

SOG

STANDARD OPERATING GUIDE

PROFESSIONAL PHOTOGRAPHERS

OF LOUISIANA

Section 1

Created & Voted on by the Board of Directors

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PREFACE

The SOG is the third repository of directives, the first is the Articles of Incorporation (**Attachment 1**) and the second is the By-Laws (**Attachment 2.**)

Changes in the By-Laws can only be made by majority *vote at a General Meeting*. The SOG contains directives and guidelines which are flexible and adaptable to changing times and may be altered as necessary by the Board or Committee. Following the S.O.G. will keep you on the right track. It would be unwise in many cases to deviate from the S.O.G. without consulting with others on the Board.

It is imperative that a new director thoroughly understands all three of these directives and knows where to find pertinent information, as it is important that all Directors review these from time to time. The SOG must be brought to every Board Meeting.

The SOG is a manual of information containing the guidelines, duties, and mechanics of the various offices, chairmanships, and committees of PPLA.

The SOG is an evolution of thinking and guidelines, which have been developed over time, and represents the best thinking at a given time. It is, therefore, not to say that which worked well yesterday will work well today. It is for these reasons that the SOG remains flexible and easy to change. It should be explored yearly and altered when necessary to keep pace with current times.

This SOG is written with all the respect and regard to those who have undertaken this task before us.

I. PRESIDENT'S RESPONSIBILITIES

The position of President of the Professional Photographers of Louisiana is a very prestigious one. The rewards of the position are great, as are the responsibilities. Some of the most important components of a successful presidency include the ability to get along with others, tact, persuasiveness, fairness and impartiality, and strong leadership qualities. The term of office can be costly, both in personal expenses and in time requirements. There will be times when it will become necessary to put the association ahead of his/her self and his/her business. Two National Service Merits are given to the President upon completion of his/her term.

Prior to the beginning of his/her term of office the **President-elect** shall:

- A. Discuss with the board members, at the convention wrap-up meeting, the tentative dates of the four board meetings to be held during his/her term. Confirm with them the date of the first meeting (usually held in conjunction with the fall seminar). The first meeting is generally held no later than 60 days from the beginning of the term of the incoming President.
- B. Begin developing a theme for his/her year as President. This theme can be used throughout the year on printed materials, for the annual convention and for the selection of the President's Award. A copy of the logo for the theme is sent to the Executive Director for reproduction on printed items.

The President shall:

- A. Preside at all meetings of the Board of Directors and of the Association during their term of office
- B. At the first Board Meeting (*usually in September*), confirm board meeting dates for the year and future convention dates, if possible. Announce his/her theme for the year and the board appointees for the various directorships.
- C. Call a minimum of four General Board Meetings per year as follows:
 - Initial meeting within 60 days of the beginning of the incoming President's term,
 - Winter Workshop Wrap-up
 - Spring Seminar Meeting
 - State Convention Wrap-up
 1. Designate the time and place for the meetings.
 2. Thirty days prior to a meeting, confirm date time and place of board meeting by sending notice to the Board Members, SWPPA Representatives, PPA Council, the Executive Director, any Past Presidents who have requested the minutes, and anyone else to whom

the meeting would pertain. Ten days prior to the meeting, an agenda must be distributed to everyone involved.

- D. Review the “TO DO Status report” provided by the Executive Director after last meeting held for follow-up and inclusion on the next meeting’s agenda.
- E. The President is ultimately responsible for the work done or not done by all the committees of the association. He/She should never assume anything. He/She should always be in the know. It is his/her responsibility to know what others are doing in the name of the Professional Photographers of Louisiana.
- F. In the event of a vacancy on the board, confer with all executive board members as to a replacement. Bring the names of the potential appointees to the board. The Board will then vote on the person to be appointed to fill the vacancy.
- G. Write a letter to the incoming PPA President (*as soon as dates are established,*) since PPA itinerary plans are made long in advance. Invite him/her to PPLA annual convention and include free annual registration and function tickets.
- H. Write a letter to the President & Executive Director of SWPPA inviting them to PPLA annual convention and include free registration and function tickets.
- I. Write a "State of the Association" letter that will be sent to the Executive Director upon the conclusion of the first official meeting of the board of directors. This letter will be sent to all PPLA members prior to sending out their renewal notices.
- J. Write a message to be placed on the website upon the conclusion of the first official meeting of the board of directors.
- K. Write a Membership Letter to be included in the membership packets, which are mailed no later than March 1st.
- L. Receive copies of all correspondence generated by board members.
- M. Attend the annual SWPPA Board Meeting. If the President is unable to attend this meeting, he should appoint a proxy.
- N. Keep track of any items, which have been discussed during the year that he/she wants to bring to the attention of the membership during the general business meeting which is held during the state convention.

- O. Prepare agenda for the general business meeting and email to the Executive Director a minimum of 10 days prior to the convention. Sample agenda for general business meeting:
- Call to order - President
 - Show of hands for active members present – those members present constitute a quorum. Inform members of rules governing meeting - Secretary
 - Introduction of head table – Secretary
 - Inform members of the rules governing the meeting - Secretary
 - Read the minutes from previous year's general business meeting. Request a motion from the floor to accept the minutes.
 - Unfinished Business - Items reported on that were discussed at previous year's general business meeting - President
 - New business - New ideas the board is working on for the betterment of the association - President
 - Adjournment - President
- P. Arrive one day early for the Annual Convention to see that everything is working smoothly, and to attend the pre-convention meeting with the hotel staff, the Executive Director, the Convention Manager and all officers.
- Q. Duties after the convention:
- (1) Send a personal letter to each committee chairman whom you directed thanking them for their efforts at the convention.
 - (2) Prepare chairman wrap up report (See Chairman's Forward).
 - (3) Make sure all your committee chairman know to turn in their receipts for expenses incurred to the Executive Director for reimbursement no later than 30 days after the convention.
- Q. Make a welcoming statement at the beginning of the Annual Convention. Ask all new members to stand, introduce the board, and encourage members to talk to board members during the convention, as this is a great opportunity for communication.

- R. During the course of the convention, introduce all speakers (he/she may delegate this responsibility to the Convention Chairman).
- S. Personally thank all vendors and sponsors present for support and participation.
- T. The President is invited to attend the Judges' Breakfast and/or Judges' Luncheon.
- U. Officiate the General Business Meeting.
- V. Prior to the banquet, meet with the Executive Director, Vice President and all others involved in the execution of this event, to discuss the banquet schedule.
- W. Officiate the banquet ceremonies. Make all the award presentations. These awards are deserving of a ceremony and should be presented with dignity.
- X. Hold the last official meeting on the last day of the convention. This should be a convention wrap-up meeting. All board members must be present. The committee chairman should be invited to attend and give reports.
- Y. Send out thank-you letters to speakers, chairman, convention sponsors, and any others that should be thanked within 7 days following the convention.
- Z. Send receipts of any expenses incurred to the Executive Director for reimbursement no later than 30 days after expenses are incurred.
- aa. Write an article for the web site and for SWPPA issue #4.

II. VICE PRESIDENT'S RESPONSIBILITIES

A. General Duties

The Vice President shall perform the duties of the President during the President's absence or inability to serve and, in the case of vacancy in the office of the President caused by death or resignation, shall become the President of the organization for the unexpired term. The Vice President shall:

1. Work closely with the President and become familiar with all activities of the organization. He/She shall stand ready to fill in to do anything the President may call upon him/her to do in emergencies.
2. Obtain a gift for the outgoing President. The gift should be something meaningful to the recipient for his/her contribution to the association. The cost of the gift may range from \$85.00 to \$100.00. This gift is presented at the state convention awards banquet.
3. See that the Executive Director procures the Past President's plaque each year and has it engraved with name and date.
4. Meet with the Executive Director and the President during the Convention to review the banquet schedule.
5. Send receipts of any expenses incurred to the Executive Director for reimbursement no later than 30 days after expenses are incurred.
6. The Vice President will attend two guild meetings, in addition to his/her own, twice a year to promote communication between the Board of Directors and the Membership.
7. Arrive one day early for the Annual Convention to see that everything is working smoothly. The vice president or an appointed representative will attend the pre-convention meeting, along with the president, hotel staff, the Executive Director, the Convention Chairman (Vice-President) and all chairmen committee.
8. The Vice-President must provide the names of the speakers he/she will contract for State Convention at the wrap-up board meeting after State Convention while Vice President.

B. Convention Chairman – General Duties

The Director of Conventions is the Convention Manager. The Vice President is the Convention, Seminar or Workshop Chairman.

Be responsible for committee members, volunteers and chairman under your direction. Delegate and supervise. Work with them to offer encouragement, innovate ideas and find solutions to challenging opportunities.

I. It is suggested that an individual have at least one year's experience on a committee before he/she is offered the task of chairing that committee.

II. It is also suggested that, if possible, chairmanships should be switched around every two years in order to allow people to gain experience in other areas.

Refer Convention Operating Guide for specific duties in execution of your responsibilities in this area.

III. SECRETARY'S RESPONSIBILITIES

A. General Duties

1. As Secretary, you are responsible for keeping the minutes of all board meetings and the General Business Meeting of the association though this task is currently being handled by the PPLA Executive Director.

The minutes of the Association shall always include the following:

- (a) Format: The word "Motion shall be in bold and in the margin.
 - (b) The date, location, type of meeting and time meeting started.
 - (c) All Directors and Officer present, those not present, or having excused absences, and any guests or visitors present. For the General Business Meeting it is only necessary to record those Directors and Officers present.
 - (d) The late arrival or premature departure of any board member during the meeting.
 - (e) All amendments to any previous minutes.
 - (f) All motions, seconds, and their outcome.
 - (g) Time adjourned.
 - (h) A copy of the agenda as amended will be attached to the minutes.
 - (i) Written reports given by board members will be attached to the "permanent minutes book" and primarily maintained by the Executive Director.
2. *Speaker Liason* – The Secretary is in charge of contacting all speakers to assist with any and all of their needs (travel, equipment, props, models, etc.) The Secretary is responsible for overseeing all audio/video needs and setting up of equipment for the program speakers to ensure that it is all in working order with backup batteries for wireless systems.
 3. The Secretary should be present, along with the Executive Director, the Convention Chairman (Vice-President,) President and other PPLA officers at

both the pre and post convention meetings with the Hotel to oversee any financial decisions that need to be made.

4. The Secretary will attend two guild meetings, in addition to his own, twice a year to promote communication between the Board of Directors and the Membership.
5. The Secretary must begin thinking of whom he/she wants to contract for talent during his/her presidency year. The Secretary will be responsible for providing a status of who he/she is thinking about contracting at the wrap-up board meeting after State Convention while Secretary.

B. MARKETING/PUBLICITY - Secretary is in charge of the marketing and publicity of programs, seminars, workshops, conventions, etc.

1. 90 days prior to the event, marketing flyer should be mailed. Coordinate with the executive director.
2. 60 days prior to event, marketing postcard #2 should be mailed. Again, coordinate with executive director.
3. 30 days prior to event, marketing postcard #3 should be mailed. Again, coordinate with the executive director.

SIGNAGE:

Prepare layout and composition for signs and coordinate with printer.

Coordinate display of signs for speaker programs, hospitality and events.

IV. PAST PRESIDENT'S RESPONSIBILITIES

A. General Duties

1. Provide the Board with the wisdom and insight that he has acquired during his tenure on the Board.
2. The Past President will attend at least two guild meetings, of her/her own guild, a year to promote communication between the Board of Directors and the Membership.

B. Nominating Chairman.

The purpose of this chairmanship is to study the qualifications of proposed board members. Generally, the past president and the current three officers make up the committee. The Executive Director can supply any volunteer information sheets from past nominees, as well as the names of members who have been involved in working on committees at the state and quild levels.

The Past President Shall

1. Make sure directors who are up for re-election wish to be re-elected.
2. Check out prospects as to their willingness to work, their devotion to the PPLA, and their financial ability to serve. Let them know what is expected of them (for example, Board members must attend at least four board meetings per term; they are not reimbursed for travel expenses to attend these meetings; association work does take time away from business and family).

Note: In the event that there is no Past President on the current board, the President shall appoint a Nominating Chairman.

V. EXECUTIVE DIRECTOR'S RESPONSIBILITIES

The Executive Director is an ex-officio member of the Board. He/She will normally be directed by the elected President when direction is needed. The Executive Director is required to attend all Board Meetings. The Executive Director is a paid employee of the PPLA. Any necessary expenses he/she incurs when attending approved board meetings, convention seminars, school, SWPPA Convention, and approved educational opportunities will be paid by the Association.

A. GENERAL DUTIES

1. BOARD

- a. Carry out the directives of the Board of Directors and inform them of the progress on various activities, association happenings, member totals, and problems. Monitor policies set forth by Board and see that they are followed.
- b. Discuss with the President as to where he/she would like to have his board meetings for the coming year. Check out hotels and sign contract with hotel on approval of the President. Work with the hotel on the room set-up, meals and reservations.
- c. Prepare an Executive Director's report for each Board Meeting listing accomplishments, pointing out any important facts and generally keeping the Board informed at all times of the general conditions of the Association. Bring attention to any expenses that are getting out of hand. Let the Board know how the membership is growing comparatively from year to year. Bring any new ideas for the betterment of the Association before the Board. Constantly be on the alert for new ways to improve membership, communication and revenue.
- d. Assist officers in planning and executing meetings, conventions, and seminars.
- e. Monitor articles relating to associations from professional, government, and other sources, and inform Board.
- f. Correspond with other associations, individuals and government agencies on behalf of the association and directors.
- h. Give one year's minutes and SOG to new board members.
- i. Give SOG updates to all board members.

- j. After the election of new officers, forward names of new officers to PPA Headquarters, PPA Magazine, SWPPA Executive Director and to SWPPA magazine. Notify each as to upcoming convention dates.

2. MEMBERSHIP

- a. Correspond with members by telephone, fax, e-mail or letter, as necessary or as required.
- b. Maintain a current database. Once a year, in July, send current list to PPA and fill out the affiliate roster form for PPA. Twice a year or as requested, send current list of paid members to SWPPA Executive Director with \$20.00 payment per each member.
- c. Upon receipt of money for membership dues, prepare membership certificates and identification cards; mail to member in the membership package, which includes an introductory letter, a listing of how merits are earned, a decal and logo.
- d. At least three times a year, mail an invoice of dues payable according to the membership list. The first notice should go out in December. If dues are not paid by March 1st, a \$25.00 late fee will be charged. Also, the SWPPA \$20.00 affiliate fee will be charged to all past-presidents from who are not exempt.

3. MISCELLANEOUS

- a. Establish a PPLA, Inc., business address to which all association correspondence will be directed.
- b. Take action as required on all incoming letters, phone calls, faxes and e-mails.
- c. Send flowers to members that are sick or to the family of any deceased member.
- d. Maintain current database of board members, past presidents, life members, all award recipients, and degree holders.
- e. See that all printed matter is current and that there are sufficient quantities in stock at all times (membership applications, certificates and cards, letterheads, envelopes, computer forms, registration forms, etc.).

- f. Keep a list of all PPLA assets and it's location and maintain a file copy of receipts of physical assets.
- g. Keep notes at every board meeting on any changes to the SOG. Make the changes and give updates to the Board.
- h. If a call is received regarding an ethics complaint against one of our members, request that the caller send the complaint in writing to the Executive Director or President. The Executive Director or President will then send the complaint to the Ethics Chairman.

B. FINANCIAL DUTIES

1. Maintain savings and checking accounts, maximizing the earning of interest. Deposit all monies. Change signatures every year due to new officers.
2. Keep on hand a supply of checks and deposit books.
3. Receive, enter in records, and deposit all accounts receivable, including membership dues, registrations, advertising revenues, etc.
4. Review accounts payable invoices for authenticity, prepare and mail checks for payment.
5. Maintain files on invoices.
6. Do monthly accounting. Prepare a balance sheet and detail income statement for every board meeting along with a printout of the check register for that quarter and copies of the latest bank statements and CD statements.
7. Prepare convention, seminar and workshop financial statements, and attendance figures for the board.
8. Prepare a yearly balance sheet and statement of activities.
9. Submit books to accountant to prepare the necessary income tax returns.
9. Prepare Budget for fiscal year to be presented at Spring Seminar.

C. CONVENTION

1. Work with President and Convention Chairman to survey possible convention/seminar sites; start the negotiating and selection process.

Determine if exhibit area is adequate for a minimum of 40 - 8x10 booths for State Convention and 15 for Spring Seminar.

2. Prepare PPLA portion of hotel contract based on contract received from hotel. Contract should show:
 - a. Date and time
 - b. Number of rooms blocked
 - c. Meeting room/Exhibitor area charge, if any.
 - d. Number of complimentary rooms and/or suites
 - e. Physical property to be included at no extra cost: microphones, stages, etc.
 - f. Parking
 - g. Late check out
 - h. Banquet Orders
 - j. Cancellation clauses
 - k. Hospitality Areas
 - l. External food services
3. Work with Convention Chairman throughout the pre-convention time to cover all facets of convention functions: speakers, meal functions, committees, contracts, hotel detail information, publicity, etc.
4. Coordinate activities with hotel staff including guarantees, scheduling, selection of meeting rooms to match activity requirements, meal sections, VIP reservations.
5. Make arrangements for trade show food functions.
6. Work with Trade Show Chairman regarding registration for exhibitors.
7. In addition to all pre-convention duties, specifically: receive all registrations and proceeds, print badges and other material needed and have all registration and administration paraphernalia at convention site. This includes hardware such as computer, printer, etc. All membership promotion and membership printed materials need to be taken to convention.
8. Order President's Plaque and pin.
9. Prepare list of those who are to receive gift. If possible list spouses name and date of arrival.
10. Prepare and have printed all meal tickets, banquet tickets, registration forms, badges and order all supplies needed by registration desk.

14. Obtain biographies of all the speakers and provide to webmaster and secretary/publication chairman no later than 5 months prior to the event.
15. Prepare complete banquet script.
16. Take to General Business Meeting: agenda, ballots, ballot box, list of members, last year's reports and minutes from previous year.
17. Prepare a list of convention attendees and a chart showing different badge types for membership committee to monitor.
18. Maintain the registration desk. Bring promotional materials to distribute at registration desk (brochures, membership applications, upcoming events, volunteer sign-up sheets, etc.)
19. All convention expense receipts, trade show receipts, etc are to be paid by a check from the association and not by cash.
20. Prepare all checks for speakers and judges. Give to Convention Chairman to personally hand out.
21. Prepare PPA merits for speakers and judges. Place in folio and give to Convention Chairman and to the Print Competition Chairman to personally hand out.
22. At end of convention/seminar, along with the Convention Chairman/Secretary, close hotel account, if all invoices are posted and ready. Check all entries and charges for accuracy. Ensure that speakers, officers and/or others have authorized only allotted charges.

D. DEGREES/MERITS/POINTS

1. All merits will be requested by the Executive Director.
2. Merits will be prepared and mailed in a timely fashion.
3. Compile required documentation of members who are eligible for PPLA fellowship.
4. Send annual fellowship point total form to all members.
5. Notify fellowship recipients of presentation at the banquet.

E. SEMINARS

1. Find a hotel where the President wishes the seminar to be held. A board meeting is usually held in conjunction with each event. Winter Workshop, Spring Seminar and State Convention (August)
2. Work with hotel on room set-ups and meal functions.
3. Order PPA merits for speakers and chairman one month prior to meeting. Prepare PPA merits and place folder for presentation at the seminar.
4. Prepare checks for speakers' fees and travel expenses and give to chairman.
5. Supplies: name tags, credit card slips, pens, paper, staples, stapler, money bag, pad of paper, bank endorsement stamp, scissors, masking tape, scotch tape, convention information, promo items, neck cords, receipt pad, petty cash receipts, door prize tickets, and membership applications.
6. After seminar, do financial statement showing income and expense and the number of attendees.

F. SWPPA

1. Maintain a current membership list. Upon request, send current list of paid members, with dues, to Southwestern Executive Director.
2. After the election of new officers, forward names of new officers and Convention Chairman to SWPPA Executive Director and to SWPPA magazine. Notify each of upcoming convention dates.

G. PPA - After election of new officers, forward names to PPA Headquarters.

H. BENEFITS/FEES PAID

As the custodian of the association funds, the Executive Director shall oversee the benefits and fees paid to members and non-members. These include:

Past President

All registration fees and lodging expenses for PPLA events waived.

President

All membership, registration and lodging fees waived for PPLA and SWPPA events, with all others expenses related to the event being waived (receipts required.) Also, PPLA provides the president with a cell phone. If an upgraded suite is provided, the president, vice-president and hospitality host will receive the upgrade.

Vice President

All registration and lodging fees waived for PPLA Events. Also, PPLA provides the vice -president with a cell phone. If an upgraded suite is provided, the president, vice-president and hospitality host will receive the upgrade.

Secretary

All registration and lodging fees waived for PPLA Events. Also, PPLA provides the secretary with a cell phone.

General Board

1st year on board = 1/2 off Registration Fees. After 1st year = Free Registration Fees (*Membership Dues Must be Paid*)

SWPPA CONVENTION

Executive Director: Room and expenses for one.

GUILD VISITS

Each Executive Board member will be reimbursed gas expenses for travel to visit the affiliate guilds during his/her term.

PRINT COMPETITION MANAGER

Room and expenses for one.

** The Convention Chairman will work within his/her budget for speakers, travel expenses, airfare "super saver" coach rate; driving expenses based on prevailing rates. Expenses for spouse may be paid, but not those for children.

I. Award Categories:

The National Award - The most prestigious service award offered.

1) This award is selected from nominations received from the general membership. At the Spring Seminar meeting, the Board of Directors will review all nominations and decide whether a vote is necessary to select a winner. The Executive Director shall count the votes. The name of the National Award Winner will be known only to the Executive Director and Executive Board. The Executive Director will notify the three finalists of their nominations and invite their families to attend the banquet.

2) Contact the PPA Merits & Degrees Dept. at least 60 days prior to the PPLA Convention to order the plaque and the National Award pin. A check must accompany the order. Have plaque engraved with name and year. (Executive Director usually does all this.) Notify PPA who is to receive the award.

b. PPLA Honorary Life Membership:

This is a very prestigious award given to an individual who, as a rule, has had at least 20 to 25 years of membership with PPLA. The member is noted for his service over and beyond the call of duty. Service shall include chair and committee work at the state level, involvement at the local level if he is a member of a section, willingness to share knowledge with others.

The President shall:

1. Present names/qualifications of candidates to the Executive Board of Directors for consideration.

(From Article IX of Section (b) of Articles of Incorporation)

Honorary Life Members shall be limited to such individuals, residents of the State of Louisiana, who the Board of Directors shall determine have performed outstanding service to photography in general and to Professional Photographers of Louisiana, Inc., in particular and who are elected to such membership by the Board of Directors.

2. Ensure that the Executive Director is informed so that he/she can order the plaque.

3. The President has the responsibility to consider other individuals, both PPLA members and non-members, who

deserve special recognition. Historically, these awards have been given to individuals who have performed specific, noteworthy services for PPLA. Additionally, special awards have been given in a humorous light to deserving individuals. The President shall:

- (1) Bring to the Board's attention the names of any individuals deserving of a special award.
- (2) Ensure that the Executive Director is informed so that he/she can order the award.

VI. DIRECTORS' FORWARD

The Board of Directors and Officers shall have control and management of the affairs of the association, with authority to engage assistance, fix the ED salary, admit, suspend, or expel members and to do anything necessary and desirable to conduct the business of the association in accordance with the By-Laws.

It is the fiduciary responsibility of the Board of Directors and its Officers to examine any/all financial statements provided to them, and to ask questions accordingly. All Board Members are to be vigilant for any financial/ethical wrong doing by any member. The board is responsible for investigating any accusations of financial impropriety or ethical concern of any kind. All ethical matters are to be overseen by the Ethics Chairman who is charged to form a committee to review information; the Board may also authorize an outside committee or independent auditor to conduct necessary research.

Duties:

- A. Have a good understanding of the PPLA By-Laws and SOG. Become thoroughly familiar with the SOG. It will make your job much easier. Bring a copy of the SOG to every Board Meeting and maintain it with changes, additions and deletions.
- B. With the above information and an open mind, actively conduct the business of the association.
- C. Become familiar with each officer's and chairman's duties. Encourage and help them when possible to fulfill their responsibilities on a timely basis.
- D. Forward all copies of all correspondence to membership to the President and the Executive Director at the time of mailing.
- E. Board duty expenses for phone, postage, printing and office supplies incurred by a director in the performance of his duties shall be reimbursed upon submitting an expense form and original receipts or proof of purchase within 30 days. Items to be purchased that cost over \$100.00 need approval for the purchase by the President. Items that cost \$500.00 need board approval before purchase.
- F. All board members must attend the wrap-up meeting held on the last day of the PPLA State Convention.
- G.. Attendance is mandatory at all of the following board meetings:
 - Fall Meeting in month of September or October as designated by the President.
 - In conjunction with Winter Workshop, Spring Seminar & State Convention.

Your presence is *mandatory* at the Fall Meeting and two of the three meetings held in conjunction with PPLA seminars and convention. Failure to attend two consecutive meetings, without justifiable reason, is considered resignation.

- H.** Each district representative will serve on a committee or as chairman of a committee as assigned by the president. As a district representative and committee chairman you are charged with the responsibility to encourage and engage individuals from the PPLA membership to assist on your committee. As a committee chairman you will be required to give a written & oral status report of your committee accomplishments at each board meeting.

This page concludes Section 1.