

LINCOLN CAMERA CLUB

Established 1925

Registered Charity No. 1107903

Members' Handbook

Revision: 01/2014

About This Handbook

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Please bring this handbook to any General Meeting of Lincoln Camera Club.

Revisions List

This handbook has been designed to be updated; pages can be replaced as necessary. The revision number is given on the top right of every page; as pages are updated the revision number will change. Please use the table below to ensure your handbook is up to date.

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Contact

Address:

Lincoln Camera Club
 Lincoln Cathedral Centre
 17 Minster Yard
 Lincoln
 LN2 1PX

Website: www.lincolncameraclub.co.uk

Facebook Group: Lincoln Camera Club

Twitter: @LincolnCameraCl

Lincoln Camera Club's Committee Contact Details:

Position	Contact Details
President	president@lincolncameraclub.co.uk
Secretary	secretary@lincolncameraclub.co.uk
Treasurer	treasurer@lincolncameraclub.co.uk
Programme Secretary	programsec@lincolncameraclub.co.uk
Internal Competition Secretary	intcompsec@lincolncameraclub.co.uk
External Competition Secretary	extcompsec@lincolncameraclub.co.uk
Website	feedback@lincolncameraclub.co.uk
Social Secretary	01522 567 283

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Welcome Message

Welcome to Lincoln Camera Club. We are a friendly club bringing together people with a mutual interest in photography. With over sixty members and still growing, we are an extremely active club in all aspects. We aim to share the knowledge and experience we have of photography amongst ourselves whilst also branching out into the local community.

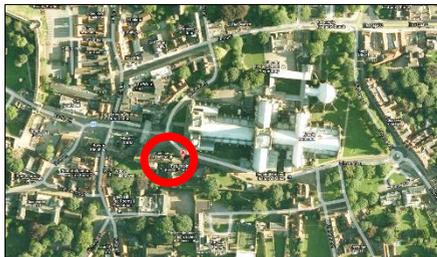
The club has an extremely active programme hosting a number of lectures, practical sessions, competitions and exhibitions. I hope as a member you find our programme interesting and diverse and that you participate in interactive sessions as well as entering the club competitions and exhibitions. A camera club calendar is available for purchase, displaying members' images and providing an easy medium to save those important dates and deadlines.

The best part of our club is the social aspect, with events including the barbecue, boules night and quiz night being the highlight of the year. I am proud to play an active role in and be part of such a lively, sociable and, above all, friendly club. It is the members that make the club what it is, and I thank you all for your contribution. I wish you all a successful year.

Jarek Grebenik - President, Lincoln Camera Club, 31/05/2013

Club Meetings

Lincoln Camera Club meets every Tuesday at Lincoln Cathedral Centre. Doors open at 19:15 for a 19:30 start. If you arrive before 19:15, you are expected to help the committee set up for the evening. The Cathedral Centre is situated on the right when facing the Cathedral main (west) entrance. Proceed through the iron gates and across the courtyard and the building entrance is on the right. The club meets upstairs to the left. People who are new to the club are invited to attend up to four club meetings free of charge.



Car Parking

Regrettably, there is no parking for members at the Cathedral Centre. Parking is available on Minster Yard adjacent to the Cathedral, this is the nearest to the club but we highly recommend that no valuables are left in your vehicle. Parking is also available along Nettleham Road or in Castle Square car park for a charge. Events at the Cathedral can often make parking very difficult, especially on Minster Yard. We recommend that members car share when possible. If you require parking close to the club for health reasons or for a guest lecturer then please speak with the President and arrangements can be made.

Organisation of Lincoln Camera Club

As a registered charity, Lincoln Camera Club is governed by its Constitution, which is included at the back of this handbook and is also available on the club website or from the Charities Commission. At the AGM, the members elect the Executive Committee, which comprises of three honorary officers (President, General Secretary and Treasurer) and up to eight additional members. The roles of the eight committee members are allocated at the first committee meeting.

The current Executive Committee are as follows:

Name	Position/Role & Responsibilities
Jarek Grebenik	President, Programme Secretary, Communications Officer, Facebook, Newsletter, Handbook, Equipment, Landscape Group
Becky Strickson	General Secretary
Tim Higham	Treasurer, ESPO
Jon Fixter	Facebook, Motorsport Group
Lynne Grebenik	Internal Competition Secretary, Membership Forms, Raffle, Calendar
Jorj Malinowski	External Competition Secretary, NEMPF Delegate, Digital Folio
David Neve	Vice President, Twitter
Audrey Stanley	Social Secretary, Refreshments
David Weaver	Website, LPA Delegate

Contact details for the Executive Committee can be found at the front of this booklet.

The Executive Committee meet on the last Wednesday of each month and minutes are posted on the club notice board. If you would like to submit something for discussion by the committee, please email the Secretary at least 1 week in advance so it can be added to the agenda.

The Executive Committee may appoint up to three additional co-opted members to help with specific tasks or gain committee meeting experience. In order to assume the role of President, one must have at least 3 months of committee experience.

The following is a list of members who help the Executive Committee:

Name	Responsibility
Mike Lincoln	Print Folio
Tim Scott	Beginners' Sessions, Club Exhibitions, Auctioneer, Head Chef

All of the committee and its helpers are volunteers. Unfortunately, the club does not organise itself, the Committee and those who help work extremely hard to ensure the club runs smoothly. If you would like to join the committee or help out in some way then please speak to any member of the Executive Committee.

Do Your Part

The Committee do ask for help where possible, particularly for small jobs. A volunteer to help with refreshments is requested each week and there are a number of other small jobs to go around. Those who arrive early at club meetings are expected to help set up for the evening.

General Meetings

The club holds an Annual General Meeting (AGM) usually in May. This is when the Executive Committee are elected and the reports from the Treasurer and General Secretary are reported to the club. The AGM is a formal meeting and if any member wishes to raise a point for discussion or a motion (motions require a proposer and a seconder) then it must be submitted in writing to the General Secretary 21 days in advance. Nominations for the Executive Committee must be submitted 14 days in advance and also require a proposer and seconder. An Extraordinary General Meeting can be called, with 21 days notice, by the Executive Committee or 10 members of the club stating the business to be discussed.

Two scrutineers are elected towards the start of the meeting. They count the number of members present and determine the majority. Decisions are made by a show of hands counted by the scrutineers. If a majority is determined then the decision is passed, there is not usually a vote against.

General meetings are chaired by the President and there is no informal discussion, if you wish to speak on any point you must raise your hand and wait to be called.

Please bring this handbook to any General Meeting of Lincoln Camera Club.

Membership & Subscriptions

Please see clause 5 of the Constitution for details on membership of the club.

The membership fee is due on 1st July of each year and returning members must have paid by 30th September. The Executive Committee permit people new to the club to attend up to four club meetings before payment is due.

Every member must fill out a membership form each year and return it with the fee to Lynne Grebenik. We also ask that tax payers fill out a gift aid form as well. This allows the club, as a registered charity, to claim back the VAT on your membership.

The club operates a sliding scale for those joining at different times of year. The fee is divided depending on the quarter of the financial year:

Membership:	Full	Concession	Joint	Junior
Standard:	£20.00	£10.00	£30.00	£10.00
1 st Oct – 31 st Dec	£15.00	£7.50	£22.50	£7.50
1 st Jan – 31 st Mar	£10.00	£5.00	£15.00	£5.00
1 st Apr – 30 th Jun	£5.00	£2.50	£7.50	£2.50

Concessions are given to students upon proof of a valid student id card.

Once you have joined Lincoln Camera Club you will promptly receive your membership card and this handbook. Your membership card is unique to you and should not be exchanged or given to anyone else. Your membership card may give you some discount at certain stores, attractions or events. Please see the Benefits of Lincoln Camera Club Membership for more information.

If one is deemed to have contributed significantly to the objects of the charity then the Executive Committee may bestow Honorary Membership, which has no annual fee.

Personal Information & Communication

Lincoln Camera Club collects and holds some personal information about its members. This is held and maintained by the Communications Officer. The information is kept as securely as possible and is not shared outside or inside the club. If your details change then please inform the Communications Officer as soon as possible.

Provision of the information is not mandatory but it may limit your involvement if you choose not to provide it. Your information can be removed at any time upon request and is deleted if you leave the club.

Lincoln Camera Club's primary method of communication outside of club meetings is email. The club emails a monthly newsletter and the occasional update or reminder to all of its members. The newsletter is printed and put on the notice board for those without an email address. The club also posts updates on our Facebook page. We highly recommend that members visit our Facebook page regularly for the latest news and updates.

Benefits of Lincoln Camera Club Membership

Apart from being the best value for money, friendliest and most established club in the region, Lincoln Camera Club has a number of additional benefits.

Discounts

Upon proof of a valid membership card, the London Camera Exchange in Lincoln offer a 10% discount on some purchases.

ESPO Orders

As a charity, the club has an account with ESPO and can make purchases on behalf of its members. We have very competitive prices for items such as mount board, paper, adhesives, ink, etc. The ESPO catalogue is available on club nights and online at www.espocatalogue.org please remember the prices shown do not include VAT. Orders should be handled through the club and not made direct to ESPO. Order forms are available at the back of this handbook and should be handed to the Treasurer.

Equipment Use/Loan

The club has an EyeOne monitor calibrator available for a 1 week loan. The club also has its own computer equipment which is held at the Cathedral Centre. It includes:

- A desktop computer running Windows Xp with Photoshop Elements 7 installed
- Flatbed scanner with a slide/transparency adapter
- Nikon 35mm film scanner
- Samsung colour laser printer

These can be used during office hours with permission from the President and making a booking with the Cathedral Centre on 01522 561629, as the room is sometimes used by other organisations. Using the printers, you should supply your own paper and there is a £1.50 per A3 page and £0.75 per A4 page.

For Sale

Lincoln Camera Club is a registered charity and as such organises a small number of fund-raisers that help cover the club's costs.

Calendar

The club produces an annual calendar featuring members' images. The 2014 Calendar theme is 'Our Secret City'. Calendars can be purchased for £3 from Phil Smith.

Mounts

We have pre-cut mounts available in black or white. They are sized exactly to 20" by 16" with a pre-cut aperture. Black mounts cost £1 and have an aperture sized to approximately 14.75" by 11". White mounts cost £1.50 and have an aperture sized to approximately 16.25" by 11.5". Both can be purchased from Lynne Grebenik subject to availability.

Polo Shirts

Black polo shirts with 'Lincoln Camera Club' embroidered over the right breast are available for £8. These are available in the usual sizes and can be purchased from Lynne Grebenik.

Raffle

We normally hold a raffle every meeting in the Cathedral Centre. Tickets cost 0.50p each or 3 for £1 and are available from Lynne Grebenik or Becky Strickson. There is a first and second prize – a first prize winner may choose one prize with a 1st sticker or two prizes with a 2nd sticker, a second prize winner may choose one prize with a 2nd sticker. If you purchase a winning ticket and are not present during the draw, then it is likely to be redrawn.

Our Online Presence

Website

www.lincolncameraclub.co.uk

The website has up to date information regarding the club programme and competitions, as well as a gallery for members to upload their photos. You can also download a copy of the club constitution and the latest competition entry form.

David Weaver runs the website, for any queries please email feedback@lincolncameraclub.co.uk.

Facebook

The club Facebook can be found by searching for 'Lincoln Camera Club' and is a Community page about Photography. There is also a link from our website. You will find up to date information about events, the programme, and members' posts and images. The Facebook is used for notices and updates for members; it is recommended that all members check our Facebook regularly. Links to other interests in the photographic world also are posted on the club Facebook.

Twitter

The club Twitter account is '@LincolnCameraCl' and we encourage you to follow us for the latest updates and reminders. Our Twitter account is operated by Mike Lincoln and David Neve.

Programme

The club programme runs parallel with the calendar year and is not included in this book. For an up to date programme please see the General Secretary or Programme Secretary. The programme is also available on the website:

www.lincolncameraclub.co.uk

Lincoln Camera Club endeavours to host a wide ranging and comprehensive programme of events. Roughly speaking, each month we try to include a practical session, a competition and a lecture. If you have a suggestion for the programme or know of someone you would like to see speak at the club then please email the Programme Secretary.

Practical Nights

The club aims to have at least one 'hands on' session each month. This could be a trip out to take photos or a practical session led by a club member demonstrating and teaching their method of working. All levels of photography are catered for; with beginners and more experienced groups often running in parallel. We encourage all experienced members to run a practical session as often as possible.

Members who attend the portrait practical sessions are expected to provide at least one high-resolution digital image of each model they photograph. Additional images and prints are very welcome as well. Jarek Grebenik collects all the images and passes them onto the models as thanks for their service.

Practical sessions are highlighted in green on the programme. Please remember to bring your camera and any other suitable equipment and make sure you dress appropriately for the weather and temperature.

Exhibitions

The club may host several exhibitions in the year but always holds our Annual Summer Exhibition of Photography in Lincoln Central Library, Free School Lane, at the end of June / beginning of July. Members are encouraged to enter their prints for display. All images must be exactly 20" by 16" mount in order to fit into the frames. Only white or black mounts are accepted – cream or other colours are not permitted.

Social Events

Lincoln Camera Club hosts a number of social events, some of which are open to non-members. The club auctions are open to all. The club's Barbecue and Boules Night that normally fall in August are open to members' family and friends. The end of year quiz and Christmas buffet is for members only, it includes a themed quiz with prizes to be won.



LCC Entertainment Evening

The Entertainment Evening is an annual evening where club members spend 10-15 minutes entertaining the rest of the club through short lectures, presentations, practical sessions, etc. The topic is completely open and does not have to be related to photography at all. Teaching of a skill is often undertaken, e.g. line dancing or origami.

Specialist Interest Groups

Club members run a number of specialist interest groups:

- **Landscapes** – Jarek Grebenik – Trips out are arranged to areas of natural beauty focusing on landscape photographic techniques. Suggestions of locations are welcome. When a trip is organised, car sharing is recommended or if there is enough interest transport can sometimes be provided.
- **Motor Sport** – Jon Fixter – Trips out to track days and focus on photographing motorsport (bikes & cars). Destinations often include Cadwell Park, Mablethorpe Beach Racing and Manby Motorplex.
- **Winter Evening Projects** – Jon Fixter – Creating home set-ups for photographing, products and still-life. Often looking at different lighting set ups and light painting techniques.
- **Photographic Qualifications** – Clare & Keith Laflin – Helping members go for photographic distinctions with organisations such as the Photographic Alliance of Great Britain (PAGB) and the Royal Photographic Society (RPS).

Anyone can start a specialist interest group, please see a committee member to express your interest in a particular field of photography.

Internal Competitions

The club hosts ten internal competitions throughout the year; aiming to have at least one competition on a specific photographic technique (e.g. long exposure, bokeh, high/low key, etc.) or subject (e.g. landscapes, portraits, etc.).

Club competitions contribute points to the Lincoln Camera Club Photographer of the Year. The winner with the most points has their name engraved on the Tipler Trophy and receives this at the end of the competition year to keep for twelve months. Points are awarded according to the table on the right. A league table showing the progress of the points is displayed on the club notice board throughout the year. An internal judge, who is excluded from entering the competition they judge, is awarded 5 points for their service.

1	For every entrant
2	Commended
3	Highly Commended
4	Third Place
5	Second Place
6	First Place

A full list and details of the competitions is available on the club website or notice board. They are also listed in the programme.

Approximate Dates

Month	Competition
Jan	Theme Comp. 1 – Subject
Feb	Theme Comp. 2
Mar	Salvers I – Architecture
Apr	Salvers II – Natural History
Jun	Salvers III – Record
Jul	Theme Comp 3. – Calendar
Sep	Theme Panel & Photo Essay Print Competition
Oct	Open Digital Competition
Nov	Theme Comp. 4 – Technique
Dec	Rose Bowl Print Competition

Competition Rules

1. Images must be entirely produced by the author, no use of stock images or images off the internet, even if they have been manipulated, is allowed.
2. Only two entries per section from each author. An entry form must be submitted to the Internal Competition Secretary giving your name and the titles of the entries. Titles must be written in your order of preference. If there are too many entries the 2nd entry will not be entered in the competition.
3. The Internal Competition Secretary reserves the right to remove any entry or change your order of preference in the interests of a balanced competition and the sensitivities of the audience.
4. Digital entries must be in JPEG format sized to a maximum of 1920 pixels width by 1080 pixels height at 300dpi.
5. The title on the entry form must match the title of the digital file, e.g. an entry titled 'The Cat' would be written on the entry form as 'The Cat' and the file name would be 'The Cat.jpg'.
6. Digital entries must be submitted on a USB memory stick or a CD/DVD. Other formats such as compact flash cards are not acceptable.
7. Print entries must be mounted to a good standard with the maximum allowable mount size being 20" by 16". The image can be any size within the mount.
8. Your print entry must not damage other prints, if it is deemed likely to do so then it will not be entered.
9. You must write the title of your entry on the back of the mount. Please do not write your name anywhere on the print.
10. For every print entry please submit a digital file according to the rules above. Please add an exclamation mark at the start of the file name, e.g. '!The Cat.jpg'.

11. The presentation of your entry will be taken into account by the judge, i.e. the standard of the mounting or the framing of your digital image.
12. The Internal Competition Secretary defines the title of each competition extremely clearly, the images will be judged within the bounds of the title. Entries deemed to be not fitting with the title may be removed at the discretion of the Internal Competition Secretary or the Judge. This is particularly relevant in the technique and subject orientated competitions, e.g. a long exposure technique competition would not encompass images of objects that had been exposed to the elements for a long period of time (rusty nails or driftwood), as the author has tried to find a loophole which is not in the spirit of learning the technique. However, this is not the case for all competitions and some are open for interpretation.
13. There is no limit on the age of images entered into competitions.
14. A winning image may not be submitted into the same competition in the future.
15. An image may be submitted into multiple competitions, although we encourage authors to enter new unseen images where possible.
16. Both colour and monochrome images may be submitted for any competition unless otherwise stated.

Competition Specific Rules / Guidelines

Theme Comp. 1 – Subject This competition focuses exclusively on a photographic subject or category such as portraiture or landscape photography. The idea is for authors to improve and undertake some photography in that field. The title is clearly defined and entries that do not fit the title will not be entered. Prints and digital entries are allowed.

Theme Comp. 2 – The theme for this competition is open for interpretation. The title is not clearly defined and can be interpreted by the author and judge. Prints and digital entries are allowed.

Salvers Competitions – These competitions focus on applied photography; the use of an image in a publication. There are three competitions: Architecture, Natural History and Record which have both prints and digital entries. All entries must have with them some information about the subject – a guideline of between 50 and 400 words printed on a separate sheet of paper. Entries that do not provide any information will be excluded. The judge will choose the best image from the prints and digital entries that will earn the Salver Trophy to keep for 12 months. The Salvers Competitions operate on a two-year rotation

according to the table.

Architecture accepts

Competition	Even Year	Odd Year
Architecture	Traditional	Modern
Natural History	Flora & Fauna	Natural History & Natural Formations
Record	Photojournalism	Applied

images of buildings or major parts of buildings where the main fabric is shown. The difference between traditional and modern is not defined by a date but rather the look of the building.

Flora & Fauna allow for any plant or animal be it wild or cultivated/captive. Natural History & Natural Formations describes firstly strict natural history i.e. wild plants or animals

in their natural environment, and secondly, natural landscapes, weather and geological formations.

For Record; Photojournalism is defined as reporting – i.e. your image and accompanying information should be similar to an article found in the news telling the viewer about something that has happened, is happening or might happen. Applied describes articles that may be found in brochures, text books and some magazines. This includes product photography, educational and factual information about the subject.

Theme Comp 3. – Calendar Theme This theme is open for interpretation as the author wishes. The entries submitted are usually put forward for use in the club's calendar. This is often a Lincoln / Lincolnshire theme. Prints and digital entries are accepted.

Panel & Photo Essay Print Competition This is a prints only competition. There are two sections: Panel and Photo Essay. The Panel is three images that are usually separately mounted but can all be on one mount if desired. The three images must be on a theme of your choosing and must work together to please the viewer. A panel can be entirely colour or monochrome, i.e. you cannot have a mixture in one panel. The Photo Essay is a single mount board with a maximum size of 20" x 16". Between 4 and 10 images must then be mounted onto the board. The images can be no smaller than 3" on the shortest edge. The images should work together to tell a story to the viewer. Text can be incorporated if desired. A digital image should be submitted for each photo included on the Photo Essay, these should be numbered in order of viewing and will be displayed as a slideshow.

Open Digital Competition This is a digital only competition with two completely open sections: Minor Manipulation & Major Manipulation. Minor Manipulation covers things such as slight

contrast, exposure and colour adjustments, cloning on small sections, cropping, etc. Major manipulation includes images where creativity has been applied in the editing. The original image may not be recognisable after manipulation. Techniques include image blending, HDR, gradient maps, limited amounts of graphic design etc. An image in this section should still have a major photographic element and should not be made exclusively with editing software.

Theme Comp. 4 – Technique This competition focuses exclusively on a photographic technique such as long exposure or bokeh photography. The idea is for authors to improve and practice the technique. The title is clearly defined and entries that do not fit the title will not be entered. Prints and digital entries are allowed.

Rose Bowl Print Competition This is a print only competition and is the last competition in the year. It is the most prestigious competition throughout the year and the winner will receive the Rose Bowl Trophy to keep for twelve months.

Judging

Club competitions are always judged by experienced judges. Lincoln Camera Club is unique in that it uses both internal and external judges. The judge for a competition is organised by the Internal Competitions Secretary and is kept strictly anonymous. This is ensure fairness, as more experienced members, knowing who the judge is, may be able to select images they know that judge will prefer. The names of the authors are also kept anonymous from the judge to prevent any preferential bias.

Please bear in mind that judging is not an easy task and is extremely varied. The comments and winning images chosen always vary from judge to judge. Remember, although you may not agree with a judge's comments or selection, do not feel disgruntled or upset as another judge would likely be very different.

If you would like to learn to judge, the LPA run judging seminars where there is plenty of advice available. If you wish to become a judge, please contact the Internal Competitions Secretary who will make the necessary arrangements. We encourage members to take part in judging and joining the LPA or NEMPF registered judges list.

External Competitions

The club participates in a number of external competitions including some of those hosted by the Lincolnshire Photographic Association (LPA) and The North and East Midlands Photographic Federation (NEMPF). We often enter and organise inter-club battles outside any other organisations.

External competitions often have strict rules regarding entries. Digital image and print sizes must be exact for the competition or they will not be entered. The club endeavours to enter external competitions with a comprehensive and competitive selection of members' images. Images are usually selected by a small panel of experienced club members with the External Competition Secretary. Depending on the number of images the club can submit, an author may get only one or two images in. Please submit all entries to the External Competition Secretary by the deadline specified.

Approximate entry deadlines for the LPA:

Month	LPA
Jan	Individual PDI Digital AV
Feb	Biennial Exhibition
Mar	Foster's Colour Challenge
Apr	Print Battles
Oct	Inter-Club PDI POTY
Nov	Portfolio (Individual)

Folios

The club runs both a print and a digital folio. Each folio member enters one image, which is then commented on by the other folio members. The idea is to get back constructive comments and advice on your images from fellow members. This helps folio members gain confidence in their images and encourages them to enter the internal competitions. The folio is passed around the participants on a regular basis and relies on them passing it on at least every 14 days. Members who have the folio for too long or do not comply with the rules of the folio may be dropped from the group at the discretion of the organiser. Members who are away for long periods should inform the organiser as soon as possible so that the folio can be passed to someone else who is available.

Print Folio

The print folio is organised by Mike Lincoln and all members are welcome to join. Three print boxes circulate around the folio members, each box should contain three sets of prints being new prints for comment at a later date, prints to be commented on when received, and prints which have already been commented on and are ready to be removed by the author. Each print box should be passed on at least every 14 days.

Digital Folio

The digital folio is organised by Jorj Malinowski and is open to all, but is intended for those who may be less confident or experienced with their images or photographic ability. This folio runs on a USB memory stick that circulates the folio members. Comments are made on a Microsoft Word .doc file as appropriate. In order to join this folio, basic IT skills such as file renaming and image sizing are required. Members must pass this folio on within two weeks or they will be removed.

Affiliations & Membership

Lincoln Camera Club is affiliated or a member of the following organisations.

NEMPF – www.nempf.org The North & East Midlands Photographic Federation covers a huge area – Derbyshire, Lincolnshire and Nottinghamshire and has the majority of camera club and photographic organisation in those areas affiliated. NEMPF hold a number of events, exhibitions and events throughout the year. Members are invited and encouraged to enter NEMPF competitions and exhibitions, and to attend events such as the Photographic Weekend or Memorial Lecture.

LPA – www.lincspa.co.uk The Lincolnshire Photographic Association encourages inter-club competitions and puts on a number of events in the region including the biennial exhibition. The LPA organise the following annual competitions:

- Inter-Club Print Battles – each club competes three times against another club. Top scorers then compete in the final which is held over one day.
- Digital Battle – a one day inter-club digital images battle.
- Foster Colour Challenge – an inter-club colour print competition.
- Digitally Projected Competition – for individual club members on an open theme.
- Digital AV Competition – for individual club members competing with Audio/Visuals.
- Photographer of the Year (POTY) – for individual club members entering three colour or monochrome prints on a theme.

PAGB – www.pagb-photography-uk.co.uk/index.htm The Photographic Alliance of Great Britain is made up of all 15 regional Federations (NEMPF included). Formed in 1930 to

promote and co-ordinate the interests of all Federations and their member organisations. The Alliance also promotes their own distinctions in photography. They include:

- Credit (CPAGB) where 10 prints or projected images are required to the standard of 'good club photography'.
- Distinction (DPAGB) where 15 prints or projected images are required to the standard of 'open exhibition photography'.
- Master (MPAGB) where 20 prints or projected images are required to 'the highest standard of UK amateur photography'.

Any member can attempt these prestigious distinctions and Lincoln Camera Club offers support for pursuing these.

FIAP – www.fiap.net/index-en.php La Fédération Internationale de l'Art Photographique (or in English the International Federation of Photographic Art) has a similar role but on an international scale. Promoting friendly links between photographers and organisations all over the world. FIAP also have their own distinctions based on acceptances into international exhibitions.

RPS – www.rps.org The Royal Photographic Society offers an extensive programme of events across the UK. The RPS photographic distinctions are as follows:

- Licentiate (LRPS)
- Associateship (ARPS)
- Fellowship (FRPS)

These can be attained through submission of images, attainment of qualifications and significant contribution to the science and art of photography.

History of Lincoln Camera Club

Lincoln Camera Club is amongst the oldest camera clubs in the UK. It was officially established in 1925, based around a photographic society that dates back to Victorian times in the City of Lincoln.

For many years, it held its meetings in the old YMCA but in April 1956, it purchased the Methodist Chapel on Well Lane as its new meeting place. This building was used until April 2005, when the club moved to its' current premises at Lincoln Cathedral Centre.

In 2005, the club became a registered charity (No. 11077903) and adopted a constitution, which was subsequently updated in 2013.

LINCOLN CAMERA CLUB CONSTITUTION

Originally adopted on 5th January 2005.

Revised on 28th May 2013.

1. Name

The name of the association is Lincoln Camera Club (Lincoln Camera Club is Registered Charity Number 1107903).

2. Objects

Lincoln Camera Club's objects ("the Objects") are to advance the education of photography primarily in the city of Lincoln by the provision of lectures, workshops, open days and exhibitions in photography.

3. Administration

Subject to the matters set out below Lincoln Camera Club and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause 7 of this constitution ("the Executive Committee").

4. Powers

In furtherance of the Objects but not otherwise the Executive Committee may exercise the following powers:

- (i) Power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant law
- (ii) Power to buy, take on lease or exchange any property necessary for the achievement of objects and to maintain and equip it for use
- (iii) Power subject to any consents required by law to sell lease or dispose of all or any part of the property of Lincoln Camera Club
- (iv) Power subject to any consents required by law to borrow money and to charge all or any part of the property of Lincoln Camera Club with repayment of money borrowed
- (v) Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or of similar charitable purposes and to exchange information and advice with them
- (vi) Power to establish or support any charitable trusts, associations or institutions formed for all or any of the Objects
- (vii) Power to appoint and constitute such advisory committees as the Executive Committee may think fit
- (viii) Power to do all such lawful things necessary for the achievement of the Objects

5. Membership

- (1) Membership of Lincoln Camera Club is open to all members of the public regardless of sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Those under the age of 18 are only eligible for junior membership set out in sub-clause 3 section iv.
- (2) The Executive Committee may permit a person, who has not previously joined the club, to attend up to 4 club meetings before payment for membership is due.
- (3) Membership of Lincoln Camera Club is in one of four classes:
 - (i) Member – those over the age of 18 years. Concessions are available for students and those on income support.
 - (ii) Joint Member – for two people living at the same address.
 - (iii) Honorary Member – those deemed by the Executive Committee to have made a distinguished contribution to the Objects of Lincoln Camera Club.
 - (iv) Junior Member – those under the age of 18 years. Junior membership must be linked to the membership of a parent or appointed guardian who accepts responsibility for the minor.
- (4) All membership applicants must fill out an entry form stating their full name and address. Members must inform the Executive Committee in writing of any changes of their personal information listed above as soon as possible. All personal information will be held and processed by the Executive Committee in accordance with the Data Protection Act 1998.
- (5) All membership classes will pay an annual non-refundable fee as decided at the Annual General Meeting. Payment is due on the 1st July of each year; after which a person's membership expires until paid.
- (6) The Executive Committee may allow a member of the previous membership year to attend the club meetings up to 30th September with the intention of renewing their membership through payment of the annual fee. Those who remain in arrears after this date will need to reapply for membership and are required to pay their membership fee immediately upon their return.
- (7) As of 30th September those who are still in arrears will be informed that their membership has expired and any electronically held personal information about them will be deleted.

- (8) Only members are permitted the rights and privileges associated with membership of Lincoln Camera Club.
- (9) Every member, joint member and honorary member shall have one vote on matters raised at the annual general meeting or a extraordinary general meeting. Junior members are not entitled to vote.
- (10) The Executive Committee may by majority vote refuse or terminate the membership of any individual for good reason. A paid up member has the right, should they wish, to be heard by the Executive Committee, accompanied by another club member as a witness, before a final decision is made. Reasons for refusal or termination of membership may include but are not limited to:
 - (i) Disruption at club meetings
 - (ii) Any form of bullying or intimidation
 - (iii) Character or conduct likely to bring the club into disrepute
 - (iv) Unreasonable behaviour
 - (v) Any unlawful actionOnce a decision is made by the Executive Committee the affected person must be given written notice stating the reason(s) for terminating or refusing their membership.
- (11) The Executive Committee have a responsibility to protect the interests and welfare of Lincoln Camera Club and its members. Any member found to be damaging to those interests is likely to have their membership refused or terminated according to the above clause.

6. Honorary Officers

At the annual general meeting of Lincoln Camera Club the members shall elect from amongst themselves a President, a Secretary and a Treasurer, who shall hold office from the conclusion of that meeting.

7. Executive Committee

- (1) The Executive Committee shall consist of not less than 4 members nor more than 11 members being:
 - (i) The honorary officers specified in the preceding clause
 - (ii) Not less than 1 and not more than 8 members elected at the annual general meeting who shall hold office from the conclusion of that meeting
- (2) The Executive Committee may in addition appoint up to 3 co-opted members. The appointment of a co-opted member shall be made at a meeting of the Executive Committee called under clause 10 and shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated in

which case the appointment shall run from the date when the post becomes vacant.

- (3) All the members of the Executive Committee shall retire from office together at the end of the annual general meeting next after the date on which they come into office but they may be re-elected or re-appointed.
- (4) The proceedings of the Executive Committee shall not be invalidated by any vacancies among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- (5) Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.
- (6) No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after the signing of the minute book of the Executive Committee a declaration of acceptance and willingness to act in the interests of Lincoln Camera Club.

8. Determination of Membership of Executive Committee

A member of the Executive Committee shall cease to hold office according to the following:

- (i) They are disqualified from acting as a member of the Executive Committee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision)
- (ii) They become incapable by reason of mental disorder, illness or injury of managing and administering their own affairs
- (iii) They are absent without good reason from the majority of the committee meetings or club meetings held over a twelve month period
- (iv) They have their membership terminated or refused according to clause 5 sub-clause 10
- (v) They notify the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the resignation is to take effect)

9. Executive Committee Members not to be personally interested

No member of the Executive Committee shall acquire any interest in property belonging to Lincoln Camera Club (otherwise than as a trustee for Lincoln Camera Club) or receive remuneration or be interested otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

10. Meetings and proceedings of the Executive Committee

- (1) The Executive Committee shall hold at least two committee meetings each year. A special meeting may be called at any time by the President or by any two members of the Executive Committee upon not less than 4 days notice being given in writing or email to the other members of the Executive Committee of the matters to be discussed.
- (2) The President shall act as chairman at meetings of the Executive Committee. If the chairman is absent from any meeting the members of the Executive Committee present shall choose one of their number to be chairman of the meeting before any business is transacted.
- (3) There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or three members of the Executive Committee, whichever is greater, are present at a meeting, one of whom must be an honorary officer.
- (4) Every matter shall be determined by a majority of votes of the members of the Executive Committee voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote. Co-opted committee members are not entitled to vote. Abstentions are not to be counted as votes in the case of determining a majority. For example if there are 3 votes for, 4 abstentions and 2 against then the motion would be passed as a majority of 3 for and 2 against.
- (5) The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Executive Committee and any sub-committee.
- (6) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- (7) The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Executive Committee.

11. Annual General Meeting

- (1) There shall be an annual general meeting of Lincoln Camera Club which is to be held in the month of May each year or as soon as practicable thereafter.
- (2) Every annual general meeting shall be called by the Executive Committee. The secretary shall give at least 21 days notice of the annual general meeting to all members of Lincoln Camera Club. All Members, Joint Members and Honorary Members of Lincoln Camera Club shall be entitled to attend and vote at the meeting.
- (3) The Executive Committee shall present to each annual general meeting the reports and accounts of Lincoln Camera Club for the preceding year.
- (4) Nominations for election to the Executive Committee must be made by members of Lincoln Camera Club in writing to the general secretary at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

12. Extraordinary General Meetings

The Executive Committee may call an extraordinary general meeting of Lincoln Camera Club at any time. If at least ten club members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

13. Procedure at General Meetings

- (1) The secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of Lincoln Camera Club.
- (2) There shall be a quorum when at least one tenth of the number of members of Lincoln Camera Club for the time being or ten members of Lincoln Camera Club, whichever is greater, are present at any general meeting.
- (3) The President shall chair any general meeting. If the President is absent then the Executive Committee will by majority vote choose one of their own to chair the meeting.
- (4) Decisions shall be by majority vote through a show of hands that must be counted by at least two separate members (scrutineers), unless otherwise stated.

14. Receipts and Expenditure

- (1) The funds of Lincoln Camera Club, including all donations contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of Lincoln Camera Club at such a bank as the Executive Committee shall from time to time

decide. All cheques drawn on the account must be signed by at least two of the signatories nominated by the Executive Committee.

- (2) The funds belonging to Lincoln Camera Club shall be applied only in furthering the Objects.

15. Property

- (1) Subject to the provisions of sub-clause (2) of this clause, the Executive Committee shall cause the title to:
 - (i) all land held by or in trust for Lincoln Camera Club which is not vested in the Official Custodian for the Charities; or
 - (ii) all investments held by or on behalf of Lincoln Camera Club to be vested either in a corporation entitled to act as custodian or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.
- (2) If a corporation entitled to act as custodian trustee has not been appointed to hold the property of Lincoln Camera Club, the Executive Committee may permit any investments held by or in trust for Lincoln Camera Club to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee subject to reasonable and proper remuneration for acting as such.

16. Accounts

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or Modification of the Act) with regard to:

- (i) The keeping of accounting records for Lincoln Camera Club
- (ii) The preparation of annual statements of account for Lincoln Camera Club
- (iii) The auditing or independent examination of the statements of account of Lincoln Camera Club
- (iv) The transmission of the statements of account of Lincoln Camera Club to the Commission

17. Annual Report

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of a return and its transmission to the Commission.

18. Annual Return

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commission.

19. Notices

Any notice required to be served on any member of Lincoln Camera Club shall be in writing and shall be served by the secretary or the Executive Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter sent shall be deemed to have been received within 10 days of posting.

20. Alterations to the Constitution

- (1) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of a general meeting must include notice of the resolution setting out the terms of the alterations proposed.
- (2) No amendment may be made to clause 1 (the name of the charity clause), clause 2 (the Objects clause), clause 9 (Executive Committee members not to be personally interested clause), clause 20 (the dissolution clause) or this clause without the prior consent in writing of the Commissioners.
- (3) No amendment may be made which would have the effect of making Lincoln Camera Club cease to be a charity at law.
- (4) The Executive Committee should promptly send to the Commission a copy of any amendment made under this clause.

21. Dissolution

If the Executive Committee decides that it is necessary or advisable to dissolve Lincoln Camera Club it shall call a meeting of all members of Lincoln Camera Club, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise assets held by or on behalf of Lincoln Camera Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the Objects of Lincoln Camera Club as the members of Lincoln Camera Club may determine or failing that shall be applied for some other charitable purpose. A copy of the account and statement, for the final accounting period of Lincoln Camera Club must be sent to the Commission.

22. Adoption

This constitution was adopted on the date at the top of this document by the Executive Committee at that time whose signatures appear below.

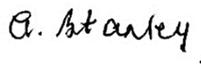
President:

Jarek Grebenik



Secretary:

Audrey Stanley



Treasurer:

Phil Smith



Executive Committee:

Jon Fixter

Lynne Grebenik

Jorj Malinowski

David Neve

Becky Strickson

David Weaver



Digital Image Resizing Instructions

The purpose of these instructions is to provide the reader with an understanding of resizing and a working method that they can follow.

The Purpose of Resizing

Resizing images is essential for competitions and entries for other purposes. The benefits and reasons for it are:

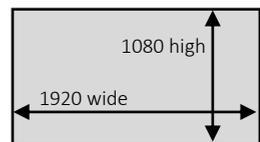
- Small file size allows entries to be submitted over email.
- The judge is viewing the same quality resolution for all images.
- The resolution of the camera used to take the image becomes less important. This helps bridge the gap of different equipment.

An Important Convention

When stating the dimensions, it is always measured in pixels with the width first followed by the height. So 1920 x 1080 means 1920 pixels width and 1080 pixels height.

The Meaning

The dimensions are literally the number of pixels of the screen or projector that will be used. So for Lincoln Camera Club, our laptop and projector operate on 1920x1080. The rectangle on the right depicts the projection on the screen. As the projector is always set up the same way, the width is always the largest first dimension. So your image must fit within that space.



The aspect ratio is the ratio between the width and the height of an image or screen. An aspect ratio of 1:1 is square. Camera sensors usually have aspect ratios of 4:3 or 3:2. This means that the width is larger than the height. So in the case of a 3:2 sensor, the width is 1.5 times the height as $3 \div 2 = 1.5$.

Most screens currently have a widescreen aspect ratio which is 16:9. This is what the camera club uses for its laptop and projector. You can check this as $\frac{1920}{1080} = \frac{16}{9}$. This means that when you resize your image for the height, it is not wide enough as the aspect ratio is less for your sensor or you are resizing a portrait image. So unless you have changed the aspect ratio of your image by cropping it, it is likely that you will need to resize for the height of your image and then add extra black fill to the width to make it exact.

One Recommended Method

The following describes one method of resizing an image for Lincoln Camera Club's competitions, but the method applies to all competitions. We recommend this method as it allows for a simple border and ensures no mistakes are made. However, as long as the final result is the same, it does not matter how you do it.

The following has been created in Adobe Photoshop CS6 but applied to any image editing program.

Step 1: Open your image into the editing program.

Step 2: Resize your image but account for a border.

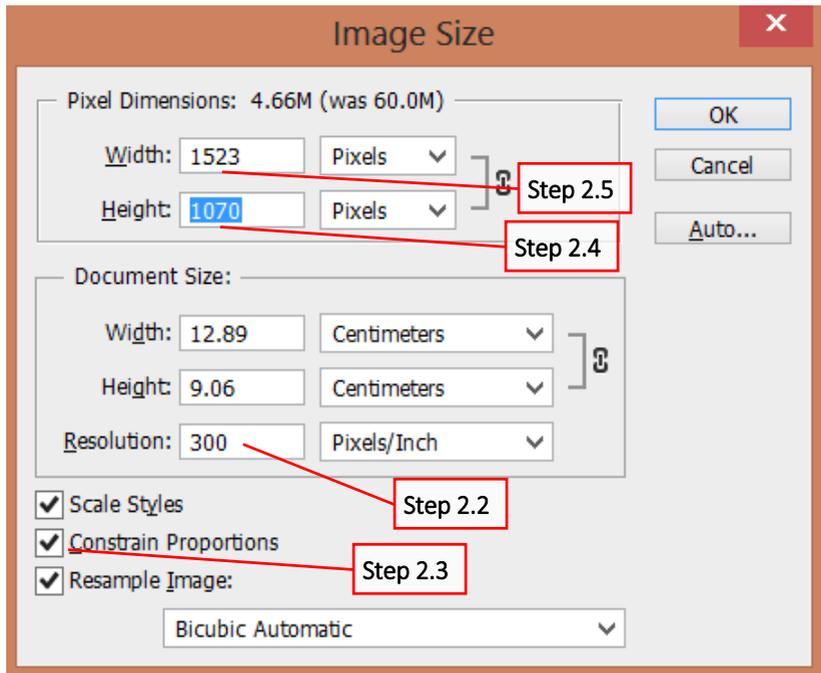
Step 2.1: Image > Image Size.

Step 2.2: Always enter the resolution first. For LCC set it to **300 pixels per inch**.

Step 2.3: Ensure **Constrain Proportions** is ticked.

Step 2.4: For uncropped image of landscape or portrait orientation, enter **1070 pixels** as the height. We will resize to 1070 pixels now as we will add a 10 pixel border later.

Step 2.5: Ensure the width of the image reads as less than **1910**. If it does not, then enter 1910 as the width and ensure the height is less than 1070. Click OK.



Step 3: Add a border. As a minimum, a thin white border is recommended to show the edge of the image clearly.

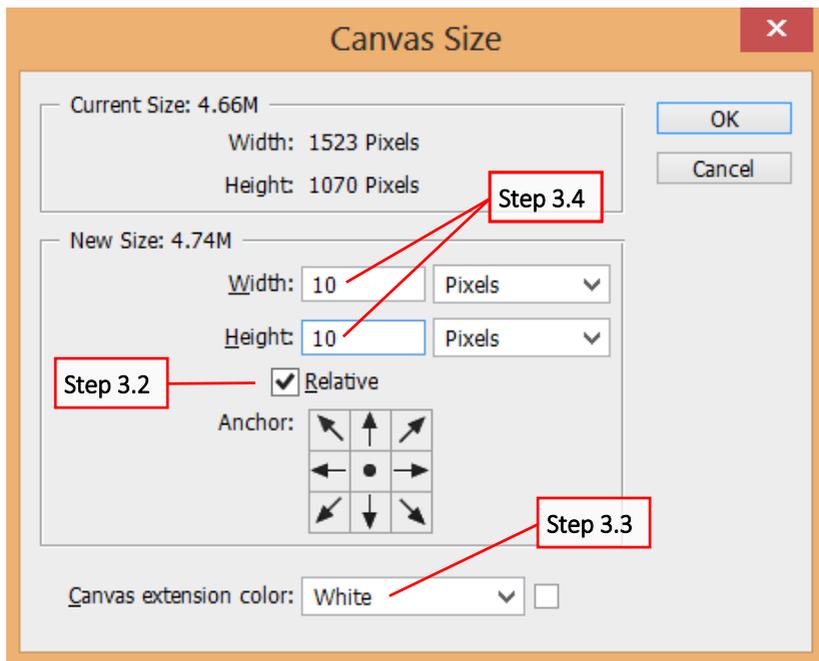
Step 3.1: Image > Canvas Size.

Step 3.2: Ensure **Relative** is ticked.

Step 3.3: Set the Canvas extension colour to **White**.

Step 3.4: Enter **10 pixels** for both the width and the height. Click OK.

Note: Borders can be added with different dimensions and at different stages, but it is recommended to make sure your borders are consistent and so normally they are added after resizing the image as then you are always adding the same proportion. This also accounts for crops or different size camera sensors.



Step 4: Fill remaining canvas with black.

People usually overlook this step. It is mandatory for all external competitions.

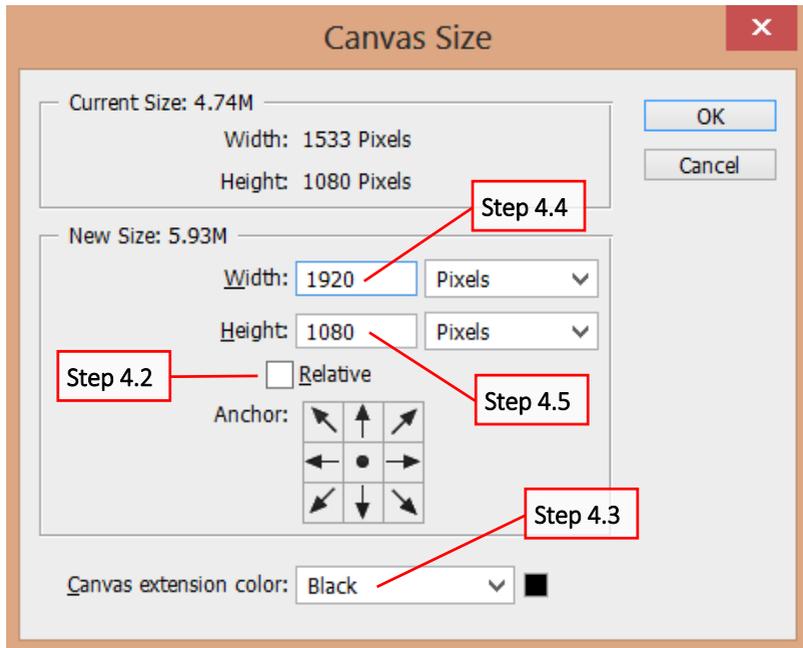
Step 4.1: Image > Canvas Size.

Step 4.2: Ensure **Relative** is not ticked.

Step 4.3: Set the Canvas extension colour to **Black**.

Step 4.4: Enter **1920** for the width. If your image is a 16:9 or greater aspect ratio then enter **1080** for the height.

Step 4.5: Ensure the width reads as 1920 and the height as 1080. If they do not then you have made a mistake somewhere. Click OK.



Step 5: Final check everything is correct then save your image as a new file and copy the new file onto your USB stick.

This is a crucial step not to be taken lightly, many an entrant has saved over their original image – losing their original high resolution file, but what is more common is the high resolution file being submitted in place of the resized image.

Step 5.1: Image > Image Size. Check the image size is **300 pixels per inch resolution, 1920 pixels width and 1080 pixels height**.

Step 5.2: Save your file as a high quality JPEG with a new filename in a folder you can find or straight onto your memory stick.

Step 5.3: Ensure the filename is correct for the competition. For purposes other than competitions please put your name before the title of the image, e.g. “John Smith – My Pretty Picture.jpg”.

LINCOLN CAMERA CLUB

ESPO Order Request Form

Please fill out this form and hand to the club Treasurer for processing.

Forename:		Surname:	
Tel No. / Email			
Date:			

Item No.	Page No.	Qty	Description	Unit Price	Total Price
Total Price (excl. VAT)					
Total Price (inc. VAT)					

Treasurer's use only:

Balance Paid:		Sign when paid.	Cash / Cheque
Date Items Collected:			