Yateley Camera Club

Member's Handbook

www.yateleycameraclub.co.uk

Member of:
Southern Counties Photographic Federation (SCPF)
Surrey Photographic Association (SPA)

Affiliated to:
The Photographic Alliance of Great Britain (PAGB)

Section 1 - Introduction 5
Brief History 5
Section 2 - Membership Subscriptions 6
Children, Young People and Vulnerable Adults. 6
Section 3 - Activities and Facilities 8
Meetings 8
Guest speakers 8
Competitions 8
Practical evenings 8
Exhibition 9
AGM 9
Communications 9
Extended summer programme 9
Web site 9
Expert advice 10
Focus Group 10
Other activities 10
Section 4 - Club Organisation 11
Committee Posts and Responsibilities 12
Non-Committee Posts and Responsibilities 13
Section 5 - Internal Club Competitions 14
Overview 14
Photographer's Own Work 14
Image Critique or Review and Focus Sessions 15
The Divisions System 15
Open Print Competitions 16
Open PDI Competitions 16
Theme Competitions 16
Theme Print Competitions 17
Theme PDI Competitions 17
Annual Scoring 17
Count-back System 17
Photographer of the Year 18

Print Submissions 18
PDI Submissions 18
Images Retained by YCC 19
Finals Night 19
Section 6 - Local Inter-Club Competitions 21
Molesworth Cup 21
Rainbow Trophy 21
Heywood Trophy 22
Spectrum Trophy 22
Schedule of Host Clubs for Local Competitions 22
Section 7 - SCPF & SPA Competitions and Membership 23
Photographic Alliance of Great Britain (PAGB) 23
Federation membership and inter-club competitions 23
Section 8 – External Competitions 25
Introduction 25
External Competitions Entered 25
Initial Selection of Images 26
The Selection Panels 26
Reviewing and scoring Prints 27
Reviewing and scoring PDIs 27
Final selection of images for external competitions 27
Guidelines for retaining prints and PDIs to be included in the next panel selection 27
Section 9 - Annual Exhibition of Photography 28
Half Rack 29
..... 29
Bun Welham Trophy 29
Footprint Trophy 29
Appendix 1 31
Data Protection Act 2018 31
Appendix 2 32
Yateley Camera Club Privacy Notice 32
Appendix 3 33
Yateley Camera Club Constitution 33

Appendix 4 35

Revision History 35

Section 1 - Introduction

This handbook contains the Rules, Regulations and general information for members of Yateley Camera Club.

Yateley Camera Club is a friendly, easy going camera club that welcomes anybody, of any age, with an interest in all things photographic. Hopefully this handbook will provide you with a starting point to all those questions about the club, but it cannot hope to cover everything, so if there is something that you would like to know please ask one of the committee members.

Brief History

Yateley Camera Club came into being from evening classes in photographic portraiture organised by Hampshire County Council and tutored by Francis Spooner. Several of the students developed friendships and re-joined the evening classes each year. In 1974 Francis and David Watts (Centre Warden) arranged an inaugural meeting of the students and at this meeting Yateley Camera Club was born. Roland Portsmouth was elected our first Chairman and right from the start cultivated the friendly atmosphere that still exists today. Francis Spooner was elected President, a post he held until his death in April 2018. A membership of over 80 has been maintained for many years.

You can find a copy of this handbook on the Club's web site: www.yateleycameraclub.co.uk

The document can be read online or downloaded as a pdf file.

Amendments and comments about this document should be passed to the Handbook Editor. The document will be updated as and when necessary.

Section 2 - Membership Subscriptions

Annual subscriptions for membership of Yateley Camera Club are decided on at the AGM on recommendation of the current Honorary Treasurer and are payable at the start of the camera club season in September. The monies collected cover the costs of hiring the meeting room(s), cost of speakers and judges, and general running of the club.

The Club is a non-profit making organization and the subscription fee levels are set to cover the cost of running the club over the season.

The current fees are shown in the Club Programme, and payment should be made to the Club's bank account by direct bank transfer, members wishing to use any other method should contact the treasurer, a card reader machine is also available. Members wishing to pay by direct transfer should contact the treasurer for details. The types of membership subscription are:

- Standard individual
- Family (members of the same family living at the same address)
- Student (individual in full-time education)

Children, Young People and Vulnerable Adults.

The following paragraphs detail the Yateley Camera Club policy, in respect to the above. This policy has been prepared following the advice given in the PAGB document Children, Young People and Vulnerable Adults attending Club Meetings, Issue 1, dated 17th Feb 2015. This document may be found on the PAGB website:

http://thepagb.org.uk/wp-content/uploads/child_protection.pdf

For the purpose of this policy, Children, Young People and Vulnerable Adults will hereafter be referred to as vulnerable individuals.

Anyone under the age of 18 must always be accompanied by a responsible adult (e.g. parent or guardian), while attending a club evening, or any other activity organised by YCC. This also applies to anyone over that age, who could be considered as being a 'vulnerable adult'. The **responsible adult** assumes full responsibility for protecting the vulnerable individual from any form of abuse, be it sexual, emotional or physical and from exploitation or any other action or activity that may be considered harmful.

The minimum age for a student member of YCC is 16 years. The minimum age for a guest is 12 Years. Please note that in both instances, the vulnerable individual must be always accompanied by a **responsible adult**, as detailed in the previous paragraph.

The **responsible adult** must be a full member of YCC. As such they will understand the nature of the images being displayed, or the activities on a particular club evening and will be able to decide if these are appropriate for the vulnerable individual to see or take part in. The **responsible adult** accepts full responsibility for this decision. It is not YCC policy to provocatively display adult themed images, though it is entirely possible on artistic grounds that they may be displayed appropriately. The **responsible adult** fully accepts this.

All club members are encouraged to read the PAGB document as it may apply, for instance, when taking photographs of friend's children or at school events.

Section 3 - Activities and Facilities

Meetings

The club usually meets at 7.45pm (for an 8.00pm start) on Wednesdays from September to May, at The Tythings, Reading Road, Yateley, Hampshire GU46 7RP. The final meeting of the year is usually the last Wednesday in May, but there can be an informal extended summer programme during June, July and August. The normal club meetings last approximately two hours with a 15-minute break for refreshments and close about 10.00 pm. Due to advances in technology occasional meetings may be held over Zoom.

Guest speakers

Guest speakers are invited to the club during the season to talk on a wide range of photographic and related subjects. Speakers may use prints, slides or projected digital images (PDIs) to illustrate their talks, although occasionally a speaker will demonstrate printing, mounting or framing techniques. Occasionally the club will arrange for a “well known” photographer to speak to the club. These evenings may be held at other (larger) venues than the usual club meeting room to accommodate a larger audience.

Competitions

The club runs several internal competitions for its members throughout the season and takes part in several local inter-club competitions.

Both Print and PDI internal competitions are run and all paid up members are eligible (and encouraged) to enter. Please see Section 5 of this document for details and rules.

Please see Section 6 of this document for details of the local inter-club competitions.

The club is a member of the **Southern Counties Photographic Federation (SCPF) and Surrey Photographic Association (SPA)** and takes part in competitions organised by these organisations. Please see Section 7 of this document for details.

Practical evenings

The club runs a series of ‘practical’ evenings throughout the season. These are normally organised as part of the annual programme, but please refer to the current programme to confirm the dates. These evenings are run so that members can take part in, as the title suggests, a more practical evening. In the past studio, high-speed flash, table-top and Photoshop evenings have been run by the members.

The current programme will show the dates of the practical evenings and the theme of the evening: sometimes cameras will be required, other times a memory stick with images. Members will be informed 1-2 weeks before the meeting. There is a small additional fee for these evenings.

Exhibition

The annual exhibition is the highlight of the club's season. The exhibition is held at the same time as the Yateley May Fayre and uses the normal meeting room in The Tythings. It is for prints only and there is a separate section on the exhibition.

All members are encouraged to enter the exhibition, but if you are not sure please speak to one of the experienced members who will be able to give you any necessary help and advice.

Section 8 of this document gives more information about the annual exhibition.

AGM

The annual general meeting (AGM) is normally held the last Wednesday of the season's programme. This is a chance for the club to state its progress and position to the members, with reports from the president, chair, secretary, treasurer and other committee posts. Any proposed changes to the club's constitution (see Appendix 3) can be put to the meeting and agreed or otherwise. This is also a chance for the members to raise any issues, although this should be done two weeks prior to the AGM, according to the club's constitution.

Communications

At each meeting the Chair will make announcements about forthcoming events. Notices and other information will be displayed on a table in the meeting room and can contain information such as competition results, external photographic competitions, photographic exhibitions and other photographic related information. In addition, the web site will be updated regularly with relevant information. A weekly bulletin, a relevant What's App group and E-mail may also be used to disseminate information; members who do not have internet access should contact the secretary and the programme secretary to arrange suitable alternatives. There is also an informal Facebook page that members and non-members can join. The club's website has a bulletin section that is only available to club members who have registered. Communications to members are regularly made via this method

Extended summer programme

The Club season runs from September to the last Wednesday in May. To maintain contact with club members during the 'closed' season several events may be organised during June, July and August on the usual club nights. These events may be more practical in nature and may be outside to take advantage of the lighter evenings. The extended programme events are self-funding so if a room is required then a small charge is made to the members attending to cover these costs.

Please refer to the current programme or website for details of these evenings or listen out for the announcements towards the end of the season.

Web site

The club maintains a web site at www.yateleycameraclub.co.uk where you will find the most up to date information about the programme, exhibition and general club information, as well as a copy of this document. Each member has a gallery on the website where they can display a maximum of 20 images.

Expert advice

The club has many experienced photographers amongst its members, so advice and guidance on virtually any aspect of photography is readily available. Please speak to the Development Secretary if you want to know the right person to answer your photographic questions.

Image critique

Members who wish for constructive comments on their images can submit them to the Showcase area of the club website. Other members can then add their comments on the image. If digital manipulation suggestions are wanted, then the Focus Group (see below) is ideal.

Focus Group

The Focus Group is a sub section of the Yateley Camera Club and meets on the second Tuesday of each month via Zoom for two hours from 8:00pm. The purpose of this group is to provide a forum where members can submit an image for honest critique from the other members. This is useful for new members who may be apprehensive about submitting an image into a club competition. It is also useful for all members to learn new techniques in post-processing their images. Each image is discussed and commented on, and different edits are made using Lightroom and Photoshop. As part of the editing process, we discuss different views on composition. Typically there are 10-12 members at each meeting, this allows ample time for discussion.

Other activities

The club has on occasion run photographic trips to events or places of interest. If a mini-bus or coach is booked, then a charge will be made. Otherwise, it might just be a group of club members getting together to go to photograph a local event and sharing transport costs.

The club may run other activities not described in this handbook. Please check the website and listen out for announcements and details.

Section 4 - Club Organisation

Appendix 3 of this document shows, in full, the Yateley Camera Club constitution. Several officers and members are elected at the AGM to serve on the committee, and these individuals take on their roles with immediate effect following the AGM. Although for some roles there will be a hand over period to ensure a smooth transition from person to person.

The constitution states the officers of the club are:

- President
- Chairman
- Vice Chairman
- Vice President
- Secretary
- Honorary Treasurer
- Programme Secretary
- Membership Secretary
- Internal Competition Secretary
- External Competition Secretary
- Exhibition Secretary
- Development Secretary

These members make up the committee.

The elected committee manages the affairs of the club. However, there are many other roles and jobs that need doing within the club such as organising refreshments (tea and coffee) on club evenings, organising and selling raffle tickets, to name just two. The committee is always looking for willing volunteers so please speak to one of the committee members if you can assist.

For information a short description of the role and responsibilities of the officers of the club and other voluntary positions is shown below.

The current officers of the club, committee members and those people filling the voluntary positions are shown on the Club's website.

Committee Posts and Responsibilities

President	An honorary position given for life to a member who has served the club in exemplary fashion over the years. The President is the 'statesman' of the club
Chairman	Hosts the meetings, greeting and introducing the invited speaker or judge. Provides announcements during the evening and closes the meeting at the end of the evening. The Chairman chairs the committee meetings and the AGM.
Vice Chairman	Deputises when the Chairman is not available.
Vice President	An elected position voted for at the AGM, the Vice-President is a member of the club who has served the club over the years.
Secretary	The administrative hub of the camera club. The Secretary records the minutes of the committee meeting and minutes of the AGM. The Secretary is the contact for the federations and PAGB affiliations. All correspondence should be directed through the club Secretary.
Honorary Treasurer	Responsible for recording the club's finances. The Treasurer collects all subscriptions, collects all monies generated and pays all bills owing, including the charges made by invited speakers and judges. Responsible for generating a full set of accounts for auditing. The audited accounts should be presented at the AGM.
Programme Secretary	Responsible for organising the programme for the following season by booking the speakers and judges as necessary. Organise the programme to make sure that all the competitions are scheduled including the external competitions that are held at other clubs. The Programme Secretary also ensures that the current season programme runs smoothly by sending out reminders to speakers and judges.
Membership Secretary	Receives applications for membership and maintains an up-to-date list of members. Keeps an attendance sheet for each evening in case of emergency evacuation of the premises.
Internal Competition Secretary	Responsible for the running of the internal competitions. Ensures that the judge's marks are recorded and maintaining the competition records.
External Competition Secretary	Responsible for organising the club's entry for the external competitions such as SCPF and SPA competitions. This post may be assumed by more than one person depending upon the willingness of members to take on the roles.
Exhibition Secretary	Responsible for the organisation of the annual exhibition and any smaller exhibitions the club may hold during the season. Responsible for ensuring that the appropriate venues are booked, and the relevant information is available to club members to enter the exhibition. Also responsible for ensuring that if other clubs or organisations are invited to participate in the exhibition, that they are invited and have all the relevant information. The Exhibition Secretary may ask other members to form an exhibition sub-committee to carry out all the necessary arrangements to hold the exhibition(s).
Development Secretary	Responsible for understanding the needs of new and existing members and finding solutions to such needs by working with the Committee, Programme Secretary and individual members who can provide coaching/training

Non-Committee Posts and Responsibilities

SCPF Rep	Represents the club at the SCPF by attending the regular meetings and as appropriate other meetings associated with the SCPF. Also, the secondary contact for communications from the SCPF and SCPF Clubs and passing on received communicates to club members.
SPA Rep	Represents the club at the SPA by attending the regular meetings and as appropriate other meetings associated with the SPA. Also, the secondary contact for communications from the SPA and SPA Clubs and passing on received communicates to club members.
Publicity Officer	Responsible for all matters involving publicity of club activities to the local area and wider afield (for example national photographic magazines) The Publicity Officer will work closely with the Exhibition Secretary to ensure that a wide coverage of the exhibition is achieved.
Web-site co-ordinator	Responsible for the content of the club's website and ensuring that the web-site information is kept current and up to date.
Handbook Editor	Responsible for maintaining and updating this document. Considering any suggested changes, making the changes deemed necessary and maintaining version control on this document. Responsible for letting the club members know of any changes to the document and ensuring that the web-site version is kept current and up to date.
Digital Image Co-ordinator	Co-ordinates the PDI competitions by ensuring that all the entries are collated and ready to be projected on the competition evenings. Responsible for setting up the projector on competition evenings and others as appropriate
Refreshments Organiser	Organises the provision of tea, coffee and biscuits at the interval during a regular club evening.
Raffle Organiser	Ensures that raffle prizes are available, and tickets are sold on the appropriate evenings.

Section 5 - Internal Club Competitions

Overview

Each season the Club runs the following internal competitions: **Open Print, Open PDI, Theme Print, Theme PDI** and **Finals Night**. The rules applicable to each competition are explained in this section.

The competitions are judged by independent judges who are invited to the club to provide a constructive critique of each image before awarding marks out of 10 for each image or by selecting the winning entry, depending upon the competition. Judges are encouraged to use a 'full' range of marks when scoring images. In practice this would be from 7 to 10 in Division 2 and from 6 to 10 in Division 1. Where competitions are not divided into divisions, the marking should be from 6 to 10. Half marks are included for all.

All marks are recorded by the Internal Competition Secretary and used to determine the Annual Winners.

Results are to be published on the Members' Section of the club website as soon as is practicable after the competition.

The Open Print and Open PDI competitions are separated into 2 divisions: Division 1 and Division 2. The Theme Print, Theme PDI and Finals Night competitions are *not* divided into divisions and are open to all YCC members.

To further develop member's photography an image can only be entered once in any YCC Internal Competition (open or theme, print or PDI). The only exception is, of course, Finals Night**. All images must be substantially different.** In the context of this handbook, *substantially different* means that images should not share, or appear to share the same content and composition. As this may be a subjective judgement, it is hoped that members will understand the spirit of this rule and act accordingly. The Committee also have the right to examine metadata on images in question.

Photographer's Own Work

Yateley Camera Club (YCC) is a member of the Southern Counties Photographic Federation (SCPF), the Surrey Photographic Association (SPA) and is also affiliated to The Photographic Alliance of Great Britain (PAGB).

YCC follows the competition rules laid down by the PAGB, and by extension the SCPF. Regards to originality: "Images must be entirely the work of the Photographer". In composite images, all component images must meet this requirement. For the avoidance of doubt, use of images from any other source including, but not limited to, royalty free image banks and clipart and the use of AI are not permitted.

All competition entries at YCC, projected or printed, must therefore meet these rules. Any images entered for internal competition at the club or for external competition or league must be entirely the work of the Photographer

Guidance: To develop their photography, members are encouraged to attend professionally run Photography Workshops. The skills and lessons learned from these may be applied to the member's

own photography, and images that are subsequently created and that are wholly the work of the member may then be entered into YCC competitions. Images taken under the guidance and tutelage of Professionals (paid or not) at Photography Workshops are not considered to be the "Photographer's Own Work" and should not therefore be entered into YCC competitions.

Image Critique or Review and Focus Sessions

From time to time, YCC holds Image Critique or Image Review Sessions. These may be hosted by a YCC member, or an external judge. The aim of these sessions is to give guidance to members on how their images may be improved. As these images are initially the photographer's own work and any improvements will be carried out by the photographer him/herself, such images are eligible for YCC competitions.

YCC holds monthly Focus Sessions, where members' images are discussed and suggestions made for improvement. An image modified by the session leader is of course ineligible for competitions, but the same image subsequently modified by the photographer him/herself, in the light of suggestions made, is eligible.

From time to time, YCC holds Virtual competitions (VYCC). These competitions are not considered part of the usual Open Print, PDI or Theme competitions, so images entered in VYCC competitions may also be entered into YCC competitions.

Images entered in Un-judged (UJ) classes may subsequently be entered into scored classes, with or without modification.

To be clear, any editing or modifications to an image must be carried out by the photographer him/herself, otherwise the image cannot be the 'Photographer's own work' and is therefore ineligible for YCC and external competitions. Also, where parties other than the photographer have made a significant creative contribution to the image, the photographer must consider whether their own contribution is sufficient to claim the image as their own work. If the photographer is in any doubt over this, he/she should not enter the image into competitions.

The Divisions System

YCC Members are separated into Divisions for Open Print and Open PDI competitions. A member may be in the same Division for both competitions or different divisions for each competition.

At the end of the season the top four (4) competitors in Open Print Division 2 will generally be transferred to Open Print Division 1 and the bottom four (4) competitors in Open Print Division 1 will generally be relegated to Open Print Division 2.

Similarly, at the end of the season the top four (4) competitors in Open PDI Division 2 will generally be transferred to Open PDI Division 1 and the bottom four (4) competitors in Open PDI Division 1 will generally be relegated to Open PDI Division 2.

The committee will review the number moving from Division 1 to Division 2 (Print and PDI) and vice-versa to ensure a balance between the divisions.

Members who are dissatisfied with competing in a particular division may be allowed to transfer to another division. Requests for such transfers shall be made to the Internal Competition Secretary. Requests for transfer will be at the discretion of the Committee.

A new member joining the Club will start in Division 2 for both Print and PDI competitions.

Open Print Competitions

Four (4) Open Print competition evenings will be held throughout the season. Entries for Division 1 and Division 2 will be accepted. Each member may enter up to two (2) prints in their division per competition.

The work is to originate from a photographic image (film or digital), enhancement or manipulation by any existing technologies must be the work of the member, and commercial printing is acceptable. The work is to be mounted, and the mount size is not to exceed 500mm x 400mm. Note: Members are encouraged to mount their prints on 500mm x 400mm board, since this mount size is the standard size for SCPF and SPA competitions. Please note the details in the **Print Submissions** section. A PDI submission is also required for each image.

Entries are to be made via the club's website (Competitions) before 23.59 on the Sunday evening before the competition. Please note the details in the **PDI Submissions** section.

The judge will award a mark out of 10, including half-marks, for each image. All marks will be recorded, but only the best 6 marks (out of a possible 8) will go towards the photographer's final total for the year.

Open PDI Competitions

Four (4) Open PDI competition evenings will be held throughout the season. Entries for Division 1, Division 2 and Critique Only classes will be accepted. Each member may enter up to two (2) PDIs in their division per competition.

All the work included is to originate from a photographic image/images taken by the photographer and can be enhanced/manipulated by any existing technologies by the member.

Entries are to be made via the club's website (Competitions) before 23.59 on the Sunday evening before the competition. Please note the details in the **PDI Submissions** section.

The judge will award a mark out of 10, including half-marks, for each image (Division 1 and Division 2 classes only). All marks will be recorded, but only the best 6 marks (out of a possible 8) will go towards the photographer's final total for the year.

Theme Competitions

The Theme Competitions are *not* separated into divisions and are open to all Members.

Throughout the season three (3) Theme competitions will be held. The subjects for these competitions will be announced at the end of the previous club season, to allow members to produce work ready for the first competition of the following season. The subjects will be different for the Print and PDI Competitions.

Please note the title of the theme and enter images that interpret this theme. It is a condition of the Theme competitions that **images entered must have been taken after the announcement of the Themes** (generally at the AGM). This is intended to encourage members to take images *specifically* for the theme competition, rather than select old images that 'fit the theme'. Again, images must only be used once in any internal competition. See last paragraph of *Overview*, above.

Rounds of the Theme Print Competitions and Theme PDI Competitions will be held on the same evening and 4 entries in total (2 Prints and 2 PDIs) are allowed per member per competition.

Theme Print Competitions

The work is to originate from a photographic image (film or digital), enhancement or manipulation by any existing technologies must be the work of the member, and commercial printing is acceptable. The work is to be mounted, and the mount size is not to exceed 500mm x 400mm. Note: Members are encouraged to mount their prints on 500mm x 400mm board, since this mount size is the standard size for SCPF and SPA competitions.

Entries are to be made via the club's website (Competitions) before 23.59 on the Sunday evening before the competition. Please note the details in the **PDI Submissions** section.

The judge will award a mark out of 10, including half-marks, for each image. All marks will be recorded, but only the best 4 marks (out of a possible 6) will go towards the photographer's final total for the year.

Theme PDI Competitions

All the work included is to originate from a photographic image/images taken by the photographer and can be enhanced/manipulated by any existing technologies by the member.

Entries are to be made via the club's website (Competitions) before 23.59 on the Sunday evening before the competition. Please note the details in the **PDI Submissions** section.

The judge will award a mark out of 10, including half-marks, for each image. All marks will be recorded, but only the best 4 marks (out of a possible 6) will go towards the photographer's final total for the year.

Annual Scoring

All scores will be recorded for each Internal Competition, as described above. The Internal Competition Secretary will display the results on the Forum, after each competition. The 'league tables' for each Division will also be shown and after the final competitions, these tables will determine the winning, promoted or relegated photographers in each competition, as described in **The Divisions System** section.

Count-back System

In the event of a tie, the best scores of *all* competitions will be considered. (So, there is a potential benefit in members entering all competitions).

If there is still a tie then the Competition Secretary will consider the highest score from the members concerned, then the next highest, and so on, until a differential is obtained giving a clear winner.

If after all entries have been considered, there is still no clear winner, then a tie will be announced.

Photographer of the Year

All the Internal Competition scores are aggregated in the Photographer of the Year (POTY) table. This table is updated after each competition and at the conclusion of the last Internal Competition of the season, the winning photographer is shown.

Incidentally, the POTY table shows a complete record of scores for each photographer, for all 14 Internal Competitions.

Print Submissions

Prints must be handed in to the Competition Secretary by 7.45 pm on the competition evening. Entries are to be made via the club's website (Competitions) before midnight on the Saturday before the competition. Please note the details in the **PDI Submissions** section.

The competitor must mark prints on the back of the mount with the following:

- Name
- Title of Image (Note: Titling a print 'Untitled' is not allowed. Title length to be no more than 35 characters including spaces)
- Date
- Judge
- Competition Section: (Open or Theme)
- Division 1 or Division 2 (Open Competitions only)

There is a template available on the club's website for members to print their own labels.

The Internal Competition Secretary is to ensure that the marks awarded are entered on the back of the Print and recorded on the competition sheet for the evening and entered the competition spreadsheet.

PDI Submissions

Entries are to be made via the club's website (Competitions) before 23.59 on the Sunday evening before the competition. Please note the details in the **PDI Submissions** section.

It is important that images are re-sized for projection otherwise they will not project correctly. The maximum size for projecting a landscape image is 1600 pixels wide by 1200 pixels high. Please check that ***neither*** of these values is exceeded. If either is exceeded, then it must be reduced and the other changed in proportion. If the image is portrait format, then it will have to be resized it so that the height is no more than 1200 pixels. This does mean that portrait shaped images are smaller on the screen than landscapes. Images not correctly sized and formatted will not be accepted. The file must be submitted as a maximum quality Jpeg (.jpg) file in sRGB colour workspace. Typically, this will produce a file size between 800kb and 1.6Mb. The competition entry on the website has a restricted maximum file size of 2Mb.

For Interclub competitions, **Spectrum, Heywood, Molesworth & Rainbow:**

The following applies to these competitions **only when hosted by YCC.**

Members must enter via the website (Competitions) other clubs will submit via email.

When hosted by FCC or AFFCC, members must follow the submission instructions advised by the host club.

Advice on re-sizing digital images can be found on the Members' Section of the club website at www.yateleycameraclub.co.uk

Any PDI image submitted for a club competition may be used on the club website, unless a member sends a request in writing to the PDI Co-Ordinator that their images should not be used on the club website. Copyright of the original author will be preserved.

Images Retained by YCC

Prints that score 9 or more (or are selected by the External Competition Secretary) in Internal Competitions, will be retained by YCC to go forward to the selection process for Images to be used to represent YCC in External Competitions. These will, or course, be returned to the photographer in due course. If any are required by the photographer for, say, the YCC Annual Exhibition, please contact the External Competition Secretary.

PDI's that score 9 or more will also be chosen to go forward to the selection process for Images to be used to represent YCC in External Competitions.

Finals Night

This competition is held on the last meeting of the season to find the best Print and the best PDI from the year's Open and Theme Internal Competitions. Members will be advised how many images they may enter for the evening. Images for Finals Night must have been previously entered in Open or Theme Internal Competitions in the current season. Images entered in Local Inter-Club competitions; Molesworth, Rainbow, Heywood and Spectrum (or any other competition) are not eligible, unless they have also been entered in Open or Theme Internal Competitions.

No changes are permitted to any Finals Night Image, different crop, exposure adjustment, etc., etc. The image must be as identical as it was when entered in the Internal Competition. Generally, a print will have been retained by the External Competition Secretary anyway and PDIs will be stored on the Club Laptop. So, members do not have to re-submit images for Finals Night. Also, an image originally entered as a PDI cannot be entered on Finals Night as a Print and vice-versa.

This competition is *not* separated into divisions and is open to all Members.

The criteria for a **single** print entry are as follows:

- A member must have entered at least 3 Open Print Competitions
- Alternatively, a member must have scored a 10 in Print Competitions (Open and Theme)

The criterion for a **second** print entry is as follows:

- A member must have scored 3 or more 10's in Print Competitions (Open and Theme)

The criterion for a **third** print entry is as follows:

- A member must have scored 5 or more 10's in Print Competitions (Open and Theme)

The criteria for PDI entries are the same as above, substituting 'PDI' for 'Print'

Please note that the above criteria may be adjusted each year, to keep the entries down to a reasonable number for judging on the night.

Judging will be done by an external judge who will critique each print and PDI and award a First, Second and Highly Commend to the best prints and PDIs on the night.

Section 6 - Local Inter-Club Competitions

Molesworth Cup and Rainbow Trophy, Heywood Trophy and Spectrum Trophy – These competitions aim to promote a spirit of friendly rivalry with local clubs and seek to cover a wide range of photographic techniques. All paid-up club members are eligible to compete, there is no selection process. The other clubs involved, and their meeting venues are:

Aldershot, Farnham & Fleet CC - Hale Institute Village Hall, Wings Rd, Farnham GU9 0HN

Farnborough CC - Cody Sports and Social Club (CSSC). The Fairway, Farnborough GU14 0LP.

The hosting of these competitions is rotated between the clubs. The host club is responsible for arranging the meeting, providing a judge and informing the other clubs how entries are to be submitted. Please refer to the current programme to find out when and where the competitions are held during the current season.

Members entering prints and projected digital images (PDIs) are encouraged to attend the competition. In addition, they shall inform the host club of the title(s) of their entry at least 7 days before the competition, along with a PDI Thumbnail of the entered print(s). Prints shall be handed in to the host club at least 15 minutes prior to the published start time of the respective competition – different rules apply to PDIs (see below).

Images entered in the 4 competitions should not have been entered in any of the 4 competitions previously. Hence an image once used in one of the competitions may not be used in another format on the same evening or later. For this rule, an image will be deemed to be the same as another, albeit in a different format, where there are no material differences between the two. All images must be the original work of the photographer. All images entered will be displayed for assessment by the judge. Images must have titles which will be read out during the judging. The judge will be asked to select several images for further consideration and from these to choose First, Second, Third and a small number of Highly Commended.

Please note that for the Molesworth and Rainbow competitions, **a PDI version of each print is also required to be submitted**. PDIs for all four competitions should be entered in accordance with the usual PDI Submission rules, above.

Molesworth Cup

Images eligible for entry in the Molesworth Cup competition are **monochrome prints**, which means black and white photographs plus fully toned images which have one colour across the whole image e.g. sepia. (Monochrome images with one colour highlighting part of the subject matter will not be accepted in this competition but will be eligible for the Rainbow Trophy.) The size of the print, including the mount, must not exceed 500mm by 400mm, in either landscape or portrait format.

Rainbow Trophy

Images eligible for entry in the Rainbow Trophy competition are **colour prints**. Prints may be derived from any photographic process and must be mounted. The size of the print, including the mount, must not exceed 50cm by 40cm, in either landscape or portrait format. Each print must have the title of the image and the photographer's name and club written clearly on the back.

The Molesworth Cup and Rainbow Trophy are usually held on the same evening. Club members may enter one print in the Molesworth Cup and one print in the Rainbow trophy.

Heywood Trophy

Images eligible for entry in the Heywood Trophy competition are **PDIs of any kind**, if the original image was produced photographically.

Spectrum Trophy

Images eligible for entry in the Spectrum Trophy competition are **PDIs** that fall within the type of photography indicated by the Set Topic for the respective year of the competition as advised by the host club. The Set Topics are listed below and will be used on a cyclical basis:

- Natural History
- Street Photography
- Action Photography
- Portraiture (Formal and Informal)
- Landscapes
- Black and White or Monochrome
- Creative
- Architecture
- Macro and Micro

The host club is responsible for advising the specific requirements for preparing and titling of the PDIs, but certain standards will apply:

- Maximum image size – as advised by the host club at least 1 month prior to the competition.
- Image format – jpeg format should be used, and the colour space sRGB.
- Timing – all images to be with the host club at least 7 days prior to the competition, sent either by email or uploaded to a website as stipulated by the host club.
- Identification – each member entering the competition shall provide adequate information on titles and photographer's name and club with each image file in the format specified.

The Heywood Trophy and Spectrum Trophy are usually held on the same evening. Club members may enter one PDI in the Heywood Trophy and one PDI in the Spectrum Trophy.

Schedule of Host Clubs for Local Competitions

Season	Molesworth Cup & Rainbow Trophy	Spectrum Trophy & Heywood Trophy
2025/26	Farnborough CC	Yateley CC
2026/27	Yateley CC	Aldershot, Farnham & Fleet CC
2027/28	Aldershot, Farnham & Fleet CC	Farnborough CC
2028/29	Farnborough CC	Yateley CC
2029/30	Yateley CC	Aldershot, Farnham & Fleet CC
2030/31	Aldershot, Farnham & Fleet CC	Farnborough CC
2031/32	Farnborough CC	Yateley CC
2032/33	Yateley CC	Aldershot, Farnham & Fleet CC

Section 7 - SCPF & SPA Competitions and Membership

Photographic Alliance of Great Britain (PAGB)

Yateley Camera Club is affiliated to the PAGB through its membership of the Southern Counties Photographic Federation (SCPF) and the Surrey Photographic Association (SPA).

The following is taken from the PAGB website (http://www.thepagb.org.uk) which best describes the role of the PAGB.

"The Photographic Alliance of Great Britain (PAGB) is an organisation that co-ordinates specific activities for photographic clubs in England, Scotland, Wales & Northern Ireland. It does this through 15 geographical regions known as Federations.

The PAGB organises national competitive photographic events for its Federations and for clubs. It also offers other services such as Recorded Lectures to clubs and its own photographic Distinctions (known as awards for photographic merit) direct to qualifying club members.

The PAGB has strong links with similar organisations in different countries throughout the world through its membership of FIAP (The International Federation of Photographic Art). Individual membership to the PAGB is not possible. Access to the facilities described above is via membership of a club that is affiliated to the PAGB through its Federation.

The PAGB is run by an Executive Committee whose members are nominated and elected from members of each Federation at the Annual General Meeting each April. This executive meets three times per year to discuss and arrange the events and matters related to the PAGB."

Please refer to the PAGB website for more information.

The PAGB produces a regular e-newsletter, which is distributed by our SCPF/SPA Rep to members via the Forum.

Federation membership and inter-club competitions

As Yateley is close to the Hampshire / Surrey border the club is allowed to be a member of both the SCPF and SPA:

- Southern Counties Photographic Federation - http://www.southerncountiespf.org.uk/
- Surrey Photographic Association - http://www.surreypa.org.uk/

As members of these federations the club is entitled to compete in the inter-club competitions and to take part in the federation events.

SCPF holds an annual exhibition and organise the Print and PDI Leagues and Annual Print and PDI Championships that the club enters.

SPA organise annual Inter-Club Print and PDI Championships which the club enters, an Individual's Print and PDI Competition and holds a biennial exhibition for members of SPA Clubs.

If you are asked to contribute prints and digital images to the selection process for these competitions, please make every effort to do so. There are several rules that the club must follow, such as a maximum number of images from any one member, and so the more prints and PDIs available for selection, then potentially the stronger our section will be. Please remember though, that any prints or PDIs selected will need to be retained by the club for the season.

Section 8 – External Competitions

Introduction

As stated in the Club's Constitution "A further aim is to develop a high club profile and ensure that YCC continues to be held in high regard throughout the local communities in the U.K. and Europe."

To this end, the club has an ambition to get into and stay in the top divisions of the print and PDI leagues in which we participate, to win awards in those competitions in which we participate, and to promote the work of individual members.

The External Competitions Secretary (ECS) is responsible for managing the process of selecting suitable images and for entering these images into appropriate external competitions. It should be noted that the actual selection of images is not down to the ECS alone, but rather to a panel of members, selected from club members that have performed well in YCC internal competitions.

External Competitions Entered

As of March 2024, YCC participates in the following external competitions:

PDI Competitions	Description	No of Images
SCPF League	8 images; max 2 images per member; rounds normally between 1 Nov and 31 Mar; images can be used only once in the league.	8
SCPF Championship	15 images, max 3 per member; judging held end March	15
SCPF Exhibition	8 images. Max 2 per member. Normally each November	8
SPA Open	Individual; max 2 images per category; October	
SPA Nature	Individual; max 2 images per category; October	
SPA ICC Open	16 images; min 8 members; max 2 per member; normally held in May	16
SPA ICC Nature	8 images; min 3 members; max 3 per member; normally held in May	8
PAGB GB Cup - Open	Best 12 images score; no nature; at least 4 members; max 4 images per member;	12-18
PAGB GB Cup - Nature	Best 12 images score; at least 4 members; max 4 images per member;	12-18

Print Competitions	Description	No of Images
SCPF League	8 images; max 2 images per member; rounds normally between 1 Nov and 31 Mar; images can be used only once in league.	8
SCPF Championship	15 images, max 3 per member; judging held end March	15
SCPF Exhibition	8 images. Max 2 per member. Normally each November. Prints displayed in 3 rows of 2 prints; the centre row must be 2 landscape-orientation prints.	8
SPA Open	Individual; max 2 images per category; October;	
SPA Nature	Individual; max 2 images per category; October;	

SPA ICC Open	16 Prints, min 4 monochrome, min 10 members; max 2 per member; normally held in November	16
SPA ICC Nature	8 Prints, min 3 members; max 3 per member; normally held in November	8
PAGB GB Cup - Nature	Min 3 max 21 images; max 3 images per member; winners decided on best 10 scores;	10

Initial Selection of Images

The initial selection of images that will be considered for external competitions is made by the score they receive in internal competitions. Any Print or PDI in any Open or Theme internal competition scoring 9 or above will be retained, for possible entry in external competitions. This applies to entries in both Division 1 and Division 2

In addition, Prints or PDIs from Division 1 that score 8.5 may be retained if the ECS considers that the image is worthy of consideration.

The Selection Panels

A total of four Selection Panels are required for the final selection of images. Two panels sit in June, one for Prints and one for PDIs and similarly, two in January. Each panel comprises 4 of the top-performing members from the previous season, plus the ECS.

On completion of the annual Open Print and PDI internal competitions in May, the league tables are available to identify YCC's best-performing photographers. For selecting the panel members, the league tables for Open Print Div 1 and Open PDI Div 1 are combined, giving a list of members in descending order, based on their best 5 scores (out of 6 competitions) for both Print and PDI classes. Where members appear in both classes, their *lower* scoring record is deleted, so they only appear once in the list. Thus the 8 best-performing members are identified, excluding the ECS.

If any member does not want to be on a Selection Panel, then that member will be removed from the list and the place will be offered to the 9th placed member, and so on.

The Print Selection Panel for June will usually be members finishing in the top positions in the Print league.

The PDI Selection Panel for June will be those 8 members not selected for the Print Selection Panel.

The PDI Selection Panel for January will be those members who participated in the June Print Selection Panel

The Print Selection Panel for January will be those members who participated in the June PDI Selection Panel.

If any member is unable to attend a particular Selection Panel, then the members may be swapped or substituted, at the discretion of the ECS.

Reviewing and scoring Prints

Prints are displayed at the Tythings or another local venue on a Saturday, and the five panel members will attend in person to review and score images. Completed score sheets are emailed to the ECS.

Reviewing and scoring PDIs

- Each panel member downloads the images to be reviewed from the YCC Google Drive for scoring at home. Completed score sheets are emailed to the ECS.

Final selection of images for external competitions

Panel members score an image between 2 and 5 marks. Each image has total points scored out of 25, and a mid-3 score, where the highest and lowest marks are excluded, giving a total points score out of 15. To qualify for final selection and entry into external competitions an image must score a minimum of 12.

Once the panel has scored the PDIs and prints, the ECS will produce a shortlist of images having a mid-score of 12 or more. Each panel member will provide a critique, if appropriate, of each image if they feel that an image would be strengthened by further processing and/or printing. The photographer concerned will be asked if they wish to re-process their image, which will then be subject to a revised scoring process.

It may be that a print image could be considered for a PDI competition or vice-versa. In this case, the photographer would be asked if the image could be provided in the alternate medium. The image would again be subject to a revised scoring process.

Once re-edited images have been scored, the ECS will rank images by Total and Mid-Scores and propose which images go into which competitions.

The panel will discuss and agree the final selection for external competitions.

Guidelines for retaining prints and PDIs to be included in the next panel selection

Only prints and PDIs having a minimum mid-score of 11 should be retained for review at the next panel.

Prints and PDIs may only be entered into 4 consecutive panels, at which point they are no longer eligible for selection.

Section 9 - Annual Exhibition of Photography

The Club Exhibition is the highlight of the Club's year. All members are invited to exhibit their work. The only criteria to exhibit are:

Exhibitors must be a fully paid-up member of the club.

Exhibitors agree to abide by the rules of the exhibition, as stated below.

Information:

- The Exhibition will be held in our usual meeting room at the Tythings
- The date will be the May Bank Holiday Monday (coinciding with the Yateley May Fayre) Time: 10:30am to 5pm.
- The Exhibition will be for prints only and will not be judged. However, the Bun Welham and Footprint trophies will be run, as previously.
- The Party Tent will be erected on the green, primarily to make the public aware of our exhibition in the Tythings. A double rack and prints will be shown as a taster.
- Members will be required to man the Party Tent and the Exhibition in the Tythings - a rota will be arranged beforehand.

Awards:

- The Bun Welham Trophy – Best Print as voted by the general public
- The Footprint Trophy - Best Print as voted by YCC members

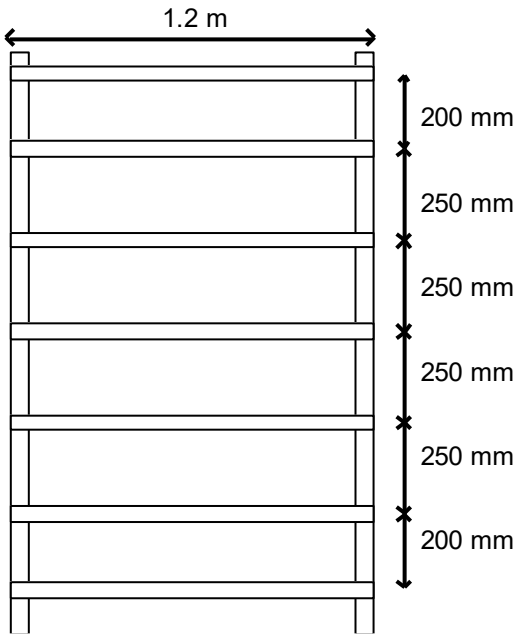
Entry Rules:

- The Exhibition is open to all YCC Members.
- Your entry can consist of 1 image up to as many as you can fit in half a rack, maximum 9. If your entry is less than 4 prints then it may be put on a shared rack.
- The entry fee for prints is £1 per print up to a maximum of £5 for 5 prints or more.
- The deadline for entries will be announced at club meetings**.** By this date, members must have completed an entry form to indicate **how many prints** they are entering and paid the relevant fee. See below for the **title** submission deadline.
- There may be an option to enter more prints, subject to available space.
- All prints must be mounted, there is no restriction on size but consider the space you may have available (500mm x 400mm preferred).
- Prints may be any subject. There are no restrictions, except that no prints from previous YCC Exhibitions may be entered.
- The Exhibition is intended for Members to display their best work. This may be individual prints, or could be a panel, comprising several prints.
- Where members are entering several prints, these will be displayed adjacent to one another.
- The position of members' displays will be decided by random selection.
- All prints must have a title, which must be written on the back of the mount,

together with the photographer's name. To provide consistency for the viewing public, corner labels will be printed and applied to each print. To facilitate this, all photographers must provide the titles of their prints by the chosen date, announced at club meetings

- Unless you are providing PDI's for printing by the club, **PDI versions of your prints are not required.**
- Members that usually only produce PDI's are encouraged to get images printed for the Exhibition. To reduce postage costs, the club will arrange for bulk printing of images. Those members wishing to take advantage of this facility must provide suitable JPEG files by the chosen date, announced at club meetings**.** Each print will cost about £1.50.
- Images for printing at DSCL should be uploaded to the following YCC Google Drive Folder: Images for Printing at DSCL (This link will access the Google Drive)
- Images for printing at DSCL should be jpeg format, sRGB colour space and 300 dpi.
- Members printing themselves, or arranging their own printing, should bring their mounted prints to the Tythings on the morning of the Exhibition, 0900-1000

Half Rack



Apart from the top rail there is a groove for prints. Dimensions are approximate

Bun Welham Trophy

The Bun Welham Trophy was donated by a previous member of the club and is presented to the photographer who produced the most popular print at the annual exhibition, as voted for by the public in a secret ballot. The print with the most votes at the end of the exhibition is awarded the Bun Welham Trophy.

Footprint Trophy

The Footprint Trophy was donated by the late Graham Foote, a longstanding member of the club and is presented to the photographer who produced the most popular print at the annual exhibition, as voted for by the Club members in a secret ballot. The print with the most votes at the end of the exhibition is awarded the Footprint Trophy.

The appointed Exhibition Secretary, who may, if necessary, amend some of the above, will confirm all details nearer the Exhibition date.

Appendix 1

Data Protection Act 2018

It is important that all members read this section.

The following information is requested from every member when they join the camera club, or has since been requested from existing members:

- First name, Last name, Address
- Town, County, Postcode
- Home phone number, Work phone number
- Competition category i.e. Division 1 or Division 2
- Mobile phone number
- Email Address

Information about club members is held on computers of committee officers for maintaining club records, running competitions and for distributing information to the members about the club. The usual method of sending out information is via e-mail, although the club recognises that not all members have an e-mail account. In these instances, the information is sent by post.

The club is not registered under the Data Protection Act 2018. Therefore, we must ask each member whether they object to their name being entered this way on computerised records. The club is required not to disclose any information to anyone outside the club. The Club can assure members that these requirements will be observed always. However, if you have any objections to having your details recorded on computer you must advise the Membership Secretary in writing.

Please note that as this data is used as one method to communicate information to the club members it is important that you keep it up to date by letting the membership secretary know of any changes. This is especially important for e-mail accounts, as many people have more than one account for security or change them on a regular basis.

Please refer to Appendix 2 for the Yateley Camera Club Privacy Notice.

Appendix 2

Yateley Camera Club Privacy Notice

This Privacy Notice tells members what to expect when Yateley Camera Club (YCC) collects your personal information. It applies to information we collect on the Membership Application and Renewal forms and elsewhere about you as members. The way YCC uses and protects personal data is based on the Legitimate Interests provision of the General Data Protection Regulations (GDPR).

How to Contact us

Membership details are kept by the Membership Secretary who may be contacted by email on membership@yateleycameraclub.co.uk

The Information we collect and what we do with it

The information that you provided on the membership and renewal forms, at events, on our web site or social media is supplied entirely voluntarily. We collect this information to manage membership and events and enable us to send you information relative to YCC. If you attend event, such as our exhibition names of participants may be displayed. Photographs may also be taken which may be used to publicise YCC activities.

Information that you supply will be required to be used when entering external competitions within the SPA, SCPF, PAGB and other photographic bodies who will also hold your information.

What we will not do with your information

We will not sell or rent your personal information to third parties or transfer it to other countries. Your data will not be used for automated decision making.

You can access the information the club holds by contacting the Membership Secretary or event organiser. If you identify any mistakes in the information that we hold about you, you can ask us to correct or delete it. Alternatively, you can completely “opt out” at any time. However, the deletion of information may result in us being unable to inform you about YCC matters and may negate the benefits of membership.

Third party Websites

This privacy notice does not cover the links, within our website or social media sites, to other websites.

Changes to our Privacy Notice

This privacy notice is kept under review and updated as necessary.

Appendix 3

Yateley Camera Club Constitution

The official name of the club is Yateley Camera Club (YCC), formed in 1974 for the Members to further their enjoyment of photography by education and competition in a warm friendly atmosphere; all forms of photography are acceptable provided that the images are those of the member. The main aims of the club are to retain a healthy membership by providing activities that allow members to explore and develop their own particular photographic interests, to retain that which is good (like the annual exhibition and friendly association with British and European camera clubs) and to progress in line with changing photographic styles and technology. A further aim is to develop a high club profile and ensure that YCC continues to be held in high regard throughout the local communities in the U.K. and Europe.

1. The Club shall be called Yateley Camera Club, and membership shall be open to all those interested in photography.
2. Membership of the club is an undertaking to comply with and abide by these rules.
3. All members must comply with the Emergency Evacuation procedure if the meeting venue has one. Failure to comply may result in rule 14 being invoked. A clipboard will be displayed near the entrance to the room in use, and it is the responsibility of each member to record their presence and early departure.
4. The Annual subscription shall be fixed for the following year at the Annual General Meeting and be due on the first meeting of the new season. The name of any member whose subscription is more than one month in arrears may be removed from the membership list after due warning has been given, by order of the Committee.
5. Any member that has not paid their subscription is not eligible to enter any Club competition, except at the discretion of the Club Committee.
6. Any member not in arrears may resign at any time by notification to the Secretary of the desire to do so.
7. The officers of the Club shall comprise of: President, Vice President, Chairman, Vice Chairman, Membership Secretary, Hon. Treasurer, Secretary, Programme Secretary, Internal Competition Secretary, External Competition Secretary, Exhibition Secretary and Development Secretary.
8. The affairs of the Club shall be managed by a committee consisting of the Officers who are elected annually. No member, being an officer of another Camera Club, may hold office on the Committee of Yateley Camera Club. The Committee has the right to co-opt additional Committee Members as required.
9. Apart from the President, who is elected for a specified period or until resignation, all Officers are eligible for re-election annually. No member shall hold the same post for more than three consecutive years, except where there are no other nominations for that post.
10. The Officers and Committee Members shall be elected at the Annual General Meeting. Nominations for Officers and Committee Members shall, with the consent of the nominee, be proposed by a club member and seconded by another member and be notified to the Secretary 14 days prior to the A.G.M. Election for the appointment shall, in the event of more than one nomination, be by simple majority ballot. The election

may or may not be carried out by secret ballot at the discretion of the A.G.M. Chairman. Nominations for Officers or Committee Members may be accepted from the floor, again at the discretion of the A.G.M. Chairman. The newly elected committee will take office immediately and the first meeting of the new committee must be held within 3 weeks of the A.G.M.

11. A Special General Meeting may be convened upon receipt of a requisition to the Secretary, signed by a minimum of five members and stating the object of the meeting. Such a requisition should be sent to the Secretary at least 14 days prior to the proposed date for that meeting.
12. At Committee Meetings, 5 members shall form a quorum. At General Meetings, 20% of the Membership shall form a quorum. Approved minutes of these meetings shall be published and available to club members. AGM minutes will be circulated within 3 weeks of the AGM. They will also be circulated prior to the next AGM with the Agenda and Officers reports. This may well be achieved electronically.
13. The Secretary shall keep the minutes of all meetings and conduct the correspondence of the club. The Hon. Treasurer shall collect the subscriptions and monies due after authorization by the Committee. At the close of the Club year, a Balance Sheet shall be prepared by the Hon. Treasurer and audited by a non-Committee Member appointed for this task by the A.G.M.
14. A member may be expelled or asked to resign from the Club by the Committee. The Committee can request a member to appear before it, provided that any accusation or charge having been made, the member shall be given full and reasonable opportunity to put his defence and at a later meeting bring witnesses. Any member expelled or asked to resign shall have the right to appeal to a Special General Meeting, called for this purpose.
15. In the event of the dissolution of the Club, a Special General Meeting shall be called at which a liquidator shall be appointed and the decision made then or at a subsequent meeting as to the disposal of the Club's assets.
16. Items for inclusion in the Agenda of the A.G.M. shall be put in writing, duly proposed and seconded and delivered to the Hon. Secretary to arrive no less than 14 days prior to the meeting. Items received after this date will not be included. The Secretary shall give due notice of any Agenda items at least one week before the A.G.M. Items which do not appear on the agenda may only be taken as Any Other Business (A.O.B), providing there is sufficient time. A binding vote on matters raised under A.O.B. will not be allowed, however a vote may be taken to gauge support for the issue raised. The number of A.O.B. items accepted after the normal close of the Club evening (10.00pm) shall be at the discretion of the meeting Chairman.
17. A member in possession of a Club trophy must return it to the Competition Secretary prior to or at the final programmed meeting of the season.
18. No alteration or addition to the constitution may be made except at an A.G.M, or an S.G.M., called in accordance with rule 11.

Appendix 4

Revision History

Version	Date Issued	Revision Details
v4c	31 May 2018	Completely revised and re-formatted
v4d	9 November 2019	Revision History Appendix added. Molesworth, Rainbow, Spectrum & Heywood Rules revised. As agreed with FCC and AFFCC in July 2019
V4e	25 May 2020	'Photographer's own work' added to section 5
V4f	11 September 2020	Sundry Typos corrected PDI submissions by email only Print submissions also require a PDI of the image PDI Image Filename convention updated to suit the automatic entry features of Magic Lantern
V5	4 February 2021	ECS Procedures added (new section 8) Section 7, PAGB, Ref to Yahoo E-group deleted, replaced by Forum. Image Critique or Review Sessions – paragraph added in Section 5
V5a	9 June 2021	Section 5. Image Critique or Review and Focus Sessions. Wording revised
V6	21 March 2024	Wording for annual exhibition changed. Retention of images after internal competitions amended Internal competition scoring amended, addition to role of Membership secretary, Publicity Officer included, Exhibition entries amended. Mayors Cup deleted.
V6a	January 2025	Minor changes to wording to ensure clarity and grammar. Wording changed to reflect amendments to committee from AGM. Inclusion of Development Secretary and removal requirement for two member representatives, this is also included in the constitution.
V6b	February 2026	Changes to reflect the new Internal Competition Entry, AI, Exhibition Rules, new website information, federation membership