

# NPPA Policies and Procedures

## Membership

### Membership Definitions

**Professional Membership** Individuals who are working or aspiring towards working in the field of visual journalism. This includes those who work in still photography, video, multimedia, audio, design, editing, managing, producing, teaching, writing, reporting, or visual journalism on the Web. Professional members of the NPPA may work for an organization or institution, or may be self-employed.

**Family Membership** In families with more than one NPPA member, a second membership may be purchased in conjunction with a fully paid Professional Membership at the same residential address. This membership provides both individuals with all of the privileges and benefits of a Professional Membership, but only one copy of *News Photographer* magazine will be mailed to the home.

**Student Membership** Individuals enrolled at least 9 hours at an accredited school who are studying or aspiring towards the field of visual journalism.

**Retired Professional Membership** Individuals who are retired, and are no longer doing part-time work or earning an income from journalism. Membership in Retired Division will not count towards eventual Life Membership.

### Membership Dues

Application for membership must be submitted to the national office with the first year's dues. NPPA dues run for 12 months from the payment processing date. Qualification for membership, as well as the classification of membership, is subject to approval. Questions may be referred to the Membership Committee or Judiciary Committee as appropriate.

Domestic Professional (US & Canada) -- \$110

Family Membership (US & Canada) -- \$170 (1 professional + 1 family member)

International Professional -- \$125 (magazine delivered by surface mail)

International Airmail Professional -- \$180 (magazine delivered by air mail)

Student Member (US & Canada) -- \$65

Retired Member (US & Canada) -- \$65

## Elections & Appointments

Eligible voters include all active Professional Members and Student Members. Rules pertaining to NPPA elections, in addition to those specified below, will be posted on the NPPA website.

### **Election of the Elected Directors**

All Elected Board Members shall be elected for a term of three (3) years. Each year, two (2) 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 website. Such notice shall include August 31 as a deadline for nominations. Nominations shall be received by the National Secretary and Governance Committee, who shall supervise all election activities. They shall verify the eligibility of the nominee. To be eligible for election to the Board of Directors, a member must be an NPPA Professional or Student Member in good standing for at least one year prior to being nominated.

Candidates are entitled to submit a photograph and biographical material, which shall be posted on the NPPA website 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 may also send an e-mail to eligible voters through the National Office.

No space in any NPPA-branded publication (website, newsletter, social media, etc.) shall be used to endorse any candidate. The NPPA will provide space for all candidates to express their qualifications and positions. Any conflict of interest, or appearance of conflict of interest, is prohibited. If the Governance Committee determines that a violation has occurred, the Governance Committee shall disqualify the candidate. Ballots cast for that candidate shall be voided. The Governance Committee shall notify the electorate and explain the disqualification.

Election of the Elected Directors shall be held during November of each year and shall be conducted by secret mail ballot and/or secret electronic ballot. The Governance Committee, with the help of the Executive Director, shall prepare and distribute the ballots with the names of all eligible candidates, as well as blanks for write-in candidates. Ballots shall be sent by mail or electronic means to the last known address of each eligible voter 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 the Governance Committee of the election results.

The two candidates receiving the highest plurality of votes cast shall be elected as the Elected Directors. Each Elected Board Member shall be declared elected December 1, or as soon as the votes are counted, and shall assume duties January 1, to hold office until a successor is elected and qualified.

### **Appointment of Student Representative**

A Student Representative shall be appointed each year by the Student Committee Chair. The Representative shall be appointed to a term of one year to be served concurrently with the terms of Directors. The Representative will advocate for the interests of the NPPA student chapters, visual journalism schools, and the student NPPA members to the Board of Directors.

The Representative must be a Student Member in good standing for at least one year prior to being appointed. The Student Committee Chair will appoint the Representative in a timely manner so that arrangements can be made for the Representative's attendance at Board meetings. The Representative will be given ample time and opportunity at Board meetings to give a formal report of student matters, and given equal opportunity to participate in debate and discussion.

### **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 Regional Chair Representative shall be elected from the Regional Chairs and serve a one-year term. In the event a President is re-elected, the Immediate Past President would then serve another term. Should the Immediate Past President opt not to serve another term, nominations would be opened for another 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 Meeting [as described in Bylaws]. 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 National Secretary. 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 pollster.

### **Election of Regional Officers**

All Regional Chairs and Associate Regional Chairs shall be elected for terms 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 website. Such notice shall include August 31 as a deadline for nominations. Nominations shall be received by the Governance Committee, who shall verify the eligibility of the nominee.

To be eligible for election to regional office, a member must be an NPPA Professional Member in good standing for at least one year prior to being nominated.

Candidates are entitled to submit a photograph and biographical material, which shall be posted on the NPPA website 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. The National Secretary with the Governance Committee shall prepare and distribute the ballots with the names of all candidates, as well as blanks for write-in candidates. Ballots shall be sent by mail or electronic means to the last known address of each voting member in the region on November 1. Elections shall be open 30 days. The National Secretary with the Governance Committee shall count the ballots and notify each candidate, the National Officers and the Region of the results of the elections.

Each regional officer shall be declared upon completion of the election and shall assume duties January 1, or 30 days after the election, whichever is later, and hold office until a successor is elected and qualified.

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

All Board Members and elected officials shall be sworn in by taking this oath of office: "I do hereby pledge myself faithfully, to perform to the best of my ability, the duties of my office as prescribed in the Bylaws of this association."

### **Duties of the Board of Directors**

- Give consideration to and take steps necessary to 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 National Secretary, 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.
- Submit an annual report of one's activities for proper distribution to the Board of Directors prior to the Annual Meeting.
- Attend all meetings of the Board of Directors at NPPA expense.

### **Duties of the National President**

- Serve as a Member of the Executive Committee.
- Preside at meetings of the Board of Directors and Executive Committee.
- Call meetings of the 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.
- Submit an annual report of President's activities for proper distribution to the Board of Directors prior to the annual meeting.
- 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 Standing Committee Chairs unless such appointment is otherwise directed by the Bylaws and/or Policies and Procedures.
- Appoint Ad Hoc Committees and Task Forces as appropriate.
- Prepare draft agendas for Board Meetings and Executive Committee Meetings.
- Appoint three (3) Board Members as directed in the Bylaws.
- Prepare a statement containing a summary of the association's operations and accomplishments for the preceding year. This summary will form Part 1 of the Annual Report, which shall be sent out to the general membership.

### **Duties of the National Vice President**

- Serve as 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.
- Serve as a liaison between the Executive Committee and the Board of Directors.

### **Duties of the National Treasurer**

- Serve as a Member of the Executive Committee.
- Present the budget at the Annual Board Meeting, and be prepared to discuss budget issues at any other meetings.
- Chair the Finance Committee.
- Assist the Executive Director in the preparation of the budget.

- Retain copies of correspondence and records prepared in the performance of his/her duties.
- Make financial information available to Board Members upon reasonable request.

**Duties of the National Secretary**

- Serve as 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.
- Serve as 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.
- Serve as a member of the Governance Committee and aid in national and regional Elections.

**Duties of the Immediate Past President**

- Serve as a Member of the Executive Committee.
- Serve as Honors and Recognitions Chair.
- Retain copies of correspondence and records prepared in the performance of his/her duties.

**Duties of the Regional Chairs Representative**

- Serve as a Member of the Executive Committee.
- Serve as the liaison between the Board of Directors and the Regional Chairs.
- Shall attend all Board of Directors and Executive Committee meetings and report to the Regional Chairs independent of the minutes of the meetings.
- Retain copies of correspondence and records prepared in the performance of his/her duties.

**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 telephone conference 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, including attendance of meetings, 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**

- Serve as 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.
- Assist the Governance Committee and Secretary in holding elections and preparing reports.
- 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.
- The Executive Director shall be bonded at NPPA expense.

#### **Duties of the Regional Chairs**

- Supervise the affairs of the Region under the direction of the President and the Board of Directors.
- Preside at all Regional meetings and act as an ex-officio 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, ensuring that said periodical (i) has an editor, (ii) publishes on a regular schedule, and (iii) produces fair and equitable coverage of all NPPA regional and national candidates.
- 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. This includes a regional annual report submitted to the Regional Chairs Representative.

- 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 Chairs**

- Maintain a record of meetings held in the region and 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.

## **Committees**

#### **Judiciary Standing Committee**

The Committee on the Judiciary shall consist of three NPPA members in good standing nominated by the president, and confirmed by a majority of the Board of Directors. The committee shall choose their Chair from among their members. Current members of the Board of Directors are not eligible to sit on the Judiciary Committee. In the event of a vacancy, the President may appoint a Committee member to serve until the next Board meeting.

The Judiciary Committee shall investigate and hear charges made against members for violations of the Code of Ethics or other activities or actions detrimental to the best interests of the Association.

#### **Procedure regarding members**

Complaints by members, made against other members, for violations, must be signed by five active members in good standing and shall be presented to the committee in writing, accompanied by all available facts and evidence.

Upon receipt of such complaint, the committee may reject the complaint by majority vote as inadequately supported by the accompanying evidence, or proceed with the complaint, in which case, the chair will send a copy of the complaint and the supporting data to the accused member by registered mail, within 7 business days of the receipt of the complaint. The member may file a sworn answer accompanied by evidence he/she cares to present within 15 business days. If circumstances require it, the judiciary committee may expedite or extend the above deadlines by unanimous vote.

If requested, the accused member shall have an opportunity for a personal hearing before the Committee. At this hearing, oral testimony received by the Committee shall be recorded.

If, in the majority vote of the Judiciary Committee, the charges made against the accused are justified and fully supported by the evidence, the accused member shall be disciplined in a manner deemed appropriate by the Judiciary Committee, up to and including expulsion from the Association.

A member disciplined, as described above, shall be granted the privilege of appealing his/her case to the Board of Directors in writing. The decision of the Board, by a majority vote, shall be final.

### **Procedure regarding Board of Directors impeachment**

It shall be the duty of members of the Board of Directors to support and enforce the Bylaws and Standing Rules of the NPPA. In addition to discipline procedures listed above, a board member who willfully fails in their dut(ies) or who is guilty of conduct prejudicial to the best interests of the association may be impeached.

Complaints, accompanied by all available supporting facts and evidence against a board member, must be presented to the Judiciary Committee in writing, endorsed by five (5) members in good standing.

Upon receipt of such complaint, the Committee may reject the complaint by majority vote as inadequately supported by the accompanying evidence, or proceed with the complaint, in which case, the chair will send a copy of the complaint and the supporting data to the accused member by registered mail, within 7 business days of the receipt of the complaint. The member may file a sworn answer accompanied by evidence he/she cares to present within 15 business days. If circumstances require it, the Judiciary Committee may expedite or extend the above deadlines by unanimous vote. The Judiciary Committee must meet to consider the charges within 30 days of receipt of the sworn answer.

Whenever, in the majority vote of the Committee on Judiciary, the evidence presented justifies the charges made, the Committee may suspend the Board Member from office and recommend to the Board of Directors that the member be removed from office. In making such recommendation it shall be the duty of the Committee on Judiciary to present to the Board a complete record of the charges, and all evidence, both against and in support of the accused.

Upon weighing facts presented by the committee on judiciary, the Board of Directors can remove a member from office by two-thirds (2/3) vote.

## **Education & Program Subcommittees**

Special Subcommittees of the Standing Education Committee or the Standing Program Committee may be established to run specific workshops and programs of the NPPA. The Chairs of said Subcommittees must sign the Conflict of Interest Disclosure. They must also be NPPA members in good standing or sign the NPPA Code of Ethics annually, and shall serve on the designated Standing Committee as appropriate. Said Subcommittees may establish Standing Rules for the conduct of their business, as long as the Standing Rules are consistent with the NPPA Bylaws and NPPA Policies and Procedures.

The Chairs of said Subcommittees will be responsible for maintaining a file containing the minutes of each meeting that will be available upon reasonable request to committee members and the Board of Directors, including the Executive Committee. The Chair of each Subcommittee shall submit a written report of Subcommittee activities, in conjunction with the Standing Education Committee or Standing Program Committee, to the Board of Directors prior to the Annual Meeting of the Board of Directors.

All Subcommittees 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. All unbudgeted expenses incurred by any Subcommittee must have previous approval from the Executive Committee.

Subcommittee Chairs shall ensure that the NPPA name and logo appear on all published matter under their control. Subcommittee Chairs shall also ensure 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.

## **Regional Committees**

Regional Committees shall perform duties within the Regions comparable to the duties of the corresponding national and program 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.

### **Professional Chapters**

Before application of a Professional 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 not receive annual funds.

Professional 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.

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 NPPA member or \$400, whichever is greater. This stipend will be granted once per year per Chapter. The Executive Director will report all requests by Chapters to the Treasurer as part of the NPPA budgeting process. The application is due to the National Office by October 1 each year.

An annual report of progress and activity of each Chapter must be received by the Chapters Representative sixty (60) days prior to the Annual Meeting in order that a Chapter will remain in good standing. This report must include a list of officers and their terms in office; the names and NPPA numbers of all Chapter members; the identification of newly-enrolled members and other information that may be required.

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

The Chapters Representative 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, the chapter must notify the Chapters Representative, and decision on the appeal will be made at the Annual Meeting.

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.

### **Student Chapters**

Student Chapters may be formed on college and university campuses. 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 Chapters shall derive funds from individual assessments and projects.

Student Chapters in good standing with a minimum of five (5) NPPA members shall receive a stipend of \$100 plus \$20 per NPPA member to a cap of \$400 per Student Chapter. Funds will be distributed upon receipt of a satisfactory annual report. The report, with funding request, is due to the National Office by Oct. 1 each year.

## **Regional and Committee Property**

### **Accountability and Transfer of Regional or Committee Property**

Regional Chairs, Executive Committee Members, Program Chairs 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, Program Chairs 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, National Directors, Committee Chairs and Task Force Chairs shall submit an annual report to the Secretary for proper distribution to the Board of Directors prior to the annual meeting. All regional officers and committee members may be called upon to contribute to reports as appropriate.

## **Special Programs and Projects**

The Special Programs and Projects of NPPA are

*News Photographer Magazine*

The Best of Photojournalism Competitions

The NPPA Convergence

The NPPA Edit Foundry

The NPPA website

The NPPA Student Clip Contest

The NPPA Monthly News Clip Contest

The NPPA Monthly Multimedia Contest

The NPPA (Norman, Oklahoma) News Video Workshop

The NPPA Northern Short Course in Photojournalism

The NPPA Picture Editing Quarterly Contest

The NPPA Television Quarterly Clip Contest  
The NPPA Women in Photojournalism  
The NPPA Multimedia Immersion  
The NPPA Advanced Storytelling Workshop

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

## **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 NPPA 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.

## **Honors and Recognition**

The honors and recognitions of this association are

**The Joseph A. Sprague Memorial Award** is the highest honor in the field of photojournalism. It may be granted to not more than two individuals each year and granted only if achievement is a sufficiently high standard in the opinion of the Committee. Two awards may be given:

(i) To an individual who is not a working visual journalist: a citation for unusual service or achievement beneficial to visual journalism or for an outstanding technological advance in equipment or processes of visual journalism.

(ii) To a working visual journalist: a citation for the advancement, elevation, or unusual recognition for the profession of visual journalism by his/her conduct, initiative, leadership, skill and devotion of duty.

**The Joseph Costa Award** consists 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** may be presented to those giving continual outstanding services in the interests of visual journalism and for outstanding technical achievement in photography.

**The Kenneth Paul McLaughlin Award of Merit** may be presented to those individuals giving continual outstanding service in the interests of visual journalism whether or not they are members of the craft.

**The Burt Williams Award** shall be given to visual journalists who have completed forty years of service in visual journalism 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 who has given outstanding service and leadership in advancing visual journalism through education of the photojournalist.

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

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

**The Regional Publication Award** is given annually to the editor of a regional or chapter publication who has contributed the most to communicating news and information about visual journalism to the membership.

**The Morris Berman Citation** shall be given to individuals or organizations for special contributions advancing the interests of visual journalism.

**The Samuel Mellor Award** was established in 1958 to honor the memory of NPPA's second National Treasurer, who set an example of devotion to NPPA ideals. It is presented to an Associate Regional Chair at the discretion of the Honors and Recognition Committee. The award need not be given every year.

**The Humanitarian Award** is given to a working visual journalist 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 Honors and Recognition Committee and the President at any time of the year and is not be restricted to NPPA members.

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

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

**The Legion of Honor Award** is created to honor and eternalize the memory of visual journalists who have given their lives while performing their duties. The Recipient need not be an 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 member of a recognized news media organization to be eligible for this honor.

Any person or organization may submit a candidate for consideration.

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.

## 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 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 the National Program Committee Chair and is available on the NPPA website.

The National Program Committee Chair 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, 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 National Program Committee Chair 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, a 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 visual journalism. Membership is open to professional visual journalists and others whose occupation has a direct professional relationship with visual journalism. 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](mailto:director@nppa.org). ©2009 NPPA”

## Purchase of Alcoholic Beverages

The NPPA shall not pay for nor reimburse the costs of alcoholic beverages except where such cost is reimbursed to the NPPA.

## 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 travel guidelines along to the travel agent so each individual can make their own 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. The per diem rate is \$40.00 as of June 10, 2009.

## **Acceptable Office Expenses**

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

Normal office supplies such as pens, pencils, paper, file folders, paper clips, computer paper, toner cartridges, etc. are allowed. 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 are allowed. 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 are allowed. 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 are allowed. 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.

### **Program Expenses**

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.

Committee and Program Chairs 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.

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 chairs 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 Executive Committee. 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**

Program and Committee Chairs are charged with the responsibility of making sure any equipment in use at a workshop is properly insured. Individuals using non-NPPA 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 Program 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 Program.

## **Cash Advances**

Advances are designed to prevent an officer or Program 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.

## **Investments**

The Board of Directors of the NPPA 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 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.