



Howick Camera Club Inc

All Saints Church Built 1841

Club Rules
Competition Rules
Committee Handbook

March 2010

IMPORTANT NOTICE

THE RULES AND BYLAWS, AS SET OUT FROM PAGES 3 TO 6, WERE SUBMITTED FOR APPROVAL TO THE REGISTRAR OF INCORPORATED SOCIETIES AT THE TIME OF INCORPORATION.

NO RULE MAY BE CHANGED EXCEPT BY REFERENCE TO AN ANNUAL GENERAL OR A SPECIALGENERAL MEETING OF THE MEMBERS AS SET OUT IN RULE 24.
A QUORUM, AS SET OUT IN THE RULES, IS REQUIRED.

THE REGISTRAR OF INCORPORATED SOCIETIES OR ITS AGENTS AND/OR ITS SUCCESSOR MUST ALSO APPROVE SUCH CHANGES.

THE COMMITTEE IN FORMAL MEETING MAY ALTER COMPETITION RULES AND THE HANDBOOK SECTIONS, AS DEEMED NECESSARY.

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Amendments to these rules are shown thus: **(Nov '05)** noting the Committee meeting date authorising such amendment.

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RULES AND BYLAWS

1. **NAME:** The name of the Society shall be the HOWICK CAMERA CLUB [Incorporated].
2. **OBJECTS:** The objects of the Society shall be the promotion of photographic activities in any or all of their aspects and applications.
3. **OFFICE:** The Society's registered office shall be at the address of the secretary.
4. **MEMBERSHIP:** The Society shall consist of:
 - Members: Any person, having first been approved by the Committee, shall, on payment of the Annual Subscription [*or part thereof due at the time of approval*], become a member. Other dependant members of the person's family may be admitted as members of the Society on payment of such portion of the annual subscription as shall be determined by the Committee.
 - Junior Members: Any person, who is aged eighteen years or under at the time of application, having first been approved by the Committee, shall, on payment of the Annual Subscription [*or part thereof due at the time of approval*], become a junior member. In the year following the attainment of the age of nineteen years such junior member shall become automatically a full member and become due for a full subscription.
 - Honorary Members: Any person who the Society may wish to honour may be elected an Honorary Member at an Annual General Meeting by, a two-thirds majority of those present and entitled to vote, for a period not exceeding one year, providing that such person shall have no voting powers nor be eligible to enter competitions.
 - Honorary Life Members: Any person who has been a member of the Society for twenty years and has given outstanding service to the Society, may, on the recommendation of the Committee be elected an Honorary Life Member at an Annual General Meeting by a two-thirds majority of those present and eligible to vote. Honorary Life Members shall have all of the rights of ordinary members of the Society but will not be liable for a subscription.
5. **APPLICATION FOR MEMBERSHIP:** Application for membership shall be on the form provided, with due nomination and seconding by financial members of the Society. Such application shall be deemed to be an agreement to accept and abide by the Rules, Bylaws, and Regulations of the Society, made or to be made. Applications shall be considered by the Committee in session and candidates shall be deemed elected only if supported by a two-thirds majority. The Committee shall have power to refuse applications. Applicants will be notified in writing, by the secretary, of their acceptance or rejection. In the case of rejection, applicants may appeal, in writing, to the committee and, after re-consideration, the Committee's decision shall be final.
6. **RESIGNATION:** Any member, who wishes, may resign from the Society on giving notice, in writing, to the secretary before the expiration of their current subscription, and, unless such notice is given, that person shall be liable for such portion of the subscription, as the committee shall see fit.
7. **TERMINATION OF MEMBERSHIP:** Any member who has failed to pay his annual subscription by the end of July, and has been advised in writing of this, shall be deemed un-financial and membership may be terminated at the direction of the Committee.

Such person shall cease to be entitled to receive notices of meetings or any other publications of the Society. Such persons will still be liable for the payment of monies due to the Society by that person and on payment of the arrears may be re-admitted as a member.
8. **EXPULSION:** Any member whose conduct is deemed by the Committee to be detrimental to the best interests of the Society may be invited, in writing, to resign. That decision must be approved by a two-thirds majority of those present at the meeting. The member may appeal, in writing, setting out his case and/or requesting a hearing [*which must be granted*] whereupon the Committee after any hearing, and deliberation, may on two-thirds majority terminate such person's membership, which shall take effect from that date, and there shall be no further inquiry into the matter.
9. **MEETINGS:**

The **ORDINARY MEETINGS** of the Society shall be held at such dates and places as may, from time to time, be determined by the Committee.

The **ANNUAL GENERAL MEETING** shall be held in MARCH each year for;
the receipt of the President's Report,
the receipt of the Treasurer's Annual Statement of Accounts,
the election of the Officers and Committee of the Society,
Appointment of an Honorary Auditor,

the setting of Annual Subscriptions,

for the transaction of any Special Business [of which due notice has been given], and General Business.

Unless correct due notice has been given, matters discussed at an Annual General Meeting can only result in recommendations to the Committee. After deliberation on such matters the decision of the Committee shall be binding.

A **SPECIAL GENERAL MEETING** of the Society may be called by the Committee or at the written request of any ten financial members of the Society. In the latter circumstance the Committee must convene the Special General Meeting within six weeks of the request being handed to the Secretary.

10. **NOTICES:** Notices of Ordinary Meetings of the Society shall be given in writing to all members at the commencement of the year and/or monthly. Notice of the Annual, or other, General Meetings shall be given by circular notice, at least fourteen days in advance, giving notice of;
Time and place and Official business to be transacted.
11. **OFFICERS:** The Officers of the Society shall consist of;
President
Immediate Past President
Vice President
Secretary
Treasurer
Not less than 4 and not more than 6 elected members of the Society [*These officers shall be known as "the Committee"*].
12. **ALL OFFICERS**, with the exception of the Immediate Past President, shall be elected at the Annual General Meeting of the Society. The Immediate Past President shall be an Ex Officio member of the Committee. Nominations for Officers shall be called for on the night of the Annual General Meeting and nominees must be Financial or Honorary Life Members of the Society. A member nominated for office need not be present at the Annual General Meeting but such nomination must be supported by written consent. The office of President may not be held for more than two consecutive terms. Candidates for Presidency must be elected from the existing President, if eligible, or the Vice President of the previous year. If neither person shall consent to nomination then the Annual General Meeting shall elect a President.
If there are insufficient nominations for positions on the Committee then the position, or positions, may be filled by the other members elected to the Committee, at their discretion.
The following persons are disqualified from being officers of the Society:
*An individual who is an undischarged bankrupt
*An individual who is under the age of 16 years
*An individual who has been convicted of a crime involving dishonesty (within the meaning of section 2(1) of the Crimes Act 1961) and has been sentenced for that crime within the 7 years prior to them being a committee member
*An individual who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, a company under section 382, section 383, or section 385 of the Companies Act 1993
*An individual who is disqualified from being an officer of a charitable entity under section 31(4) of the Charities Act 2005
*An individual who is subject to a property order made under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act (March '08)
13. **POWERS AND DUTIES OF THE COMMITTEE:**
(The Committee shall carry out the routine business and guide the activities of the Society in such a way as to relieve the members of such responsibilities and, so far as is possible, to eliminate the necessity for transacting business at meetings other than the Annual General Meeting.
(The Committee shall meet regularly, as required, at time and place agreed upon, or at the call of the President, or at the request of three members of the Committee.
(The Committee shall make such bylaws as are necessary for the satisfactory conduct of the Society 's activities. The Committee may, from time to time, alter, add to, or rescind, bylaws.
(The Committee may establish Sub-Committees to assist or advise the Committee.
Membership of such Sub-Committees is not restricted to Committee members, however, the Committee remains responsible for the activities of Sub-Committees and no act or decision of such Sub-Committee is valid unless endorsed by the Committee.
(The Committee may invest any surplus funds of the Society in any manner allowed by law for the investment of Trust funds, and shall have power to transact all business of the Society and otherwise control the expenditure of the Society's funds.
(The Committee shall procure a COMMON SEAL for the Society, which shall remain in the custody of the

Secretary and shall not be fixed to any document except by resolution of the Committee. The affixing of the seal shall be attested by two members of the Committee and the Secretary or Treasurer; but no person shall be concerned as to the validity of any affixing of the said seal if such affixing be attested to as aforesaid. (Any member of the Committee, except an ex-officio member, failing to attend three consecutive meetings, shall cease to be a member thereof, unless he shall first obtain leave of absence for a definite period. (All questions of general business shall be decided on a show of hands, by a simple majority, providing always that two members can demand a ballot. If required, the Chairman has a casting vote in addition to his normal vote.

*The Committee are elected by the members, and all serve on a voluntary basis with only expenses incurred in the course of the Society's business being reimbursed.

*The funds and property of the Society from whatever source derived shall be applied solely towards the promotion of the objects of the Society as set out in the Rules and no portion of the funds shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise, to members of the Society. No member shall derive pecuniary gain from any property or operations of the Society. **(March '08)**

14. **DUTIES OF OFFICERS:**

The **PRESIDENT**

(Shall preside at all meetings of the Society and of the Committee;

(Shall function as ex-officio member of all Sub-Committees or special Committees.

(Shall, when properly authorized by the Society or the Committee, sign all written contracts or obligations of the Society.

(Shall officially represent the Society at meetings of other organizations.

(Shall carry on the duties of office in such way as to promote the effective operation of the Society.

(Shall present to the Annual General Meeting a full report on all of the Society's activities.

The **VICE-PRESIDENT**

(Shall perform the duties of the President during the absence of the President or during a vacancy in that office;

(Shall perform such other duties as the Society or Committee may direct.

The **SECRETARY**

(Shall conduct the business and correspondence of the Society and shall obey directions of the Committee in that behalf;

(Shall record in the minute book all proceedings of the Committee and of the Annual General Meetings or Special General Meetings.

(Shall keep an official register containing the names and addresses of all members.

(Shall forward annually to the Registrar of Incorporated Societies the Annual Financial Statement as required by Sections 22 and 23 of the Incorporated Societies Act.

The **TREASURER**

(Shall receive all monies on behalf of the Society and give proper receipts for them, and, as soon as reasonably possible, lodge all monies so received to the credit of the Society with its bankers.

(Shall, in conjunction with the President, or such other persons as may be appointed from time to time, after satisfying himself that all such payments are being regularly and properly made, sign all cheques or withdrawal slips.

(Shall keep all books, as may be necessary, to set forth, full and correctly, the Society's financial affairs.

(Shall produce a statement of receipts and payments at every meeting of the Committee.

(Shall submit to each Annual General Meeting an audited Annual Statement of Accounts and Balance Sheet of the Society.

15. **VACANCIES:** The Committee shall have power to appoint a replacement to fill any casual vacancy occurring in any office of the Committee and any person so appointed shall hold office until the next Annual General Meeting.

16. **SUBSCRIPTIONS:** The subscription for membership shall be determined at the Annual General Meeting.

(Any member who has not paid his subscription by 30 April shall be deemed un-financial and having been advised of this, in writing, but still remaining un-financial at the end of a further month, shall cease to be a member.

(On payment of arrears of fees, a suspended member may be re-admitted to the Society

(The subscription for a new member, elected after the expiration of six calendar months of any financial year, shall be one half of the amount for a whole year.

(Any member who resigns from, or is expelled from, the Society shall not be entitled to refund of subscription, or part thereof.

(Where the subscription rate is changed at the AGM, any member that has already paid their subscription for the year prior to the AGM, will not be impacted by such change i.e. if the subs have increased, they will not have to pay the value of the increase and if the subs have decreased they will not be entitled to any refund.

17. **FINANCIAL YEAR:** The financial year shall be from 1 January to 31 December of each year.
18. **AUDITOR:** An auditor who is not a member of the Committee shall be appointed at the Annual General Meeting.
19. **PROPERTY:** The Society or its Committee shall have power to acquire, purchase or lease suitable land or property, real or personal, of any tenure, desirable for the Society 's objects, also to dispose of the same, or part thereof, by sale, lease or exchange. The Society may furnish room, or rooms, darkrooms, or premises for the use of members and generally do all things necessary for the promotion, or furtherance, of the above objects or anything incidental thereto.
20. **BORROWING MONEY Etc:** The Society shall have power to raise or secure the payment of money on mortgage or in such manner as the Society or its Committee may think fit and in particular by the use of tenure or debenture stock, perpetual or otherwise, charged or secured on all or any of the Society 's property both present and future and to purchase, redeem, or pay off any such securities.
21. **QUORUM:** Three-fifths of the members of the Committee shall constitute a quorum for any meeting of the Committee and one-third of the membership at any Annual General Meeting or Special General Meeting of the Society.
22. **VOTING:** Only members in good financial standing in the Society shall be entitled to vote at any Annual General Meeting. All resolutions at such meetings shall be decided on voices, and the ruling of the Chairman shall be final unless three members call for a ballot, when each member will then cast his vote either for or against the resolution. Should voting by this method be equal then the Chairman may exercise a casting vote in addition to his normal vote and a simple majority shall suffice, except where the rules call for a greater majority.
23. **INTERPRETATION:** The Committee, in session, shall be the sole authority for the interpretation of the Rules and Bylaws and Regulations of the Society and the decision of the Committee shall be final and binding upon all members and upon the Society. In the construction of these Rules, Bylaws and Regulations duly made, or hereafter to be made, the masculine gender shall be deemed to include the feminine, and the singular the plural, where the context so requires.
24. **ALTERATION TO THE RULES:** The Rules of the Society may be altered, added to, or rescinded, only at an Annual General Meeting or at a Special General Meeting called for the purpose and must be carried by a two-thirds majority of eligible members present and casting a vote at such a meeting. A Fourteen days notice of such alteration, addition or decision shall be given to each member, in writing, at the address provided to the secretary for that person. Notice of any proposed change to the rules shall be sent to the Secretary at least two months before the Annual General Meeting, or such Special General Meeting. No alteration to the rules shall take effect until the Registrar of Incorporated Societies has accepted and duly registered same.
25. **WINDING UP:** The Society may be wound up, should it become desirable, or necessary, in accordance with the provisions of the Incorporated Societies Act, 1908. If upon winding up or dissolution of the Society [whether voluntarily, or by direction of the Registrar of Incorporated Societies] there remains, after satisfaction of all costs and its debts and liabilities, any property or assets whatsoever, the same shall not be paid to or distributed among members of the Society, but shall be transferred to some other charitable society, or societies, within New Zealand having similar objects to the Society. (Oct 08)
26. **DATE OF OPERATION:** These Rules shall operate and be in force as from 17 March 2008, being an amended version of the Constitution dated 20 July 1959.

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COMPETITION RULES

1. Only financial members may enter competitions.
2. An entry must originate from a negative, colour slide or digital file that was exposed by the contestant.
3. An entry may be manipulated in any way provided no areas are added that were not exposed by the contestant.
4. Prints, unless specified otherwise in the particular competition rules, can be trade or home processed;
5. Prints may be monochrome or colour; dyed, hand coloured or toned **unless other specified in certain special competitions. Prints or mounts must be no larger than 51 cm x 41 cm (20 inches x 16 inches). Prints must be unframed and unglazed. (June 08)**
6. Unless otherwise permitted in certain special competitions, the same or substantially similar image cannot be re-entered in another club special competition. This includes images created in 'another form' which means copied from prints, slides or digital images entered in any other competition. Images entered into a special competition as a 'new' image can be used in one monthly competition after the entry in the special competition. (Sept 09).
7. Slides must be correctly spotted and able to be projected in a standard carousel projector. Slides do not need to be glass mounted.
8. The respective competition convenors have the right to reject outright any entry not considered to be within the formal rules of the competition. An entry so rejected can be re-entered in any other competition.
9. Entries must be handed in to the Print or **Projected Images** Convenor by 7.45 pm at the meeting of the due date. For **Projected Images** competitions see Rule 30. **(June 08)**
10. It is the responsibility of the entrant to ensure that prints and slides are correctly titled and marked, also that they are in presentable condition.
11. In all matters related to Club competitions the Committee of the Howick Camera Club (inc) is the final authority.

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MONTHLY OPEN AND SET SUBJECT COMPETITIONS

12. **OPEN & SET SUBJECT: Prints** entered and judged at first meeting of the month from February to November inclusive.
- "Open" means that the entry may be of any subject matter the competitor chooses.
 - "Set Subject" means that the content of the entry must be relevant to the stated subject as advertised, in advance, in the club competition programme schedule.
 - Prints must have the name and grade of the Competitor on the reverse **as well as whether the print is for set or open competition. (June 08)**
13. The committee will determine the number of entries permitted in the monthly print/**projected images** competitions. Where this number changes, the committee will advise the club members of this through "Shutter Talk," the club newsletter, in advance of the month that it will take effect. From March 2007, the maximum will be one open subject and one set subject entry.
14. Points accumulate during the year on the basis of
- | | |
|------------------------|---|
| Honours: | 5 |
| Highly Commended: | 4 |
| Merit: | 3 |
| Acceptance: | 2 |
| Entry only [no award]: | 1 |
15. When a member acts as a Competition Judge, he/she will be allowed extra points on the basis of his/her AVERAGE points in the relevant section for the year. The calculation will be made at the conclusion of the competition year. **See table at end of committee handbook section. (June 08)**
16. Under the RULES and BYLAWS, un-financial members are ineligible for points as from the end of June. Records of results for such members may be kept and points restored if the matter is corrected.
17. An entry may be re-entered in one other monthly competition if, and only if, it is has not gained a previous award
18. Grades: For the monthly **print** competition there will be three primary grades, "A", "B", and "C". There will also be a **print** Junior Grade for members 16 years of age or younger. For the **monthly** projected images competition there will be two grades; "A" and "B". A competitor may be in different grades for each of the print/projected images competitions. **(April 09)**
19. A new competitor is placed in the lowest grade for each competition in which they compete (print/**projected image**). Any competitor may seek entry to a higher Grade by presenting a portfolio of six prints/projected images to the Selection Committee for their evaluation. **(April 09)**
20. A competitor will otherwise be promoted to a higher Grade on the basis of the quality of work entered in the particular section
Within each Section, promotion will be automatic in the year in which a competitor gains at least 80% of the possible points from SUBMITTED entries over BOTH open and set subjects, providing that the Competitor has submitted a minimum of 65% of the total images required for the year. (Mar '06)
The committee MAY CONSIDER any other competitor on the recommendation of the selection panel, regardless of points gained.

END OF YEAR TROPHIES

21. The competitor with the maximum accumulated points in each competition section is awarded:

A Grade Open Prints:	Leese Cup
A Grade Set Prints:	Webster Cup
A Grade Open Projected Images :	Dickson Cup
A Grade Set Projected Images :	Young Cup
B Grade Open Prints:	Wilkinson Cup
B Grade Set Prints:	Morgan Cup
B Grade Open Projected Images :	Singleton Cup
B Grade Set Projected Images :	Longstaff Cup
C Grade Open Prints:	Points Trophy (prints)
C Grade Set Prints:	Prints Cup

Using any of your work entered during the year, irrespective of the award, the Open and Set Subject Competitions provide the opportunity to enter for any of the following competitions **and the restrictions of rule 6 do not apply as long as the image has not been altered from that entered during the year:**

Champion Print of the year:	Miller Trophy + Miniature to keep
A Grade Print of the year :	Presidents Cup + Miniature to keep
B Grade Print of the year :	Points Trophy + Miniature to keep
C Grade Print of the year :	Colour Cup + Miniature to keep

Entries close mid month meeting in NOVEMBER

Champion Projected Image of the year:	McCracken Cup + Miniature to keep
A Grade Digital Image of the year :	Champion Trophy + Miniature to keep
B Grade Digital Image of the year :	Points Trophy + Miniature to keep

Entries close mid month meeting in NOVEMBER

You may enter up to 4 prints and 4 projected images into the champion sections which must have been selected from those entered for the monthly competitions during the year **and the restrictions of rule 6 do not apply as long as the image has not been altered from that entered during the year. (June 08)**

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SPECIAL COMPETITIONS

22. CHAMBERS LANDSCAPE TROPHY

Entries close: First meeting in May

The subject is a landscape or seascape monochrome print, not necessarily based on a black & white negative.

Either one or two prints may be entered

Prints entered in this competition must not be more than two years old.

Prints entered into this competition cannot be entered again in any future special (non-monthly) competition.

Prints must not have been used in any other competition.

Print presentation must conform to the general competition rules. (Sep 09)

22A. McCREE LANDSCAPE CUP.

Entries close: First meeting in May

The subject is a landscape or seascape slide or digital projected image.

Either one or two slides or digital projected images may be entered.

Entries in this competition must not be more than two years old.

Slide or projected images entered into this competition cannot be entered again in any future special (non-monthly) competition.

Images must not have been used in any other competition.

Images presentation must conform to the general competition rules.

The images must have been taken in New Zealand. (Sep 09)

23. MASLEN PORTRAIT TROPHY

Entries close: First meeting in MAY

The subject is the portrait of a person and may include the body above the waist.

The committee decides each year on the type of work to be submitted - i.e. projected images (slides/digital) [odd numbered years], or monochrome or colour print [even numbered years].

Either one or two of these may be entered.

The competition is non-graded

Entries must not be more than two years old.

Print or projected images presentation must conform to the general competition rules. (April 09)

Images entered into this competition cannot be entered again in any future special (non-monthly) competition.

Images must not have been used in any other competition.

Image presentation must conform to the general competition rules. (Sep 09)

24. PRINT PORTFOLIO SET COMPETITION

Entries close: First meeting in July

Competition is for print images only

All six images will be judged as a set (and should follow a theme of some sort, i.e. a colour, subject matter or tell a story etc.)

Prints can be mono or colour

Prints must not have been used in any other competition.

Print presentation must conform to the general competition rules.

Prints entered into this competition cannot be entered again in any future special (non-monthly) competition. (Sep 09)

Prints entered in this competition must not be more than 2 years old. (Feb 07)

25. SLIDE/DIGITAL SLIDESHOW COMPETITION

Entries close: First meeting in July

AV/digital slideshow must not run longer than 7 minutes

Sound can be used in any form (entrant is responsible for copyright)

Images entered may have been used in previous competitions **and therefore the restrictions of rule 6 do not apply. (June 08)**

Images can be animated or digitally altered, but must have been taken by the entrant.

Digital slideshows must be in a format to be played on a normal laptop (ProShow file, exe file or PowerPoint file)

Digital slideshows must be supplied on a CD in correct format.

Prints entered in this competition must not be more than 2 years old. (Sep 09)

Slide presentations must conform to general competition rules. (Feb 07)

26. STONEX NATURAL HISTORY TROPHY

Entries close: First meeting in AUGUST

The subject is New Zealand natural history on a colour print.

One, two or three prints may be entered.

The Trophy shall be awarded to the competitor with the highest aggregate points total based on the awards given to each print entered by a competitor.

Prints are awarded Acceptance (2 points) or Honours (4 points). A Champion print is chosen which gets 1 extra point. (Feb 06)

Prints entered into this competition cannot be entered again in any future special (non-monthly) competition.

Prints must not have been used in any other competition.

Prints entered in this competition must not be more than 2 years old.

Print presentation must conform to the general competition rules. (Sep 09)

27. KELLY NATURAL HISTORY CUP:

Entries close: First meeting in AUGUST

The subject is New Zealand natural history entered as a colour projected image (slide or digital).

One, two or three images may be entered.

The Cup shall be awarded to the competitor with the highest aggregate points total based on the awards given to each print entered by a competitor.

Images are awarded Acceptance (2 points) or Honours (4 points). A Champion image is chosen which gets 1 extra point. (Feb 06)

Slide or projected images entered into this competition cannot be entered again in any future special (non-monthly) competition.

Images must not have been used in any other competition.

Prints entered in this competition must not be more than 2 years old.

Images presentation must conform to the general competition rules. (Sep 09)

OTHER FORM means that images may not be copied from prints, slides or digital images entered in any other competition. (June 2007)

DEFINITION OF NATURAL HISTORY

Natural History images should:

- Provide worthwhile scientific information about the subject.
- Be given a formal title describing what the image contains using, if possible, correct scientific names.
- Provide, if possible, some indication of scale by incorporating a recognizable common object.
- Not be manipulated to alter the appearance of the subject. Corrections for density and contrast are permissible during processing. Lighting may be arranged so as to provide the best possible result.
- The subject should be in a natural environment. Where, for reasons of convenience, the subject is moved into a studio situation then surrounding should be neutral or natural to the subject.
- For competition purposes the image must conform to pictorial values

28. SIMCOCK ROSE BOWL

Entries close: First meeting in NOVEMBER

The competition is of four prints, colour or monochrome, comprising one each of;

Landscape / Seascape: The land [or sea] must form the main subject matter. People or buildings [or other objects] may be included but must take on an inferior point of interest.

Human Interest/Genre /

Portrait: Must be the photograph of a person. The photograph may be a formal portrait or an image of a person at work or play. The person must form the main centre of interest.

Contre-Jour: This is a photograph taken with the main light source to the front of the camera. The subject is typically defined by rim lighting. The side facing the camera must show some detail and not be a full silhouette

Pattern and/or Texture: The subject matter is to consist of strong regular shapes arranged into a pattern or clearly defined textures. The shapes should have a degree of abstraction but may be of recognisable objects.

The photographs will be judged individually. Points will be awarded as set out in Rule 14 and totalled. (Feb 06)

The competition is non-graded.

The images must have been taken in New Zealand.

Prints entered into this competition cannot be entered again in any future special (non-monthly) competition.

Prints must not have been used in any other competition.

Prints entered in this competition must not be more than 2 years old.

Print presentation must conform to the general competition rules. (Sep 09)

29. PERCIVAL TROPHY:

Entries close: First meeting in NOVEMBER

The competition is for four projected images (slides or digital), comprising one each of:

Landscape / Seascape: The land [or sea] must form the main subject matter. People or buildings [or other objects] may be included but must take on an inferior point of interest.

Human Interest / Genre / Portrait: Must be the photograph of a person. The photograph may be a formal portrait or an image of a person at work or play. The person must form the main centre of interest.

Contre-Jour: This is a photograph taken with the main light source to the front of the camera. The subject is typically defined by rim lighting. The side facing the camera must show some detail and not be a full silhouette.

Pattern and/or Texture: The subject matter is to consist of strong regular shapes arranged into a pattern or clearly defined textures. The shapes should have a degree of abstraction but may be of recognisable objects.

The photographs will be judged individually. Points will be awarded as set out in Rule 14 and totalled (Feb 06)

The competition is non-graded.

Slide or projected images entered into this competition cannot be entered again in any future special (non-monthly) competition.

Images must not have been used in any other competition.

Images entered in this competition must not be more than 2 years old.

Images presentation must conform to the general competition rules. (Sep 09)

30. **The Open & Set Subject Projected Image Competitions** will be run as graded competitions each month from February to November. The committee will determine the number of entries permitted in the monthly projected image competitions. Where this number changes, the committee will advise the club members through the club newsletter, in advance of the month when it will take effect. From March 2007, **the maximum will be one open and one set subject image. (Sept 09)**

The image can be a **projected slide or digital image**. A digital image or have any kind of digital manipulation, but a purely computer-generated image will not be accepted (i.e. one totally created within a computer environment.) The main part or basis of the final image must have been based on a photograph taken by the author.

Slides must be handed in to the Projected Images convener by 7.45pm at the meeting of the due date.

Slides will be judged on the night using the same process. The assessment of projected image(s) of the night will include both slides and digital images.

Digital images (jpg only) must be emailed to the digital convener in the following format:

1024X768 pixels at **72ppi and 250kb** or less file size. If the entry has a different aspect ratio than this then the longest edge must not exceed 1024 pixels for a landscape or 768 pixels for a portrait or square format. Images must be e-mailed or supplied on a CD no later than Thursday (6.00pm) before the competition night so all entries can be collated. The image file names must be in the following format: **{grade}_{Set or Open}_{title}_{initialsurname}** e.g. **A_Open_Sunrise_ctyler** or **A_Set_racingcar_ctyler**

The Images are to be sent to: howickimages@gmail.com until advised otherwise through the club newsletter. **(April 09)**

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COMMITTEE HANDBOOK

The committee members are to meet at regular intervals as agreed by the members. Committee Meetings may take place at other times if necessary. Individual Members of the committee are to be assigned the following duties [other duties may be created according to need]. The duties and responsibilities of President, Secretary and Treasurer are set out in club rule 14.

- VISITORS CONVENER:** Meet and welcome visitors to the club meetings. Enquire as to photographic interests and needs. Introduce visitor to members. Record details in visitors book. Notify President so that names may be announced at start of meeting.
- SUPPER CONVENER:** Take responsibility for bringing of the supper box. Keep it replenished with Tea, Coffee, Milo, Milk, Sugar and biscuits. Arrange for washing of tea towels. Make certain that Urn is turned on. The supper convener may co-opt members to assist with dispensation of supper and washing of dishes at end of evening.
- SHUTTER TALK EDITOR:** Shall compose and publish the club newsletter to convey the following information to members; Committee member's names and contact details.
Coming events of special importance [*Set Subjects, Special Competitions, Workshops, Outings, Meeting Dates and Times (including notice of Annual General Meeting in the January/February issue)*], Competition results for previous month. Other informative content may, at the discretion of the Editor, be included.
The May and June issues are to contain notices re the payment of subscriptions. The Editor will liaise with the Treasurer to send out accounts for unpaid subscriptions with the June issue.
Shutter talk will be published on the first meeting of each month from March to November inclusive. The January/February issue will be forwarded to all members at the end of the second week in January. This issue is to include a copy of the full program for the year.
A minimum of ONE MONTH'S notice is to be given of upcoming special events, eg; Entries for Maslen Portrait due in first Monday of May. Event must be advertised NO LATER than the April issue [*March if possible*]
The editor will generally email Shutter Talk where possible and will post a copy to other members. The Treasurer will reimburse costs relating to Shutter Talk.
- PROGRAMME CONVENER:** Those appointed to this duty shall meet NO LATER than the SECOND MONDAY of OCTOBER to decide on the program for the following year. This will include SET SUBJECTS, WORKSHOPS and OUTINGS [if to be held]. They may also suggest dates and timings for these and ANY OTHER activities that may be deemed advisable.
The entire committee must accept and confirm the recommendations. The full program is to be published to the members, via Shutter Talk no later than the end of the SECOND WEEK of January. The early part of the program [especially set subjects] should be published in the NOVEMBER issue of Shutter Talk.
- SPECIAL COMPETITIONS CONVENER:** Shall keep a record of external competitions and exhibitions requiring entries by the club or individual members. The Convener will notify the committee, and membership, in good time so that entries may be assembled. Particular events to watch out for are; George Chance Prints, Bowron Landscape, Wiltshire Landscape, Regional Convention Exhibitions, National Convention Exhibitions. There will be other events from time to time.
- PRINT CONVENER:** A Convener and assistant will be appointed to accept and record the entries for print competitions. The recording will consist of keeping a permanent record of entrant's names and awards given. Where points are awarded the Head Convener will record and total these against the name of the entrant [see section 14 of the COMPETITION RULES for details of points to be awarded].
As each print is presented for judging, the recorder will announce the title of the print or indicate 'No Title' as applies. When, and not before, the judge has announced the result for each print the name of the entrant is to be announced. The entrant's name will not be announced for prints that are rejected. Once recorded, the Conveners will set out the prints for display.
When setting the prints out for display, care must be taken not to place two prints from the same entrant in adjacent positions. The Conveners have duty to insure that entries are treated properly and kept in good condition but are NOT responsible for faults in evidence at the time of entry.
- The Convener will provide a copy of all competition results to the editor of *ShutterTalk* for publishing in the following month's issue.

8. **PROJECTED IMAGE CONVENER:** A Convener and assistant will be appointed to accept and record the entries for **Projected Images** competitions. The recording will consist of keeping a permanent record of entrant's names and awards given [*either the convener or assistant may do the recording*]. Where points are awarded the Head Convener will record and total these against the name of the entrant [*see section 16 of the COMPETITION RULES for details of points to be awarded*]. **Where the projected image is a slide**, before recording, the slides are to be pre-assembled in the reception boxes so that no adjacent slides come from the same competitor. The recording sheets will be numbered to correspond to the slots of the magazine or carousel. The Conveners have a duty to insure that entries are kept in good condition and inserted into the projector in correct orientation AS INDICATED BY THE SPOT. The Conveners are NOT RESPONSIBLE for correcting incorrectly spotted slides. They are NOT responsible for faults in evidence at the time of entry. Items such as a light box and a brush may be provided for the use of the entrants. The Convener will provide a copy of all competition results to the editor of Shutter Talk for publishing in the following month's issue. As each **projected image** is projected for judging, the recorder will announce the title of the **projected image** or indicate 'No Title' as applies. When, and not before, the judge has announced the result for each **projected image** the name of the entrant is to be announced. The entrant's name will not be announced for **projected images** that are rejected. The Head Convener [*or nominated substitute*] will be responsible for the care of the club projector. **(June 08)**
9. **GENERAL DUTIES of PRINT and PROJECTED IMAGE CONVENER:** The Head Conveners will notify the current points totals to the editor of Shutter Talk in time for inclusion in the AUGUST edition. They will have the final totals ready within seven days of the final competition in NOVEMBER. These will be notified to the person responsible for the engraving of the trophies. The Print and **Projected Image** Conveners will provide the editor of Shutter Talk a full prize list at the conclusion of the final meeting in December. At the NOVEMBER meeting, the Head Print and **Projected Image** Conveners are responsible for bringing forward to the committee the names of any entrants who should be considered for promotion under the rules as set out under section 22 of the COMPETITION RULES. The Conveners will remind the Shutter Talk Editor when special competitions [*as set out in the COMPETITION RULES*] are coming up six weeks before entries are due. They will then collect entries on the due dates and arrange for them to be sent for judging. **(June 08)**
10. **JUDGES POINTS:** The print and **projected images** conveners are responsible for ensuring that Club judges are to be compensated for not being able to enter on the night of their judging. This is to be an average of their points in the section concerned [*see 'Judging Point Allocations' box for sample calculations*]. **(April 09)**
11. **PROJECTIONIST:** A competent projectionist is to be appointed to make certain that the slide entries are correctly displayed to the meeting. This position need not be a committee member. A 'Back-up' projectionist should be appointed.
12. **JUDGES CONVENER:** Maintain a list of potential judges. Contact judges and arrange sessions. Report judge selections prior to competition to committee for confirmation. Provide names of judges to Shutter Talk Editor for inclusion in monthly edition. Purchase suitable acknowledgements, i.e. petrol vouchers, for amounts to be set by the committee, for presentation to invited/guest judges.
13. **SELECTION PANELS:** Their duty will be to select club prints and/or slides for external competitions and exhibitions. There are normally to be TWO selection panels set up. One for prints and the other for slides/digital. A panel is to consist of a minimum of THREE members one of whom is, ex officio, the Head Convener of the relevant section. The other two are to be drawn from the 'A Grade' membership of the club. They need not be elected members of the committee. One member of each panel is to be appointed as Head Convener of the panel to arrange meetings as necessary and convenient for the other members. The Head Conveners will liaise with the Competitions Convener as to when external competitions or exhibitions are coming up.
14. **ANNUAL PLANNING:** As the year progresses the following events must be planned for:
- Annual General Meeting:** The Treasurer will provide a trial budget to the committee for consideration at the February meeting. From this budget the committee will set a recommended amount for subscriptions for the current year. This recommendation will go forward to the AGM. Members are to be given a minimum of fourteen days written notice of the AGM. This is normally done by means of the February "Shutter Talk." The March issue does, however, give sufficient notice to members who have theirs emailed or posted.
- Howick At Home:** This is normally held on the last Monday of May. Planning should be completed by the April Committee Meeting and invitations sent out to sister clubs before the end of April.

End of Year Function: A committee member is to be appointed as responsible for Trophies. A call for trophies must be made in the October "Shutter Talk" and direct approaches made to ensure that trophies are all in by the second meeting of November. The Trophies are to be engraved between that date and the end of November. Planning for the function should be completed by the second week in November and invitations sent out to guests by this date. The guest list is to include outside judges and chairmen of sister clubs. Others may be invited as desired by the committee.

15. The Agenda for committee meetings is to be sent out to committee members a minimum of 7 days before each meeting. Any items of general business, complete with detailed explanation and reasons, are to be lodged with the Secretary a minimum of 10 days before each meeting. For any items submitted under 10 days prior to each meeting, the Committee, by vote, have the right to defer without debate until a following meeting. (This would allow for a matter to be debated if it were urgent or necessary that it be decided and could not be deferred). **(Mar 06)**.

JUDGING POINT ALLOCATIONS

For example, a judge makes 11 SET SUBJECT entries, for a total of 45 points, and 16 OPEN SUBJECT entries for a total of 86 points in a full competition year.

For judging on a SET SUBJECT night the compensation will be
 $(45 \div 11) \times 2 = 8 \text{ points}$
[8.18 rounded]

For judging on an OPEN SUBJECT night the compensation will be
 $(86 \div 16) \times 2 = 11 \text{ points}$
[10.75 rounded]

The factor of 2 in both examples recognises that there are two entries possible on any competition night. Should this change in the future then the appropriate value should be inserted.

ANNUAL PLANNING GUIDE

January:

No committee meeting.
Editor to forward 'Shutter Talk' by end of third week.

February:

Plan special program for Annual General Meeting.
Judges sorted for April competitions.

March:

Treasurer to present preliminary budget for year.
Recommendations for current year subscriptions made.
Judges sorted for May competitions [*two required because of special competitions*]

April:

Judges sorted for June competitions.
Program organized for end of May 'At Home'
Secretary to send out invitations to sister Auckland district clubs.
Mid-month meeting: Call for entries to Maslen Portrait, Chambers and McCree Landscape competitions.
Publicise North Shore Salon — Entries in May and Laurie Thomas Landscape—Entries in June

May:

Judges sorted for July competitions [*two required because of special competitions*]
Details of 'At Home' confirmed.

June:

Judges sorted for August competitions [*two required because of special competitions*]
Call for George Chance Landscape Prints and Bowron Landscape slide PSNZ club competition entries for selection early in August

July:

Judges sorted for September Competitions.
Call for George Chance Landscape Prints and Bowron Landscape slide PSNZ club competition entries for selection early in August

August

Judges sorted for October Competitions

September:

Judges sorted for November Competitions [*two required because of special competitions*]
Select entries for club regional convention entries for November

October:

Organization for December wind-up function including arranging judge for end-of-year competitions.
Secretary to send out invitations to sister club presidents, secretaries and judges at end of month.
Request made for return of trophies [*verbally in subsequent meetings and also in November 'Shutter Talk'*].
Set Subjects for following year selected and published in November issue of 'Shutter Talk'.
Workshops for following year planned and published in November issue of 'Shutter Talk'.

November:

Organization for December wind-up function finalized and confirmed.
National Exhibition and Canon Digital to be publicized [Entries close in February]
Call for Bledisloe [Prints] and Wiltshire [Slides] for next February.
Arrange and finalize judges for February's (next year) competitions.

December: No topics. Club is in recess.

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