

**Photographic Society of America (PSA)**  
**Recognition of Service to PSA**  
**Master Operating Manual**  
**November 2019**

- 1. General.** The recognition of service to PSA awards are composed of several areas and fall under the direction and oversight of many different areas, as follows:

  - a. PSA Service Awards for members are compiled by the Service Awards Director, and are submitted electronically by a proposer and an endorser to the Director, the Director of Service Awards will forward to the Executive Vice President the list of names for the development of a motion.
  - b. Retiring Board members will receive a Service Award which will be compiled and designated by PSA office staff annually.
  - c. Retiring Division Chairs, Chapters and Club Services Chairs who shall be nominated by the Divisions Vice President and/or the Chapters, Clubs Vice President. A listing will be forwarded to the PSA Office no later than June 30<sup>th</sup> of each year.
  - d. Retiring Presidential appointed committee chairs will be proposed by the PSA Secretary who will compile a list, forward it to PSA Office no later than June 30<sup>th</sup> of each year and present the list to the Executive committee to be affirmed.
  - e. Honors Service Awards are for persons who have continued to either propose or endorse member service awards over a period of time, as compiled by the Ethics Review Board and supervised by the PSA Secretary, who will forward the list to PSA Office no later than June 30<sup>th</sup> of each year.
- 2.** The Service Awards Chair will have the title of Director. This Master Operating Manual for the PSA Service Awards describes the governance; the Director's qualifications; the appointment and term of office; the purpose of the Service Award Director; the role and duties of the Director; and the summary of requirements for service award
- 3. Statement of Purposes.** The purpose of the Service Award Director is to receive the proposals for PSA members who have given service to the Photographic Society of America; to confirm that the PSA member is a current PSA member; and that the member has not received the award in the past five years, and vet the individual. The Service Award Director will provide the list of nominees for the Executive V.P. who will approve this list and provide a motion for the Executive committee for their affirmation.
- 4. Governance.** PSA is governed by a Board of Directors (Board). The PSA President appoints the Director of the Service Awards. The Service Awards Director reports to the PSA Executive Vice President (EVP).
- 5. Desired Qualifications.** Desired qualifications for the Service Awards Director includes PSA membership (required), interest and/or knowledge of PSA committees, boards, and other PSA services. Ability to work with Word and Excel.

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- 6. Director Terms.** The Service Award Director is a single member who serves as Director and is appointed for a five (5) year term, by the PSA President. If the member resigns or is unable to continue or is removed by the President, the President appoints a person to fill the unexpired term; the new appointee is placed in the position for the remaining time period and reports to the Executive Vice President.
- 7. Budget.** The annual budget for the coming year will be prepared by the PSA Office Manager and submitted to the PSA Executive Vice President by March 1 of each year.
- 8. Procedures for Processing Member Service Awards.** The procedure for processing awards will be the following:

  - The individual or club being proposed for a Service Award will submit the application electronically to the Service Award Director and PSA HQ.
  - The Director will make sure that the application form has been completed; that there is a proposer and endorser; and that the form has been signed by both the proposer and endorser and will confirm that the PSA member is a current PSA Member. The Director will also confirm that the proposer and endorser are also members in good standing. The Service Awards Director will make sure that the member has not received the award in the past five years.
  - The Service Award Director will notify the Exec Vice President that proposals have been made. The EVP will approve the list of Service Awards and give the Secretary the information to include in the Executive Committee agendas in the form of a motion. The Service Awards recipients motion will be affirmed by the Executive Committee.
  - Once the person or organization has been affirmed by the Executive Committee, the EVP will notify the Service Awards Director who has the responsibility to notify the recipient of the award to let the recipient know why they are receiving the award. The Service Award Director will notify The PSA Office Manager by June 30 of each year. PSA HQ will determine if the awardee or club representative will be attending the annual conference, so the award can be given during the annual conference. Arrangements will be made specifically for awardees not attending the annual conference.
  - The Service Awards Director will also notify the PSA Secretary who will keep a spreadsheet of award recipients including the member's name, date received, proposer, and endorser.
  - The Service Award Director will notify PSA Headquarters, the PSA webmaster, and the PSA Journal editor by June 30<sup>th</sup> of each year. The Webmaster and PSA Journal

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editor will publish these lists at the direction of the Publications Vice President in the appropriate PSA Journal and the website.

- Any PSA member may submit names of persons or clubs who have contributed substantially to the Photographic Society of America, either in time, contributions, expertise or service as long as they are a member in good standing.
- When Service awards are presented at times other than the annual conference then, the Service Awards Director will notify PSA HQ, Journal Editor and Webmaster when and where these awards will be presented.

- 9. Requirements for the Recipients.** The candidates must be a PSA member in good standing and have performed a service for PSA that justifies a Service Award. PSA BOD members are not eligible for a service award during their term of office, but may nominate or endorse other PSA members.

**10. Nominee Selection Process:**

- a. Retiring PSA Board Members will receive a BOD Service Award when they have completed their position. The Board Member will only receive one award at the end of their tenure as a Board Member even if they change positions during their service. The Headquarters office staff will this list.
- b. Retiring Chairpersons of Divisions, Chapters and Club Services will receive a Service Award for their tenure of service. The Chair member will only receive one award at the end of their tenure of their service; even if they change positions during their service. A separate list of retiring chairmanships will be submitted to PSA HQ on or before June 30th of each year by either the Divisions Vice President or the Chapters and Clubs Vice President, indicating the position they are vacating and their length of service.
- c. Presidential nominated Committee Chairs will be awarded a Service Award upon completion of their tenure of the committee they were appointed. The PSA Secretary will compile the list and present it to PSA HQ no later than June 30<sup>th</sup> of each year.
- d. Honor's Committee will annually review the proposer and endorser list for Honor Proposals and may award an Honors Service Award to members who continually either endorse or propose fellow members. This list of awardees shall be submitted to the PSA Office no later than June 30th of each year. The PSA Secretary shall have oversight of this award
- e. Any PSA member in good standing may submit names for Service Awards utilizing the criteria in number eight (8) of this document.

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**Promotion of Service Awards:**

- f. By December of each year an information article will be written (by the Service Awards Director) to be included in the next available Journal, promoting Service Awards and the process.
- g. Periodically an insert box will be submitted for the Journal, keeping the Service Awards in front of the members and encouraging the submittal of members for this award.
- h. Work with the Internal Public Relations chairperson in developing information dissemination for members regarding the Service Awards.
- i. Will on an annual basis review the PSA website for accuracy.
- j. Will review annually the current Service Awards Director MOM for accuracy and current responsibility.

**11. Updating the Service Award Proposal form:**

- a. By March 1<sup>st</sup> of each year the Service Awards Director will review and send recommendations to the Executive Vice President For their review.
- b. The Executive Vice President will prepare a motion for the Executive Committee for the Executive Committee to affirm. This MOM is a living document and shall be reviewed annually for accuracy and appropriate process.