945 to date, and will maintain the record thereafter.

Planning Calendar

Conflicting dates can be catastrophic to an otherwise well-planned NPPA event. Vendors and registrants can't go to two events at the same time. It is therefore crucial that NPPA events not conflict with one another and with major events outside our organizational control that may have a major impact on our programs. To this end, NPPA has established a planning calendar that is maintained by the Executive Director and is available as a link from the NPPA home page on the Internet.

The Executive Director assigns events on a first-come, first-served basis. Tentative dates (within reason) may be reserved. The Executive Director will contact key individuals (such as key vendor representatives, fellow journalism organizations, the Poynter Institute, journalism education organizations, etc.) outside our organization on a routine basis to ensure that the calendar contains timely information.

Those planning NPPA events should consult with the Executive Director when selecting a date for the event in order to avoid scheduling conflicts. No contract should be signed on behalf of the NPPA without first consulting with the Executive Committee and the Executive Director.

Copyright and Licensing

Because much of the material published by various committees, regions and offices of NPPA, including the NPPA Code of Ethics, is seen by people outside the organization, an informal notice should be included in all substantial printed materials such as regional publications and informational booklets. Such notice should be similar to the following:

The National Press Photographers Association is an educational organization dedicated to the advancement of photojournalism. Membership is open to still and video photojournalists or others whose occupation has a direct professional relationship with photojournalism.

Material contained in this publication may be reprinted, recreated or electronically distributed with written permission from the NPPA and an appropriate credit. For more information, contact the NPPA at 3200 Croasdaile, Suite 306; Durham, NC 27705; director@nppa.org. ©2005 NPPA

Purchase of Alcoholic Beverages

NPPA is a socially and legally responsible organization, and will not tolerate the serving of alcohol to minors at any regional or national event. The event chair is responsible for assuring that the aforementioned rules are vigorously enforced.

Any cost of alcohol liability (where not covered by NPPA general liability insurance) shall be paid by the individual responsible for the event budget line, from said budget line prior to the signing of any event site contract. The Executive Director shall determine that said insurance is purchased (if necessary) as part of that contract.

All alcohol events that involve a bar where NPPA is being directly billed shall be on a cash basis only.

Expenses

Reasonable travel, lodging and meal expenses are normal to conducting the business of NPPA. Individuals submitting travel expenses, however, should use the utmost care to get the lowest prices possible when arranging airfares, hotel accommodations and restaurants. NPPA encourages its officers, members, speakers and guests to make travel reservations as early as possible and to use the NPPA travel agent to avoid excessive travel expenses. Committee chairs should submit an official list of those traveling to an event, workshop or meeting at NPPA expense to the Executive Director well in advance of the workshop. The Executive Director will pass a copy of the list and committee chair travel guidelines along to the travel agent so each individual can make their own travel arrangements with the travel agent.

General travel rules

NPPA will not pay for expenses not directly related to the travel itself, such as onboard drinks, movies, in-room mini-bar services, in-room movies, etc.

NPPA will not pay for duplicate travel tickets or upgrades.

NPPA will not pay for last-minute changes without appropriate approval in advance. Intercity car rental cost is acceptable only if it is less than or equal to the cost of a

discounted air or train fare to the same destination. In the case of a car rental that exceeds such a discounted fare, NPPA will pay no more than the cost of the discounted fare. Intra-city car rentals must be approved by the Executive Committee in advance.

Taxicab fares are allowed, though lower cost travel (such as shuttle buses) is encouraged. Voucher submissions for group ground transportation must include the names of all members of the group.

It is acceptable for regional officers to travel within their region to regional seminars or to other functions on strictly NPPA related business, such as combined regional seminars in which their region is a cosponsor. Travel outside their own region will not be paid except with advance approval of the Executive Committee.

NPPA will reimburse for hotel rooms and tax only. Volunteers and staff traveling at NPPA expense should endeavor to keep hotel costs to a minimum. Additional room costs for a spouse, significant other or child on the trip (who is not officially there on NPPA business) are the personal responsibility of the NPPA member or guest.

NPPA will not pay for hotel room telephone bills incurred by officers, members and guests unless they are specifically related to NPPA business.

NPPA will not pay for in-room movies, laundry, room service unless approved in advance either through the budget process or by the Executive Committee in advance.

The NPPA will reimburse meals eaten on official NPPA business trips according to the following per diem schedule. NPPA will reimburse individuals for meal costs up to the per diem rate from receipts attached to an expense voucher. NPPA encourages people traveling at NPPA's expense to keep meal costs down. Committee chairs may submit an individual per diem rate for their project/workshop as part of the annual budget process. Current per diem rates is \$40.00.

Reasonable office expenses directly related to the business of NPPA are always allowable.

Acceptable office expenses

Normal office supplies such as pens, pencils, paper, file folders, paper clips, computer paper, toner cartridges, etc. Unusual, specialty items must be approved by the Executive Committee in advance. Printed stationery and envelopes are not allowed, as these are provided by the national office.

Normal, routine postage costs, such as stamps and metered postage. Postage for personal NPPA election campaign material will not be paid.

Reasonable use of delivery services, whether the U.S. Postal Service or private delivery firms. Though it is up to the discretion of the officer or chair to determine the most

efficient method of delivery, each should keep in mind that the lowest cost for the purpose as opposed to the highest convenience should always be chosen.

Members are encouraged to use the most effective and cost effective means of communication available to them. Communications charges deemed excessive by either the Executive Director or the Finance Committee must be approved by the Executive Committee before they are reimbursed.

Acceptable communication expenses

Members are encouraged to use long-distance telephone calls conservatively. Landline equipment for long distance calls is encouraged. If cellular phones must be used in an emergency, NPPA will pay long distance charges and associated taxes only, not airtime charges. Cellular expenses must be supported with a copy of the bill and an itemization showing to whom the communication was made.

Electronic mail and online charges, either through an online service or through a direct Internet provider. Itemization may not be possible in some cases (i.e., e-mail charges are not broken down), but submitted bills must be reasonable for the level of NPPA business conducted. For example, if only about 10 percent of a person's e-mail is for NPPA business, that person may submit a voucher each month for 10 percent of the cost or may submit a complete voucher once every 10 months.

The sponsorship of a workshop or seminar to educate and professionally stimulate members is very important activity, both within a region and on the national level. Expenses for workshops can encompass a wide variety of areas and these guidelines are by no means all inclusive.

NPPA committee chairs and event coordinators should designate one person as the sole individual empowered to authorize expenditures at their event. This will ensure all requests for complimentary registrations, hotel rooms, meals and other fees associated with NPPA activities are cleared according to the guidelines of the local event committee. Expenses made by staff members must be approved in advance by the local individual or individuals in charge of the workshop/seminar's financial operations. These advance approvals may not necessarily be for specific amounts, but the intended use of the funds must be approved. All staff and guests should be informed of these guidelines before making a commitment to attend.

Acceptable event expenses

Rental of a facility in which to hold the workshop. All contracts for facility rentals must be drawn up with the cooperation and approval of the Executive Director.

Travel and lodging expenses of appropriate staff members and guests of the workshop. This includes the core workshop staff, appropriate speakers and others deemed necessary

by the workshop chair. General travel expenses must conform to the guidelines described above.

Meals directly involved with the operation of the workshop/seminar. The cost of meals up to the established per diem rate will be reimbursed when submitted with original receipts attached to an expense voucher form. Reasonable costs of alcoholic beverages with a meal will be paid if itemized on the NPPA expense form. Officers or staff paying for a group meal must include a list of those attending the meal and the total must be within the total of all guests' allowable amounts. Meals charged to a workshop/seminar's budget must be approved by the workshop/seminar chair or the appointed designee for the conference. Other alcohol service will follow the NPPA alcohol policy. Normal office expenses directly related to the workshop or seminar. These expenses must conform to the guidelines listed above.

Rentals of office equipment (such as computers, printers and copiers), insurance, security and onsite photocopying.

Advertising expenses for the workshop/seminar, including but not limited to: printing costs for fliers, insertion expenses in appropriate publications and reasonable postage costs.

Hospitality suites maintained by the workshop staff, either for staff/guest use or for workshop participant use, provided the hospitality suite conforms to NPPA requirements listed elsewhere, particularly with reference to the NPPA policy on alcohol.

Reasonable miscellaneous expenses not mentioned here and directly related to the workshop/seminar will be approved at the discretion of the Executive Committee in coordination with the workshop/seminar chair.

The NPPA shall not pay for nor reimburse the costs of alcoholic beverages except where such cost is reimbursed to the NPPA through sponsorship as provided in the NPPA Policies and Procedures Section IV.

Registration fees for those volunteers who provide substantial service to the event or who serve as invited program speakers may be waived or reimbursed by NPPA. The local event chair or designee determines who qualifies for a complimentary registration through substantial service. NPPA event coordinators may not exempt volunteers from registration fees for service in previous years. Registration fees for national NPPA officers will be waived or paid by a local program when the officers are attending an event on official NPPA business. For the NPPA annual meeting, the Executive Committee shall determine which of the national committee chairmen may attend the annual meetings with expenses paid from national funds.

For reimbursement of acceptable expenses as explained above, expense vouchers must be submitted within 30 days after the expense is incurred. Any expense submitted after 30 days may be approved by the treasurer if the expense is less than \$500 and falls within

the budget, otherwise the expense must be approved by the executive committee. A rejected expense report may be appealed to the EC. Any expense submitted after 90 days shall not be paid without a 2/3-majority vote by the Board of Directors.

All event Chairs shall provide a complete accounting of the event within 60 days of the event. All expenses and income, including that to be billed shall be included in the reports. Any expenses not yet billed by a vendor shall be noted in the report along with an estimate of that expense.

Capital Expenditures

Capital expenditures are for property such as computer hardware and software, fax machines and copiers, and generally are not an acceptable expense. However, capital expenditure requests may be submitted to the Board of Directors as part of an annual report. Such requests are due to the Finance Committee chair 90 days prior to the close of the NPPA fiscal year and must include a detailed breakdown of costs and a full justification for the purchase. All capital expenses must be made in NPPA's name and billed to the national office. In emergency cases, appeals may be made to the Executive Committee for consideration.

To keep track of NPPA-owned equipment in the field, the Executive Director maintains a property book containing the original invoice of all NPPA-owned, leased and/or rented property. Any NPPA member wishing to use NPPA equipment (either purchased originally or transferred from another member) must sign a property transfer form available from the Executive Director. This form shall be filled out and sent to the national headquarters for insertion in the NPPA property book. As part of their annual report, members of the Board of Directors and committee chairs shall review property book listings as provided by the Executive Director and shall update all property transfer forms under their control.

Insurance

Committee chairs are charged with the responsibility of making sure any equipment in use at a workshop is properly insured. Individuals using personal equipment, even when on official business, are solely responsible for their equipment. NPPA does not insure personal equipment nor does it pay for the repair of personal equipment. If the use of personal equipment is deemed absolutely necessary for a workshop, the committee chair will be charged with making sure that equipment is insured at NPPA expense and will include the cost of that insurance as part of the budget expense for the committee.

Advances

Advances are designed to prevent an officer or committee chair from having to pay sizable monies out of pocket for authorized expenses. For advances, a signed voucher (marked "advance") must be submitted before the purchase, and another voucher, with the original receipts and the advance noted, must be submitted after the purchase.

Members are allowed only one advance at a time. Additional advances will be issued only after there is a full accounting for the first advance.

Whenever possible with established vendors, officers or chairs should have the vendor submit a statement made out to NPPA. That statement should be forwarded with a signed voucher to the Executive Director, who will pay the invoice directly. Printing of regional publications and similar activities should be handled in this manner, and not through an advance.

To facilitate closing the fiscal books in any year, advances against a budget line that are not cleared by the end of the fiscal year will be charged against that national budget line for the following fiscal year.

Regional Publications

When considering expenditures for regional publications, editors and regional officers should bear in mind that the purpose of the regional publication is to inform the membership of news that they would not have already received from other sources. All expenses must be approved by the Regional Chair.

Acceptable expenses

All costs directly related to printing, including appropriate prepress services, such as service bureau charges and proofing, paper, printing and delivery costs. Editors should attempt to keep such costs as low as possible (i.e., using a lighter stock paper, using less (or no) color, arranging for inexpensive service bureaus, picking up publications instead of using delivery services, etc.).

All costs relating to distribution, such as permit costs and postage. Such distribution should be via the most effective yet least expensive method for that region.

Ancillary expenses, such as the editor's telephone charges, general postage and office expenses directly related to the publication.

Grants

Occasionally, those responsible for an NPPA budget line find it desirable to award grants, endowments, etc., to non-NPPA seminars, state and college press associations and other groups in the spirit of promoting positive public relations, support of worthy journalistic endeavors and furthering our goal of advancing news photography. Such awards, employing national NPPA funds, must be approved by the Board of Directors at the annual meeting, or by the Executive Committee during the rest of the year. Members are also encouraged to seek the support of the National Press Photographers Foundation (NPPF). This does not restrict the use of national regional funds for co sponsorship of NPPA programs or NPPA chapter programs. The use of local regional funds for the purpose of grants is at the discretion of the Regional Chair

Investments

The Board of Directors of the National Press Photographers Association has established this investment policy and accompanying guidelines to aid in the overall administration of the association's investment funds. Funds available for investment shall be defined as all cash not required for immediate distribution or working capital to fund daily operations of the association. The guidelines do not preclude the use of a single depository bank or major financial institution for on-going cash activities, although at times funds in the depository bank may temporarily exceed federally insured limits.

The board seeks preservation of capital with a consistent positive return for the fund.

Investments will be diversified with a minimum of 60% of portfolio assets invested in marketable fixed-income securities and a maximum of 40% in equity securities. Except for Treasury Agency and U.S. Government insured securities, no more than 15% of a portfolio shall consist of securities of a given issuer as measured by market value.

Ratings for all fixed-income and equity securities are based on ratings given by Moody's, Standard & Poor's and Value Line. Where an equity security is not rated by either Moody's or Standard & Poor's, Value Line may be used. This service rates securities as to investment quality and financial strength.

Allowed securities

Marketable fixed-income securities that fall into one of the following categories.

Those issued by the U.S. Government or agencies of the U.S. Government

AAA-rated obligations fully collateralized by U.S. Government guaranteed of insured mortgages (known as collateralized mortgage obligations)

Those issued by domestic banks and other U.S. financial institutions with U.S. Government insurance

Obligations or instruments of U.S. corporations, financial institutions, utilities and foreign governments with ratings no less than B. The amount of the funds invested in these securities shall be no more than 50% of the marketable fixed-income securities portfolio.

Equity securities that represent shares or interest in domestic corporations, including industrial, utility and financial sectors. Up to 50% of the total fund portfolio may be invested in equity securities of converted securities.

Money Market Funds: short-term obligations composed of interest-bearing securities managed by NPPA's financial adviser. Assets acceptable to be held within the money

market fund include bankers' acceptances, commercial paper, certificates of deposit, U.S. Treasury bonds or notes.

Amendments

These Policies and Procedures may be adopted, amended, altered, repealed or superseded, either in whole or part, by a majority vote of the Board of Directors.

All amendments shall become effective upon the adoption by a majority vote of the Board of Directors, or on the date as otherwise provided for in the resolution.