



Sandhurst  
Camera Club

# Sandhurst Camera Club

Est. 2014

## Member's Handbook

### V1.2.5

Web: <https://sandhurstcamera.club>

Facebook: Sandhurst camera club

Instagram: <https://www.instagram.com/sandhurstcameraclub>

Flickr: <https://www.flickr.com/groups/2778200@N23>

**Member of:**

Southern Counties Photographic Federation (SCPF)

**Affiliated to:**

The Photographic Alliance of Great Britain (PAGB)

# Contents

Section 1 – Introduction .....	4
Brief history .....	4
Acknowledgements .....	4
Section 2 - Membership and Subscriptions .....	5
Children, Young People and Vulnerable Adults.....	5
Section 3 - Activities and Facilities.....	6
Meetings.....	6
Where a judge or speaker is attending a meeting by Zoom: .....	6
Guest speakers .....	6
Competitions .....	6
Practical evenings.....	6
Annual Exhibition.....	6
AGM.....	6
Communications.....	7
Extended summer programme .....	7
Website.....	7
Members' Page.....	7
Expert advice .....	7
Other activities .....	7
Section 4 - Club Organisation .....	8
Committee Posts and Responsibilities .....	8
Non-Committee Positions (when required) .....	10
Committee email addresses .....	10
Non-Committee email addresses .....	10
Section 5 - Club Competitions .....	11
Internal Club Competition Rules .....	11
Photographers' own work.....	11
Standard and Advanced Class .....	11
Print Open Competitions.....	11
PDI Open Digital Image Competitions .....	12
Theme Competition.....	12
General .....	12
Image identification.....	12
Print submissions.....	12
PDI Digital Image Submissions.....	13
Scoring .....	13
Section 6 – Local Inter-Club Competitions .....	14
Section 7 – PAGB, SCPF Membership and Competitions .....	15
Photographic Alliance of Great Britain (PAGB) .....	15
Federation membership and inter-club competitions .....	15

Section 8 - Annual Exhibition of Photography.....	16
Print Displays .....	16
PDI Panels .....	16
Awards.....	16
Mini Pop-up Exhibition .....	16
Other organisations.....	17
Appendix 1.....	18
The Sandhurst Camera Club Privacy Notice .....	18
Appendix 2.....	19
The Sandhurst Camera Club Constitution (Version 1.5).....	19
1. Name .....	19
2. Objectives .....	19
3. Membership .....	19
4. Officers and Committee .....	19
5. General Meetings .....	20
6. Financial Matters .....	20
7. Subscriptions .....	20
8. Expulsion of Members .....	20
9. Dissolution .....	21
10. Constitution Changes.....	21
11. Interpretation and Definitions.....	21

## Section 1 – Introduction

This handbook contains the Rules, Regulations and general information for members of Sandhurst Camera Club.

Sandhurst Camera Club is a friendly, easy going camera club that welcomes anybody, 16 or over, with an interest in all things photographic. Hopefully this handbook will provide you with a starting point to all those questions about the club, but it cannot hope to cover everything, so if there is something that you would like to know please ask our Social Secretary (see the current programme for contact details), or one of the other committee members.

### Brief history

With the introduction of digital photography, the use of cameras ranging from smartphones to professional “high end” cameras had never been so profuse.

Together with the take up of photography, many individuals were seeking to improve the finished image.

In the past, that had been largely through courses, or trial and error.

More recently, the Internet has supported the photographer, with online courses and “social” media such as Facebook and Instagram.

Many of the Sandhurst community joined the “We Love Sandhurst” Facebook group and posted photos they had taken, of family; gardens; visits; and holidays.

In 2014, following a Sunday morning walkabout, with cameras, around Shepherd’s Meadow, another Facebook page was established – “3 Counties Photography Group”.

Whilst that gave an excellent opportunity for the group to get together, take photographs and share some of them, it fell short in a number of areas such as peer group review, professional (competition standard) review and expert input.

It also missed the people who didn’t wish to sign up for Facebook, or who had never heard of the group.

Camera clubs are popular, with local camera clubs over-subscribed. In 2014 our close neighbour, Yateley Camera Club, alone had a waiting list of over 20 – far more than could be satisfied by natural turnover.

For those reasons, we established the first Sandhurst Camera Club.

Amendments and comments about this document should be passed to the Handbook Editor. The document will be updated as and when necessary.

### Acknowledgements

Thanks to Yateley Camera Club for producing their handbook and inspiring the production of this document.

## Section 2 - Membership and Subscriptions

Annual subscriptions for membership of Sandhurst Camera Club are decided at the AGM on recommendation of the current Treasurer and are payable at the start of the camera club year in September. The monies collected cover the costs of hiring the meeting room(s), cost of speakers and judges, and general running of the club.

The Club is a non-profit making organisation and the subscription fee levels are set to cover the cost of running the club over the year.

The current fees are shown in the Membership Application Form which can be found and downloaded from the Club website membership page. [Membership – Sandhurst Camera Club](#) Payment should ideally be made by Bank Transfer (We cannot accept cash).

Alternatives are available, through the Treasurer. Upon receipt of the membership fee the Membership Secretary will provide a membership card and issue a receipt if requested.

The types of membership subscription are:

- Full individual
- Joint (2 members of the same family living at the same address)
- Junior (under 18 in full time education)

### Children, Young People and Vulnerable Adults.

The following paragraphs detail the Sandhurst Camera Club policy, in respect to the above. This policy has been prepared following the advice given in the PAGB document 'Advice for Clubs on Children, Young People and Vulnerable Adults attending Club Meetings, Issue 1, dated 17<sup>th</sup> Feb 2015 (reformat 2020)'. This document may be found on the PAGB website:

[https://www.thepagb.org.uk/wp-content/uploads/child\\_protection.pdf](https://www.thepagb.org.uk/wp-content/uploads/child_protection.pdf) (not secure) For the purpose of this policy, Children, Young People and Vulnerable Adults will hereafter be referred to as "vulnerable individuals".

Anyone under the age of 18 must be accompanied at all times by a parent or guardian, while attending a club evening, or any other activity organised by SCC. This also applies to anyone over that age, who could be considered as being a 'vulnerable adult'. The parent or guardian assumes full responsibility for protecting the vulnerable individual from any form of abuse be it sexual, emotional or physical and from exploitation or any other action or activity that may be considered harmful.

The minimum age for a student member of SCC is 16 years. The minimum age for a guest is 16 Years. Please note that in both instances, the vulnerable individual must be accompanied at all times by a parent or guardian, as detailed in the previous paragraph.

The parent or guardian must be a full member of SCC. As such he or she will understand the nature of the images being displayed, or the activities on a particular club evening and be able to decide if these are appropriate for the vulnerable individual to see or take part in. The parent or guardian accepts full responsibility for this decision. It is not SCC policy to provocatively display adult themed images, though it is entirely possible on artistic grounds that they may be displayed appropriately. The parent or guardian must fully accept this.

## Section 3 - Activities and Facilities

### Meetings

The club meets at 7.30pm (for a 7:45pm start) on alternate Tuesdays from September to June, at The Kitty Dancy Room, Sandhurst Community Hall, Yorktown Road, Sandhurst GU47 9BJ. The final meeting of the year is usually in June, but there can be informal extended summer programme during June, July and August. The normal club meetings last around two hours with a 15 minute break for refreshments and due to the carpark gate being locked at 10:00pm, close about 9:45 pm.

#### Where a judge or speaker is attending a meeting by Zoom:

*“On booking a judge or speaker the Programme Secretary will forward the contact details to the Webmaster. The Webmaster will then use these to send a confirmation of the booking and a Zoom invitation in the week prior to the relevant club evening. **The Webmaster will be the contact for all zoom related issues and the Programme Secretary for any issues with the booking.**”*

### Guest speakers

Guest speakers are invited to the club during the year to talk on a wide range of photographic and related subjects. Speakers may use prints, slides or projected digital images (PDIs) to illustrate their talks, although occasionally a speaker will demonstrate printing, mounting or framing techniques. Each year the club will arrange for a “well known” photographer to speak to the club. These evenings, denoted as “Keynote Speaker” events may be held at other (larger) venues than the usual club meeting room to accommodate a larger audience, if necessary and require a fee for visitors.

### Competitions

The club runs several competitions for its members throughout the year and also takes part in external inter-club competitions. The club participates in the annual SCPF Leagues for PDI and Printed images.

When Print and PDI competitions are run, all paid up members are eligible (and encouraged) to enter. Please see Section 5 of this document for details and the full set of competition rules.

Please see Section 6 of this document for details of the local inter-club competitions.

### Practical evenings

The club runs a series of ‘practical’ evenings throughout the year. These evenings are run so that members can take part in, as the title suggests, a more practical evening. In the past studio, high-speed flash, the members have run table-top and Photoshop evenings.

The current programme will show the dates of the practical evenings and the theme of the evening: sometimes cameras and tripods will be required, other times a memory stick with some images. Members will be informed at the preceding meeting. At present there is no additional fee for these evenings.

### Annual Exhibition

The annual exhibition is the highlight of the club’s year. The Publicity Secretary will organise the exhibition and announce the dates well in advance for members to enter.

Prints and PDIs are exhibited. The exhibition is a great forum for members to display their work, and the club may invite other clubs and organisations to participate.

All members are encouraged to enter the exhibition, but if you are not sure please speak to one of the experienced members who will be able to give you any necessary help and advice.

Section 8 of this document gives more information about the annual exhibition.

### AGM

The annual general meeting (AGM) is usually held during the final meeting of each year. The first item of business is to elect the club Executive, consisting of Chair, Vice-chair, Treasurer and Club Secretary.

This is a chance for the club to state its progress and position to the members, with reports from the chair, club secretary, treasurer and other committee posts. Any proposed changes to the club's constitution (see Appendix 2) can be put to the meeting and agreed or otherwise. This is also a chance for the members to raise any issues, although this should be done according to the club's constitution.

## Communications

At each meeting the Chair will make announcements about forthcoming events. Notices and other information will be displayed on the Membership Secretary's table at the entrance to the meeting room and can contain information such as competition results, external photographic competitions, photographic exhibitions and other photographic related information. In addition, the web site will be updated regularly with relevant information. E-mail, normally in the form of a short Newsletter may also be used to disseminate information; members who do not have internet access should contact the Membership Secretary and the Programme Secretary to arrange suitable alternatives.

## Extended summer programme

The Club year runs from September to June. To maintain contact with club members during the 'close' year several events may be organised during June, July and August on the usual club nights. These events may be more practical in nature and may be outside to take advantage of the lighter evenings. The extended programme events are self-funding so if a room is required then a small charge is made to the members attending to cover these costs.

Please refer to the website for details of these evenings or look out for the announcements towards the end of the year in a Newsletter, by email or on the Members' Page.

## Website

The club maintains a web site at <https://sandhurstcamera.club> containing the most up to date information about the programme, exhibition and general club information, as well as a copy of this document. Additionally, space is allocated for members to display some of their work. If you have some images that you would like included on the gallery pages of the website please contact the Webmaster for details of how to do this.

## Members' Page

This is a secure, members only, area of the website where registered Club Members (as opposed to any non-members) can access information, Club News, Competition details and results, Meeting Invitations and a repository for training and tutorial documents related to photographic topics.

All paid-up Club Members are issued with a Username and Password, by the Webmaster, with which to gain access to the Members Area. Any issues should be raised with the Webmaster at: [scc-webmaster@sandhurstcamera.club](mailto:scc-webmaster@sandhurstcamera.club).

## Expert advice

The club has many experienced photographers amongst its members, so advice and guidance on virtually any aspect of photography is readily available. Please speak to the Social Secretary, or in their absence any member of the committee, if you do not know who the right person is to answer your photographic questions.

## Other activities

Due to Insurance issues the club will not officially organise any photographic trips. Trips may be organised by a group of club members getting together to go to photograph a local event and sharing transport costs.

The club may run other activities not described in this handbook. Please check the website and listen out for announcements and details.

## Section 4 - Club Organisation

Appendix 2 of this document shows, in full, the Sandhurst Camera Club constitution.

Several officers and members are elected at the AGM to serve on the committee, and these individuals take on their roles with immediate effect following the AGM. Although for some roles there will be a hand over period to ensure a smooth transition from person to person.

The constitution states the officers of the club are: (Bold type denotes Executive Committee members)

<b>President</b>	<b>Chair</b>	<b>Vice-Chair</b>
<b>Club Secretary</b>	<b>Treasurer</b>	Competition Secretary
Programme Secretary	Membership Secretary	Publicity Secretary

In addition the Committee co-opts other members as circumstances require. Currently these officers are:

Social Secretary	Webmaster	
------------------	-----------	--

The elected committee manages the affairs of the club. However, there are many other roles and jobs that need doing within the club such as helping with preparations for the annual exhibition & organising and selling raffle tickets, to name just two. The committee is always looking for willing volunteers so please speak to one of the committee members if you can help.

For information, a short description of the role and responsibilities of the officers of the club and other voluntary positions is shown below.

The details of the current officers of the club, committee members and those filling the voluntary positions (if appropriate) are available on request.

### Committee Posts and Responsibilities

<b>President</b>	An honorary position given for life to a member who has served the club in exemplary fashion over the years. The club President is the 'Statesman' of the club.
<b>Chair</b>	Hosts the meetings, greeting and introducing the invited speaker or judge. They will provide announcements during the evening and will close the meeting at the end of the evening. The Chair will chair the committee meetings and the AGM.
<b>Vice-Chair</b>	Deputises for the Chair when they are not available.
<b>Club Secretary</b>	The administrative hub of the camera club. The secretary, with the Chair, draws up and distributes the agenda for each committee meeting and the AGM, requests zoom meetings to be set up by the Webmaster, records and distributes the minutes of the committee meeting and minutes of the AGM. They are the club's contact for the federations and PAGB affiliations and will act as the Club Representative. All correspondence should be directed through the club secretary. The Club Secretary is also responsible for distributing newsletters and information from the PAGB and SCPF to the membership, either by email or by posting in the relevant section of the Club Members' Page.  Responsible for maintaining the list, holders and location of Club Assets.
<b>Treasurer</b>	Responsible for recording the club's finances. They will collect all monies generated and pay all bills owing, including the charges made by invited speakers and judges. They are responsible for generating a full set of accounts which can be made available on request. A subset of the accounts should be presented to the AGM.
<b>Competition Secretary</b>	Responsible for the running of the competitions. They ensure that the judges' marks are recorded and will maintain the competition records. Responsible for organising the club's entry for the external competitions such as the SCPF competition.



	<p>The Competitions Secretary may ask other members to form a sub-committee for the purpose of selecting PDI and Printed images for entry into External Competitions such as the SCPF League.</p> <p>The Competition Secretary will liaise with SCPF and other clubs for all external competitions, co-ordinate the image selection and compilation of the final entries, submit the entries and represent the club on competition evenings and be the Competition point of contact with the SCPF. The Competition Secretary will liaise with the Publicity Secretary to ensure membership is informed of up-coming external events.</p> <p>Where appropriate, the Competition Secretary will upload all Competition related posts to the relevant sections in the Members' Page or provide the information to the members, by email.</p>
<b>Programme Secretary</b>	<p>Responsible for organising the programme for the following year by booking the speakers and judges as necessary. Organise the programme to make sure that all the competitions are scheduled including the external competitions that are held at other clubs. The Programme Secretary will also ensure that the current year programme runs smoothly by sending out reminders to speakers and judges.</p>
<b>Membership Secretary</b>	<p>Receives applications for membership and maintains an up-to-date database of members and their attendance at meetings. Collects monies for membership and guests where appropriate and hands that to the Chair or Treasurer for banking. Holder of the Sumup Payment Card Reader.</p> <p>Issues receipts where requested.</p> <p>Also maintains and issues Membership Cards, Name Badges and Club Handbook to Members and a name badge for the evening to Guests and Visitors.</p> <p>Sends out a welcome letter and a copy of the Programme to new members, on behalf of the Chair.</p> <p>Responsible for ensuring that Mailchimp data is kept up to date when there is a change in the membership or the static information, such as Club Address, etc.</p>
<b>Publicity Secretary</b>	<p>Responsible for creating and maintaining awareness and interest within the local community, of the activities of the club, with the aim of encouraging new members.</p> <p>Responsible for the organisation of the annual exhibition and any smaller exhibitions the club may hold during the year. Responsible for ensuring that the appropriate venues are booked and the relevant information is available to club members to enter the exhibition. Also responsible for ensuring that if other clubs or organisations are invited to participate in the exhibition, that they are invited and have all the relevant information.</p> <p>The Publicity Secretary may ask other members to form an exhibition sub-committee to carry out all the necessary arrangements to hold the exhibition(s).</p>
<b>Social Secretary</b>	<p>Responsible for welcoming new members to the club on meeting nights and helping with any questions arising. May be requested to assist the Publicity Secretary as required. Organises the provision of tea, coffee and biscuits at the interval during a regular club evening. All monies for refreshments will be collected via the Club card payment device.</p>
<b>Webmaster</b>	<p>Responsible for managing and maintaining the club's website. They will ensure that the website information is kept current and up to date.</p> <p>Responsible as the Site Administrator for maintenance of the Members' Page.</p> <p>They will also maintain and manage the Club email system with LCN, the provider.</p> <p>Responsible for managing the Zoom account, setting up and running the Zoom meetings and Zoom Committee meetings, sending invitations to join the meetings to the membership and external speakers to ensure they are fully able to deliver their presentation.</p> <p>May delegate specific tasks to other Committee Members.</p>

## Non-Committee Positions (when required)

Image Coordinator	<p>Provides support to the Competition Secretary, co-ordinates the internal PDI competitions by ensuring that all the entries are collated and ready to be projected on the competition evenings. For competitions held by Zoom, ensures that all images are provided in advance, in the correct sequence, to the evening's Judge. Responsible for setting up the projector on PDI competition evenings and others as appropriate. The Image Coordinator will interact with the judge, co-ordinate the images, upload them to Magic Lantern and recruit scorers for the evening. If on Zoom will send the images to the judge in advance of the meeting. If in the hall, will set up the equipment on the night. Will run the competition flow through ML.</p> <p>For print competitions, responsible for organising the delivery of the presentation stands to the venue and for organising the prints onto the displays and for recruiting scorers for the evening.</p> <p>Stands in for the Competition Secretary when necessary.</p>
Social Media Coordinator	<p>This role may form part of the Webmaster responsibilities.</p> <p>Responsible for the club's involvement with Instagram and other social media platforms. Will have a close relationship with the Publicity Secretary to avoid duplication and with the Image Coordinator to select images, <u>unless the Photographer has withheld approval</u>, for posting on Social Media platforms.</p>
Handbook Editor	<p>Responsible for maintaining and updating the Club Handbook. Under guidance and approval from the Executive Members of the committee they will consider any suggested changes, make the changes deemed necessary and maintain version control on this document. They are responsible for letting the club members know of any changes to the document in advance of the AGM or SGM, as appropriate and ensuring that the website version is kept current and up to date.</p>
Raffle Organiser	<p>Member Volunteer. Ensures that raffle prizes are available and tickets are sold on the appropriate evenings.</p>

## Committee email addresses

Honorary Life President:	<a href="mailto:president@sandhurstcamera.club">president@sandhurstcamera.club</a>
Chair:	<a href="mailto:chair@sandhurstcamera.club">chair@sandhurstcamera.club</a>
Vice-chair:	<a href="mailto:vice-chair@sandhurstcamera.club">vice-chair@sandhurstcamera.club</a>
Club Secretary:	<a href="mailto:secretary@sandhurstcamera.club">secretary@sandhurstcamera.club</a>
Treasurer:	<a href="mailto:treasurer@sandhurstcamera.club">treasurer@sandhurstcamera.club</a>
Competition Secretary:	<a href="mailto:compsec@sandhurstcamera.club">compsec@sandhurstcamera.club</a>
Programme Secretary:	<a href="mailto:programme@sandhurstcamera.club">programme@sandhurstcamera.club</a>
Membership Secretary:	<a href="mailto:members@sandhurstcamera.club">members@sandhurstcamera.club</a>
Publicity Secretary:	<a href="mailto:publicity@sandhurstcamera.club">publicity@sandhurstcamera.club</a>
Social Secretary:	<a href="mailto:social@sandhurstcamera.club">social@sandhurstcamera.club</a>
Webmaster:	<a href="mailto:scc-webmaster@sandhurstcamera.club">scc-webmaster@sandhurstcamera.club</a>

## Non-Committee email addresses

Image Coordinator:	<a href="mailto:images@sandhurstcamera.club">images@sandhurstcamera.club</a>
PDI Image Submissions:	<a href="mailto:scc@sandhurstcamera.club">scc@sandhurstcamera.club</a>

## Section 5 - Club Competitions

### Internal Club Competition Rules

Each year the Club runs several competitions, the rules of which are explained in this section.

The competitions are judged by independent judges who are invited to the club to provide a constructive critique of each image before awarding marks out of ten for each image or by selecting the winning entry, depending upon the competition.

The Club runs Print and PDI competitions and challenges.

To differentiate between a competition and a challenge, competitions will be attended by an external judge who will mark each submission, usually out of 10 in half mark steps. A challenge will not be marked and the evening will be led by the Image Coordinator who will provide comments on each submission. The aim of the Challenges is to prepare members for the process of entering their work into Competitions.

To aid further development of members' photography, and at the discretion of the Committee, an image may only be entered in an Open Competition once, either as a print or a digital image, and all images must be substantially different. In addition no image may be entered which has been entered in any other PAGB Affiliated club competition or exhibition.

### Photographers' own work

The Club follows the competition rules laid down by the PAGB, and by extension the SCPF. In particular regards to originality: "Images must be entirely the work of the Photographer". In composite images, all component images must meet this requirement. For the avoidance of doubt, use of images from any other source including, but not limited to, royalty free image banks and clipart are not permitted. All competition entries at the Club, projected or printed, must therefore meet these rules.

Any images entered for internal competition at the club or for external competition or league must be entirely the work of the Photographer. Verbal advice is acceptable, but the Photographer must make any changes themselves.

**Unless specifically included PICTURES CREATED BY ARTIFICIAL INTELLIGENCE ARE NOT PERMITTED! It is reminded that all parts of the image must have been photographed by the author who is holding the copyright of all works submitted.**

### Standard and Advanced Class

Currently all members' work is judged in a single class. There is no differentiation between Standard and Advanced work in any of the club competitions or challenges.

It is at the discretion of the Committee to decide if and when it is appropriate to introduce classification of work dependent on the member's level of experience as a photographer.

### Print Open Competitions

A number of Print Open competition evenings will be held throughout the club year. Each member may enter up to 3 (3) prints, the third being clearly marked as a "Reserve" that will be used in the event of a low number of submissions. The work is to originate from a photographic image (film or digital), enhancement or manipulation by any existing technologies must be the work of the member, and commercial printing is acceptable. The work is to be mounted, but the mount size is not to exceed 500mm x 400mm. Note: Members are encouraged to mount their prints on 500mm x 400mm board, since this mount size is the norm for SCPF competitions.

The judge will award a mark out of 10, including half-marks, for each image in line with the current SCPF marking guidelines.

Advice on mounting of printed images can be found on the members' page of the club website at:

[Z-MembersOnly – Sandhurst Camera Club](#)

## PDI Open Digital Image Competitions

A number of PDI Open competition evenings will be held throughout the club year. Within the programme these evenings are known as “Open PDI Competition”. Each member may enter up to three (3) PDIs, the third being clearly marked as a “Reserve” that will be used in the event of a low number of submissions. Each entry must be prepared and submitted according to the guidance notes under PDI Submissions. All the work included is to originate from a photographic image(s) taken by the photographer but can be enhanced/manipulated by any existing technologies by the member.

The judge will award a mark out of 10, including half-marks, for each image in line with the current SCPF marking guidelines.

## Theme Competition

Throughout the year a number of theme competitions may be held. The subjects for the Theme competitions will be announced in the AGM at the end of the previous club year, to allow members to produce work ready for the first competition of the following year. There will be different subjects for prints and projected images although the competitions may be held on the same evening.

On the theme competition evenings, members may submit a maximum three (3) prints and/or three (3) digital images, in each case the third being clearly marked as a “Reserve” that will be used in the event of a low number of submissions.

The judge will award a mark out of 10, including half-marks, for each image, in line with current SCPF marking guidelines.

## General

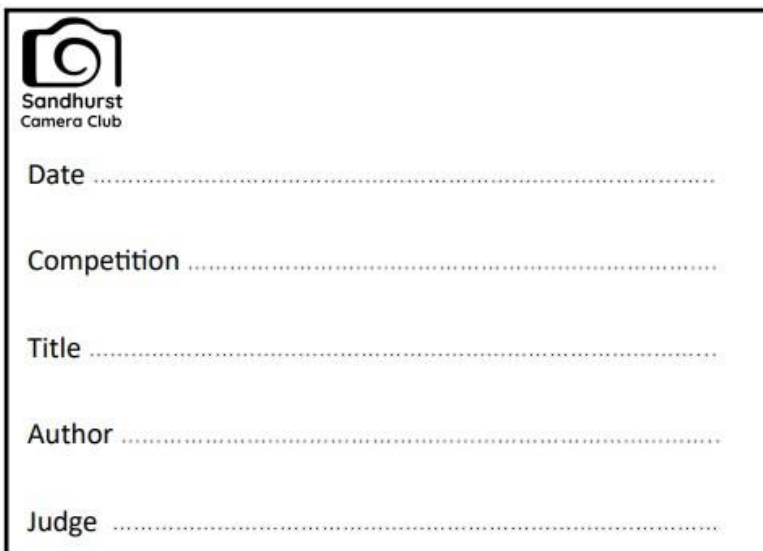
Prints must be handed in to the Competition Secretary by 7.15 pm on the competition evening. All PDIs must be submitted to the Competition Secretary, by e-mail to [scc@sandhurstcamera.club](mailto:scc@sandhurstcamera.club) by 23:59 on the **Saturday** before the competition evening, unless otherwise stated by the Competition Secretary. PDIs submitted after the deadline may not be included in the competition, at the discretion of the Competition Secretary.

## Image identification

### Print submissions

The competitor must mark prints on the back of the mount with the following information:

- Date
- Competition
- Title
- Author (Photographer Name)
- Judge’s Name



The image shows a rectangular label template with a black border. In the top left corner, there is a camera icon and the text "Sandhurst Camera Club". Below this, there are five rows of text, each followed by a dotted line for writing: "Date", "Competition", "Title", "Author", and "Judge".

*Avery Label J8169*

Members are encouraged to use a printed label and a preferred template is available on the club’s website for members who wish to print their own. The reference number for this label is Avery J8169.

Do not put any information on the front of the print mount.

The Competition Secretary is to ensure that the marks awarded are entered on the back of the Print and recorded on the competition sheet for the evening.

In addition a PDI version of the Print image must be provided as per the instructions for a PDI competition. This is to enable a projection to be provided for the audience to see clearly the image being judged.

### PDI Digital Image Submissions

It is important that images are re-sized for projection otherwise they will not project correctly.

The maximum size for projecting a landscape image is 1600 pixels by 1200 pixels. Please check that neither of these values is exceeded. If either is exceeded then it must be reduced and the other changed in proportion. If the image is portrait format it will have to be resized it so that the height is no more than 1200 pixels. This does mean that portrait shaped images are smaller on the screen than landscapes. Images not correctly sized and formatted will not be accepted. The file must be submitted as a maximum quality Jpeg (.jpg) file in sRGB colour workspace. Typically, this will produce a file size between 800kb and 1.6Mb.

The file name must contain the following information:

Title - Name e.g. Dartmoor Landscape - Joe Bloggs.jpg

Title – Name Reserve e.g. Dartmoor Landscape – Joe Bloggs Reserve.jpg

*Filenames can be longer e.g. Dartmoor Landscape – Joe Bloggs Open PDI 310119*

DO NOT include any other hyphenation as this symbol is used by the software to separate the title from the name. Any further use of the symbol will confuse the software.

Advice on re-sizing digital images can be found on the members page of the club website at:

<https://sandhurstcamera.club>.

Any PDI image submitted for a club competition may be used on the club website, and/or the club social media sites unless a member sends a request in writing to the Webmaster that their images should not be used on the club website and/or the club social media sites. Copyright of images will remain with the original author.

### Scoring

In advance of each competition two recorders will be appointed and scores will be recorded on the scoresheets which will be returned to the Competition Secretary after each competition.

## Section 6 – Local Inter-Club Competitions

SCC may participate in Inter-Club Competitions, on a case-by-case basis, as agreed by The Committee

The Committee will review all invitations to enter External Competitions and will respond appropriately.

SCC does submit entries, on invitation, to the annual 8x8x8 competition run by Yateley Camera Club, by Committee Selection.

## Section 7 – PAGB, SCPF Membership and Competitions

### Photographic Alliance of Great Britain (PAGB)

Sandhurst Camera Club is affiliated to the PAGB through its membership of the Southern Counties Photographic Federation (SCPF).

The following is taken from the PAGB website (<https://www.pagb-photography-uk.co.uk>) which best describes the role of the PAGB.

“The Photographic Alliance of Great Britain (PAGB) is an organisation that co-ordinates specific activities for photographic clubs in England, Scotland, Wales & Northern Ireland. It does this through 15 geographical regions known as Federations.

The PAGB organises national competitive photographic events for its Federations and for clubs. It also offers other services such as Recorded Lectures to clubs and its own photographic Distinctions (known as awards for photographic merit) direct to qualifying club members.

The PAGB has strong links with similar organisations in different countries throughout the world through its membership of FIAP (The International Federation of Photographic Art).

Individual membership to the PAGB is not possible. Access to the facilities described above is via membership of a club that is affiliated to the PAGB through its Federation.

The PAGB is run by an Executive Committee whose members are nominated and elected from members of each Federation at the Annual General Meeting each April. This executive meets three times per year to discuss and arrange the events and matters related to the PAGB.”

Please refer to the PAGB website for more information.

The PAGB produces a regular e-newsletter. The Club Secretary will issue an email with the details of each publication.

### Federation membership and inter-club competitions

- Southern Counties Photographic Federation - <https://www.southerncountiespf.org.uk/>

As members of the ‘federation’ the club is entitled to compete in the inter-club competitions and to take part in the federation events.

SCPF holds an annual exhibition and organises the Print and PDI Leagues and Annual Print and PDI Championships that the club enters.

## Section 8 - Annual Exhibition of Photography

The Club Exhibition is the highlight of the Club's year. All members are invited to exhibit their work. The only criteria to exhibit are:

- Exhibitors must be a fully paid-up member of the club.
- Exhibitors agree to abide by the regulations of the exhibition.

Currently, entries can be submitted in any or all of the following categories:

- Open Print

### Print Displays


Prints can be any format but must be mounted, but the mount size is not to exceed 500mm x 400mm.

**Note:** Members are encouraged to mount their prints on 500mm x 400mm board, since this mount size is the norm for SCPF competitions. There is no restriction on print size, within the mount restrictions.

Members who have prints of their submissions that have scored 9, 9½ or 10 in competitions during the club year will be strongly recommended to submit their prints for the exhibition. Members can also provide entries which will be selected for display at the discretion of the Committee.

Prints must be labelled on the back with the following information:

- Photographer name
- Print Title

	<b>Sandhurst Camera Club</b>
Photographer:	
Print Title:	
Print Number:	of:
Additional Details:	
For Sale (£     ) - Cross out as applicable Y or N	

*Avery Label J8166*

Members are encouraged to use a printed label and a preferred template is available on the club's website for members who wish to print their own. The reference number for this label is Avery J8166.

### PDI Panels

Currently PDI Panels are not included in the exhibition, but at the discretion of the Exhibition Organiser there may be a PDI display on a constant loop during the exhibition.

### Awards

Each print will be numbered and members of the public will be provided with a voting slip as they enter the exhibition room. The voting slip will provide for 1st and

2nd choice.

At the end of the exhibition all votes will be counted and the winner will be declared based on number of 1<sup>st</sup> choices. In the event of a tie 2<sup>nd</sup> choices will be counted.

If there is still a tie, then a tied result will be declared.

### Mini Pop-up Exhibition

In addition to, or in place of, the Annual Exhibition the club may hold a mini pop-up exhibition in the Atrium of the Meadows shopping centre, between the entrances of M&S and Tesco, or other suitable location.

As with the Annual Exhibition, members will be invited to exhibit their work, under the same rules as the Annual Exhibition. There will be no awards process for this exhibition.



## Other organisations

Other organisations may be invited to exhibit work at the discretion of the Publicity Secretary after taking advice from the Club Committee.

The Publicity Secretary, who may amend some of the above, will issue full details nearer the Exhibition date.

# Appendix 1

## The Sandhurst Camera Club Privacy Notice

This Privacy Notice tells you what to expect when the Sandhurst Camera Club (SCC) collects your personal information. It applies to information we collect on the Membership Application and Renewal forms and elsewhere about you as members or event participants. The way that the SCC uses and protects personal data is based on the Legitimate Interests provision of the UK General Data Protection Regulation (UK GDPR).

### How to contact us

Membership details are kept by the Membership Secretary who may be contacted via:

[members@sandhurstcamera.club](mailto:members@sandhurstcamera.club)

### The information we collect and what we do with it.

The information that you provide on the Membership Application and Renewal forms, at events, on our web site or social media sites is supplied entirely voluntarily. We collect this information to manage membership and events and to enable us to send you information relevant to the SCC. If you attend an event, names of participants may be displayed. Photographs may also be taken of participants, which may be used to publicise the SCC's activities.

### Newsletter distribution.

An application called "MailChimp" is used as an address book and to compose and send email. These are roughly fortnightly during August to June to advise of events.

### What we will not do with your information

We will not sell or rent your personal information to third parties or transfer it to other countries. Your data will not be used for automated decision making, except where decisions are being made about the Programme. So, for example, we may use "Post Processing of pictures" data to decide whether a Lightroom course would be popular.

### How can I access the information you hold about me?

You can contact the Membership Secretary or event organiser. If you identify any mistakes in the information that we hold about you, you can ask us to correct or delete it. Alternatively, you can completely "opt out" at any time. However, the deletion of information may result in us being unable to inform you about SCC matters and may negate the benefits of membership.

### Third party websites:

This privacy notice does not cover the links, within our website or social media sites, to other websites.

### Changes to our Privacy Notice:

This Privacy Notice is kept under review and updated as necessary.

*6 March 2018, reviewed 01 November 2023*

## Appendix 2

### The Sandhurst Camera Club Constitution (Version 1.5)

#### 1. Name

The Club shall be called the Sandhurst Camera Club and membership shall be open to all those interested in photography.

#### 2. Objectives

The objectives of the Club shall be to promote, encourage and facilitate interest and participation in any aspect of photography in a friendly and welcoming atmosphere; all forms of photography are acceptable provided that images are the sole work of the member.

#### 3. Membership

- Membership of the club is an undertaking to abide by these rules.
- All members must comply with the Emergency Evacuation procedure if the meeting venue has one. Failure to comply may result in rule 8 being invoked. A clipboard will be displayed near the entrance to the room in use, and it is the responsibility of each member to record their presence and early departure.
- The Club strives to adhere, wherever reasonable and/or practicable to do so, to principles of Equality of Opportunity and to be sensitive to issues arising from a person's cultural and/or religious heritage or sexual orientation.
- Except where an event is chargeable, any person interested in becoming a member may attend up to two meetings of the club as its guest without any obligation to apply for membership or to pay any fee for such attendances.
- Candidates for membership shall be directed to a copy of this Constitution (within the club handbook) on the club website for reference and shall complete the Club's standard form of application for registration as a member. (Also available on the website).
- Applications for membership shall be considered by the Chairperson, member of the executive or the Membership Secretary.
- On election and after payment of the requisite subscription a candidate shall be a Member of the Club and shall be deemed to have agreed to be bound by this Constitution. If requested, a receipt will be provided.
- Any Member aged 18 and under and in full time education will be deemed to be a Junior Member. The minimum age of a Junior Member or Guest is 16 years.
- Junior Members must be accompanied by a Parent, Guardian, or such other person who has security clearance for their care and is a paid-up member.
- Honorary members may be appointed from time to time at the discretion of the Committee.

#### 4. Officers and Committee

- The Executive shall consist of the following Officers: President, Chair, Vice-Chair, Secretary, Treasurer and the Immediate Past Chair when applicable.
- The Management Committee shall consist of at least the following Officers: Programme Secretary, Competition Secretary, Publicity Secretary, Membership Secretary.
- The Committee shall have the power to co-opt other members, as circumstances require.
- The full Committee from time to time in force shall be shown in Section 4 of the Club Handbook
- The Officers may, at the request of the Secretary, appoint from the Committee Members an Assistant Secretary.
- All offices shall be held in an honorary capacity.
- The Committee shall meet as required and a quorum shall be five Members one of whom shall be a member of the Executive. Additional meetings can be requested by any member of the committee.
- The Committee may appoint such Sub-Committees as they may consider expedient No Sub-Committee may incur any expense on behalf of the Club without specific authority from the Treasurer.
- With the exception of the President, who is elected for a specified period or until resignation the Executive

Members shall be eligible for re-election each year.

## 5. General Meetings

- An Annual General Meeting shall be held each year in the month of June for the presentation of a report of the year's activities, including an overview of accounts, and for the Election of the Executives. This will normally be at a standard club meeting but may exceptionally be through Zoom or other conferencing system in use at the time. At least 10 (ten) days' notice by email of such meeting shall be given to each member.
- An Extraordinary General Meeting shall be called upon a resolution of the Committee, or upon a request submitted to the Secretary signed by not less than 20 of the members setting forth the purpose for which the meeting is desired. No matters, other than those set out in the agenda prepared by the Executive on the one hand and those set out in the said request on the other hand, shall be discussed at the meeting. Each member shall be given at least 10 (ten) days' notice by email of such meeting, which in the case of a request by members, shall be held within one month of the receipt of the said request by the Executive.
- Decisions of any General Meeting shall be those of the majority of the eligible Members present and voting.
- Junior and Honorary Members may attend General Meetings & Extraordinary General Meetings and may join in the discussion but they shall not be entitled to vote and shall not be considered as part of the requisite quorum.
- In the event of an equality of votes at any meeting, the person in the chair for such meeting shall have a casting or additional vote.
- For all business at a General Meeting or Extraordinary General Meeting the quorum shall be not less than 20 of the eligible Members. Where 20 of the members are not present and an urgent decision has to be made, that will be made by the Chair, in consultation with other members of the executive.

## 6. Financial Matters

- The Club's financial year shall end on 30<sup>th</sup> June in each year to which day the accounts shall be balanced and presented at the at the first Committee meeting of the following year. Draft accounts up to the 31<sup>st</sup> May, with the known expenditure for June shall be compiled and presented at the next Annual General Meeting.
- Due diligence will be demonstrated by presentation of the accounts at a high level, with income and major purchases being detailed.
- The Club shall maintain such Bank or Building Society accounts as the Committee consider convenient and all cheques and orders for the payment of money from any such account shall be signed by such Committee Member(s) as are duly authorised by the Committee.

## 7. Subscriptions

- The annual membership subscriptions shall be such amounts as the Club may from time to time in General Meeting determine.
- Such subscriptions shall be due and run from the 1<sup>st</sup> September without demand except that a Member joining or re-joining part way through the year shall pay a proportional amount to cover the remainder of that year. Such amount shall be determined by the Treasurer.
- Any Member whose subscription is overdue by more than two months without a reason acceptable to the Committee shall be deemed to have resigned membership and all offices of the Club.
- The Committee may at their discretion waive all or part of any subscription or in case of financial hardship accept payment of a subscription by instalments.

## 8. Expulsion of Members

- The Committee shall have the power to expel any Member whose conduct shall in their opinion render their continued membership untenable. Such Member shall be given not less than seven days' notice in writing or by email to attend a meeting of the Committee to specify the complaint made.
- So far as is reasonably practicable the meeting of the Committee shall be held on a date and at a time convenient to both the Member and the Committee.
- No Member shall be expelled without first having an opportunity of appearing before the Committee and answering the complaint and without a Resolution in favour of expulsion by at least two-thirds of the

Committee Members present and voting at such meeting.

- A Member who is expelled shall not be entitled to any refund of subscription.

## 9. Dissolution

- If at any General Meeting or Extraordinary General Meeting a resolution to wind up the Club is passed by the required number of Members present and voting, the Committee shall as soon as reasonably practical act as follows:
  - All debts and liabilities of the Club shall be fully discharged;
  - Any remaining assets and property shall be given or transferred free of charge (save for any costs of or associated with transportation and delivery) to such not-for-profit organisation having objectives similar to those of the Club as shall be determined at either of the above-mentioned meetings or, if such an organisation cannot be identified, then to such other not-for-profit organisation or group as shall be determined by either of the said meetings.
- Upon completion of the disposal of the assets the Club shall be dissolved.

## 10. Constitution Changes

- This Constitution shall not be changed except by a two-thirds majority of the eligible Members present and voting at a General Meeting.

## 11. Interpretation and Definitions

- The Committee shall be the sole authority for the interpretation of this Constitution and their decision shall be final and binding.
- 'Eligible Members' means Members who are liable to pay the full membership subscription (whether or not waived in whole or in part) and does not include Junior and Honorary Members. 'Total Eligible Membership' shall be construed accordingly.
- Unless the context otherwise requires, the singular includes the plural and vice versa and the masculine includes the feminine and vice versa.

*Version - 1.5 February 2021 Reviewed November 2023*