

THE NEW ZEALAND INSTITUTE OF PROFESSIONAL PHOTOGRAPHY INC.

BY- LAWS

1. APPLICATIONS FOR MEMBERSHIP

(a) Applications for membership when completed by the applicant in writing on the Prescribed Form approved by the ***nz ipp** Board shall be forwarded to the Executive Director who will advise the Chairperson of the relevant Region who shall have thirty days to lodge any objection to the acceptance of membership. If no objection is received the Executive director shall process the application however in the event of an objection or the application proving controversial or irregular then that application shall be put before the ***nz ipp** Board for a decision. On the acceptance of an application the Chairperson of the relevant Region is advised.

(b) Each applicant shall have a proposer and seconder, both of whom shall be Professional Members and shall also certify on the form of application that the applicant is known to them and is eligible for membership in accordance with the Rules and By-laws.

(c) Each application shall be accompanied by either:

(i) a remittance equal to the Annual Subscription then payable for the appropriate category of Membership plus the Regional Levy in the area where the applicant is domiciled. Applications after 30th September shall be accompanied by a remittance of half the appropriate annual subscription plus half the current Regional Levy in the area where the applicant is domiciled.

(ii) A Bank authority for automatic payment in favour of the Institute, in a standard form as approved by the ***nz ipp** Board, duly completed and signed by the applicant (Payer) providing for monthly remittances to commence the month in which the application is made.

(d) Overseas Members. Applications for Overseas Membership from an overseas address who qualify in according to the rules and by-laws are acceptable and are processed in the normal way except that membership of a kindred Professional Photographic organisation may be taken as proof of eligibility instead of the support of two Professional members. Subscription for overseas membership may be set at a lesser rate in acknowledgement of the limited opportunity to fully participate in Institute activities.

2. SUBMISSIONS FOR PROFESSIONAL MEMBERSHIP BY AFFILIATE MEMBERS.

Affiliate Members may make submissions to become Professional Members as set out below. After one year an Affiliate member who has not qualified as a Professional Member shall be billed the full Professional Subscription regardless of their membership status.

The submission should cover the area of work that the applicant is professionally involved in, and the application would normally be made through the Executive Director to the Divisional Director concerned. The requirements are as follows:

Commercial: Applicants are to submit twelve (12) examples of their work. If submitted as prints then they should not be less than 20 x25cm and not more than 40x50 cm. Alternatively transparencies may be submitted in their original size.

Portrait: Applicants are to submit twelve (12) examples of their work. If submitted as prints then they should not be less than 20 x25cm and not more than 40x50 cm presented in a professional manner or an album containing twelve images not less than 20x25cm. These submissions to show a command of a variety of situations, lighting, posing etc and must not be from just one photography session.

Wedding: Applicants are to submit an album containing no less than twenty (20) images presented in a professional manner. This submission may be the photographer's choice or the client's album and the documentation should indicate which of these options is presented. Alternatively the applicant may submit twenty mounted images with the mount size being no larger than 40x50 cm. All images in a wedding submission must be from the same wedding.

Evaluation of submissions will take place on no less than three times per year at times that correspond with other gatherings of photographers. (Print Judging, Convention, ***nz ipp** or Lab Seminars). The respective Divisional Director will convene the evaluation and appoint a panel to carry out this task consisting of no less than three and no more than five Professional members (of which the Divisional Director may be one). The panel must include two Professional Members who hold an Associateship or higher qualification and must also include two members of the previously convened panel.

Each image will be scored out of 100 and a mark of 75 or more is required to establish that the print has passed. 75% of the images in the submission must pass in this manner for the submission to be successful. In scoring the submission 60% shall be allowed for posing lighting and composition; 20% for presentation; 20% for style. The overall criteria that should guide the total marking and evaluation process shall be that the submission and the individual images are of marketable standard and are presented in a professional manner.

Each submission must include a CV outlining the applicants business and photography experience, awards etc. In the event that the applicants work falls outside the range of present Divisions ***nz ipp** Board will decide on alternative evidence and be responsible for evaluating the submission although they may appoint a panel to make the evaluation.

Members who qualify for an Associateship through the ***nz ipp** Exhibition are deemed to have qualified for Professional Membership if their successful Merit Prints predominately belong to one of the Divisions but it is that members responsibility to bring this to the notice of the Executive Director by filling in the normal application and including the CV details.

3 SUBMISSIONS FROM NON-PHOTOGRAPHERS

(a) An applicant who is not involved in taking photographs but still involved in the industry should provide some evidence of competence in his / her particular field.

(b) If the applicant is an employee, they should supply the Executive Director with a reference from their Employer detailing the work carried out by the applicant and an assessment of the quality of that work.

(c) If the applicant is self employed, he / she should supply the Executive Director with details of the work carried out and any details of training or qualifications held.

(d) Whether employee or self employed, three testimonials should be supplied by users of the applicant's services or product. These references should show a degree of professional competence and acceptability to the client.

(e) In the case of workroom assistants who finish off orders, mount albums, frame pictures etc and do general reception work and assist in the general running of a studio including administration, testimonials from two local members of standing shall be supplied.

(f) In the case of an applicant where these requirements are inapplicable, as with photographic applications ***nz ipp** Board can arrange alternative requirements or test.

In all cases if the applicants submission falls within, even though non photographic, a Division the Executive Director shall refer the application to the Divisional Director for a recommendation to the ***nzipp** Board or if the application falls outside existing Interest Groups then the Executive Director shall make a recommendation to the NZIPP Board. In both cases it is the ***nz ipp** Board that is responsible for the decision.

4 THE REMISSION OF SUBSCRIPTION BECAUSE OF PREGNANCY

If a member has ceased to work in photography due to the members pregnancy but intends to recommence work in photography the Executive Director shall on request of that member, remit the remainder of the current years subscription and the next consecutive years subscription up to the point within that period that the member recommences work. The ageing of any merits points accumulated towards a distinction also be suspended for the same period. The member can apply for a further remission after that period and the ***nz ipp** Board will consider such application on its merits.

This provision shall also apply in the same way if a member ceases work for a time because of the member's partner's pregnancy or the birth of a child.

5. SUB COMMITTEES.

Any sub committee formed must include a member of the Policy and Planning Council on it. Such Policy and Planning Council member would not necessarily be the Chairperson of such committee.

6 COMPLAINTS

From time to time complaints are received by the Executive Director from the general public or from members by letter or telephone. A complaint is only handled if it concerns a member of the Institute.

All complaints must be committed to writing before being acted upon. The Executive Director will deal with all complaints arbitrating as required with the parties concerned, except when it is deemed necessary to refer such complaint to a senior member of the Institute or special committee set up for that purpose for reason of specialised knowledge or other reasons, in which case that person or persons would report on progress and final resolution to the Executive Director. In the event of normal procedure being unable to resolve a dispute or there being a gross breach of the code of ethics the matter shall be reported to the ***nz ipp** Board who will decide how to proceed

7.NATIONAL EXHIBITION OF PROFESSIONAL PHOTOGRAPHY:

All rules pertaining to the National Exhibition of Professional Photography constitute Clause 8 of these By-laws and are set out along with any amendments proposed by the Honours Council and approved by the ***nz ipp** Board in the Call For Entry document which is made available prior to each annual awards judging.