



# North Cheshire Photographic Society

## Constitution, and Rules for Competitions and the Annual Exhibition

Revised for the 2011 / 2012 Season. (2011-06-01).

These are online at: <http://www.ncps.org.uk/pages/Members/Constitution/Formal-Documents.html>

# Constitution and Standing Orders

## 1. Aims

The objectives of the North Cheshire Photographic Society are to promote and further interest in photography in the North Cheshire area, by the organisation of meetings, lectures, demonstrations, exhibitions and competitions.

## 2. Membership

There will be six categories of membership:-

(a) Junior; (b) Ordinary; (c) Senior citizen; (d) Country; (e) Honorary Life; (f) Joint.

**Junior membership** will be open to those under the age of 18, or engaged in full-time education.

**Ordinary membership** is open to all individuals not eligible for other categories.

**Senior Citizen** rates are available to those over statutory pensionable age.

**Country membership** is available to former members of the Society no longer resident in the North Cheshire area but wishing to remain in contact with the Society.

**Honorary Life** membership may be awarded for distinguished service to the Society or to photography.

Special membership rates apply to couples in the Ordinary and Senior citizen categories.

Membership is open to anyone in agreement with the objectives of the Society.

The committee retains the right to refuse or terminate membership.

## 3. Meetings

Meetings will be held every Tuesday evening from September to May at the Civic Hall, Poynton, or at any other times and venues arranged by the committee or a General meeting.

## 4. Officers of the Society

### **President, President-Elect, Immediate Past President:**

Presidents–Elect will be selected by the committee and will serve for one year as President-Elect; one year as President, and one year as Immediate Past President – the President may be elected to serve for a 2nd consecutive year, subject to the approval of the Annual General Meeting, The President-Elect and Immediate Past President may hold other elected offices.

### **The other officers of the society will be:**

Secretary; Treasurer; Syllabus secretary; Exhibition secretary; Print Competition secretary; PDI Competition secretary; Publicity secretary; Social Secretary; Selection committee chairperson; Newsletter Editor; Membership secretary; Webmaster; plus up to four committee members without portfolio. These officers will be elected at the AGM.

## 5. Elections and Nominations

- a) Nominations for officers and members of the committee must be proposed and seconded by fully paid-up members of the society and should be handed to the Secretary at least 48 hours before the AGM.
- b) Election will be by simple majority.
- c) Casual vacancies may be filled by co-option through the committee.
- d) Further committee members may be co-opted from the fully paid-up membership at the committee's discretion.

## 6. Conduct of Committee meetings.

- a) The committee will meet as necessary on a regular basis but at least five times a year
- b) The quorum for a committee meeting shall be five.

- c) The secretary shall keep a record of all business conducted at committee meetings.
- d) Minutes must be approved as a true and correct record.
- e) Propositions for discussion at committee meetings should be proposed and seconded, and may be approved by a simple majority.
- f) In the event of a tie in voting the President will have the power to exercise a casting vote.
- g) The committee will have the right to form sub-committees, and to co-opt onto sub-committees any member of the society who they consider will be able to assist in furthering the interests of the society.
- h) Sub-committees shall report on a regular basis to the full committee and at least once a quarter.

## 7. Finance

- a) Subscription rates for each category of membership will be recommended by the committee annually and determined by a simple majority at the AGM.
- b) The financial year of the society will extend from 1st April to the 31st March of the following year.
- c) Accounts will be audited by an independent auditor appointed at the AGM.

## 8. Closure of the Society

In the event that the members decide to cease meeting together as a society for whatever reason, the following procedure shall be adopted:

- a) An AGM, or else a Special General Meeting, shall be called.
- b) The motion shall be "to discuss the disposal of the society's assets".

## 9. Annual General Meetings (AGM)

- a) The AGM must be held within eight weeks of the end of the society's financial year.
- b) Motions for debate at the Annual General Meeting must be proposed and seconded by fully paid-up members of the society and submitted to the secretary at least 14 days before the AGM.
- c) The Agenda for the AGM or EGM must be available to members at least 7 days before the meeting.
- d) The quorum for an AGM will be one quarter of the fully paid-up membership.
- e) All decisions will be reached by a simple majority.
- f) In the event of a tie in the voting the Chairperson will have a casting vote.
- g) An EGM may be requested at any time by the committee or on receipt of a request signed by fourteen fully paid-up members.
- h) Changes to the Constitution and to the Rules of the Society may be determined by a simple majority at the AGM or EGM provided that motions for such changes are duly proposed and seconded by fully paid-up members and in the case of an EGM such motions have been submitted in writing to the secretary and the membership notified of the date of the meeting at least 28 days in advance.

## 10. Exhibition and Competition Rules

- a) Separate sets of rules will be provided for the conduct of Exhibitions and Competitions.
- b) Proposals to make major changes to these rules must follow the same procedure as changes to the constitution.

## 11. Selection Committee – Conduct and Procedure

- a) The responsibility of the Selection committee will be to select suitable entries for competitions in which the society is engaged.
- b) The Selection committee shall consist of a chairperson who is duly proposed, seconded and elected by simple majority at the AGM, together with as many other members of the Society as the chairperson may choose. The methods of selection used will be the responsibility of the Selection committee.

(Revised 1 June 2011).

# Child and Vulnerable Adult Protection Policy

## Background

All clubs and societies have been advised by the L&CPU to introduce a policy for the protection of children (and vulnerable adults) attending their meetings as the insurance cover for clubs does not extend to legal costs in this area. After consideration, the committee has decided to publish the following policy for NCPS.

## Policy

“North Cheshire Photographic Society accepts children and vulnerable adults at its meetings and functions only when in the care of a responsible adult.”

*(Policy published 5 May 2010)*

# Rules for Clubworker Competitions

## Advanced Class:

Any paid-up member may submit work in the Advanced Class, but in so doing forfeits the right to enter work as Intermediate Class in this and future NCPS competitions and exhibitions.

## Intermediate Class:

Paid-up members may submit to the Intermediate Class provided they have not previously entered work in an NCPS competition or exhibition as Advanced Class.

## Both Classes:

There is one "Open" category which applies to prints and projected digital images. There are no restrictions on the content, or on the number of images in a print or projected digital image, or on the degree of manipulation. Computer-generated prints, as well as traditionally produced darkroom prints, are welcome, as are monochrome prints.

Entries must identify the author's Class and Competition Number, and the title corresponding to an entry form. The author's name must not appear on the print or in the digital image filename.

The maximum number of entries in each Clubworker Competition is 5 prints and a total of 5 projected digital images. Each list of entries, separate lists for prints and projected images, should be in order of preference. Entries 5 and 4 may not be submitted to the judge in the event of a very large total entry.

Entries not submitted to the judge may be entered in a subsequent Clubworker Competition.

## Eligibility of Images:

Images entered in a previous NCPS Clubworker Competition, in any format, or any images significantly similar to them, are not eligible. Significantly similar images are defined as those with only minor alterations to the image or viewpoint and where the basic impression of that image remains constant and would normally be interpreted as being the same without detailed examination.

The Committee has the right to reject any material submitted.

## Print mounts:

Mounts must be rectangular and suitable for display on the NCPS light box. The maximum board size is 20in x 16in, and the longest side must be at least 16in. (The recommended maximum board size is 50cm x 40cm to meet L&CPU and PAGB rules, but this is not an NCPS rule).

A print is either a separate piece of paper, or a separate window. There may be any number of prints on a mount. They may be any size and shape, but they must fit on the board.

Note that it is the mount that has a "Competition Number" (hence an author) and a title. It is the mount (not individual prints) that is judged and awarded points or a "Best print" award.

## Projected digital image format

Image display size, file type, colour space, storage medium, and filename must comply with guidelines issued by the Competition Secretary to suit the digital projector and display software currently in use.

## Judging:

Points, and "Best print" and "Best projected image" awards, are made at the discretion of the judge or judges (subject to the Clubworker Competition rules).

Each entry will be awarded a score out of 20 points. There may be multiple entries with 20 points.

An Advanced Class entrant's top 3 print scores and top 3 projected image scores, in each Clubworker Competition, will accrue towards:

- Clubworker of the Year (print + projected image scores).
- Printworker of the year (print scores).
- Projected image worker of the year (projected image scores).

An Intermediate Class entrant's top 3 print scores and top 3 projected image scores, in each Clubworker Competition, will accrue towards:

- Intermediate Worker of the year (print + projected image scores).

*(Rules revised 25 July 2010).*

# Rules for the Annual Exhibition

## **Advanced Class:**

The maximum number of entries in the Advanced Class will be determined in advance by the Committee, but will be at least 5 prints and 5 projected images.

Any paid-up member may submit work in the Advanced Class, but in so doing forfeits the right to enter work as Intermediate Class in this and future NCPS competitions and exhibitions.

With the exception of the Natural History category, work is **not** entered into particular categories. However, judges will assess work against the criteria for the following categories, and make awards at their discretion. Only work **specifically** identified as Natural History will be assessed for that category.

These categories (described later) apply to both prints and projected images: General, Portrait, Record, Natural History, and Photojournalism.

Entries must identify the author's Class and Competition Number, and the work's title. Work to be assessed for a Natural History award must explicitly say so. The author's name must not appear on the prints or projected images.

## **Intermediate Class:**

The maximum number of entries in the Intermediate Class will be determined in advance by the Committee, but will be at least 4 prints and 4 projected images.

Judges will assess work against the criteria for the General category (described later), and make awards at their discretion.

Paid-up members may submit to the Intermediate Class provided they have not previously entered work in an NCPS competition or exhibition as Advanced Class.

Entries must identify the author's Class and Competition Number, and the work's title. Entries must identify the author's Class and Competition Number, and the work's title. The author's name must not appear on the print or projected images.

## **Eligibility of Prints and Projected images:**

Images entered in a previous NCPS Annual Exhibition, in any format, or any images significantly similar to them, are not eligible. Significantly similar images are defined as those with only minor alterations to the image or viewpoint and where the basic impression of that image remains constant and would normally be interpreted as being the same without detailed examination. Entries must not have been photographed more than 5 years prior to entry.

All print entries should be in order of preference in event of the need to reduce the total number of entries hung. All entries will be judged.

The Committee has the right to reject any material submitted.

## **Print mounts:**

Mounts must be rectangular and suitable for hanging on the NCPS display panels. The maximum board size is 20in x 16in, and the longest side must be at least 16in. (The recommended maximum board size is 50cm x 40cm to meet L&CPU and PAGB rules, but this is not an NCPS rule).

A print is either a separate piece of paper, or a separate window. There may be any number of prints on a mount. They may be any size and shape, but they must fit on the board.

Note that it is the mount that has a "Competition Number" (hence an author); a title; and, in the case of Natural History, a Category. It is the mount (not individual prints) that is judged and awarded points or commendations.

## **Projected digital image medium and format:**

Image display size, file type, colour space, storage medium, and filename must comply with guidelines issued by the Competition Secretary to suit the digital projector and display software currently in use.

## **Judging:**

All entries will be assessed for: Best in Category, Very Highly Commended, Highly Commended, and Commended, Best Monochrome and Best Colour Print, Best Print in Exhibition, and Best Projected image in Exhibition. Points will accumulate towards the Best Performance in the Exhibition.

Trophies and Certificates of Merit will be awarded (subject to the Exhibition Rules) for:

- Best Print, and Best Projected Digital Image in each Advanced Category.
- Best Print, and Best Projected Digital Image in the Exhibition.
- Best Monochrome Print in the Exhibition.
- Best Performance in the Exhibition.
- Best Print, and Best Projected Digital Image by an Intermediate worker.

Trophy winners will receive a Certificate of Merit and all previous winners will be included on the reverse side of the certificate. Trophies are no longer engraved with the exception of the Presidents Cup giving a record of all Past Presidents and the Prism Trophy for the Best Performance in the Exhibition.

No award will be made for Best Print, or Best Projected Digital Image in Category if, in the judge's opinion, there are fewer than 3 entries of that medium in that category.

## **Category Guidance Notes:**

These descriptions are for guidance only and do not constitute hard and fast rules. Computer-generated prints, as well as traditionally produced darkroom prints, are welcomed in all categories. Monochrome is allowed in all categories.

**General.** There are no restrictions on the content, or on the number of images in a print, or on the degree of manipulation.

**Portrait.** The subject is one or more people or animals. Animals may be wild or pets or captive. The purpose of a portrait is to reveal or illustrate the character of the subject. There are no restrictions on the number of images in a print, or on the degree of manipulation.

**Natural History.** The subject is from any branch of natural history. Animals must be wild, live, and free, and in a natural or adopted habitat of their choice. Artificially produced hybrids of plants are not allowed. There is one image per print in an honest presentation. Only minor distractions or blemishes may be removed from the image.

**Photojournalism.** The photography will be suitable for newspaper, magazine and book journalism, where the images tell the story and take precedence over the words. The images may be of "human interest" situations or sporting occasions, etc. There is one image per print in an honest presentation. Only minor distractions or blemishes may be removed from the image.

**Record.** The emphasis is on high technical quality images of inanimate objects such as buildings, vehicles, and machinery. There is one image per print in an honest presentation. Only minor distractions or blemishes may be removed from the image.

(Rules revised 26 July 2010).

## Guidelines for digital images in member's events

These guidelines apply to Clubworker Competitions and member's submissions to the Annual Exhibition, in the 2009 / 2010 season and beyond.

### Preamble:

The "Rules for Clubworker Competitions" and "Rules for the Annual Exhibition" state:

"Image display size, file type, colour space, storage medium, and filename must comply with guidelines issued by the Competition Secretary to suit the digital projector and display software currently in use".

These are those guidelines, and cover all of those topic. In addition, these guidelines provide assistance for verifying that an image has met the guidelines.

And, purely for information, they identify the projection software used, and describe the calibration of the club's projector, to give confidence that events will be run using purpose-made software with high quality projection.

### Storage medium for handover:

Unless otherwise published, images must be handed over on one of: a USB Drive, a CD, or a DVD.

(If submission of images by email is possible for a particular competition, relevant details will be published separately. *This is not an option for the February 2010 Exhibition*).

The *strong preference* is a USB Drive, because experience shows that this is the most convenient and reliable medium for the event organisers.

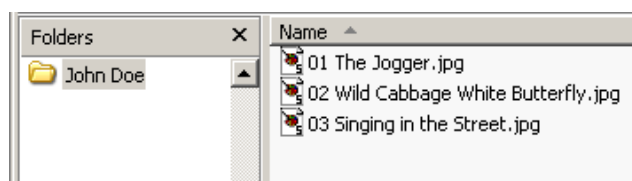
### Image display size, file type, colour space:

Each image must be in *JPEG format*. (That is not to say its file extension must be "JPEG"). It should be converted (if necessary) to *sRGB colour space*, and ideally the colour profile should be embedded.

It must be no larger than 1400 pixels wide or 1050 pixels high. If the picture itself is smaller than 1400x1050 pixels, the remaining area may be a chosen background, for example black. The projection software will now fill with black if necessary to 1400x1050.

(Parameters such as "DPI" or "PPI" *will* be ignored).

### File name and folder:



Images must be within a folder named according to the author in the format:

**Firstname Lastname**

(one space between the two words).

Each image must have a file name in the format:

**NN Title In Words.jpg**

where **NN** = your priority number (see below),

followed by one space,

followed by the image title with initial capitals and spaces as required, followed by **.jpg** (the filename extension) with no space between the last word of the title and the **.jpg**

"**NN**" is the priority for this event expressed as 2 decimal digits including a leading zero, where "01" is the highest priority and higher numbers are lower priority. The numbers must be unique and contiguous, starting at "01".

In a Clubworker Competition, highest priority images, at least those from "01" to "03", will certainly be judged. Lower priority images may be judged if there is time. In the Exhibition, all images within the limit set by the Committee in advance will be judged. For the February 2010 Exhibition, the limit is 6, so the range of "NN" is "01" to "06".

The extension "jpg" must be used. Otherwise, although there will be no unnecessary rejections, it cannot be guaranteed that the image will be judged.

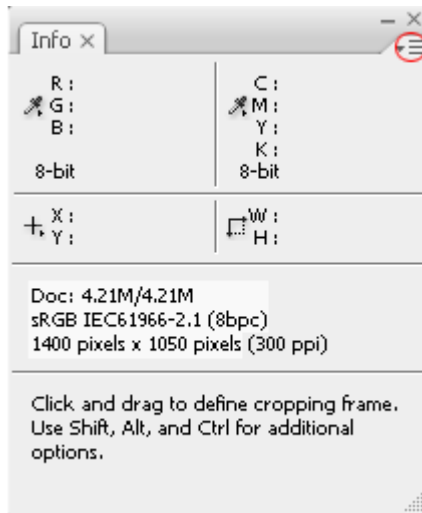
### Verifying conformance to the guidelines:

Experience shows that up to half of all digital images submitted to our events, such as internal and Exhibition competitions, are incorrect in some way!

It is recommended that members open all of their images in Photoshop or similar for a last check before submission. This only takes seconds, but can save a lot of time and anguish.

The screen-shot here shows what the "Info" panel in Photoshop CS3 (if it is configured suitably) looks like with a fully-conformant image. (To use it for this purpose, Photoshop itself needs to be using "pixels" as its "Ruler Unit", using Edit > Preferences > Units & Rulers. Then the "Info" panel needs to display the illustrated information, using Palette Options via the drop-down menu shown in red to set all the "Document ..." information).

The essential details are highlighted just for this page:



- This shows the normal "Doc" size. (This is what an uncompressed JPEG image of this pixel size would be. It is not the actual file size).
- The "sRGB" line shows how a JPEG with an embedded sRGB profile looks to Photoshop.
- "1400 pixels" (or less) must come first, then "1050 pixels" (or less). (The PPI is ignored).

Now - verify the filename! Ensure that it starts with the 2-digit priority number, followed by a single space, followed by the title immediately before the dot, and ".jpg" after the dot.

#### **Information about the DiCentra projection software:**

We now use DiCentra to project members' digital images in competitions and the Exhibition. This dictates some of the naming and other rules and guidelines above.

Images submitted in this form can be loaded automatically by DiCentra and their format checked and altered if necessary and possible. The image title in the filename will then be overlaid on the image during projection and the author's name shown in the form used as a folder name.

#### **Information about projector calibration:**

We have invested in a state-of-the-art 1400x1050 (SXGA+) resolution projector (Canon XEED SX60)

We have calibrated our Shuttle PC + Canon Projector system using our Spyder 2 Pro.

Here are details of our calibration session:  
<http://www.ncps.org.uk/pages/Members/Reports/Report062.html>

*(Guidelines revised 14 December 2009).*

# Rules for the Rosalind Bramley Pictorial Monochrome Print Competition

## **Rosalind Bramley:**

Rosalind was a well known and respected photographer who died in 1996. She was an excellent monochrome worker with a "seeing eye" that she used to produce impressive images from the shapes and shadows she saw in her surroundings.

John, her husband, asked the club to arrange an Annual Pictorial Monochrome Print Competition in her memory and donated a Cup to be presented to the winner. He wanted the club members to choose the best image.

## **Rules:**

"Monochrome" means either a black and grey and white print, or a print toned entirely in a single colour. (This does not include a black and white work modified by partial toning or by the addition of one colour).

There is no hard definition of "Pictorial"; members will be asked to exercise their own judgement of what this means when judging the entries.

Up to 3 entries per person are allowed and the images should have been taken in the last 24 months. (Previous entries to this competition are not allowed. However, work that has been entered into other Competitions and the Exhibition is allowed).

The minimum size of prints is 10in x 8in. All the prints are to be mounted, one per board. The maximum board size is 20in x 16in. (The recommended maximum board size is 50cm x 40cm to meet L&CPU and PAGB rules, but this is not an NCPS rule).

## **Judging:**

Judging will be performed by all of those members present on the evening of the competition. The method of judging is not prescribed by these rules.

*(Rules revised 29 July 2009).*