



**Swavesey Camera Club**  
One of the leading clubs in East Anglia

“Affiliated to the Photographic Alliance of Great Britain through the East Anglian Federation”

# CLUB HANDBOOK

## June 2016



'Ice Cave - Image of the Year 2016

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# CLUB CONSTITUTION

for the fair and efficient management of the club

## 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 enough ordinary members to make a committee sufficient for the needs of the Club.

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 last formal meeting of each season shall be the Annual General Meeting (AGM) of the club; 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 Discretionary reduced membership fees are available. The concession for Joint Membership covers two members of the same family of the same household. The concession for Reduced Single Membership may be claimed by senior citizens (after their state pension age) and by people aged 25 or under.**

**However, our aim is to make photography available to everyone, regardless of their financial circumstances. If you are unable to pay the membership fee please do contact us. All requests for concessions, or other reductions, will be considered in confidence on a case-by-case basis by the Treasurer and President.**

**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 Members should treat all other members with respect and politeness at all times, either face-to-face or in email correspondence. Anyone breaching these requirements will be subject to item 4.5 and may be asked to permanently leave the club. Anyone with a grievance against another member should, in all cases, approach the President or another Committee member and make them aware of the situation. The Committee will investigate and take action if necessary, individual members should not take matters into their own hands and initiate conflict.**

**4.5 The committee shall have the power to rescind the membership of any member. The committee reserves 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.**

**4.6 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 £250.00, 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.
- Programme
- Projector Bulbs
- Exhibition

6.2 The club accounting year shall be from the first day of June to the last day of May 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

## GENERALLY

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

- Monochrome Trophy
- Themed Print Panel
- Digital Projected Image
- Bamber Trophy (for digital projected images)
- Colour Print
- Set Subjects

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.

In the section "OTHER COMPETITIONS" there are details of the 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.

The Committee may from time to time organise other competitions which will not necessarily be governed by these rules and which will not qualify for the Photographer of the Year competition.

## 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 except for Set Subjects where:

- There will be a separate, stand-alone competition for each stated subject
- The number of competitions and their themes to be decided by ballot at the preceding AGM
- Each separate Set Subject competition will be for either prints or projected images, to be decided at the preceding AGM.

## 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 originating image or image component (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

*Where a competition is oversubscribed, and entries are restricted by the Competitions Secretary in accordance with Note 2 on Page 9, an image which is entered but not accepted does not count as "used" for the purposes of this rule.*

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 "Established" & "Improvers" groups.

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

Movement from the Improvers to Established 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 Established or Improvers shall apply to all internal competitions.

## SUBMISSION OF ENTRIES

Digital Projected Image Competitions: entries to be provided to Competition Secretary or nominated deputy one week prior to date of competition (except for Bamber Trophy where entries shall be provided two weeks prior to the date of competition). Entries may be submitted via CD, DVD, website upload or email to [scc.competitions@googlemail.com](mailto:scc.competitions@googlemail.com), unless otherwise advised by the Competition Secretary.



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

## ACCEPTANCE OF ENTRIES

Late entries will only be accepted at the discretion of the Competition Secretary.

The Competition Secretary reserves the right to reject entries which do not comply with the submission and image format criteria set in the Club Handbook.

## 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 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 50 x 40 cm. The following to be shown on the back of each entry: entrants name and title. Prints or mounts must not display the author's name on the front.

In addition to the print itself, an associated Digital Projected Image of the print conforming to the entry conditions for a Digital Projected Image Competition should be provided for each print entered. This will not form part of the Print Competition, but is a way of recording entries and providing the External Competitions Secretary with an easier way of selecting prints for external competitions.

## DIGITAL PROJECTED IMAGE COMPETITIONS

All digital projected images to be in JPEG format

File Type: JPEG (no TIFF's, PSDs, RAW, etc).

Colour Space: RGB (or Greyscale for monochrome).

Colour Profile: sRGB.

Image Size: maximum 1400 pixels horizontally and 1050 pixels vertically.

Image Metadata: the author's name and the image title to be included in the image metadata.

File Naming: "Non-panel" Competitions (eg. Annual Digital Projected Image): filenames in the form "Authorname Abbreviatedtitle XofY" (where XofY indicates the Xth entry out of a total of Y). If it is not clear then the Competition Secretary will assume the order of images as presented on the computer is the preferred order.





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

"Panel" Competitions (eg. Bamber Trophy): the projection software uses the filename to order the images. Therefore, it must take the form of Authorname Px-Sy (where Px-Sy indicates the yth entry in panel number x) Note the filename has a space after the author name, does not include the title and uses capital letters for P and S with a dash between.

## JUDGING

Each image, or panel of images, in each class will be given a mark out of 20.

Where 2 or more images, or panels of images, are considered to be of a particularly high standard in their class, more than one may be awarded 20 points, at the judge's discretion. In this case, the judge will be asked to select one as the overall winner.

## AWARDS/RESULTS

Trophies will be awarded to members gaining first place in each class of entry, except in Set Subjects.

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.

## GRIEVANCES

Although every effort will be made to ensure that competition entries are shown as the entrant intended, it must be accepted that occasionally omissions or other errors will occur. Any complaints or grievances should be raised in the first instance to the competition secretary who will consider the case with the committee and decide on the best course of action. The committees' decision on any scoring correction is final.



# COMPETITION RULES

## rules specific to individual Constitutional competitions

	Monochrome Trophy	Themed Print Panel	Digital Projected Image	Bamber Trophy (digital projected images)	Colour Print	Set Subjects
No. of entries per person (see below)	4 max.	2 max.	4 max.	2 max.	4 max.	4 max
Each entry to comprise	1 individually mounted monochrome print	5 individually mounted colour and/or monochrome prints on a common theme of the entrants choice, numbered in display sequence from left to right	1 colour or monochrome digital projected image	5 colour and/or monochrome digital projected images, numbered in projection sequence	1 individually mounted colour print	1 individual colour or monochrome image presented as either a mounted print or projected image, as agreed at the preceding AGM
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	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	Category A Category B
Judging criteria		Each entry to be judged as a set of 5 as a whole <b><u>on the basis of their technical and aesthetic proficiency and the entrant's interpretation of the stated theme.</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>		Entries to be judged on their technical and aesthetic proficiency and the entrant's interpretation of the stated subject.

- 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.



## OTHER COMPETITIONS

providing a level playing field for  
special club competitions

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. PHOTOGRAPHER OF THE YEAR

#### AIMS

To find the best performing member in each of the Established and Improvers groups in internal competitions.

#### ELIGIBLE TO ENTER

All images, or panels of images, entered in the following competitions:

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

#### SCORING

Separate cumulative totals will be kept for the Established and Improvers groups of the top two scores for each entrant in each internal competition by counting the points awarded by the judge in each of the competitions.

The member in each category with the highest cumulative points total at the end of the year will be the "Photographer of the Year" for that category. Where members are tied on cumulative points total, placings will be determined on count-back whereby the higher place in the Photographer of the Year shall be awarded to:

- a) the holder of the greatest number of first places,
- b) if the number of first places is the same, the holder of the greatest number of 20 point scores;
- c) if the number of 20 point scores is the same, the holder of the greatest number of 19 point scores and so on until a winner emerges
- d) if no winner emerges at this stage, then the trophy will be shared.



## 2. SCCSSC - Swavesey Camera Club Set Subjects Competition

### AIMS

To find the best performing member in each of the Established and Improvers groups in Set Subject Competitions.

### ELIGIBLE TO ENTER

Entrants to the 3 Set Subject Competitions for the Established and Improvers Groups

### SCORING

Awards are made for the subtotal of scores for the 3 Set Subject Competitions for the Established and Improvers categories, using the top two scores for each entrant in each Set Subject competition by counting the points awarded by the judge in each of the competitions.

The member in each category with the highest cumulative points total at the end of the year will be awarded the SCCSSC for that category. Where members are tied on cumulative points total, placings will be determined on count-back whereby the higher place shall be awarded to:

- a) the holder of the greatest number of first places,
- b) if the number of first places is the same, the holder of the greatest number of 20 point scores;
- c) if the number of 20 point scores is the same, the holder of the greatest number of 19 point scores and so on until a winner emerges;
- d) if no winner emerges from these steps, then the trophy will be shared.

## 3. IMAGE OF THE YEAR

### AIMS

To find the outstanding image entered in the internal competitions.

### ELIGIBLE TO ENTER

Highest scored entries in the following competitions:

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

In the case of the Bamber Trophy and Themed Print Panel, members eligible to enter 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

**Although an external judge will typically be used to comment on all eligible images, the membership will vote to 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 by a final vote.**



## CLUB COMMITTEE

### who are they and what do they do?

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 Club website.

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.

### 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.



## 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.

## 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 June) and its 'leaflet' version.

## COMPETITION SECRETARIES

The Competition Secretaries look 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

## 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.