



**MANASSAS WARRENTON  
CAMERA CLUB**

*[www.mwcc-photo.org](http://www.mwcc-photo.org)*

**Member Handbook  
September 2017**

## 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 annual 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 club 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 or announcements. 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. The judge awards points to each print and digital image. The points are accumulated by novice, intermediate, and advanced divisions 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 and knowledgeable skilled club members.

MWCC is a member of the Northern Virginia Alliance of Camera Clubs (NVACC); a collection of camera clubs in Northern Virginia that cross advertises 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. Previous years editions of the Club newsletter are also 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. Please feel free to volunteer and help the club, as that is how we’ve survived these many years!

## General Information

Meetings are held the first and third Thursday of every month, September through 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 the Manassas City Hall, however we may use alternate facilities when it is not available.

The address:

**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

The Manassas Warrenton Camera Club (MWCC) complies with the 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, wherein they may participate in Competitions and activities, as well as all approved venues and mediums 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 who do not pay their dues by 30 September in any club year will not be able to enter Competitions or participate as an active member of the Club until the dues are paid. Members who pay dues in June, July or August will have those dues applied to the September 1 club year.

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 official club emails are sent through the 1<sup>st</sup> Vice President. If the 1<sup>st</sup> 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(s) to 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.... may be posted on the web, the MWCC Facebook page, or in the newsletter. Emails will not be sent announcing such events or activities.

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](http://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 upon 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 the President regarding disposition. In the unlikely event that content is extremely controversial; the President may involve the Board of Directors.

**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 may be supported by a separate page or section on the website. Announcements, speaker links, sponsor links, and the like may be supported.

**MWCC Speakers and Judges** - Brief resumes may be maintained on the site. Links to the speaker/judge's site may 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 may 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 may cover a broad spectrum of the field of photography. The third 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 schedule. Please see the newsletter, webpage, Meetup Group or the Facebook page for current information about meetings.

Topics are appropriate for the novice through the advanced photographer. Presenters may include professional photographers, manufacturer's representatives, members, and local educators. The May program night is set-aside for the "Club Project" presentation. Members have an opportunity to share the results of his or her interpretation of the annual club project for that Club year. Any member can suggest a program topic to the 2<sup>nd</sup> Vice President of Programs.

An honorarium will be paid to speakers at regular MWCC meetings. The currently authorized honorarium is an Amazon gift card. The amount of the honorarium is determined by the board of directors and approved concurrent with the annual budget. The 2<sup>nd</sup> Vice President of Programs will confirm all speakers, and may send a thank you note to each speaker soon after the program meeting.

## ***Competitions***

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 paid 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 competitors. An honorarium will be paid to judges at regular MWCC meetings.

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 3<sup>rd</sup> Vice President for Competitions is responsible for establishing the schedule to include those themes per month through the club year. Competition themes, definitions, dates, and judges 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 3<sup>rd</sup> 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 nine monthly competitions starting in September and ending in May.*

*1.3 A Competition Committee may be formed to assist the 3<sup>rd</sup> Vice President for Competitions in running the monthly competitions and carrying out all other matters as outlined in the Rules of Competition. The 3<sup>rd</sup> 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.

"Digital Image" is used to refer to photos that are projected digitally.

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

"Division" is used to refer to the level in which a photographer competes, 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 and Digital copies of Prints with such a score will be placed on the Club Website Gallery to recognize the achievement.*

**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 3<sup>rd</sup> 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 division and 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 Annual Awards 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 3<sup>rd</sup> Vice President for Competitions.*

**3.5** *Entries will not be accepted after the cut-off time established by the 3<sup>rd</sup> Vice President for Competitions. This time will be determined prior to the beginning of the competition year and included in the monthly newsletters.*

**3.6** *The Club is a member of the Photographic Society of America (PSA) and submits entries, as a Club, to their regional and national competitions. The Club may appoint a volunteer to select and submit images that obtained a score of seven or higher in the previous competition year into PSA competitions. Members who submit images to the Club Competition agree to allow their images to be used for this purpose unless they advise the 3<sup>rd</sup> Vice President for Competitions in writing of their wish not to support the PSA competitions with their images.*

## 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 the 3<sup>rd</sup> Vice President for Competitions, or other Club officers 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, and mastering the camera's manual operation.

**4.1.2 Intermediate Division** - Any individual who has been named Photographer of the Year 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 a promotion occurs, one-half 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 Print Class** - All color and monochromatic printed images.*

*5.1.2 **Black and White Print Class** - All black and white printed images.*

*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 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 competition theme 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, or on a label at the top of the image. Prints that do not display the correct information may be removed from the competition at the discretion of the 3<sup>rd</sup> 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 competition division.

**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 may be considered as part of the overall impact of the photograph.

**6.7** Members submitting prints to the competition must also upload a digital copy of the image to the club competition website as described in section 7 below. This digital copy will be stored on the website and used solely for score keeping and reporting of the assigned score back to the Member. It shall not be used for judging purposes. This digital copy, which can be an original digital file or a scanned file, must be uploaded by midnight on the Monday preceding the competition; which is the same for digital print submissions.

## 7. Digital Image Format

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

**7.2** The maximum dimensions for an image is 1400 pixels **wide** by 1050 pixels **high**. Note that vertical format digital images must still adhere to the 1050 pixel height maximum. This pixel size limit is set by the projector currently used by the Club for competitions and best results will be obtained by scaling digital images to these maximum dimensions prior to submission.

**7.3** The digital image file name will consist of the maker's first and last name, and an image title. All items will be separated by a space. For example: John Smith 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** The Club uses a competition website to manage all images submitted for competition. This site is [www.mwcc.photoclubservices.com](http://www.mwcc.photoclubservices.com) and all Members may request a username and password to the site. Digital image files for the competition must be submitted via the site by midnight on the Monday preceding the competition in order to be entered into judging.

### 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.

## 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. The image creates considerable interest and has no technical or compositional flaws. Prints are exceptionally well crafted.

**8 POINTS:** The image is exceptional, unique and worthy of special recognition. There may be one or two nearly imperceptible flaws but these are cast into the background by an otherwise outstanding composition or compelling story.

**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, and creates at least a little interest. Technical aspects and image content are not flawless but all are competently handled.

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

**4 POINTS:** The image is technically under-par: neither the technical execution nor the content (composition, lighting, etc.) have been properly 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 a lack of understanding basic camera technique: the image contains serious technical defects: such as very poor exposure, or focus or improper handling (such as clearly unintended) camera movement.

## **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 presented 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 Percent Prints and Top Ten Percent Digital Images** - A judge who has not participated in any of the current year's competitions will select the top ten percent of prints and the top ten percent of digital images of the year. The 3<sup>rd</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> Vice President for Competitions is responsible for selecting judges.

**9.2** All images will be judged based upon the emotional impact of the image and the ability of the photographer to execute the specified monthly theme

**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 may be solicited throughout the year by providing random surveys to members. All responses will be anonymous. Results of the surveys may be considered by the Board of Directors 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/her 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:** 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:** 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, as well as providing opportunities to interact with fellow club members. 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, in the monthly newsletter, and on the Meetup Group. Usually, scheduling is on a weekend although mid-week and evening trips are possible. Individuals may meet at a prearranged location and may travel together to the selected site. A full day may be necessary. Occasionally an overnight stay may also 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 opportunities for socializing. The more interaction with other participants, the more knowledge that is quite possibly 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 entitled “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](http://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 Coordinator. 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 or additional electronic means may be 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.

NVACC Member clubs and 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 generally 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 member demonstration.

## Online Forum

*Members have an opportunity to join the Club's online forum to discuss equipment and techniques, organize meet-ups, conduct photos critiqued, buy or sell photography related equipment, participate in periodic assignments, learn about upcoming workshops and safaris, and otherwise share with other MWCC members. Membership on the forum is open 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 may be made to the web postings policy for NVACC events, or events of NVACC Member Clubs, or 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. 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. No mass email distribution to members will be permitted and no posting on the Club website will be permitted.

## Additional Policies

Liability Waiver - The photographer assumes all risk. Every reasonable 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.

### 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 the Club plans for the future; work with photographers from outside the Club; and see the benefits of your work evolve throughout the year(s).

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; arranges for space for meetings, workshops, and other club activities; sends official club emails.
- **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.
- **Secretary:** Maintains the minutes of all administrative meetings; maintains the membership roster; provides email addresses to the 1st VP; maintains miscellaneous information provided for memberships use such as the Member Handbook, Constitution, By Laws, and the Judges Handbook.
- **Newsletter Editor:** Prepares and maintains the monthly newsletter and publishes results of monthly competitions. The editor uploads the newsletter to the MWCC website and prepares an email announcement for the membership when the newsletter becomes available.

## 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 *may* include:

- **Webmaster:** Develops and maintains the Club's website. Coordinates with the editor for posting the newsletter.
- **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 the Club's 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.
- **Equipment Manager:** Maintains and manages the equipment belonging to the Club.

## Annual Awards Banquet

The annual awards 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 may present recommendations to the general membership for approval. The banquet coordinator sets the budget. The Treasurer collects funds from attendees. All bills are paid as received by the treasurer.

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

The 3rd Vice President for Competitions is responsible for all year-end and competition awards recognized at the annual banquet.

### Jim Spor Award

At the Annual Awards 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 founding 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 this 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, sexual orientation, 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, participate in online forums, to receive discounts when made available to NVACC member clubs, and participate in workshops or limited field trips.

## ***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 of 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:** Individuals living at the same address as another member;
3. **Student:** A full time student. Documentation of school attendance may be required.

## ***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 of 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 additional term. 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 (a review of procedures and recordkeeping).
- 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 \$250 per item must be identified in a separate line item in the budget.
- D.** Expenditures greater than \$250 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 (Review)***

- A.** The President-elect shall immediately appoint a three (3) member audit (Review) committee of Club members, not to include any affected treasurer. This committee shall audit (perform a review using agreed upon procedures) the books.
- B.** The audit (review) 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.