

XRR PHOTOGRAPHIC SOCIETY

RULES OF ASSOCIATION

OPERATING PROCEDURES

COMPETITION RULES

Issue 11 - May 2012

Incorporating changes approved at 2012 AGM

RULES OF ASSOCIATION

1. NAME

The name of the Association shall be the XRR Photographic Society. When appropriate the bracketed location reference (Watford) may be used

2. AIMS

The aim of the Society is to promote all aspects of photography. The Society shall be affiliated to the Photographic Alliance of Great Britain (PAGB) via the Chilterns Association of Camera Clubs (CACC).

3. MEMBERSHIP

Membership shall be open to all, subject to the approval of the Committee, and payment of fees due. All persons joining the Society shall be Ordinary Members unless under 21 and in full time education (Student Members) or part of a family group. (Family Membership). All Ordinary and Student members shall be eligible to vote. Within a Family Group only the originating member and spouse will be eligible to vote. Applications to join the Society implies acceptance of all rules and practices of the Society. The Society reserves the right to refuse or withdraw membership and to refuse admission to events.

4. OFFICERS and COMMITTEE

The Officers of the Society shall consist of Chairman, Secretary, Treasurer, Programme Secretary and Competition Secretary. The Society shall be run by a Committee of the Officers and up to six other members. Programme & Competition Secretaries may delegate part of their responsibilities to other specifically identified members of the Committee. All Officers and other committee members shall be elected annually at the AGM. The Auditor, who must not be an Officer and need not be a member of the Society will be appointed by the Committee. A Quorum for a Committee meeting shall be five, of which at least three must be officers.

The Committee may submit to the members the name of a person for election as Honorary President whose duties shall be strictly social. The position does not however prevent the incumbent from being a practicing member of the Society. The Committee shall have the right to elect an Honorary Vice President from the members to officiate at the AGM during the election of the new Committee and to take on such other duties as may be determined. The Honorary Vice President shall have the right to attend Committee meetings but not vote or constitute part of a Quorum. Once elected, the incumbent's term of office shall continue as long as they wish, subject to remaining a member of the Society.

The Committee shall have the power to co-opt persons for specific tasks. Such co-option may be to replace Officers or Committee members who are unable to continue in office or to provide additional advisors. In the latter case they shall have no voting rights on the Committee or constitute part of a Quorum.

5. FINANCIAL YEAR and ANNUAL GENERAL MEETING

The Society's financial year shall run from 1st January to 31st. December. The Annual General Meeting shall be held not later than the second week in February at which Officers shall report to the members on the previous year's activities. Proposed rule changes will be discussed and put to the vote. The Committee shall then stand down and a new Committee elected.

Candidates for election must be proposed and seconded. Any member eligible to vote is eligible to stand for election to the Committee. Previous Officers and Committee members are all eligible for re-election. Election of a person not present at the AGM can only be accepted on receipt of a written intent to stand.

A minimum of 21 days notice, in writing, prior to the AGM must be given to the Committee of any proposed rule changes together with the rationale for the change. The Agenda for the AGM (including any proposed rule changes and their rationale) must be available to members at a meeting not less than seven days prior to the AGM. Suggested amendments to such changes put forward at the meeting must themselves be proposed, seconded and put to the vote prior to the rule change they effect. If accepted, then the amended proposal, and if not, the original proposal shall be voted on.

All members eligible to vote may vote at the AGM. A two thirds majority of those present and eligible to vote is required to change the Rules of Association, except rule 7 where eligibility to vote is restricted to those who have been in membership for at least two years. On all other matters a simple majority of those voting will be sufficient. Abstentions do not count either way.

6. EXTRA-ORDINARY GENERAL MEETING

An Extra-Ordinary General Meeting may be called at any time by the Committee or, through the Committee on the written request of one third of the voting members. Any such request must state the reason and the proposed business for which the meeting is to be convened. The Committee must make the Agenda for the EGM available for members at least 7 days before it takes place. The EGM can only be used do deal with business which would otherwise be dealt with at the next AGM, or initiate procedures for winding up the Society. Voting rights and requirements are the same as for the AGM.

7. EQUIPMENT and FUNDS

All equipment and funds of the Society belong to current members who at that time have at least three years continuous membership. The Treasurer shall operate the Society's bank account, which must be in the name of the Society and must be such that cheques need to be approved by two authorised signatories. None of the Society's funds shall normally be banked under a single individuals name. In the event of the Society ceasing to operate then, after settling all outstanding liabilities, those eligible members shall be entitled to an equal share of the residue. In this context only the originating member of a Family Membership shall be eligible.

8. OPERATING PROCEDURES

The Committee shall have the right to introduce, review and change Operating Procedures as required for the effective operation of the Society, subject to displaying written notice prior to implementation. Such Operating Procedures shall form part of the Society's rules. The right of the Committee to introduce and change procedures does not prevent members discussing and voting on them at the next AGM (subject to submitting a motion for the Agenda) or permit the Committee to override votes taken at the previous AGM.

9. INTERPRETATION OF RULES

The final decision in any dispute on the interpretation of these and any other rules or procedures shall rest with the Committee.

OPERATING PROCEDURES

1. MEETINGS and PROGRAMME

Subject to breaks for national holidays, the Society will meet weekly between 1st September and 31st. May. A programme of events for the period will be prepared and published during the previous May. The Committee should ensure maximum possible notice of any changes to this programme. All programme bookings except judges and models must be made by the Programme Secretary or his/her delegate. An attendance book should be maintained by the Secretary to record both members and visitors attending meetings. From time to time the Society may organise additional events of interest to members, but cannot take any responsibility for events organised by individual members.

2. SOCIETY FUNDING and MEMBERSHIP SUBSCRIPTIONS

The Society will be financed by an annual membership subscription together with profits arising from events organised by the Society. The Committee shall determine periodically the level of subscriptions and charges and must give appropriate notice of changes. Subscriptions are due on or before 1st January each year. New memberships or the sponsoring of Family memberships can take place at any time with the subscription reduced by one ninth for each month into the programme. The Committee has the right to impose an additional attendance charge where exceptional costs are involved in a particular event.

3. COMMUNICATION WITH MEMBERS

Normal Communications will be via the published rules, the programme and announcements made, or notices displayed, at meetings. The Society will not normally circulate general information by mail; it is the member's responsibility to maintain contact. Whenever possible, information relating to changes in the immediate future operations of the Society will be communicated by email. The Secretary will maintain a record of members special interests, should the need for selective notification occur.

4. COMPETITIONS

There will be a programme of projected digital image and photographic print competitions aimed at continually stimulating members. All listed competitions will be judged by independent judges. The relevant Competition Secretary is responsible for booking judges for all the competitions. The rules governing the operation of these competitions shall be maintained through the rule change procedures at the AGM. The dates of all competitions will be published in the programme which will also specify any set subjects. An entry charge will be made for each competitor in each competition to help defray the independent judge's expenses.

5. HUMAN MODEL WORKSHOPS

From time to time the Society may make use of human models for workshops. Models could be professional, experienced amateur or totally inexperienced. In all cases, their suitability for the intended work must be established before booking and, where necessary, parental agreement obtained. All model bookings must be coordinated by the committee member appointed to run the event. Where fees above £15 are involved they must be recovered by an attendance charge. The Society will not fund a model release and members must be aware that, if they intend to publish pictures taken at the workshop, then they must obtain the model's (or, in the case of children, the parent's or guardian's) written permission on a suitable "model release" form, and pay any fees due.

6. CONTROL OF EQUIPMENT

The Treasurer will maintain a register of all equipment and its location, organise repairs and report on it to the AGM. No equipment owned by the Society may be handled, stored or used by any person without the authority of either the Chairman or Treasurer, who must satisfy themselves that the person concerned is both competent and prepared to accept responsibility and that the loan will not affect planned club activities. The borrower must report the return together with any adverse comments on functionality.

7. VISITORS

With the exception of special events, where pre-booking is required, visitors to the Society's events are to be encouraged. Unless there is a notified attendance charge for all, visitors will not be charged but donations will be accepted from those who wish to contribute to the Society.

8 THE CHAIRMAN'S CUP

Each year, at the AGM, the Chairman, before standing down, has the option to award the Chairman's Cup to either a member or a group of members who, in his/her opinion have made a significant contribution to the operation of the Society. Photographic ability is not a criteria in this award.

9. COMPETITION TROPHIES

All trophies will be awarded on the Trophy Night designated in the programme. Unless specified otherwise, all such trophies remain the property of XRR PS, and are to be held for a nominal 11 months and returned in clean condition not later than the end of the following May. The Committee may also decide to award "replicas" in association with the major trophies and these, if awarded, may be retained by the recipients.

10. EXHIBITIONS

The Committee shall seek to publicise the Society by organising exhibitions of Member's work wherever and whenever practicable.

COMPETITION RULES

1. GENERAL RULES FOR ALL COMPETITIONS

1.1 Competitions are only open to paid-up members at the time of the competition, but there may be some relaxation on this during January. (see Op. Procedure 2). Except for commercial processing, all work submitted for competitions should be that of the entrant. Entries must be handed to the Competition Secretary together with entry fee at the time specified and, if unspecified, not later than 7.45 pm on the evening of the competition. Work may be retained at the Committee's discretion for possible use in external competitions. Retained work will be returned on request except when it has already been entered into an external competition. Where an external competition entry requires the work to be away for more than one week the Competition Secretary is to ensure that the authors are aware of the fact before submitting the work.

1.2 For competitions, members may, at the discretion of the Committee, be divided into different groups. Whenever such a differentiation is used it must be accompanied by procedures which provide trophies for each group and allows members a change grouping either on the basis of grading at another club, a portfolio of work submitted or the results of internal competitions. Despite the different groupings, all entries will be mixed and judging for each competition will be to one standard.

1.3 Each competitive year will run from September to May. Nominated digital projected image and print competitions will constitute leagues. For each of these leagues a running total of points scored, kept by the Competition Secretary, will be available one week after each competition. If a competitor misses one league competition for any reason then they will be allocated a score equal to one point below the lowest score achieved for a full entry (in their group, if appropriate). This allocated score will count as if they had competed. Where grouping under rule 1.2 applies the committee will, at the end of each competition season, taking into account the overall number of competitors and the work presented, decide whether or not to continue with grouping and, if so, each individual member's grouping.

1.4 An individual image may only be used a limited number of times as a scoring entry in league competitions, ever. The same image may only be used twice as an open subject and once as a set subject in projected image competitions (rule 2.2) and twice as an open subject and once as set subject in print competitions (rule 3.2). Duplicate projected images and prints originating from the same or near identical originals and prints having only minor variations in treatment, such as toning all fall within this limitation. Prints or projected images from the same originals but subjected to major variations in treatment such as solarisation, posterisation or digital combination etc. and digitally projected images cropped to less than one third of the area used in other competitions are all outside this limitation and may be treated as a different image.

1.5 For all the competitions detailed in section 2 and 3 of these rules each image will be marked out of 20. The number of images which may be entered into each competition, the split between open and set subjects and how many of the earned scores may be dropped from the league total may be amended by the Committee, subject to the same conditions pertaining throughout any competition season and at least six months notice being given prior to the start of that season. Where an individual's scores result in a choice as to which score is to be dropped, it will always be the one last scored. When images scores are dropped from the competition leagues their showing does not contribute to the restrictions in rule 1.4.

1.6 All images entered in competitions detailed in section 2 and 3 of these rules must bear a title. This title is primarily used for identification purposes but, if the author does not object, it will be read out to the judge during the competition. The Committee reserve the right to give the work a different title for external competition use.

1.7. Images achieved by the use of digital cameras or digital processing are acceptable in all competitions and exhibitions subject to the following restrictions. Images created solely within the computer, images containing picture elements taken from commercially available databases and digital manipulation affecting the interpretation of images within the "Natural History" category are not acceptable. Pictures included manipulated natural history elements are however acceptable if presented within a pictorial category.

1.8 The Committee may, at its discretion, introduce competitions not covered by sections 2 and 3 of these rules. Such competitions must each have a specific rules structure and must not affect the outcome of competitions specified in sections 2 and 3. For each internal competition there is a Competition Committee consisting of the Competition Secretary's delegate for the event plus two other main Committee members present. Any protest regarding rule compliance for a competition must be made to that Committee before completion of the event. That Committees decision, which is final, will be made before the results are announced

2. PROJECTED DIGITAL IMAGE COMPETITIONS

2.1 Entries for Projected Digital Image (PDI) competitions should be submitted to the Digital Competition Administrator one week in advance of the competition. Submissions will be accepted by e-mail, CD-Rom, USB memory stick or, by prior arrangement, an acceptable type of camera memory card. The chosen media must bear the competitor's name and the competition details. Submitted images must be in JPEG format with maximum dimensions of 1400 pixels wide and 1050 pixels high. The colour space should be sRGB. Each should be labelled (digital file title) in the following format: Name - Class - Image Title.jpeg. For example: "John Smith - Set - The London Eye.jpeg". The Image Title may be replaced by the word "Untitled" should the competitor wish. (Note space either side of "-"s).

2.2 Six projected image competitions will be held each year within the "Monthly Cup" league. Cumulative scores across all six will determine the league trophy(ies). Five of the competitions will have separate "Open" and "Set Subject" elements and members may enter either or both elements. For the Global Trophy competition, there will only be a "Set Subject" element with the Trophy going to the Judge's choice of the best set of images. For the Fothergill Salver competition, the trophy goes to the best "Set Subject" set of images. For all competitions the judge will be asked to nominate an individual image as "Judges choice".

2.3 The President's Cup shall be competed for annually after completion of the Monthly Cup League competitions. There will be no Set Subject, but all images must have been taken within the previous twelve months. The highest scoring image, or in the event of a tie, the judge's choice shall win the President's Cup. The Chairman's Rosebowl will be awarded to the runner-up.

2.4 At the same event as those covered by rule 2.3, there will be another separately judged competition for the best "Animal" picture. Image(s) entered must have been taken within the previous twelve months and must not form part of the entry for competitions in 2.3 above. In the context of this competition the term "Animal" includes all domestic and wild creatures except humans.

3. PRINT COMPETITIONS

3.1 Prints may be black and white or colour and home or commercially produced. The minimum acceptable size is 17.5 cm x 12.5 cm (approx 7" x 5"). All must be mounted on rigid card with a maximum mount size of 50 cm x 40 cm. Each entry must be identified on the back with the entrant's name and any other labelling which may be specified for the competition. Only prints having mounts of exactly 50 cm x 40 cm may be eligible to be selected for certain external competitions.

3.2 There will be five competitions constituting the Print League. Cumulative scores of the open and set subject categories will be carried forward separately to league totals. Additionally, the best open and best set subject picture in each competition will be certificated. Where there is a tie on scores in either section the judge will be asked to select the single best picture.

3.3 At the end of each season there will be a competition for the best print of the year for which the De Havilland Cup will be presented for the best picture. In the event of grouping, the De Havilland Cup will go to the best print in the premier group and other trophies awarded for the

best print in the other group(s). Again, winning pictures will be certificated. No entry must have been used previously in this competition (see rule 1.4).

4. DIGITAL AUDIO-VISUAL TROPHY COMPETITION

4.1 There will be one annual trophy competition for audio-visual sequences which must be submitted to the Digital Competition Administrator at least one week in advance of the competition date. Submissions will be accepted on CD-Rom, USB memory stick or, by prior arrangement, an acceptable type of camera memory card. The media used must bear the competitor's name, the title of the sequence and its duration. The A-V sequence itself must include the title but NOT the competitor's name. Any commercially available software may be used to prepare the presentation, as long as the digital file submitted is both transferable to other media and does not require the originating software to be installed on the computer used for the event. Sequences must not exceed 12 minute in duration. An individual may submit up to two sequences into the competition. There will be a trophy awarded to the winning entry. A sequence, original or modified, may be used up to three times in annual trophy competitions.

4.2. It is accepted that certain types of sequence, e.g. documentaries, may include some stock images where these are essential to tell the story. It is the responsibility of the author to obtain any necessary permissions for their use. The author is responsible for using personal sound recordings, or for using licence-free sound recordings or for obtaining the necessary permissions. **Note:** XRR has a licence from the IAC which allows members to use commercial sound tracks (that the member has already legally bought) in their sequences for the sole purpose of club competitions. Further details of this coverage can be found on the IAC web site. The overriding principle is that the author is responsible for ensuring that they have obtained all the necessary permissions for the use of the sound recordings used in the sequence.

4.3. The images will be projected at a maximum fixed resolution of 1024 pixels wide by 768 pixels high. If authors wish to use larger size images in order to maintain quality during panning or zooming then the sequence should be set to play back at *'full screen'*. Sequences must be assembled into an executable file, prepared in consultation with and acceptable to the digital co-ordinator. Wherever possible, executable files should be configured to run directly without displaying splash screens or opening slides which require manual intervention.

5 OTHER COMPETITION BASED AWARDS

5.1 Each year a Trophy will be awarded to the Photographer who achieves the highest cumulative score when the projected image leagues and the open section of the print league scores are added together. Where a competition within these categories has resulted in a tie for the best picture then an additional mark will be added to the cumulative score for a "Judges Choice" award.

5.2 The Glover Progress Cup will, if appropriate, be awarded to the member who, in the opinion of the Committee, has demonstrated outstanding progress during the competition year.