

MARLOW CAMERA CLUB RULES

This version was agreed at an EGM held on 17th September 2019

1 NAME

- i. The club shall be called "Marlow Camera Club".

2 OBJECTIVES

- i. The objective of the club shall be to promote the study and practice of photography to the mutual benefit of the members and to exhibit their work.
- ii. Meetings, talks, workshops, exhibitions, etc., shall be held at the club rooms and other places as decided by the elected committee.

3 MEMBERSHIP

- i. Members shall undertake to abide by these rules, and any such amendments and additions as approved by the committee and a properly constituted general meeting.
- ii. The club, through the committee, reserve the right to reject without explanation any application for membership.
- iii. The club, through the committee, reserve the right to cancel the membership of any member who, in the opinion of the committee, is creating an undesirable influence or has committed such acts or said such things that are contrary to the good name of the club or any of its members.
- iv. The member who has had their membership cancelled shall have the right to appeal through the calling of an extraordinary general meeting and, if it is the wish of the majority, the committee's decision revoked.

4 SUBSCRIPTIONS

- i. The annual adult subscription shall be determined by the committee and approved at the annual general meeting.
- ii. An adult member in full-time education shall be entitled to pay half subscription.
- iii. A junior member under the age of 18 at the start of the season shall be entitled to free membership.
- iv. Subscriptions shall be due on the first meeting of the season.
- v. New members may attend two meetings without a charge, after which their backdated subscription shall be due.
- vi. A new member joining not earlier than January 1st shall pay a pro rata amount of the appropriate annual subscription, at the discretion of the Treasurer.
- vii. A guest is required to pay a charge per evening determined by the committee and approved at the annual general meeting. If they subsequently become a member their subscription for that season shall be appropriately discounted.

5 CONTROL OF THE CLUB

- i. A committee, ideally composed of nine club members elected by the annual general meeting, shall control the club.
- ii. The committee will ideally comprise of the following nine posts: Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Competition Secretary, Assistant Competition Secretary, Treasurer and Publicity Secretary.
- iii. The committee may co-opt other members to serve the club in any function as thought desirable by the committee for the benefit of the members.
- iv. The Vice-Chairperson, Assistant Secretary and Assistant Competition Secretary shall be responsible for the following season's Club Programme which shall be compiled for the approval of the committee.
- v. The Club may appoint an Honorary President.
- vi. The committee may place before a general meeting of the club a motion to appoint a specific member as Honorary President, or to remove the incumbent Honorary President from that office.
- vii. The committee shall provide reasons for its proposal and the motion shall succeed as per the rules described in section 7, Quorums and Voting.
- viii. The committee shall maintain and implement policy documents relating to Health and Safety, Data Protection, and Children and Vulnerable-Adults.

6 THE COMMITTEE

- i. The committee shall be elected in the following way to give continuity:

- a Each year the Vice-Chairperson, Assistant Secretary and Assistant Competition Secretary shall be elected to serve for one year and to become automatically the Chairperson, Secretary and Competition Secretary for the following year.
- b Each year the Treasurer, Publicity Secretary and Workshop Co-ordinator shall be elected to serve for one year.
- c Retiring committee members may be nominated for re-election at the end of their term of office or earlier if nominated for a named position. Each member shall serve for the period of one year.
- ii. The committee shall meet as deemed necessary by the Chairperson.
- iii. The committee shall manage the business of the club and shall act as trustees of the club's equipment and assets.
- iv. Nominations for the committee:
 - a Nominations shall be in writing and handed to the Secretary before the annual general meeting.
 - b They shall have a proposer and a seconder and shall have the written consent of the nominee.

7 QUORUMS AND VOTING

- i. One third of voting members in general meetings and one half of the committee members in committee meetings shall constitute a quorum.
- ii. Only paid-up members shall be allowed to vote at general meetings.
- iii. At general meetings and committee meetings, unless otherwise stated in these rules, a vote shall be passed by simple majority of the votes cast.
- iv. In the event of a tie the Chairperson shall have the casting vote.

8 CLUB POLICIES

The club is required by law to comply with specific legislation through policies to guide member actions. To lawfully achieve the club's goals, the committee shall ensure that:

- i. Legally required policies are in place.
- ii. Members are aware of the club policies.
- iii. The policies are easily accessible, generally via the club web site.
- iv. Club activities remain within the scope of the policies to ensure compliance with the law.
- v. Policies are maintained to meet changes in club circumstances and the law
- vi. Legally required policies are agreed at an AGM or EGM.

9 FINANCE

- vii. The Treasurer shall maintain a correct record of all incomes, expenditure and assets.
- viii. Expenditure must have the prior approval of the committee.
- ix. All cheques shall be signed by any two of the three signatories nominated by the committee.
- x. A Scrutineer, who is not a member of the committee, shall be appointed by the members to confirm the annual financial accounts and shall have access to all books and accounts of the club. The scrutineer shall sign the accounts as being correct if so found.

10 SPECIAL MEETINGS

- i. A special general meeting may be called by the Secretary for which seven days' notice shall be given.
- ii. A special general meeting shall be called by the Secretary on receipt of a request signed by not less than ten paid-up members stating the reason for such a meeting.

11 INTERNAL COMPETITIONS

- i. There are two types of categories of competitions, Prints and Projected Digital Images (PDIs).
- ii. There are to be three types of competitive activity internal to the club:
 - a Ordinary competitions.
 - b Annual competitions.
 - c Special competitions.
- iii. Entering competitions:
 - a Entry to competitions is only open to paying members.
 - b The member, using a camera, must have originated all images or parts of composite images entered into all competitions.

- c In reasonable time before each competition the Competition Secretary shall notify the members as to the requirements on submitting their entries into the competition, including:
 1. The deadline date and time by which entries shall be submitted.
 2. The maximum number of entries.
 3. The titling of entries.
 4. The identification of entries for elimination purposes if necessary.
 5. Technically how to submit PDI entries and copies of Print entries to the dedicated website.
- d Prints:
 1. To be stiffly mounted on mountboard, card, or similar material.
 2. Unless otherwise stated the mount shall have a minimum size of 17.5cm (long edge) by 12.5cm (short edge) and maximum size 50cm (long edge) by 40cm (short edge).
 3. The title and the member's name to be clearly displayed at the top of the reverse side of the mount.
 4. The member's name to not be displayed on the front of the print or the mount.
- e PDIs:
 1. To have a maximum width of 1400 pixels a maximum height of 1050 pixels.
 2. Saved in a JPG format with a sRGB colour space.
- iv. Scoring and Feedback:
 - a For each competition a judge shall award a first, second and third placed image.
 - b At their discretion a judge can also award a number 'highly commended' images and 'commended' images.
 - c Judges shall be asked to provide positive and encouraging feedback, concentrating on the creative aspects of photography, trying not to discourage potentially inexperienced members.
- v. Ordinary competitions:
 - a Members are given the opportunity to enter images into a variety of open and themed ordinary competitions.
 - b An image, or part of an image, can only ever be entered in to one ordinary competition.
 - c Images placed first, second, third, and those that are 'highly commended' or 'commended' in ordinary competitions score 5, 4, 3, 2, and 1 point respectively that count towards the following annual awards:

1. Wadsworth Shield	3. John Wilcox Trophy
2. Pixel Shield	4. Eric Burger Progress Trophy
- vi. Annual competitions:
 - a Members are given the opportunity to enter their best images into annual competitions.
 - b An image, or part of an image, can only ever be entered in to one of the following annual competitions:

1. Teuchter Trophy	4. Campbell Trophy
2. Jubilee Trophy	5. Byte Trophy
3. Anne Walker Award	6. Joe Green Trophy
 - c Images placed first, second, third, or those that are 'highly commended' or 'commended' in annual competitions do not score points that count towards any awards.
- vii. Special Competitions:
 - a President's Cup to be awarded to the winner of the 'Chair's Challenge'.
 1. The chair decides upon the theme and rules of this competition together with the winner.
 2. Points are not awarded for this competition that count towards any annual awards.
 - b Any ad-hoc informal competitions to discuss images rather than score them.
 - c Any other competitions for the purpose of providing fun, education, or fostering community spirit.
- viii. Recognition:

The club appreciates that as members gain experience and skills that it should be recognised, and so over multiple seasons the club shall accumulate each member's points.

 - a Upon a member gaining 10 points they shall be presented a certificate acknowledging their intermediate status within the club.
 - b Similarly, upon a member gaining an additional 20 points they shall be presented a certificate acknowledging their advanced status within the club.
 - c There is no time limit for a member to accumulate points.

- d Points accumulated by members using the previous schedule are to be divided by 20, rounded up to the nearest integer, and carried forward to be used in the new Recognition system.
 - e Similarly, members who have already been recognised as being of an intermediate or advanced status under the previous schedule are to keep their status.
 - f Members can opt out of being recognised by the club.
- ix. Awards:
- a Trophies and shields are to be awarded as follows:

Teuchter Trophy	Best Colour Print submitted to the Annual ‘Cups’ competition
Jubilee Trophy	Best Monochrome Print submitted to the Annual ‘Cups’ competition
Anne Walker Award	Best Macro Print submitted to the Annual ‘Cups’ competition
Campbell Trophy	Best Print or PDI of the Annual Natural World competition
Wadsworth Shield	Print Worker who has gained the most points during the season
Pixel Shield	PDI Worker who has gained the most points during the season
John Wilcox Trophy	Photographer of the Year is awarded to a competitor who has been a member for more than two seasons who has gaining the most points throughout the season for both Prints and PDIs
Eric Burger Progress Trophy	Rookie Photographer of the Year is awarded to a competitor who has been a member up to two seasons who has gaining the most points throughout the season for both Prints and PDIs
Byte Trophy	Best PDI in the Annual PDI Competition
Joe Green Trophy	Best print in the Annual Print Competition
President’s Cup	Winner of the Chair’s challenge
Ray Reeder Trophy	Awarded to the author of the best ‘low light’ image during the season.
 - b Certificates to be awarded to first, second, and third placed competitors relating to the above awards.
 - c In the event of a tie the winner of an award will be decided upon using the countback technique employed in golfing competitions, totalling-up the scores of the final four, then two, then the final competition if needed. If there is still a tie then the Chairperson will make the ultimate decision.
 - d All shields and trophies to remain the property of the club, and any member holding a shield or trophy shall be responsible for its safekeeping and its maintenance and shall make good any loss or damage occurring whilst it is in his or her custody.
 - e If the person holding the trophy ceases to be a member of the club, then the trophy shall be returned to the Secretary of the club without delay.
 - f It is the responsibility of the club the inscribe the relevant trophies with the names of the winners.
 - g The member to whom a trophy or shield is awarded may, if he or she prefers, leave the trophy in the safekeeping of the Secretary of the club.
 - h The Eric Burger Progress Trophy was presented by Mr Eric Burger in 1976. The trophy is the property of the club. In the event of the disbandment of the club, the trophy shall automatically become the property of Mr Burger or his successors.
- x. Publication and Copyright:
- a. Each member submitting an image for competition is automatically giving permission for the club to use the image for the purposes of the club in fulfilling its objectives and obligations to the membership. This includes the publication of the image in low resolution on the club’s social media platforms.
 - b. The member retains all copyright on any image submitted for competition and full commercial rights over the use of the image beyond the above stated publishing and promotional use by the club.

11 INTER-CLUB COMPETITIONS

- i. Each member may submit up to six prints or PDIs for selection against other clubs.
- ii. Entries shall be submitted to the Competition Secretary in advance of the competition if so requested.
- iii. The club entry shall be selected from these entries by three members nominated by the committee.
- iv. All work must be correctly presented, as described above.

12 WINDING UP OF THE CLUB

- i. In the event of the club ceasing to function, and its affairs being wound up and all liabilities discharged, a special general meeting must be arranged to dispose of any surplus funds or equipment.

13 LIABILITY

- i. The club does not hold itself liable for any property lost on its premises, or for any injury sustained by members or Visitors during meetings or other activities organized by the club.

14 ALTERATIONS TO RULES

- i. The committee shall not institute any new rules, or otherwise amend or rescind, without the approval of a general meeting.

Agreed at the EGM on 17 September 2019

Verified as latest version on 17 September 2019