

## PSA HONORS: Instructions and Proposal Form

### 2017 Forms for Honors Conferred in 2018

#### INSTRUCTIONS FOR PROPOSERS

##### Essential Instructions

- Use these instructions and proposal form to determine if your Candidate is fully qualified.
- Weigh carefully the responsibility you are assuming, not only to the Society, but to the Candidate as well.
- Note that both PSA and non-PSA photographic service and activities are considered.
- Follow these instructions completely with no changes.
- Allow only one signature to appear on each part of the Proposal Form. A couple acting as a single endorsement will result in disqualification of the proposal.

##### General Instructions

- Download the Honors Proposal Form (Word document), or request the form and instructions from PSA Headquarters.
- Read all instructions before starting.
- Distribute the applicable parts of the Proposal Form to two Endorsers. Make certain that each Endorser, as well as you as the Proposer, each write a narrative statement about the candidate in the space provided in the respective forms
- Prepare your Proposal statement and the Candidate's Record. Use the format given on the following pages without altering it. Answer all questions. Use N/A for those categories that do not apply. The Proposer is free to share the list of categories with the Candidate and obtain all possible information from the Candidate. **Do NOT simply copy a list received from the candidate. As Proposer, the responsibility is yours to make sure the record is in good, organized and readable order.**
- Make certain you receive the narrative statements from the Endorsers in time to include them with the proposal.
- Email or mail the completed form together with the signed parts of the Honors Proposal Form as one email or mail in one package to PSA Headquarters early enough to arrive before the December 1 deadline. If e-mailing the proposal, use "Honors proposal for [Candidate's Name]" in the subject line. Failure to do this may result in the proposal being inadvertently overlooked by HQ staff and delay delivery to the Honors Committee. A delivery delay may result in the proposal being held until the following year. Also, e-mailed Proposals must still be signed by the Proposer and Endorsers. For email submission, **digital signature in the proposal** is acceptable. If you are unable to do digital signature or embed the required signatures within the WORD documents, you may submit them electronically but then follow them with signed hard copy versions. Indicate on the hard copy version that the proposal was previously submitted by e-mail.

#### Special Resource Offer

If you are proposing or endorsing a candidate for an honor you should be aware of a significant information resource relating to their direct service to PSA. Laura Davies, FPSA has done extensive work on organizing PSA's historic records. She is offering to provide the service record for any PSA member on request. Please keep in mind that the information is limited to what Laura was able to cull out of the records she had access to. However, when it comes to getting good dates and position or role titles the benefit of getting the correct information cannot be overstated. This should be your first stop when it comes to PSA service. **However, please be aware that the information that is available may be limited to dates and position titles. You will still need to co-ordinate with your Candidate to provide the more robust description needed for a well documented Proposal.**

You can reach Laura at either [historical-research@psa-photo.org](mailto:historical-research@psa-photo.org) or at [LJD1538@aol.com](mailto:LJD1538@aol.com). The PSA e-mail address is preferred, but Laura is willing to take requests at either address.

## PSA HONORS CRITERIA

PSA Honors are awarded in recognition of service contributions to the advancement of the art and science of photography within or outside of PSA. Contributions of a service nature are the primary criteria for an Honor. Photographic proficiency and personal achievement do not qualify the Candidate. Direct service to PSA and its Divisions is valued, but **is not required** at the APSA level. Any service that is in support of the PSA Mission as stated is appropriate for consideration if it contributes substantially to the advancement of photography. The Candidate's photographic proficiency is NO longer a factor for the Honor evaluation and consideration.

### Associate (APSA)

- Associateship is awarded for material contributions to the advancement of photography, resulting primarily from service contributions.
- The elements of "service" by the candidate shall be of service related to photography and/or photographic service.
- The Associate is awarded by a majority vote of the Honors Committee.

### Fellow (FPSA)

- Fellowship is awarded for outstanding contributions to the advancement of photography involving a high degree of service, such as the dissemination of acquired knowledge through lecturing, judging, instructing, publication of articles, papers, etc.
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- A three-fourths vote of the Honors Committee is required for the Fellow.
- In preparing a FPSA proposal, concentrate on the Candidate's contributions and achievements following election as an Associate, but include a condensed summary of activity, service, and recognition prior to receipt of the APSA in the first page. The summary shall not exceed one page in length. It may be either a brief review under each of the categories of information called for in the Candidate's Record, or a general summary of the most significant aspects of the prior PSA record.

### Honorary Membership (HonPSA)

- Honorary Membership is awarded for outstanding service to the Society and to photography, not merely for additional service in the years after being elected a Fellow, particularly through organizational or similar work, **demonstrating leadership by the candidate.**
- The candidate will be recommended by a three-fourths vote of the Honors Committee to the PSA Board of Directors where the application then requires a majority vote for approval.
- Proficiency in the use of the photographic medium is not a requirement.
- A candidate must be a member of the Society.

### Honorary Fellow (HonFPSA)

- Honorary Fellowship is the highest Honor in the Honors Program.
- It is awarded only for unique or outstanding contributions of major importance to photography or exceptional service to PSA and the Photographic Community.
- The approval of eighty percent (80%) of the Honors Committee and majority of the PSA Board of Directors is required. The number of living Honorary Fellows is limited to twenty-five (25).
- A candidate must be member of the Society.

## STATUTORY REQUIREMENTS FOR CANDIDATES

All Candidates for Honors must be continuous members of PSA in good standing for the number of years required for the Honor for which they are being proposed.

A candidate for Associate (APSA) must have been an active member in good standing, for at least six (6) consecutive years immediately prior to submission of the proposal. Length of membership is calculated from the closing date for receipt of the proposal.

The candidate for Fellow (FPSA) must have been a continuous member for a minimum of ten years prior to the date of the Proposal. In addition the candidate must have held an Associate (APSA) for at least two years from date of award of the APSA

before being eligible to be proposed for the FPSA Honor (instituted 2013). To clarify this “two year period,” study the following example:

Proposed for APSA ..... by December 1, 2014  
Awarded APSA.....September /October 2015  
2 years.....September 2017  
Proposed for FPSA ..... by December 1, 2017 or later

The two year period runs from the date the APSA is awarded, not from the time of the APSA proposal. **Both the ten years of continuous membership and the two years since the APSA was awarded must be met.**

The Honors of Honorary Member (HonPSA) and Honorary Fellow (HonFPSA) are awarded only occasionally and require majority vote of the PSA Board of Directors for approval. The Honor of HonPSA is for truly outstanding service and leadership to photography and the Honor of HonFPSA is for unique or outstanding contributions of major importance.

**Honorary Membership (HonPSA)**

- Honorary Membership is awarded for outstanding service to the Society and to photography, not merely for additional service in the years after being elected a Fellow, particularly through organizational or similar work, **demonstrating leadership by the candidate.**
- The candidate must be a continuous member of the Society for a period of not less than fifteen (15) years.
- The candidate will be recommended by a three-fourths vote of the Honors Committee to the PSA Board of Directors where the application then requires a majority vote for approval.
- Proficiency in the use of the photographic medium is not a requirement.

The candidate for Honorary Member of PSA (HonPSA) have held a Fellowship (FPSA) for at least two years from date of award of the FPSA before being eligible to be proposed for the HonPSA Honor (instituted 7/13). To clarify this “two year period,” study the following example:

Proposed for FPSA ..... by December 1, 2014  
Awarded FPSA.....September /October 2015  
2 years.....September 2017  
Proposed for HonPSA ..... by December 1, 2017 or later

The two year period runs from the date the FPSA is awarded, not from the time of the FPSA proposal. **Both the fifteen years of continuous membership and the two years since the FPSA was awarded must be met.**

**Honorary Fellow (HonFPSA)**

- Honorary Fellowship is the highest Honor in the Honors Program.
- The candidate must be a continuous member of the Society for a period of not less than fifteen (15) years.
- It is awarded only for unique or outstanding contributions of major importance to photography or exceptional service to PSA and the Photographic Community..
- The approval of eighty percent (80%) of the Honors Committee and majority of the PSA Board of Directors is required. The number of living Honorary Fellows is limited to twenty-five (25).

The candidate for Honorary Fellow (HonFPSA) must have been an Honorary Member (HonPSA) for at least three years from date of award of the HonPSA before being eligible to be proposed for the HonFPSA Honor (instituted 7/13). To clarify this “three year period,” study the following example:

Proposed for HonPSA ..... by December 1, 2013  
Awarded HonPSA..... September /October 2014  
3 years..... September 2017  
Proposed for HonFPSA ..... by December 1, 2017 or later

The three year period runs from the date the HonPSA is awarded, not from the time of the HonPSA proposal. **Both the fifteen years of continuous membership and the three years since the HonPSA was awarded must be met.**

## REQUIREMENTS FOR THE PROPOSER AND TWO ENDORSERS

### The Proposer:

- Must be a member of PSA in good standing.
- Shall be convinced that the qualifications of the Candidate are worthy of the proposed Honor, and the information provided in the Candidate's Record will corroborate that judgment. Responsibility to the Society should transcend any desire to do a favor for someone.
- Must know the Candidate personally through close association for a period of time, be able to confirm the pertinent facts in the record, and be willing to sign the affirmation to that effect.
- Will distribute the applicable parts of the Honors Proposal Form to two (2) individual Endorsers. (A sample email/letter that can be used when contacting the Endorsers is included as page 4).
- Receives the signed Endorsers' narrative statements back from the Endorsers to include with the completed proposal.
- Emails or mails the completed and signed Proposal Form in one email or one package to PSA Headquarters, in time to arrive before the deadline. There is no proposal fee.

### The Endorsers:

- Must each be an individual member of PSA in good standing.
- Must be familiar with the work of the Candidate, but need not have the intimate knowledge of the Candidate required of the Proposer.
- Must each indicate in their Endorser's statement, within the space provided, brief reasons why the proposed Candidate should be considered for the proposed Honor, signing the statement attesting to the Candidate's worthiness.

## PREPARING THE PROPOSAL

We strongly recommend that both Proposers and Endorsers take the time to obtain the Guide For Preparing an Honors Proposal from the Honors area on the PSA website and use it and the associated sample proposals when preparing the proposal for your Candidate. Please note that the Guide also contains the suggested minimum qualifications that a Candidate should have for each Honor level. Be sure to review these before beginning. **However, note that merely having the suggested minimums in no way guarantees that a proposal will be successful.** Each Candidate is reviewed on a stand alone basis and on the merits of the record that you present in the body of this proposal.

After downloading the PSA Honors Proposal Form from the PSA Honors webpage or receiving the PSA Honors Proposal Form via email or by mail from PSA Headquarters:

As the Proposer, prepare a proposal document (using 10-point or larger type) not exceeding ten (10) pages for APSA, and not exceeding eleven (11) pages for FPSA, HonPSA, HonFPSA consisting of the following:

- 1) A first page, written on Form HC-100, "PSA Honors Proposal Cover Page"
  - 2) Proposer page on HC-101
  - 3) Two Endorsers' pages, each on Form HC-102, "PSA Honors Endorsement"
  - 4) For a Candidate for the FPSA, HonPSA or HonFPSA, a summary (one page or less) of information previously submitted in support of the proposal for their current Honor (e.g., proposal for FPSA has a one page summary of key service credentials from the Candidate's proposal for APSA) on one page Form HC-103 Six (6) or fewer additional pages, starting on Form HC-104, "Candidate's Record"
- Provide the following on Form HC-104 (Candidate's Record), using 10-point or larger type, numbering the responses to correspond with the nine (9) categories to be addressed, and heading each subsequent page with the candidate's name, the date, and the page number. Spell out the full name of any organization the first time it is mentioned. Use the category number followed by N/A for items that do not apply. A concise, orderly arrangement of all the relevant information will produce a strong, effective presentation. Material evidence of the Candidate's Record is not generally required, but may be requested by the Honors Committee if needed.

**CATEGORIES FOR CANDIDATE’S RECORD**

Background

- 1 Present occupation and position, or previous occupation and date of retirement.

Service

- 2 Significant contributions as an officer, chairman or other volunteer position providing meaningful service to photography, categorized by name and type of organization (PSA chapter or division, council or club, civic or cultural group, etc.), dates served, and specific accomplishments beyond routine performance of duties.
- 3 Photographic honors and awards received, including the purpose of the award, given by whom and when. (Do **not** include prizes for specific photographs in exhibitions or competitions, to be listed under item #10.)
- 4 Judging of PSA-recognized exhibitions, or other major shows and competitions, specifying the names, when and where.

Education and Advancement

- 5 Photographically- related papers, articles, or books published, listing titles, names of any co-authors, and any personal photographs included. For books, give the year of publication and number of pages; for papers and articles, the volume, page numbers, month and year.
- 6 Photographic instruction: lectures (topics discussed, before what organizations and when), or volunteer courses taught (subject, where and when), noting size of group and any compensation.
- 7 Shows presented: subject matter, length and kind of presentation (electronic, single projector or multi-media, etc.), when and where, size of audience.
- 8 Professional accomplishments related to photography: teaching (when and where), patents (including any co-patentees, title, country, number and date issued), other products developed or invented or processes perfected, supervision in research or production, commercial photography (nature of work, when and where), and/or tour leadership (when and where).
- 9 Any other pertinent qualifying information supporting meaningful contributions by the Candidate, but not covered under the preceding categories.

Proficiency (While encouraged proficiency in photography is not criteria for Honors).

- 10 PSA-recognized Exhibition participation: number of exhibitions entered per year in each Division and summary of Distinctions, Star Ratings and/or Who’s Who record.
- 11 Summary of other exhibition activity: sponsoring group, whether juried or by invitation, when and where.
- 12 Major awards in exhibitions or competitions, when given and by whom.

**SUBMITTING THE PROPOSAL**

Send the completed and signed set of pages:

- (a) Form HC-100, “PSA Honors Proposal Cover Page;”,
- (b) signed Proposer page (Form HC-101),
- (c) two Endorsers’ pages each on FormHC-102, “PSA Honors Endorsement;”
- (d) one page of Summary information of previous submitted for current Honor (for FPSA, HonPSA, and HonFPSA Candidates only, For APSA Candidate, do not need to submit this page) on Form 103; and
- (e) six (6) or fewer pages starting on Form HC-104, “Candidate’s Record;” in one package mailed to **PSA Headquarters, 8241 S. Walker Avenue, Suite 104, Oklahoma City, OK 73139-9401**, early enough to arrive before the December 1 deadline. If e-mailing the proposal, use “Honors proposal for [Candidate’s Name]” in the subject line. Failure to do this may result in the proposal being inadvertently overlooked by HQ staff and delay delivery to the Honors Committee. A delivery delay may result in the proposal being held until the following year. Also, e-mailed Proposals must still be signed by the Proposer and Endorsers. If you are unable to do digital signature or embed the required signatures within The WORD documents, you may still submit them electronically, but then follow them with signed hard copy version. Indicate on the hard copy version that the proposal was previously submitted by e-mail.

**SAMPLE EMAIL/LETTER TO ENDORSERS (FORM HC-107)**

Date:

Dear Honors Endorser,

I am informed that you have agreed to serve as an Endorser for the Candidate whose name you will enter on the enclosed confidential PSA Honors Endorsement form.

Because of the brief time at our disposal you are urged to prepare your narrative statement on the form in the space provided and return it to me within one week so that the Candidate's proposal can be considered by the Honors Committee for the current group of awards.

Please remember that the Endorser's statement is strictly confidential. You should, therefore, feel free to write (in the space provided on the form) with complete candor regarding the qualifications of the Candidate.

Sincerely,

(Proposer's name)

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**HONORS PROPOSAL COVER PAGE (Form HC-100)**

Email this proposal, the two endorsements, and the Candidate's Records to: [hq@psa-photo.org](mailto:hq@psa-photo.org) OR, mail to **Honors Department, PSA Headquarters, 8241 S. Walker Avenue, Suite 104, Oklahoma City, OK 73139-9401.** Please type or print legibly. If e-mailing the proposal use "Honors Proposal For [Candidate's Name}" as the subject line.

**Note: A hard copy of the Proposal with actual signatures must be sent to PSA HQ if do not use digital signature with email submission.**

On behalf of \_\_\_\_\_ for \_\_\_\_\_ (Honor) | Candidate's email \_\_\_\_\_

Candidate's address \_\_\_\_\_

Candidate's Previous PSA Honors \_\_\_\_\_

Proposer's Name \_\_\_\_\_ Address \_\_\_\_\_

Proposer's E-Mail Address \_\_\_\_\_

1st Endorser \_\_\_\_\_ Address \_\_\_\_\_

2nd Endorser \_\_\_\_\_ Address \_\_\_\_\_

Proposer: Do not fill in below. – To be completed by PSA HQ

CANDIDATE	PROPOSER and ENDORSERS
<p><b>Date Joined PSA:</b> _____</p> <p><b>APSA earned:</b> _____</p> <p><b>FPSA earned:</b> _____</p> <p><b>Candidate's Dues Current</b>      <input type="checkbox"/>Y <input type="checkbox"/>N</p>	<p><b>Proposer Dues Current</b>      <input type="checkbox"/>Y <input type="checkbox"/>N</p> <p><b>1st Endorser Dues Current</b>      <input type="checkbox"/>Y <input type="checkbox"/>N</p> <p><b>2nd Endorser Dues Current</b>      <input type="checkbox"/>Y <input type="checkbox"/>N</p> <p><b>Information verified by:</b> _____</p>

PSA HONORS – PROPOSER PAGE (Form HC-101)

On behalf of \_\_\_\_\_ for \_\_\_\_\_ (Honor)

Proposer’s Name \_\_\_\_\_ Address \_\_\_\_\_

Proposer’s E-Mail Address \_\_\_\_\_

I have known the Candidate personally for \_\_\_\_\_ years. I have obtained the consent of the above individuals to serve as Endorsers. **The Candidate is / is not (circle one) aware of this proposal and has / has not (circle one) provided and or verified information presented herein. I have read the current (2017) instructions regarding PSA Honors and have made a reasonably thorough examination of all facts herein to ensure the accuracy of the information presented.** I propose this Candidate for the PSA Honor of \_\_\_\_\_ upon the basis of the Candidate’s Record which is enclosed and also because: (This Proposer’s statement may not exceed this space on this page. Please type or use at least a 10 point font.)

Signature of Proposer \_\_\_\_\_ Date \_\_\_\_\_

**By signing here I state that I am knowledgeable about this candidate’s record and verify its accuracy.**



**PSA HONORS – ENDORSEMENT (Form HC-102)**

Return Deadline: \_\_\_\_\_

Endorser \_\_\_\_\_ Address \_\_\_\_\_

Endorser’s Email \_\_\_\_\_ Endorser’s Statement on behalf of \_\_\_\_\_

Candidate for the PSA Honor of \_\_\_\_\_ proposed by \_\_\_\_\_

Instructions to Endorser:

- You have a responsibility to the Candidate, but a greater one to PSA. Please give all information fully, frankly, and honestly. Your opinion will be kept in confidence.
  - Do you know the applicant personally, and well enough to form an opinion of him/her? \_\_\_\_\_
  - How long have you known the Candidate? \_\_\_\_\_
  - Do you sincerely recommend the Candidate for the Honor requested? \_\_\_\_\_
- Give the outstanding facts, but not in detail, that in your opinion, justify awarding the Honor, and tell in your own words below your opinion of the candidate. Then sign this Endorsement at the bottom of this page.
- Return this form promptly to the Proposer, who has the responsibility of collecting all the parts of the Application form and sending a complete proposal to Headquarters. Any delay on your part may postpone the application for a year.

**This Endorser’s statement must be limited to the space provided below.** No additional comments will be accepted.

Signature of Endorser \_\_\_\_\_ Date \_\_\_\_\_

**By signing here I state that I am knowledgeable about certain aspects of this candidate’s record and believe them t**

PSA HONORS – ENDORSEMENT (Form HC-102)

Return Deadline: \_\_\_\_\_

Endorser \_\_\_\_\_ Address \_\_\_\_\_

Endorser’s Email \_\_\_\_\_ Endorser’s Statement on behalf of \_\_\_\_\_

Candidate for the PSA Honor of \_\_\_\_\_ proposed by \_\_\_\_\_

Instructions to Endorser:

- You have a responsibility to the Candidate, but a greater one to PSA. Please give all information fully, frankly, and honestly. Your opinion will be kept in confidence.
  - Do you know the applicant personally, and well enough to form an opinion of him/her? \_\_\_\_\_
  - How long have you known the Candidate? \_\_\_\_\_
  - Do you sincerely recommend the Candidate for the Honor requested? \_\_\_\_\_
- Give the outstanding facts, but not in detail, that in your opinion justify awarding the Honor, and tell in your own words below your opinion of the candidate. Then sign this Endorsement at the bottom of this page.
- Return this form promptly to the Proposer, who has the responsibility of collecting all the parts of the Application form and sending a complete proposal to Headquarters. Any delay on your part may postpone the application for a year.

**This Endorser’s statement must be limited to the space provided below.** No additional comments will be accepted.

Signature of Endorser \_\_\_\_\_ Date \_\_\_\_\_

**By signing here I state that I am knowledgeable about certain aspects of this candidate’s record and believe them to be accurately presented.**

**PSA HONORS – SUMMARY OF INFORMATION PREVIOUSLY SUBMITTED FOR CURRENT HONOR (Form HC-103)**

On behalf of \_\_\_\_\_ for \_\_\_\_\_ (Honor)

Proposer's Name \_\_\_\_\_

For a Candidate for APSA, you do not need to include this page.

For a Candidate for the FPSA, HonPSA or HonFPSA, a summary (one page or less) of information previously submitted in support of the proposal for their current Honor (e.g., proposal for FPSA has a one page summary of key service credentials from the Candidate's proposal for APSA)

Signature of Proposer \_\_\_\_\_ Date \_\_\_\_\_

**By signing here I state that I am knowledgeable about this candidate's record and verify its accuracy.**

**PSA HONORS – CANDIDATE’S RECORD (Form HC-104)**

Candidate’s name \_\_\_\_\_ Date \_\_\_\_\_

For paragraph responses:

- Number and title the paragraphs to correspond with the major sections and categories 1 through 9 in the instructions.
- If additional sheets are required, please use plain paper with the heading "Candidate’s name, date, and page number."
- A minimum of 10 point type is to be used throughout (Times New Roman, Arial, or similar font).