

# HANDBOOK CONTENTS



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# CLUB CONSTITUTION



for the fair and efficient management  
of the club

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## 1.0 GENERALLY

- 1.1 This society shall be called "Swavesey Camera Club". Its aims are the promotion of knowledge relating to all branches of photography and the fellowship and recreation of its members.
- 1.2 The club is open to all. The majority of members are over 18; those under the age of 16 must be accompanied by a parent or their nominated representative who shall be responsible for their behaviour, welfare and safety.

## 2.0 CLUB COMMITTEE

- 2.1 The affairs of the club shall be controlled by a committee comprising: President, Vice-President (to be elected by the standing committee from within their number as elected at the Annual General Meeting), Treasurer, Secretary, Programme Secretary, Competition Secretary and sufficient ordinary members to make a committee of up to nine persons.
- 2.2 The officers and committee members shall be elected, by ballot, at the AGM.
- 2.3 Club members may be co-opted by the committee, when required, to assist the committee with the affairs of the club.
- 2.4 The committee shall meet at their discretion, but such meetings shall be at intervals of not more than two months. Four members shall form a quorum.
- 2.5 The committee shall have the power to fill any vacancy on the committee which may arise during the year.
- 2.6 Subject to rule 2.7, no committee member, except the retiring President, shall remain on the committee for longer than four consecutive years, after which such members shall retire for at least twelve months. The exception is to provide for continuity and requires the retiring President to be available for re-election to a fifth years further committee service, but not as President.
- 2.7 If by the start of the AGM sufficient nominations have not been received whereby a full committee may be re-elected, those members present may, by a two-thirds majority vote, waive Rule 2.6 in order to permit any retiring member who has served on the committee for four consecutive years or more to be eligible for re-election to any committee post, but only for one year at a time.
- 2.8 It shall be the duty of the committee members to make themselves known to all new members and to introduce them to other members.
- 2.9 A new committee elected at the AGM shall take over the running of the club at the end of the next committee meeting which should be attended by both the outgoing and incoming committee.

## 3.0 ANNUAL AND EXTRA-ORDINARY GENERAL MEETINGS

- 3.1 The Annual General Meeting (AGM) of the club shall be in May of each year; all members shall receive 28 days written notice of the date, venue, time and business of the AGM.
- 3.2 An Extra-Ordinary General Meeting (EGM) of the club shall be convened by the committee, or the Secretary, at the written request of eight or more members. The request for such a meeting must state the reason(s) for calling such a meeting; all members shall receive 14 days written notice of date, venue, time and business of an EGM.
- 3.3 Alterations to the Constitution of the club shall only be made at the AGM, or at an EGM specifically convened for the purpose and must be passed by a majority of two thirds of those members in attendance.
- 3.4 Any proposed changes to the Constitution to be considered at the AGM should be presented in writing to either the Secretary or the President *no less than 5 weeks before the date of the AGM*. The membership shall be notified in writing of any such proposed changes no less than four weeks before the date of the AGM. Amendments to any such proposals must be received by the Secretary, in writing, at least two weeks prior to the date of the AGM.

## 4.0 CLUB SUBSCRIPTIONS AND GUEST FEES

- 4.1 Annual subscriptions shall become due at the first meeting of the autumn term. Subscription rates and categories shall be set at each AGM by a majority vote of those attending. There shall be a sliding scale of subscription rates *for new members only* who join later in the season. Where a person, who has been a paying guest of the club (see 4.5 below), later joins as a new member, all charges he or she has paid in that year as a guest will be deducted from the membership fee then due.

- 4.2 Joint Membership covers two members of the same family of the same household, at the discretion of the committee. Reduced membership fees may be claimed by eligible members. Eligible members are senior citizens.
- 4.3 Any existing member whose subscription remains unpaid by the second meeting in November may be removed from the club membership at the discretion of the committee. Any member wishing to resign from the club should do so, in writing, to the Secretary.
- 4.4 The committee shall have the power to rescind the membership of any member. The committee reserve the right to refuse the facilities of the club to any member who, in the opinion of the committee, is making detrimental use of such facilities e.g. for commercial use, personal gain, negligent use, improper storage, lack of consideration towards other members, not paying any hire fee, etc.
- 4.5 The club reserves the right to levy a charge to occasional guests at a rate set annually by the committee. Guests are not allowed to enter club competitions or borrow or hire club equipment.

### 5.0 CLUB MEETINGS

- 5.1 Club meetings shall normally take place on Thursdays commencing at 7:30pm. Additional club meetings on any such other days shall be decided by the committee e.g. Inter-club competitions etc. Due notice of such other meetings shall be given with as much notice as the committee has available.
- 5.2 If an event is restricted to numbers then precedence shall be given to members.
- 5.3 The committee may reserve some meetings for members only.

### 6.0 FINANCIAL MATTERS

- 6.1 Where it is anticipated that the total expenditure on an item will exceed £100.00, approval by a majority vote at the AGM or a specially convened EGM shall be obtained prior to proceeding. Expenditure on the following will be exempt from this rule:
  - club night refreshments
  - social events financed by pre-payment by club members, e.g. annual barbeque, annual dinner, summer visits.
- 6.2 The club accounting year shall be from the first day of April to the last day of March the following year.
- 6.3 The committee shall appoint two non-committee members, or an external auditor, to audit the club accounts prior to presentation at the AGM.
- 6.4 In the event of closure of the club, all assets of the club shall be disposed of at a fair market price and after settlement of all outstanding debts the surplus shall be donated to a charity of the members' choice.
- 6.5 All members shall be liable for the debts incurred by the club.

### 7.0 INTERNAL COMPETITIONS

- 7.1 See hereafter under separate "COMPETITION RULES" section for rules relating to Internal Competitions forming part of the Constitution.

# COMPETITION RULES



providing a level playing field for  
Constitutional club competitions

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## GENERALLY

These rules, which form part of the Club Constitution, apply to the following internal competitions:

- Monochrome Trophy
- Monochrome Portfolio
- Digital Projected Image
- Bamber Trophy (for digital projected images)
- Colour Print

See below for general rules applicable to all Constitutional competitions.  
See separate section "COMPETITION RULES – rules specific to individual Constitutional competitions" for further rules specific to each of the competitions listed above.  
See separate section "OTHER COMPETITIONS" for details of other competitions that **do not** form part of the Club Constitution. Such competitions will be held at the discretion of and in accordance with rules set by the committee.

## DEFINITIONS

"Monochrome" - a black and white image or one which has been modified by the addition of a single tone to the **entire** image.

**Note:-** a black and white image which has been modified by the addition of partial toning, or by the addition of one colour to any part of the image is defined as a colour image.

## ALTERATIONS TO COMPETITION RULES

Shall only be made at an AGM or EGM. (see Club Constitution rule 3.3)  
Changes made at an AGM will take effect from the first day of September in that year.

## SUBJECT

Open

## ELIGIBLE TO ENTER

Fully paid up members of Swavesey Camera Club.

## RESTRICTIONS ON ENTRIES

Originating image/component images must be

- less than two years old at the commencement of the Camera Club season (normally first week of September).
- the work of the entrant.

No final image (presented as a print or digital projected image, in colour or monochrome) can be used:

- more than once in the same competition
- more than twice in the constitutional Internal Competitions.

Images can be digitally manipulated in any manner but manipulation must be by the entrant. Images must have a significant photographic content, i.e. from a traditional photographic process, digital camera or scanner. Images created solely in a computer are not acceptable. Entries are only acceptable if the entrant owns the copyright of all material used.

## CLASSES OF ENTRY

All competitions have two categories of entry "A" & "B".

A new member to the club shall be placed in Category "B" unless that member can produce evidence of their photographic proficiency, in the form of a folio of four prints and/or four slides, to the satisfaction of the committee.

Movement from the "B" to "A" category shall be decided by the committee and shall be correctly minuted (with subsequent ratification at the next AGM). Such a decision shall be made after consideration of the quality of work submitted for and performance in internal competitions. Any member who feels that they have been placed in the wrong category may request the committee to reconsider.

A members' classification as category "A" or "B" shall apply to all internal competitions.

### SUBMISSION OF ENTRIES

**Digital Projected Image Competitions:** entries (and a separate list of entries) to be with Competition Secretary or nominated deputy one week prior to date of competition. Entries may be submitted via CD, DVD or memory stick, unless otherwise advised by the Competition Secretary.

**Print Competitions:** entries (or list of entries) to be with Competition Secretary or nominated deputy one week prior to date of competition.

### RETENTION OF ENTRIES

Entries for all competitions will be made available for return to the authors no later than a week after the competition.

### PROCESSING

Negatives and slides may be home or trade processed.

### PRINT COMPETITIONS

Prints may be home or trade printed.

All prints to be mounted.

Print image area (i.e., excluding borders and mount) to be not less than 48 square inches.

Overall size (including mount) to be not greater than 20 x 16 inches.

The following to be shown on the back of each entry:

- entrants name
- title.

Prints or mounts must not display the author's name on the front

### DIGITAL PROJECTED IMAGE COMPETITIONS

All digital projected images to be in JPEG format

The following to be included in the file name and image metadata for each entry:

- entrants name
- title

See also club website <http://www.swaveseycc.org.uk/competitions/internal> and then the link to current version of pdf file "digital\_images\_internal\_competitions"

Digital images must not be watermarked or display the author's name

### JUDGING

1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places to be awarded in each class of entry; in addition further entries in each class may be judged to be "highly commended" or commended" at the judges discretion.

The winning category "B" entry will go forward to be judged again in category "A".

Points will not be awarded to individual entries.

### AWARDS/RESULTS

Trophies will be awarded to members gaining first place in each class of entry.

Certificates to be awarded for 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> places and highly commended and commended entries.

Presentation of awards to be at a time decided by the committee.

Results of all competitions shall be minuted by the committee and included in the competition secretary's report at the next AGM.

# COMPETITION RULES



## rules specific to individual Constitutional competitions

	Monochrome Trophy	Monochrome Portfolio	Digital Projected Image	Bamber Trophy (digital projected images)	Colour Print
No. of entries per person (see below)	4 max.	2 max.	4 max.	2 max.	4 max.
Each entry to comprise	1 individually mounted monochrome print	5 individually mounted monochrome prints, <i>numbered in display sequence from left to right</i>	1 colour or monochrome digital projected image	5 colour and/or monochrome digital projected images, <i>numbered in projection sequence</i>	1 individually mounted colour print
Restrictions (see below)	No more than 2 entries may have been entered in any previous internal competition	No more than 2 prints in each entry may have been entered in any previous internal competition	No more than 2 entries may have been entered in any previous internal competition	No more than 2 images in each entry may have been entered in any previous internal competition	No more than 2 entries may have been entered in any previous internal competition
Classes of entry	Category A Category B	Category A Category B	Category A Category B	Category A Category B	Category A Category B
Judging criteria		Each entry to be judged as a set of 5 as a whole to <b><u>demonstrate as wide a range of skill &amp; subject matter as possible.</u></b> <i>Print presentation, in terms of both mounting and print arrangement, shall be taken into consideration.</i>		Each entry to be judged as a set of 5 as a whole <b><u>to demonstrate as wide a range of skill &amp; subject matter as possible.</u></b>	

- NOTE: 1: See also the "Competition Rules - providing a level playing field for Constitutional club competitions" Section for general rules applicable to all of the above club competitions.  
 2: No. of entries per person – in the event that an excessively large number of images are presented for a particular competition, the Competition Secretary may restrict the number of entries from each competitor.  
 3: Restrictions – excludes entry into competitions included under "Other Competitions" Section (eg Set Subject and Enprint Competition).

# OTHER COMPETITIONS



providing a level playing field for  
special club competitions

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The following do not form part of the Club Constitution and will be held at the discretion of and in accordance with the following rules set by the committee.

## 1.0 SET SUBJECT COMPETITIONS

### SUBJECTS

A separate competition for each stated subject.  
Competition subjects to be decided by ballot at the preceding AGM.  
Each competition stands alone.

### ELIGIBLE TO ENTER

Fully paid up members of Swavesey Camera Club

### RESTRICTIONS ON ENTRIES

Originating image/component images

- can be of any age.
- must be the work of the entrant.

Negatives and slides may be home or trade processed.

No final image (presented as a print or digital projected image, in colour or monochrome)

- can have been in any previous set subject competition
- can be entered in the same competition in more than one class.

Images can be digitally manipulated in any manner but manipulation must be by the entrant.

Images must have a significant photographic content, ie from a traditional photographic process, digital camera or scanner. Images created solely in a computer are not acceptable.

Entries are only acceptable if the entrant owns the copyright of all the material used.

### CLASSES OF ENTRIES

Two classes, unless otherwise advised in the Programme or by the Competition Secretary.

**Prints** – monochrome and/or colour; to be mounted and complying with "COMPETITION RULES" section.

**Digital Projected Images** – JPEG format and complying with "COMPETITION RULES" section.

### NUMBER AND FORMAT OF ENTRIES

To be as published in the Programme, unless otherwise advised by the Competition Secretary.

The following to be shown on print entries and included in the file name of digital projected images:

- name of entrant
- title of entry.

### SUBMISSION OF ENTRIES

**Digital Projected Images** – entries (and a separate list of entries) to be with Competition Secretary or nominated deputy one week prior to date of competition. Entries may be submitted by CD, DVD or memory stick, unless otherwise advised by the Competition Secretary.

**Prints** – entries (or list of entries) to be with Competition Secretary or nominated deputy one week prior to date of competition.

### JUDGING

Entries to be judged on their technical and aesthetic proficiency and the entrants interpretation of the stated subject.

1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places to be awarded; in addition further entries may be judged to be "highly commended" or "commended" at the judges discretion.

## 2.0 ENPRINT COMPETITION

### AIMS

To provide an easy way for members, especially those who are inexperienced or new to the club, to bring along their work for discussion and entry into a competition.

To judge photographs as taken.

To minimise the technical barriers so they amount to no more than ordinary members of the public would have to do to get their photographs developed.

To prevent more technically able members from gaining an advantage by "post processing" images, either via traditional darkroom techniques or digital manipulation.

### WHAT IS AN ENPRINT?

For the purposes of this competition the following shall apply:

#### **for film users:**

- an unmanipulated small colour print of the type you would get by handing over your film to a standard high street outlet, to develop and print the whole roll at 6"x4" or 7"x5" size.
- it is recognised that in the printing of film enprints, correction and optimisation of exposure and colour are likely to take place, either by the printing machine or by the manual intervention of the operator.

**for digital users** there is no concept that corresponds exactly to the traditional enprint with many choosing to print their photographs themselves. However, for this competition, the following defines an acceptable entry, the intent being to keep as close as possible to the spirit of the film equivalent, whilst recognising that the optimisation typically performed by the high street printing machine is performed by the user themselves:

- it shall be printed on a piece of paper no smaller than 6"x4" and no larger than 7"x5".
- the image shall not be cropped other than is absolutely necessary to fit on the paper chosen (recognising that the aspect ratio of the frame may not exactly match that of the paper).
- it is not permitted to apply any post processing selectively to part of the image by the use of selection and/or masks.
- only very basic global adjustments should be used

### WHAT HAPPENS?

The meeting will be in two parts.

The first part is a chance to talk over your work with other members and experienced photographers. This is an opportunity to discuss your work and how it may possibly be improved.

The second part is an opportunity to put enprints you select into a competition, with a judge.

If you wish you may just submit work for the first part of the meeting; it is not compulsory to enter the competition.

### SUBJECT

Open

### ELIGIBLE TO ENTER

Fully paid up members of Swavesey Camera Club.

### RESTRICTIONS ON ENTRIES

Originating photographic exposure can be of any age.

Entries may be trade or home processed and printed

Originating photographic exposure must be the work of the entrant.

Entries must not have been in any previous club competition.

Digital photographic images are only acceptable if the entrant owns the copyright to all of the material used.

### CLASSES OF ENTRIES

There is only one class of entry – enprints as defined above – monochrome and/or colour and **UNMOUNTED**.

### NUMBER OF ENTRIES

To be as published in the Programme unless otherwise advised by the Competition Secretary.

The following to be shown on entries:

- name of entrant
- title of entry.

### SUBMISSION OF ENTRIES

On the night

### JUDGING

1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places to be awarded; in addition further entries may be judged to be "highly commended" or "commended" at the judges discretion.

## 3.0 PHOTOGRAPHER OF THE YEAR

### AIMS

To find the best performing member in internal competitions.

### ELIGIBLE TO ENTER

All entries awarded 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, highly commended and commended in the following competitions:

- Monochrome Trophy
- Monochrome Portfolio
- Digital Projected Image
- Bamber Trophy
- Colour Print
- Set Subject Competitions

### SCORING

Pictures will be awarded points on the following basis:

1 <sup>st</sup>	5 points
2 <sup>nd</sup>	4 points
3 <sup>rd</sup>	3 points
highly commended	2 points
commended	1 point

Where positions are tied, points will be totalled and divided between tying entrants.

Category "B" winner going forward for judging against category "A" entrants will be awarded points in both categories.

The member with the highest cumulative points total at the end of the year will be the "Photographer of the Year". Where members are tied on cumulative points total, placings will be determined on countback.

## 4.0 IMAGE OF THE YEAR

### AIMS

To find the outstanding image entered in the internal competitions.

### ELIGIBLE TO ENTER

All entries awarded 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in the following competitions:

- Monochrome Trophy
- Monochrome Portfolio
- Digital Projected Image
- Bamber Trophy
- Colour Print
- Set Subject Competitions

In the case of the Bamber Trophy, Monochrome Portfolio and any Set Subject competitions where an entry comprises more than one image, members placed 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> will be asked to select one image only from their winning set(s) to go forward for judging in the Image of the Year competition.

### RESTRICTIONS ON ENTRIES

Entries going forward for judging shall be those entered in the individual competitions; duplicates and/or reworked versions will not be permitted. Prints must be in their original mounts. In the event of the original entry being damaged or otherwise unavailable a duplicate entry, identical to the original in all respects, may be accepted at the discretion of the Competition Secretary.

### JUDGING

The judge will select a Digital Projected Image of the Year and a Print of the Year from which the overall Image of the Year will be chosen.

# CLUB COMMITTEE



## who are they and what do they do?

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Members of the committee serve the club in the ways shown below. It is important that you know who does what. Names of individual committee members are listed on the back of the Programme.

If you have any queries, please approach them with any questions, comments and/or suggestions you may have about the club.

If you are unsure who to approach, feel free to ask any committee member who will advise you who to talk to or pass on your query to the appropriate person.

### PRESIDENT

The president keeps a general eye on all club matters:

- hosts club meetings.
- sets up and chairs committee meetings.
- sets up and chairs the Annual General Meeting and Extraordinary General Meetings.
- keeps an eye on the way the club is developing.
- ensures that the club faces up to all its opportunities and challenges.

### VICE PRESIDENT

The vice president assists the president in carrying out the above duties and deputises in the president's absence.

### TREASURER

The club treasurer looks after the clubs finances:

- collects members' subscriptions, issues membership cards and Handbooks and keeps a list of the current members' names, addresses and telephone numbers.
- pays all lecturers, judges etc. and all expenses such as room hire, insurance, EAF fees and committee expenses.
- keeps an account of income and expenditure up-to-date
- banks all cheques and cash and keep the balance of the current account and building society account at reasonable levels
- gets the accounts audited at the end of the year and presents the accounts at the AGM
- regularly reports on the financial state of the club
- controls the borrowing and/or hiring of club equipment including collection of hire fees.

### SECRETARY

The club secretary acts as scribe in the general affairs of the club:

- minutes the proceedings at all main committee meetings
- minutes the proceedings at the Annual General Meeting and Extraordinary General Meetings
- acts as postal address for club correspondence
- monitors and updates the club notice board.

### PROGRAMME SECRETARY

The programme secretary designs and organises the club's programme. Much of this work is done in liaison with other members of the committee – notably the competition secretary:

- maintains a database of speakers and judges
- books speakers for events in liaison with the competition secretary- ensuring speakers have adequate notice (up to two years)
- confirms speakers' bookings by letter and writes to speakers a few weeks in advance to remind them.
- produces the main club programme (usually September to May) and its 'leaflet' version.

**COMPETITION  
SECRETARY**

The competition secretary looks after arrangements for internal and external competitions:

- liaises with the programme secretary to assist in arranging the programme and ensuring that the competitions are arranged at appropriate intervals during the programme year
- books the appropriately qualified judges for the relevant competitions
- accepts, prepares and logs the members entries for judging
- ensures on the competition evenings that the presentation of the entries to the judge is correct and is responsible for the smooth running of the competition events
- collates results of the competitions for presentation to the members
- arranges for entries to external competitions and exhibitions and for the distribution of members' material to the relevant organisations for selection
- encourages and promotes a competitive spirit amongst the membership in order that members will feel confident in offering their work for entry in internal and external competitions and exhibitions.

# CLUB INSURANCE



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## THE CLUB'S INSURANCE POSITION

The club maintains Public Liability and All Risks Insurance

- a copy of the current Public Liability insurance certificate is attached to the club notice board
- a copy of the All Risks insurance policy is available for inspection from the Treasurer, if required.