



## Photographic Society of New Zealand Inc.

# Bylaw 10. The Honours Board

### INTRODUCTION

Under the Constitution of the Photographic Society of New Zealand Inc. (PSNZ), the Executive Officers have been given the power to create and set Bylaws that are applicable to the description of specific events, activities, jobs, portfolios and/or publications that fall within the operations of the Society.

### Objectives of this Bylaw

This Bylaw is intended to outline the purpose and jurisdiction given to the Honours Board for the conduct and management of assessments and the granting of PSNZ Honours Distinctions and Service Awards.

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## 1. Management

**1.1** The PSNZ Council is empowered to appoint members to the Honours Board (referred to as the "Board"). The Board has the power to recommend to Council to grant the appropriate Honours distinction in recognition of the member's photographic ability and competency in one of the genres of photography of the arts and/or science.

**1.2** The Honours Board will consist of six voting members only and an administrative Secretary. Voting members of the Board shall each be selected from PSNZ members who have previously attained a Fellowship distinction of the Society.

**1.3** At the first Council meeting following the AGM, the Council shall make appointments to fill any vacancy on the Board, whether caused by retirement or otherwise. The retiring member(s) shall be eligible for re-appointment subject to agreement of Council. The Board shall make recommendations to the President in this matter.

**1.4** Each Board member is appointed for a term of three years, which may be renewed for a further three-year term. The longest servicing member(s) of the Board shall retire following the Annual General Meeting (AGM). If there are any discrepancies as to who the longest standing members are, the final decision will be made by the President of the Society.

**1.5** The Council shall, when appointing an Honours Board, follow the procedures set out in this bylaw which govern the types of Honours and Awards, procedure and policy to be followed by Honours Board members in considering and granting them.

**1.6** The appointment of the Secretary of the Honours Board is approved by the PSNZ Council. The duties of the Secretary include administrative and organisational activities to ensure the smooth operation of the Board. A service fee (honorarium) is payable to the Secretary upon the recommendation by the Board to the President and approved by Council.

**1.7** After approval by Council, Bylaw 10 shall be updated where necessary by the Executive Officers of the Council. Such changes will be communicated to the Honours Board Secretary; updates made to the PSNZ website relating to the Honours and Honours Guidelines and communicated to PSNZ members.

## **2. Power and Procedure of the Board**

**2.1** The Board shall elect a Chairman from among its own members.

**2.2** The President of the Society is an ex-officio member of the Board.

**2.3** The responsibilities of the Board Chairman are to Chair all Board meetings; to liaise with Council through the President; report to Council following the Honours assessments and before the National Convention Council meeting; to work with the Honours Board Secretary to facilitate the smooth and efficient management of the Honours system.

**2.4** The Board may not delegate any of its powers or co-opt anyone to assist in the carrying out of its duties. It may however co-opt a specialist photographer to sit in at the judging of an entry in the Nature, Natural History section, or the Scientific and Technical section. Any person so co-opted shall be entitled to make comments on the entry but shall not be entitled to vote.

**2.5** In the event that any Board member is unable to carry out their duties, the Chairman shall immediately notify the President. Council, via the President, will then appoint a temporary replacement for the member for the duration of their unavailability.

**2.6** The decision of the Board in the recommendation or rejection of applications/nominations for a photographic Honours distinctions or Service Awards is final, and no subsequent correspondence shall be entered into.

**2.7** Notwithstanding that the decision of the Board is final [para. 2.6] the Board will make every endeavour to provide feedback to unsuccessful applicants. This will be provided within a letter informing an applicant of the Board's Decision. In the event that an applicant wishes to obtain further clarification about the feedback, excluding a request for the decision to be reversed, they may write to the Secretary of the Honours Board at [psnzhonours@gmail.com](mailto:psnzhonours@gmail.com).

**2.8** The exception to the above is the recommendation for Honorary Life Membership and Honorary Fellowship where the Chairman has certified that the requisite majority to recommend the Service Award has been passed.

**2.9** The Board shall determine its policy in the issuing of Honours and Awards in accordance with the aims and purposes of the Society. It shall be compliant for the Board to recommend to Council from time to time, changes to the policies, practices, rules and regulations governing the establishment and awarding of Honours Distinctions and Awards.

**2.10** The Board shall determine what information it requires from applicants for Honours distinctions and proposers for Service Awards and prepare the respective forms in the prescribed paper format and/or electronic medium on which the applications and nominations are to be made.

**2.11** The policies and practices of the Board may not operate to prevent any member of the Society from nominating for Honours or Awards any other member in accordance with this Bylaw.

**2.12** The business of the Board may be conducted by email correspondence or by using online meeting platforms, as well as formal meetings.

**2.13** Voting: Members of the Honours Board will vote anonymously. Where split votes (3:3) occur a full discussion of Board members precedes a second vote. A negative 5:1 vote is not reviewed unless one member specifically requests a review. In a negative 4:2 vote, the minority is asked to comment.

**2.14** The President of the Society may be present as an observer of the judging process but shall not take part in the deliberations on photographic Honours distinctions. When discussing Service Awards, the President may be present at the meeting and contribute to the discussion in an advisory role.

**2.15** The President may contribute to discussion regarding the operations and management of the Honours Board, particularly in relationship with the Council. The President will convey suggestions or alternative initiatives from members to the Honours Board Chairman for presentation to the Board.

**2.16** Where appropriate the President will work with the Board to progress any agreed enhancements or initiatives relating to the Honours Award system.

**2.17** All decisions of the Board shall be conveyed to Council through the President.

**2.18** All records of applications for Honours distinctions and nominations for Service Awards will be retained by the Honours Board Secretary, for a period of five years, after which time they will be destroyed.

**2.19** Following the annual Honours assessments the Board Chairman shall submit a report of its activities to Council through the President, before the next Annual General Meeting.

**2.20** All applications and nominations for Honours distinctions and Service Awards shall be made on the forms made available on the PSNZ website and shall contain all the information the Board requires. Failure to comply with the Board's requirements may jeopardise the award of an Honours distinction or Service Award.

**2.21** The closing date for the receipt of the applications for Honours distinctions and nominations for Service Awards shall be a date in each year as determined by the Board. That date will be published across PSNZ media platforms by the Board's Secretary. Any applications or nominations received after that date will NOT be accepted. These may be re-submitted the following year.

**2.22** The Board may, in exceptional circumstances and after discussion with the President, waive any of its specific requirements when such waiver is not inconsistent with the purposes of the Society and its policies.

**2.23** All awards shall be presented and published in a manner and at such times as Council may from time to time direct.

**2.24** No member of the Board shall be present at any meeting of the Council when any question relating to the Board or Honours is to be discussed. However, the Chairman of the Honours Board may be invited to attend and contribute to a Council meeting during discussion of Honours Board matters, if requested by Council to do so. The Honours Board Chairman shall not be present when voting on Honours Board matters is undertaken by Council.

**2.25** Certificates will be issued to each recipient of an Honours distinction and Service Awards. These shall be duly signed by the President of the Society and the Chairman of the Honours Board.

**2.26** Where possible certificates of Honours and Service Awards shall be presented at the annual PSNZ Honours Banquet held during the National Convention, or at an alternative function organised by PSNZ specifically for that purpose.

**2.27** If the PSNZ Patron is in attendance at the event they will present the certificates with the names announced by the President of the Society. If the Patron is not present then the certificates will be presented by a suitable person selected by the President.

### **3. Privileges of Honours Distinctions**

**3.1** Applicants can only make one submission in any 12-month period for a photographic Honours distinction and may not apply at a level in which the Honour is already held.

**3.2** Recipients of an Honours distinction may append the following letters to their name:

- i. Licentiateship (LPSNZ)
- ii. Associateship (APSNZ)
- iii. Fellowship (FPSNZ)

**3.3** An applicant of the Licentiateship distinction is open to any photographer who is either an individual member of the Society or a member of an affiliated club.

**3.4** Applicants for an Associateship and Fellowship must be financial members of the Society.

**3.5** An applicant for a Fellowship must hold an Associateship prior to applying for Fellowship.

#### **4. The PSNZ Service Awards**

**4.1** The Society may bestow a number of service awards to members who have made a significant contribution to the Society. Nominations for Service Awards are submitted to the Honours Board in the same time frame as the submissions for Honours distinctions. Nominations are made on the form found on the PSNZ website and submitted in digital format to the Secretary of the Honours Board.

**4.2** Members and/or non-members can be nominated for any of the following Service Awards:

##### **4.3 Honorary Fellowship (Hon FPSNZ)**

(a) This is the highest service award granted by the Society. This is made to a member who has made unique contributions of significant importance to photography or the Society. The unanimous approval of the Honours Board and approval by 75% of Council is required. The nominee need not be a member of the Society.

(b) The number of living Honorary Fellows is limited to seven (7).

(c) Honorary Life Members may append **Hon FPSNZ** to their names as an indication of this achievement.

##### **4.4 Honorary Life Membership (Hon PSNZ)**

(a) This service award is made for outstanding service to photography in New Zealand and the Society, particularly through organisational work. Proficiency in the medium of photography is not a requirement.

(b) The unanimous approval of the Honours Board and approval by 75% of Council are required.

(c) The nominee need not be a member of the Society and may append **Hon.PSNZ** to their names as an indication of this achievement

##### **4.5 PSNZ Service Medal**

(a) This is awarded for outstanding service contributions to the Society and in particular towards the Society's mission of 'Helping Photographers Grow'. The nominee need not be a member of the Society.

##### **4.6 Emma and William McPherson Award**

(a) This service award is made to a club, society, individual, or individuals who have helped to foster the interest of amateur photography in New Zealand over the previous 12 months.

b) Councillors, Board members, members of organising committees and clubs responsible for annual Society events are NOT eligible for consideration of this award if the nomination relates to the assigned duties or event. Nominations may be made by member clubs or individual members and must be accompanied by a suitable biography and citation of the nominee of not more than 400 words.

## **5. Procedure for PSNZ Service Awards**

**5.1** The proposer of any nominee for a PSNZ Award other than the Hon Fellowship shall have been a financial member for at least five (5) years.

**5.2.** The proposer shall have known the nominee personally through close association for at least three (3) years and shall state from their own knowledge the pertinent facts in the record of the nominee and shall sign the affirmation to this effect which appears in the nomination.

**5.3.** In the case of the Hon. Fellowship, the proposer shall have been a member for ten (10) years and known the nominee for five (5) years. Notwithstanding the foregoing, the proposer may obtain from the nominee such details as are not known to them.

**5.4** The proposer shall obtain as endorsers, two (2) financial members of the Society, each of whom has been a member for at least five (5) years, except that in the case of the Hon. Fellowship each endorser shall have been a member for ten (10) years.

**5.5** The endorser shall be familiar with the work of the nominee but need not have the intimate knowledge of the nominee presumed on the part of the proposer.

**5.7** A citation MUST accompany each nomination submitted.

**5.7** The nominations for all service awards are reviewed by the Honours Board at their annual meeting immediately following the assessment of the Honours applications.