

PSA HONORS PROGRAM
MASTER OPERATING MANUAL (MOM)
APPROVED SEPTEMBER 2020

I. GENERAL INFORMATION, BACKGROUND.

A. Honors Program and Committee.

1. **Purpose:** To create, establish, confer, and perpetuate honors, honors conferred by the Photographic Society of America.
2. **Governing Documents** Honors Committee (also referred to in this MOM as “the Committee”).
3. **Oversight.** The Committee oversight is provided by the PSA President.
4. **PSA Membership Requirement.** PSA Honors shall be conferred only on PSA members in good standing as long as membership is continuous.
5. **Four Honors Levels:** Associate, APSA; Fellow, FPSA; Honorary Member, HonPSA; and Honorary Fellow, HonFPSA.
6. **Listing Honors after Name:** Recipients of honors may append to their names these indications of their status: APSA; FPSA; HonPSA; and HonFPSA.
7. **Permanent:** These honors, unless revoked by the PSA Board of Directors, shall be permanent.
8. **Proposals:** Proposals for these honors shall be made to the Committee established by the PSA Board of Directors.
9. **Reports and Announcements.** The Committee shall report its activities and operations to the President at least annually, with report due as determined by the PSA Secretary. Official announcement of honors conferred shall be published as soon as practical in the *PSA Journal*.
10. **Who Can Propose Honors:** With the following exceptions, all members of PSA in good standing may propose for honors another PSA member in good standing, in accordance with prescribed rules and regulations. Members of the PSA Board of Directors in office, and members of the Honors Committee in office shall not be able to participate as a Proposer or Endorser for honors. Spouses, partners and family members and members of the same household will not be allowed to propose or endorse each other for PSA honors.
11. **PSA President, Honorary Member.** Upon conclusion of service in office, without removal resulting from impeachment, each PSA President shall become an Honorary Member (HonPSA).
12. **Official Announcements, Citations:** Official announcements of honors, including APSA, FPSA, HonPSA and HonFPSA honors shall be prepared by the Honors Committee Chair and cite the accomplishments of the recipients upon which the

honors are based. -The citation for HonPSA awarded to a PSA president who has completed his/her term, shall be prepared by the Chair of the Honors Committee, with the assistance of the PSA secretary, listing key accomplishments of the past president.

B. Contents of MOM in Two Sections and Appendices. This Master Operating Manual (MOM) has two primary purposes. One is to provide guidance to those involved in **Honors Committee and operations**, from Committee members to members of the PSA Board of Directors. The other is to provide **guidance and information** to those involved in proposing honors for PSA members. The Appendices include information which will support both purposes.

II. THE HONORS COMMITTEE, HONORS OPERATIONS

A. A summary of events each year is as follows:

1. Committee members appointed at PSA Photo Festival each year;
2. Chair and Vice Chair selected by Committee by October 31 each year;
3. Proposal packets due to PSA Headquarters by December 1 each year;
4. Proposal packets due to Honors Committee Chair by December 31 each year;
5. List of honorees due to PSA President for PSA Directors spring meeting, and an Honors Committee report on other matters required of the Honors Committee by the PSA Executive Committee or President;
6. Notification of results to candidates and proposers are due to proposers and candidates as soon as possible after results are received by PSA Headquarters, and in the case of Honors requiring a vote by PSA Directors, as soon as possible after notification of the Directors' vote by the PSA President;
7. After PSA Directors spring meeting, an Honors Report listing the Honors candidates to be conferred honors will be sent by Chair to *PSA Journal* editor by deadline for June edition of the Journal;
8. Article by Honors Committee Vice Chair due to Journal by deadline for September issue;
9. Citations for successful candidates due from Chair to PSA HQ by July 31 each year, Along with the Chair's report for the Honors article in the October issue of the PSA Journal.
10. Chair assists with ceremony as requested at PSA Photo Festival during which honors are conferred.

B. Structure, Composition, Summary of Key Events. The Honors Committee shall consist of eight (8) members in good standing, not less than four (4) of whom shall be Fellows, Honorary PSA or Honorary FPSA members.

C. Presidential Appointments, Terms. Committee members shall be appointed by the PSA President and confirmed by the PSA Executive Committee, for a term of four (4) years. In exceptional circumstances, a PSA member may serve more than one term, either consecutively, in the case of a member filling a vacancy, or after a two-year absence from the Committee.

D. Vacancies. Appointments to unexpired terms are made by the PSA President and confirmed by the PSA Executive Committee or Board of Directors.

E. Chair and Vice Chair. The Committee shall have a Chair and Vice Chair, elected by the members of the Committee each year, by the six (6) continuing committee members and two (2) new committee members, at the beginning of each Committee year, beginning at the end of the Annual PSA Photo Festival and ending at the end of the following year's Photo Festival. The election can be done at or after the PSA Photo Festival, but at least by the end of October of each year if possible. To conduct the election, the current chair will poll the committee members (including the new members and excluding the departing members) to determine who is available and willing to serve in these positions. Normally, but not always, a third or fourth-year member will become the Chair, and a second or third-year member will become the Vice Chair. Where more than one person is willing and able to take one of these positions, the Chair will call for a vote, to be sent by each member to the Chair only, who does not share the vote details but identifies the person receiving the most votes. Upon notification of results to committee members and PSA President, the elected Chair and Vice Chair assume their new offices.

F. Confidentiality, Ethics. Committee members shall maintain CONFIDENTIALITY within the Committee regarding their deliberations and voting on past or current honors candidates, before and after a committee member's departure from the committee. Any such communications with people outside the Committee, or with members of the PSA Board of Directors or Executive Committee, initiated by a member of the Committee, or initiated by a member of the Board of Directors, must be done only through the PSA President. Communications with other PSA Board members should be done only with the approval of the PSA President. Breaches of confidentiality are taken seriously. Suspected breaches should be brought to the attention of the PSA President and the Chair of the Committee, who in turn may determine that it is necessary to request that the PSA President remove the offending Committee member in accordance with the procedures required by the PSA Bylaws or PSA Board of Directors Policy MOM and appoint another PSA member to complete the offending Committee member's term. Confidentiality is critical in regard to committee deliberations and details about decisions, and about insuring proper notice and information to Proposers and Candidates especially in the cases of unsuccessful Candidates.

G. Exceptions to Confidentiality Rules.

1. Additional information request. Requests by a Committee member for additional information about a candidate from the Proposer or an Endorser are excepted.

2. Feedback to Unsuccessful Candidates. Direct contact with feedback for unsuccessful candidates is provided by the Honors Chair or Vice Chair who is appointed by the Chair to do so, to the Proposer of the unsuccessful candidate, and if necessary, to the candidate. When the proposer is contacted, the proposer in turn has the responsibility of contacting the unsuccessful candidate with feedback. Feedback from an Honors Committee member goes through the Honors Committee Chair (or appointed Vice Chair), to the Proposer (and if necessary, to the candidate).

3. Notification of Results. Also excepted are notification of results of a successful Candidate by the Chair of the Committee to the Proposer, Candidate, PSA President or PSA Secretary, and to others as appropriate.

4. Responses to questions from the PSA President or Secretary. Committee members may respond to questions from the PSA President or Secretary. Volunteering information about Candidates or deliberations not in response to a question by PSA President will be considered a breach of confidentiality.

5. Information gathering. Committee members may ask for additional information from people who may know the Candidate and his/her services. That information is confidential and must be carefully guarded and passed only to other Committee members in the course of their deliberations.

6. Information regarding Committee Honors rules, procedures and operations.

The Committee Chair or the Chair's designated Committee member may communicate with past Honors Committee members or other PSA members who are participating on the informal Honors Search Team regarding Honors rules, procedures and operations, and recommendations for improvements in the Honors program.

H. Undue Influence. The ethical requirement is to be sure to use fairness and impartiality in all of the processes involving the review and decision making of the Committee members, and to avoid improper influence from outside the Committee, especially from members of the PSA leadership including PSA Directors and Officers, all of whom are aware of the requirements of avoiding undue influence. All are aware that the practice avoiding undue influence promotes a fair and impartial decision-making process within the Committee and gives PSA members confidence in a fair and impartial, unbiased process.

I. Duties of the Chair, Processing Proposal Packets. In addition to those duties mentioned elsewhere in this MOM, and the duties and responsibilities usually required of a Chair of a PSA Committee, the primary duties of the Chair and the processing of Proposal Packets are described as follows.

1. The Chair conducts the business of the Committee. From the time of election as Chair of the Committee, the Chair is responsible for and conducts the business of the Committee.

2. Prepare and maintain a calendar for the Committee year. The calendar year for the Committee begins at the end of a PSA Photo Festival, when two Committee members depart, and two new members are added. An election of the Chair and Vice Chair may be during the Photo Festival or after the Photo Festival. One of the first orders of business is to prepare the calendar and maintain it until the end of the next Photo Festival.

a. Elect a Chair and Vice Chair. This should be done no later than the end of October, if possible, because of work and deadlines ahead, including the preparation of the calendar.

b. December 1 deadline. Proposal Packets are due to be received by PSA Headquarters by December 1 each year. The Chair, in consultation with the PSA Office Manager, may extend that deadline, if there is a demonstrated need for an extension.

c. Receipt of Proposal Packets by Chair and Honors Committee members. The digital Proposal Packets will be sent from PSA Headquarters to the Honors Committee Chair before the end of December. The Chair will either forward the Proposal Packets to the Committee members or request PSA Headquarters to send the packets directly to the Committee members. The PSA Secretary will send a current PSA-member Sanctions List to the Chair, for the Chair to determine if any member being proposed for honors is on the sanction list; if so, the proposed person will be disqualified, the PSA President will be notified, and the proposal packet will be removed from those to be evaluated. If the packets have already been sent to the Honors Committee members, the Chair will ask the committee members to delete/destroy the proposal packet. The Chair will then notify the Proposer of the sanctioned member and state the reason for disqualification of the proposal.

d. Dates for processing the four levels of Honors. Dates for the review process described in paragraph H4 below are established. Those are target dates which may have variations depending upon the situation. The dates give an expectation of how long the entire review process should take and will depend upon the number of Proposal Packets, issues that come up, and committee members' schedules. The committee members understand this process is the most critical part of their year; and they can plan their year accordingly.

e. Reporting dates. The date or dates for reporting the committee's results to the PSA President will be at the end of the entire process or in steps, which may include reporting the successful Candidates at the APSA and FPSA levels. Early reporting may benefit honors Candidates and notifying the candidates early helps those

Candidates who wish to schedule their year to attend the PSA Photo Festival where Honors are conferred.

f. Director's Annual Spring Meeting. The Chair should have the dates for the PSA Board of Directors annual spring meeting and a date for any Honors Committee reports due to the PSA President for that meeting, to ensure compliance with reporting requirements. These will also include all successful Honors candidates, including the higher Honors levels (HonPSA and HonFPSA) which will require PSA Directors' approval by majority vote. Other matters, such as approval of operations rules, budget matters, and other committee business might be requested.

g. Honors list to *PSA Journal* for June. After the spring board meeting, arrange a delivery date of the list of PSA-members names to be conferred honors to the *PSA Journal* for the June edition.

h. Citations prepared and sent to PSA Headquarters. The Chair is required to prepare Honors Citations for the successful Candidates for use at the PSA Photo Festival and for the **October Journal** article about those who have been honored. The deadline for submission of Citations is worked out with the PSA Office Manager.

i. Vice Chair's *PSA Journal* article for September Journal. July 1 is the typical date for articles due to the Journal Editor for inclusion in the September Journal.

j. Chair's *PSA Journal* article for October Journal. August 1 is the deadline for receipt of the Journal Editor of the Chair's article for the October Journal, which includes the photographs and citations of the successful Honors recipients whose honors have been conferred at the PSA Photo Festival.

3. Reviewing Proposal Packets. The Committee Review of Proposal Packets consists of a start date to review the chosen Honors level, until review of all levels is completed. The Chair makes a judgment about the order of review of the Proposal Packets, taking one Honors level at a time, beginning with APSA and working up, or with the Honorary levels and working down. The decision will be guided by the number of Packets and the need to have the results for HonPSA, HonFPSA and "upgrade" Committee approvals, in time for Board approval by majority vote during the Board's April Board meeting. However, by starting early in January, and depending upon the number of Proposal Packets, and staying on schedule, there should be enough time to do all the reviews before the end of February or mid-March at the latest.

4. The Review Process. The Committee Review of Proposal Packets consists of several steps.

a. "First Pass". The Committee members review each Proposal Packet at a given honors level, then vote, and make notes/observations in writing without discussion between committee members, the votes and notes/observations then being sent to the

Chair only, who tabulates the results and sends the results and notes/observations of each Committee member to all of the other Committee members, initiating the discussion period. It is important that each Committee member make specific notes/observations supporting a “YES” or “NO” vote.

b. Discussion. The period for free and honest discussion begins, by email or video or teleconference or other means, where Committee members can share with one or more of the others their thoughts or concerns. It has been a common practice for Committee members who possess knowledge about a Candidate to share it with the other Committee members during the discussion period. Committee members will be able to ask for information from those people who may know a Candidate, for the purpose of understanding the Candidate and his/her services, but not to communicate that information outside of the other Committee members. This phase of the review process is very important, and the reason that selections of PSA members to the Committee take into consideration their knowledge, background and experience as they are often familiar with the volunteer work done within PSA and/or other photography organizations.

c. “Second Pass”. The Second Pass calls for a post-discussion vote, including the Committee members’ notes/observations on each candidate, to be sent by each Committee member to the Chair only. For those candidates who did not receive the required number of “YES” votes for that Honors level, the Chair should take from the written notes/observations of the Committee members who voted “NO”, or request from those Committee members if needed, specific reasons for their “NO” votes, as to why the candidate does not qualify for the proposed Honor. As a special note, a “short time period of service” is NOT a valid reason to reject a candidate used by any Honors Committee member, since the candidate has already satisfied the required service time period as set by the rules governing service time periods, approved by the PSA Board of Directors. It is the quality of the service, not the time of service already satisfied, which is evaluated. The Chair then summarizes the reasons given for the unsuccessful candidate and communicates the reasons to the Proposer of that candidate.

d. Tabulation and forwarding. The Chair tabulates the votes to list the Candidates who were successful and those who were not successful, based upon the rules regarding voting requirements, sends the results to the Committee members, and proceeds to begin the “first pass” process for the next Honors level. If the Candidate receives a unanimous successful vote on the “first pass” at any level, the Chair may determine whether a “second pass” is needed. The Chair may wait until all honors Candidates are evaluated, or forward results for one or more levels **to the PSA President.** For example, since APSA and FPSA Honors Candidates are approved at the Honors Committee level, not the Board level, those two levels may be forwarded to the PSA President when they are completed. The PSA President may do a review of the Candidates to see if there are any reasons to review the decisions of the Honors

Committee, such as sanctions or other matters which might impact the conferring of Honors. After that brief review, if not done earlier by the PSA President (see paragraph I-2c above), and if there are no other matters which might impact the conferring of Honors, the list is confirmed to the Chair.

e. Notice to Proposers and Candidates. As described under paragraph I-5 below, The Chair sends out a congratulatory informational notice to the Proposers and Candidates. Getting the notice out early is important to the Candidates, as many may want to schedule their attendance at the following PSA Photo Festival to receive their Honor. See section I-5 H5 for notices regarding unsuccessful Candidates.

f. Voting requirements. Given eight (8) Committee members, five (5) affirmative votes are required for APSA, six (6) for FPSA, six (6) for HonPSA, and seven (7) for HonFPSA. If the Committee has only seven (7) members, four (4) affirmative voters are required for APSA, five (5) for FPSA, five (5) for HonPSA, and six (6) for HonFPSA. In all cases where the Committee voting requirements are met, the HonPSA and HonFPSA Candidates require majority vote by the PSA Board of Directors.

g. “Upgrades” Recommendations for Honors Candidate upgrade result from an assessment of a Candidates’ Record where, in the opinion of the Honors Committee, it clearly justifies a higher Honor than the one proposed. “Upgrades” are considered by the Honors Committee when the Honors Committee members find that a candidate presents credentials which are unusual and exceptional, clearly above the standard for the Proposed Honor and most appropriate for a higher Honor. The collective judgment of the Honors Committee members is based upon the Committee member’s background of service to photography and in review of many Honors Proposals over their years of service on the Committee. In the case of a potential “Upgrade”, the process is as follows:

First, the Candidate will be considered at the level proposed, and if successful, will be considered at the higher level. There is historic precedent for an “upgrade” at various levels. The time requirements of years of consecutive PSA membership or the number of years since a previous Honors level are considered along with the merits of the representation of service of the Candidate in the Proposal Packet including the Candidate’s Record. “Upgrade” Honors proposal(s) must receive a minimum unanimous affirmative vote less one (1) negative vote by the Honors Committee prior to submission to the PSA Board. Upgrades, once having received a favorable vote by the Committee for the upgraded level, are then forwarded to the PSA Directors with the HonPSA and HonFPSA successful Candidates for majority approval by the Directors. The Candidate will have been notified with the other Candidates at the proposed Honors level (such as APSA) but not notified of an “upgrade” decision until that is made by the PSA Directors. Once the Board approvals are made for HonPSA, HonFPSA and any upgrade Candidates, and the Chair has been notified by the PSA

President, the Chair will then notify the Proposer and Candidate of the higher Honor decision. The approved upgraded award will be conferred at the Photo Festival, not the proposed award. If the upgrade award is not approved by the Directors, the lower approved proposed award will be conferred at the Photo Festival.

h. Waivers of rules and regulations other than for “Upgrades”. The Honors program’s rules and regulations have been developed over the history of the program. The rules and regulations provide consistency in operations and expectations by those responsible for the program and those who are to be honored. As for “Upgrades” in the previous paragraph 4g above, there have been and will again be unusual and exceptional circumstances where rules and regulations are waived. Unlike the procedure for “Upgrades” (paragraph 4g above), consultation between the Honors Committee and the PSA Executive Committee is done prior to the Honors Committee vote approving an Honors proposal. Waivers other than for “Upgrades” may be appropriate to provide for the award of an Honor where health or other exceptional circumstances of a Candidate are present. The Honors program is meant to reward the most worthy candidates, within a consistent regulatory framework, and on rare occasions, a waiver may be required to accomplish an Honor for service which might not otherwise be possible.

i. Voting Guidelines for Committee members.

- (1) Emphasis.** Emphasize content over presentation and concentrate on qualifications. However, proposals may not exceed the maximum number of pages allowed.
- (2) Meaningful Information.** Meaningful information is better than length of information.
- (3) Cultural and Language Differences.** Take cultural and language differences into account in evaluations.
- (4) Information, not Presenter of Information.** Evaluate the information, not who presented it.
- (5) Don’t Compare Candidates.** Each Candidate stands on his/her own. Don’t compare them.
- (6). Substance over form, Objectivity.** Ignore extraneous information or awkward phrasing in any section of the Proposal Packet. Be objective toward all information, even that which could be considered irrelevant.
- (7) Alternative Submittal Process.** Proposals submitted by alternative processes, for example through the Honors Search team, should be treated the same as all traditional proposal sources, but no proposals from PSA Directors or Honors Committee members are allowed and will be considered undue influence on the work of the Committee.
- (8) Service Time Period.** A “short time period of service” is NOT a valid reason to reject a candidate used by any Honors Committee member, since the candidate has

already satisfied the required service time period as set by the rules governing service time periods, approved by the PSA Board of Directors. It is the quality of the service, not the time of service already satisfied, which is evaluated.

(9) Honoring Service. A PSA member is eligible for a PSA Honor even without a showing of photographic achievement or proficiency. However, achievement and proficiency may help explain the value of some services. For example, references in a Candidate’s Record, in a Proposal or Endorsements, to judging, critiques, teaching, written or oral presentations, are supported by a brief presentation of evidence of achievement or proficiency. A long list of distinctions, awards and recognitions of photographic achievement is no longer a requirement.

5. “Approved”, “Not Approved”, and “Rejected” Proposals.

a. Approved. For APSA and FPSA Candidates, approval is completed at the Honors Committee level with no requirement for approval at the PSA Director level. Once one or both of these levels are processed in the Committee, the Chair may communicate with **the PSA President** to be sure that there are no matters pending against the Candidates, such as a sanction or Ethics Review Board matter, which could affect the approval of the Candidate for an honor. Ideally, this check would be made by the President after the Proposal Packets are received at PSA Headquarters and before the Packets are sent to the Chair and Committee members. Any matters pending should be summarized for the Committee chair when the Proposal Packets are delivered. Absent any “matters pending”, the Chair sends out a congratulatory and informational letter of approval on PSA Stationery, by mail or attached to an email, to the approved Candidate and to the Candidate’s Proposer. The letter includes a request to notify PSA Headquarters about Photo Festival attendance and checking name and Honor and distinction information for corrections, for the Citation and publishing. A sample notice letter is attached to this MOM as **Appendix G**. The PSA President is provided with a list of successful Candidates including the name, previous honors and distinctions, and the Honor to be conferred. For HonPSA and HonFPSA Candidates, and “upgrade” candidates, the PSA Directors receive an approval recommendation from the Honors Committee and the digital proposal packets of the candidates from PSA HQ or the PSA President, and the Directors then by majority vote approve or disapprove the proposed Honors. That result is returned by the PSA President immediately to the Committee Chair, who sends out the congratulatory and informational letter to the successful Candidates. If the Honor is not approved, the Chair sends a letter to the Proposer only, not the Candidate, who may not know of the proposal. It is up to the Proposer whether, when, or how to communicate with the unsuccessful Candidate.

b. Not Approved Proposals. A “Not Approved” letter is sent by the Chair by mail or email on PSA stationery, only to the Proposer, who in turn is advised to notify the Candidate that the Proposal Packet was not approved, providing details why the

proposal was found deficient. Those details will be requested by the Chair from the Committee members who voted against the Candidate. Caution is required if the Proposer did not inform a Candidate of the Proposal. It is then up to the Proposer to know the circumstances and decide whether, when, or how to notify the Candidate, including details of any deficiencies noted by the Committee Chair. Deficiencies might include a failure to comply with the instructions for Proposal Packet preparation, a Packet where the information was insufficient for evaluation of the Candidate. The letter would also include information for making corrections and resubmitting the Proposal Packet, with a date by which a resubmission must be received by the Chair, a name of an Honors Consultant if one is available, and that up to three (3) attempts can be made to correct deficiencies, but with a deadline March 1 for a final resubmission. Failing a resubmission in the time allowed, the Proposer will be sent a “Rejection” letter by the Chair. The Proposer and/or the Candidate may choose to wait and resubmit the Proposal Packet with corrections in the following year or future year.

c. Rejected. The “Rejected” letter will include basic information only, as to why the Proposal Packet was rejected. The results of actual voting are not shared outside the Committee, with the exception of responding to a request from the PSA Secretary or President. The reasons for failure should be stated, where the Candidate’s qualifications were deemed insufficient for the Honor or where the Proposal Packet failed to comply with the instructions for the preparation and submission of an Honors Packet after being given the opportunity to make corrections. Rejections should be handled very, very carefully, as some Candidates, Proposers and Endorsers (and maybe others) will take offense to being turned down. It is important to provide some specifics so that the Candidate and Proposer can respond through further service and/or an improved presentation.

d. Replies to Concerns. Only the Chair or the Vice Chair if appointed by the Chair, will reply to the concerns, objections or protests of Proposers, Endorsers, or Candidates regarding results. No Honors Committee member other than the Committee Chair or appointed Vice Chair is allowed to communicate or reply directly or indirectly. Great caution by the Chair and Committee members should be exercised in replies. No Committee member should have to explain their actions. The following response is enough: “The Candidate did not meet the requirements.” In appropriate cases, the Chair and the PSA President may go into greater detail about the decision of the Committee.

6. Citations. The Chair (with the Vice Chair’s assistance) shall write a citation for each successful Candidate; but the Chair has final responsibility for the proper form, correct information, and timely submission of the citations. The citation is a general statement rather than a list of accomplishments. The citation is placed on the award, will be read at the time of presentation at the PSA Annual Photo Festival, and will be

published with a photograph of the Candidate in the October issue of the *PSA Journal*. The citation should use “fresh language”, avoiding duplication with other citations. The citations for all successful Candidates are sent to the PSA Secretary and PSA Headquarters (Office Manager) for editing, checking names and honors and distinctions using whatever process they deem appropriate. Once this is completed, the results are sent by the PSA President to the Publications Vice President and the PSA Journal Editor, and the Chair of the Historical Records Committee. PSA Headquarters shall keep a copy of this record at Headquarters. Phrases in the proposal might be used in the citation. Readers of the citation may want to highlight key words or phrases identifying outstanding items on a copy when presenting the citations.

7. At the Photo Festival. The Chair will sign any documents prepared at PSA Headquarters regarding Honors which are to be presented at the Photo Festival. For plaques, a scanned signature of the Chair must be made available to the HQ Office Manager. Unless the PSA President has a different presentation system they wish to follow, the Chair will read the citations, or in any way requested, participate in the conferring of Honors, such as at the Honors and Awards Banquet.

8. Honoring Service. The PSA Honors program exists to honor volunteer service by PSA members to photography and photographic organizations worldwide. Honors are distinct from distinctions and awards and recognitions based upon photographic achievement or proficiency. A PSA member is eligible for a PSA Honor even without a showing of photographic achievement or proficiency. However, achievement and proficiency may help explain the value of some services. For example, references in a Candidate’s Record, in a Proposal or Endorsements, to judging, critiques, teaching, written or oral presentations, are supported by a brief presentation of evidence of achievement or proficiency. Likewise, information in the first section of a Candidate’s Record identifying education, work and other background may help explain the value of some services. For example, a volunteer with a teaching, bookkeeping/accountant, or business background, may help explain the value of services which are related to that background. A long list of distinctions, awards and recognitions of photographic achievement is no longer a requirement.

J. Duties of the Vice Chair, other Committee members.

1. Assume Chair position. If the Chair is temporarily or permanently unable to continue as Chair, the Vice Chair will assume the Chair position.

2. Participate in Honors Committee Annual meeting.—The Vice Chair and Committee members are encouraged to participate in the Committee meeting. If the meeting is held by email, video, or teleconferencing, the Vice Chair and Committee members should be participants.

3. Citations, MOM revisions, other Committee work. The Vice Chair may be asked to assist in preparing or checking citations, to assist with revisions in procedures, participate in discussions with the Honors Search team and others about improvements

in the Honors program, and to assist with other Committee work. Other Committee members may be called upon to assist as needed, and to provide familiarization with the requirements of the Vice Chair and Chair duties and responsibilities for future work as Vice Chair and/or Chair.

4. Journal Article. The Vice Chair is responsible for writing a one-page article for the September issue of the *PSA Journal*. It should contain, at a minimum, information on deadline dates for submitting proposal packets, where to obtain the current forms for Proposal Packets, where to send the Proposal Packet, and other information needed especially by the Proposer and Candidate. This is also an opportunity to encourage PSA members to become Proposers and Endorsers of valuable volunteers who have served photographers, photographic organizations, and photography so well. The deadline to the Journal Editor for receipt of this Journal article is July 1, submitted as a Word document attached to an email.

K. Disposition of Proposal Packets after Honors are conferred. PSA Headquarters, which receives all the Proposal Packets at the beginning of the Honors process, and the Citations for the Honors at the end of the Honors process, will at the direction of the PSA Executive Committee store digitally all or a portion of the successful Proposal Packets and/or transfer those Proposal Packets and Citations of successful Candidates to the PSA History Committee, which will then be able to provide to future Proposers for a candidate's higher Honor the information requested by Proposers for completion of Form HC-103 (Summary Page of Information Previously Submitted for Current Honor), to support Proposers and Endorsers who prepare Proposal Packets without the knowledge of the Candidate, and in considering the entire body of work and service when proposing Candidates for the HonPSA and HonFPSA levels. All other Proposal Packets not transferred to the History Committee of successful Candidates shall be destroyed, including Packets in the possession of the Honors Committee members. All Proposal Packets of unsuccessful Candidates will be destroyed after the PSA Photo Festival in the year those Proposal Packets are unsuccessful.

L. Rules Changes. Rules which guide internal procedures requires a majority vote of the Honors Committee. Extensive discussions may be necessary to discuss pros and cons, and may require a live meeting, a videoconference meeting, or an action by unanimous written consent. Minor changes may only require a poll of the committee members with majority vote. Rules which the majority finds will affect published policy and/or procedure will require approval of the PSA Board of Directors or the PSA Executive Committee. Discussions about rules between committee members, the informal search team, and PSA officers, are useful and encouraged. The regular search for improvements of the Honors program has value for the Society. If there is any doubt about whether something is internal procedure or affects published policy, or if the matter is of significant impact or controversial, it will be forwarded for approval at the Board level.

M. Other Publications about Honors. Additional informational articles relating to honors requirements, packet preparation, clarifying areas in the rules causing the greatest problems or needing the most attention, are always encouraged. The Honors Committee can be proactive in this. Further, the Honors Committee web page and special notices can be used to make sure members are remembering the importance of recognizing through honors, the work of special volunteers.

N. Guidelines and Resources for Preparing and Evaluating Candidates. The Appendices to this MOM will apply both to the Honors Committee operations and to the preparation of Proposal Packets by Proposers. The appendices are as follows:

Appendix A	Honors Forms 100, 101, 102, 103 and 104
Appendix B	Honors Headquarters Operations
Appendix C	Honors Level Service and Approval Requirements
Appendix D	Honors Time Requirements
Appendix E	Examples of Service
Appendix F	Honors Consultant
Appendix G	Sample Notice Letter

III. GUIDANCE FOR PREPARERS OF HONORS PROPOSAL PACKETS.

A. Honoring Service. The PSA Honors program exists to honor volunteer service by PSA members to photography and photographic organizations worldwide. Honors are distinct from distinctions and awards and recognitions based upon photographic achievement or proficiency. A PSA member is eligible for a PSA Honor even without a showing of photographic achievement or proficiency. However, achievement and proficiency may help explain the value of some services. For example, references in a Candidate's Record, in a Proposal or Endorsements, to judging, critiques, teaching, written or oral presentations, are supported by a brief presentation of evidence of achievement or proficiency. Likewise, information in the first section of a Candidate's Record identifying education, work and other background, may help explain the value of some services. For example, a volunteer with a teaching, bookkeeping/accountant, or business background, may help explain the value of services which are related to that background. A long list of distinctions, awards and recognitions of photographic achievement is no longer a requirement.

B. The Candidate's Record. This record sets forth the essential elements considered by the Honors Committee in evaluating a Candidate, as it is attested to and verified by the Proposer and Endorsers, who use the record and their knowledge of the Candidate in

preparation of the Proposal and Endorsements. The Candidate Record should not be written in the first person as the Record is to be submitted by the Honors Proposer.

Section 1. Education, work and other background, past and present. This is a short summary of the Candidate's background to help the Honors Committee members know the Candidate. It does not bear on the qualifications for Honors, except as it may provide information helpful in evaluating some kinds of service.

Section 2. Significant Service. This is at the heart of the Honors program and recognitions. The Candidate's Record and the Proposals and Endorsements should concentrate on important, significant volunteer service. It should be presented in an organized fashion, such as listing services to organizations from international to national, to regional and to local organizations, or chronologically listing services and activities by positions, dates and specific accomplishments beyond routine performance of duties. The more significant services should be prominent. What is valuable is a summary of service with enough detail to provide a good idea of the nature and value of the service, not just a listing of the positions held, but also what was accomplished. It may include leadership, or it may not include leadership but include significant and valuable work behind the scenes. Leadership has a broad definition which sometimes has more to do with influencing others through work accomplished than it does having oversight over or management of the work of others. Regardless of the nature of the work of a volunteer, its impact on photographers, photography and photographic organizations is important to include in Section 2. Occupying a position with a title, without evidence of specific work and important achievements, will not be seen as valuable service. A long list of positions held without associated accomplishments may look impressive on the surface, but does not impress those evaluating the service of the Candidate when looking for contributions over and above those of the many other people filling the same positions.

Section 3. Service Recognitions Received. List and summarize service honors or recognitions received, which relate to photography, photographers, and to international to local photographic organizations. This includes not just organizations like PSA or its Divisions, Committees, Chapters, Councils, or Clubs, but equivalent organizations outside of PSA, around the world. This could include awards for photography related services to local governments, schools, or other kinds of community organizations. List the higher levels and most important service honors and recognitions first, and the year or approximate year, if known, and provide a brief description of the recognition.

Section 4. Judging, Assessments, Critique, Evaluations. List services in judging, assessments, critique and evaluations at international to local levels, to include

contests, exhibitions, shows and other kinds of evaluations of photographic work of others.

Section 5. Written Presentations. Provide here information on articles, papers, books and other written or published written materials on photographic subjects, including specific topics, dates, where published, and titles, and list these in order of higher importance or wider distribution (e.g. national publications) first.

Section 6. Oral Presentations. List and summarize significant educational or instructional oral presentations such as classes, presentations and workshops, live or through video, television, webinars, or other digital means. It is helpful to identify the group or groups presented to, whether national or local, whether to a photographic group or other kind of group, the year or approximate year if known, the specific photographic subjects, and any other significant information which might be helpful to the evaluation by the Honors Committee.

Section 7. Other Relevant Information. This is a catch-all category to round out an understanding of the Candidate's service. Provide any other information which may be relevant to service, such as organization of field trips or photo shoots or other workshops or events, or participation in the invention of devices or techniques related to image making or any other activity which has an impact on photography. Other service or contributions 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.

Section 8. Photographic Proficiency, Achievement. Again, no showing of photographic proficiency is required for PSA Honors. **It is a strong showing of volunteer service that is the basis of the Honors program.** As previously stated, evidence of a strong background in photography, a demonstrated skill or proficiency, or reputation as a photographer, might help evaluate the value of photographic services. It is sufficient to identify levels of distinctions or other recognitions from photographic organizations such as PSA or other societies, different kinds of awards, or recognitions from professional photography organizations from worldwide to local levels. **Long lists of distinctions and skill recognitions are not needed.**

C. Example of List of Services by a PSA member. An example of a list of services for a photographic organization is provided using PSA, knowing other photographic organizations will be organized differently. This example is found in **Appendix E** of this MOM.

D. Honors Consultants. PSA members who are familiar with the Honors system, and perhaps former Honors Committee members, are encouraged to become consultants, to assist Proposers and others with Honors requirements and Proposal Packet document preparation. The Consultants are required to sign a Consent to Serve Agreement which says that all aspects of a Proposal Packet they assist with are Confidential and may not be discussed with anyone other than the Proposer, Endorsers, or Honors Committee. Consultants are not to write the documents, but only to advise about important service, valuable service, and how to organize a presentation. The person being assisted by a Consultant should also be advised that the assistance is no guarantee approval of an Honor. A list of Honors Consultants may be placed with their contact information on the PSA Honors Web Page, or if no list is present, a potential proposer or endorser may contact the Chair or Vice Chair of the Honors Committee for recommendations. Honors Consultants or anyone acting to assist a Proposer, or Endorser, shall abide by the same “no outside communication or discussion” rules required of Honors Committee members.

E. Forms, Service Requirements, Time Requirements, and a Services Listing using PSA as a Sample, are provided in the Appendices to this MOM. These resources should be reviewed before preparation of a Proposal Packet.

F. Instructions and Forms for Proposal Packet. Proposers and Endorsers should review the above references and the guidance in this section before proceeding with the preparation of a Proposal Packet.

1. General Instructions. Review all the information under Guide to Preparers of Honors Proposal Packets. Be sure that a Candidate is fully qualified, that service, time and PSA membership requirements are met, and that the document preparation instructions are followed.

2. Select Endorsers. The Proposer should carefully select two Endorsers, and provide information and forms to them, including a draft of the Candidate’s Record so that they will have information in addition to what they already know about a Candidate, on which to base their verification of the Candidate’s Record when preparing and signing the Endorsements. They provide narrative statements about the candidate in the space provided.

3. Preparation of the Candidate’s Record. The Candidate’s Record is prepared by the Proposer or together with the Candidate. In some cases, the Proposer may feel that he/she has sufficient information to submit a proposal without the Candidate’s knowledge, and is welcome to do so. The Proposer is also free to obtain information about the Candidate from other sources, such as from the Historical Research Committee. Listing of web site links are not acceptable. A significant historical resource person to contact is Laura Davies, HonPSA, who may have some information which may be helpful. She can be reached at historical-research@psa-photo.org.

4. Proposal Categories. The Proposal should follow the categories on the Candidate's Record. Do not alter the format. Answer all questions including N/A for those categories which do not apply. Do not simply copy a list received from the Candidate. The Proposer is responsible to make sure that the Candidate's Record is in good, organized and readable order, and that the most important service is prominent. The proposer shall not use any web links in the proposal when documenting a Candidate's Record.

5. Checking the Endorsements. The Proposer should check the Endorsements when they are received, for content, form and accuracy, in time for the Proposal Packet to be sent to PSA Headquarters by the receipt deadline.

6. Proposal Packet is Digital only. Proposal Packets including all forms must be digital when they arrive at PSA Headquarters. Paper documents with original signatures must be scanned to include in the Proposal Packet sent to Headquarters. A formal digital signature is an alternative only if that is confirmed with the Headquarters office manager. A form with a typed signature is not acceptable.

7. Send Packet to Headquarters on time. The Proposal Packet, completed, must be received by PSA Headquarters by December 1, or by the extension date if the date is extended for some reason by the Honors Committee Chair after consultation with the Headquarters Office Manager. The Packet is sent digitally, such as by email, titled "Honors Proposal Packet for (Name of Candidate)" in the subject line of the email. Failure to do this may lead to the Packet being overlooked by Headquarters staff and delay delivery of the Packet to the Honors Committee. A delivery delay may result in the Packet being held until the following year.

8. Requirements Regarding Proposer and Two Endorsers.

a. The Proposer.

- (1) Must be a PSA member in good standing;
- (2) Should review the rules and procedures for proposing a PSA member;
- (3) Shall be convinced that the qualifications of the Candidate are worthy of the proposed Honor, and that 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;
- (4) Must know the Candidate personally through close association for a period of time, and must confirm the pertinent facts in the record by signature on the Proposal;
- (5) Will distribute the applicable parts of the Honors Proposal Packet to two (2) Endorsers to include with the completed Proposal Packet;
- (6) Will send a complete and correct digital Proposal Packet in one package to PSA Headquarters, to arrive by the deadline of December or any extension thereof;

- (7) Shall handle all the duties outlined for Proposers in this MOM. There is no proposal fee;
- (8) Husband and wife, or other Partners or family members, may not co-sign proposals of a Candidate.

b. The Endorsers.

- (1) Must be familiar with the work of the Candidate, but need not have the intimate knowledge of the Candidate required of the Proposer;
- (2) Must each in their Endorser's statement, within the space provided, provide brief reasons why the proposed Candidate should be considered for the proposed honor, signing the statement confirming the Candidate's worthiness;
- (3) Will return to the Proposer a digital copy of a signed and dated Endorsement, in the time required by the Proposer;
- (4) Husband and wife, or partners, may not co-sign an Endorsement of a Candidate or sign separate Endorsements of a Candidate;

APPENDIX A

Honors Packet Forms 100, 101, 102, 103, 104 next 5 pages

Honors Proposal Cover Page (Form HC-101), 1 page maximum;

Proposer Page (Form HC-101), 1 page maximum, signed and dated by proposer;

Endorsement Pages (Form HC-102), 2 pages maximum, 1 page each Endorsement maximum, signed and dated by endorser;

Summary page of Information Previously Submitted for Current Honor (Form HC-103), 1 page maximum, Packets for FPSA, HonPSA and HonFPSA only, signed and dated by preparer;

Candidate's Record (Form HC-104), 6 page maximum, signed and dated by preparer.

100. PSA HONORS PROPOSAL PACKET COVER PAGE (Form HC-100)

Email this proposal, the two endorsements, and the Candidate’s Records (the “Proposal Packet”) to: hq@psa-photo.org. Please type or print legibly. When e-mailing the proposal packet, use “Honors Packet For [Candidate’s Name]” as the subject line.

Note: The Proposer is responsible to send all parts of the Proposal Packet in digital form, including scanned or electronic signature pages and dates, to PSA Headquarters,

On behalf of _____ for _____ (Honor) Candidate’s email _____

Candidate’s address _____

Candidate’s Previous PSA Honors _____

Proposer’s Name _____ Address _____

Proposer’s E-Mail _____

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: _____</p> <p>APSA earned: _____</p> <p>FPSA earned: _____</p> <p>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</p> <p>1st Endorser Dues Current <input type="checkbox"/>Y <input type="checkbox"/>N</p> <p>2nd Endorser Dues Current <input type="checkbox"/>Y <input type="checkbox"/>N</p> <p>Information verified by: _____</p>

101. 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 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.

102. 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, and scan the signed document and send it promptly to the Proposer.
- The Proposer has the responsibility of collecting all the parts of the Application form and sending a complete proposal packet in digital format 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.

103. PSA HONORS αSUMMARY OF INFORMATION PREVIOUSLY SUBMITTED FOR PSA HONOR CURRENTLY HELD (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.

104. PSA HONORS æCANDIDATE'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).

Appendix B

PSA Headquarters Operations

The following are a summary of the Honors operations at PSA Headquarters:

The Office Manager is responsible for Honors operations at PSA Headquarters;

Provide information and answer questions regarding the Honors program and/or refer questions to the Chair of the Honors Committee;

Receive and process all Honors Proposal Packets;

Processing includes a check of completeness of each Proposal Packet including all required forms and signatures and dates, and preparation of the bottom of the Cover Page of each Proposal Packet which identifies to the Proposer that it is to be completed by PSA Headquarters;

It is not the job of PSA Headquarters to evaluate the quality of the statements in the forms, only that statements are present;

If the required forms in the Proposal Packet are not present, and where required, not signed and dated, notify by phone or email the Proposer with a reminder of the deadline or deadline extension and the nature of the problem(s), and advise how many days until the corrections need to be received by Headquarters:

Honors Proposal Cover Page (Form HC-100), 1 page maximum;

Proposer Page (Form HC-101), 1 page maximum, signed and dated by proposer;

Endorsement Pages (Form HC-102), 2 pages maximum, 1 page each Endorsement maximum, signed and dated by endorser;

Summary page of Information Previously Submitted for Current Honor (Form HC-103), 1 page maximum, Packets for FPSA, HonPSA and HonFPSA only, signed and dated by proposer;

Candidate's Record (Form HC-104), 6 page maximum, signed and dated by preparer.

Prepare an Honors Application Verification Sheet (e.g. Excel spreadsheet) which includes Honors Candidate Name, Honors Level, Join Date, APSA Date, FPSA Date, HonPSA Date, HonFPSA Date, Active Member (verified), Proposer Name, Proposer membership verified, Endorser Names and membership verified, and name of Headquarters verifier;

Transmit Packets to Honors Committee Chair and at the Chair's direction, to the Honors Committee members, by Dropbox, email or other convenient digital means, at the direction of the Chair;

If Packets are received after the December 1 deadline, or after extension of that date, and after consulting with and approval of the Honors Chair, return delinquent packets to the Proposer;

Provide the Chair with the required PSA letterhead template in digital form, for use as a means of the Chair's notice to Proposers and Candidates and other formal Honors Committee communications;

Prepare certificates and plaques based upon citations prepared by the Honors Committee (the Chair's responsibility) and transport those to the PSA Annual Photo Festival location for those honorees who will attend, and arrange with the PSA President for signatures on Certificates for handing to honorees;

Mail/ship certificates and plaques of honorees not in attendance to the honorees upon return to PSA Headquarters, except for those certificates and plaques where an arrangement has been made for someone else in attendance at the Photo Festival to carry back and deliver to the honoree;

Provide the Honors Committee and the PSA President with a list of names and addresses of all the selected honorees, so that the list can be distributed to the honorees at the annual Photo Festival banquet or mailed to those not in attendance;

Provide a record of the honors to the PSA History committee for their records, and preserve a record at PSA Headquarters as well.

APPENDIX C

PSA Honors Service Criteria and Approval Requirements.

PSA Honors are awarded in recognition of contributions to the advancement of the art and science of photography, volunteer service to photographic organizations and service to photographers, worldwide, within PSA or in other photographic organizations such as clubs, councils, federations, national and international societies and other organizations, or to the general community. The role of distinctions and photographic proficiency in the PSA Honors program is limited. A person is eligible for a PSA Honor even without a showing of photographic proficiency. A high degree of proficiency alone does not qualify a candidate for PSA honors. However, proficiency or reputation as a proficient photographer may help explain the value of a Candidate's service. The examples below are merely guides as to minimum qualifications for each honors level, but are in no way guarantees that a proposal will be successful. Each Candidate is reviewed on the merits of his or her record and is not measured against other Candidates at an honors level. At the HonPSA and HonFPSA Honors levels, after years of PSA membership and volunteer work, there are good reasons to describe and emphasis should be given to the entire body of a Candidate's years of work and service in addition to services after the time that the previous lower Honor was conferred. Current work may not be at higher levels of work or increased responsibility than that which was rewarded previously, because some members will be less able to work at the same or greater level due to health, age or other circumstances.

APSA (Associate). This honor is awarded to PSA members in good standing for excellent service to photographers, within PSA and/or in other photographic organizations such as clubs, councils, federations, national and international societies and other organizations, or to the general community, worldwide. A majority vote of the eight (8) members of the Honors Committee is required for the Candidate to be approved as an Associate.

FPSA (Fellow). This honor is awarded to PSA members in good standing for exceptional service to photographers, within PSA and/or in other photographic organizations such as clubs, councils, federations, national and international societies and other organizations, or to the general community, worldwide. Service may include organizational or administrative work, lecturing and presentations, writings and publication of articles, instruction and judging, among other contributions. A high degree of proficiency or photographic achievement, or a work background or education relevant to these services may help explain the value of these services. Given eight (8) Honors Committee members six (6) affirmative votes are needed for a FPSA. If the Committee has only seven (7) members, five (5) affirmative votes are needed for a FPSA.

HonPSA (Honorary Member). This honor is awarded to PSA members in good standing for exemplary, long and impactful services to photographers, within PSA and/or in other photographic organizations such as clubs, councils, federations, national and international societies and other organizations, or to the general community, worldwide. Service may include organizational or administrative work, lecturing and presentations, writings and publication of articles, instruction and judging, among other contributions. A Candidate's credentials may also include significant leadership, and/or significant, impactful or critical non-leadership services beyond the levels identified in the FPSA credentials. Merely a continuation of the same services or roles in a Candidate's FPSA honor is not sufficient. Often a HonPSA Candidate will show independent thinking or leadership in developing a new process for performing existing roles, or in launching a new service or significantly enhancing a service or program that has already existed. Service on the PSA Board of Directors or a governing body for other organizations is an example of leadership, but not a requirement. Other examples include handling critical, impactful positions and taking on greater responsibility at higher levels. A high degree of proficiency or photographic achievement, or a work background or education relevant to these services may help explain the value of these services. Given eight (8) Honors Committee members, six (6) affirmative vote are required for a HonPSA. If the Committee has only seven (7) members, five (5) affirmative votes are required for a HonPSA. In all cases where the Committee voting requirements are met, the HonPSA Candidates require majority vote by the PSA Board of Directors.

HonFPSA (Honorary Fellow). This is the highest of the Honors bestowed by PSA. It is awarded to PSA members in good standing who have gone far above and beyond the call of duty for many years in their service to PSA and/or to the photographic community, other photographic organizations, and photographers generally. Significant leadership in PSA and other organizations are important factors, but so is long and distinguished service in other roles. The credentials for HonFPSA will often show extensive teaching, writing, judging, assessing, and other kinds of important services to other organizations and to photographers. A high degree of proficiency or photographic achievement, or a work background or education relevant to these services may help explain the value of these services. Typical of Candidates receiving this honor is exemplary and distinguished service over many years, a virtual lifetime of membership in PSA, including service which were considered for the other PSA honors. The total number of HonFPSA honors is limited to twenty-five (25) living members of the Society at any time. Given eight (8) Honors Committee members, seven (7) affirmative votes are required for a HonFPSA. If the Committee has only seven (7) members, six (6) affirmative votes are needed for a HonFPSA. In all cases where the Committee voting requirements are met, HonFPSA Candidates require majority vote by the PSA Board of Directors.

APPENDIX D

Honors Time Requirements

Time Requirements. The time requirements for the four Honors levels are as follows:

- a. **APSA.** The Candidate has been a member in good standing for not less than six (6) consecutive years immediately prior to December 1 of the year an “Honors Proposal Packet” (Honors Proposal Form HC- 100 &101, two Honors Endorsements Form HC-102, and Candidate’s Record HC- 104) is received by PSA Headquarters for that Candidate. December 1 is referred to as the “eligibility date”. Sep/Oct is the regular PSA Annual Photo Festival date, also referred to as the “award date” for Honors. The award date is the same for all successful Candidates, whether they are presented Honors at the Photo Festival or by other means.

- i. **Example 1 –**

1. Date joined PSA – Dec. 1, 2014;
 2. First APSA eligibility date – Dec. 1, 2020;
 3. APSA award date Sep/Oct 2021 (2021 PSA Annual Photo Festival).

- ii. **Example 2 –**

1. Date joined PSA – Jan. 2015;
 2. First APSA eligibility date – Dec. 1, 2021;
 3. APSA award date Sep/Oct 2022.

- b. **FPSA.** The Candidate has been a member in good standing for not less than ten (10) consecutive years immediately prior to December 1 of the year an Honors Proposal Packet is received by PSA Headquarters for that Candidate. The Candidate must also have held the APSA Honor for two (2) years from the date of the APSA award prior to being eligible to being proposed for FPSA.

- i. **Example 1 –**

1. Date joined PSA – Dec. 1, 2010;
 2. First FPSA eligibility date – Dec. 1, 2020, provided that the Candidate had received the APSA award by Sep/Oct 2018, two years earlier;
 3. If the APSA award was received in Sept/Oct 2019, then the first FPSA eligibility date would be two years later, Dec. 1, 2021, (the 10-year plus the 2-year requirements), and the FPSA award date would be Sep/Oct 2022;

- c. **HonPSA.** The Candidate has been a member in good standing for not less than fifteen (15) consecutive years immediately prior to December 1 of the year an Honors Proposal Packet is received by PSA Headquarters for that Candidate. The

Candidate must also have held the FPSA Honor for two (2) years from the date of the FPSA award prior to being eligible to being proposed for HonPSA.

i. **Example 1** –

1. Date joined PSA – Dec. 1, 2005;
2. First HonPSA eligibility date – Dec. 1, 2020, provided that the Candidate had received the FPSA award by Sep/Oct 2018, two years earlier;
3. If the FPSA award was received in 2019, then the eligibility date for the HonPSA would be Dec. 1, 2021, and the award date would be Sep/Oct, 2022.

- d. **HonFPSA.** The Candidate has been a member in good standing for not less than fifteen (15) consecutive years immediately prior to December 1 of the year an Honors Proposal Packet is received by PSA Headquarters for that Candidate. The Candidate must also have held the HonPSA Honor for at least three (3) years from the date of the HonPSA award prior to being eligible to being proposed for Hon FPSA.

i. **Example 1** –

1. Date joined PSA – Dec. 1, 2002;
2. HonPSA eligibility date – Dec. 1, 2017, HonFPSA eligibility date is plus three years to Dec. 1, 2020, and the award date would be Sep/Oct 2021.
3. If the HonPSA award was received in 2018, then the eligibility date for the HonFPSA is plus three years to Dec. 1, 2021, and the award date would be Sep/Oct, 2022.
4. If the HonPSA award was received in 2019, then the eligibility date for the HonFPSA is plus three years to Dec. 1, 2022, and the award date would be Sep/Oct, 2023.

HONORS TIME AND VOTE REQUIREMENTS CHART

Honors Level	Eligibility Date - Continuous membership years prior to December 1 of application year	Minimum years after receiving <u>prior</u> Honors level	Award Date (PSA Photo Festival or year following application year)	Acceptance vote
APSA	6	-	Following year's Photo Festival	Majority vote of Honors Committee
FPSA	10	2 years after receipt of APSA	Following year's Photo Festival	3/4ths vote of Honors Committee
HonPSA	15	2 years after receipt of FPSA	Following year's Photo Festival	3/4ths vote of Honors Committee + majority vote of PSA Directors
HonFPSA *Limited to 25 living members of the Society at any time	15	3 years after receipt of HonPSA	Following year's Photo Festival	3/4ths vote of Honors Committee + majority vote of PSA Directors

Notes:

- All Proposal Packets require one Proposer and Two Endorsers.
- Time requirements are also found in the MOM's Appendix D.
- Service requirements are outlined in the MOM, Section III, Guidance and Resources for Preparing and Evaluating Candidates, and in the MOM's Appendices C and E.

APPENDIX E

Examples of Service

Examples of service can include, but are not limited to, the following, listed and described in a logical sequence, such as in order of importance or higher levels to lower levels in organizations. Use an outline format for simpler preparation and review. All honors candidates are PSA members, but are often members of other photography organizations as well. They perform services related to photography which benefit many kinds of organizations, communities, groups, and individuals.

1. Examples with reference to the **Photographic Society of America (PSA)**.
 - a. PSA Board of Directors, Officer positions, Executive Committee and Endowment Fund Trustee positions, services.
 - b. PSA Division Officer positions, support positions, services.
 - c. PSA committee and sub-committee positions and services, e.g. Photo Festival Committee and sub-committees, Journal services, Website services, PSA International Exhibition, bulletin and website contests, education department, database and information technology support and services, Honors and recognitions, Stars/ROPA, Who's Who, Youth Programs, and other PSA positions and services.
 - d. PSA Chapter positions and services, both leadership and support, and Photographic Alliance of America leadership and support positions and services.
 - e. Services in photography to communities and other organizations, groups, and individuals.

2. Examples with reference to other **international or national societies around the world, federations, clubs and other photography organizations**.
 - a. Director, Officer, Trustee, and important support positions and services.

- b. Divisions or subordinate elements, committees and activities of these societies and federations.
- c. Positions in and services to photography clubs in leadership or support roles.
- d. Services in photography to communities and other organizations, groups, and individuals.

APPENDIX F

Honors Consultants

The following Honors Consultants are available to assist with questions of Candidates, Proposers, and Endorsers regarding preparation of the Honors Packet. If a Consultant is not available, contact the Honors Committee Chair or Vice Chair.

<u>Name</u>	<u>Honors, Distinctions</u>	<u>Email address</u>
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APPENDIX G

Notice Letter to Proposers and Successful Candidates



Photographic Society of America

8241 S Walker, Suite 104

Oklahoma City, OK 73139

405-843-1437

www.psa-photo.org

Educating and Connecting People through Photography

Candidate Name, Honors, Distinctions

Email address

Proposer Name, Honors, Distinctions

Email address

Dear (Proposer). Thank you for taking the time to propose (Candidate) for the APSA Honor.

Dear (Candidate)

As Chair of the PSA Honors Committee for 2020, **it is with great pleasure that I inform you that you have been approved as an Associate (APSA) of the Photographic Society of America.** Your Honor will be conferred at the PSA Annual Festival in (City, State), (month, Day, Year) at the (name of Photo Festival hotel, address). The PSA Journal and Website will have more information about the Festival.

The title for your Honor is not to be used in any manner, including the PSA Photo Festival Registration forms until the Honor has been officially conferred at the Festival Honors and Awards Banquet. However, you may advise others of your award provided you do not include your Honor title in any manner after your name. We are hoping that you will be present at the Honors Banquet to accept the honor and receive congratulations of friends who attend the PSA Honors Banquet. If you are unable to be present, your Honor will be mailed to you immediately following the Festival.

