

PHOTOGRAPHIC SOCIETY OF AMERICA (PSA)
Division Policies

Article I

Name

There are six (6) Divisions within PSA, and these policies shall apply to all Divisions equally: Projected Image Division; Nature Division; Photo Travel Division; Pictorial Print Division; Photojournalism Division; and the 3D Division.

Article II

Purpose

The purpose of each Division is the stimulation of interest in photography and its related arts and sciences; the dissemination and discussion of pertinent information; and the promotion of fellowship among the members of the Division.

Article III

Levels of Division Participation

Section 1. General: All members of the Photographic Society of America in good standing are eligible to participate in the services and activities of the Division without cost.

Section 2. Voting Membership: Voting in contested elections or in any matter brought before the Division membership is limited to those members, a) serving as officers or directors of a Division service or activity, b) having earned one or more stars within the Division, or c) those enrolled in an ongoing individual Division activity. Voting members may also make motions in the annual membership meeting and may vote on any motions that are introduced.

Article IV

Division Officers and their Duties

Section 1. The officers of the Division shall serve for a term of two years, but no elected officer shall be eligible to serve more than two consecutive terms in the same office, with the exception of the secretary and treasurer.

Section 2. The officer duties are as follows:

(a) The **chair** shall preside over all meetings of the Division's executive committee, the board of directors (including the officers and directors of services and activities that are recommended by the Division executive committee), and the annual membership meeting; shall maintain order at such meetings, and shall call special meetings of any of these groups when needed. The chair shall appoint, with the approval of the executive committee, all members of special or standing committees of the Division, and all directors of the services and activities conducted by the Division. and shall have the power to revoke for cause any such appointment at any time, with the approval of the executive committee. If a resignation or the absence or inability of any officer or director to serve causes a vacancy, the chair shall appoint, with the approval of the executive committee, a member to assume the duties of such officer or director pro-tem.

Term of office for officers and directors shall run concurrent with the term of office of the chair. Directors may be invited by the chair-elect to continue in that office. The chair shall furnish to all of the nominees job descriptions of the positions of concern.

(b) The **first vice chair** shall assume the place and duties of the chair in the event of his resignation,

inability, refusal or incapacity to serve. The first vice chair shall also assume such other duties as may be assigned by the chair, with the approval of the executive committee.

(c) The **second vice chair** shall assume the place and duties of the first vice chair in the event of a vacancy and shall perform a similar function in the event that both the chair and first vice chair resign or are unable or refuse to serve. The second vice chair shall also assume such other duties as may be assigned by the chair, with the approval of the executive committee.

(d) The **secretary** shall keep, maintain and publish minutes of all meetings of the executive committee and shall request assemble and compile the Annual Report of the Division which must be submitted in writing to the Divisions VP before each PSA Board meeting. The secretary shall handle general correspondence for the Division, and shall assume such other duties as may be assigned by the chair, with the approval of the executive committee.

e) The **treasurer** of the Divisions shall develop a budget for the Division with the cooperation of service and activity directors and the chairperson of the Division. It is not necessary for the Division treasurer to maintain records or approve Division expenditures. All expense and reimbursement forms shall be sent directly to headquarters in electronic format for processing. The treasurer will receive financial reports from headquarters reflecting the operating cost of services and activities conducted by the Division, and shall assume such duties as may be assigned by the chair, with the approval of the executive committee.

(f) The **immediate past chair (IPC)** shall provide information and advice based on past experience with the Division, and shall vote on matters considered by the executive committee. If the IPC is unavailable to serve, the most recent one that is available shall fill the position.

Section 3. Scope of Authority: No individual officer shall commit the Division to any policy, agreement, responsibility, project, or unbudgeted expense without approval of the Division board of directors.

Article V

Division Executive Committee

Section 1. The executive committee, charged with conducting the general operations of the Division and executing the policies established by the PSA Board of Directors, shall be composed of the Division chair, first vice chair, second vice chair, secretary, treasurer and immediate past chair (or the most recent one eligible to serve). The Division chair shall be the chair of the executive committee.

Section 2. There shall be a meeting of the executive committee annually during the PSA annual conference, or by video/conference call. Other meetings may be called by the chair and conducted by email correspondence, or video/conference call at any time during the year.

Section 3. On all matters and questions coming before the executive committee, a majority shall be required to carry any action.

Section 4. Meetings shall be conducted according to “The Democratic Rules of Order” as established in the Society’s Board of Directors Operating Manual, or “Roberts Rules of Order.”

Section 5. The Division executive committee has the power to establish policies, procedures and practices for the Divisions consistent with the PSA Bylaws and the PSA Board of Directors Master Operating

Manual, subject to the approval of the Division board of directors and the PSA Executive Committee.

Article VI

Division Board of Directors

Section 1. The board of directors shall constitute the main governing authority of the Division, and shall be composed of the executive committee plus the directors of the Division's services and activities that are recommended by the Division executive committee.

Section 2. There shall be a meeting of the board of directors annually during the PSA annual conference, or by video/conference call.

Section 3. One more than half of the total membership of the board of directors shall constitute a quorum at all meetings and concerning all questions.

Section 4. On all matters and questions coming before the board of directors, a majority of votes cast pro or con shall be required to carry any action.

Section 5. The order of business for the meetings of the board of directors shall be conducted and prescribed by the chair. Meetings shall be conducted according to "The Democratic Rules of Order" as established in the Society's Board of Directors Operating Manual, or "Roberts Rules of Order."

Section 6. Scope of authority: Decisions of the Division board of directors are subject to approval at the annual membership meeting scheduled in conjunction with the annual conference.

Article VII

Division Elections

Section 1. Officers of the Division shall be elected before the conference in even numbered years and shall assume office at the conclusion of the annual conference.

Section 2. A nominating committee of at least three (3) members appointed before the PSA conference in odd-numbered years by the chairperson, with approval of the Division's executive committee, shall accept volunteers or suggestions from any eligible member, obtain acceptance of candidacy and prepare a slate for each elective office to be submitted to the Divisions VP by May 1 of even-numbered years for publication in the July issue of the *PSA Journal*.

Section 3. For any office that is contested, a general election will be held. After publication of the slate in the *PSA Journal*, twenty (20) voting members may submit to the Division's nominating committee a written petition nominating any eligible member who accepts candidacy for any elective Division office. Elections for contested offices will be conducted by the Division's executive committee among candidates nominated by August 1. Division members (Article III, Section 2) will be polled and a majority of votes cast pro or con will determine the successful candidate.

Section 4. Unopposed slates are elected by the Division secretary casting a single ballot on August 1.

(updated Sept 21, 2019)