**INTRODUCTION:**

The Waverley Camera Club, is an Association Incorporated in Victoria under the Associations Incorporation Reform Act 2012 (the Act), (Registered No. A0023863S).

This document outlines the By-Laws of the club and should be read in conjunction with the Rules of Association. In the event of any conflict between the Rules of Association and these By-Laws, the Rules of Association take precedence.

The content of these By-Laws is decided by the Committee and authorised by the current President. They are published by the Committee to all members whenever any significant change occurs and following the AGM each year after including anything decided as a result of that AGM.

1. **Membership**

The following Membership Categories have been defined.

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| Member Category | Definition |
| Member | Full voting and competing rights. |
| Associate | Non-voting, non-competing adult members who wish to remain on our communication lists for any reason approved by the committee. Children under 15 have full competing rights but may not vote. Associates are welcome at all WCC events. |

Membership fees are based on an amount determined by the committee and ratified at the AGM. Discounts on the annual fee are available as follows: -

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| Discount Category | Definition | Annual Fees2019 |
| Member |  | $70 |
| Concessional | Members over 60 years of age.  | $60 |
| Family | Parents and any number of Children under 15 yrs. Parents are Members and have voting rights and have full competition rights, Children are associate members and may compete but do not have voting rights. | $140 |
| Student | Members who are full time students, less than 25 years of age – full voting and competing rights. | $20 |
| Life Member | Full voting and competing rights. Life Membership is awarded by the Committee from time to time to members who have given outstanding service to the club, its members and its administration. | $0 |

Any member who has not paid the appropriate fee for Membership will be considered a non-financial Member and will not be qualified to vote or compete until payment is made.

1. **Membership Register**

The Membership Register is maintained by the Secretary and contains member information necessary for compliance with legal requirements. This register is available to be examined by members, but may not be used improperly, as defined by the Act.

1. **Membership activation and de-activation**
	1. Each application for membership will be submitted to the committee for approval at the first available opportunity. Pending formal approval by the committee, an applicant who has paid the requisite membership fee shall be entitled to participate in the activities of the club. If the application is subsequently declined, the amount paid will be refunded to the applicant in full.
	2. An applicant approved after 30th June shall pay 50% of the annual fee, covering membership until Dec 31st.
	3. An applicant approved after 31st August shall pay the full annual fee which will be deemed to be full payment until December of the following year
	4. The period of membership shall be from 1st January to 31st December in any year.
	5. A Member who has paid the appropriate membership fee for the current year is considered a financial member.
	6. A Member who has not paid the appropriate membership fee for the current year is considered a non-financial member, and is not qualified to enter competitions or to vote.
	7. A Member who resigns from the Club during a year will have their contact details removed from the Membership Register and contact from the Club will cease.
	8. A Member who has not resigned, but has not paid the appropriate membership fee for a full year will be deemed to have resigned as of December 31st of that (non-financial) year. Under these circumstances, the member’s contact details are removed from the Membership Register.
2. **Groups**
	1. The groups are designed to provide a more balanced competitive environment by grouping members with similar skill levels, as well as allowing members to opt out of competing for awards altogether while still receiving comments/ feedback from Judges.

There are 3 groups in total, Enthusiast, Intermediate and Advanced

**Advanced** - group competing for awards and points

This group includes the club’s best photographers, as decided by the committee, based on their skill as evidenced by their experience, past entries, awards and honours. This group will receive comments/feedback from the judges as well as awards as allocated.

**Intermediate** - group competing for awards and points

This group is comprised of all other members (including beginners) who wish to be included in awards, but do not display sufficient skill to be included in the Advanced Group. This group will receive comments/feedback from the judge as well as awards as allocated.

**Enthusiast** – a non-competitive group which only receives comments

In this group, members enter photographs and receive comments/feedback from the Judge, however no awards or points are allocated. This group is intended to include beginners who are still building their confidence, as well as any other member who does not wish to be included in the competitive groups. Any member, regardless of their skill, may opt to belong to this group.

1. **How does the competition work?**

* 1. Members are allocated into either the Advanced or Intermediate group, but may elect to be in Enthusiast group.
	2. Members are invited and encouraged to submit photographs into the monthly competition categories in their group
	3. All submissions will receive feedback from a judge external to WCC
	4. Submissions to Advanced and Intermediate groups will be appraised by the judge who will select images of note and present awards – merit, highly commended, monthly winner – which then receive points that aggregate over the year.
1. **Moving between groups**

* 1. Members opt at the beginning of each year to be either in Enthusiast Group or one of the competitive Groups (as decided by their skill via committee). This is done simply by entering their first images for the year which will indicate their intended group for the year (See file naming below).
	2. A Member can move from Enthusiast to competitive (Intermediate or Advanced) at any time during the year, but cannot move from Intermediate or Advanced to Enthusiast during the year. A member who elects to enter into a competitive Group in one year can opt to enter into Enthusiast in a subsequent year and vice versa.
	3. Promotions or relegations between Intermediate and Advanced Groups are usually decided over the Christmas break. New members are allocated to one of these two groups within their first 3 months of membership, but may opt to only enter into Enthusiast Group.
	4. A new Member’s competitive group is determined initially upon becoming a member, and then monitored for several months as required.
	5. A member may request promotion or relegation between Intermediate and Advanced Groups at any time. The committee approves or declines such requests and also determines the date of effect if it forms the view that such a promotion is justified.
	6. A member shall be entitled to appeal his or her grading, but the decision of the committee following a review is final.
1. **Competition Rules**
	1. WCC reserves the right to select images entered into its internal competitions for submission into external WCC sanctioned events. Ownership of images remains with the maker at all times.
	2. Entry into the club’s competitions is conditional upon financial membership. Entries from non-financial members do not qualify for entry.
	3. All images must be predominantly photographic in origin: i.e. be captured by the entrant using a camera or equivalent device.
	4. All images must be the entrants own work including any post production editing. Textures or other elements purchased commercially or from the internet and integrated into the entrants work are not allowable.
	5. Monthly competitions will be held in each group across the following three sections:
		* Open Print;
		* Open EDI; and
		* Set Subject EDI.
		* Further categories may be added at the discretion of the committee.
	6. EDIs (Electronically Displayed Images) should be:
		* a JPEG file in the sRGB colour space with a file size of 5 MB or less and
		* no more than 1920 pixels wide and no more than 1080 pixels tall (these dimensions may NOT be switched around)
	7. Only one image may be submitted in each section per member per month with the exception of the End of Year competition.
	8. Digital images must be emailed as an attachment (all images in one email) to comp@waverleycameraclub.org. Print entries are to be brought to the meeting on the due date (usually one month before) or delivered to the competition steward by prior arrangement.
	9. Entries must be submitted by the due date scheduled (usually the first Tuesday in the month before the competition).
	10. Any image which receives an award may not be entered in any subsequent monthly competitions, except for the End of Year competition.
	11. An image NOT receiving an award of Merit or Highly Commended or Section Winner may be re-entered in a subsequent calendar year. The image may be changed. The image must be identified with the new competition date and the Competition Steward informed that the image is a re-entry. No further re-entries of that original image (or as amended) are permitted, with exception of the End of Year Competition
	12. Entries cannot display the entrant’s name or past awards won (e.g. watermarks on EDIs / or certificates / names on the back of print mounts)
	13. Printed images are to be mounted, not framed. The maximum overall mounted size is 40 x 50cm (16” x 20”) x 5mm.
	14. Prints are securely mounted on a backing board, and optionally has a matt (flat board frame) on the front.
	15. Member number, month/ year and image title are to be written on the back, top left with an arrow indicating the top.
	16. A digital copy conforming to the requirements for an EDI entry of each printed image MUST also be submitted for projection during the competition meeting.
	17. Digital images are to be named as per the following syntax.
	(your group)(your member number)-(month)(year)(print,edi,setsubject)-(title).jpg as explained below.

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| Item/ Part | Description |
| (your group) | E, I or A. Use a capital letter |
| (your member number) | 1, 2 or 3 digit member number (do not add leading zeros) |
| (month) | FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOVUse 3 capital letters as shown. |
| (year) | Two digits for the year – i.e. 2018 = 18 |
| (section) | PRINT – the image is a digital copy of the print.EDI – the image is an entry in the EDI open section.SETSUBJECT – the image is an entry in the EDI set subject section.CREATIVE – the image is an entry into the Creative section.Use capital letters exactly as shown. |
| (title) | Use upper and lower case as required, there are no specific requirements. Avoid the use of special characters such as :” \* ? \ < > | as these are not valid as part of a file name. upper and lowercase letters, digits, hyphens and spaces are allowed.Note that the title provided in the filename will be used as-is in the gallery, slideshow, and on any certificates.The title should not specifically identify the competitor – eg *John Smith – self-portrait*. |

The following examples illustrate the required naming format:

* I111-SEP19PRINT-Best Print Ever.jpg
* A2-JUL19EDI-World’s Greatest Image.jpg
* E120-MAR19SETSUBJECT-My Entry Name.jpg

Please note the placement of the 2 hyphens and note also that spaces are only permitted in image title.

1. **Judging and scoring of competition Entries.**
	1. For all monthly competitions a guest judge will provide feedback and will award Merits and Highly Commended to images they feel are deserving of such awards. One image from each section will also be nominated as the overall winner in that section. Judges will be requested to award up to one third of entries. This is subject to discretion in the event of low entry numbers.
	2. Points are awarded as follows:
		* Merit award – 2 aggregate points;
		* Highly commended award – 3 aggregate points;
		* Section winner – 4 aggregate points.
2. **End of year competition and awards**
	1. Any image entered for competition during the course of the year may be entered into an annual End of Year Competition. The competition will consist of 3 categories (Open print, Colour EDI, Monochrome EDI). Additional categories may be added as required. Awards will be judged for Intermediate and Advanced Groups.
	2. Members may enter a maximum of 2 images in each section.
	3. Each entry must have been entered into a monthly competition during that year, be in the same format and have no additional alterations. A print must have been previously entered as a print, and an EDI must have been previously entered as an EDI. An EDI cannot be printed and entered as a print, or vice versa.
	4. For the end of year competition, members should not resubmit the EDI image files as these will already be held by the Competition Steward. Images nominated for inclusion in the EOY competition must retain the same image name as used previously.
	5. At the end of each year a President’s Trophy will be awarded for a set subject competition, the subject and winner to be determined by the president.
	6. At the end of each year aggregate awards will be made to the highest scoring members in each group, in each of the competition sections.
3. **Outing Award**
	1. An Outing Award will be made each month for an image selected from images uploaded to the Club’s photo sharing site (“SmugMug”) by participants following each outing. The Judge (chosen by the committee) is free to set their own criteria as to which image qualifies for the award; however, it is often used as an opportunity to recognise the work of less experienced members. The winner is announced at the subsequent monthly competition night.

**RECENT DOCUMENT HISTORY:**

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| Date | BRIEF description of changes | Owner (name) |
| 1/12/2018 | New: Issue 1 | Vicki Moritz |
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