

First founded in 1938, the NZ Institute of Professional Photography Inc is a not for profit organisation that represents the interests of professional photographers across New Zealand on issues relevant to the industry such as copyright, legal and business matters and technical developments. It cultivates friendship and mutual understanding between photographers and raises the profile of professional photography through its activities and events.

The NZIPP Board is the governing body of THE INSTITUTE. The Board's fundamental responsibilities are; to ensure compliance, strategy setting; risk management; operating framework; financial and crisis management; and communication and relationship management.

The Policy and Planning Council is made up of the NZIPP BOARD elected and appointed members, Honours Chairperson, Honours Council, Executive Director (if there is one appointed) and the Regional Representatives. This Council meets at least once a year to examine and recommend strategies for the coming year making recommendations to the NZIPP Board.

Annually NZIPP hosts INFOCUS which comprises the NZ Iris Professional Photography Awards; InFocus Conference; Gala Dinner and EXPOSURE; and the SUMMIT which comprises the Policy and Planning Council, AGM and workshop/s.

One of the major strengths of the NZIPP is its' regional volunteer network. The regional network is split into defined geographical areas within the Realm of New Zealand.

Each region has an appointed volunteer Regional Representative who appoints a volunteer regional committee to achieve its goals and targets.

Other volunteer committees work on specialised areas or projects such as:

- Honours Council;
- Accreditation Coordinators;
- Veteran Coordinator.

From time to time complaints are received by the Executive Director (if there is one appointed) from the general public or from members by letter or telephone. A complaint is only handled if it concerns a member of the Institute.

Other types of complaints are dealt with by the Executive Director (if there is one appointed) to ascertain whether action needs to be taken that may not involve a NZIPP Member i.e. misrepresentation, bringing NZIPP into disrepute.

All complaints must be committed to writing before being acted upon. The Executive Director (if there is one appointed) will deal with all complaints arbitrating as required with the parties concerned, except when it is deemed necessary to refer such complaint to a senior member of the Institute or special committee set up for that purpose for reason of specialised knowledge or other reasons, in which case that person or persons would report on progress and final resolution to the Executive Director (if there is one appointed).

- Technical issues are referred to specialised knowledge areas within the NZIPP;
- Other types of complaints are dealt with by the Executive Director (if there is one appointed) to ascertain whether action needs to be taken that may involve a NZIPP Member i.e. misrepresentation, bringing the NZIPP into disrepute, misuse of the NZIPP Branding Standards.

In the event of normal procedure being unable to resolve a dispute or there being a gross breach of the Code of Ethics the matter shall be reported to the NZIPP BOARD who will decide how to proceed. The NZIPP BOARD's decision will be final.

The complainant is asked to following the process on the nzipp website:

The NZIPP Disputes Resolution Procedure has been created to provide complainants with a means to lodge a complaint against an NZIPP Accredited Professional Photographer where there has been a breakdown in communication. All complaints are taken seriously, and are handled in an impartial and professional manner by the NZIPP administration team and NZIPP Board.

Please note: the NZIPP is not a legal service and as a result does not and cannot give legal advice or opinion.

- Check that the professional is a current NZIPP Accredited Professional Photographer by searching our **Find A Photographer** ► listing.
- Look for the NZIPP Accredited logo on their business documents or website to confirm that they are a current NZIPP Accredited Professional Photographer.
- **IF the professional is an NZIPP Accredited Professional Photographer** and you wish to advise us of a complaint, please email info@nzipp.org.nz with full written details of the circumstances.

NZIPP has branding standards for THE INSTITUTE that have been in use since 1938, and the various events such as Iris Awards, INFOCUS, EXPOSURE and the SUMMIT have their own branding standards. Our brand guidelines and integrity should be maintained at all times.

ONLY the NZIPP is allowed to utilise these branding standards and any member within the NZIPP; or person/organisation outside of the NZIPP; must have approval in writing from the NZIPP BOARD.

In instances, that the NZIPP Branding has been used incorrectly by those outside the NZIPP this is deemed misrepresentation and is handled through the Complaints Process; those within THE INSTITUTE who are incorrectly using the NZIPP Branding Standards are formally advised in writing by the NZIPP BOARD and if the issue is not corrected then this is handled through the Discipline Process.

ONLY NZIPP Accredited Professional Members (APM) can utilise NZIPP Accredited branding. The NZIPP Accredited Professional Photographer logo is an official mark of the NZ Institute of Professional Photography Inc (NZIPP). Our brand guidelines and integrity should be maintained at all times. These NZIPP Accredited Professional Photographer logos are **ONLY** available to **financial Accredited Members**, for use on their website and promotional material. As an Accredited member you agree to:

- Not to manipulate or build upon these works in anyway;
- No border to be used;
- No distortion, rotating or stretching;
- Do not alter the colours; and
- No changing or adding to the wording "Accredited Professional Photographer".

The current Accredited logos are located within the nzipp website, by logging in using your username and password, then going to the menu item "NZIPP Member Logos" then "Accredited Logos". Provisional, Student, International, Retired, Life or Honorary Members are not allowed to advertise themselves as the NZIPP or as a NZIPP Member.

BRANDING APPROVED

Accredited Professional Member (APM)

BRANDING NOT APPROVED

Supporter (SP)
 Student (ST)
 International (IT)
 Provisional (PV)

WRITING THE INSTITUTE'S NAME

When written as plain text it should read as "NZIPP Accredited Professional Photographer", with no additions.

MINIMUM SIZE AND CLEAR SPACE

Minimum sizes have been established to ensure the legibility of our identity is maintained at all times. Minimum size is 25mm in width OR 12mm high. Ensure clear space of about 50% height/width around logo in all applications.

LOGOS AVAILABLE

There are two NZIPP Accredited Professional Photographer logos available. These are also available in the reverse.

COMPLIANCE

Some areas are still to be documented and are deemed "In Progress". Clarification of the By-Laws for these areas is by either through the nzipp website, www.nzipp.org.nz, or by contacting info@nzipp.org.nz

SECTION 2.	COMPLIANCE	Page Nos
COMPLIANCE	NZIPP Disciplinary Policy	
	NZIPP Meeting or Event Rules and Ethics	
	NZIPP Selection Policy	
	NZIPP Volunteer Recognition Programme	