

By-law #1: Application for Membership

The TFF recognizes that potential members may come from three broad sources: a) direct expression of interest from an unknown person via the TFF website, member show or other source, b) direct sponsorship/nomination by a current TFF member, who is willing to vouch for the prospective member's interest, commitment, ability and compatibility with the culture, values and operating parameters that define the TFF, and c) prospective members whose photographic and print-making abilities are well-established and known (e.g., corroborated by published work; recognized shows; gallery sponsorship, other verifiable recognition) and are approached/invited/nominated to join the TFF as part of a targeted outreach effort.

Regardless of the member source, the following procedures shall be observed for all those applying for TFF Membership. Specific procedures, unique to the member source are outlined separately below.

- 1[a] All prospective members are required to be sponsored by a current Active Member in good standing. Sponsors may self-initiate or be appointed by the Membership Director, in the case where an unknown applicant approaches the Forum directly.
- 1[b] With direct support and orientation from their TFF sponsor, all prospective members will familiarize themselves with the purpose and goals of the TFF as well as the membership requirements (available on the TFF website or via direct communication from their sponsor).
- 1[c] All prospective members shall be formally introduced to the Forum community by their sponsor at a Regular Meeting in advance of initiating the formal aspects of the application and acceptance process. A record of this introduction shall be published in Snapshots or other TFF authorized media (e.g. website).
- 1[d] Meal/meeting costs associated with the introduction of the prospective member shall be borne by the member, their sponsor or shared between them, by mutual agreement. Aside from providing a mutual introduction, this is intended to be an initial opportunity for the prospective member to learn about how the forum works and, if they are willing, to demonstrate their confidence and ability to critique prints in an open forum. The sponsor and moderator for the evening will jointly encourage the prospective member's participation with due reference to By-Law #1[s].
- 1[e] At the earliest point feasible, all prospective members (or their sponsor) will submit a brief initial membership application (available on the web site) to the Membership Director. This application may be made by the applicant independently or jointly with their sponsor. Recognizing that the intention is to minimize disappointment and enthusiastically accept qualified prospective members, this application stage will help the Membership Director determine if the prospective member should reasonably advance to a more formal and rigorous review of their print portfolio. The Membership Director may consult

informally with other members to verify his/her impressions. The membership application shall include at a minimum:

- a. declaration of application; artistic statement; photographic interests; a brief bio/resume and current/prior photographic associations –up to 250 words or approximately one page. Cross references to active websites are acceptable.
- b. a selection of five (5) examples of their work in electronic form (either a link to a web site, jump drive or other media) for initial review.
- c. an acknowledgement that they have been informed, read, understood and accept the requirements of membership as well as the fees and costs involved.
- d. address, telephone numbers, e-mail address and signature.

1[f] Assuming a satisfactory initial application review, all prospective members shall be required to make their application and a representative number of prints (no more than 7) available to the **Membership Committee** (defined below) appointed to manage the application process and acceptance of the prospective member. The specific process, venue and details associated with portfolio review may vary reasonably depending on the familiarity and stature of the applicant, context, geography and availability of committee members. Specific considerations are outlined below.

- a. **Direct application from an unknown person:** the candidate will meet with a Membership Committee at a mutually agreeable time and place to present and discuss a portfolio of his/her work. The appointed TFF Sponsor may be present at the meeting and may not also be a formal member of the membership committee. The final assessment and decision to extend an offer of membership rests with a consensus judgment of the membership committee.
- b. **Direct sponsorship/nomination by an existing TFF member:** the candidate will meet with a Membership Committee at a mutually agreeable time and place to present and discuss a portfolio of his/her work. The TFF Sponsor may be present at the meeting and may not also be a formal member of the membership committee. The final assessment and decision to extend an offer of membership rests with a consensus judgment of the membership committee.
- c. **Invited/sponsored membership of targeted persons with a corroborated reputation:** in specific situations, (as part of the initial application, By-Law # 1[n]) it may be acceptable to waive the formal portfolio review requirement. This may be done with a formal statement of intent, declaration of any conflict of interest and with the advance knowledge and concurrence of the Membership Director and the current Executive Board. In this situation, three current TFF members may jointly

nominate a target person for Active Membership, if they have, a) ascertained the motivation and interest of the target person, b) certify that they have each seen a representative range of the target person's printed work, and c) that their joint opinion is that the target person is willing and able to meet the membership criteria and requirements of Active Membership (By-Law #1 [a-j] and By-Law #2[b]). In these specific cases, the sponsors and the Membership Committee (excluding the Membership Director) may be one in the same. Formal verifiable documentation of material facts and representations of the above is required to maintain the integrity of the prospective member evaluation process. With the preceding in place the committee may petition with a recommendation of acceptance to the Membership Director. If accepted by the Membership Director, an offer of membership may be made (By-Law# 1[t]). Concurrent with an offer of membership, an announcement shall be published via Snapshots/website as a notification to the broader TFF community. Commentary and reactions shall be noted and received. The sole basis for a revocation of a membership offer is if it can be shown that material information has been misrepresented or a conflict of interest has occurred.

- 1[g] The **Membership Committee** shall consist of three current Active Members (in good standing) as appointed, by mutual agreement, on an ad hoc basis by the Membership Director. In no case can the Membership Director be a sponsor and a committee member for the same prospective member. The Membership Director, in collaboration with the TFF sponsor, is responsible for handling the integrity and all details resulting from the Application for Membership to extending and receiving the acceptance of an offer of Active Membership.
- 1[h] All steps of the application/nomination process shall be open and transparent. Any conflict of interest shall be declared with an appropriate process put in place to manage any potential issues or complications.
- 1[i] At every stage, the applicant/nominee will be accorded the upmost sensitivity, respect and dignity, recognizing that the overall acceptance process is evaluative in nature and prospective members are inherently in a vulnerable position.
- 1[j] If the Committee is unanimous that membership of the applicant is warranted and will benefit the Forum, the Membership Director shall be informed and on acceptance of the recommendation, officially invite the applicant to become a member of the Forum.
- 1[k] In the unlikely event the committee determines that that a decision to offer membership is premature, specific constructive feedback, suggestions and an open invitation to re-approach the TFF at a future date will be made.
- 1[l] Upon acceptance of an offer to join the Forum, the applicant shall be directed to pay necessary membership fees as determined by the Treasurer with reference to the TFF By-Laws and Constitution.