

PSA HONORS: Instructions and Proposal Form Forms for Honors Conferred the Following Year

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)
- 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 the completed Proposal Package, including the Proposal, the Candidate's Record, and the two Endorsements, all together in one email package to HQ@PSA-photo.org, with a subject line of "Honors Proposal for (Candidate's name)," so that it arrives at HQ by December 1. Signatures by the Proposer and Endorsers can be by formal digital signature or by signing, dating and scanning the signature page to include with the digital package. Do not send follow-up original signature pages.

Please carefully follow these instructions as a failure to do so could cause a delay of presentation to the Honors Committee of up to one year.

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 or at 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.
- **A candidate must be a member of the Society for not less than six (6) consecutive years.**

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.
- 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.
- **A candidate must be a member of the Society for not less than ten (10) consecutive years**

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 for not less than fifteen (15) consecutive years.**

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 for not less than fifteen (15) consecutive years.**

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, 2020
 Awarded APSA.....September /October 2021
 2 years.....September 2023
 Proposed for FPSA by December 1, 2023 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, 2019
 Awarded FPSA.....September /October 2020
 2 years.....September 2022
 Proposed for HonPSA by December 1, 2022 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, 2019
 Awarded HonPSA..... September /October 2020
 3 years..... September 2023
 Proposed for HonFPSA by December 1, 2023 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 "Guidelines 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 standalone 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 Form 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, and 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 twelve (12) 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

The Proposer should organize a proposal to cover the following Sections of the Candidate's Record if they apply. The Candidate's Record is a part of the Proposal Packet, which will be reviewed by the Honors Committee members. The Proposer also knows the Candidate and can vouch for the extent and quality of the Candidate's service. Space is very limited, so that it is important to concisely organize the Proposal in a logical sequence so that it covers each applicable Section of the Candidate's Record. Be sure that the Proposal presents and emphasizes the most significant services and factors bearing on the worthiness of the Candidate for Honors.

Section 1: Education, work and other background, past and present. This is to help the Honors Committee members know the Candidate, as it may be helpful in evaluating some kinds of service. *An accounting or teaching background, for example, might explain a Candidate's value in the business end of a photographic organization or in written or oral presentations or workshops. Work in government or business might explain a Candidate's value as a leader in a photographic organization.*

Section 2: Significant Service. Present this in an organized fashion, listing services to international, national, regional and/or local organizations, or chronologically listing services and activities by dates, positions and specific work and accomplishments beyond routine performance of duties. *It may include leadership, which is described generally as influencing others, not necessarily managing others. Listing positions held without identifying accomplishments and service over and above those of others is not enough. What makes the Candidate stand out in these positions?*

Section 3: Service Recognitions Received. List and summarize service honors or recognitions received, which relate to photography, photographers and international to local photographic organizations, to PSA or equivalent organizations around the world, and to other organizations like schools, local governments, or other community organizations. *The Proposer might select the highest, most important recognitions for comment.*

Section 4: Judging, Assessments, Critique and Evaluations. List these from international to local levels, including contests, exhibitions, shows and other kinds of evaluations of photographic work of others. *Consider identifying the important judging, assessments, critiques and evaluation activities of the Candidate and the value of these services to others.*

Section 5: Written Presentations. This may include articles, papers, books and other written or published materials on photographic subjects, including topics, dates, where published, titles, and list in order of higher to lower importance or wider distribution. *Newsletters, bulletins, websites, journal or magazine articles, histories, books or other educational written materials may be important to identify.*

Section 6: Oral Presentations. List significant oral presentations such as classes, presentations and workshops, live or through video, television, webinars, or other digital means. Include if possible years, subjects, audience and other significant information. *Where space is limited, identify the most important of these presentations.*

Section 7: Other Relevant Information. This is a catch-all category to round out an understanding of the Candidate's service. Examples are organization of travel for photography, field trips or photo shoots or other events, or participation in the invention of devices or techniques related to image making or any other activity which has an impact on photography. It might include information on patents, photographic products or processes, professional photography experience, and supervisory or other positions in industry, research, or other technical fields of a photographic nature. *If there is something important to say about an outstanding Candidate which does not fit into another category, a Proposer should feel free to add it in this section.*

Section 8: Photographic Proficiency, Achievement. *No showing of photographic proficiency is required for PSA Honors. It is a strong showing of service which is important. A Candidate can be very important to an organization or an inspiration to others, and an ideal volunteer, without having notable photographic background.* If proficiency is listed, to help the Honors Committee members understand and evaluate the service, it is sufficient to identify levels of distinctions or other recognitions from photographic organizations such as PSA or other societies, or awards or recognitions from other photographic organizations around the world, from international to local levels. Long lists of distinctions and skill recognitions, medals and acceptances, are not needed.

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 Form HC-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, early enough to arrive before the December 1 deadline. In the subject line of the emailed proposal, use "Honors proposal for [Candidate's Name]". 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. Digital signature or embed are required.

HONORS PROPOSAL COVER PAGE (Form HC-100)

Email this proposal, the two endorsements, and the Candidate's Records to: hq@psa-photo.org.
 Please type or print legibly. When e-mailing the proposal use "Honors Proposal For [Candidate's Name}" as the subject line.

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>Date Joined PSA: _____ APSA earned: _____ FPSA earned: _____ Candidate's Dues Current <input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Proposer Dues Current <input type="checkbox"/> Y <input type="checkbox"/> N 1st Endorser Dues Current <input type="checkbox"/> Y <input type="checkbox"/> N 2nd Endorser Dues Current <input type="checkbox"/> Y <input type="checkbox"/> N Information verified by: _____</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 (2019) 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 8 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).