

Camberwell Camera Club Incorporated

BY-LAWS

NAME

1. The Name of the incorporated club is Camberwell Camera Club Incorporated (in these By-laws called "the Club").

INTERPRETATION

2. A reference in these By-laws to a Section means a Section of the Constitution of Camberwell Camera Club Incorporated.

BADGE

3. The official black and white badge and logo of the Club is illustrated below.



MEMBERSHIP

4. The Club shall consist of the following membership categories:
 - (1) Ordinary Membership
An Ordinary Member is one who has been granted membership as laid down in Section 3. The categories of Ordinary Membership are:
 - (1) Individual.
 - (2) Family: A couple and their dependent children under the age of 18 years living at the same address. Each adult shall pay a joining fee. The children will be exempt from the joining fee but those aged 16 years or more, or those who wish to enter competitions, must fill out a membership application form and receive a Club number.
 - (3) Student: A full-time student under 25 years of age on January 1 of the year in which its subscription is due.
 - 4.(2) Free Membership
A person granted Free Membership
 - (1) shall have their nomination approved by the Committee;
 - (2) shall be entitled to all rights and subject to all obligations of an Ordinary Member except the payment of a joining fee and the annual membership subscription for one year.
 4. (3) Honorary Life Member
Honorary Life Membership shall only be awarded to a Club member.
 - (1) Factors to be considered for the award are
 - (1) years of membership of the Club;
 - (2) service to the Club and its objectives, either on the Committee, as an office bearer or as a lecturer, judge or other contribution.
 - (2) The procedure for determining an award shall be:
 - (1) Nominations with supporting documents delivered to the Secretary by July 25 shall be considered for submission to that year's Annual General Meeting; late submissions may be accepted at the Committee's discretion.

- (2) The Committee shall appoint a sub-committee of three of its members to assess nominations:
 - (1) members of the sub-committee should have served on the Committee for a minimum of three years;
 - (2) the sub-committee may solicit additional comments from other sources;
 - (3) no person presently nominated for Honorary Life Membership shall deliberate on any nomination.
- (3) The sub-committee shall present all nominations with its final recommendations to the Committee by October 31, unless the Committee sets another date.
- (4) Each nomination approved by at least a two-thirds majority of the Committee shall be submitted to the Annual General Meeting.
- (5) Each nomination submitted to the Annual General Meeting shall be approved by at least a two-thirds majority of financial members present to have effect.
- (3) An Honorary Life Membership Badge shall be presented to each Honorary Life Member.
- (4) An Honorary Life Member shall be entitled to all rights and subject to all obligations of an Ordinary Member except the payment of an annual membership subscription equal to that of an Individual Membership.

SUB-COMMITTEES AND APPOINTMENTS

5. (1) When required, the standing Sub-committees and Appointments of the Committee shall be:

(1) President and Executive	
(2) Syllabus Panel	(14) Selection and Judging Panel
(3) Publicity	(15) Collectable Equipment
(4) Secretarial	(16) Sponsorship
(5) Finance	(17) General Meetings
(6) Exhibitions	(18) Honorary Membership
(7) Newsletter	(19) Club Hosts
(8) Membership	(20) Permanent Collection
(9) Catering	(21) Photography Course
(10) Outings	(22) Opportunity Table
(11) Competitions	(23) Hall Organiser
(12) Projection	(24) VAPS Councillors
(13) Special Interest Groups	(25) Library
such as: Slide Group, Print Group,	(26) Web Page Manager
Practical Group, Digital Group,	(27) Public Officer.
Audiovisual Group, etc.	
- (2) When a sub-committee is required
 - (1) a Convener for the sub-committee shall be appointed by the members of the Committee,
 - (2) the other members of the sub-committee shall be co-opted by the Committee or the Sub-committee Convener and
 - (3) no sub-committee shall have more than five members including the Convener.
- (3) The Committee may appoint the following from the Club Members:
 - (1) appointees to fill any positions under 5 (1);
 - (2) any assistants to officers or appointees;
 - (3) any other special appointment that it may consider necessary for the efficient conduct of the Club's affairs.
- (4) No decision or recommendation of an appointee or sub-committee shall have any effect or authority until confirmed by the Committee. The Committee may give this confirmation in advance with or without restrictions.
- (5) Councilors to the Victorian Association of Photographic Societies Inc. Council shall be appointed by the Committee.

DUTIES OF SUB-COMMITTEES AND APPOINTEES

6. (1) PRESIDENT AND EXECUTIVE
 - (1) The President shall
 - (1) uphold the Constitution and By-laws of the Club;

- (2) pursue the Purposes of the Club and strive to continually improve the Club's policy, activities and administration;
 - (3) act as Chairperson at all General Meetings of the Club, its Committee and Executive;
 - (4) ensure the correct functioning of all sub-committees;
 - (5) represent the Club to the outside world;
 - (6) act, subject to any expressed or implied instructions, on behalf of the Club and its Committee in the interval between meetings;
 - 6 . (1) (7) perform the customary courtesies including thanking office-bearers, other helpers and making new members welcome;
 - (8) be ex officio member of all sub-committees but without voting rights.
 - (2) The Executive shall be:
 - (1) President
 - (2) Vice-Presidents (2)
 - (3) Secretary
 - (4) Treasurer
 - (3) The Executive shall make decisions on urgent matters that arise between Committee Meetings by obtaining sufficient Committee members' views by telephone, Email or other informal means and the Executive's actions shall be submitted for confirmation at the next Committee Meeting.
- (2) SYLLABUS
The Syllabus Sub-committee shall
- (1) recommend a syllabus for the next calendar year giving, where possible,
 - (1) monthly general meeting dates, time and place,
 - (2) topics for each meeting,
 - (3) speaker and judge for each meeting,
 - (4) competition subjects for each meeting,
 - (5) outing dates and locations,
 - (6) the names of all Committee members and their main positions and/or appointments and
 - (7) other information of interest to members or the public;
 - (2) arrange for printing of the syllabus;
 - (3) recommend a budget allocation to the Treasurer.
- (3) PUBLICITY
The Publicity Officer shall
- (1) Direct the overall promotion of the Club.
 - (2) submit information to the media covering
 - (1) forthcoming meetings,
 - (2) results of competitions,
 - (3) changes of Office Bearers,
 - (4) winning or other photographs by members,
 - (5) Club achievements,
 - (6) Club Exhibitions,
 - (7) Acknowledge photographic achievements of individual members of the Club.
 - (3) arrange notices in the Camberwell and other Boroondara Libraries and such other places so as to publicise Club activities and meetings;
 - (4) convene a Public Relations Sub-committee if required by the Committee;
 - (5) recommend a budget allocation to the treasurer.
- (4) SECRETARIAL
(1) The Secretary shall
- (1) be the Convener of the Secretarial Sub-committee;
 - (2) keep and maintain a register of members as required by Section 5;
 - (3) receive and deal with applications for membership as required by Section 3;
 - (4) have a thorough working knowledge of the Statement of Purposes, Constitution and By-Laws, and in particular
 - (1) Section 7 (2), timing of meetings and resolutions,

- (2) Section 7 (3), notification of resolution,
- 6 . 4 . (3) Section 7 (5), convening a special general meeting,
- (4) Section 10, special general meeting,
- (5) Section 12, notice of a meeting,
- (6) Section 20.1, appointment of a proxy,
- (7) Section 24, nomination of officers,
- (8) Section 27, minutes and minute books,
- (9) Section 30, removal of members of committee,
- (10) Section 32, common seal,
- (11) Section 36, custody of records;
- (5) prepare all forms to be filed under the Incorporation of Associations Act and Regulations;
- (6) promptly forward all moneys received and all accounts for payment to the Treasurer;
- (7) promptly forward notifications of resignations to the Convener of the Membership Sub-committee;
- (8) acknowledge receipt of all Secretarial inward correspondence;
- (9) keep dated minutes of Committee Meetings in the following order:
 - (1) opening time,
 - (2) persons attending the meeting,
 - (3) apologies,
 - (4) confirmation of previous meeting's minutes,
 - (5) business arising from previous meeting's minutes,
 - (6) communications,
 - (7) financial report,
 - (8) membership sub-committee report,
 - (9) other sub-committee reports,
 - (10) Victorian Association of Photographic Societies Inc. reports,
 - (11) general business,
 - (12) next meeting details,
 - (13) closing time;
- (10) in relation to Committee Meetings:
 - (1) give notice of meetings,
 - (2) make arrangements for meetings including place, date and time,
 - (3) prepare the agenda in the order of business as per By-law 6 (4) (1) (9),
 - (4) validate proxies,
 - (5) inform the chairperson of any matter that may invalidate proceedings at a meeting,
 - (6) post (or otherwise deliver) the agenda of the next Committee Meeting to each Committee member at least 2 days prior to that Committee meeting,
 - (7) post (or otherwise deliver) minutes of the previous Committee meeting to each Committee member at least 2 days prior to the next Committee Meeting;
- (11) recommend a budget allocation to Treasurer.
- 6 . 4 . (2) The Public Officer shall be a member of the Secretarial Sub-committee.
- 6 . (5) FINANCE
The Treasurer shall
- 6 . 5 . (1) attend to Club finances as required by Section 28;
- (2) at each Committee meeting
 - (1) present for ratification accounts paid which were authorised by the Executive since the previous Committee Meeting,
 - (2) present outstanding accounts for payment authorisation,
 - (3) present details of moneys received since the previous Committee Meeting,
 - (4) on request, present an Income and Expenditure Statement showing actual figures compared to annual and year to date budget,
 - (5) on request, present a statement detailing the actual cash and investment status,
 - (6) on request, present recommendations in regard to cash management;
- (3) after each Committee meeting

- (1) act on any cash management decisions made by the Committee,
 - (2) pay all accounts passed for payment;
 - (4) annually
 - (1) prepare a Statement of Income and Expenditure on an accrual accounting basis,
 - (2) prepare a Balance Sheet on an accrual accounting basis,
 - (3) arrange for the Statement of Income and Expenditure and Balance Sheet to be audited,
 - (4) arrange for an audited Statement of Income and Expenditure and a Balance Sheet to be presented to the Annual General Meeting,
 - (5) prepare an Income and Expenditure Budget for the next financial year, in consultation with the Executive,
 - (6) present the Budget at the first Committee meeting in the new financial year,
 - (7) present the Budget to the Annual General Meeting,
 - (8) recommend membership fees and subscriptions to the Committee,
 - (9) recommend membership fees to the Annual General Meeting;
 - (5) be a signatory for cheques, drafts, bills of exchange, promissory notes and other negotiable instruments;
 - (6) convene a Finance Sub-committee if required by the Committee.
- (6) EXHIBITIONS
The Exhibitions Sub-committee shall
- (1) arrange public or other displays of Club work as requested by the Committee;
 - (2) conduct Exhibitions or National Exhibitions for the Club, VAPS Inc., or any other organisation, as requested by the Committee;
 - (3) recommend a budget allocation to the Treasurer.
- (7) NEWSLETTER
The Editor shall be the Convener of the Newsletter Sub-committee which shall
- (1) produce the Newsletter, *Shutterbugs*, with content and format approved by the Committee;
 - (2) arrange printing, proof-reading and distribution;
 - (3) recommend a budget allocation to Treasurer.
- (8) MEMBERSHIP
- (1) The Secretary shall
 - (1) receive and deal with applications for membership as required by Section 3;
 - (2) keep and maintain a register of members as required by Section 5.
 - (3) With the approval of the Committee, the Secretary may delegate the membership duties to another member of the Committee.
 - (2) The Treasurer shall convene a Membership Sub-committee to
 - (1) deal with applications for membership as required by Section 3;
6. (8) (2) (2) forward to each successful applicant:
- (1) Membership number,
 - (2) Statement of Purposes,
 - (3) Constitution,
 - (4) By-laws,
 - (5) Competition Rules (unless included with By-laws),
 - (6) Competition subjects with definitions (if any),
 - (7) Current syllabus,
 - (8) Histories of Memorial Trophies.
- (9) CATERING
The Catering Sub-committee shall
- (1) organise the catering and hall layout for the Christmas and Interclub Competition meetings;
 - (2) with Committee approval, request donations of food and/or money from members;

- (3) recommend items of entertainment to the Committee;
- (4) recommend a budget allocation to Treasurer.

(10) OUTINGS

The Outings Director shall

- (1) recommend to the Committee suitable outings;
- (2) recommend appropriate places and times to meet and duration of outings;
- (3) recommend appropriate photographic opportunities for the type of outing;
- (4) arrange tour guides where appropriate;
- (5) recommend to the Committee, from time to time, Club weekend trips;
- (6) convene an Outings Sub-committee if required by the Committee;
- (7) recommend a budget allocation to Treasurer.

(11) COMPETITIONS

(1) The Competitions Steward shall

- (1) receive entries for all Club competitions;
- (2) verify that each entry complies with the appropriate competition rules;
- (3) arrange delivery of entries to the judge;
- (4) inform the judge of the Club's rules and requirements relevant to the competition(s) being judged and the judge's responsibility to check entries for compliance with the subject definition(s) (if any);
- (5) keep a record of results signed by the judge;
- (6) maintain a record of all results in a hard copy form.

6. (11) (1) (7) submit copies of all competition results to

- (1) Newsletter Editor,
- (2) Publicity Officer and
- (3) Honorary Secretary.

(2) The Competition Steward shall be the Convener of the Competitions Sub-committee which shall:

- (1) recommend to the Committee, when required,
 - (1) changes to the Competition Rules,
 - (2) handicapping,
 - (3) types of awards;
- (2) check aggregate and other results for each year;
- (3) recommend a budget allocation to Treasurer.

(3) The Competitions Sub-Committee shall have an Assistant Competition Steward who:

- (1) will be appointed by the Committee
- (2) will receive all entries for Interclub Competitions
- (3) will arrange delivery of all entries to the judge
- (4) will recommend to the Committee suitable participants for the Club's Interclub Competition
- (5) maintain a hard copy of all Interclub results
- (6) forward all Interclub results to the Newsletter Editor and the Honorary Secretary.

(12) PROJECTION

(1) Only the Projectionist, Assistant Projectionist or other persons approved by the Committee shall operate the Club's slide projector(s), electronic data projector(s) and notebook computer.

(2) The Projectionist shall be responsible for

- (1) taking care of the Club projector(s), slide magazines computer(s) and other accessories and spare parts;
- (2) making the projector(s) available for all and only meetings authorised by the Committee;
- (3) when able and required, operating the projector(s) at all meetings authorised by the Committee;
- (4) nominating an assistant(s) who shall be approved by the Committee;
- (5) recommending a budget allocation to Treasurer.

(3) The Projectionist shall convene a Projection Sub-committee only when so requested by the Committee

- (13) **SPECIAL INTEREST GROUPS**
- (1) A financial member of the Club may become a member of Special Interest Groups on payment of the additional fee (if any).
 - (2) The Special Interest Group Convener shall
 - (1) liaise with the Committee to determine Special Interest Group meeting dates;
 - (2) arrange meeting places;
 - (3) chair meetings or arrange for a chairperson;
 - (4) arrange functions, topics, speakers or other activities;
 - (5) convene and chair a Special Interest Groups Sub-committee only when so requested by the Committee;
 - (6) recommend a budget allocation to the Treasurer;
 - (7) recommend an annual Special interest Group membership fee to the Treasurer.
- (14) **Web Page Manager**
The Web page Manager will design, install and maintain the Club's Web Page in a manner approved by the Committee.
- (15) **Public Officer**
The Public Officer will perform those duties as detailed in The Associations Incorporation Act 1981 and amended from time – to – time and Associations Incorporation Regulations 1998.

AUDIT

7. The Club shall appoint an Auditor annually, to audit its financial statements.

IDENTIFICATION WITH CLUB

8. No member shall act in the Club's name, or use the Club's name, in any way whatsoever without the full knowledge and consent of the Committee.

PROCEEDINGS AT MEETINGS — STANDING ORDERS

9. These Standing Orders shall be applicable to all General Meetings and Committee Meetings, and shall be construed subject to the Constitution.
- (1) Meetings shall, subject to the presence of a quorum as laid down in Section 12, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the Agenda is disposed of.
9. (2) No meeting shall be of longer duration than four hours.
- (3) Any member wishing to speak at General Meetings or in the Committee of the Whole shall raise a hand and, when called upon by the Chairperson, shall address the Chair. If two or more members signal simultaneously, the Chairperson shall call upon the member who was first identified.
 - (4) When the Chairperson rises to speak any member on his feet shall resume their seat.
 - (5) Except in Committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the Minutes.
 - (6) A motion or amendment before the Chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
 - (7) If required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing.
 - (8) A motion or amendment before the Chair may be reworded subject to leave of the meeting.
 - (9) The Chairperson shall, when reasonably requested to do so by any member, read or cause to be read the motion, amendment and/or foreshadowed amendments before the Chair. Such request shall not be made while any speaker has the floor.

- (10) Except in Committee, no member shall speak more than once to any question, except that the mover of a motion (but not an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
- (11) A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve their right to speak to it subsequently.
- (12) When an amendment is before the Chair discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chair has been disposed of.
- (13) The Chairperson shall, as far as practicable, call on speakers for and against a motion or amendment alternately, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view or, in the case of a motion, to move an amendment, the motion or the amendment shall (subject, in the case of a motion, to the mover's right of reply) be put without further debate.
- (14) Any member may raise a point of order, which shall take precedence over all other business, and which shall be subject to discussion. The point must be raised at the time the irregularity occurred. An explanation or contradiction shall not constitute a point of order.
- (15) The Chairperson shall give rulings on Points of Order and other questions of procedure.
- (16) Any member disagreeing with the Chair's ruling on a point of order may move dissent and such motion shall be put forthwith without debate.
- (17) A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move "That the question be now put", which motion, if accepted by the Chair, shall be put without amendment or debate. The Chairperson shall have absolute discretion to accept or refuse the motion. The Chairperson may at their own volition put the question if adequate discussion has taken place. In either case the mover of a motion shall retain their right of reply. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.
- (18) A member may at any time move "That the speaker be no longer heard" or "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while the speaker has the floor.
- (19) During the discussion of a motion (but not of an amendment), a member who has not already participated in the debate on the motion may move "That the question be not now put". This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the Chair but in no case shall it be put until all amendments have been disposed of.
- (20) A member may move "That the meeting be now adjourned". Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over others before the Chair except points of order.
- (21) A General Meeting may at any time during the discussion of a motion or an amendment resolve itself into a Committee of the Whole.
9. (22) Standing Orders 1 to 21 or any one of them may be suspended by a majority of the meeting. A motion to this effect shall be open to debate.
- (23) On the motion to confirm the Minutes no questions except as to their accuracy shall be raised.
- (24) No member shall reflect on the vote of a meeting, except on a motion of rescission of any previously adopted. No member shall reflect on a Section of the Constitution, By-laws or a Standing Order, except on a motion (of which due notice was given) to amend such Section or Order.
- (25) Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected until after the decision was made.

- (26) A declaration by the Chair that a question has been carried or lost and an entry to that effect confirmed and signed in the Minutes shall be conclusive evidence of the fact without proof of the numbers of votes recorded for or against the question.
- (27) Only the Committee or a General Meeting may make alterations to the **Standing Orders**. Not less than 14 days notice of such alteration must be given in writing to the membership.
- (28) Any matter not dealt with in the above Standing Orders shall be governed by the customary procedure at meetings.

CONDUCT OF BALLOTS

- 10. Where a ballot is required
 - (1) the Chairperson shall appoint two scrutineers who shall be financial members of the Club;
 - (2) the Secretary of the meeting shall be the Returning Officer;
 - (3) financial Members only will be handed a ballot paper;
 - (4) the method of voting shall be by writing the names on the ballot paper of the candidates for whom the member wishes to vote;
 - (5) every voting paper which shows more names than the number of vacancies to be filled shall be invalid;
 - (6) if, on the report of the Scrutineers, the Returning Officer is of the opinion that any voting paper is substantially defective, such voting paper shall not be used in the election;
 - (7) the Returning Officer and Scrutineers shall report in writing the result of the count and deliver the report to the chairperson of the meeting;
 - (8) the candidates who have received the greatest number of votes shall be elected to the extent of the vacancies to be filled;
 - (9) if two or more candidates have received an equal number of votes then the Chairperson of the meeting shall by lot elect one of them;
- 10. (10) the Chairperson shall sign the report by the Returning Officer and Scrutineers of the result of the election which report shall be placed in the Minute Book and shall be conclusive evidence of the election;
- (11) the Chairperson of the meeting shall announce the result of the election to the assembled members.

CONDUCT OF POLLS

- 11. Where a Poll or Secret Ballot is, or has been, requested under Section 16 (1) or Section 24 (4)
 - (1) persons carrying proxies must enter all proxies even though they may cancel one another. (Not to do so may affect a 2/3 or other necessary majority, for example see Section 7 (7) (1));
 - (2) counting shall commence after the Chairperson has declared the ballot closed;
 - (3) results of votes cast at a poll shall be recorded in the minutes.

NEWSLETTER

- 12. (1) The Newsletter Sub-committee shall issue a monthly newsletter known as *Shutterbugs*.
- (2) A Complimentary copy shall be forwarded to the VAPS Inc.
- (3) Complimentary copies may be sent to organisations or persons the Newsletter Sub-Committee Convener may from time to time decide.
- (4) The objectives of the Newsletter shall be
 - (1) to serve as a means of communicating Club news to members of the Club;
 - (2) to provide a means of dissemination of knowledge with regard to the study and practice of photography.
- (5) Contributions
 - (1) may be accepted from any person or source;
 - (2) shall not infringe copyright;
 - (3) shall acknowledge copyright where required;
 - (4) shall be acknowledged if not to be published in the issue following receipt;

- (5) may be rejected for publication following conference by the Newsletter Editor with the Newsletter Sub-committee and/or the President.
- (6) Contents
 - (1) First priority group (all items in this group should appear in each issue where applicable):
 - (1) speakers and subjects for all meetings including Special Interest Groups and outings;
 - (2) next competition subjects;
 - (3) competition results;
 - (4) office-bearers, committee members and appointees (one issue only);
 - (5) notes from the Committee;
 - (6) official reports of Club activities;
 - (7) paid advertisements.
 - (2) Second priority group (items in this group will depend on material received and space available):
 - (1) editorial;
 - (2) message to members from the president;
 - (3) articles on photography;
 - (4) members and other persons experiences in relation to photography and Club personnel;
 - (5) articles based on talks delivered at meetings;
 - (6) other articles.
- (7) Guidelines on paid advertisements in Newsletter:
 - (1) all advertisements shall be restricted to a reasonable size (preferably 4 to 6 lines per advertisement);
 - (2) the Newsletter Sub-committee Convener has the authority to accept or reject paid advertising material as provided in by-laws 6. (7);
 - (3) payment for advertising should be enclosed with the copy forwarded to the Newsletter Sub-committee Convener;
 - (4) no paid advertisements shall conflict with the Club's Statement of Purposes.

COMPETITIONS, COMPETITION RULES AND AWARDS

- 13. (1) All Competitions, General Rules:
 - (1) Entrants shall be financial members of the Club.
 - (2) Entrants may enter a maximum of two entries in each category entered.
 - (3) Each entrant shall provide separate slide(s), digital projected image(s) or print(s) for each category entered. This does not preclude the entering of identical images in more than one category at the one time.
 - (4) An entry form must be submitted to the Competition Steward for each monthly or interclub competition. The entry form is available on the Club web site.
 - (5) Each print, digital projected image or slide shall carry a title for identification and the member's Club number for Club Competitions and Title and Member's Name for Interclub Competitions. A separate entry form is required for each competition.
 - (5) The entrant will own the copyright of each entry.
 - (6) The original image(s) must have been made by the entrant on photographic emulsion or acquired with a digital imaging device. Any modification of the original image(s) must be made by the entrant or under the entrant's personal direction. The final print work must be reproduced on photographic or electronic print material, mounting excepted, and projected images on photographic film or as an appropriate digital file.
 - (7) The Committee or its Executive may reject any entry before or after judging. The entrant shall be given the reason for rejection on request.
 - (8) All care will be taken but no responsibility will be accepted by the Club or its officers for loss of or damage to entries.
 - (9) When compiling a Club entry for any interclub competition other than the Victorian Association of Photographic Societies interclub competition, each category of the competition shall contain submissions from not less than four members unless prohibited by

- the rules of that competition. Any member may be represented in more than one category.
- (10) A member shall not judge any Club competition, other than The Year's Activities competition, without the approval of the Committee.
 - (11) A member who judges a Monthly Aggregate competition shall not enter in that month's competition but shall be awarded points as follows:
For each category entered by the member, one eighth of the member's place-getting points in that category (as determined after the October competition) plus two points.
 - (12) Definition of a photograph (provided by Australian Photographic Society Inc.):
 - (1) A photograph is a visible image originating from the action of light or other forms of radiant energy, on a photosensitive medium or device.
 - (2) A photograph is a work that retains obvious evidence of one or more photographic images that are predominant in the picture and taken only by the author.
 - (3) A photograph consisting entirely of one's own or another person's art form, not of photographic origin, is inadmissible.
 - (13) Definition of a monochrome print (as defined by the Australian Photographic Society Inc.) Any photograph containing shades of only one colour. If toning is carried out, it must be over the total photograph – partial toning and/or the addition of one extra colour is not acceptable in a monochrome print.
 - (14) Definition of a Colour print (as defined by the Australian Photographic Society Inc.) Any photograph that is not a monochrome. It includes a monochrome photograph that has been partially toned or had colour added.
 - (15) The term projected image refers to either a slide or a digital projected image.
 - (16) The Club will not retain any prints unless there is an agreement to the contrary. All prints submitted by a member will be available for collection from the competition steward at the conclusion of the judging meeting.

Disclaimer

- 14.(1) It is the responsibility of the member to obtain model releases and ensure that copyright approval is obtained as applicable.
 - (2) Members submitting images must be aware and accept that the images will be displayed in a public place and as such must be suitable for general viewing. Whilst all accepted images submitted will be judged, the Club reserves the right not to display publicly any images that is considered unsuitable for public exhibition.
 - (3) By submitting images to either a Club or an Interclub competition the Club assumes the right to display the image on its Web Site, in Shutterbugs or in a Committee authorized exhibition.
15. (2) Competitions which the Club shall run are:
- (1) Monthly Aggregate Competitions.
 - (1) The categories shall be: 1. Large Prints 2. Small Prints 3. Slides and Digital Projected Images (as determined by the Committee.)
 - (2) The Aggregate Competitions shall be held in those months which the Committee may, from time to time, determine. Members shall be given adequate notice of proposed changes.
 - (3) The subject shall be as shown in the "Forward Plan of Competition Subjects" as recommended by the Competition sub-committee to the Committee.
 - (4) Monthly Aggregate Competitions, General Rules (see also "All Competitions, General Rules" above and "Additional Rules" below):

- (1) Each entry shall comply with the appropriate subject definition (if any) as issued with the "Forward Plan of Competition Subjects".
 - (2) Entries may be commercially or home processed.
 - (3) Entries may be monochrome or colour unless otherwise stated by the Committee.
 - (4) Entries will be received only at such time and place as is determined by the Committee (unless alternative arrangements are made in a particular instance).
 - (5) Points shall be awarded as follows: 1st place, 5 points; 2nd place, 4 points; 3rd place, 3 points; 4th place, 2 points; 5th place, 1 point. In addition, each entry receives 1 point.
 - (6) An entry awarded 1st, 2nd or 3rd place may not be re-entered in the same Monthly Aggregate competition category. However, it may be entered in any other category.
 - (7) At the judge's discretion, up to five entries in each category may be awarded Special Mentions.
 - (8) The Aggregate winner in each category is the member who accrues the most points during the year. 2nd and 3rd place-getters shall also be recognized.
- 15.2.1. (5) Large Print Category, Additional Rules:
- (1) The maximum size shall be 40cm x 50cm (16in x 20in) including mount. The minimum size of the image shall be such that the print is not eligible for the Small Print Category (see "Small Print Category, Additional Rules:" below).
 - (2) Prints must be mounted. Prints framed, mounted on chipboard or other heavy or thick material cannot be accepted.
 - (3) Prints may be made by any accepted photographic process and may be colour, monochrome, photograms, experimental, toned or hand coloured but must clearly show an underlying photographic image.
 - (4) Series, story-telling or photo-essay prints may be entered in the Large Print Category only and shall be presented on one mount not exceeding the maximum size.
 - (5) Each large print shall carry on the back of the print the member's competition section (A or B), Club Number, and a Title of not more than 25 characters, e.g., B999 The Black Swan.
 - (6) These By-Laws also apply to large panoramic images.
 - (7) The winner of the Large Print Aggregate Competition shall hold the Donald M. Inchley Memorial Trophy for one year.
- (6) Small Print Category, Additional Rules:
- (1) The maximum size of small prints including small panoramic images shall be 20cm x 25.5cm (8in x 10in). The maximum size of the mount shall be 20cm x 25.5cm (8in x 10in) with a minimum size of 12.5cm x 18cm (5in x 7in).
 - (2) Prints must be mounted. Prints framed, mounted on chipboard or other heavy or thick material (greater than 5mm) cannot be accepted.
 - (3) Prints shall be mounted and the mount size must be a minimum of 12.5cm x 18cm (5in x 7in) and a maximum of 20cm x 25cm (8in x 10in). This applies to small panoramas.
 - (4) Prints may be made by any accepted photographic process and may be colour, monochrome, photograms, experimental, toned or hand coloured but must clearly show an underlying photographic image.
 - (5) Each small print shall carry on the back of the print the makers competition section (A or B), Club Number and a

Title of not more than 25 characters, e.g., B999 Lions on Sunday.

- (6) If the mount exceeds 20cm x 25cm (8in x 10in) the entry will be regarded as a large print.
- (7) The winner of the Small Print Aggregate Competition shall be awarded a trophy.
- (7) Slide Category, Additional Rules:
 - (1) Slides shall be in standard 5cm x 5cm (2in x 2in) mounts of any type but mounts likely to jam the projector from any cause including excessive thickness, carrying sticky labels or coming apart, will not be accepted.
 - (2) Mounts must be clearly spotted in the lower left hand corner as viewed when held in the hand.
 - (3) Slides may be masked.
 - (4) The image area may be divided into any number or shape of smaller areas. Multiple images on one slide shall have a common theme.
 - (5) The winner of the Projected Image Aggregate Competition shall hold the A. Edmund Stevens Memorial Trophy for one year.
- (8) Digital projected Images – additional rules.
 - (1) The Committee will nominate competitions where digital projected images may be entered.
 - (2) Club members may enter two images into the appropriate competition however where entries for projected images are allowed i.e., where both slides and digitally projected images may be entered, each member may enter only two images in total.
 - (3) Members will enter their digital images on a CD (Compact Disc), or other Committee approved memory device. No other files should be on the device.
 - (4) Digital Projected Images must be constructed completely from data obtained from accepted image-capture photographic processes (see definition of a photographic image – 13.1.12).
 - (5) The entrant must own the copyright to the entire digital projected image.
 - (6) Digital Projected Images can be either monochrome or colour.
 - (7) All digital images must be JPEG (Joint Photographic Experts Group) or other format as approved by the Committee.
 - (8) The name of each digital image will include the member's competition section (A or B), Club Number and a title of not more than 25 characters. e.g., B999 Lion In Snow.
 - (9) Digital Projected Images must be no larger than 1024(w) x 768(h) pixels and less than 500kB.
 - (10) All images may be copied to a single memory device prior for judging.

14. (2) (2) The Year's Activities:

- (1) The categories shall be: 1. Large Prints, 2. Small Prints, 3. Projected Images.
- (2) The competition shall be held annually at the November General Meeting.
- (3) Definition: A photograph taken since October 1 of the previous year at any event or occasion that Club members attended or were invited to. For example: Club outings, print/slide/audiovisual/general meetings, portrait sessions, conventions, invitations to other organisations etc.
- (4) The entrants of the winning prints and slide shall receive a Merit Card.

14.2.(3) Perpetual Trophies:

- (1) The Categories and Definitions are:
 - (1) **The Wilfred Broadhead Memorial Trophy** for the Best Colour Projected Image.
 - (2) **The Gordon Hankin Memorial Trophy** for the Best Large Print.
 - (3) **The George Rosedale Memorial Trophy** for the Best Large Architectural Print: A print featuring the interior or exterior of one or more, ancient or modern, functional, man-made structures. For example, domestic or commercial buildings, monuments (excluding statues), columns, bridges, steel fabrications and the like.
 - (4) **The Viola Boice Memorial Trophy** for the Best Landscape Colour Projected Image: A projected image featuring the natural scenery of the terrain or coastline and may include trees, people, buildings or other objects provided that they do not dominate the picture.
 - (5) **The Nell and Viv Bennett Perpetual Trophy** for the Best Colour Print: A colour print of a seascape, cloudscape or landscape including agricultural or pastoral scenery, national parks, formal parks and public or private gardens or any item or detail of plant life growing in the above places. People, fauna or human artifacts may be included provided that they do not dominate the picture.
- (6) **The Barbara Symonds Memorial Trophy** for the Best Small Print.
- (7) **The Monochrome Print Perpetual Trophy:** for the best large monochrome print. The monochrome print must conform to the definition in the Club By-Laws. The winner will receive a Trophy (to be held for twelve months) and a Certificate while the runner-up will receive a Certificate.
- (2) Categories (1), (2), (3), (4), (5) and (6) (above), General Rules (see also "All Competitions, General Rules" above and "Additional Rules" below):

- 14 . (2) . (3) . (2) .
 - (1) Entries will be received only at such time and place as is determined by the Committee (unless alternative arrangements are made in a particular instance).
 - (2) An entry (or a similar entry by the same author) which has been awarded a trophy may not be re-entered in the same category but may be entered in another, subject to these rules.
 - (3) The maximum size of Large Print entries shall be 40cm x 50cm (16in x 20in) including mount. The minimum size of the image shall be such that the print is not eligible for the Small Print Category.
 - (4) The maximum size of small prints, including small panoramic images, shall be 20cm x 25.5cm (8in x 10in) including mount. The minimum size shall be 12.5cm x 18cm (5in x 7in).
 - (5) Prints must be mounted. Prints framed, mounted on chipboard or other heavy or thick material (greater than 5 mm) cannot be accepted.
 - (6) Processing of film and prints shall not be restricted to the entrant.
 - (7) Slides shall be in standard 5cm x 5cm (2" x 2") mounts of any type but mounts likely to jam the projector from any cause including excessive thickness, carrying sticky labels or coming apart, will not be accepted.
 - (8) Mounts must be clearly spotted in the lower left hand corner as viewed when held in the hand.
 - (9) Slides may be masked.
 - (10) The image area may be divided into any number or shape of smaller areas. Multiple images on one slide shall have a common theme.
 - (11) Processing of slides shall not be restricted to the entrant.

- (12) The second place-getter in each category shall receive a certificate.
- (3) Categories (2) (Gordon Hankin) & (3) (George Rosedale), Additional Rules:
 - (1) Prints may be made by any recognised photographic process and may be colour, monochrome, photograms, experimental, toned or hand coloured but must clearly show an underlying photographic image.
 - (2) Series, story-telling or photo-essay prints may be entered in the Large Print categories only and shall be presented on one mount not exceeding the maximum size.
- 14. (2) (3) (4) Category (5) (Nell & Viv Bennett), Additional Rule:
 - (1) Entries shall be colour prints but not toned or hand coloured.

- (4) Interclub Competition:
 - (1) The Club shall organise an annual print and projected image competition in which other clubs shall be invited to compete.
 - (2) The competition shall be held at a General Meeting and members of the competing clubs shall be invited to attend.
 - (3) The Club rules for the Aggregate Monthly Large Print Competition and Small Print Competition shall apply to the print entries.
 - (4) The Club rules for the Aggregate Monthly Projected Image Competition shall apply to the slide and projected digital image entries.
 - (5) Each competing club shall be invited to submit up to five Large Prints, five Small Prints and five slides and/or Projected Digital Images as determined by the Committee.
 - (6) No entry shall have been entered in a previous Camberwell Camera Club Interclub Competition.
 - (7) Each entry shall carry a title of not more than 25 characters, club name and author's name for identification.
 - (8) No member shall have more than two works in any one category of the competition but may have up to two works in each category. Any member may be represented in more than one category. A person who is a member of more than one competing club may have up to two works in each category of each of that person's club's entries.
 - (9) The judge shall be asked to allot points to each entry with a maximum of 15 points per entry.
 - (10) The club achieving the highest number of points in each category shall be awarded an appropriate certificate.
 - (11) The authors of the Best Large Print, Best Small Print and the Best Projected Image of the competition shall be awarded an appropriate certificate.
 - (12) The club achieving the highest total of points overall shall be awarded a certificate and shall hold the Perpetual Trophy for one year.
 - (13) When Digital Projected Images are included they must conform to the requirements of Additional Rules for Digital Projected Images (13.2.1.8)

15 (Competition Steward's Award:

- (1) A Competition Steward's Award, based on consistency of entry in Club competitions over one or more years, may be presented annually. Preference shall be given to a member who has not received any end-of-year or interclub trophy as a member of Camberwell Camera Club Inc. Recommendations received by the Competition Steward shall be considered and a decision made by the Competitions and Competitions Rules Subcommittee, if deemed appropriate.

- (2) A Competition Steward's Award need not be made each year and no more than one Award shall be given in any one year.
- (3) The recipient of A Competition Steward's Award shall be presented with a certificate.

16 Camberwell Camera Club Inc Valued Service Award

- 16 The Committee may make an award to any member who has made an outstanding contribution to the Club.
- 16.1 This award will be named the Camberwell Camera Club Valued Service Award.
- 16.2 This award will be made to a member who through their photographic activities, their administrative activities and/or service to the Club, has made a significant contribution to the success and reputation of the Club.
- 14.3 The following activities should be considered in making the award:
 - Participation in Club photographic competitions.
 - Success in Club photographic competitions
 - Entering Interclub competitions
 - Supporting Club exhibitions
 - Administrative activities
 - Making Club meetings work efficiently
 - Encouraging new members
 - Participation in or organising workshops
 - Years of membership
 - Participation in photographic Conventions
 - Participation in club social events
- 16.4 Unless the Committee identifies special circumstances, the award will normally be limited to one award per calendar year.
- 16.5 Nominations will be made by any member of the Committee.
- 16.6 The nomination must be seconded by a second member of the committee.
- 16.7 The nomination must be made in writing and must be accompanied by an executive summary which will become the citation in the event of the award being made.
- 16.8 All nominations must be in the hands of the secretary by July 25 in the year of nomination.
- 16.9 The Committee will appoint a sub-committee of three members plus a member of a second VAPS affiliated Photographic Club.
- 16.10 The sub-committee will consist of present or past members with at least three years service on the committee.
- 16.11 No person presently nominated shall deliberate on any nominations.
- 16.12 The recommendation of the sub-committee must be approved by the Committee by October 31 with at least a two-thirds majority.
- 16.13 A suitable trophy will be presented to the recipient at the Annual General Meeting.

QUICK REFERENCE FOR DIMENSIONS OF COMPETITION ENTRIES

The maximum Small Print size allows for panoramic format. The maximum slide image size allows for superslides. Inches have been converted to the nearest centimeter — you may choose to measure your entries in imperial or metric units, whichever is to your advantage!

PRINT SIZES IN INCHES		
	Maximum	Minimum
Large Prints	Image: 16in x 20 in mount 16in x 20in	Image 8in x 10 in mount greater than 8in x 10in
Small Prints	Image: 8in x 10 in Mount: 8in x 10 in	Mount: 5in x 7in
PRINT SIZES IN CENTIMETERS		
	Maximum	Minimum
Large Prints	Image: 40cm x 50cm Mount 40cm x 50cm.	Image 20cm x 25.5cm Mount >20cm x 25.5cm
Small Prints	Image: 20cm x 25.5 cm. Mount: 20 x 25.5 cm.	Mount 12.5cm x 18cm
SLIDE SIZES		
	Maximum	Minimum
Slides	Image: 42 x 42 mm; Mount: 5 x 5 cm.	Image: no minimum Mount: 5 x 5 cm

DIGITAL PROJECTED IMAGES jpg format		
		Max File Size
Landscape	1024 (w) x 768(h) pixels	500KB
Portrait	<768(w) x 768(h) pixels	500KB
Square	768 (w) x 768(h) pixels	500KB

Revised, November 22, 2011

