



**MANASSAS WARRENTON
CAMERA CLUB**

www.mwcc-photo.org

**Member Handbook
September 2011**

Manassas Warrenton Camera Club

Dear Member:

We would like to formally welcome you to the Manassas Warrenton Camera Club (MWCC). We hope to satisfy your desire to improve your photography as well as meet new people who also have an interest in photography.

The Club year runs from September through May with an awards banquet in June. The first Thursday of the month is Program Night and the third Thursday is Competition Night. Throughout the year we offer workshops, field trips, and our annual project.

On meeting nights, the doors open at 7:00 p.m. and the meeting starts at 7:30 p.m. with a brief business meeting. On Program Nights there is a presentation by an expert in a particular field of photography, a demonstration of a particular technique or type of photographic equipment or software, or a topic of interest to photographers in general.

Competition Nights provide an opportunity for members to have their work critiqued by an independent judge. Categories include both digital images and prints. There are three divisions of competition; novice, intermediate, and advanced, as well as three classes; color prints, black and white prints, and digital images. Prints and digital images are rated, by the judge, using a points system, and the points are accumulated by division throughout the year. Please read the Rules of Competition for all the details.

Periodic workshops are held throughout the year with presentations from expert photographers. In addition, on the second Saturday of the month members meet for breakfast at a local café for socialization, followed either by an informal photo shoot, or meeting to discuss techniques, equipment, etc...

MWCC is a member of the Northern Virginia Alliance of Camera Clubs (NVACC), a collection of camera clubs in Northern Virginia that cross advertise their events each year. Members are welcome to attend activities in any of the other clubs.

Each year we select a Club project. The subject of the "project" may involve a specific method, theme or location. We present our results at the program meeting in May.

A monthly newsletter, "The Proof Sheet," is circulated by email to all members and is available on the website.

We look forward to having you participate in MWCC. Our members are our vital resource. We hope you learn something each time you attend a function. We also hope you meet new friends to help make your membership more enjoyable.

General Information

Meetings are held the first and third Thursday of every month, September thru May. Visitors are always welcome. Informal member nights are normally held on the third Thursday of the month during July and August. Meetings are normally held at:

Manassas City Hall
9027 Center Street
Manassas, VA 20110
Doors open at 7:00 p.m. Meetings start at 7:30 p.m.

Inclement Weather Policy

Manassas Warrenton Camera Club (MWCC) follows Prince William County school closings. If Prince William County Schools are closed on the day of a meeting due to severe weather, all Club activities including programs and competitions are cancelled. This will hold true even if weather improves later in the day. If all after school activities are canceled because of deteriorating weather conditions, all Club activities, including programs and competitions are cancelled. Competition Nights are normally rescheduled, but Programs Nights are not.

Dues

Annual dues are set by the Executive Board prior to the start of the club year and become payable on the first day of the club year. The club year starts on 1 September and paid members continue through 30 September of the following year and can participate in Competitions and the Club Forum during that period. Current dues are \$30 for an individual, \$45 for family members living at the same address, and \$15 for a full time student. Dues may be paid on-line via our website, in cash or by check before any meeting or by mail using the Club mailing address as detailed on the website. Checks are to be made payable to MWCC. Members joining after February 1 will be charged one half the annual dues amount for membership through the end of September of that year.

Members who do not pay their dues by 30 September in any club year will not be able to enter Competitions until the dues are paid.

Any member whose check is returned by the bank for insufficient funds, closed account, or any other related reason, will be required to reimburse the Club for any bank fees charged to the Club's account. In addition, they will be required to pay both their dues and the bank fees in cash for their membership status to be reinstated.

Email

All broadcast emails are sent through the 1st Vice President. If the 1st Vice President is not available the Secretary is responsible for the distribution. Each email will include "MWCC" in the subject line.

Any specific MWCC related activity or special announcement will be sent via an email such as meeting reminders, change of meeting time and or location, general reminders and announcements for MWCC sponsored field trips, workshops, programs and competitions.

All advertisements for non MWCC sponsored activities such as workshops, sales, photographer for hire, etc... will be posted on the web and or in the newsletter. An email broadcast will not be sent announcing the event or activity.

In the event a Club member requests an email be sent to the full membership that falls outside the specified policy, the President will make the determination if the email should be distributed.

Website www.mwcc-photo.org

The Club maintains a web site for members and makes available the following capabilities:

Web Gallery - Members may upload a maximum of 10 images for display in the web gallery.

Member Links - The Club will post links to member's websites on request. The Webmaster will examine the linked site before posting, and if he/she determines the content to be suitable will post the link. If the Webmaster feels there is inappropriate content on the linked site, he will disable the link and consult with the President regarding disposition. In the unlikely event that content is extremely controversial, the President may involve the Board.

Camera Clubs - the Club will maintain links to other camera clubs in the local area, to the NVACC, and to pertinent national organizations, e.g. the Photographic Society of America.

Major Events in which MWCC Participates - These events will be supported by a separate page or section on the website. Announcements, speaker links, sponsor links, and the like will be supported.

MWCC Speakers and Judges - Brief resumes may be maintained on the site. Links to the speaker/judge's site will be supported in the same manner as member links.

Member Activities - Member activities, including commercial ventures of interest to the membership and operated by members will be supported. The listing member will prepare a flyer describing the event, and submit the flyer in a format acceptable by the webmaster. . The webmaster will review the materials, and if acceptable in content and format, will publish them to the website.

Programs

The first Thursday of the month is normally the Program Night. Presenters provide information and or demonstrations on specific techniques or types of photography. Program topics cover a broad spectrum of the field of photography. The second Thursday of each month is normally the Competition Night. Please note that in some months, currently December and May, changes are made to this normal approach. Please see the newsletter for current information about meetings.

Topics are appropriate for the novice through the advanced photographer. Presenters include professional photographers, manufacturer's representatives and local educators. The May program night is set-aside for the "Club Project". Members have an opportunity to share the results of his or her interpretation of the project for that Club year. Any member can suggest a program topic to the Vice President of Programs.

The Vice President of Programs will confirm all speakers in writing, and will send a thank you note to each speaker soon after the program meeting.

An honorarium will be paid to speakers at regular MWCC meetings. The currently authorized honorarium is an Amazon gift card in the amount of \$50.

Raffle

Money is collected through a raffle held each program night. When merchandise is donated, that will be the prize for the raffle. Otherwise, a "50-50" raffle will be conducted. In a "50-50" raffle, the Club and the winner split the proceeds from the sale of tickets. The Vice President of Programs recruits volunteers to handle the actual sales at meetings. All proceeds will be immediately forwarded to the treasurer and recorded in the Club records. The Board may use these funds for social purposes for the benefit of the members of the club.

Competition

The third Thursday of the month is Competition Night with the exception of December and May when the first Thursday is Competition Night. Club competitions are limited to active members in good standing in the Club. Both digital images and prints are included. The judging is performed by knowledgeable individuals, usually from outside the Club. These individuals are selected for their background in the field of photography and their ability to provide feedback to the entrants. An honorarium will be paid to judges at regular MWCC meetings. The currently authorized honorarium is an Amazon gift card in the amount of \$50.

Nine monthly competitions are held from September through May. Some competitions are limited to a specific subject, theme or type of photography, and some are open. Generally, the membership votes on the themes at least two years in advance. The Vice President for Competitions is responsible for establishing the schedule to include those themes per month through the club year. Competition themes for the current year are posted on the website and included in the newsletter.

Images submitted for a themed competition must adhere to the chosen theme. For example, an image for a nature theme must not show any buildings, fences, or roads; and, a reflection theme image must ensure that the reflection is obviously the subject and not just a landscape or cityscape that contains a reflection somewhere in it. Members compete in one of three (3) divisions of competition: novice, intermediate, or advanced.

Any questions regarding competition should be directed to the Vice President for Competitions.

Formal Rules of the Competition

1. Introduction

1.1 The purpose of competitions within the Manassas Warrenton Camera Club (MWCC) is to improve the photographic skills of the members and to allow them to display their creative work.

1.2 The Club's competition year is comprised of a series of monthly competitions starting in September and ending in May.

1.3 A Competition Committee will be formed to assist the Vice President in running the monthly competitions and carrying out all other matters as outlined in the Rules of Competition. The Vice President for Competitions serves as Chairperson of the Competition Committee.

1.4 The Rules of Competition as defined in this section are a formal structure of the Club. For the avoidance of doubt, items in italics can only be amended following prior notice of the changes being provided to the membership via email and/or the newsletter and a discussion and vote at a regular meeting of the Club or via electronic means. For an amendment to be accepted, a Quorum of the membership as defined in Article VI of the Constitution must take part in the vote with a majority voting in favor of the amendment. Other items in this section are of a more administrative nature and can be modified by the Board of Directors with appropriate consultation with the members.

Definitions:

"Print" is used in the following sections to refer to photos that are reproduced by a printer, i.e. color print or black and white print, and "Digital Image" is used to refer to photos that are projected digitally.

"Image" is used to refer to an entry into the Competition and can be either a Print or a Digital Image.

"Division" is used to refer to the level a photographer competes in, i.e., novice, intermediate or advanced.

"Class" is used to refer to the specific type of competition, currently color print, black and white print, and digital.

2. Eligibility

2.1 *Competitors must be members of the Manassas Warrenton Camera Club in good standing.*

2.2 *While there is no age restriction for the entries, photographers are encouraged to enter photographs that are indicative of their current work. The Competition Committee may establish special competitions for which the age restrictions are applied.*

2.3 *A print or digital image that has received a score of 7, 8 or 9 may never be resubmitted in another MWCC monthly competition. Digital Images with such a score will be placed on the Club Website Gallery to recognize the achievement. Digital copies of Prints that score 7, 8 or 9 will be placed on the Gallery if the member provides them to the Vice President for Competitions.*

2.4 *Anyone who receives a 4, 5, or 6 score for a print or digital image will be permitted to re-submit their image in another competition where the image fits the theme. Anyone receiving less than 4 will not be permitted to submit the image in any upcoming competition.*

2.5 *It is the competitor's responsibility to bring all questionable entries to the attention of the Vice President for Competitions PRIOR to the start of the competition. Failure to do so may result in the disqualification of the applicable entry.*

3. Competitions

3.1 *A competition will be held every month from September through May in each class. Competitions are generally held on the third Thursday of every month with the exception of December and May, when the competition is held on the first Thursday of the month to accommodate the annual holiday party which is held on the third Thursday of December and the End of the Year Banquet, which is held on the first Thursday of June.*

3.2 *Competitions canceled due to inclement weather will be rescheduled.*

3.3 *Competition themes will be established prior to the start of the competition year. Theme definitions will be published in the first newsletter of each Club year and will be available on the Club website.*

3.4 *A maximum of two images may be entered by each competitor in each class subject to an overall maximum of four (4) images in a single competition event. This number may be reduced for a specific competition at the discretion of the Vice President for Competitions.*

3.5 *Entries will not be accepted after the cut-off time established by the Vice President for Competitions. This time will be determined prior to the beginning of the competition year and included in the monthly newsletters.*

General Notes to Member:

Members are required to remain silent during the competition to ensure that the judge is not influenced by a member's comments. This requirement is to be maintained even if the judge asks a direct or rhetorical question. The judge will be reminded that members are not to speak during the critique or the judging process. The judge's score and critique are final. We will not second guess or change the judge's score.

4. Divisions

4.1 Individuals compete in one of three (3) divisions. New members to the Club or members entering competition for the first time are encouraged to consult with the Vice President for Competitions, or other Club officer, to determine which division is appropriate to their talents and experience level.

*4.1.1 **Novice Division** - Any individual new to photography who is learning basic photographic principles and concepts such as metering, composition, mastering the camera's manual operation.*

*4.1.2 **Intermediate Division** - Any individual who has competed in the Novice Division the previous year or who has mastered the basic photographic skills and is at a skill level above that expected of a novice.*

*4.1.3 **Advanced Division** - Any individual who has been named Photographer of the Year at the Intermediate Level or who has demonstrated photographic skills that consistently maintain an exemplar quality.*

4.2 An individual can be promoted under the following conditions:

4.2.1 An individual who has competed in the Novice Division is automatically advanced to the Intermediate Division upon being named as Photographer of the Year in one or more classes. The competition committee will review the work of all other novices and in conjunction with the novice determine if the novice shall be promoted to the Intermediate Division or remain in the Novice Division for another year.

4.2.2 An individual named Photographer of the Year in the Intermediate Division is automatically promoted to the Advanced Division effective the following year.

4.2.3 Any individual may voluntarily move up a division level at any time within the Club year; however, once the move has been made, the individual cannot move back down a division without an appeal to and approval by the Competition Committee. In the event of a mid-year self promotion (or voluntary promotion), an individual may retain one-half (1/2) of their points earned prior to the promotion. Said points are not to exceed the points earned by the highest scorer in the next higher division to which the transfer culminates.

4.2.4 The Competition Committee may determine, at any time within the Club year, that the quality of an individual's work supports promoting that individual to the next higher division

level. If such promotion occurs, one-half (1/2) of the points earned while competing in the lower division shall be carried to the next higher division. Said points are not to exceed the points earned by the highest scorer in the division to which the transfer culminates. No such promotion shall occur after the fifth competition of the year.

5. Classes

5.1 *Entries can be submitted in one or more of three (3) classes.*

5.1.1 Color Prints Class - *All color and monochromatic prints, including those printed by the photographer or a commercial lab.*

5.1.2 Black and White Print Class - *All black and white images, including those printed by the photographer or a commercial lab.*

5.1.3 Digital Class - *Images captured by any method currently available, to include but not limited to film or digital cameras. This class includes color, black and white, monochromatic, grayscale, sepia toned or any other style.*

6. Print Format

6.1 *The longest edge of the visible portion of the image must be between 6 inches and 16 inches.*

6.2 *In the case of panoramic prints, the matted dimensions shall not exceed 12 inches on the shortest side and 40 inches on the longest side.*

6.3 *All prints must be mounted on a backing at least 1/16 inch thick to ensure that the photograph is adequately supported and protected. Over mats may be used without color restrictions. Mounts and mats shall not exceed 20 inches along the longest side. Prints may not be framed. No multiple print images in the same mat are allowed unless the theme of that competition specifically calls for such entries.*

6.4 *Prints must have the maker's name and print title on the back with an arrow indicating the top of the print. Prints that do not display the correct information may be removed from the competition at the discretion of the Vice President for Competitions.*

6.5 *Print images are brought the night of competition and must be signed in before 7:30 p.m. to be eligible. A sign-in form is provided for each type of print, and for each division of competitor.*

6.6 *The Club encourages each photographer to make the best quality image possible, including the production of the highest quality prints to be entered into competition. The print quality will not be a separate item of judging; however, it will be considered as part of the overall impact of the photograph.*

7. Digital Images Format

7.1 All digital images will be submitted as jpeg files with a file extension of .jpg.

7.2 The maximum size for an image will be 1400 pixels wide by 1050 pixels high. Note that vertical format digital images must still adhere to the 1050 pixel height maximum. The maximum file size is 1 megabyte (1,048,576 bytes). Note that the jpeg digital image quality setting (which adjusts the compression) may need to be reduced to bring the file size within the maximum.

7.3 The digital image file name will consist of the maker's first and last name, the month (completely spelled out), year, division and an image title. All items will be separated by a space. For example: John Smith September 2011 Novice Image Title.jpg.

7.4 Digital images should be submitted in the color space normally used in your image editor (i.e., Adobe RGB 1998, sRGB). Digital images should NOT be converted to the projector ICC profile as this is done at projection time by the projection system.

7.4.1 For competitors who wish to "soft proof" their digital image prior to submission, the most current projector ICC profile is available for download from the Club website. This is NOT a necessary step.

7.5 Digital Images must be emailed to CompetitionEntry@mwcc-photo.org.

7.6 Digital image files must be received by the Vice President for Competitions by midnight on the Thursday preceding the competition.

8. Awards

8.1 Monthly Awards

Prints and Digital Images: During each monthly competition, the judge will award points to each print and digital image using the following criteria:

9 POINTS: The image is of the very highest quality; equal to the best you have seen. You feel that it should win a medal in major competition. This score is awarded only rarely in MWCC competitions

8 POINTS: The image is exceptional: unique and worthy of special recognition. You should feel excited about the image.

7 POINTS: The image is very strong. Handling is a notch above competent, and the image rewards contemplation.

6 POINTS: The image is reasonably solid, creating at least a little interest. Technical aspects and image content all competently handled. This is generally the average score for competitions.

5 POINTS: The image is acceptable in most respects but does not create any significant interest.

4 POINTS: The image may not have significant technical defects or serious shortcomings in image content. However, it may have minor technical defects, and the content (composition, lighting, etc.) is not well handled.

3 POINTS: The image either has significant technical defects, serious shortcomings in image content, or some combination of these problems. Because most of the photographers who compete in our competitions have at least some photographic experience, we hope that this score and lower scores are rarely awarded.

2 POINTS: The image shows serious technical defects: gross under or over exposure, very poor focus or significant (and clearly unintended) camera movement, or similar problems.

8.2 End of Year Awards:

8.2.1 Photographer of The Year - At the end of the competition year, the Club will recognize the Photographer of the Year in the Novice, Intermediate and Advanced Division by class. These awards will be made to the competitors with the highest point totals in each class during the competition year. Points are not transferable between classes. In addition, to be eligible for Photographer of the Year, the competitor must have entered at least five of the monthly competitions within a given class.

8.2.2 The Top Ten Prints and Top Ten Digital Images - A judge who has not participated in any of the current year's competition will select the top ten prints and the top ten digital images of the year. The Vice President for Competitions will be responsible for selecting the judge.

All print and digital images that receive a 7, 8 or 9 will be considered for this award. The Vice President for Competitions will provide these to the judge. There will be no distinction with respect to divisions when these images are judged.

8.2.3 Print of the Year and Digital Image of the Year - A judge who has not participated in any of the current year's competition will select the Print of the Year and Digital Image of the Year.

8.2.4 The Competition Committee may recognize other photographers from time to time based upon the merit, quality, and consistency of their photographic work.

9. Judging

9.1 Judges may be selected from the Alliance Camera Clubs, other area camera clubs, as well as from local professional photographers, and photo educators based upon their knowledge and skill as photographers and their experience critiquing others' work. For special subject competitions, an effort will be made to find a judge with a background in the subject to be judged. The Vice President for Competitions is responsible for selecting judges.

9.2 Judges will judge all images based upon the emotional impact of the image and the ability of the photographer to execute the specified monthly theme. While cropping and composition affect the overall impact of the image, the use of "text book" composition is not an item of judging but is considered as part of the overall impact of the image.

9.3 Club members may be selected to judge a competition should circumstances require it. Members who judge a competition may not compete during the remainder of that Club year, and any points earned to date will be forfeited.

9.4 Feedback on judges will be solicited throughout the year by providing random surveys to members. All responses will be anonymous. Results of the surveys will be considered by the Board Members in recommending the selection of judges for subsequent competitions.

Judging Photographs - Most Important Elements

Reprinted from "Professional Photographer," January 1992

Judging photography is a subjective act, with personal preferences supported by a Judge's knowledge. Attempting to discern a particular judge's personal preferences is futile. It is possible, however, to codify the standards judges use to formulate their opinions. The Photographic Exhibit Committee established the 12 critical elements of a merit-quality photograph. These elements are endorsed by the committee for use by International Print Competition Judges. In order of importance these elements, with brief definitions, are:

- 1. Impact:** Invokes a first-impression opinion from a judge. It is the aspect of the photograph that holds a judge's attention and commands him to look further. Impact stands at the top of this list because of its umbrella coverage; many other elements have the opportunity to create impact.
- 2. Creativity:** Photographer's invention and design skills at work. It is the element that transfers imagination and feeling from the creator to the viewer, lifting the photograph into the realm of art.
- 3. Style:** Distinguishes one photo from another in a manner that is real, not contrived. It expresses a photographer's individuality.
- 4. Composition:** Divides a photograph into a successful arrangement of subject matter. It creates a harmonious rhythm in the photograph through symmetry and repetition.
- 5. Print Presentation:** Addresses the choices made in cropping, matting, and mounting that enhance a photograph. It dares a photographer to be different in either a dynamic or traditional format.
- 6. Color Balance:** Weighs the use of complementary colors (dark against light, strong against weak) and how these are incorporated into the subject matter of the photograph.
- 7. Center of Interest:** Leads the viewer's eyes through a photograph without unnecessary distraction. It identifies a dominant component that gives strength and definition to a photograph. The center of interest should always be the focal point of, and supported by, secondary objects.
- 8. Lighting:** Illuminates the characteristics, mood and statement of the subject matter. The correct quality of light stems from proper exposure.
- 9. Subject Matter:** Is the appropriateness of the subject for the total interpretation of the photograph.
- 10. Print Quality:** Comprises the levels of contrast, color, lighting, angles, and other elements that make a statement for the photo.
- 11. Technique:** Is the foundation of photography which intermingles with a photographer's knowledge of art principles. It takes abstract ideas and makes them concrete.
- 12. Storytelling:** Achieves the photo's narrative purpose. It builds an emotional response that challenges a viewer's imagination.

Field Trips

Field trips are an excellent way to find new and varying material for photographing. A field trip is a group of photographers traveling together with the intent of photographing subjects found at a specific location.

Field trips are advertised at the meetings and in the monthly newsletter. Usually, scheduling is on a weekend although mid-week and evening trips are possible. Individuals meet at a prearranged location and travel together to the selected site. A full day is usually required. Occasionally an overnight stay may be necessary. Although most individuals on any given field trip consist of members of the Club, there may also be members from other camera clubs. Through the NVACC and each Clubs newsletter, field trip information is published and members of other clubs are welcome to attend.

Field trips bring together photographers with a wide range of expertise. This allows the sharing of ideas and techniques, the opportunity for more experienced photographers to share their expertise with those less experienced, and the less experienced to ask questions and be shown actual examples using their own equipment. It also provides a chance for socializing. The more interaction of the participants, the more knowledge shared.

Each field trip has a leader whose responsibility it is to plan and coordinate the trip. Questions regarding details of the trip should be addressed to them.

The NVACC has published a manual on field trips titled "Field Trip Guide Book". This book is quite extensive in providing information on field trip planning and possible destinations. The book is available from the NVACC website (www.nvacc.org).

Workshops

Workshops include a broad spectrum of topics. Examples include but are not limited to; Achieving Sharpness, Useful Accessories, Color Management, Black Light, Composition, Print Matting, Filters, Metering, Portraiture, Digital Imaging, Darkroom, and Beginning Photography. The topic for a specific workshop is often determined by the desires of the membership, and members are encouraged to submit any ideas to the Workshop Committee Chair. Generally, there is a limit to the number of participants for a given workshop. This is so each individual is given adequate time to actively participate. Sign-up sheets are used to determine the number of individuals who express interest in a planned workshop. When the number of individuals exceeds those that can be handled, multiple workshops may be held. In this case, placement of individuals may be selective.

Other camera clubs publicize their workshops and generally provide for participation of non-members on a “space available basis”. Workshop locations may be at the Club’s meeting place, an individual’s home, or an educational facility.

Workshops provide numerous opportunities to improve one’s skills. They provide the chance to see how to perform a technique, ask questions, have work critiqued, see the work of others, or to talk to other photographers about their work. Workshops held with members from other clubs are particularly helpful since there are individuals present from various photographic backgrounds. Often a completely different approach to a given technique is brought out.

Breakfast Club

Members meet informally on the 2nd Saturday of the month for breakfast at a local cafe. The Breakfast Club Committee Chair is responsible for securing the location, and getting a count each month for the restaurant. After breakfast, members either go on a photo shoot, or meet to discuss a photographic technique, equipment, or for a demonstration by a member.

Joe Harper Memorial Library

A listing of the available library holdings is posted on the Club website. Members may notify the librarian by email if they wish to borrow a book.

- All books must be properly checked out with the librarian.
- Books are due at the next general program night
- The librarian will determine the number of books that may be checked out at any one time based on member demand.
- The librarian will make periodic reports to the BOD on any seriously delinquent borrowers, missing and damaged library items.

Online Forum

Members have an opportunity to join the Club's online forum to discuss equipment and techniques, organize meet-ups, have photos critiqued, buy or sell equipment, participate in a periodic assignment, learn about upcoming workshops and safaris, and otherwise share with other MWCC members. Membership on the forum is opened to any Member in good standing.

Advertising Policy

All approved advertising, in any form must be photography related.

Non-Profit Events

Announcement materials, brochures, etc. may be placed on tables at meetings. At the newsletter editor's discretion, and subject to available space, an announcement may be placed in the newsletter. No mass email distribution to members will be permitted and no posting on the Club website will be permitted. An exception can be made to the web postings policy for NVACC events, or events of other camera clubs that reciprocate with MWCC.

Member's Announcements

Announcement materials, brochures, etc. may be placed on tables at meetings. Subject to available space, an announcement may be placed in the newsletter. We cannot guarantee publication unless the announcements are received at least 45 days prior to the event. No mass email distribution to members will be permitted.

Commercial Announcements

Announcement materials, brochures, etc. may be placed on tables at meetings. At the editor's discretion, and subject to available space, an announcement may be placed in the newsletter provided MWCC receives value for the posting. Value can be in the form of a cash donation, a donation of a door prize or some other item of value. We cannot guarantee publication unless the announcements are received at least 45 days prior to the event. No mass email distribution to members will be permitted and no posting on the Club website will be permitted.

Additional Policies

Club Responsibilities toward Member's Submitted Photos

All entries in Club exhibits require a liability waiver statement. It is the responsibility of the member coordinating the exhibit to obtain a signed waiver from all members exhibiting.

Liability Waiver - The photographer's assumes all risk. Every precaution will be taken to safeguard the photographs. However, the Club, individual Club volunteers, and the host accept no liability in the event of loss or damage. Each entry should be submitted in

protective wrap (plastic, paper, bubble wrap, etc.) to prevent scratching. Please place your name on the protective wraps so that your entries can be returned to the same protective sleeve before they are returned to the owner.

Support for Member Events

Club funds are not used to support/fund anything that does not represent all or at least a majority of its members. If expenses are incurred, entry fees are usually charged to members. This includes events where all members may enter, but it is understood that a few will participate.

Officers

The MWCC is a well-defined organization with individuals being assigned responsibilities for its everyday duties.

Officers are elected by the membership at the end of each Club year for the upcoming year. Volunteers are solicited for each position prior to the election. Being an officer of the Club provides the opportunity to participate in laying out the Club plans for the future; working with photographers from outside the Club; and seeing the benefits of your work evolve throughout the year.

Each member should consider what they, as individuals, could give back to the Club. Near the end of each year, a nominating committee is formed to find new officers for the upcoming year. Elections are held at the first meeting in May for the coming Club year.

Officers serve a term of one year. The President and 1st Vice President are limited to two consecutive terms.

The following is a partial listing of each officer's responsibility:

- **President:** Coordinates all activities; oversees all administrative meetings; leads all business meetings.
- **1st Vice President:** Assists the President in his duties; takes over the president's responsibilities in case the office of the president is vacated.
- **2nd Vice President of Programs:** Coordinates the monthly Program Meetings; establishes the program subjects and themes; obtains speakers and or demonstrations as necessary; works with the competition and workshop individuals to provide a continuity of subject matter.
- **3rd Vice President for Competitions:** Coordinates the monthly competitions and the year-end competition; obtains judges for all competitions; establishes the monthly competition subjects; assembles individuals to assist during the competitions; maintains documentation associated with the competitions; obtains competition ribbons and plaques; maintains equipment associated with the competitions; ensures that the Webmaster receives the award winning digital images for posting on the website; and ensures that the editor receives the competition results for publication in the Club newsletter.
- **Treasurer:** Maintains the Club's finances, including those of MWCC Seminars; provides new members with receipts for membership dues; coordinates, with the secretary, the periodic raffling of items as fundraisers.
- **Secretary:** Maintains the minutes of all administrative meetings; maintains the membership roster; provides email addresses to the 1st VP; provides each member with a membership application form; maintains miscellaneous information provided

for memberships use such as the Members Handbook and the Judges Handbook; and provides name tags for each member.

- **Newsletter Editor:** Prepares and maintains the monthly newsletter and publishes results of monthly competitions.

Additional Committees and Positions

Committees and other positions of responsibility are determined by the President and Board, and may be formed as required by the Club's needs. All Committee Chairs, Coordinators, Moderators, etc. are selected by the President and approved by the Board. Positions include:

- **Webmaster:** Develops and maintains the Club's website. Coordinates with the editor for posting the newsletter and notifies the 1st VP when the information is available.
- **Field Trip Coordinator:** Coordinates periodic field trips; works with programs, competition and workshop individuals to provide photographic opportunities where practical.
- **Workshop Coordinator:** Coordinates workshop efforts; obtains individuals to provide various demonstrations and projects for the membership to participate in, and works with competition and program individuals to provide a continuity of subject matter.
- **Community Relations:** Acts as the Club's liaison to the Arts Council, museums, schools, businesses, governments, etc, to support those entities and ensure that our concerns and talents are known in the community.
- **Photographic Society of America Representative:** Keeps Club members informed of activities, projects, contests, workshops, and other opportunities provided by the Club membership in PSA.
- **Breakfast Club Coordinator:** Coordinates with restaurant for monthly gatherings and arranges for photo shoot or meeting following breakfast.
- **Forum Moderator:** Maintains friendly and respectful communication on the Club Forum.
- **Librarian:** Maintains the Club Library and manages loans of books from the Library.
- **Equipment Manager:** Maintains and manages the equipment belonging to the Club.

Year End Banquet

The year-end banquet is held the first Thursday in June. A banquet coordinator is appointed by the president to manage the event. The banquet coordinator is responsible for securing a location, and will present recommendations to the general membership for approval. The banquet coordinator sets the budget and collect funds from membership. All funds are immediately forwarded to the treasurer. All bills are paid as received by the treasurer.

The banquet coordinator will solicit donations for door prizes. The banquet coordinator may solicit the help of other members to assist in this event.

The Vice President for Competitions is responsible for all year-end and competition awards recognized at the annual banquet.

Jim Spor Award

At the Year End Banquet, the Club recognizes meritorious service with the annual James R. M. Spor Memorial Award for Outstanding Spirit and Dedication to the MWCC. Jim was a founder member of the Club and the award was established in his honor in 1995.

The president appoints a committee of three to review nominations. The prior year's recipient is always a member of the committee, but the president has wide discretion regarding appointment of the remaining two members. It is recommended that the president appoint past recipients to serve on the committee. The intent of the award is to recognize individuals who have made outstanding contributions to the Club, and who embody the spirit of Jim Spor. An individual receiving the award will have:

- Actively worked to promote the art of photography and will have fostered public awareness of photography through educational programs, cultural programs or other means.
- Helped develop photographic skills of members and/or the community at large through hands-on experience or educational opportunities
- Educated members on the technical and artistic aspects of photography through informative and educational programs
- Fostered the growth and success of the Manassas Warrenton Camera Club by active participation and promotion of the Club.

Constitution

Article I – Name

The name of this organization shall be known as the Manassas Warrenton Camera Club and shall hereinafter be referred to as the Club.

Article II – Purpose

A. The purpose of this Club is:

1. to promote the art of photography in the community; to institute and promote such educational, and other programs as will foster public awareness of photography;
2. to develop the skills of the members through hands-on experience and educational opportunities;
3. and, to educate members in the technical and other aspect of photography and related industries through informative and educational programs.

B. The Club shall not discriminate on the basis of race, color, religion, sex, or national origin in any of its policies or programs.

C. The Club shall be empowered to receive gifts, devises, or bequests designated therefore, and to acquire property by purchase or lease, and to incur such obligations as may be necessary or convenient to carry out its objectives on a nonprofit basis.

D. The Club is not operated for profit, and no part of its income will inure to the benefit of any individual member, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered, to make payments and distributions in furtherance of the purposes set forth in Section A.

E. The Club is formed within the meaning of Section 501(c)3 as an organization described in section 509(a)(2) of the Internal Revenue code.

Article III – Membership

A. Membership

1. Any person interested in photography may become a member immediately upon completion of a membership form and payment of annual dues. Student memberships are available to any full time student. Members living at the same address are eligible for family membership.
2. A paid receipt shall be provided as proof of membership.
3. Membership grants the individual the right to hold office, to vote in elections, participate in competitions and/or exhibits and participate in the on-line forum.

Article IV - Governing Authority

A. The following officers shall be elected in accordance with Article V of this constitution to be the executive Board and shall govern the Club:

President

1st Vice-President

2nd Vice-President for Programs

3rd Vice-President for Competitions

Secretary

Treasurer

Newsletter Editor

B. The terms of office shall be one (1) year or until their successors are elected and qualified. The President and 1st Vice-President are limited to two (2) consecutive terms. Upon separation from office, an officer shall immediately turn over to his/her successor, or other properly designated official, all books, money, and other effects of the Club in his/her possession.

C. Committees.

1. The responsibilities of the committees shall be determined by the President and subject to approval by the Executive Board.

2. The committee chairmanship shall be determined by the President and subject to approval by the Executive Board.

3. The committee chairpersons shall prepare periodic reports of committee activities for presentation to the Executive Board and/or to the general membership at regular Club meetings.

Article V – Elections

A. An election of officers for the Executive Board shall be held once a year.

B. Vacancies in the Club shall be filled by the President with the approval of the Executive Board.

C. Vacancy of the President shall be filled by the advancement of the 1st Vice-President.

Article VI- Quorum

A. A quorum of the membership for the purpose of conducting Club business shall consist of not less than one-third (1/3) of members in good standing.

B. One half (1/2) of the voting members of the Executive Board shall constitute a quorum.

Article VII-Amendments

A. This Constitution may be amended at any meeting of the Club by two-thirds (2/3) vote of the members present and voting.

B. The amendment must have been introduced to the membership at a regular meeting of the Club not less than one month prior to the vote at a regular meeting of the Club.

C. Due notice must have been given to all members in good standing through the newsletter or by a special notice through email.

Article VIII - Fiscal Year

The fiscal year shall be July 1 to June 30.

Article IX – Dissolution

Upon dissolution, the Executive Board shall dispose of all assets to organizations operated exclusively for charitable or educational purposes as shall qualify at the time as exempt organizations under guidelines of the IRS code (501(c)3).

Bylaws

Article I – Membership

A. Types of membership:

1. ***Individual:*** Any person interested in photography;
2. ***Family:*** Members living at the same address;
3. ***Student:*** A full time student. Documentation may be required.

B. Each member joining or renewing July 1 through January 31 will pay full membership dues.

C. Dues will be one-half (1/2) of a full year membership for each new membership after February 1 of each year.

Article II – Meetings

A. Regular meetings of the Club will be held as decided by the membership.

B. Special meetings may be scheduled as needed by the members.

C. Executive Board meetings shall be called by the President.

D. All Executive Board meetings shall be open to all Club members.

E. All official meetings of the Club may, at the discretion of the presiding officer, shall be conducted according to Robert's Rules of Order.

Article III - Board Procedure

A. The Executive Board shall consist of the following elected positions: President, 1st Vice-President, 2nd Vice-President for Programs, 3rd Vice-President for Competitions, Secretary, Treasurer, and Newsletter Editor.

B. Any elected officer present at the board meeting shall have one vote.

C. A member of the board may not hold more than one elected position with the Club.

Article IV – Elections

- A.** There shall be a Nominating Committee with a chairman appointed by the President with approval of the Executive Board.
- B.** The Committee shall accept nominations from the floor and conduct the elections.

Article V - Election Procedures

- A.** The elected officers shall serve a one-year term from July 1 to June 30.
- B.** The Nominating Committee may re-nominate a person to serve in the same capacity for an addition term, except the President and 1st Vice President may not hold the office for more than two consecutive years.
- C.** The names of the officers under consideration for the following year shall be presented at the April meetings and in the May newsletter.
- D.** Elections will be held at the first meeting in May. Nominations from the floor will be accepted at the election meeting.
- E.** The officers will be elected by a majority of those members present.

Article VI – Minutes

- A.** The Executive Board minutes shall be available at all Club meetings.
- B.** Copies of all minutes shall be forwarded to the President and Treasurer within ten (10) days of the board meeting.

Article VII – Treasury

- A.** The Treasurer shall maintain a running balance in appropriate budget categories.
- B.** Updates of the financial status of the club will be available upon request.
- C.** The Treasurer shall close the books one week following the end of the fiscal year for an audit.
- D.** Authorized signatures on bank accounts shall be the Treasurer, the President and the 1st Vice-President. Two signatures are required on all checks.

Article VIII – Budget

- A.** A budget committee chaired by the Treasurer elect, and to include the outgoing Treasurer, shall meet before July 1 to draw up the next year's proposed budget for the Club.
- B.** The budget shall be approved by the incoming Executive Board and a two-thirds (2/3) majority vote of at least a quorum of members not later than the end of September.
- C.** Expenditures in excess of \$100 per item must be identified in a separate line item in the budget.
- D.** Expenditures greater than \$100 not identified in the initial budget for the fiscal year must be approved by a majority vote of at least a quorum of members present at any official regular club meeting.

Article IX – Audit

- A.** The President-elect shall immediately appoint a three (3) member audit committee of Club members, not to include any affected treasurer. This committee shall audit the books.
- B.** The audit is to be completed within thirty (30) days following the close of the fiscal year.
- C.** A report shall be made to the membership through the newsletter.

Article X – Amendments

- A.** The bylaws may be amended by a majority of the general membership voting at a Club meeting.
- B.** Notice of the proposed change shall be presented in the newsletter before the vote of the general membership.

Amendments to the Constitution of the Manassas Warrenton Camera Club

No substantial part of the activities of the Manassas Warrenton Camera Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The Manassas Warrenton Camera Club shall not participate in or intervene in, including the publishing or distribution of statements, any political campaign on behalf of, or in opposition to, any candidate for public office.