

Policies and Procedures Manual

PART I

The following manual applies only to members in good standing, with the exception of the National Award, Eddie Colclasure and Honorary Order of the Zia awards. Only these members may possess this manual, run for and hold office, participate in the workings of PPANM, and receive awards.

Member in good standing

A member in good standing shall be as follows:

1. Pays dues on time.
2. Promotes the ethics of Professional Photography as prescribed by PPANM and PPA.

SECTION I

Officers

All offices will be held by PPANM members with Active status as dictated by by-laws of PPANM Article V, Officers and Directors.

SECTION II

Chairman of the Board

Has held all offices of this Association.

Will offer practical advice to the management of PPANM.

Will assist in guidance to all Officers and work closely with the President.

SECTION III

President

As prescribed in the by-laws of PPANM the President shall:

1. Be the chief executive officer of the Corporation.
2. Preside at all meetings of the members and the Board of Directors.
3. Have a supervising control over the business of the Corporation and shall generally manage and direct its affairs.
4. Issue the Notice of Meeting announcements.
5. Be an ex-officio member of all special committees.
6. Be elected for one term.
7. Not succeed himself or herself in office.

8. Automatically serve, after his/her term as President, as the Chairman of the Board unless re elected as a Director from his/her district or region.
9. Call, at any time, meetings of the Board of Directors.
10. Appoint committees upon the advice of the Executive Committee and subject to confirmation by the Board.
11. Have the option of calling committee meetings.

Additional duties of the President, shall be, but not limited to, the following:

1. Serve as the Program Chairperson for the annual convention.
2. With the aid of the Vice President and/or Executive Director select the site of the annual convention.
3. As chief executive officer of the corporation, see that the decisions of the Board of Directors and general membership are carried out in a timely and orderly fashion.
4. Make an official invitation to the President of PPA, SWPPA, and the Presidents of the other member states of the Southwestern Region to attend the annual convention of PPANM.
5. Serve as the official host of the annual convention.

SECTION IV

Vice President

As prescribed in the by-laws the Vice President shall:

1. Perform the duties of the President in his/her absence or inability to perform said duties
2. Perform such other duties as the Board may, from time to time, prescribe.
3. Serve a term of one year, unless otherwise elected by the Board of Directors.

Additional duties of the Vice President shall also be, but not be limited to, the following:

1. Serve as the Convention Chairperson.
2. Work closely with, in order to learn the responsibilities of, the President.

SECTION V

Secretary

As prescribed in the by-laws of PPANM the Secretary shall:

1. Have charge of and keep the records, books and papers of the Corporation.
2. Act as Secretary of all meetings of the Board of Directors.
3. Attend to such duties as the Board of Directors shall, from time to time, prescribe.

Additional duties of the Secretary shall also be, but not be limited to, the following:

1. Prepare and submit for approval the official minutes of the Board of Directors meetings, the Executive Committee meetings and the general membership meetings.
2. Serve as the Chairman of the Print Committee.
3. Be the designated correspondent for the Board of Directors and Executive Committee.
4. Handle the general mailing responsibilities of the Association.
5. Prepare standard press release forms and mail with photographs to the award recipients of the annual Awards Banquet.

SECTION VI

Treasurer

As prescribed in the by-laws of PPANM the Treasurer shall:

1. Have, under the direction of the Board of Directors, custody and charge of the funds of the Corporation.
2. Keep accurate books of accounts showing the receipt and expenditures of the funds of the Corporation.
3. Deposit the funds of the Corporation in such bank or banks as may be selected by the Board of Directors.
4. Collect all monies due the Corporation.
5. Pay such bills as may have been approved for payment in such manner as the Board of Directors.
6. Furnish a yearly financial statement (of the Corporation) to the Board of Directors.
7. With the aid of the Executive Committee and committee chairpersons prepare and submit an annual budget to the Board of Directors, for their approval, at the last meeting of the fiscal year for the next fiscal year.
8. Give bond for the faithful performance of his/her duties, when required by the board of Directors.

Additional duties of the Treasurer shall also be, but not be limited to, the following:

1. Have charge of the convention registration desk.
2. Receive and process pre-registration convention forms.

3. Submit a current report of financial transactions via the standard Treasurer's Report Form to each meeting of the Board of Directors. Sufficient copies of the forms should be provided for its members.

SECTION VII

Zia Gram Editor

The Zia Gram Editor shall be appointed by the President on the advice of the Executive Committee, and confirmed by the Board of Directors.

The Zia Gram Editor shall:

1. Solicit and compile information and articles of interest to the membership of PPANM.
2. Solicit and collect revenue for advertising.
3. Construct, organize and edit the information for typesetting or copying.
4. Distribute the publication by the appropriate means.
5. Publish the following:
 - a) Zia Merits with current tally.
 - b) Print merits towards the Print Fellow Award.
 - c) Print Competition winners.
 - d) Current print rules.

SECTION VIII

Web Site Editor

The Web Site Editor shall be appointed by the President on the advice of the Executive Committee and confirmed by the Board of Directors.

The Web Site Editor shall:

1. Solicit and compile information and articles of interest to the membership of PPANM.
2. Solicit and collect revenue for advertising.
3. Construct, organize and edit the information for publication to the web site.
4. Update and maintain the web site on a timely basis.
5. Has the ability to enlist a committee for the maintenance or promotion of website.

SECTION IX

Board of Directors, District Directors, and Directors at Large

As prescribed in the by-laws of PPANM the Board of Directors shall:

1. Control, manage and govern the affairs of the Corporation.
2. Be elected for a one year term.
3. Have authority to fill vacancies on the Board.
4. Organize by electing from its members the officers of the Corporation.
5. Hold an annual regular meeting immediately following the annual meeting of the general membership.
6. Meet at the request of the President, Vice President, majority of the Executive Committee or seven Directors.
7. Give notice of meeting to its members at least 5 days prior to the meeting by mail, email or phone.
8. Have a quorum present to take official action.
9. Determine the amount of the annual dues of the Association.
10. Have the authority to make special assessments of the membership.
11. Represent only one District or region for each term of office.
12. Have a place of business within the District or Region which they have been elected to represent.
13. Maintain the Policies and Procedures Manual.
14. In the case of dissolution, make the decision, as their final act, as to the recipient of the balance of monies in the treasury.

The Board of Directors of PPNM shall also:

1. Require its members to serve on at least one of the functioning convention committees.
2. Require that its members miss no more than 3 duly called meetings without excuse deemed valid by the Board of Directors.

SECTION X

EXECUTIVE DIRECTOR

EXECUTIVE DIRECTOR JOB DESCRIPTION

The Board of Directors may contract with a firm or individual to perform as the Executive Director of this Association, and is empowered to set duties, term of office, pay scale and any policy connected with that office. The Executive Director shall be under the direct supervision of the President and the Executive Committee.

The Executive Director shall be retained as a private contractor and will be personally responsible for payment of all withholding, FICA, and any other taxes or fees required by any city, state or federal agency.

The Executive Director will be paid a monthly fee for services as determined by the Executive Committee, subject to approval by the Board of Directors and may be for any length of term, but shall be reviewed annually. The term shall start on June 1 and end on the next May 31 or on any subsequent May 31 as agreed on by the Board of Directors and the Executive Director.

Duties of the Executive Director are as follows, but are not limited to these duties, and other duties that may be assigned by the Executive Committee or the Board of Directors.

1. Maintain all financial records of the Association in a manner that is recognized as adequate to satisfy the Board of Directors, Federal, State and Local governments. Records must be available on request of the Board or Directors, Executive Committee or the President. The ED shall also assist the treasurer and President-elect in preparing a budget.
2. Cause to be paid all legitimate statements rendered to the Association, forwarding checks to the Treasurer for counter signing or providing the Treasurer with copies of budgeted invoices and checks to verify such expenses. Make complete financial records available to the Treasurer for the annual report.
3. Collect monies due the Association, make deposits and maintain a bank account in the name of the Association. Maintain a savings account in the name of the Association. Keep bank signature forms updated with proper officer names. The Executive Director shall be bonded in the amount of \$100,000.00 minimum at the expense of PPNM.
4. Procure adequate liability insurance to protect the Association when required.
5. Correspond with members of this association, officers and directors, other photographic societies, governmental agencies and others as the need arises, and to relieve the officers of all menial duties related to their office.
6. Duplicate and send the official meeting minutes to all officers, directors and others as directed.
7. Prepare and complete all forms related to the Association's affiliation with the Professional Photographers of America, Inc., and advise officers of matters pertinent to the affiliation. Distribute copies of correspondence and keep files.

8. Assist the President and officers in preparing for conventions or other meetings. Negotiate with hotels and/or convention centers for best possible financial and logistical arrangements. Assist in scheduling events and procuring speakers and print jurors.
9. Apply for PP of A merits to be distributed to print jurors, program speakers and others in accordance with rules set forth by PP of A.
10. Prepare and execute contracts with speakers and print jurors on behalf of the Association.
11. Maintain the mailing list and make corrections thereto.
12. Maintain the Association's print display equipment, scoring machines and any other property of the Association in an approved location.
13. Shall direct and manage the Association's convention trade show. The Executive Director shall be paid a commission fee, as agreed upon in the employment contract, of the gross sales of the trade show booths.
14. Shall recommend to the Board of Directors the prices to be charged for trade show booth space and will make decisions as required to operate the trade show.
15. Shall also keep accurate records of receipts and see that these are deposited in the Association's account, and furnish records and complete reports when requested.
16. The Executive Director, upon behalf of the Association, shall order flowers and attend the funeral of Past Presidents of PPNM, if at all possible.
17. Unless otherwise directed by the Board of Directors, the Executive Director shall be authorized to select a Trade Show Decorator, devise a floor plan, and produce contracts for use in selling booths. The Executive Director shall keep the President informed, and shall work with the President, Convention Chairman and others as required to present a favorable trade show.

SECTION XI

Non-Performance of Duties

The Board of Directors at a regular and duly called meeting may remove an Officer, Director, Executive Director, or hired position from the office for non-performance of duties.

This shall be done:

1. By a 2/3 vote.
2. When a quorum is present.

3. When it has been determined that the Officer or Director has violated a significant number of by-laws, code of conduct, policies and procedures and to effect the operation, purpose or goals of the Association.

Part II

Committees

All committees of PPANM shall:

1. Work within the budget allocated by the Board of Directors.
2. Submit a tentative personnel list to the President, one week prior to Convention, workshop, seminars, or schools with an updated list 24 hours prior to the event.
3. Submit an end of the fiscal year report, on a standard report form no later than May 15th of the current fiscal year ending May 31st.
4. Submit an inventory list of supplies and materials that are to be used again or carried over to the next fiscal year.

Section I

Executive Committee (of the Board of Directors)

As prescribed in the by-laws of PPANM (Article VII) the Executive Committee shall:

1. Aid and assist the officers of the Corporation in the exercise of their duties.
2. Have authority to call special meetings of the Board of Directors.
3. Advise the President on special committee appointments.
4. Make recommendations to the Board of Directors regarding resolutions and amendments to the by-laws or to the Corporation Charter.
5. Approve new members.
6. Generally act in behalf of the Corporation on matters requiring attention at times when the entire Board of Directors cannot be called into sessions conveniently.
7. Approve all contracts entered into by an officer, director or member of the Association.
8. Meet at the call of the President or any two of its members.

Section II

Convention Workshops, Seminars, and Schools Committees

The Chairperson shall be the Vice President.

The Committee will be responsible for overall coordination of Convention, Workshops, Seminars, Schools and committees.

The Print Committee shall:

1. Be responsible for securing judges with a masters in PPA or within a year or 3 merits of a Masters, using convention talent whenever possible.
2. Make recommendations to the Board of Directors that would conform, as close as is reasonable to PPANM print rules.
3. Be responsible for judges' orientation. Orientation to include, but not limited to: stating the manner in which images are to be judged, explaining automatic challenges of 79 score, and stating that awards are to be selected immediately following the judging and that all judges are required to remain for the selection.
4. Be responsible for the Print Committee orientation. Orientation to include, but not limited to: explaining the process in which print cases are numbered, opened by teams of three, prints are checked in, the manner in which prints are stacked in piles for judging - being careful not to have 2 or more prints by the same maker judged close to each other, to whom the paper work is delivered after the whole case is checked in, the listing of print titles on the judging sheets, assigning positions for judging machine operator, score recorder, title announcer, turn table operator, person to place prints on the turn table and person to remove prints and mark the score, the placement of judged prints based on score received, and the recording of award winners with the assistance of the treasurer and either the chairman of the board or the treasurer-elect.
5. Be responsible for the print competition including set up and take down of the judging room.
6. Be responsible for print critique.
7. Be responsible for print displays.
8. Be responsible for presentation of the print awards at the annual banquet.
9. Supply the official print results to the Executive Director or President including award and merit winners.
10. Supply a copy of the official print results to the Zia Gram Editor for publication in the Zia Gram and the Southwest Image Editor for publication in the Southwestern Image.

11. Supply a copy of the official PPANM Photographic Competition Rules to the Zia Gram Editor for publication in the Zia Gram a minimum of three months prior to the print competition.
12. Supply a copy of the official PPANM Photographic Competition Rules to the website editor for hosting on the PPANM website year round.

See the Print Committee Handbook for details.

Section IV

Trophies Committee

The Chairperson shall be appointed by the President on the advice of the Executive Committee and confirmed by the Board of Directors.

The Trophies Committee shall seek bids for purchase, upon the approval of the Board of Directors, the plaques, trophies, and ribbons needed by the Awards, Print and Registration Committees.

Section V

Trade Show Committee

The Chairperson shall be appointed by the President on the advice of the Executive Committee and confirmed by the Board of Directors. The Convention Committee will determine each year if there will be a trade show at convention.

The Trade Show Committee shall:

1. Be responsible for the procuring of vendors.
2. Collect contracts and fees.
3. Organize the Trade Show area.
4. Be liaison between the Trade Show vendors and the hotel.
5. Award Trade Show door prizes.

Section VI

Registration Committee

The Chairperson shall be the Treasurer with the Assistant Chairperson being appointed by the President on the advice of the Executive Committee and confirmed by the Board of Directors.

1. Receive and process all convention pre-registration forms.
2. Provide and man a Registration Desk where by Convention attendees may:
 - a. Register
 - b. Purchase tickets and Convention related material.

c. Receive general information.

See Registration Desk Handbook for details.

Section VII

Publicity Committee

The Chairperson shall be appointed by the President on the advice of the Executive Committee and confirmed by the Board of Directors.

The Publicity Committee shall:

1. Seek all means by which PPNM activities may receive public attention.
2. Upon approval of the Board of Directors purchase such advertising as is prudent.
3. Persons responsible for gaining sponsorships or monies brought in to association shall be considered on committee.

Section VII

Equipment Chair

The Chairperson shall be appointed by the President on the advice of the Executive Committee and confirmed by the Board of Directors.

The Equipment Committee shall:

Procure the props, models, and equipment needed by Convention, Workshop, Seminar, and School talent as notified by the Program Chairperson or Convention Chairperson.

Assist speakers before, during and after the program in setting up, operating and tearing down said equipment

Section IX

National Award Committee

The Chairperson shall be appointed by the President on the advice of the Executive Committee and confirmed by the Board of Directors.

The National Award Committee shall:

1. Consist of the last recipients of the National Award from PPNM that can be gathered together by the Chairperson for a face to face meeting, teleconference or e-mail conference.
2. There should be a minimum of 5 former recipients voting.
3. Decide if there is a suitable recipient for the National Award
4. Decide who the Award winner will be.

5. Make arrangements for presentation at the Annual Awards Banquet.

Section X

Program Committee

The Chairperson shall be the President.

The Program Committee shall:

1. Be the President, with the advisory committee made up of the Executive Committee.
2. Seek the advice of the Advisory Committee.
3. Procure the Convention talent.
4. Have decisions subject to the Board of Directors or the Executive Committee, when in an emergency.
5. Shall secure and sign the needed contracts for talent, location of convention, etc.
6. Shall inform the Print Committee Chairperson of the talent who are willing to serve as judges.
7. Notify the Equipment Chairperson of needed equipment as soon as possible.
8. Shall notify the Hospitality Chairperson of the number of Hospitality gifts required.

Section XI

Event Photographer Committee

The Chairperson shall be appointed by the President on the advice of the Executive Committee and confirmed by the Board of Directors.

The Convention - Event Photographer shall:

Photograph all aspects of the Event including but not limited to:

1. Committees at work.
2. Presentation of Merits to talent.
3. Talent During program.
4. Winners of print awards and recipients of service awards at Awards Banquet.
5. Trade Show vendors in their booths.
6. Any other aspects of the convention or event that would be suitable for promotion of the Association or its members.
7. Make one set of all images to be given to the Zia Gram and Website Editors, preferably in electronic format.

8. Have a second set of images to be sent to the award recipients with a press release. Press release and mailing to be done by the Secretary.
9. Prepare a third copy of the Best of Show Award, The Eddie Colclasure Award and the National Award to be sent to the Zia Gram Editor for publication in the Southwestern Image.

Section XII

Hospitality Committee:

The Chairperson shall be appointed by the President on the advice of the executive Committee and confirmed by the Board of Directors.

The Hospitality Committee shall:

1. Prepare and distribute a small gift of appreciation to the talent and judges upon, or shortly after their arrival, on behalf of PPANM.
2. As much as possible purchase gifts that reflect the image of New Mexico and/or the theme of the Convention.
3. Be in charge of the hospitality suite if one has been procured. This includes purchasing beverages and snacks within the budget approved by the board of directors.
4. Any persons providing a meal or food for a function of PPANM talent shall be considered on hospitality committee

Section XIII

Event Decorations Committee

The chairperson shall be appointed by the President on the advice of the Executive Committee and confirmed by the Board of Directors.

The Event Decorations Committee shall:

1. Design, purchase and place the event decorations with the budget provided by the Board of Directors.
2. As much as possible remember the theme of the convention and the season of the year.

Section XIV

Transportation Committee

The Chairperson shall be appointed by the President on the advice of the Executive Committee and confirmed by the Board of Directors.

The Transportation Committee shall:

1. Transport talent and/or judges and guests with their baggage and equipment from public transportation terminals to and from the event site.
2. Secure the arrival and departure schedules, from the Program Chairperson, of those using public transportation.
3. Transport other members to and from public transportation terminals as is reasonable with sufficient notification.

Section XV

Sergeant-at-Arms Committee

The Sergeant-at-Arms Committee shall be appointed by the President on the advice of the Executive Committee and confirmed by the Board of Directors.

1. Be stationed at all the entrances of the Program and Trade Show rooms whenever the general membership has access to them to insure that only those members and guests with the appropriate badges are allowed entrance.
2. Be stationed at the entrance of appropriate position to receive the tickets of members and guests that are participating in meal functions.
3. Have the authority of the Board of Directors, within the limits of the law, to remove a person or persons who are causing or intending to cause damage to personal property or property of PPANM, or to notify the hotel security or civil authority with jurisdiction to have the person removed.

PART III

Budget and Accounting

SECTION I

Budget

The Board of Directors shall establish a Projected Expenditures Budget, for the current year, at the last Board meeting of fiscal year for the next year. FY is June 1st thru May 31st.

The Projected Expenditures Budget shall:

1. Incorporate line items, for as many categories of expenditures, as is practical.

2. Shall authorize officers and/or chairpersons to use the allocated funds, within the appropriate category, to carry out their designated responsibilities.
3. Define the total amount of expenditures with a category, allowed without the Board of Director's approval, or in the case of an emergency the Executive Committee's approval.

SECTION II

Financial Accounts

The Treasurer shall be authorized to deposit and/or withdraw the funds of the Corporation into or from savings accounts, interest bearing checking accounts or certificates of deposit for the purpose of accumulating interest while funds are not immediately needed for the purposes of PPANM.

SECTION III

Standard Reporting Forms

Standard reporting forms shall be used to make regular and annual reports to the Board of Directors. There should be enough copies of the forms available at the meeting for all members to have a copy.

SECTION IV

Accounting Procedures

A. Treasurer

1. Regular Board of Directors Meeting. A standardized written report shall be submitted at each Board of Directors meeting with the following information included:
 - a) Checkbook and savings account balance as of last report.
 - b) A list of deposits and disbursements since that time.
 - c) Current checkbook and savings account balance.
 - d) Notes as to any outstanding checks, deposited checks not honored and service charges assessed by the bank.

Sufficient copies for all members should be available. The Treasurer's final report is to be given at the last meeting of the fiscal year.

2. Registration Desk. The Treasurer shall keep a journal of monies received by categories. This information is to be used to evaluate the profitability of each aspect of the Convention for future consideration. This shall include but not be limited to:
 - a).Membership dues by classification.

- b).Trade Show Booths.
- c).Banquet Tickets.
- d).Print case fees.
- e).Pins and Plaques.
- f).Convention pre-registration.
- g).Convention registrations.
- h).Trade show only.
- i).Sponsorships.
- j).Any PPPANM function.
- k).Miscellaneous.

A standardized written report of this information is to be submitted to the Board of Directors at the next scheduled meeting.

The Treasurer, President, and Executive Director shall be authorized to issue warrants upon presentation of receipts or invoices by the appropriate chairperson or officer. Although the officer or chairperson is responsible for the line item budget the Treasurer should take notes of disbursements. Expenditures beyond the limits of the line budget should not be granted without the Board of Director's approval or in the case of an emergency the Executive Committee approval.

3. Last meeting of the fiscal year. At the last meeting of the new fiscal year the outgoing Treasurer shall submit a standardized written report with the following information:

- a. Checkbook and savings account balances as of June 1st of the previous year.
- b. Totals of deposits and disbursements for the fiscal year.
- c. Note of explanation for any discrepancies or irregularities.
- d. Sufficient copies for each member should be available. (This report to be kept simply for use in comparing years.)

B. Committee Chairpersons.

- 1. General. The Chairperson of each committee shall be aware of the amount of funds budgeted for his/her committee to operate. The funds may be disbursed by the Chairperson, in such a way as to carry out the Directors, without further approval, of the Board of Directors.

In the event that more funds are required the chairperson must return to the Board of Directors with a request for additional funds. Approval must be granted by the Board of Directors before a Chairperson may exceed his/her budget.

In an emergency the Executive Committee may act on behalf of the Board of Directors as stated in PPANM by-laws.

The Chairperson of each committee shall submit a standardized written report to the Executive Director, no later than May 15th of the current fiscal year, which shall contain the following information:

- a. Amount of funds budgeted.
- b. A detailed list of expenditures with accompanying receipts.
- c. Total amount of funds disbursed through this committee.
- d. Notes detailing any discrepancies or irregularities.

2. Line Item Budget Accounts. Line item budget accounts not overseen by any committee shall be reported by line item on the same committee report forms by the Treasurer. A running total of disbursements made under each line item should be kept and the President made aware of any possibility of running short of funds in any item.

No line item may be overextended without the consent of the Board of Directors or Executive Committee in cases of emergency.

PART IV

Awards & Merits

SECTION I

Awards

- A. National Award. The National Award shall be issued under the guidelines specified by PPA for the National Award and the PPANM National Awards Committee.
- B. Eddie Colclasure Award. The Eddie Colclasure Award is to recognize those persons who have given meritorious service to PPANM. The Board of Directors shall make the determination if and to whom the award shall be presented each year.

The Award shall:

1. Consist of a plaque in the shape of the state of New Mexico.

2. Contain the words, "Eddie Colclasure Award", "Presented to...", "For Meritorious Service to the Professional Photographers of New Mexico."

3. Not be presented to an Officer, Board member or spouse of an Officer or Board member.

C. PPANM Print Fellow. The award is to reward PPANM members for meritorious achievements in PPANM print competition.

The award shall:

1. Be named "PPANM Print Fellow"
2. Consist of a Silver Medallion with "PPANM Print Fellow" hung on a neck ribbon and certificate.

The requirements to win this award shall be:

Earned 25 print merits in PPANM competition calculated as follows:

- a. For each entry receiving a score of 80-89, 1 merit.
- b. For each entry receiving a score of 90 or more, 2 merits.
- c. For each entry receiving a Distinguished Print Award, 1 merit.
- d. For each entry receiving a Best of Category Award, 1 merit.
- e. For each entry receiving a Best of Show Award, 1 merit.
- f. For the "Photographer of the Year Award", 1 merit.

The recipient must be a member in good standing of the PPANM at the time of issuance of the award.

The guidelines for the issuance of this award shall be:

The award shall be issued by the Fellow Award Committee of PPANM, which shall consist of the Committee Chairperson and up to 3 Fellows, after receiving an application from the proposed recipient as follows:

Those requesting the award shall submit an application containing the following information concerning each entry for which any merit is claimed:

- a. Entry year
- b. Entry title
- c. Score
- d. Best of Show
- e. Best in Category

- f. Photographer of the Year Award
- g. Distinguished Print Award
- h. Documentation pertaining to the above.

Documentation may consist of:

- a. Entry forms with scores
- b. Print corners with scores
- c. Distinguished print award certificates
- d. Plaques or ribbons
- e. Other information that will help to determine if the print merits are legitimate.

Print merits that are verified with permanent records need not be proven.

The Print Chairperson shall submit in writing a list to the President of PPANM or the Executive Director of PPANM containing the name of each member, title and score, of their entries that score 80 or above, and the same for each receiving a Best of Show, Best of Category, Photographer of the Year Award and Distinguished Print Awards. The Executive Director shall maintain this list as part of the permanent records of PPANM

D. Honorary Order of the Zia Award

The Honorary Order of the Zia Award is to be presented to an individual whom the board of directors has nominated at a board meeting and voted in favor of at the subsequent board meeting. Qualified individuals for this award cannot be serving on the board of directors at the time of nomination or voting.

The Award shall:

1. Consist of a plaque with the shape of the state of New Mexico.
2. Contain the words "Honorary Order of the Zia Award", "Presented to..."

SECTION II

Merits

Zia Merits. Zia Merits may be received for performing the following duties in PPANM:

Task/Activity - Number of Zia Merits

President - 5

Treasurer - 4

Vice President - 4

Chairman of the Board - 4

Secretary - 4

Director at Large - 3

Board of Director - 3
 SWPPA Director - 3
 SWPPA Officer - 4
 PPA Councilman - 3
 Hold National Office - 3
 Talent Chairperson - 2
 Talent Committee - 1
 Convention Chairperson - 2
 Publicity Chairperson - 2
 Publicity Committee - 1
 Print Chairperson - 2
 Print Committee - 1
 Voting Machine Operator - 2
 Trophies Chairperson - 2
 Trophies Committee - 1
 Registration Desk Chairperson - 2
 Registration Committee - 1
 Hotel Reservations - 2
 Publicity Chairperson - 2
 Publicity Committee - 1
 Equipment Chairperson - 2
 Equipment Committee - 1
 National Award Chairperson - 2
 Event Photographer - 2
 Hospitality Chairperson - 2
 Hospitality Committee - 1
 CPP Liaison - 2
 Ribbons Chairperson - 2
 Decorations Chairperson - 2
 Decoration Committee - 1
 Transportation Chairperson - 2
 Transportation Committee - 1
 Sergeant at Arms - 2
 Zia Gram Editor - 4
 Historian - 2
 By-Laws Chairperson - 2
 Merit Chairperson - 2
 Print Fellow Award Chairperson - 2
 Program Chairperson - 2
 Program Committee - 1
 Master of Ceremonies - 2
 Committees Chairperson - 2
 Membership Committee Chairperson - 2
 Print Racks Chairperson - 2
 Print Committee - 1
 Website Chairperson - 4
 Zia Merit Chair Person - 2
 Member of a Committee - per Committee - 1
 Dues Paid by Dec 31st of each year - 1
 Attending PPANM Annual Convention - 2
 Presenting a Program at PPANM
 Convention - 2
 Attending any PPANM Seminar or
 Workshop - 1
 Presenting a Program at any PPANM
 Seminar - 1
 Attending the PPANM Holiday Party - 1
 Sponsoring a New PPANM Member - 1
 Mentoring, bringing a Member into your
 Studio - 1

Member contributes idea that is adopted - 1	Attending PPA Convention - 1
Acceptance of a non-illustrative article for the Zia Gram - 1	Entering Prints in the PPA Print Competition - 1
Acceptance of an illustrative article for the Zia Gram - 2	Working on any Committee at PPA - 1
Attending SWPPA Convention - 1	Any entry receiving Loan selection 1-4 - 1 each
Entering Prints in the SWPPA Print Competition - 1	Achieving PPA Degree - 5
Working any Committee at SWPPA - 1	Achieving PPA Certification - 3
Judging at a PPA Affiliated Competition - 2	Continuing PPA Certification - 1
Speaking at a PPA Affiliated Convention – 2	Attending PPA’s Marketing & Management Conference - 1

When a member has earned 100 or more Zia Merits that member will be inducted into the “Order of the Zia” evidenced by a Gold Medallion hung on a neck ribbon to be worn at all photographic events.

PART V

Code of Conduct

SECTION I

Ethics Committee

The Ethics Committee shall consist of the Executive Committee of the Board of Directors.

1. Such committee shall investigate complaints filed against members of The Association for violations against the code of conduct.
2. Complaints must be made in writing using the standard complaint form and be made available to the member(s) the complaint is filed against via regular and certified mail to the member’s last know physical address. The certified mail certificate will be retained in the members file.

If the member fails to sign for the certified letter then a second attempt is to be made. If the member does not sign on either attempt then their membership will be automatically revoked and cannot be reinstated until:

- a. Such time as the Board of Directors votes to re-investigate the ethics complaint requiring a 2/3 vote and
- b. The findings of the complaint result in a majority vote of the Board of Directors in favor of the member.

Such a vote cannot take place until 2 years have passed since the revoking of membership status.

SECTION II

Trademark and Print Fellow and Order of the Zia Designation Usage

The use of the PPANM logo, PPANM Print Fellow (NMPF) and PPANM Order of the Zia designations can only be made by members in good standing of PPANM. Any other individual or business using said logo and/or designation(s) shall be considered committing trademark abuse. In the event that trademark abuse is reported with sufficient evidence to PPANM, the board of directors shall issue a letter via regular and certified mail to the individual(s) in question to discontinue the illegal use of said trademark. If the individual and/or business does not comply then the resulting action required would be:

Report the occurrence to the National Association (PPA) and note in the minutes of the next official board meeting when a quorum is present that the individual(s) in question cannot be considered for membership within the PPANM until such time as the Board of Directors decides otherwise requiring a 2/3 vote.