

Royal City Photography Club

Members' Handbook

CLUB MANDATE

To come together to gain and share knowledge about, and to promote interest in the art of photography. Specifically, we will:

- Participate in local, regional and national photographic workshops, expeditions and competitions;
- Educate ourselves and each other in the art and science of photography through a broad range of programming;
- Provide opportunities to share our knowledge and experience with each other and to help each other grow as photographers;
- Promote and sustain friendly relationships among our members, their families, members of other photographic clubs and societies and the public;
- Showcase the works of our members.

AFFILIATION

The RCPC is a member of:

- The Canadian Association of Photographic Art (CAPA), <http://www.capacanada.ca/>;
- The Arts Council of New Westminster, <http://www.artscouncilnewwest.org/>.

MEMBERSHIP

Membership in the RCPC is open to anyone with an interest in photography who has paid their membership fee.

The Benefits of Membership

Members of the RCPC will have:

- Access to the club website, including the ability to create a personal portfolio;
- A chance to participate in regional and national photography competitions through the club;
- Learning opportunities, including speakers at and workshops at meetings;
- Opportunity to participate in assignments and field trips;
- A place to meet and work with other enthusiastic photographers.

2009 Annual Membership Fee

Individual - \$45.00	Student (full time) - \$35.00	Senior (65+) - \$35.00
----------------------	-------------------------------	------------------------

CLUB ORGANIZATION

Executive Committee

The Executive Committee shall consist of the President, Vice-President, Treasurer and Secretary of the Club. The Executive Committee shall be responsible for the overall administration of the Club. In particular the Executive Committee shall:

- Prepare an annual budget for the Club and establish the membership fee each year based on the anticipated financial needs of the Club;
- Review the finances of the Club on a monthly basis to ensure responsible fiscal management;
- Set annual membership fees and other levies as required to meet Club obligations;
- Deal with membership issues including the need to terminate membership, with all associated benefits when membership dues have been unpaid, or other provisions of the Club Code of Conduct have been breached;
- Deal with breaches of the Club code of conduct.

Executive meetings shall be held at the discretion of the President, but shall include at least 2 planning meetings in the summer prior to the start of each new Club year and at least 4 other Executive meetings during the year. The Executive shall create and maintain minutes of Executive meetings which shall be available to Club members upon request.

Executive Roles

President	Provides leadership for the Club. Chairs Club and Executive Committee meetings. Ensures that preparation for meetings and events is done, and that other responsibilities have been fulfilled. Represents the club with other clubs and at CAPA meetings. Answers enquiries to the Club, referring them as appropriate.
Vice-President	Takes over the role of the President, should the President be unable to act. Provides support and advice to the President and to the Executive Committee.
Treasurer	Oversees the financial operations of the Club. Ensures that all financial transactions are promptly and accurately recorded. Handles all the monies received and amounts payable on behalf of the Club. Maintains all bank records and prepares and presents a monthly financial statement to the Executive Committee.
Secretary	Creates and distributes minutes of Executive Committee and notes of Club meetings.

Filling the Roles: Nominations and Elections

- All Executive terms shall be one year, from June to May. No Executive Member shall be elected for more than 2 consecutive terms of office.
- Any member in good standing may stand for election for any position. All Executive positions will be filled at a meeting of the Club in June.
- Any member in good standing may vote for the election of the Executive. A quorum of 50% of the membership, plus 1 is required for a valid election.
- Should any position become vacant during the term, the Executive Committee shall fill such office by appointment for the remainder of the term.
- Members may vote by proxy; such proxy shall be in writing.

Other Club Roles and Responsibilities

Webmaster & Website Committee	Build and maintain the Club website, provide technical support to members regarding the use of the website and coordinate email distribution
Programmes Coordinator & Committee	Plan and coordinate the calendar of workshops, speakers, members' nights and other educational club activities.
Assignments Coordinator	Organize and communicate the monthly photographic assignments, and present the results at the Members' Nights.
Competitions Coordinator	Gather and communicate information about photographic competitions the club might enter, and coordinate the submission of club entries.
Field Trip Coordinator	Research and organize field trips.
Newsletter Editor	Coordinate the preparation of the Club newsletter, including writing articles, soliciting articles, distributing the newsletter via print, email and on the web site.
Membership Coordinator	Maintain a current roster of members with contact information.

CLUB ACTIVITIES

Club Meetings	Club meetings are held on Tuesdays, twice each month, from September to May. Other meetings, workshops, get-togethers, etc may be scheduled in addition to regular Club meetings.
Competitions	The RCPC participates in several club competitions throughout the year. These include: <ul style="list-style-type: none"> • The North Shore Challenge (March) • The Crescent Beach Black and White Print Competition (May) • The Fraser Valley Invitational (May) • Pacific Zone Print Challenge (April) • Lions Gate Camera Club – Celebration of Nature (September)
Assignments	In order to challenge ourselves and each other to develop new and different skills as photographers, the Club sets monthly "Assignments". At periodic "Members' Nights" members will have an opportunity to share the results of their efforts, and images will be posted on the web site in Assignments Galleries.
Field Trips	Outings will be planned at least once each month to provide members a chance to photograph together, access interesting locations, and tackle new techniques.

THE WEBSITE

The Club maintains a website at <http://www.royalcityphoto.org/>.

The purpose of the website is to:

- Promote the club and its activities;
- Provide a convenient point of contact for communication with / between Club members, with schedules for meetings, programmes, field trips, assignments and competitions;
- Provide a venue for members to display their work;
- Provide a venue to display results of assignments and field trips.

SUBMISSION OF IMAGES

All competitions have detailed and rigorously enforced rules about the format for submitting images. Some of the rules are arbitrary and some guided by the realities of current technology. We have established submission standards for Club activities that, as much as possible, reflect current competition standards, in hopes that we will all develop good habits and be prepared when it comes time to prepare our entries to competitions.

Print images

Prints shall be mounted on a firm backing to enable them to be displayed.

Digital images

Format	.JPG
Colour Space	sRGB
Size	<p>The size of digital images is governed by the maximum size that currently used projectors can handle. Projects have a 1024 x 768 pixel display area.</p> <ul style="list-style-type: none"> • For a horizontal image, set the width (the longest side) to a maximum of 1024 pixels. • For a vertical or square image, set the height (the longest side) to a maximum of 768 pixels.
File Naming	<p>Most digital competitions insist on a file naming convention that allows them to: 1) identify the club; 2) identify the photographer; 3) state the title of the image. Each club has slightly different rules for format that allows it to use the computer to sort and organize the files.</p> <p>When submitting files for Members' Nights, or other club digital showings, please use a file name that includes both the author's name and the title of the image. E.G. Jean Doe-Another Sunset.jpg</p>

CODE OF CONDUCT

General Guidelines

- **Protecting Copyright:** The Club will take all care to ensure that the copyright of members who submit photos to club activities, competitions and to the website are as protected as reasonably possible. While it is impossible to completely protect images on the website, best efforts will be made to use technology to protect the images. To respect and protect copyright:
 - No club member will distribute any images uploaded to the web site for any purpose. If there is a request to use an image on the website, that request shall be directed to the member;
 - No images submitted by a Club Member shall be used for any purpose, including to promote the Club, without the specific, written permission of the Member;
 - Any digital images submitted to activity coordinators for Club activities, such as a members' night, shall be protected by the recipient. Once that activity is complete, the images will be deleted from the recipient's electronic files;
 - Any print image submitted to activity coordinators for Club activities, such as competitions, shall be returned after the activity.
- **Dues:** Each member is obliged to pay dues, as set by the Executive, on an annual basis. Any member who has not paid dues within 6 weeks of the beginning of a club year, or within 6 weeks of joining the club will cease to have access to the club facilities, including the Website, and will have their content removed from the Website. Any new member who joins after February 28 shall pay 50% of the current annual dues. We welcome guests to one meeting at no charge.
- **"Play Nice":** We are a group of people with different backgrounds and different levels of experience and skill. We all have the right to feel comfortable and we may not think what you think, believe what you believe or see what you see. So, be polite and respectful in your interactions with other members.

Website Guidelines

- **Only Upload Your Own Work:** Respect the copyright of others. Do not steal photos that other people have shared and pass them off as your own.
 - **Moderate your content.** Members have decided that the Website will be "G-rated". As a member you are required to take responsibility for ensuring that any image submitted to the Club website is suitable for all audiences; this includes potential viewers from all ages and backgrounds. So, ask yourself if your images are suitable for a wide audience before you upload them and moderate accordingly. If you don't, you run the risk of having your photos removed from the website.
- Of course, don't upload content that is illegal or prohibited.** If you are found to have done that you will lose your access to the website and your content will be removed.