

LIGHT & SHADOW CAMERA CLUB

San Jose, California

OPERATING POLICIES

(Revised Summer 2005)

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INTRODUCTION

Light & Shadow Camera Club has been active continuously in San Jose since 1938. The Club provides a forum for furthering the enjoyment and understanding of photography. To that end, the Club welcomes photographers of all levels of skill and experience

Participation is the key ingredient for the success of the Club. Therefore, each member is encouraged to participate in all Club functions, programs, competitions, field trips, and special events,

I COMPETITION

The primary purposes of Club competition are to share our images, to improve our photographic technique through impartial criticism, and to further our enjoyment and knowledge of photography.

The capture, manipulation, and presentation of the image reflect the individual photographer's vision, skill, and creativity which are to be shared with the rest of the Club through our competitions. It is up to the photographer to select the best medium for an image. We subscribe to the Photographic Society of America (PSA) guidelines that restrict images to those acquired on photographic emulsion, or by a digital camera or scanner. All work that is presented must be on photographic film or photographic print material. This definition permits images acquired by pinhole cameras, zone plates, rotating slits, photograms, and by digital capture. However it precludes images originated within a computer.

1. Competition shall be held in print and slide photography.
2. Entries in competition must be in the hands of the chairperson by 7:20 PM on the night of the competition for which they are to be entered. No late entries shall be accepted. Entries for monthly Club competition can be accepted only from members who are present at the meeting. The one exception is that members who are unavoidably absent may have their entries submitted for them.
3. Each entry must be properly labeled and must be accompanied by a completed entry slip. The entry slip is retained by the chairperson for scoring purposes.
4. No alteration on an entry or entry slip is allowed after the entry is in the hands of the chairperson, except by consent of the chairperson.

5. Guests may enter images into Light & Shadow's monthly competitions. Guest entries will be for the judge's comments only, and will not be eligible for placement. The print and slide chairpersons will assure that guest entries are not included in the judge's final selection of winners.
6. Any errors in scores or infractions of the Competition Rules must be brought to the attention of the Chairperson within two (2) months of distribution of competition scores.
7. The Competition Year runs from January through November. The member's monthly score in each Category shall be accumulated over the Competition Year. Total scores may be obtained upon request and may be published from time to time.
8. At the end of the Competition Year, recognition shall be given for the highest accumulated score in each of the categories.
9. A Year End Competition shall be held at the close of each Competition Year. Entries for the Year End Competition must be ones submitted for monthly competition during the current Competition Year. They do not need to have been winners. Each member shall be allowed to submit up to five (5) entries in each of the categories in which entries were submitted during the Competition Year. Awards for 1st, 2nd, and 3rd places, plus Honorable Mentions shall be given. If at all possible, the year-end judge should be someone who has not judged for us during the year.

II JUDGING AND AWARDS

1. Judging shall be by a single, outside Judge/Commentator. From the eligible entries, the judge shall select one 1st, one 2nd, and one 3rd Place, and Honorable Mentions (HM) equaling 10 % of the entries.
2. Points shall be assigned as follows:

1st Place = 20 points	2nd Place = 18 points	3rd Place = 16 points
HM = 14 points	Entered = 8 points	
3. Scores of each entry shall count toward the accumulated point total in each category for the year.

III COLOR SLIDE DIVISION RULES

1. Competition is held in each of the following Color Slide Categories:

Regular Pictorial	Advanced Pictorial	Nature
Photojournalism	Travel	Creative

2. Members may submit up to two slides in each category.
3. New members and members reinstating after a leave of absence of greater than one year shall submit slides in the Regular Group.
4. The Executive Board may, by a majority vote, move a member from one Group to the other at any time.
5. At the end of a competition year, the member(s) with the greatest number of accumulated points in the Regular Group shall be moved to the Advanced Group by the Executive Board.
6. After at least one competition year in the Regular Group, a member may elect to move into the Advanced Group, regardless of his/her total cumulative point score, at any time during a current competition year by requesting the Executive Board's approval. If the election is made before March of a current competition year, points earned in the Regular Group shall be carried forward into the Advanced Group. The Executive Board, at its discretion, may move other top-scoring members to Advanced if the members consent to the move.
7. All slides must have a thumb spot in the lower left hand corner of the mount as the picture is viewed by hand. Each slide must also bear the title at the bottom, and the maker's name and club name on the reverse side of the mount.
8. All work, except processing and laboratory mounting of the film or duplicate slide must be that of the entrant.
9. Any slide having once placed HM or higher in any monthly competition shall not be eligible for further monthly slide competition. However, a slide that has so placed may be remade as a print for further competition in the Print Division. A slide which does not place in its first competition may be entered in another club competition in the same or a different category.

IV PRINT DIVISION RULES

1. Competition in the Print Division is held in each of the following categories:

Regular Color	Advanced Color	Nature
Photojournalism	Monochrome	Creative
2. Members may submit up to two prints in each category
3. Photography must be that of the entrant.
4. All prints must be mounted, but not framed. No print or mount shall be larger than 16 x 20 inches.
5. When entering multiple print images as one entry in a print competition, all the prints must be on only one mount board of size 16 x 20 inches or smaller.

6. Monochrome prints may be toned, but not hand colored. Monochrome prints that are hand colored shall be judged in the Color Print category. Color prints may be made by any photographic method.
7. All entries must bear, on the back of the mount an entry slip with the maker's name, category entered, and the title of the print. The maker's name must not appear on the face of the print or mount.
8. If it is not obvious, the orientation of the print should be indicated on the back.
9. Prints shall be judged under 5000 K light.
10. Any print having once placed HM or higher in any monthly competition shall not be eligible for further monthly club competition as a print. However, a print that has so placed may be remade as a slide for further competition in the Color Slide Division. A print which does not place in its first competition may be entered in another club competition in the same or a different category.
11. New members and members reinstating after a leave of absence of greater than one year shall submit prints in the Regular Group.
12. The Executive Board may, by a majority vote, move a member from one Group to the other at any time.
13. At the end of a competition year, the member(s) with the greatest number of accumulated points in the Regular Group shall be moved to the Advanced Group by the Executive Board.
14. After at least one competition year in the Regular Group, a member may ask to move into the Advanced Group, regardless of his/her total cumulative point score, at any time during a current competition year by requesting the Executive Board's approval. If the election is made before March of a current competition year, points earned in the Regular Group shall be carried forward into the Advanced Group. The Executive Board, at its discretion, may move other top-scoring members to Advanced.

V FINANCIAL

1. Annual dues are currently \$42.00, payable in advance. This amount is set by (and can be changed at anytime by) the Executive Board. In the case of additional members in the immediate family within the same household, the household dues shall be one and one-half times the regular annual dues (currently \$63.00). The annual dues for a full-time student shall be as set by the Executive Board (currently \$18.00).
2. The Club's financial year runs from October through September. Dues are due and payable in October. For new members joining during the year, dues are to be paid at a rate of one-twelfth month of the annual dues per month for the remaining months through September of the current year.

3. Any member who is two months in arrears in the payment of dues shall be dropped from membership. The individual shall be reinstated to member status after payment of the full current year dues.
4. At the request of a member in good standing, a leave of absence shall be granted by the Executive Board. Upon payment of current dues as stipulated above, the returning individual shall be reinstated as an active member with full rights and privileges.

VI EXECUTIVE BOARD

1. The Executive Board shall consist of the elected officers and chairpersons as appointed.
2. Elected officers are: President, Vice President/Judges, Vice President/Slide Chair, Vice-President/Print Chair, Treasurer, and Secretary.
3. Appointed Chairpersons are: 6C Representatives, Membership, Newsletter Editor, Program, Set-up, Refreshments, Webmaster, and Chairpersons of any other committee the Club may establish. (At the discretion of the Executive Board, three 6C Representatives may be appointed: one for prints, one for slides, and one assistant.)

VII DUTIES OF ELECTED OFFICERS

1. The President:
 - Calls and presides at Executive Board meetings.
 - Conducts Club-related business during regular Club meetings.
 - Appoints Club members as Chairpersons to perform necessary activities.
 - Provides continuity of leadership throughout the Club year.
 - Is responsible for the keys to the church and club cupboard.
2. The First Vice President/Judge Chair:
 - Assumes the President's duties when he/she is absent.
 - Retains services of judges for Club monthly and year-end competitions. Prepares Thank You notes to Judges.
 - Compensates the judge with a check or cash from the Club treasury. The usual amount is decided upon by a vote of the board.
3. The Second Vice President/Slide Chair:
 - Assumes the President's duties when he/she and the First Vice President is absent.

- Prepares the Club meeting facility and equipment for slide presentations.
 - Keeps records of winners and cumulative points, or delegates this responsibility to his assistant or another club member serving as statistician. Forwards the monthly winners list to the Editor.
 - Maintains projection equipment between Club meetings.
 - Collects slide entries for year-end awards competition and assists year-end judge as necessary.
4. The Third Vice President/Print Chair:
- Assumes the President's duties when the President and First and Second Vice Presidents are absent.
 - Keeps records of winners and accumulative points.
 - Forwards the monthly winners list to the Editor.
 - Maintains print competition equipment.
 - Collects print entries for regular and yearend competitions.
 - Supervises print competitions.
 - Assists the judge as necessary.
5. The Treasurer:
- Receives membership dues monies from the Membership Chair.
 - Pays the bills from the Club bank checking account.
 - Maintains and reconciles Club bank accounts.
 - Prepares and distributes Treasurer's report at Executive Board, and regular Club meetings when requested.
 - Orders Erie Color Slide Club supplies and sells them at Club meetings.
6. The Secretary:
- Takes minutes at Executive Board meetings.
 - Prepares correspondence as requested by the Executive Board.
 - Maintains a written inventory of club property.

VIII DUTIES OF APPOINTED CHAIRS

1. The Newsletter Editor:
- Attends Executive Board meetings.
 - Reports club business and news items of interest to the readers.
 - Prepares newsletters and distributes them by e-mail. Prints and brings extra copies to meetings for members without computer access. Occasionally mails copies for specific interested contacts.
 - Submits bills to the Treasurer for reimbursement of expenses incurred.

2. The Assistant Slide Chair
 - Helps the Slide Chair in any of his/her assigned tasks.
3. The Assistant Print Chair:
 - Helps the Print Chair in any of his/her assigned duties.
4. The Program Chair:
 - Makes arrangements for and promotes programs for Club meetings on the fourth Tuesday of each month.
5. The Set-up Chair:
 - Is responsible for the second set of keys to the church and club cupboard.
 - Prepares the meeting room for each meeting.
6. The Membership Chair:
 - Welcomes guests, answers their questions.
 - Promotes integration of new members into the club.
 - Collects membership dues and transmits them to the Treasurer.
 - Records and provides information concerning the membership.
 - Notifies members whose dues are in arrears.
7. The Refreshments Chair:
 - Solicits Club members to provide refreshments for Club meetings. Maintains a list of volunteers and dates.
 - Reminds volunteers prior to their scheduled date for supplying refreshments.
 - Maintains the coffee pot and refreshment supplies.
 - Helps set up and clean up, with the assistance of the person providing the "goodies."
8. 6C Representative:
 - Represents the Club at all 6C Executive Board meetings and bimonthly competitions.
 - Reports to the Club and to the Executive Board.
 - Submits Club entries for 6C competitions and announces results.
 - Keeps records of all Club's 6C results and prepares a report for Club's Year-end awards.
 - Collects and submits to 6C, entries eligible for the 6C Year-End Competition.
 - Collects and submits to 6C, entries eligible for the Foto-Clave Annual Competition.
9. Webmaster:
 - Develops and maintains the club web site.

IX MEETINGS

1. Club meetings shall be held the second and fourth Tuesdays of each month at 7:30 p.m. The second Tuesday is "Competition Night" and the fourth Tuesday is "Program Night".
2. The End-of-Year Awards Dinner shall be held in lieu of the December competition meeting at a location agreed upon by the Executive Board.
3. Executive Board meetings shall be held at the discretion of the President. Executive Board meetings are open to all interested Club members.

X CLUB PROPERTY

1. If any Club member in good standing wishes to borrow Club equipment, he/she must get advance permission from the person responsible for the equipment, i.e., the Slide or Print Chairperson. The borrower must assume all financial responsibility for loss or damage to the equipment and must return it by the date specified by the Chairperson.
2. A written inventory of club property shall be maintained and updated regularly by the Secretary.

XI 6C COMPETITION SUBMISSIONS

Light and Shadow Camera Club maintains compliance with the rules of our PSA sanctioned Council. We belong to the Central Coast Counties Camera Club Council (6C), a group of six clubs.

The following are the 6C Inter-club Competition Rules:

1. Only member clubs in good standing may enter the regular or Annual Year-End competitions.
2. Any club may submit 6 entries in each competition division.

Any club member in attendance may "walk-in" an additional entry of that individual's own work for his club in each division bi monthly. Any individual who is a member of more than one club may enter one walk-in per category NOT one walk-in per club. It is recommended that all entries should have been previously entered in member club competition.

3. Photographic images which did NOT receive honorable mention or higher may be resubmitted one more time only in the same or different category. Entries which have been significantly changed may be entered as a new entry. Anyone who is a member of more than one Club may not enter the same photo from more than one club.

4. All entries in the Annual End-of-the-Year Competition shall be entries that have been submitted during the year and have won an Honorable Mention award or higher.

5. Computer corrected (adding or subtracting portions of an image) photographs may not be entered in Nature or PJ. However, digital images in these categories may be modified to correct exposure and sharpness. The composition cannot be changed but the image may be cropped. The image must stay true to the original photograph.

6. Computer generated images may be entered in any category as long as they originate from a slide, negative, digital camera or an original composition on a flat-bed scanner.

Light and Shadow procedures regarding 6C participation are as follows.

1. Selection of slides to be submitted to 6C Bimonthly Competition is:

Advanced Pictorial:	1st and 2nd place winners from each month.
Regular Pictorial:	1st place winner from each month.
Creative, Nature, PJ, and Travel:	1st, 2nd, and 3rd place winners from each month.

In the event that the required slides are not available, the 6C Representative has the authority to select substitute slides for entry in the competition.

2. Selection of prints to be submitted to 6C Bimonthly Competition is:

Advanced Color:	1st and 2nd place winners from each month.
Regular Color:	1st place winner from each month.
Creative, Nature, PJ, & Mono:	1st, 2nd, and 3rd place winners from each month.

In the event that the required prints are not available, the 6C Representative has the authority to select substitute or additional prints for entry in the competition.

All slides and prints placing First, Second, Third, or Honorable Mention at 6C Bimonthly Competitions during the year are eligible for entry in 6C Year-End Competitions. 6C Representatives should call in these eligible slides and prints for entry at the 6C End-of-Year Competition and submit them.