

# ETHICS REVIEW BOARD MASTER OPERATING MANUAL

## PHOTOGRAPHIC SOCIETY OF AMERICA ETHICS REVIEW BOARD

### 1. PURPOSE:

To review instances of a participant's alleged non-compliance to PSA exhibition related ethics and guidelines by evaluating documentation and related materials submitted by appropriate PSA members in good standing, preferably the Ethics Review Advisor. Participants are defined as any individuals, PSA members or otherwise, submitting entries to the PSA International Exhibition and any other PSA-recognized Exhibition.

### 2 REPORTING RELATIONSHIP:

- The Ethics Review Board (ERB) shall be responsible to the PSA Board of Directors.
- Primary administrative responsibility for the ERB shall rest with the PSA Secretary. The PSA Secretary shall be responsible to represent the ERB at all PSA Board of Directors meetings.
- Secondary administrative responsibility for the ERB shall rest with the PSA Executive Vice President.

### 3. STRUCTURE:

The membership of the ERB is composed of \*six members, the Chairperson and \*five Members at large. The President of the Society shall appoint all members of the ERB for a period of five years, with a new member normally appointed to the ERB each year. Each member is appointed with the understanding that they may be required to serve as Chairperson. The PSA President shall determine appoint the Chairperson.

### ADVISORY RESOURCE:

The Ethics Review Advisor and the Star Ratings Chairperson shall be considered as advisors to the ERB.

### 4. RESPONSIBILITIES:

#### Chairperson:

- Shall chair any meetings of the ERB or assign a replacement if unable to attend a meeting.
- Shall be responsible for maintaining and updating the MOM as required, either directly or by appointment of task to another.
- Shall receive evidence package of potential ethics violations, reproduce as required, and distribute to the members of the ERB.
- Shall summarize all discussions and recommended actions and prepare a report to the PSA Secretary with the ERB's findings and recommendations.

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- Shall circulate the final recommendations to the ERB members for ratification.
- Shall submit the final report, complete with evidence and recommendations, to the PSA Secretary as required for the PSA Board of Directors to act upon.

### **Members:**

- Shall evaluate evidence of ethics violation referred to the ERB.
- Shall participate in discussions of the evidence and subsequent recommended actions.
- Shall not be responsible for preliminary investigation of suspected unethical activities.
- Shall maintain confidentiality until the Board of Directors or Executive Committee approves recommended sanctions.

### **Advisory Resource:**

- Monitor any suspected non-ethical activity. These activities may come to the Ethics Review Advisor, from various sources, such as the Star Ratings **Chairman**, individual Division Star Ratings Directors, or Chairpersons of various International Exhibitions or from notifications of sanctions imposed by Sister Organizations. All efforts shall be taken to resolve the non-ethical activity without having to resort to submitting the case to the ERB.
- **The Ethics Review Advisor will have the task to investigate any violations once reported to the advisor and then produce evidence for the Ethics Review Committee to evaluate. Such evidence must be compelling and clearly indicate unethical behavior.**
- **Inform the ERB of any corrective procedures undertaken in trying to resolve the issue.**
- Inform the ERB of any explanatory response from the involved member.

## **5. FUNCTION:**

- a. To review suspected infractions of the PSA Statement of Ethics (Appendix A) and other adopted guidelines for exhibitions, competitions and Society activities when substantive efforts by the various sub-sections of PSA and their respective functionaries to obtain compliance by either corrective action or other appropriate measures have been unsuccessful.
  - 1) Rumor, Suspicion, Beliefs, etc. are not documentation.

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- 2) Guidelines for exhibitions include all elements of the Photographic Society of America Exhibition Standards in force at the time of the alleged infraction, including those of January 1, 2006 through the current version. These must be applied to all sections and Divisions. This includes any Division's special limitations as now exists for Exhibition entries in the Nature, Photo-Travel and Photojournalism Divisions.
  - 3) It should be noted that this Board's responsibility relates to all participants entering International Exhibitions recognized by the Photographic Society of America.
- b. To determine appropriate action after review. Actions may include:
- 1) No recommendation for specific action is appropriate.
  - 2) Request for additional information.
  - 3) Offer individual with alleged non-compliance an opportunity to respond to charges and provide additional information.

### 6. PROCEDURE:

When the situation has reached a point where direct action by other parties has not resulted in the individual ceasing unethical behavior the party monitoring the behavior notifies the individual that his alleged unethical behavior has been submitted to the Ethics Review Advisor (ERA) and submits the case to the ERA for further action and evaluation.

- a. Documentation of alleged cases of unethical behavior is submitted to the ERA Chairperson. Documentation shall include, but is not limited to:
- 1) Documentation that the alleged perpetrator has been notified the case has been referred to the ERA.
  - 2) Documentation that validates or substantiates the perceived breach.
  - 3) Documentation that indicates what efforts or measures have been taken to obtain compliance or to correct the situation regarding the specific instances submitted for review.
  - 4) Excerpt from PSA-adopted documents that specify the instance of non-compliance.
  - 5) Additional materials may be submitted:
    - a) Previous instances of similar non-compliance.
    - b) Previous instances of other non-compliance.
    - c) Such other documentation or information that may assist the ERB with its deliberations or recommendations.
    - d) Testimony or defense from alleged perpetrator
    - e) Information submitted by sister organizations (i.e., FIAP, IUP)

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- b. The ERB Chairperson notifies the ERB members and the PSA Secretary via email that an alleged infraction has been submitted to the ERB for evaluation. The Star Ratings Chairperson is also notified if not the person who referred the case to the ERB. The ERB Chairperson then makes additional copies of the documentation received and distributes it to the members.
  - 1) If aggregate file size allows, documentation may be distributed to the ERB members by email.
  - 2) If aggregate file size is large, documentation may be burned to CD and mailed to the ERB members or shared with the ERB members using DropBox or WeTransfer.
- c. The ERB members acknowledge the receipt of the documentation via email to the ERB Chairperson.
- d. The ERB members review and evaluate the documentation and discuss their finding and opinions with the rest of the members.
  - 1) Evaluation of any alleged infractions involving PSA recognized International Exhibitions should be based on the elements that were in force at the time of the alleged infraction.
  - 2) All discussions should be carried on via email, conference call, or video conferencing, with all members of the ERB as addressees.
- e. In the event that the ERB deems the breach is validated by the documentation, the ERB members then start discussions on what actions they should recommend to the PSA Board of Directors.
- f. After a consensus is reached by the members, or, failing consensus, a majority vote of the ERB, the ERB Chairperson then prepares a report to be submitted to the PSA Secretary on the findings of the ERB and actions the ERB recommend be taken by the PSA Board of Directors or Executive Committee.
  - 1) Such recommendations do not limit the actions taken by the PSA Board of Directors.
  - 2) The Board of Directors or Executive Committee may ask the ERB and/or ERA for additional information. Sanctions have to be fixed.

### 7. ACTIONS:

- a. After review and evaluation by the members of the ERB, but before a recommendation is forwarded to the PSA Board of Directors; any of the following actions may be taken with a majority vote of the ERB:
  - 1) Contact individual involved to request additional information or documentation.

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- 2) Request copies of the camera raw files or original capture files in cases involving suspected manipulation outside the rules of the Division(s) involved if they are not included with the documentation submitted. If raw files are not available, then the captures before and after the submitted image must accompany the original capture.
- 3) Refer the matter back to the party that submitted the case to the ERB for review:
  - a) For additional information.
  - b) When documentation is deemed insufficient to warrant further recommendations.
  - c) When attempts to gain compliance require further effort.
- b. In the event that the ERB deems the breach is validated by the documentation, the Committee will make recommendations to the PSA Board of Directors or Executive Committee to apply one of the Non-Arbitrary/Fixed Sanctions as listed in this document's Section 8.

This recommendation shall be submitted to the PSA Secretary by the ERB Chairperson and shall be considered a confidential "Official" document of the Photographic Society of America and appropriately stored at PSA Headquarters
- c. The following materials shall be considered "Official" PSA documents for all cases reviewed and shall be stored at PSA Headquarters as appropriate:
  - 1) "Evidence" of Ethics Code violation(s), such as examples of retitled images, examples of manipulated images, examples of plagiarized images.
  - 2) Documentation of efforts to resolve the violation issue before the case was submitted to the ERB for review, including any communications in the primary language of the "offender" as appropriate.
  - 3) Documentation of any communications showing the opportunity for the "offender" to respond, including communications in the primary language of the "offender" as appropriate.
  - 4) "Official" recommendation from the ERB to the PSA Board of Directors. This recommendation can be in the form of a proposed letter of sanction for use by the PSA Secretary in notifying the "Offender" of any actions taken.

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**Note: All such documents should be marked for “Confidential – Official Use Only” and stored under lock and key. Only the Executive Vice President, Secretary, and Office Manager shall have access to such documents. Documentation should be stored for a period of five years after the sanctions have been served. So, if an individual was sanctioned in 2013 for a period of 3 years, ending December 31, 2016, the documentation should be stored until December 31, 2021. If sanctions are permanent, documentation storage should be permanent.**

- d. Items c1), c2) and c3) above shall be provided to the PSA Board of Directors (when in session) or the Executive Committee to use in review of the case at the time the “Official” recommendation is transmitted to the PSA Secretary for the PSA Board of Directors when in session or the Executive Committee for action. If the aggregate file size of these items is too large for the ERB Chairperson to include as attachments in an email to the PSA Secretary, the Chairperson shall submit them via Priority Mail and notify the PSA Secretary in an email that includes the “Official” recommendation as an attachment
- e. If the PSA Secretary, Executive Vice President, and/or the Exhibition Services Vice President were involved in the discussions by the ERB, they shall provide the PSA Board of Directors when in session or the Executive Committee with any additional information inadvertently not provided with the recommendation package.
- f. It shall be the responsibility of the PSA Secretary to notify the individual of the final actions taken by the Board of Directors, when in session, or the Executive Committee.
- g. It shall be the responsibility of the PSA Secretary to make all other appropriate first level notifications after the “offender” acknowledges receipt of the “official” notification of sanctions. The date of this first level notification shall be considered the start date for the sanctions.
- h. It shall be the responsibility of the PSA Secretary to send out an email sanction summary at the end of each calendar year to the appropriate Chairmen and Directors of various PSA activities as a reminder of which sanctions are in force. An example of such summary is contained in Appendix C to this MOM.

PSA Board of Directors  
Ethics Review Board  
Ethics Review Advisor  
Divisions Chairpersons  
Exhibition Standards Chair and Directors  
PSA Honors Committee Chairperson  
PSA International Exhibition Chair  
*PSA Journal Editor*

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PSA Public Relations Vice President  
PSA Star Ratings Chair and Directors  
PSA Webmaster  
ROPA Director  
*SRA Chairman*  
Who's Who Directors

- i. The starting date will include the actual starting date, not just the year (i.e. April 1, 2018).

## 8 GUIDELINES

The following guidelines shall be used as recommendations to the PSA Board of Directors or EC for sanctions.

### Fixed Sanctions:

#### 1. First Offense:

- A. Re-titling own images, whether within the same Division or for use of the same image in other Divisions. Such activity may or may not be discovered by the various Star Ratings Directors if it involves re-titling for use in different Divisions. A Division Star Ratings Director generally picks up such infractions if the activity is being used to build up the number of titles required for any given rating.
- B. Manipulation of images in Photojournalism, Photo-Travel and Nature outside of the adjustments allowed by the various Division definitions. This activity is frequently picked up by the Exhibitions themselves and the individual is informed their image was disqualified due to manipulation. Unfortunately, it is not always caught up front and manipulated images get accepted and published.

1) Sanctions for three years. Sanctions ends on December 31.

- a) No listing in PSA's Who's Who in Photography. This sanction shall remain in force regardless of PSA membership status.
- b) No approval of Star Rating applications for any Division(s). This shall be for all divisions
- c) No PSA awards or recognitions by any Division
- d) No Approval of ROPA Distinctions
- e) No publication of articles or images in the *PSA Journal*
- f) No publication of images on the PSA Web Site, including those pages associated with various Division Activities and any satellite PSA web sites.

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- g) Ineligible to enter any PSA-recognized Exhibitions nor be eligible for any PSA medals or ribbons from any PSA-recognized exhibition if exhibition neglects to screen out ineligible entry. This sanction shall remain in force regardless of PSA membership status.
  - h) Ineligible to serve as a judge or as a chairman of any PSA-recognized Exhibition.
  - i) No use of any ROPA distinction in any exhibition Catalogs during sanction period if exhibition neglects to screen out ineligible entry. This sanction shall remain in force regardless of PSA membership status.
  - j) No presentations at any PSA meeting such as the PSA International Conference, PSA Chapter Meetings and PSA Regional's.
  - k) No acceptances earned during the exhibitor's sanctions period shall be used towards any PSA Star, Galaxy, or Diamond Ratings credits in any division if exhibition(s) neglect to screen out ineligible entries.
- 2) Star Ratings Chair and Directors to be notified that:
- a) Requirements for next Star Rating for the Division(s) involved applied for after expiration of sanctions to be 10% higher for the number of acceptances and titles required for that level.
    - i) Star levels 10% more titles as well as 10% more acceptances
    - ii) Galaxy levels 10% more new titles with associated acceptances (3 more for G1-G6, 5 more for G7-G10)
    - iii) Diamond levels 10% more new titles with associated acceptances (5 more for D1-D6, 8 more for D7-D10)
  - b) Only images with the original title to be credited toward star requirements in cases of retitling. Documented subsequent titles of the same image shall be disallowed if such action has not already taken by appropriate Division Star Ratings Director.
- 3) Honors Committee Chairman to be notified of unethical activity for filing and consideration should the individual be proposed for an Honor.
- 4) Exhibition Standards Directors shall be notified of sanctions imposed. Notice that the individual has been sanctioned by PSA, the duration of the sanction and the reason for the sanction shall be included with the Notice of Recognition sent to each exhibition.

### 2. **Second Offense:**

#### A. Re-titling

#### B. Manipulation

- 2) Sanctions for three years. Sanctions end on December 31.
- 3) Refer to **First Offense** – Number 1 - a) through k).



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- 3) Star Ratings Directors to be notified that:
  - a) Requirements for next Star Rating for the Division(s) involved applied for after expiration of sanctions to be 10% higher for the number of acceptances and titles required for that level.
    - i) Star levels 15% more titles as well as 10% more acceptances
    - ii) Galaxy levels 15% more new titles with associated acceptances (4 more for G1-G6, 8 more for G7-G10)
    - iii) Diamond levels 15% more new titles with associated acceptances (8 more for D1-D6, 12 more for D7-D10)
  - b) All illegally manipulated images to be disallowed if such action has not already taken by appropriate Division Star Ratings Director.
- 4) No Approval of new ROPA Distinctions.
- 5) Honors Committee Chairman to be notified of unethical activity for filing and consideration should the individual be proposed for an Honor.
- 6) Exhibition Standards Directors to be notified of sanctions imposed. Notice that the individual has been sanctioned by PSA, the duration of the sanction and the reason for the sanction shall be included with the Notices of Recognition.

### 3. Permanent

#### A. Plagiarism

- 1) Sanctions to be permanent.
- 2) Revoke PSA Membership and not allow rejoining at a later date.
- 3) Strip individual of any PSA Honors or Distinctions.
- 4) Notify sister exhibition recognition or patronage organizations, such as (but **not** limited to) FIAP, RPS (Royal Photographic Society), and APS (Australian Photographic Society), FIP (Federation of Indian Photography), GPU (Global Photographic Union), of PSA's action and the reasons for such action.
- 5) Require Exhibition Standards Directors to notify Exhibitions of PSA's action and require the Exhibitions not use the individual as a judge for PSA Recognized Exhibitions or risk losing recognition.
- 6) Require Exhibition Standards Directors to notify Exhibitions of PSA's action and ~~request~~ require the Exhibitions not use the individual as a chairman nor any other function as a member of the Exhibition Committee for PSA Recognized Exhibitions or risk losing recognition.
- 7) Require Exhibition Standards Directors to notify Exhibitions that the individual is not eligible to enter any PSA recognized exhibitions when transmitting the Notices of Recognition

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## APPENDIX A PHOTOGRAPHIC SOCIETY OF AMERICA ETHICS STATEMENT

A person participating in activities of the Photographic Society of America (PSA) or activities recognized by PSA shall act in accordance with all PSA policies, both as written and as obviously intended, without reservation. All participants shall be honest in performing and reporting services to the Society. Participants shall be ethical in making and presenting photographic images. Participants not in compliance with this ethics statement will be subject to sanctions by PSA, including loss of PSA membership and/or awards and honors if a PSA Member.

### 1. Images

- a. Images submitted for competitions shall originate as photographs by the entrant on photographic emulsion or acquired digitally. By virtue of submitting an entry, the photographer certifies the work, including the original capture, as his/her own, including any adjustments or editing of digital image captures.
- b. Each Image must have a unique title. Once an image has been accepted in a PSA- recognized exhibition, that same image, or a like "in camera" or "reproduction" duplicate of that image:
  - i. May not be re-entered in any section of the same Division in that exhibition regardless of media, format, or title.
  - ii. May not be re-titled for entry in any other PSA- recognized exhibition.
  - iii. Monochrome images and Color images from the same capture shall be considered the same images, with the same title.
- c. Images submitted in internal competitions, contests, workshops, study-groups, and the like shall strictly follow these standards, both written and as obviously intended, without reservation.

2. Information included in honors and awards proposals shall be exact and true.

3. Material submitted for possible publication in the *PSA Journal* and/or the *PSA Website* shall be solely the work of the author(s)\*. Only PSA members may submit such material. Quotations from other material or gathered orally shall be carefully cited with credit given for all illustrations used, and permission to use copyrighted material must be obtained by the author and included with the material submitted.

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- Informative Note: In this context, work of the maker means that the work does not include any material **copyrighted** by others or commercial clip art elements, including borders, graphics or photographs. Use of filters, such as those in Photoshop or third party plug-ins such as those by NIK or TOPAZ to create or modify such elements are allowed and are not considered a violation of this ethics statement.

This opening paragraph of the Ethics statement will also be contained in the Exhibition Standards as the final section.

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## APPENDIX B

### EMAIL SANCTION NOTIFICATIONS

**(To be updated after each PSA Conference and if there are any necessary changes in the List )**

When the PSA Board of Directors has sanctioned a member for unethical behavior that individual is notified in writing of the sanctions. The member is notified via hard copy mail with registration and signed receipt. Upon notice to the PSA Secretary that the mail has been delivered and signed for, emails are to be sent out to the following persons notifying them of the sanctions that have been imposed. The hard copy mail notification in writing of the exhibitor's sanctions may be delayed due to certain unforeseen circumstances. In that case, the sanction list that has been updated, may be sent to the Email Sanction Notifications List, if the exhibitor has been notified by email with a return verification of the exhibitor's receipt of the email. The hard copy mail notification can be sent to the exhibitor later.

#### **Current ERB Members (Membership Term Expiration)**

Chair: Stuart Lynn, APSA, QPSA (2021)  
Tony Potter, APSA, GMPSA/b (2020)  
Paul Speaker, PPSA (2022)  
Lin Craft, FPSA  
Jenni Horsnell, GMPSA/s (2023)  
Gary Potts, APSA, GMPSA (2024)

[erb-chairman@psa-photo.org](mailto:erb-chairman@psa-photo.org)  
[tonypotter98@gmail.com](mailto:tonypotter98@gmail.com)  
[spkrphot@aol.com](mailto:spkrphot@aol.com)  
[lincraft44@gmail.com](mailto:lincraft44@gmail.com)  
[jhorsnell@csu.edu.au](mailto:jhorsnell@csu.edu.au)  
[gpotts3@aol.com](mailto:gpotts3@aol.com)

#### **PSA Ethics Coordinator**

Barbara Kuebler, APSA, MPSA (2021)

[ethics-review-coordinator@psa-photo.org](mailto:ethics-review-coordinator@psa-photo.org)

#### **PSA EAMS Director**

[nichburke@yahoo.com](mailto:nichburke@yahoo.com)

#### **PSA Ethics Review Advisor**

[ddrc3@msn.com](mailto:ddrc3@msn.com)

#### **PSA Exhibition Standards**

Chair:  
Region 1  
Region 2  
Region 3  
Region 4  
Region 5  
Region 6  
Region 7  
Region 8  
Region 9  
Region 10  
Region 11

[esd-chair@psa-photo.org](mailto:esd-chair@psa-photo.org)  
[region1\\_esd@psa-photo.org](mailto:region1_esd@psa-photo.org)  
[region2\\_esd@psa-photo.org](mailto:region2_esd@psa-photo.org)  
[region3\\_esd@psa-photo.org](mailto:region3_esd@psa-photo.org)  
[region4\\_esd@psa-photo.org](mailto:region4_esd@psa-photo.org)  
[region5\\_esd@psa-photo.org](mailto:region5_esd@psa-photo.org)  
[region6\\_esd@psa-photo.org](mailto:region6_esd@psa-photo.org)  
[region7\\_esd@psa-photo.org](mailto:region7_esd@psa-photo.org)  
[region8\\_esd@psa-photo.org](mailto:region8_esd@psa-photo.org)  
[region9\\_esd@psa-photo.org](mailto:region9_esd@psa-photo.org)  
Not Active  
[region11\\_esd@psa-photo.org](mailto:region11_esd@psa-photo.org)

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Region 12	<a href="mailto:region12_esd@psa-photo.org">region12_esd@psa-photo.org</a>
Region 13	<a href="mailto:region13_esd@psa-photo.org">region13_esd@psa-photo.org</a>
Region 14	<a href="mailto:region14_esd@psa-photo.org">region14_esd@psa-photo.org</a>
Region 16	<a href="mailto:region16_esd@psa-photo.org">region16_esd@psa-photo.org</a>
Region 17	<a href="mailto:region17_esd@psa-photo.org">region17_esd@psa-photo.org</a>

### All PSA Board Members

PSA President	<a href="mailto:prespsa@psa-photo.org">prespsa@psa-photo.org</a>
Executive Vice President	<a href="mailto:execVP@psa-photo.org">execVP@psa-photo.org</a>
Secretary	<a href="mailto:secretary@psa-photo.org">secretary@psa-photo.org</a>
Treasurer	<a href="mailto:treasurer@psa-photo.org">treasurer@psa-photo.org</a>
CCCVP	<a href="mailto:cccvicepres@psa-photo.org">cccvicepres@psa-photo.org</a>
Divisions Vice President	<a href="mailto:divVP@psa-photo.org">divVP@psa-photo.org</a>
Exhibition Services Vice President	<a href="mailto:exhibitVP@psa-photo.org">exhibitVP@psa-photo.org</a>
Image Collections Vice President	<a href="mailto:imagecollectionsVP@psa-photo.org">imagecollectionsVP@psa-photo.org</a>
Technology Vice President	<a href="mailto:itVP@psa-photo.org">itVP@psa-photo.org</a>
International Relationships Vice President	<a href="mailto:IRVP@psa-photo.org">IRVP@psa-photo.org</a>
Membership Vice President	<a href="mailto:membershipvp@psa-photo.org">membershipvp@psa-photo.org</a>
Publications Vice President	<a href="mailto:pubVP@psa-photo.org">pubVP@psa-photo.org</a>
Add: Public Relations and Learning and Technology if they become active	

### Division Chairmen

PID Chair	<a href="mailto:pid-chair@psa-photo.org">pid-chair@psa-photo.org</a>
ND Chair	<a href="mailto:nd-chair@psa-photo.org">nd-chair@psa-photo.org</a>
PJD Chair	<a href="mailto:pjd-chair@psa-photo.org">pjd-chair@psa-photo.org</a>
PPD Chair	<a href="mailto:ppd-chair@psa-photo.org">ppd-chair@psa-photo.org</a>
PTD Chair	<a href="mailto:ptd-chair@psa-photo.org">ptd-chair@psa-photo.org</a>
3DD Chair	<a href="mailto:3dd-chair@psa-photo.org">3dd-chair@psa-photo.org</a>

### PSA Honors

Chair	<a href="mailto:honors-cmte-chair@psa-photo.org">honors-cmte-chair@psa-photo.org</a>
Vice Chair	<a href="mailto:honors-cmte-chair-vice@psa-photo.org">honors-cmte-chair-vice@psa-photo.org</a>

### PSA Journal Editor

Editor	<a href="mailto:editor@psa-photo.org">editor@psa-photo.org</a>
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### Who's Who Directors

Co-Chair	<a href="mailto:whos-who-director@psa-photo.org">whos-who-director@psa-photo.org</a>
PID Chair	<a href="mailto:pid-whos-who-director@psa-photo.org">pid-whos-who-director@psa-photo.org</a>
ND Chair	<a href="mailto:nd-whos-who-director@psa-photo.org">nd-whos-who-director@psa-photo.org</a>
PJD Chair	<a href="mailto:pjd-whos-who-director@psa-photo.org">pjd-whos-who-director@psa-photo.org</a>
PPD Chair	<a href="mailto:ppd-whos-who-director-class-a-prints@psa-photo.org">ppd-whos-who-director-class-a-prints@psa-photo.org</a>
PTD Chair	<a href="mailto:ptd-whos-who-director@psa-photo.org">ptd-whos-who-director@psa-photo.org</a>

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3DD Chair	<a href="mailto:3dd-wwd@psa-photo.org">3dd-wwd@psa-photo.org</a>
	<a href="mailto:dennisgreen@comcast.net">dennisgreen@comcast.net</a>
Senior Star Ratings Director	<a href="mailto:ssrd@psa-photo.org">ssrd@psa-photo.org</a>
PID Color Star Ratings Coordinator	<a href="mailto:pid-srd-color@psa-photo.org">pid-srd-color@psa-photo.org</a>
PID Mono Star Ratings Coordinator	<a href="mailto:pid-srd-mono@psa-photo.org">pid-srd-mono@psa-photo.org</a>
Nature Star Ratings Coordinator	<a href="mailto:nd-srd-coordinator@psa-photo.org">nd-srd-coordinator@psa-photo.org</a>
PJD Star Ratings Coordinator	<a href="mailto:pjd-srd@psa-photo.org">pjd-srd@psa-photo.org</a>
PPD Star Ratings Coordinator	<a href="mailto:ppd-srd@psa-photo.org">ppd-srd@psa-photo.org</a>
PTD Star Ratings Coordinator	<a href="mailto:ptd-srd@psa-photo.org">ptd-srd@psa-photo.org</a>
3DD Star Ratings Coordinator	<a href="mailto:3dd-srd@psa-photo.org">3dd-srd@psa-photo.org</a>
PSA International Chair	<a href="mailto:chairman@psa-international.org">chairman@psa-international.org</a>
PSA Honors Committee Chair	<a href="mailto:honors-cmte-chair@psa-photo.org">honors-cmte-chair@psa-photo.org</a>
ROPA Director	<a href="mailto:ropa-director@psa-photo.org">ropa-director@psa-photo.org</a>
SRA Committee Chair	<a href="mailto:staff-sra-cmte-chair@psa-photo.org">staff-sra-cmte-chair@psa-photo.org</a>
Webmaster	<a href="mailto:webmaster@psa-photo.org">webmaster@psa-photo.org</a>

Appendix B

**APPENDIX C**  
**ANNUAL SANCTION REMINDER**  
**(SAMPLE LETTER – REVISED YEARLY)**

From: Nan Carder, FPSA, MPSA2, AFIAP, PSA Secretary

To the Following:

- PSA Board of Directors
- PSA Division Chairs
- PSA EAMS Director
- PSA Ethics Coordinator
- PSA Ethics Review Advisor
- PSA Ethics Review Board Chairman and Directors
- PSA Exhibition Standards Chair and Directors
- PSA Honors Committee Chairman
- PSA International Exhibition Chairman
- *PSA Journal* Editor
- PSA ROPA Director
- PSA Society Recognition Awards Committee Chairman
- PSA Senior Star Ratings Directors and Coordinators
- PSA Webmaster
- PSA's Who's Who

**Subject: Individuals Not Allowed to Enter PSA-recognized Exhibitions**

In accordance with decisions made by the Photographic Society of America (PSA) Board of Directors, the following is a **list of individuals who are not permitted to enter exhibitions recognized by PSA**. Any images by these individuals that are inadvertently accepted by exhibitions will be retired from the PSA Exhibitions Database, and therefore will not be eligible for Star Ratings or for consideration for Who's Who listings.

Please be on the lookout for any images by any of these individuals: **Entries from any of these persons should be rejected and not judged.**

This list will be updated from time to time.

Thank you for your cooperation.

**APPENDIX D  
EXCERPTS FROM EXHIBITION STANDARDS**

The following excerpts from the PSA Exhibition Standards contain clauses that indicate ethical behaviors that Exhibitors participating in PSA-recognized International Exhibitions agree to follow by virtue of submitting entries.

**Including revised Nature and Wildlife Definitions effective January 1, 2016.**

**§ 5. Entry Form Information for Exhibitors: (July 2014 changes in red)**

- a. The Conditions of Entry shall state: "The exhibition is open to anyone; however, an entry may be rejected when the sponsoring organization, or its agent, in its reasonable discretion, believes the entry does not conform to exhibition rules and conditions."
- b. The Conditions of Entry form shall contain the statement "Entries must originate as photographs (image-captures of objects via light sensitivity) made by the entrant on photographic emulsion or acquired digitally. **By virtue of submitting an entry, the entrant certifies the work as his own (aliases not permitted). The entrant permits the sponsors to reproduce all or part of the entered material free of charge for publication and/or display in media related to the exhibition.** This may include low resolution posting on a website. Note: Entrants who indicate that their images may not be reproduced or used "may not be eligible" for awards or inclusion in audio-visuals of the exhibition "and could be subjected to disqualification by the exhibition sponsors
- c. The exhibition assumes no liability for any misuse of copyright. For digital section(s) images may be acquired digitally, or scanned from film by the entrant or a third party to create a digital file. Adjustments and cleaning may be performed to make the digital file match the original film image.
- i. Each image must have a unique title. Once an image has been accepted in a PSA Recognized exhibition, that same image, or a like "in camera" or a "reproduction" duplicate of that image:
  - i. **May not** be re-entered in any section of the same Division Star Ratings Class in that exhibition regardless of media, format, or title.
  - ii. **May not** be re-titled for entry in any other PSA Recognized exhibition.

**§ 5. Entry Form Information for Exhibitors: (2013-2014)**



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- a. The entry form shall contain the statement "Entries must originate as photographs (image-captures of objects via light sensitivity) made by the entrant on photographic emulsion or acquired digitally. **By virtue of submitting an entry, the entrant certifies the work as his own (aliases not permitted). The entrant permits the sponsors to reproduce all or part of the entered material free of charge for publication and/or display in media related to the exhibition.** This may include low resolution posting on a website. Note: Entrants who indicate that their images may not be reproduced or used "may not be eligible" for awards or inclusion in audio-visuals of the exhibition "and could be subjected to disqualification by the exhibition sponsors
- b. The exhibition assumes no liability for any misuse of copyright. For digital section(s) images may be acquired digitally, or scanned from film by the entrant or a third party to create a digital file. Adjustments and cleaning may be performed to make the digital file match the original film image.
- i. Each image must have a unique title. Once an image has been accepted in a PSA Recognized exhibition, that same image, or a like "in camera" or a "reproduction" duplicate of that image:
  - i. **May not** be re-entered in any section of the same Division Star Ratings Class in that exhibition regardless of media, format, or title.
  - ii. **May not** be re-titled for entry in any other PSA Recognized exhibition.

### § 5. Entry Form Information for Exhibitors: (2012)

- a. The entry form shall contain the statement "Entries must originate as photographs (image-captures of objects via light sensitivity) made by the entrant on photographic emulsion or acquired digitally. **By virtue of submitting an entry, the entrant certifies the work as his own (aliases not permitted). The entrant permits the sponsors to reproduce all or part of the entered material free of charge for publication and/or display in media related to the exhibition.** This may include low resolution posting on a website. Note: Entrants who indicate that their images may not be reproduced or used "may not be eligible" for awards or inclusion in audio-visuals of the exhibition "and could be subjected to disqualification by the exhibition sponsors
- b. The exhibition assumes no liability for any misuse of copyright. For digital section(s) images may be acquired digitally, or scanned from film by the entrant or a third party to create a digital file. Adjustments and cleaning may be performed to make the digital file match the original film image.
- i. Each image must have a unique title. Once an image has been accepted in a PSA Recognized exhibition, that same image, or a like "in camera" or a "reproduction" duplicate of that image:
  - i. **May not** be re-entered in any section of the same Division

- Star Ratings Class in that exhibition regardless of media, format, or title.
- ii. **May not** be re-titled for entry in any other PSA Recognized exhibition.
- iii. May not be converted to monochrome and considered a different image.

**§ 5. Entry Form Information for Exhibitors: (2010, 2011)**

- b. The entry form shall contain the statement "Entries must originate as photographs (image-captures of objects via light sensitivity) made by the entrant on photographic emulsion or acquired digitally. **By virtue of submitting an entry, the entrant certifies the work as his own and permits the sponsors to reproduce all or part of the entered material free of charge for publication and/or display in media related to the exhibition.** This may include low resolution posting on a website. The exhibition assumes no liability for any misuse of copyright." For digital section(s) images may be acquired digitally, or scanned from film by the entrant or a third party to create a digital file. Adjustments and cleaning may be performed to make the digital file match the original film image.
- i. Each image must have a unique title. Once an image has been accepted in a PSA Recognized exhibition, that same image, or a like "in camera" or a "reproduction" duplicate of that image:
  - i. **May not** be re-entered in any section of the same Division Star Ratings Class in that exhibition regardless of media, format, or title.
  - ii. **May not** be re-titled for entry in any other PSA Recognized exhibition.

**§ 5. Entry Form Information for Exhibitors: (2007, 2008, 2009)**

- b. The entry form shall contain the statement "Entries must originate as photographs (image-captures of objects via light sensitivity) made by the entrant on photographic emulsion or acquired digitally. **By virtue of submitting an entry, the entrant certifies the work as his own and permits the sponsors to reproduce all or part of the entered material free of charge for publication and/or display in media related to the exhibition.** This may include low resolution posting on a website. The exhibition assumes no liability for any misuse of copyright." For digital section(s) images may be acquired digitally, or scanned from film by the entrant or a third party to create a digital file. Adjustments and cleaning may be performed to make the digital file match the original film image.
- h. Once an image has been accepted in a PSA Recognized exhibition, that same image, or a like "in camera" or a "reproduction" duplicate of that image:

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- i. **May not** be re-entered in the same format in the same section (and Category and Class in PPD) in that exhibition regardless of the title.
- ii. **May not** be re-titled for entry in the same section of any in other PSA Recognized exhibition.

### § 17. Nature: (July 2014) Exhibitions closing on or after January 1, 2015

- a. .... **No techniques that add to, relocate, replace, or remove pictorial elements except by cropping are permitted. Techniques that enhance the presentation of the photograph without changing the nature story or the pictorial content, or without altering the content of the original scene, are permitted including HDR, focus stacking and dodging/burning. Techniques that remove elements added by the camera, such as dust spots, digital noise, and film scratches, are allowed. All allowed adjustments must appear natural. Color images can be converted to Grayscale monochrome. Infrared images, either direct-captures or derivations, are not allowed.**

### § 19. Nature: (2013-14) No Change

#### § 19. Nature: (2012)

- b. .... **No techniques that add to, relocate, replace, or remove pictorial elements except by cropping are permitted. Techniques that enhance the presentation of the photograph without changing the nature story or the pictorial content are permitted. All adjustments must appear natural. Color images can be converted to Grayscale monochrome. Infrared images are not allowed.**

#### § 19. Nature: (2010, 2011)

- c. ... **No techniques that add to, relocate, replace, or remove pictorial elements except by cropping are permitted. Techniques that enhance the presentation of the photograph without changing the nature story or the pictorial content are permitted. All adjustments must appear natural. The removal, or manipulation, of colors contained within the original image to enable the production of monochrome images is permitted.**

#### § 19. Nature: (2007, 2008, 2009)

- a. ... **No elements may be moved, cloned, added, deleted, rearranged or combined. No manipulation or modification is permitted except resizing, cropping, selective lightening or darkening, and restoration of original color to the scene. No special effects filters can be applied. Any sharpening must appear natural.**

**§19. Photojournalism: (January, 2016)**

**f...Techniques that add, relocate, replace or remove any element of the original image, except by cropping, are not permitted. The only allowable modifications are removal of dust, scratches or digital noise, restoration of the existing appearance of the original scene, sharpening that is not obvious, and conversion to greyscale ‘monochrome. Derivations, including infrared, are not eligible.’”**

**§19. Photojournalism: (July 2014)**

**f..... In the interest of credibility, images that misrepresent the truth and model or staged set-ups are not permitted. Techniques that add to, relocate, replace or remove any element of the original image, except by cropping, are not permitted. Techniques that enhance the presentation of the image, without changing the photojournalism content, are permitted. All adjustments must appear natural. Color images can be converted to grayscale monochrome**

**§ 20. Photojournalism: (2013- 2014)**

**f..... In the interest of credibility, images that misrepresent the truth and model or staged set-ups are not permitted. Techniques that add to, relocate, replace or remove any element of the original image, except by cropping, are not permitted. Techniques that enhance the presentation of the image, without changing the photojournalism content, are permitted. All adjustments must appear natural. Color images can be converted to grayscale monochrome**

**§ 20. Photojournalism: (2010, 2011, 2012)**

**f ... no alteration of the subject matter is allowed, including any techniques that add combine, relocate, replace or remove any elements of the original image. No unnatural sharpening or special effects filters can be applied. Only cropping, resizing, lightening, or darkening and restoration of original color are permitted.**

**§ 20. Photojournalism: (2007, 2008, 2009)**

**f. ... no alteration of the subject matter is allowed, including any techniques that add combine, relocate, replace or remove any elements of the original image. No unnatural sharpening or special effects filters can be applied. Only cropping, resizing, lightening, or darkening and restoration of original color are permitted.**

**“§ 20. Photo Travel: (January, 2016)**

**a. ... “A Photo Travel image expresses the characteristic**

**features or culture of a land as they are found naturally. There are no geographic limitations. Images from events or activities arranged specifically for photography, or of subjects directed or hired for photography are not appropriate. Close up pictures of people or objects must include features that provide information about the environment. Techniques that add, relocate, replace or remove any element of the original image, except by cropping, are not permitted. The only allowable adjustments are removal of dust or digital noise, restoration of the appearance of the original scene, and complete conversion to greyscale monochrome. Other derivations, including infrared, are not permitted. All allowed adjustments must appear natural. “**

**§ 20. Photo Travel: (July 2014)**

- a. .... techniques that add to, relocate, replace, or remove any element of the original image, except by cropping are not permitted. All adjustments must appear natural. Conversion to full monochrome is acceptable. Derivations, including infrared, are unacceptable.

**§ 21. Photo Travel (2013-2014)**

- a. .... techniques that add to, relocate, replace, or remove pictorial elements except by cropping are not permitted. All adjustments must appear natural. The removal, or manipulation, of colors contained within the original image to enable the production of monochrome images is permitted.

**§ 21. Photo Travel: (2010, 2011, 2012)**

- a. ...No techniques that add to, relocate, replace, or remove pictorial elements except by cropping are permitted. Techniques that enhance the presentation of the photograph without changing the nature story or the pictorial content are permitted. All adjustments must appear natural. The removal, or manipulation, of colors contained within the original image to enable the production of monochrome images is permitted.

**§ 21. Photo Travel: (2007, 2008, 2009)**

- a. ... No elements may be moved, cloned, added, deleted, rearranged or combined. No manipulation or modification is permitted except resizing, cropping, selective lightening or darkening, and restoration of original color to the scene. No special effects filters can be applied. Any sharpening must appear natural.

# ETHICS REVIEW BOARD MASTER OPERATING MANUAL

## APPENDIX E PSA Ethical Practices

A person participating in activities of the Photographic Society of America (PSA) or activities recognized by PSA shall act in accordance with all PSA policies, both as written and as obviously intended, without reservation. All participants shall be honest in performing and reporting services to the Society. Participants shall be ethical in making and presenting photographic images. Participants not in compliance with this ethics statement will be subject to sanctions by PSA, including loss of PSA membership and/or awards and honors if a PSA Member.

### Photographic Society of America (PSA) Ethics Policy Statement (2018)

1. a. Images submitted to competitions shall originate as photographs by the entrant on photographic emulsion or acquired digitally. By virtue of submitting an entry the photographer certifies the work, including the original capture, as his/her own, including any adjustments or editing of digital image captures.
  - b. Each Image must have a unique title. Once an image has been accepted in a PSA-recognized exhibition, that same image, or a like "in camera" or "reproduction" duplicate of that image:
    - i. May not be re-entered in any section of the same Division in that exhibition regardless of media, format, or title.
    - ii. May not be re-titled for entry in any other PSA-recognized exhibition.
    - iii. Monochrome images and Color images from the same capture shall **not** be considered different images.
  - c. Images submitted in internal competitions, contests, workshops, study-groups and the like shall strictly follow these standards, both written and as obviously intended, without reservation.
2. Information included in honors and awards proposals shall be exact and true.
3. Material submitted for possible publication in the *PSA Journal* and/or the PSA Website shall be solely the work of the author(s). Only PSA members may submit such material. Quotations from other material or gathered orally shall be carefully cited with credits given for all illustrations used, and permission use copyrighted material must be obtained by the author and included with the material submitted.

\*Informative Note: In this context, work of the maker means that the work does not include any material copyrighted by others or commercial clip art elements, including borders, graphics or photographs. Use of filters, such as those in Photoshop or third party plug-ins such as those by NIK or TOPAZ to create or modify such elements are allowed and is not considered a violation of this ethics statement.

The opening paragraph of the Ethics statement is also contained in the Exhibition Standards as the final section.

### Photographic Society of America (PSA) Ethics Policy Statement (2014)

1. Images submitted to competitions shall originate as photographs by the entrant on photographic emulsion or acquired digitally. By virtue of submitting an entry the photographer certifies the work, including the original capture, as his/her own, including any adjustments or editing of digital image captures.

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## ETHICS REVIEW BOARD MASTER OPERATING MANUAL

b. Each Image must have a unique title. Once an image has been accepted in a PSA-recognized exhibition, that same image, or a like “in camera” or “reproduction” duplicate of that image:

- i. May not be re-entered in any section of the same Division in that exhibition regardless of media, format, or title.
- ii. May not be re-titled for entry in any other PSA-recognized exhibition.
- iii. Monochrome images and Color images from the same capture shall be considered different images.

c. Images submitted in internal competitions, contests, workshops, study-groups and the like shall strictly follow these standards, both written and as obviously intended, without reservation.

2. Information included in honors and awards proposals shall be exact and true.

3. Material submitted for possible publication in the PSA Journal and/or the PSA Website shall be solely the work of the author(s). Only PSA members may submit such material. Quotations from other material or gathered orally shall be carefully cited with credits given for all illustrations used, and permission use copyrighted material must be obtained by the author and included with the material submitted.

- Informative Note: In this context, work of the maker means that the work does not include any material copyrighted by others or commercial clip art elements, including borders, graphics or photographs. Use of filters, such as those in Photoshop or third party plug-ins such as those by NIK or TOPAZ to create or modify such elements are allowed and is not considered a violation of this ethics statement.

The opening paragraph of the Ethics statement is also contained in the Exhibition Standards as the final section.

### **PSA ETHICS STATEMENT**

A person participating in activities of the Photographic Society of America (PSA) or activities recognized by PSA shall act in accordance with all PSA Bylaws and policies, both as written and as obviously intended, without reservation. All participants shall be honest in performing and reporting services to the Society. Participants shall be ethical in making and presenting photographic images. Participants not in compliance with this ethics statement will be subject to sanctions by PSA, including loss of PSA membership and/or awards and honors if a PSA Member.

### **PSA ETHICS STATEMENT (2013, 2014)**

A member of the Photographic Society of America shall act in accordance with all PSA Bylaws and policies. A member shall be honest in performing and reporting service to the Society. A member shall be ethical in making and presenting photographic images. Members not in compliance with this ethics statement will be subject to loss of PSA membership and/or awards and honors.

### **PSA ETHICS STATEMENT (2007, 2008, 2009, 2010, 2011, 2012)**

A member of the Photographic Society of America shall act in accordance with all PSA Bylaws and policies. A member shall be honest in performing and reporting service to the Society. A member shall be ethical in making and presenting images. Members not in

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compliance with this ethics statement will be subject to loss of PSA membership and/or awards and honors.