

SOUTH
MANCHESTER
CAMERA
CLUB



HANDBOOK
APRIL 2013

SOUTH MANCHESTER CAMERA CLUB



Founded in 1952 by Fred Veal FRPS, FRSA
Club Motto: Good Fellowship Through Photography

HANDBOOK APRIL 2013

TIME:

All meetings start at 8 pm unless announced otherwise

CLUB ROOM:

Didsbury Methodist Church,
Sandhurst Road,
Didsbury,
Manchester M20 5LR

WEB:

www.smcc.org.uk

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ABOUT SOUTH MANCHESTER CAMERA CLUB

FORMATION

The club was formed in June 1952 by a small group of friends living in the Didsbury area of Manchester, led by Fred Veal FRPS, FRSA, later appointed the club's first President. The aim of the club was to encourage "good fellowship through photography". This has now become the club's motto.

CLUB ROOM

The current club room is in the main hall of the Didsbury Methodist Church building on Sandhurst Road. The club meets on Monday evenings, with the exception of Bank Holidays and around Christmas time with the formal programme commencing at 8 pm sharp. The club room is opened by 7:30 pm to prepare for the meeting.

It is requested that all mobile phones and other electronic equipment are switched off before the meeting starts.

FACILITIES

The club provides a varied programme of events throughout the year, with lectures, demonstrations, print and/or projected shows, travelogues and outings. Members may enter the monthly competitions for prints and projected digital images, have access to a photographic library and discuss photography with, or seek advice from, fellow club members. The club has members with a wealth of experience and talent, including professionals.

From time to time, groups of special interest are formed.

The club issues separate programmes for January to June and July to December

THURSDAY NIGHT MEETINGS

Now and then, talks or demonstrations are given, usually on a Thursday evening in the club room. These are announced at a normal weekly meeting and there is a nominal charge to cover the rent and lecturer's expenses if there are any.

COMPETITIONS

The club holds monthly competitions, usually on the first Monday, for both prints and digital images. Annual competitions are also run.

Occasionally, the club takes part in a challenge match with another club. Members are invited to submit entries to the appropriate competition secretary for possible selection for these and other competitions in which the club has an excellent success record.

PHOTOGRAPHIC OUTINGS

Some of the club nights in the summer are held outdoors in the local park, or in Manchester city centre or some other areas of photographic interest. Occasionally, other outings are arranged during weekends.

ANNUAL SOCIAL AND AWARDS NIGHT.

The club's Christmas social and awards night has been held in December at the Nursery Inn, Heaton Moor, for several years. Spouses or friends can be invited. The evening includes the presentation of awards won by members during the year in the monthly and annual competitions.

WEB SITE

The club has its own web site at www.smcc.org.uk containing the club's programme, a picture gallery of members' work and other useful information about the club.

SOCIAL MEDIA

The club is actively involved with promoting its activities and images on social media such as FaceBook and Flickr. The club website is built on the principle of sharing images and social integration and the club actively seeks to encourage its members to engage over the internet as well as on club nights.

SUGGESTIONS

We are always looking for ways to improve so we are grateful when members make suitable suggestions to further the wellbeing of the club and its members. If you have any ideas for a lecture or know someone who can give an interesting illustrated talk, please advise

the Programme Secretary who will also be pleased to hear from any members wishing to prepare their own presentation.

ANNUAL GENERAL MEETING

The AGM is normally held in April/May following the club's year-end of the 31st March.

CLUB RULES

The Rules of the Club have been formulated and modified during the life of the club and are listed on pages 4 – 8 inclusive. They may only be amended by following the procedures contained in these rules. The notes on other pages are for guidance and information only.

CLUB MANAGEMENT

A committee, elected by the membership at the AGM, is responsible for managing the club and setting the rules for all competitions. These rules and other notes can be found later in this Handbook.

RULES OF THE CLUB

1. TITLE

The club shall be called "South Manchester Camera Club"

2. OBJECT

To enable the members to pursue their interest in photography in a spirit of mutual assistance.

3. MEMBERSHIP

Anyone who has an interest in photography may apply for membership by completing an application form and paying the appropriate membership fee as listed in the current club programme.

The membership details will be held on a computer record unless a member objects by indicating their objection on the application form. In this case, the membership details will be held in a manual record. This information is confidential and shall not be disclosed to any source outside South Manchester Camera Club.

The categories of membership are as follows:-

ADULT - An individual of 18 years of age and over.

STUDENT - A member between the ages of 18 and 25 years of age still in full-time education. Evidence may be required.

JUNIOR - A member under 18 years of age who must always be accompanied by one or more of his/her parents or another person who has been authorised in writing by a parent to bring the child to a meeting.

SENIOR CITIZEN - An ADULT member who is in receipt of state retirement pension.

COUNTRY MEMBER - A member with not less than 3 years' continuous membership who, on moving to a new home more than 30 miles radial distance from the club room, wishes to retain membership although unable to attend on a regular basis.

FAMILY - An ADULT member with spouse or partner. Family membership also confers free membership for their children under the age of 18.

JOINT SENIOR CITIZEN - A SENIOR CITIZEN member with spouse or partner.

JOINT COUNTRY MEMBERSHIP - A COUNTRY MEMBER with spouse or partner.

HONORARY MEMBER - A club member awarded free life membership in recognition of special services to the club. Honorary membership is awarded by the club committee and shall include a spouse or partner where appropriate.

Joint memberships allow full voting rights for each member at General Meetings and participation in club activities. One copy of club programmes, handbooks and other publications will be issued for Joint Membership.

4. SUBSCRIPTIONS

The annual subscription, including the Lancashire and Cheshire Photographic Union (L&CPU) levy, shall be agreed at the AGM. Total payment will become due at the close of the AGM and must be paid no later than one month from the date of the AGM. A person not doing so shall be considered to be in arrears, will not be considered a member and will be ineligible to enter any of the club's activities, for example competitions, outings and the like.

In addition to the annual subscription, members attending the Monday evening club night shall be charged an admission fee but Honorary Members shall be exempt. There shall also be a separate admission fee for non-members. Admission fees shall be agreed at the AGM and will become effective from the first club night following that meeting.

The rates of the annual subscription fees are to be found in the biannual programmes.

5. MANAGEMENT

The committee shall consist of a President, Vice President, Secretary, Treasurer, Programme Secretary, Print Competition Secretary, Digital Image Competition Secretary, Publicity Secretary, and a Committee Member.

The affairs of the club and the setting of competition rules shall be managed by the committee who shall be elected at an AGM and are eligible for re-election every year. Exceptionally, if a post falls vacant during the year, it can be filled by a member co-opted under this rule.

The committee shall have the power to co-opt any member for special purposes.

At committee meetings four shall be a quorum and at an Annual General Meeting, twenty, or Special General Meeting, ten.

Nominations for the committee shall be given to the Secretary at least 28 days before the AGM. Such nominations shall have a proposer and a seconder and be counter-signed by the nominees, to show acceptance of the nomination.

In the event that no nominations are received for a post or a nominee withdraws after the closing date for nominations, the Chairman shall, exceptionally, call for nominations from the floor at an Annual or Special General Meeting. Such verbal nominations will require a proposer and seconder and acceptance by the nominee.

6. DUTIES

The PRESIDENT shall, whenever possible, chair Annual and Special General Meetings and committee meetings and shall perform other duties as required by the committee.

The VICE-PRESIDENT shall deputise for the President when necessary and shall perform other duties as decided by the committee.

The SECRETARY shall keep the minutes of all meetings and conduct the affairs of the club.

The TREASURER shall collect all subscriptions and other monies owing and make payments on behalf of the club after authorisation by the committee. The Treasurer shall present the balance sheet at the AGM.

The club's accounting records will be audited by two ordinary members of the club normally appointed at the AGM, or by a single suitably qualified person, not necessarily a member, appointed by the committee if no members are willing to undertake this duty. If only one of the auditors is available at the time of the audit, the signature of this member on the balance sheet shall be sufficient.

The PROGRAMME SECRETARY shall be responsible under the direction of the committee, for arranging the club's programmes.

The PUBLICITY SECRETARY shall be responsible, under the direction of the committee, for updating and running the club's web site and for publicising the club.

The PRINT COMPETITION SECRETARY shall be responsible, under the direction of the committee, for all print competitions.

The DIGITAL IMAGE COMPETITION SECRETARY shall be responsible, under the direction of the committee, for all digital image competitions

The COMMITTEE MEMBER shall perform duties as defined by the committee.

7. MEETINGS

The club room shall be open by 7:30 pm on Monday evening each week. The formal business of the meeting shall commence promptly at 8 pm except where otherwise stated. The Chairman for the evening shall be responsible for welcoming and entertaining the speaker and for appointing a member to propose a vote of the thanks to the speaker. The Chairman shall also ensure that the meeting runs smoothly and ensures that someone is available to make and serve the refreshments.

A rota for 'tea-makers' is fixed to the door of the club library and members should check it to ensure that they take their turn. Members are asked to help with setting up the room before meetings and to help with clearing it afterwards.

8. ANNUAL GENERAL MEETING

An Annual General Meeting shall be held in April/May. Any proposition for inclusion in the Agenda for the AGM MUST be submitted in writing to the Secretary, duly, proposed and seconded, no later than 28 days before the date fixed for the meeting. Should the proposition not conform to the club's rules, the proposer will be given 7 days to re-submit it. After this time, no further amendments to a proposition will be allowed before the AGM.

A copy of the draft minutes of the previous AGM shall be displayed on the club notice board no later than 28 days before the following AGM.

9. SPECIAL GENERAL MEETING

A Special General Meeting may be convened on a requisition, signed by five members, stating the object and sent to the Secretary at least 14 days before the date proposed.

10. VOTING RIGHTS

Only members present at an Annual General or Special General Meeting may vote.

11. EXPULSION OF A MEMBER

A member may be expelled or asked to resign from the club at the discretion of the committee. The committee can request a member to appear before it without stating the reason, provided that where any charge or accusation is made the member shall be given full and reasonable opportunity to put forward a defence and bring witnesses at a later date.

A member who is expelled or asked to resign from the club shall have the right of appeal to a Special General Meeting of the club within 28 days to have his/her appeal heard. In the meantime the member will remain a full member of the club.

12. PROVISION OF HANDBOOK

All new members shall be supplied with a copy of the club rules. Each re-issue of the handbook shall be dated. Where amendments to rules are agreed at an Annual or Special General Meeting, every member shall receive a new Handbook or an amendment slip for insertion in the Handbook, within 3 months of the meeting agreeing those changes.

13. CLOSURE OF CLUB

In the event that the members decide to cease meeting together as a club for whatever reason, an Annual or Special General meeting shall be called with a motion 'To discuss the disposal of the club's assets'.

14. CHANGES TO THESE RULES

No alterations or additions to these rules shall be made except at an Annual or Special General Meeting.

GENERAL NOTES ON COMPETITIONS

A - MONTHLY COMPETITIONS

GENERAL

Monthly competitions are normally held on the first Monday of the months of January to October, unless this is a Bank Holiday or for some other unavoidable reason.

JUDGING

Judging is done in the months of February, April, June, August and October by a visiting judge. In the other 5 months voting is done by a ballot of members who select the three best entries in each category. On these occasions, an experienced club member gives an appraisal of each entry.

ENTRIES

Please refer to the competition rules on pages 11 to 13. ALL competitions are open only to honorary and paid-up members. However, prospective members may submit work for appraisal. (See NON-COMPETITIVE ENTRIES below).

PROCEDURES

All prints must be entered at the club meeting preceding the competition night. All entries must have a title attached.

Digital images must be emailed to the organiser by 8 pm on the Monday preceding the monthly competition.

When judging is done by the members, the prints are displayed on the boards and members select their 1st, 2nd, and 3rd choices on the ballot forms provided. After the digital images have been projected, members cast their votes in the same way.

On completion of the voting, the ballot slips are collected and the votes counted. Two experienced club members appraise the prints and digital images.

PANEL OF APPRAISERS

The Panel of Appraisers consists of members invited by the committee who have agreed to give their views and comments on the images entered in monthly competitions but only on the evenings when the members vote on the entries.

NON-COMPETITIVE ENTRIES

Club members and prospective members may submit up to 3 prints and 3 digital images for appraisal only. These submissions will each receive a short critique following the appraisals of the competitive entries. Exceptionally, it may be necessary to limit or reject submissions for appraisal in the event of a high number of competitive entries.

New members may find it beneficial to submit work for appraisal to assess their standard of work before entering competitions.

B - ANNUAL COMPETITIONS

“PRINT OF THE YEAR” & “DIGITAL IMAGE OF THE YEAR”

These competitions are usually held in October or November and are open to all members. The entries are appraised by an invited judge. See page 13 for the rules of these competitions.

C - EXTERNAL COMPETITIONS

INTER-CLUB CHALLENGE MATCH

Periodically the club takes part in a challenge match with a rival club. Each club selects an agreed number of images which are passed to a neutral judge. On the night, the judge comments on each image and awards points for them. The club with the highest aggregate of points wins the challenge.

Prior to the match, the relevant Competition Secretary will ask members to submit high quality images from which a representative selection may be made.

INVITATION COMPETITIONS

A number of clubs promote annual competitions which often form part of the programme associated with their annual exhibition. They invite other clubs to participate.

The rules vary but the relevant Competition Secretary will ask members to submit high quality images from which the required number of entries may be selected.

L&CPU COMPETITIONS

The L&CPU also hold a number of annual competitions open to affiliated clubs and their members. Details will, normally, be displayed on the club notice board and announced at a club meeting.

RULES FOR CLUB COMPETITIONS

MONTHLY COMPETITIONS

1. Entry to monthly competitions is open to all honorary and paid-up members. A maximum of one print may be entered in the print competition and one digital image may be entered in the 'open' digital competition. In addition, one digital image can be entered in the 'themed' competitions in January, March, May, July and September. Entries in both the 'open' and 'themed' competitions will qualify for points in the annual consistency awards competition (see rule 12, page 13).
2. Any picture may be used once only by the same member but the committee reserve the right to consider an image to be the same as one already used if, regardless of title or medium, it is so similar to the other as to be almost identical.
3. A digital image, once used, cannot be entered as a print in any monthly competition and, similarly, a print, once used, cannot be entered as a digital image.
4. Prints resulting from computer/digital imaging techniques will be allowed in all competitions. The original image or composite of images must be made by the member on photographic emulsion or acquired with a digital camera or scanner. Any modification of the original image must be made by the member or under his/her personal supervision and direction. Prints must be on photographic or electronic print material, mount excepted.
5. Prints will not be accepted after the close of the meeting immediately preceding the competition night unless notified at a club meeting. Entries may be handed in by another member on behalf of someone who cannot attend in time. Digital images must be emailed to the organiser no later than 8 pm on the same night.
6. All prints must be mounted on suitable stiff card, flush mounted, or with a border. A print with a window mount should have the back mount board flush all round with the top one and adhered without any adhesive tape being visible. Prints contained in picture frames are NOT permitted.
7. Print mounts shall not exceed 50cm x 40cm in size but there is no minimum size.

8. Prints must show the title on the back of the mount and may be black and white or colour and may be either home or trade processed. Members are also encouraged to submit digital versions of their prints for display on the web site. For this purpose they should use the same format as for projected digital images (see below).
9. Digital images must be in jpeg format with image dimensions of no more than 1400 pixels wide x 1050 pixels high.
10. The image title should have the first letter of each word capitalised.
11. The digital images must be uploaded to the club's web site before midnight of the day specified as the closing date for submissions.
12. In the ballot, 3 marks shall be awarded for a 1st place vote, 2 marks for a 2nd place and 1 mark for a 3rd place vote. The marks for each entry shall be added and the entries attracting the highest marks shall be placed 1st to 5th in order. In the event of a tie on marks, the placing shall be determined by the entry with the highest number of 1st place votes. If still equal, the number of 2nd place votes will determine placing. If still equal, entrants will be awarded equal placing and will receive equal points.

For the annual consistency awards points shall be awarded as follows:

Placing	Points
1 st	10
2 nd	7
3 rd	5
4 th	4
5 th	3
Not placed	1

The members aggregating the highest number of points over the competition year shall receive the appropriate Consistency Award. In the event of a tie on marks, the placing shall be determined by the entry with the highest number of 1st place votes, or 2nd place votes as described above.

ANNUAL COMPETITIONS

1. The 'PRINT of the YEAR' and 'DIGITAL IMAGE of the YEAR' competitions are open to all honorary and paid-up members.
2. Each member may enter up to a maximum of 4 prints and 4 digital images in the respective competitions.
3. An image may be used in only one annual competition, but the committee reserve the right to consider an image to be the same as one already used if, regardless of title or medium, it is so similar to another by the same author as to be almost identical. However, an image once used in one medium in a monthly competition may be used in a different medium in one of the annual competitions.
4. Prints must conform to rules 4, 6, 7 & 8 on pages 12 & 13. Digital images must conform to rules 9, 10 and 11 given on page 13.
5. Images may have been entered in a monthly competition but **MUST NOT** have been entered in any annual competition. Prints and digital images may be home, trade or digitally processed. See rule 4 on page 12.
6. Entries for these annual competitions must be submitted to the appropriate competition secretary by the closing dates published in the club's programme or announced at a club meeting.
7. Prints and digital images must show the title etc, as described in rules 8 & 10 on page 13.
8. The judges of these annual competitions shall be asked to select the top three entries placed in order of merit and to award commendations to other entries as they consider appropriate.
9. Certificates of Merit will be presented to the first three places in each competition and Certificates of Commendation will be presented to the authors of images that were commended by the judges. Where a member has more than one commended entry, the certificate will record the title of all these entries.

CLUB AWARDS

At the Christmas Social the following annual awards are presented to members for success in the club's photographic competitions. All the trophies are held for one year. Details of the competitions are given in the section on COMPETITIONS (pages 9-14).

THE "NORMAN DAZELEY TROPHY"

This trophy is awarded to the member scoring the highest number of points in any one section and who has never before won an annual award. It was presented to the club as a tribute to a Founder Member and Honorary Secretary for 17 years. The winner also selects a book to a value decided by the committee.

THE "HARRY FINGLETON AWARD"

This book award is for consistency in the monthly digital image competitions. It was named after Harry Fingleton who donated his equipment to the club in 2001. He was a Founder Member and served the club in many capacities. The winner selects a book to a value decided by the committee.

THE "JIM CAUSTON AWARD"

This book award, the value of which is decided by the committee, is given for consistency in the monthly print competitions. It comes from a trust fund donated by Mrs Megan Causton in memory of her husband who was chairman of the committee for some years.

THE "PICKLES TROPHY"

This trophy, donated by Dorothy and Les Pickles, a past Chairman of the committee, is awarded to the winner of the 'Print of the Year' competition.

THE "MALCOLM SMITH 'LANDSCAPE' AWARD"

This book award, the value of which is decided by the committee, provided by a donation from Mrs Jenny Smith in memory of her husband who was an active member for some years, is given for the best landscape photograph in the 'PRINT OF THE YEAR' competition.

THE "BRYAN ELLIOT 'SPORTS PRINT' AWARD"

This trophy, donated by a very active and successful member for many years, is awarded for the best sports photograph in the 'PRINT OF THE YEAR' competition.

THE "DIGITAL IMAGE OF THE YEAR TROPHY"

This trophy, donated by Peter Whittam who held several committee posts including that of Vice President, is awarded to the winner of the annual Digital Imaging competition.

THEMED DIGITAL IMAGE AWARD

This trophy is awarded to the overall points winner of the themed digital image competitions held in the year.

THE ALFRED BROWN AWARD

To celebrate the Golden Jubilee and the 60th year of the club, the committee introduced a new award in 2012 which is known as the 'Alfred Brown Award'. This award will be given to the author of an image that is deemed to have been the best image presented by a member during the course of the year in the opinion of the current president and past presidents of the club, Ray Grover and Alfred Brown.

AFFILIATIONS: PAGB AND L&CPU

THE PHOTOGRAPHIC ALLIANCE OF GREAT BRITAIN (PAGB)

The PAGB, founded in 1930, consists of the Federations, Unions and Associations of Photographic Societies in Great Britain and Northern Ireland. There are 14 members at present. The PAGB provides member-clubs with an official handbook listing guest lecturers and judges within each Federation.

THE LANCASHIRE AND CHESHIRE PHOTOGRAPHIC UNION (L&CPU)

South Manchester Camera Club is a member of the L&CPU which was founded in 1905.

The L&CPU is governed by an elected committee drawn from members of the clubs within the Union. The L&CPU supplies each member-club with a directory including the names of speakers and judges in the Union.

The Union holds Annual Print and Digital Image Competitions for member-clubs followed by an exhibition of the work submitted. A selection of the entries represents the Union in the PAGB Annual Competition. Further selections of prints and digital images from the Annual Competitions are included in the 'Folios' which circulate around the member-clubs. Two clubs are invited to host these Annual Knock-out Competitions which are usually held in November.

Every member-club pays an annual subscription and a fee per member to the L&CPU which, in return, offers an excellent club insurance scheme.

