



**RULES AND REGULATIONS**

**OF**

**THE FLORIDA PROFESSIONAL**  
**PHOTOGRAPHERS, INC**

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**RULES AND REGULATIONS**  
**of the**  
**FLORIDA PROFESSIONAL PHOTOGRAPHERS, INC.**

The following Rules and Regulations are the rules of the Florida Professional Photographers, Inc. (the "Corporation" or "FPP") established and amended by the Corporation, its officers, directors and members since its inception. The Board of Directors ("Board") is authorized and empowered in its Bylaws to maintain these Rules and Regulations, changing them as times and conditions dictate in the best interest of the Corporation and the members.

**R-1 - GRIEVANCE PROCEDURES**

- A. **DUTIES OF MEMBERSHIP** - Members of the Corporation agree to abide by the FPP Code of Ethics, the FPP Bylaws and the FPP Rules and Regulations. Members also agree to submit to the Grievance Committee all controversies involving ethics, by the procedure herein provided, and to abide by the decision of the Board.
- B. **POWER TO TAKE DISCIPLINARY ACTION** - After a hearing as provided below, the Grievance Committee may take disciplinary action against any member for any violation by the member of any duty of membership as contained in the Code of Ethics.
- C. **MANNER OF INITIATING A HEARING.**
1. Any member having reason to believe that a member of the FPP is guilty of any conduct subject to disciplinary action, may file a complaint in writing to the Executive Director of the Corporation, dated and signed by the complainant, stating the facts on which the complaint is based; however, the complaint must be filed within one (1) year after the matter about which the complaint is made could have been known in the exercise of reasonable diligence. The Executive Director shall promptly refer any complaint to the Chairman of the Grievance Committee to determine whether to: (1) dismiss the complaint as unworthy of further consideration, and inform the complainant of this decision; or (2) investigate the complaint in detail at a later meeting, after the person about whom the complaint was made (hereafter called the respondent) has received a copy of the complaint, and has had the opportunity to respond.
  2. The function of the Grievance Committee is to make such preliminary investigation and evaluation of the complaint as required to determine whether the validity and substance of the complaint warrant further consideration.
  3. Upon its own motion, the Grievance Committee may, and upon instruction by the Board of Directors must, investigate the actions of any member when there are reasonable grounds to believe that the member is guilty of conduct subject to disciplinary action, and, if so satisfied, (1) shall prepare a complaint; (2) refer it to the Executive Director; and (3) designate one of its members to present the case at the subsequent hearing on its behalf as complainant.
- D. **HEARING BY THE GRIEVANCE COMMITTEE**
1. After a complaint alleging a violation of membership duty (Code of Ethics & Bylaws) has been referred to the Executive Director by the Grievance Committee with instructions to schedule a hearing, the Executive Director shall serve a copy of the complaint to the respondent, and notify him/her that he/she may file a written reply with the Executive Director within ten days; if the respondent does not reply, the charges may be taken as true by default. The Grievance Committee may accept late filing of the reply at its discretion. The Executive Director may require the respondent to supply the necessary number of copies of the reply.
  2. After ten days, the Executive Director shall mail copies of the reply to the complainant and the Grievance Committee, or notify them that no reply has been filed.

3. After a complaint has reached the Grievance Committee, it may be withdrawn by the complainant only with the Grievance Committee's approval.
4. At any time prior to the hearing of the complaint, the complainant may file an amended complaint with the Executive Director. The Grievance Committee may, at its discretion, allow or disallow the amended complaint.
5. In the event that the respondent fails to appear at a duly noticed hearing without obtaining a continuance or adjournment thereof, the Grievance Committee may proceed with the hearing in the respondent's absence, and shall reach its decision based on the evidence made available at the hearing. Thereafter, all such other procedures shall follow as herein provided.

E. DECISION OF THE GRIEVANCE COMMITTEE HEARING

1. The decision of the Grievance Committee shall be by majority vote, in writing, and shall contain its findings and a statement of the disciplinary action suggested, if any, and shall be filed with the Executive Director. Such decision shall not be disclosed publicly at this time. However, failure of confidentiality shall not invalidate this decision.
2. The Executive Director shall transmit a copy of the decision to the complainant and the respondent within seven (7) days of rendition.
3. Within thirty (30) days after the decision has been rendered, the respondent may petition the Grievance Committee for a rehearing, solely on the ground of newly discovered material evidence which the petitioner could not, with reasonable diligence, have discovered at the original hearing. The petition must be in writing and divulge the new evidence.
4. Within 10 days of the Grievance Committee's decision regarding a complaint, the respondent may appeal the decision to the Board of Directors. If granted, the Board shall consider the appeal at its next regularly scheduled meeting.
5. A decision of the Board is final, and each member of the FPP, by becoming and remaining a member, agrees not to seek review in any court of law.

F. NATURE OF DISCIPLINE - Disciplinary action may consist only of one of the following:

1. Letter of Censure to member, with copy in file;
2. Suspension of membership for a period of time specified by the Board, not exceed one (1) year;
3. Expulsion from membership;
4. Any discipline imposed may be suspended, and the member placed on probation for a period not to exceed one (1) year.

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

## R2 –AFFILIATE SECTIONS

The Affiliate is a Photography Organization or Association incorporated in the State of Florida. The formation of Affiliates within the FPP is authorized in the FPP Bylaws.

The Affiliate assists the FPP by providing exposure of the State organization and events. The FPP assists the Affiliates by providing assistance to its member photographers in the advancement of photographic and related skills and education, and to assist in handling questions of local interest.

Affiliates may also be referred to as Sections or Guilds by the FPP.

### A. AFFILIATE APPLICATION

#### 1. Requirements

- a. Proof of Florida Corporation Establishment and Copy of Annual Corporate Report
- b. Copy of Bylaws, including any revisions  
Affiliate Bylaws are not required to be a copy of, yet shall not conflict with, the FPP Bylaws or Rules and Regulations.
- c. FPP Membership within the Section: A minimum of 20% of the total membership (but no less than 5 members) must be FPP Members in good standing. The Section member must either 1) live in the same geographical boundaries of the Section or 2) be a paying member of the Section. (February 2015)
- d. The Affiliate President and Delegate must have and maintain an FPP membership in good standing
- e. A copy of the Affiliate's Membership Roster that includes each member's Name, Address, Phone, Email & indicate FPP membership (if known)
- f. Payment of Affiliate Membership dues (as set forth by the FPP)
- g. New Applications for FPP Affiliation must have a minimum membership of 20 members to apply. (February 2015)

#### 2. Application

- a. Submit all Affiliate application materials to the FPP Executive Director for Board of Directors review.
- b. Application approval requires a two-thirds majority vote of the FPP Board.

#### 3. Renewal

- a. Resubmit all required Application Materials according to the established due date.
- b. Failure to renew by the due date will render the Affiliate ineligible, forfeiting all benefits and privileges.
- c. An Affiliate's status, benefits, and privileges may be revoked for failure to uphold the FPP Duties of Membership, including the FPP Bylaws, Rules and Regulations, SOG, and Code of Ethics.
- d. Renewal Incentive: Any Affiliate completing all of their renewal requirements by the submission deadline, whose FPP membership within the section meets or exceeds 40% (but a minimum of 10 members), may receive a 1-Year FPP Membership to give away to one of their members. (February 2015)
  1. Recipient must not have been a previous FPP member
  2. Section cannot auction or sell this membership
  3. This Incentive is not guaranteed each year and will be offered upon the review and approval of the FPP Board of Directors.

#### 4. Reinstatement

- a. Any Affiliate who becomes ineligible or revoked may write a letter requesting reinstatement and resubmit all required Application Materials.
- b. The Letter and Application Materials will be presented to the Board for a two-thirds

- majority vote for Reinstatement.
- c. Officers of a reinstated affiliate may be eligible for merits for their completed years' service, as decided by the FPP Board.
- d. Merits to speakers and judges will not be honored prior to an Affiliate's reinstatement of the same year.
- e. In order to be eligible for the Affiliate Outstanding Service Award and/or participate in the Inter-Section Print Competition, reinstatement must be completed by a FPP Board meeting held in excess of one month prior to the Annual Convention.

## B. AFFILIATE BENEFITS, PRIVILEGES AND RESPONSIBILITY

### 1. Benefits

- a. The use of the FPP name and logo on the Affiliate official printed/electronic publications.
- b. FPP Service Merits for the Affiliate Officers, Newsletter editor, Webmaster, Delegate, Speakers and Judges (only awarded to FPP members in good standing as governed by the FPP).
- c. Delegate representation at the FPP Board Meetings.
- d. Promotion of affairs, events, speakers, or information in the web version of the FPP Magazine (3 times per year, up to a half-page).
- e. Other benefits that the FPP Board shall decide.

### 2. Privileges

- a. Award of the FPP Outstanding Service Award for your Affiliate.
- b. Participation in the Inter-Section Print Competition at Annual Convention.
- c. Other privileges that the FPP Board shall decide.

### 3. Responsibilities

- a. Yearly submission of Affiliate Application Materials and Dues.
- b. The FPP Logo is required on any Affiliate printed/electronic publications and on the Affiliate website.
- c. Finances and Budget; Must sustain, manage and account for their own Section budget and finances.
- d. Transmit a copy of the Affiliate's official publication to the FPP's President, Executive Director, Affiliate Director, and Magazine Editor.
- e. Affiliate meetings and events must not in conflict with any FPP event or activity.
- f. Affiliates may not hold a state-wide convention, trade show, print competition, or school.
- g. Uphold the FPP Duties of Membership, including the FPP Bylaws, Rules & Regulations, SOG, and Code of Ethics.

## C. AFFILIATE DELEGATE

### 1. Term of Office

- a. As Elected/Appointed according to the individual Association Bylaws/Rules.
- b. Requested minimum two-year service.
- c. Delegates who fulfill their duties shall receive FPP Merits per year of service, as governed by the FPP Rules and Regulations.

### 2. Delegate Responsibilities

- a. Attendance to all called meetings.
- b. Written article or summary of each meeting to your Association.
- c. To act as liaison between the Affiliate and the FPP.
- d. To act as liaison between the FPP Executive Director and Affiliate Secretary/Treasurer to ensure submission of required Affiliate Application Materials by the established due

- dates.
  - e. To promote the FPP to the Affiliate including all events, announcements, opportunities, and benefits of membership.
  - f. In the absence of a PPA Counselor, it is suggested the Delegate act as a guide to the Affiliate Board to provide any reminders of any PPA due dates, affiliate paperwork, opportunities, etc for the benefit of the Affiliate and Association.
3. Delegate Meetings
- a. Delegate meetings will generally coincide with called FPP Board Meetings.
  - b. The Affiliate Delegate should bring issues or suggestions as made by their individual Affiliate to each meeting to be discussed.
  - c. Any Non-Affiliated Delegate is welcome to attend any FPP Delegate meeting but will have no privileges or benefits. The purpose is to encourage and support a relationship with prospective and/or lapsed Affiliates.
4. Delegate Chair
- a. The Delegate Chair shall be appointed by the FPP President. The Chair's term will begin January 1 and end on December 31. (February 2015)
  - b. The Affiliate Delegate Chair shall receive FPP Merits as governed by the FPP Rules and Regulations.
  - c. Responsible for Delegate meetings and agenda.
  - d. Coordinates with the Executive Director and Board of Directors to provide information to the Affiliate Delegates.
  - e. Reports to the FPP Board of Directors suggestions, concerns, and results from Delegate meetings.

#### D. AFFILIATE REQUIRED SUBMISSION DATES

- 1. Submission of all materials are to be given to the FPP Executive Director by the required due date.
- 2. Submission Deadline Dates:
  - a. June 1
    - 1. FPP Outstanding Service Award recipient from your Affiliate.
  - b. December 1
    - 1. All Required Affiliate Application Materials and Dues.
    - 2. FPP Service Merit Application listing current year Affiliate Board Officers, Newsletter Editor, Webmaster and Delegate.
    - 3. Information Page listing upcoming Affiliate Board Officers, Newsletter Editor, Webmaster and Delegate.

## **R-3 - AWARDS & DEGREES**

The FPP recognizes its members and other closely-associated persons by the presentation of the following awards when an individual meets the specified requirements, all Merits are earned and proper application is received by the Executive Director at least sixty days prior to the Annual Convention.

### **A. FLORIDA DEGREE OF PHOTOGRAPHIC EXCELLENCE (FDPE)**

1. To earn the FDPE, a member must submit an application and be approved by a majority vote of the FPP Board.
2. This individual must accumulate a total of thirty (30) FPP Merits, with a minimum of sixteen (16) Print Merits. The remaining fourteen (14) merits may be either Service Merits or Print Merits.

### **B. FLORIDA SERVICE AWARD (FSA)**

1. To earn the FSA, a member must submit an application and be approved by a majority vote of the FPP Board.
2. This individual must accumulate a total of thirty (30) FPP Merits, a minimum of sixteen (16) must be FPP Service Merits earned by participation as an officer, board member, platform speaker, salon judge, committee chairman or committee member.
3. Print Merits earned during the Annual Print Competition may not be used for the FSA.

### **C. FLORIDA DEGREE OF ARTISTIC EXCELLENCE (FDAE)**

1. This award is designed to recognize retouchers, colorists and technicians.
2. To earn the FDAE, a member must submit an application and be approved by a majority vote of the FPP Board.
3. This individual must accumulate a minimum of thirty (30) FPP Merits, with a minimum of sixteen (16) Print Retouching Competition Merits. The remaining fourteen (14) merits may be Service Merits or Print Merits.

### **D. HONORARY FLORIDA SERVICE AWARD (HONORARY FSA)**

1. The Honorary FSA is designed to recognize those individuals who are not members of FPP, but support the activities of the association on a regular and continuing basis through their service and devotion of time and efforts.
2. Nominations of potential award recipients are made and approved by the FPP Board.

### **E. FLORIDA EDUCATION DEGREE (FED)**

1. The Florida Education Degree is designed to encourage and reward a well-rounded and thorough understanding of all aspects of professional photography in its recipients. It is also intended to encourage continuing education in our profession.
2. To earn this degree, members must earn 35 points by attending various FPP, SEPPA and PPA functions.



## R-4 – MERITS and POINTS INCREMENTS

### A. SERVICE MERITS

1. **Six Merits:**
  - President of the FPP
2. **Five Merits:**
  - FPP VP
  - FPP Secretary/Treasurer
  - Florida School Director
  - Convention Manager
  - Trade Show Manager
  - Competition Manager
3. **Four Merits:**
  - FPP Board of Director
  - FPP Florida Photographer Magazine Editor
  - FPP Webmaster
  - FPP Executive Director
  - FPP Talent Manager
  - FPP Event Manager
4. **Three Merits:**
  - Section President
  - Florida School Director Assistant
  - Florida School instructor
  - FPP Salon/Judge/Moderator at annual convention
5. **Two Merits:**
  - Section Delegate Chairman
  - FPP Platform Speaker (Convention or Seminar)
  - Committee Chairman for Convention/School/Seminar
  - FOCUS Webmaster
  - 4th year salon committee worker
  - Illustrated article published in a recognized photographic publication (minimum 500 words - limit of 4 merits a year for articles)
6. **One Merit:**
  - FPP Committee worker for Convention/School/Seminar (limit 2 per convention),
  - FPP Mentor (per student)
  - FPP President appointed committee worker
  - Guest Speaker/Judge at an FPP accredited photographic/post secondary school
  - Article published in a recognized photographic publication (minimum 500 words-limit 4 merits per year)
  - Section Speaker (limit 1 time per year at your own)
  - Section Judge (limit 1 per section per year; no merits for judging at your own)
  - Section Mini-Seminar instructor
  - Section Officer (total of 5 people per section)
  - Section Outstanding Service Award Recipient
  - Section webmaster (may receive up to 2 merits)
  - Section Newsletter Editor (may receive up to 2 merits)
  - Section Webmaster (may receive up to 2 merits)
  - Section Delegate (must attend 1 meeting, can't combine 2 Sections, Starts in 2016)
  - Seminar Event Manager/Talent Manager (1 merit each per Seminar, Starts Spring 2018)
  - PPA Super Monday instructor
  - PPA Councilor attending PPA Nat'l Council meetings
  - SEPPA Convention committee worker

- B. PRINT MERITS - Print Merits are earned by individuals whose images score 80 points or higher when

judged by a panel of qualified judges during the FPP Print Competition held annually at the Annual Convention. Each image scoring 80 or more points earns one (1) Print Merit. One (1) additional Print Merit is earned by an image judged as First Place in its category. Beginning 2017 there is no maximum limit on earned merits.

- C. Merits earned may not be used for more than one degree.
- D. Members can receive merits from up to two committees at the Annual Convention. Members may work on several committees or positions, but they will receive Merits from a maximum of two committees or positions. Merits are given at the discretion of the Committee Chairman. Exceptions may be granted by the FPP President.
- E. POINTS for the Florida Education Degree (FED) may be earned in the following ways:
  - 1. FPP Convention – 2 Points
  - 2. Florida School – 3 Points (4 days attendance)
  - 3. Florida School – 1 Points (2 days attendance)
  - 4. FPP Fall or Spring Seminar – 1 Point
  - 5. Attendance with FPP approved Mentor – 1 Point
  - 6. Attendance at PPA Convention – 1 Point
  - 7. Attendance at SEPPA Convention – 1 Point
  - 8. Attendance at PPA PEC – 1 Point
- F. Membership merits (1/2 merit for each year of membership) were discontinued in 2010. However, merits earned prior to 2010 may be applied to the various degrees.