

Woodstock Camera Club

Handbook

Revision 3 --October 2014

Revision Page

Original 2009

Compiled by Mohamed Sabet

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Revision 1 February 2012

Document compiled by Bill Hall

Summary of Changes

1. Formatting changed for easier updating
2. Inclusion of Contest Guideline changes revised February 2012
3. Contacts list updated
4. Minor grammatical and spelling corrections

Revision 2 July 2013

Summary of Changes

1. Inclusion of Contest Guideline introducing Tiered Contest levels.
2. Change to size of contest entries.
3. Updating of volunteer positions, contact list and other sections to reflect recent amendments to the Club's Constitution and Bylaws.
4. Removal of Constitution and Bylaws from Handbook Appendices.
5. Minor wording, grammatical and spelling corrections for clarification.

Revision 3 October 2014

Summary of Changes

1. Contest details

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Organization

The Woodstock Camera Club is a community of photographers sharing the art of photography.

The Executive

President

Vice President

Past President

Secretary

Treasurer

Program Chair

Contest Chair

Communication Chair

Support Positions

Special Events Coordinator

Membership Coordinator

Librarian

Social Committee

Field Trip Coordinator

Planning Committee

Newsletter Committee

Webmaster

Equipment Coordinator

Contest Committee

Contacts

1. Inquiries from the General Public
info@woodstockcameraclub.com
2. General Inquiries from Members
Club President president@woodstockcameraclub.com
3. Information for the attention of the Executive
Club Secretary secretary@woodstockcameraclub.com
4. Newsletter Submissions
Newsletter Editor editor@woodstockcameraclub.com
5. Website Submissions or Problems
Webmaster webmaster@woodstockcameraclub.com
6. Information for Distribution to Club Members
Communications Chair communications@woodstockcameraclub.com
7. Contest & Challenge Submissions or Inquiries
Contest Chair contest@woodstockcameraclub.com
8. Program Related Inquiries
Program Chair wccprogram@woodstockcameraclub.com
9. Special/Community Events
Special Events Coordinator events@woodstockcameraclub.com

Club History

In the summer of 2001, the staff at Carman's Foto source on Springbank Ave. in Woodstock put together a Photo Tour for their customers. It was a bus tour with stops at Elora Gorge Conservation Area and Rockwood Conservation Area. The trip was a huge success! Some of the customers present on the trip came up with the idea of meeting on a more regular basis and getting out together with others with the same interests in photography. The concept of the Woodstock Camera Club was born.

In September of 2002, the very first meeting of the Woodstock Camera Club was held at Carman's Foto source. There were 12 founding members present as well as representatives from the Tillsonburg Camera Club. Over the next several weeks, a program was born, a club hall was made in the huge basement of the store, a constitution and bylaws were drawn up and the very first executive was elected. Before the end of the first year of operations, there were 25 registered club members.

We stayed in the basement of Carman's for 2-1/2 years. As our membership grew, our space was slowly shrinking. Brendon White, then our President, talked with the people from Quality Hotel and Suites Convention Centre about obtaining a meeting room for us. In September of 2005 we moved into our new "home". We have had a great working relationship with Quality Hotel and Suites. They not only have provided us with a room for our meetings, but also a ballroom for our year-end Gala, a space to store our equipment and rooms for our various Business and Executive meetings. In July of 2008 our Club applied and were successful in obtaining an Ontario Trillium Grant in the amount of \$15,000.00. This grant has enabled us to bring photography out to a larger volume of people within our community.

Today, the Woodstock Camera Club is a major force in the Oxford County Community. We are growing in number. The club has an active program with a huge emphasis on getting out and taking pictures. The range of knowledge is from beginner to accomplished photographers and the WCC works hard in the community photographing charity and community events through our Volunteers' Program. For more information on the Woodstock Camera Club, drop us a line at info@woodstockcameraclub.com.

Club Logo



Membership

Membership in the Woodstock Camera Club is open to anyone with a passion for Photography. It does not require a bunch of knowledge or expensive equipment, just a desire to learn, share and have fun.

Prospective members are welcome to come out to a meeting or two to decide if the club is right for them. The club fiscal year runs from September 1st one year to August 31st the next year, however, prospective members can join at any time.

Dues

Dues are payable by September 15th of the operational year. Payment of the annual dues will entitle members in good standing to all club services for the current operational year until October 15th of the following operational year. Members whose dues are in arrears for more than 2 months without good cause shall be dropped from the membership roll. For more information on membership, please feel free to contact the club at: info@woodstockcameraclub.com.

Club Affiliation

The Woodstock Camera Club is a member of CAPA (the Canadian Association for Photographic Art). For CAPA news and contests please visit www.capacanada.ca.

The Woodstock Camera Club is a member of SWOPA (South Western Ontario Photographers Association), a group formed so that clubs in southwestern Ontario can share ideas and resources.

The Executive

President
Vice President
Past President
Secretary
Treasurer
Program Chair
Contest Chair
Communication Chair

With the exception of the Past President, all executives are elected annually for a maximum of three consecutive years.

See the bylaws for job descriptions & responsibilities.

Appointed Volunteers and Committees

These volunteer positions will be filled as required to support the work of the Executive, but are not part of the election process.

The President, with the assistance of the Executive as required, will select the person most suited for each position.

1. Special Events Coordinator
2. Membership Coordinator
3. Librarian
4. Social Committee
5. Field Trip Coordinator
6. Planning Committee
7. Newsletter Committee
8. Webmaster
9. Equipment Coordinator
10. Contest Committee

Nomination Process and Elections

Election procedures are set out in the Club's Bylaws Article IV.

The Nomination committee will advertise to the membership the elected positions to be filled. All Executive positions are open to nominations each year; however, the incumbent may choose to let their name stand for re-election. The committee also looks at the position descriptions and approaches suitable candidates..

Elections are held at the annual business meeting. Election night is announced by e-mail to all members in advance. At the Election, the nominating committee goes through the list and opens the position to further nominations from the floor. Where a single candidate is nominated for a position, the position will be filled by acclamation. When multiple candidates have been nominated, the position will be filled by a majority vote of members present.

Executive Meetings

Executive meetings are held at the call of the President or on the request of an executive member and are generally held every two months or as required to carry out club business.

Business Meetings

In addition to the Annual General Meeting (AGM), business meetings are held when a decision requiring a vote from the membership is required. They are open to all members.

All members have the ability to make motions, discuss and vote on agenda items. Roberts Rules of Order are the rules by which the meeting is controlled.

Club Communications

The club's communications process is normally by e-mail and postings on the Club's website. All communications of interest to club members are to be sent to the Communication Chair.

Club Meetings

Club meetings are generally held from 7 to 9 p.m. every second Wednesday during the club's year between September and June, except in December. Program details and dates for regular club meetings are posted on the club's website. Printed copies are also available at the beginning of the program year.

The club uses a combination of visiting speakers and in-house speakers. Members with interest in presenting any subject to the club are welcome to speak to the Program Chair.

Projects and Challenges

Objectives

Projects or Challenges are meant to be a learning experience to encourage members to shoot new photographs based on a theme. The organizer collects these images and some of our qualified members critique them. Then at one of the club meetings they will be displayed to the members. Owners names are not identified unless the picture is exceptional. This is a great way for members to share their images and get feedback on how they might be improved in a perfect world.

Images and the upload page are located here: <http://www.woodstockcameraclub.com/blog/WCC-Members/critique-assignment-uploads/>

Contests

Contest Themes

Please click here for information on this years' themes:
<http://www.woodstockcameraclub.com/blog/contests-2/>

Tiered Contest Classifications

Members competing in the club's regular contests will compete in one of three skill levels to allow members to be measured with peers of similar skills and experience. These will be Novice, Intermediate and Advanced.

All members will decide for themselves what level they wish to compete in when they submit their first image each year. **Prior to the second contest**, all members will have the option to change levels and their score from Contest #1 will follow them. Any member who chooses to downgrade their skill level at this point will be allowed to do so but they will not be eligible for Photographer of the Year at any level. They are also allowed to upgrade their skill level. A forward move to a higher level will entitle them to compete for Photographer of the Year in their new level.

Note all images are judged together and the judges do not know what skill level the maker is working at. After scoring, the judges are told the maker's skill level, so they can adapt their comments accordingly.

The scores for each entry are added and ribbons are presented to images as follows:

Novice

- Green Ribbon – score of 18 to 20
- Yellow Ribbon – score of 21 to 23
- White Ribbon – score of 24 or more

Intermediate

- Yellow Ribbon – score of 21 to 23
- White Ribbon – score of 24 or 25
- Blue Ribbon – score of 26 or more

Advanced

- White Ribbon – score of 24 or 25
- Blue Ribbon – score of 26 or 27
- Red Ribbon – score of 28 to 30

If a member is scoring high enough to get a higher ribbon that is not in their level, then perhaps they are in the wrong level and they should consider advancing.

The Contest Chair Award of Merit will be discontinued at this time.

Year-End Awards

At each regular contest results night, all images are displayed and members are allowed to vote for their favorite image. The image that receives the most votes in each contest is recognized at the year-end gala as the “Members’ Choice”. The first placed winner in the Photo Art Contest receives a trophy donated by Wilson Johnson Jr., a WCC member. Members who achieved a 2nd or 3rd receive certificates.

The top three scoring images from each of the three regular contests will be judged again and the highest scoring image will be awarded “Image of the Year” and will receive the Jake Hoekstra Memorial trophy donated by Bill and Deb Hall, WCC members.

The members’ score from each of the regular contest is totaled and the highest three scores will receive Awards. Bronze, and Silver will receive Certificates. The winner of Gold will receive the title of “**Photographer of the Year**” in their level.

The Novice Photographer of the Year will receive The Woodstock Camera Club Award for Photographic Achievement plaque. The Intermediate Photographer of the Year will receive a plaque donated by DryBasements.com Ltd. and the Advanced Photographer of the Year will receive a plaque donated by Joan and Jerry Cornell, a WCC member.

Contest Rules and Procedures

General Contests

1. Prints must be a minimum of 8" x 10" and a maximum of 11" x 14".. Any other combination of dimensions is acceptable, provided the longest side does not exceed 14" and the shortest side does not exceed 11". Keep in mind that small images will be harder for the judges to see, which may be reflected in the judges' score.
2. No matting is allowed. Borders on prints are allowed but could reflect in the judges' score.
3. As part of our emphasis on learning opportunities, enhancements other than the following minor adjustments; exposure, tonal range, color correction, or sharpening must be made by the photographer.
4. Images must be mounted on clean black or white mounting board (foam core or other similar material) that is either 12" X 16" or 16" x 20" in size. The backs and fronts of mounting boards must be free from any material that might damage other prints.
5. As part of our emphasis on learning opportunities, Woodstock Camera Club does not encourage its members to re-enter previously judged images into contests.
6. Entries should conform to the contest category.
7. A completed registration form is required (available from the Contest Chair) and must be included with your image. Do not secure this form to your image as its removal may leave a sticky residue that will damage other entries.
8. While every effort will be taken to protect your submission from damage, we recommend the use of a clear, unsealed photo-bag. A sticker with your name on it is required to be affixed to the outside of the bag, which will assist in its being returned. Bags and foam core are available from the club and at most art supply stores. Please no grocery or plastic bags.
9. Entries must be submitted by the deadline, which will be advertised in the program brochure, on the web site, during announcements at meetings and in emails regarding the contest. A digital copy of the entry must also be submitted at this time. Instructions are noted below.
10. Rules for specific contests may vary and will be advertised as per #9 above.
11. A panel of qualified judges will judge your printed submission and provide comments.
12. Disqualification of an entry may result for the following reasons
 - a. Image that is not within the contest category.
 - b. Image that does not comply with size and mounting rules.Every effort will be made to contact the maker, should it be necessary to disqualify his/her image.
13. The decision to disqualify an image lies solely with the Contest Chair.
14. The judges' scores are final.
15. A digital copy of the print shall be submitted on the members' web page: [Uploading images – contests](#).

Submission of Images - Photo Art

Unless otherwise advised through e-mail or posting on the Club's website, the rules for the Photo Art Contest are the same as those for other club contests.

Submit them on the members' web page: [Uploading images – contests](#).

Submission of Digital Images

The copy of the print in digital format must also be submitted for the contest to allow for the image to be projected on the results night. It must be a 72dpi jpg, sized close to but not more than 1024px X 768px (horizontal image) and the longest side on a vertical image of not more than 768px.

Submit them on the members' web page: [Uploading images – contests](#).

The actual print entry shall be submitted to the contest Chair (at a meeting). Awards

Newsletter

The newsletter is generally published four times a year. It is provided (or available) to all WCC members. The newsletter is to allow the public and members to view what the WCC members are doing, it promotes new memberships. The newsletter contains executive messages, contest winners and photos, club events, classified, sponsors and field trips. Members are welcome to submit editorials about places of photographic interest, photographic articles and anything related to photography. The editor reserves the right to accept, edit or reject any submission.

Field Trips

Club outings are organized to destinations that offer photographic opportunities to our members. Trips may be planned on any day of the week, but often occur on weekends to accommodate the most number of participants. Members are encouraged to suggest field trip ideas to the Field Trip Coordinator.

Club Equipment and Use

The club has computers, audio equipment, a digital projector and projection screen for use only by members and presenters at Club meetings and Club sponsored events. Club equipment will not be loaned-out to members or non-members for personal use.

Club Shirts and Hats

There are a wide variety of shirts, hats, fleece liners and outer shell coats with the club logo stitched on. Orders for these items are generally made once or twice a year.

Web Site

www.woodstockcameraclub.com

Community Activities

"The WCC Volunteer Program has been very active in our community since the Club's inception. It is successful due only to the involvement of our members who believe that it is important to give back to the community. "

The Special Event Coordinator manages community activities. Non- profit organizations can apply to the Club for assistance.

In recent years the club has been regularly involved with:

1. The Canadian Cancer Society Relay for Life.
2. The Santa Claus Parade.
3. Woodstock BIA's Santa's House
4. The Beachville Legion at their Breakfast with Santa.
5. Big Brothers Big Sisters

Besides helping with community activities, the volunteers' program offers fund raising through donations to our club programs.

Directions to the Meeting Place

Quality Hotels & Suites 580 Bruin Blvd, Woodstock, Ontario

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