

GEELONG CAMERA CLUB INCORPORATED

CLUB BY-LAWS

1. CLUB MEETINGS

- 1.1 The club will meet each Wednesday evening, from and including the second last Wednesday in January up to the second Wednesday in December, to further the purposes of the Club as outlined in the Rules of Geelong Camera Club Incorporated.
- 1.2 On meeting nights the clubrooms will be open by 7.30 p.m., with meetings commencing at 7:45 pm.
- 1.3 All meetings will be presided over by the Club President or the President's nominee.
- 1.4 Discussion of items of a political or religious nature will not take place during any Club meetings.
- 1.5 Under the authority of the Committee of Management, a draft syllabus will be prepared, usually for a 12-month period.
The subject matter of weekly meetings will be publicized in advance, usually 2-3 months, as activities have been confirmed.
Syllabus items will be advertised on the club website.
- 1.6 Any other meetings held in the name of the Club, apart from those prescribed in 1.1 above, must have the approval of the Committee of Management.
 - 1.6.1 Any other meeting held in the name of the Club will be documented within the club Syllabus and shall be deemed approved by virtue of the Committee of Management approving the Syllabus.

2. USE OF BUILDINGS AND FACILITIES

- 2.1 Individual members, or a group of members, may use the clubrooms and facilities (after a qualifying period of 3 months active membership) providing the activity conducted is in accord with the purposes of the Club as outlined in the Rules of Geelong Camera Club Incorporated.
- 2.2 The care of facilities (including cleanliness and restoring rooms to the state in which they were found) when used in accord with 2.1 is the responsibility of the user(s).
- 2.3 The Committee of Management may apply charges for use of the clubrooms and facilities to meet costs.
- 2.4 No items of equipment may be removed from the clubrooms without the authority of the Committee of Management.
- 2.5 The Clubrooms are not available for general community hire, as it against the terms of the Club's lease. At the Committee's discretion the clubrooms may be made available for use by non-member individuals or groups for photographic purposes (e.g. Vigex) - with or without charge, again at the Committee's discretion.
- 2.6 Room Booking enquiries must be made to the Treasurer.
- 2.7 Restitution for damaged or soiled equipment is the responsibility of the user(s). The amount will be determined by the Committee.

3. ELECTED OFFICIALS

The Committee of Management (Executive and General Committee Members) are elected/appointed in accordance with the Rules of Geelong Camera Club Incorporated, and shall serve the best interests of the Club and the Club's Purposes, on behalf of the entire membership.

Duties of elected Officers shall be as follows:

3.1 **President**. Shall:

- Be responsible for overall management of the club with assistance from the committee.
- Chair committee meetings.
- Manage the syllabus and keep it up to date.
- Respond to club website enquiries.
- Host club nights or delegate a committee member if necessary.
- Represent the club at VAPS meetings and other official occasions.
- Present a Report on Club business and activities to the Annual General Meeting.

3.2 **Vice President**. Shall:

- Support the President in the execution of his/her duties.
- Represent the President whenever required.
- Perform any duties that the committee deems necessary in order to maintain support for the President.

3.3 **Secretary**. Shall:

- Manage correspondence to and from the club.
- Disperse correspondence to members when appropriate.
- Respond to club website enquiries.
- Liaise with the City of Greater Geelong when necessary.
- Record minutes of the Annual General Meeting, and monthly Committee meetings and any other relevant activities.
- Present a Report on Club business and activities to the Annual General Meeting.
- Be the Public Officer of the club.

3.3.1 The committee may appoint a Minutes Secretary if deemed necessary.

3.4 **Treasurer**. Shall:

- Be responsible for the financial management of the club.
- Report to the monthly committee meetings.
- Collect membership fees and any other monies for special events.
- Pay invoices and reimbursements.
- Sign up new members.
- Maintain the Members Register, & distribute to relevant members.
- Manage clubroom bookings.
- Present a Statement of Accounts and a written Report to the Annual General Meeting.

3.5 **General Committee Members**. May be allocated one of the following roles or any other roles deemed necessary by the Committee:

- Sourcing and contacting judges.
- Sourcing and contacting Guest speakers and running the night.
- Organising and running instructional/practical nights.
- Assisting with management of the End of Year Awards judging and Awards Night presentation.

4. NON-OFFICIAL POSITIONS

In addition to the positions outlined in section 3 of these By-laws, at the Annual General Meeting or at a later meeting of the Committee of Management the following will be appointed:

4.1 Archives Officer. Shall:

- Be responsible for overseeing the collection and safe storage of all records of Club activities, both photographic and administrative (except where the Committee of Management deems that items of particular historical value should be stored elsewhere for their safekeeping).
- Oversee the care of the Club's Permanent Collection of images.
- Nominate potential contenders to the Committee for induction to the Permanent Collection and facilitate collection and presentation of Inductees image submissions.
- Present an Archive Album to each Annual General Meeting.
- Present a Report on Archives status and events to the Annual General Meeting.

4.2 Selection Committee. Shall:

- Be 3 people, appointed by the Committee, usually including the Competition Secretary.
- Be responsible for the selection of entries for Inter-Club competitions during the coming year.

4.3 Newsletter Editor. Shall:

- Be responsible for preparing a monthly Club newsletter to publicise Club news and activities within the Club.

4.4 Property Steward. Shall:

- Be responsible for keeping an inventory of all Club property.
- Be responsible for the care and maintenance of all Club property.
- Present a statement of the Inventory of Property, and a Report of maintenance status and events to the Annual General Meeting.

4.5 Librarian. Shall:

- Care for the Club Library and oversee the borrowing of material.
- Present a Report of the library stock and borrowing trends, donations and any problems to the Annual General Meeting.

4.6 Webmaster. Shall:

- Be responsible for creating and maintaining a website for communication with club members and the public.
- He/She shall act on behalf of the Committee of Management, which is ultimately responsible for the website and its management.

4.7 VAPS Representatives. Shall:

- Be 3 people, including the President, appointed to represent the club at VAPS meetings.

4.8 Competition Secretary. Shall:

- Gather and record all entries for monthly and Inter-club competitions.
- Ensure that entries comply with competition guidelines. The competition secretary may, in consultation with a committee member, refuse to accept an entry that does not comply.
- May request access to metadata or RAW files or negatives if necessary.
- Appoint judges for monthly competitions, and relevant Inter-club competitions.
- Keep records of results of all competitions on a database on the club computer.
- Present a Report to the Annual General Meeting.

- 4.8.1 The committee may appoint an EDI competition secretary and an Inter-club competition secretary if required.

5. COMPETITION GRADINGS

- 5.1 For Competition purposes, section grading's shall be as follows:
 - For the Open Print section, members will be graded A or B.
 - For the Electronic Image section, both Open EDI and Set Subject, members will be graded A or B (separate to Prints).
 - For the Altered Reality section, members will be ungraded.
- 5.2 For annual re-assessment of individuals' grading's to take place, members are required to submit a minimum of 6 entries into Print and/or EDI competitions for grading assessment in that category for the new competition year. Fewer than 6 entries could result in the member remaining in his/her current grade.
- 5.3 Members will be graded before the commencement of each Competition Year.
 - The Competition Secretary will calculate each members average score for their individual work, in accordance with 5.2
 - The Competition Secretary will calculate the Clubs average score in Prints and EDIs separately, using all submitted entries.
- 5.4 Each member will have a grade for Open and Set Subject Electronic Images and a separate grade for Open Prints. If a member has only submitted entries for either Prints or EDIs exclusively, then the section in which entries were not submitted will be an automatic 'B' grading.
- 5.5 Members who achieve the Club average or higher will be normally in A Grade. Members being upgraded from B grade with a borderline margin above the Club Average, may decline to upgrade once only.
- 5.6 Members who achieve an average of below the Club average will normally be in B Grade. Members being downgraded from A grade with a borderline margin below the Club Average, may decline to downgrade once only.
- 5.7 New contributors to any graded competition section may be assigned a grade after a Committee review of a folio of their work, or at the discretion of the Committee, or will automatically commence in B Grade.
- 5.8 Notwithstanding the guidelines above, final gradings are at the Committee's discretion. They will not be changed during the course of a competition season.

6. COMPETITION RULES

- 6.1 The first Wednesday of each month (with the exception of January and July) shall be set aside on the Syllabus for Intra-club competitions. These are designed to improve members' photography by encouraging them to submit photographs for assessment by nominated judges.
All images will be submitted to the judge(s) in their designated grades, ie. A or B. The judge(s) will be instructed to award points on each image's merits, regardless of grade.
- 6.1.1 The judge(s), as appointed by the Competition Secretary, shall score each entry out of a maximum of 20 points. The judge shall award a 1st, 2nd and 3rd place in each section according to the highest scoring images.
- 6.1.2 The judge(s) **may award up to** 2 merits, at their own discretion, per section/per grade as encouragement and/or appreciation of commendable effort - not necessarily according to points scored for an image.
- 6.2 Members may submit up to two images for each of Open EDIs, Altered Reality EDIs, and Set Subject EDIs, in relevant monthly competitions. Members may submit up to Three Prints in the Open Prints section each month.
- 6.3 Schedule of Monthly Competitions:
- 6.3.1 - February, April, June, September and November shall be for Set Subject EDIs, Open Subject Prints and Open Subject EDIs.
- March, May, August, October and December shall be for Altered Reality EDIs, Open Subject Prints, and Open Subject EDIs.
- There shall not be a Monthly Competition in July due to End of Year Awards, or in January due to the Christmas break.
- 6.3.2 The Monthly Competition program will not include sections for slides or audiovisual slideshows. Competitions for these may be scheduled at other times through the year, at the Committee's discretion.

PRINTS: All Prints are subject to rule 6.14 regarding inappropriate images.

6.4 "Open Prints" Section of Competition:

In this section, "Open" means Open Subject, and its rules may differ to other sections.

6.4.1 Ten Open Prints competitions will be held during each competition year, as per 6.3.1.

6.4.2 The Open Prints Section allows both colour and monochrome prints. This section accepts all photographic subjects, but all images are subject to rule 6.14, and must appear natural and realistic (i.e. Not of the Altered Reality genre).

6.4.3 This section allows digital manipulation provided the content of the image appears as a natural and realistic photographic image.

All parts of the image must be the photographer's own work, taken as a photograph.

In the Open Prints section, some digital manipulation is acceptable, but the image must remain realistic.

Techniques such as montage/composite images are allowed as long as the image is realistic.

Light texture is allowed so long as the image remains realistic.

Intentional Camera Movement is not regarded as realistic.

Filters from Photoshop such as "Pencil Sketch" or similar filters from other software are not considered realistic.

A uniform monochrome presentation based on black or any other colour tone is regarded as realistic, but use of partial or full monochrome in limited areas of a colour print is not regarded as realistic. (e.g. "Colour popping").

6.4.4 Prints not complying with the above-mentioned conditions must be presented in the “Altered Reality” section. (If there is no Altered Reality Section in that month, the image will be rejected.)

6.5 Prints protection:

All prints must be matted, or mounted on backing card, for their own protection and also the protection of other prints that they may contact.

6.6 Print Sizes:

6.8.1 Maximum print size is 16 x 20 inches, including mount and matt.

6.8.2 Minimum print size is 4 x 6 inches, excluding mount and matt.

6.8.3 Minimum matt size is 8 x 10 inches.

6.7 Print Identification: All prints must be labelled on the back in the manner required by the Competition Secretary, including the title of the image, the section entered and the member’s competition number, but not the member’s name, for purposes of recording and identification.

ELECTRONIC IMAGES(EDIs): All EDIs are subject to rule 6.14 regarding inappropriate images.

EDIs include Open EDIs, Set Subject EDIs, and Altered Reality EDIs.

6.8 Open EDIs

In this section, “Open” means Open Subject, and its rules may differ to other sections.

6.8.1 Ten “Open” Electronic Image (EDI) competitions shall be held during the competition year, as per 6.3.1.

The “Open” section accepts all photographic subjects, and styles

The Open section of EDIs must follow the same rules as the Open Print section, i.e. 6.4.2, 6.4.3, and 6.4.4

6.8.2 Set Subject EDIs. Five Set Subject EDI Competitions shall be held each year. All images are subject to rule 6.14 regarding inappropriate images.

- “Set Subject” EDIs must have been taken within 12 months of the competition and must appear natural and realistic (not Altered Reality style).

Set Subject EDIs must follow the rules for Open Prints and Open EDIs in that the image looks realistic. See 6.4.2, 6.4.3, and 6.4.4

6.8.3 Altered Reality EDIs. There will be Five Altered Reality EDI Competitions each year, alternating monthly with the Set Subject EDIs.

An Altered Reality Image is a fictional creative and/or composite photography genre and does not look realistic.

6.8.4 Submissions: Images shall be submitted to the Electronic Competitions by a method advised by the Competition Secretary prior to each competition. The method may include using the club website, email or electronic medium or various combinations as so advised.

6.8.5 Format: Electronic images must be sRGB jpg images sized appropriately so that they will fit within a box of 1920 pixels wide by 1080 pixels high. Images may display poorly if they are significantly undersized or not in the sRGB colour space.

Size: Maximum file size for internal competitions is 1.5MB.

- Entrants are responsible for submitting their work in the correct size and format. Failure to do so may result in images being rejected from competition.

Note: Competitions external to the club may require different maximum

image sizes and / or file sizes to be applied.

6.8.6 File Names: Image file names shall comply with the following:
When you 'save as' your resized image, it must be named as follows:

- Image Title (e.g., Mt Buffalo)
- Membership # (e.g., 071)
- Name of Competition (e.g., May Open EDI, Ballarat Interclub, EOY, VAPS)

Your file name should look like this:

Mt Buffalo 071 May Open EDI.jpeg

(Spaces are allowed and .jpeg will be automatically added)

SLIDES: All Slide images are subject to rule 6.14 regarding inappropriate images.

6.9 "Slide" Section of Competition

6.9.1 These are not part of the monthly competitions (from July 2012) but may be held on special night(s) each year as determined by the committee.

6.9.2 All slides must be labelled with the photographer's allocated competition number and a Title for recording and identification purposes. In addition, to ensure correct projection, a distinct spot must be placed on the slide-mount on the bottom left-hand corner when the slide is held up and viewed the correct way.

GENERAL:

6.10 Non-Compliance:

6.10.1 Entries not correctly identified as in 6.7, 6.8.6 or 6.9.2 will not be accepted into competition.

6.10.2 If an image is deemed to not comply with the requirements of the section into which it has been entered, it will be disqualified and given 0 out of 20 points and stripped of any awards. This decision will be made by the Competition Secretary in conjunction with Committee member(s), and may be applied either pre- or post- judging.

6.11 Any image may be cropped to any format determined by the photographer.

6.12 Any image submitted for competition may be commercially processed.

6.13 All subject matter submitted for competition must be original work exposed by the competitor.

6.13.1 Competitors must submit metadata, raw files or negatives upon the request of the Competition Secretary and/or Committee.

6.14 Inappropriate Images:

The club maintains a comfortable environment which caters for all members. Images which do not conform to this standard are not permitted.

6.14.1 The club recognises nude photography which expresses and uses the human form in an artistic but not suggestive way to be an acceptable photographic subject, with the following guidelines:

- The genitalia and pubic area must not be visible.
- The image must not be suggestive or provocative.
- The model must be an adult person.

Nudity of a person who might be under-age is not permitted in any context.

6.14.2 Any submitted image which is considered to be unsuitable in any way may be rejected by the committee and/or the competition secretary.

6.15 Submission Times: All entries for monthly competitions must be submitted to the Competition Secretary by the first Wednesday of the previous month, unless

additional time is granted by the Competition Secretary.

6.16 Scores: All entries for monthly competitions will be awarded point scores from 0 to 20.

6.17 Re-Entering Images:

- Any image which:

- * has been entered into less than a total of 3 monthly competitions across the past and previous competition year(s) combined,
 - * *and* has not been awarded a Competition placing (1st, 2nd or 3rd) in a monthly competition in the past or previous competition year(s),
 - * *and* has not received an Award at an End-of-Year Awards presentation, may be re-submitted into a maximum of 3 monthly competitions in any section or in multiple sections across multiple competition years.
- Any image which is awarded a Competition placing or an End-of-Year Award must not be re-submitted into any monthly competition in any section.
- Two images are regarded as being the same image if they are very similar and by the same maker, or if they are sourced from the same original exposure. An image converted to monochrome, re-cropped, with different post-exposure processing or converted between slide, print and electronic image formats is not regarded as a different image.

6.18 Collection of all entries after a competition is the responsibility of entrants.

6.19 Image Publication: Any image entered into monthly or interclub competitions may be reproduced on the club website or in the newsletter or in the club's Yearbook. These will not be used for any commercial purpose. A member must notify the Competition Secretary if they do not want their images, or some of their images, used in this way.

6.20 Interclub Use: Any image entered into monthly competitions will be considered to be available for selection for Interclub competitions unless the maker advises the relevant Competition Secretary that they do not want this to happen.

6.21 Competition Rules must not be altered during the course of a competition year.

6.22 Any dissatisfaction or disagreement with the above-mentioned Competition Rules must be referred to the Committee, which will hear and settle any issues. (As per the Geelong Camera Club Rules).

6.23 Points Awarded:

Points for Competition entries are awarded as follows:

- 1st place = 5 points, 2nd place = 4 points, 3rd place = 3 points, Merits = 2 points.
Any other images entered = 1 point each.

7. ANNUAL AWARDS

- 7.1 To be eligible to receive any Annual Award, a member must have entered at least 3 monthly competitions during the competition year in the Open Prints and Open EDI sections in which they wish to compete for annual awards.
In applying this rule Open and Set Subject EDIs are regarded as being the same section.
- 7.2 To be eligible to receive an Annual Award in the Altered Reality EDI section, a member needs to enter at least two monthly competitions in this section.
- 7.2.1 Only the original Prints and Electronic Images that were entered in monthly competitions during the competition year are eligible for Annual Awards (i.e. they must not be modified or re-worked in any way)
- 7.2.2 If a Print or Electronic Image has been entered into less than 3 monthly competitions during the competition year, and has been entered into the Annual Awards competition, and has not gained any Awards or monthly Competition places, it can be entered in monthly competition in the new competition year until it is placed or has been entered an overall total of 3 times into monthly competitions. It would therefore be eligible for entry into the next Annual Awards presentation. Also see 6.19
- 7.2.3 Any image entered into the Annual Awards competitions may be reproduced on the club website or in the newsletter or in the club's Yearbook. These will not be used for any commercial purpose. A member must notify the Club Secretary if they do not want their images, or some of their images, used in this way.

7.3 Awards

- 7.3.1 Photographer of the Year Awards (Aggregates) in each of the following 5 sections, are based on total points received for entries submitted during the competition year. Sections are:

A grade Prints
B grade Prints
A grade Electronic Images (Set Subject & Open Subject combined)
B grade Electronic Images (Set Subject & Open Subject combined).

The member with the most points in each section will be the winner of that section. Note: Points for Competition entries are awarded as follows:
1st place = 5 points, 2nd place = 4 points, 3rd place = 3 points, Merits = 2 points.

Any other images entered = 1 point each

- 7.3.2 The following Awards are decided by 3 judges, acting independently, who will be engaged at the end of the Competition year:
- Open Print Portfolio of the Year, W Porter Memorial Trophy.
Awarded on the basis of a folio of 6 prints, from the Open and/or Set Subject sections, that may be colour or monochrome or a combination of both.
This Award section is not graded.
 - Electronic Image Portfolio of the Year, Joe Mortelliti Memorial Trophy is awarded on the basis of a folio of 6 images. This Award section is not graded.
 - A Grade Print of the Year.
 - B Grade Print of the Year.

- A Grade Electronic Image of the Year. [Includes Set Subject]
- B Grade Electronic Image of the Year [Includes Set Subject].
- People Picture of the Year, the Ken & Audrey McKeown Memorial Award - a print, electronic image or slide of a person or people. This Award section is not graded.

- Colour Landscape Print of the Year (includes Seascapes). This Award section is not graded.

Definitions for Monthly Competitions and Annual Awards:

A landscape is a photograph of natural scenery with land ~~and sky~~ based elements arranged in a pictorial fashion. It may include evidence of man, people, animals, and even sea, provided that none of these additional elements dominate the photograph.

A Seascape is a photograph of natural coastal scenery, a wave study, or a picture of the open sea, provided always that the sea is the centre of interest of the photograph. People, boats, and man-made structures may be present as incidental to the photograph.

- Monochrome Print of the Year (Open Subject). This Award section is not graded.
- Robb Hooper Memorial Trophy for the Quirky, Humorous or Unusual - a print, electronic image or slide. This Award section is not graded
- Monochrome Landscape Print of the Year, Laurie Wilson Memorial Trophy.
Awarded for a self-produced darkroom monochrome landscape print that the judges deem qualifies as a print of excellence: This Award may be withheld if the judges are not satisfied that there is a print of quality available. This Award section is not graded.
- Nature Image of the Year - a print, electronic image or slide. This Award section is not graded.

Nature Definitions for Monthly Competitions and Annual Awards:

Nature photography is restricted to the use of the photographic process to depict all branches of natural history, except anthropology and archaeology, in such a fashion that a well-informed person will be able to identify the subject material and certify its honest presentation.

The story telling value of a photograph must be weighed more than the pictorial quality while maintaining high technical quality.

Human elements shall not be present, except where those human elements are integral parts of the nature story such as nature subjects, like barn owls or storks, adapted to an environment modified by humans, or where those human elements are in situations depicting natural forces, like hurricanes or tidal waves.

Scientific bands, scientific tags or radio collars on wild animals are permissible.

Photographs of human-created hybrid plants, cultivated plants, feral animals, domestic animals, or mounted specimens are ineligible, as is any form of manipulation that alters the truth of the photographic statement. No techniques that add, relocate, replace, or remove pictorial elements except by cropping are permitted.

Techniques that enhance the presentation of the photograph without changing the nature story or the pictorial content, or without altering the content of the original scene, are permitted including HDR, focus stacking

and dodging/burning.

Techniques that remove elements added by the camera, such as dust spots, digital noise, and film scratches, are allowed.

Stitched images are not permitted.

All allowed adjustments must appear natural.

Colour images can be converted to greyscale monochrome.

Infrared images, either direct-captures or derivations, are not allowed.

Nature images can have landscapes, geologic formations, weather phenomena, and extant (not extinct) organisms as the primary subject matter.

This includes images taken with the subjects in controlled conditions, such as zoos, game farms, botanical gardens, aquariums and any enclosure where the subjects are totally dependent on man for food.

- 7.3.3 The following Awards are determined by the Committee of Management at the end of the Competition year, and are awarded only if the Committee deems that there are worthy recipients, based upon entries in monthly competitions:
- Meritorious Effort in Colour Prints, the Fred Williams Memorial Tray.
 - Meritorious Effort in Black and White Prints, the Ted Rogers Memorial Tray.
 - Meritorious Effort in EDI, a Perpetual Tray
- 7.3.4 The Nick Majetic Memorial Endeavour Award is awarded by the Committee in recognition of endeavour of work photographically and for service to the Club, and is awarded only if the Committee deems there is a worthy recipient.
- 7.3.5 Participation Award for a Second Year Member. Awarded by the Committee to recognize participation in Club activities.
- 7.3.6 Clubmanship Award, the H. Potter Memorial Shield is awarded by the Club President in recognition of special service rendered to the Club by a member during the competition year.
- 7.4.0 Awards will be presented at an Annual Presentation Night to be held in July of each year.

8. USE OF LIBRARY

After a qualifying period of 3 months active membership: -

- 8.1 Members only may borrow from the library.
- 8.2 Members may borrow only 2 books at a time.
- 8.3 Restitution for a damaged or lost book is the responsibility of the borrower.
- 8.4 Books may be borrowed for a 2-week period with the renewal to be approved by the Librarian.
- 8.5 Borrowed books are to be recorded in a borrowing book kept in the library.

9. MEMBERSHIPS

9.1 Adult Single – a person over 18 years of age.

Concession Single – a holder of Aged Pension, Government Seniors card, or Disability Pension, or Unemployed, or a Full-Time Student.

Full Family – 2 related people living at the same address. If one person holds a concession, membership is payable as Full Family.

Additional members: while there is at least 1 non-concession

member in the family, membership is payable as Full Family.
Concession Family – 2 related people living at the same address. Both must be concession holders.

Additional members: must be concession holders.

9.2 Associate Membership for Course Participants.

All participants in a paid club course will be offered five months associate membership of the club dating from the start of the course. This membership does not have any voting rights and any work entered into monthly competitions will be scored and assessed but will not be eligible for Awards in Monthly or End-of-Year competitions.

10. PUBLICATION AND ALTERATION OF BY-LAWS

10.1 The By-laws may be altered by a Committee of Members, in accordance with the Rules of the Geelong Camera Club, and shall be reviewed annually.

10.2 A copy of these By-laws shall be kept on display in the clubrooms.

Reviewed May 2022.