

**Berwick Viewfinders Camera Club Inc.**

**By Laws – Feb 2023**



Berwick Viewfinders Camera Club Inc. By Laws February 2023

Revision history:

Date	Change
November 2016	Revised version uploaded to web site
March 2017	<ul style="list-style-type: none"> <li>• Incorporate changes to AGG competitions as agreed at the 1st committee meeting of 2017.</li> <li>• The 'Creative/Experimental' category has been removed from the AGG competitions and the Print &amp; Slide competition.</li> <li>• A 'Novice – EDPI' category has been added.</li> <li>• The number of images, per AGG, per member, has been reduced from 8 to 6.</li> <li>• The rules for the End of Year award calculations have been adjusted to reflect the reduction in the number of AGG entries per member.</li> </ul>
May 2019	<ul style="list-style-type: none"> <li>• Updated the door entry fee.</li> <li>• Updated the club meeting address. Updated the new member form to align with the new member starter pack.</li> </ul>
January 2020	<ul style="list-style-type: none"> <li>• Changed the number of AGG entries in the Open EDPI category to 2</li> <li>• Updated the AGG entry form to reflect the Open EDPI change</li> </ul>
August 2020	<ul style="list-style-type: none"> <li>• Altered fee structure re family membership in 1.1.</li> <li>• Updated 2.12 regarding identifying marks on prints and EDPI images.</li> </ul>
September 2020	<ul style="list-style-type: none"> <li>• 2.14.2 altered to include monochrome as well as colour prints.</li> <li>• 3.1 Address for correspondence changed.</li> <li>• Committee nomination form amended to include "Social Secretary"</li> </ul>
February 2021	<ul style="list-style-type: none"> <li>• 1.1 Detail re Family/Dependant added. Student added to Pensioner.</li> </ul>
October 2021	<ul style="list-style-type: none"> <li>• 2.10 Number of entries changed from 6 to 3. EDPI (Novice grade) changed from 4 to 3 entries.</li> </ul>
June 2022	<ul style="list-style-type: none"> <li>• 2.13.1 Print sizes changed to 1920 x 1080.</li> </ul>
Feb 2023	<ul style="list-style-type: none"> <li>• 1.2 Door Charge Changed to \$3.00 from \$2.00</li> </ul>

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## 1. MEMBERSHIP

### 1.1 Annual Fees

Adult	\$50
Family	\$60

A "Family" is regarded as a single adult, or as a couple, and their dependant children under the age of 18.

(When one or more family members are either a Life Member or an Honorary Life Member, then each subsequent Family Member will have an Annual Fee of \$10.00)

Junior	\$35
Pensioner/Student	\$35
Life Member	\$Nil
Honorary Life Member	\$Nil

Members who join after January 1st shall pay one half of the full annual subscription. Members joining after April 1st shall pay the full subscription and shall be financial For the ensuing year.

### 1.2 Door Charge

A door charge is payable by all members (except Life Members) and by all visitors when attending a general meeting held at the clubroom.

Door Charge Per Meeting	\$3
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### 1.3 Membership Numbers

Membership numbers are not to be reused.

## 2. COMPETITIONS

### 2.1 Definitions

Entry	Your contribution to a competition
Maker	The owner of the entry
EDPI	Electronic Digital Projected Image
Print	Your mounted photograph entry
Image	Your viewable photograph or EDPI. The viewable area on your entry
Mount	The material onto which you adhere your photograph. It might be the same size as your image or larger than your image with a cut out region through which you see the viewable area of your photograph (image).

### 2.2 Club Aggregate Competitions

There are Aggregate Competitions (known and hereby referred to as AGGs). There should be at least four to five weeks between AGGs during the club active months. They will include:

- Open AGGs where the subject of the entries is not restricted, or
- Set AGGs with a particular objective, subject or theme.

The number of AGGs, the dates for each AGG, and the type, is determined when the calendar is produced.

### 2.3 Aggregate Points

Each entry entered in an AGG competition is awarded a score ranging from 6 to 15 points. The AGG competition judge supplies these.

Aggregate points for AGG competitions (not other competitions) accumulate throughout the year. All aggregate points for each member are set to zero at the start of each calendar year.

## 2.4 Merit Points

Merit points are awarded for ALL competitions and are based on the points given by the judge(s).

Judge points	Merit points
15	6
14	5
13	5
12	4
11	4
10	3
9	3
8	2
7	2
6	1

If a judge awards a half point, the score shall be rounded down. Merit points are awarded for all competitions.

## 2.5 Medallions and Trophies

Merit points accumulate each year and continue to do so as long as you are a member of BVCC.

Merit Points	Medallion
75	Bronze
200	Silver
500	Gold
1000	Mounted Gold
2000	Name on Perpetual Trophy plus Medallion
3000	Name on Perpetual Trophy plus Mounted Medallion

## 2.6 Aggregate Competition Categories

Categories for Open Subject and Set Subjects are:

- Large Colour Prints – Open and Novice
- Small Colour Prints – Open and Novice
- EDPI – Open and Novice
- Open Monochrome – All members



## 2.7 Monochrome

Monochrome means "one colour". The monochrome entry must be either grayscale or where a single colour is used. The single colour can contain all the tones from almost white to almost black. Duotones, tritones, etc. will be rejected by the print stewards.

## 2.8 Small Prints (all sections)

The image is a maximum of 5" x 7" (12.5 cm x 18 cm) with a mount 8" x 10" (20 cm x 25.5 cm). Non-standard size for panorama prints is permitted but the area must be less than 35 sq. in. and the mount is 8" x 10".

Small Print	Minimum	Maximum
Image	No minimum	5" x 7"
Mount	8" x 10"	8" x 10"

Total thickness of print + mount is not to exceed 5 mm. e.g:

5" x 7" image in an 8" x 10" mount entered into small.

5" x 7" image in 8" x 12" mount entered into large

6" x 8" image in 8" x 10" mount entered into large

## 2.9 Large Prints (all sections)

An image no bigger than 16" x 20" (40 cm x 50 cm) The mount for a large print must not exceed 16" x 20"

The mount should be a minimum of 8" x 10" (20 cm x 25.5 cm)

Large Print	Minimum	Maximum
Image	No minimum	16" x 20"
Mount	8" x 10"	16" x 20"

Total thickness of print + mount is not to exceed 5 mm.

Makers should try to have mounts of 16" x 20" for easy handling and inclusion in other competitions.

## 2.10 Number of Entries

Number of entries per person: Three per AGG with maximum restrictions as below:

Large Colour Prints	2
Small Colour Prints	2
Monochrome	2
EDPI (Open grade)	2
EDPI (Novice grade)	3

### Aggregate Competition Grades

There are two grades for competition entry of Colour Prints: Open & Novice

**Novice:** for entries from members who are starting and continuing their photographic journey

A new member can choose to be assigned to Novice or Open competitions.

**Open:** for entries from members who:

- are deemed to have some experience in photography, or
- have been reassigned from Novice, or
- have been in A Grade/Open competitions at another club.





### 2.11 Promotion from Novice to Open.

When a member gains 200 merit points they will be assigned to Open competitions. This can occur at any time during the year and AGG points are carried over with the assignment.

Competition Stewards can assign members from Novice to Open based on consistent, high achievement in Novice competitions. If the reassignment is done during the year then AGG points will be carried over.

If a person wishes to go up from Novice to Open, they can approach the Print Stewards and request the move.

### 2.12 Entry Eligibility

All entries must be the original work of the member, including any image editing. No copying of another person's work or images is allowed in competitions.

In the spirit of reflecting the current work of the maker, images used in entries are to be less than three years old.

All competitions are for financial members of the club only (including Life and Honorary Life members). Entry deadlines for each competition are recorded on the club calendar. Late entries will generally not be accepted; however, exceptions may be made at the print stewards discretion. Their decision is final and no further correspondence will be entered into.

An entry into an OPEN AGG cannot be entered into any subsequent OPEN AGGs, in neither the current year nor any subsequent years. It may be entered into one SET AGG.

An entry into a SET AGG cannot be entered into any subsequent SET AGGs, in neither the current nor any subsequent years. It may be entered into one OPEN AGG.

Printed entries should not show a signature, watermark, or any other identifying mark that would identify the maker.

EDPI entries should not show a signature, watermark, or any other identifying mark that would identify the maker. The maker's name and copyright information can be in the metadata.

Ascertaining the eligibility of entries is the responsibility of the print stewards.

## 2.13 Submissions to Competitions

### 2.13.1 Display of images on the club web site

The club reserves the right to display the winning images from club members, from any competition, on its' web site. The images will be displayed at a reduced resolution, and may be displayed in competition galleries, on the web site front page, or other areas of the web site as determined by the club. Images will be displayed at a resolution of no more than 1920 pixels wide x 1080 pixels high.

Club members may opt-out of having a competition entry displayed on the web site, at the time of entering said image in a competition. Competition entries must be submitted via the electronic system on the web site, to opt-out of displaying the image on our web site.

Club members retain full copyright of their images, and images may not be used by the club for any other purpose without the consent of the image maker.

### 2.13.2 Entry Form

Members must complete an AGG entry form that is to accompany their entries. Blank entry forms are available on the club's website, and can be found at the end of this document.

Members making use of the online competition entry system may download and print a pre-filled entry form from the online system.

The entry form should be submitted, along with any prints, on the nominated collection day for the competition.

### 2.13.3 Prints

All prints are to be mounted and marked on the back with:

- the member's number
- competition grade
- the title of the entry (no more than 30 characters). Sticky labels should be used.
- an arrow showing which direction is TOP

As of 1<sup>st</sup> January 2016, all prints entered into AGG competitions must be accompanied by an EDPI version of the submitted image. The EDPI should be sized and named as per the EDPI standard below and should be submitted electronically along with any EDPI images being entered into the competition.

These EDPI versions of the print images are for display on the overhead projector on competition nights, and for future reference by the print stewards (e.g. for selection of entries in interclub and VAPS competitions).

On the competition entry form only list the images being entered as EDPI images into the EDPI section. The print stewards will determine which EDPI files are competition entries and which are print reference images.

Print entries into interclub, VAPS, Pub National and Print & Slide competitions do not need to be accompanied by an EDPI copy of the image, unless the EDPI version has not already been supplied (i.e. a print from 2015 being entered into an interclub competition should also be accompanied by an EDPI copy).

#### 2.13.4 EDPI

A digital entry (EDPI) must be a **jpeg**. The maximum horizontal dimension allowed is 1920 pixels and the maximum vertical dimension allowed is 1080 pixels, with a maximum 5000 kb (5 mb) size.

The file name will follow this format - AGGxyy-MMM-Title.jpg, where:

- 'x' is the number of the AGG
- 'yy' is the year
- 'MMM' is the member's three-digit member number. (004 or 045 or 123)
- 'Title' is the name of the entry. (no more than 30 characters with no spaces)

Example: AGG112-108-Dogs is for AGG1 in 2012 by member 108 and the title is Dogs. The extension should be three letters ".jpg"

A digital image can be colour, creative or monochrome.



## 2.14 Other Internal Competitions

### 2.14.1 Pub National

The Pub National is held in June and is modeled after a real "National". Three judges will be shown each print or EDPI for eight seconds and each judge will award a score out of five. Pub National entries earn merit points.

Members can submit any image, whether it has been in a previous AGG or not. Once an image has been entered in a Pub National competition it cannot be entered in a subsequent Pub National.

Perpetual Trophies are awarded in the Pub National for Large Colour Prints, Small Colour Prints and EDPI.

Number of images per person: Four Large prints, four Small prints and four EDPI. The prints can be colour, monochrome.

### 2.14.2 Calendar (Internal Judging)

Members attending on the evening judge the calendar competition. Two large entries (either colour or monochrome) per member. The top 12 makers will be included in the calendar with the proviso that only one entry from any member will be included. The image with the highest score is used as the cover. Entries can be from financial members only. Entries do not have to have been in an AGG. Entries are not eligible for Print of the Year unless they have been entered into an AGG as well.

### 2.14.3 Print and Slide of the Year Competition

The Print and Slide of the Year competition is held in December.

All entries must have been entered in an AGG in the current calendar year to be eligible - January to December.

Number of entries per person is two prints per category (as per aggregate categories) and four EDPIs. Maximum number of entries is limited to eight (8) per person.

**Annual Print/Merit point Perpetual Trophies** shall be awarded for the judged first place entries for:

- Small Colour Print
- Large Colour Print
- Monochrome Print
- EDPI
- Image of the Year (selected from the winners in the above categories)
- Nola Hamilton-Stone Award
- "Good on Ya Award" (This award has been retired)

The '**Highest Achiever of the Year**' award is awarded to the member with the highest average judge's score for all of their AGG entries, in all categories, for the calendar year. This award is open to all members who have entered a minimum of 15 entries, in at least 2 different categories in the calendar year.

**Trophy Awards** are awarded in the categories listed below. These are awarded to the member(s) with the highest average judge's score for all of their AGG entries, in the category (for the current calendar year). The awards are open to all members who have entered a minimum of 6 entries in the category. A member is deemed eligible for a Novice award if they have held novice status throughout the calendar year.

**Open Competitions:**

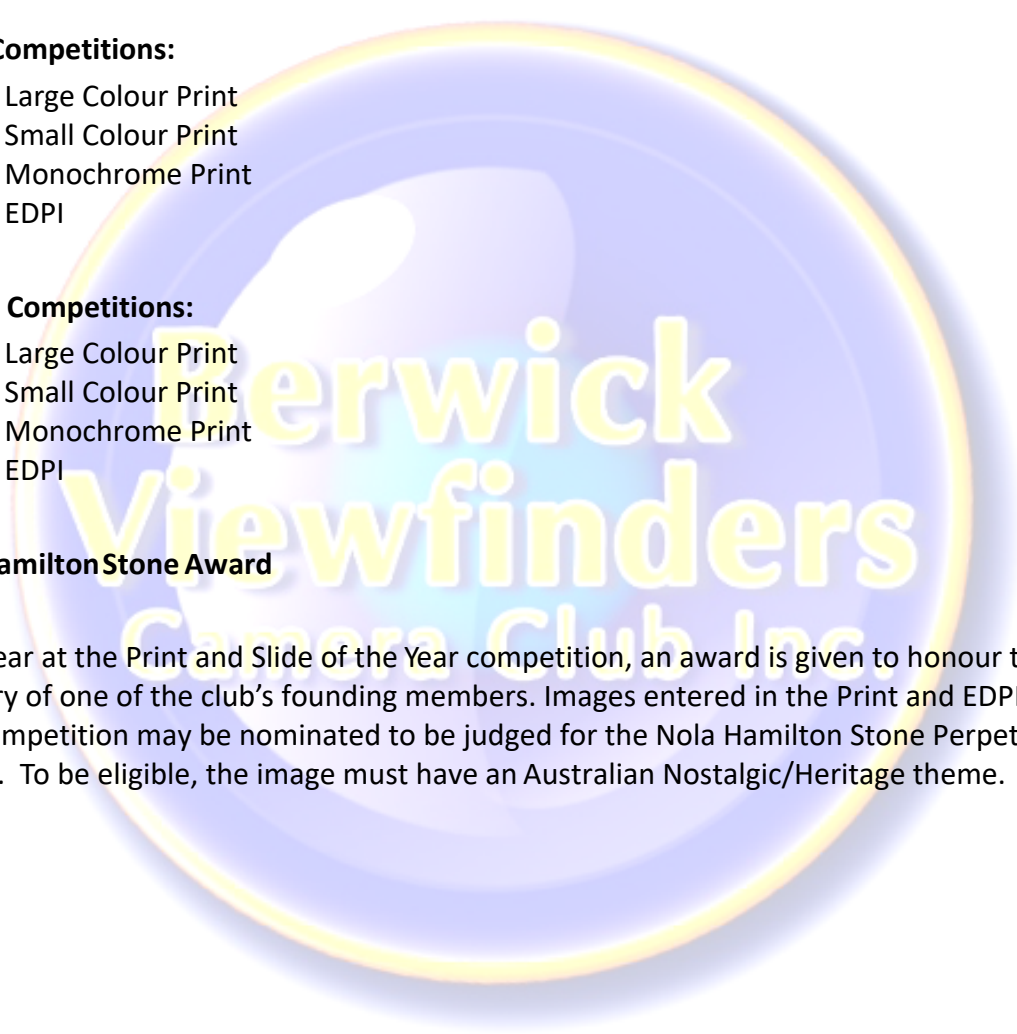
- Large Colour Print
- Small Colour Print
- Monochrome Print
- EDPI

**Novice Competitions:**

- Large Colour Print
- Small Colour Print
- Monochrome Print
- EDPI

**Nola Hamilton Stone Award**

Each year at the Print and Slide of the Year competition, an award is given to honour the memory of one of the club's founding members. Images entered in the Print and EDPI of the Year competition may be nominated to be judged for the Nola Hamilton Stone Perpetual Trophy. To be eligible, the image must have an Australian Nostalgic/Heritage theme.





## 2.15 Inter-club Competitions

Images entered into inter-club competitions must have previously been entered into a club Aggregate competition to be eligible, and cannot be re-entered in the same inter-club competition in following years. Entries selected for interclub competitions earn merit points.

Selection of entries for interclub competitions is made by print stewards using the following as a guide:

- Results from AGG competitions and other interclub competitions.
- Requirements of interclub competitions
- Input from club committee members or other members nominated by the committee
- A maximum of two entries per club member per section of the interclub competition.
- Aim at a good representation of members in any competition.

Competition	Clubs	Entries
Pakwick (June)	Berwick Pakenham	10 Large, 10 Small, 10 Mono, 4 Large Creative, 4 Small Creative, 10 EDPI
Tri Club (July)	Berwick Frankston Pakenham	8 EDPI, 8 Small, 8 Large, 8 Mono
Hills and Vines (October)	Berwick Morningson	10 Large Colour, 10 Mono, 10 EDPI
VAPS Interclub		2 Prints and 2 EDPI per member and 15 per club. Refer VAPS website for further details.
<b>Inactive Competitions (as of Sept 2016)</b>		
Four Club (1) (April)	Berwick <del>Waverley</del> <del>Maroondah</del> Moorabbin	<del>2 Large, 2 Small, 2 Mono, 2 Creative,</del> 4 EDPI
Four Club (2) (October)	Berwick <del>Waverley</del> Maroondah Moorabbin	<del>6 Large Colour, 6 Mono, 6 EDPI</del>
Three Club (August)	Berwick <del>Doncaster</del> Southern	<del>10 Colour Prints, 10 EDPI</del>
Eastern Interclub (Invitational)		5 Large, 5 Small, 5 EDPI



## 3. General

### 3.1 Contact Details

The address of the club's meeting room is:

Berwick Senior Citizens Hall  
110 High Street  
Berwick 3806  
Melways Ref: 111 d8

Address for correspondence is:

BERWICK VIEWFINDERS CAMERA CLUB  
3430 Ballarto Rd  
Bayles Vic 3981

### 3.2 Meeting Times

General meetings are held on Monday evenings at 7.30 pm, or at a time determined by the calendar of events

### 3.3 Club Colours

The club colours are Blue and Gold.

### 3.4 Club Model Shoots

All photographers who participate in a sanctioned club model shoot will provide four to six 5"x7" prints, and a CD of all images, by the date set on the night or they will be dealt with by the relevant section within the Club Constitution.

## 4. Guidelines

### 4.1 Life Membership Guidelines - General

4.1.1 These guidelines have been approved by BVCC, regarding the election of a person as a life member of the club (BVCC).

4.1.2 A completed nomination form for election is to be forwarded, first, to the President who will forward copies of it and all other relevant information to other members of the club committee for further processing.

4.1.3 Criteria for life membership:

4.1.3.1 *The election of a member as a life member is recognition by the club of an outstanding contribution to the BVCC by that member.*

4.1.3.2 *This honour may be bestowed on a member by the BVCC at any appropriate time, subject to 4.1.3.3 below, and is not linked necessarily with that person's retirement from a position in the BVCC.*

4.1.3.3 *An outstanding contribution to the Berwick Viewfinders Camera Club is one which:*

- results in the BVCC being substantially, demonstrably and positively changed by that contribution, and
- occurs over a significant time (at least 5 to 10 years), and has
- required substantial and commendable personal input, and
- can be clearly documented and corroborated.

4.1.4 BVCC can decide the number of Life Members elected in any one Calendar year.

4.1.5 Nominations will not be considered if more than three years have passed (in the opinion of the President) since the primary component(s) of the outstanding contribution (on which the nomination for Life membership is being judged) was completed or made. This places the onus on proposers to act promptly and ensures that the potential recipients are recognised as soon as appropriate.

4.1.6 All life members need to have made a level of contribution to their club similar to all other life members to maintain the prestige of the award. This needs to be demonstrated in the submission.

4.1.7 When submitting a proposal for a life member, the following points may assist the BVCC Committee in evaluating the proposal. A submission under these, and other, headings would be appreciated:

- Positions held (including president, treasurer, committee) and the duration
  - Is the proposed Life Member a Founding member of BVCC?
- Length of membership
- Involvement on organizing events
- Introduction of new members
- A leader in the activities of the club (apart from official positions)
- Leadership in resolving club problems
- A mentor, supporter and educator for new members

#### 4.2 Life membership Nomination - Procedures for Nomination

Any current financial member of BVCC who wishes to have a person considered for nomination as a Life member may complete and forward a submission to that effect, in writing, to the President.

A nomination for election of a person as Life Member shall be made on the current application form and be accompanied by the required supporting information.

Each nomination for the election of Life Member shall be endorsed by:

- the President of BVCC or
- two members of BVCC

The nomination will then be reviewed by the Executive Committee of BVCC and voted upon. The name of any member awarded Life Membership will be recorded in the minutes.

Election to Life Member shall be by two-thirds majority of voting Committee members present. If the member is on the committee, then the voting will be done by secret ballot.

BVCC has resolved that all matters relating to a nomination are confidential, with only the final decision of BVCC in favour of the nomination being announced publicly.

Benefits of being a Life Member

- Does not pay any fees
- Has full voting rights

### 4.3 Honorary Life Member Guidelines - General

4.3.1 These guidelines have been approved by BVCC, regarding the election of a person as an Honorary Life Member of the club (BVCC).

4.3.2 A completed nomination form for election is to be forwarded, first, to the President who will forward copies of it and all other relevant information to other members of the club committee for further processing.

4.3.3 Criteria for life membership:

4.3.3.1 *The election of a person as an Honorary Life Member is recognition by the club of an outstanding contribution to the BVCC.*

4.3.3.2 *This honour may be bestowed on a person by the BVCC at any appropriate time, subject to 4.3.3.3 below, and is not linked necessarily with that person's retirement from a position in the BVCC.*

4.3.3.3 *An outstanding contribution to the Berwick Viewfinders Camera Club is one which:*

- results in the BVCC being substantially, demonstrably and positively changed by that contribution, and
- occurs over a significant time (at least 5 to 10 years), and has
- required substantial and commendable personal input, and
- can be clearly documented and corroborated.

4.3.4 BVCC can decide the number of Honorary Life Members elected in any one calendar year.

4.3.5 Nominations will not be considered if more than three years have passed (in the opinion of the President) since the primary component(s) of the outstanding contribution (on which the nomination for Honorary Life membership is being judged) was completed or made. This places the onus on proposers to act promptly and ensures that the potential recipients are recognised as soon as appropriate.

4.3.6 All life members need to have made a level of contribution to their club similar to all other Life Members in order to maintain the prestige of the award.

4.3.7 When submitting a proposal for an Honorary Life Member, the following points may assist the BVCC Committee in evaluating the proposal. A submission under these, and other, headings would be appreciated:

- Positions held (including president, treasurer, committee) and the duration
- Is the proposed Honorary Life Member a Founding member of
- BVCC?
- Length of membership
- Involvement on organising events
- Introduction of new members
- A leader in the activities of the club (apart from official positions)
- Leadership in resolving club problems such as declining membership
- A mentor, supporter and educator for new members

#### 4.4 Honorary Life Member Nomination - Procedures for Nomination

Any current financial member of BVCC who wishes to have a person considered for nomination as an Honorary Life Member may complete and forward a submission to that effect in writing to the President.

A nomination for election of a person as Honorary Life Member shall be made on the current form of application and be accompanied by the required supporting information including corroborating evidence of the outstanding contribution. The current form is available from the Secretary.

Each nomination for the election of Honorary Life Member shall be endorsed by:

- the President of BVCC or
- two members of BVCC

The nomination will then be reviewed by the Executive Committee of BVCC and voted upon. The name of any member awarded Honorary Life Membership will be recorded in the minutes.

Election to Honorary Life Membership shall be by two-thirds majority of voting Committee members present. If the member is on the committee, then the voting will be done by secret ballot.

BVCC has resolved that all matters relating to a nomination are confidential with only the final decision of BVCC in favour of the nomination being announced publicly.

Benefits of being an Honorary Life Member

- Does not pay annual fees
- Does pay all other fees
- Can be promoted to Life member at any time by the Executive Committee
- (as above)
- Can be a non-member as deemed to have provided significant personal contributions.



## 5. Committee Member Roles

### 5.1 President

The President is the chair of the Executive Committee. This body consists of the President, Vice President, Secretary/Public Officer, Treasurer, Print Steward(s), Social Secretary, VAPS Delegate(s), Website Coordinator and Ordinary Committee Members.

The President is the Chief Executive Officer of the Berwick Viewfinders Camera Club, and is thus responsible for its successful operation and direction. He/she presides over all meetings of the Club. In his/her absence, the Vice President chairs the meetings, and he/she may designate another member to the chair the weekly meetings.

The President coordinates and supervises the functions of all members of the Executive committee to ensure smooth operation of the Club.

#### Duties

- Represents the Club at Interclub events.
- Liaises with other Club Presidents.
- Be responsible, along with the Treasurer, for the financial affairs of the Club.
- Assumes the role of Treasurer in the absence of the Treasurer.
- Ensure that all incoming information gets passed on to the members at meetings.
- Ensures that the committee members are fulfilling their roles.
- Be responsible for the overall direction and operation of the Club.
- Supports the Committee and Members of the Club, in its purposes, objectives, policies, and procedures.
- Reviews the Constitution before the A.G.M. of each year.
- Presents ideas and solutions to problems.
- Informs members of decisions.
- Informs members of future meetings.



## 5.2 Vice President

The Vice President is the Club Officer responsible for encouraging new club memberships.

### Duties

- Together with the President, coordinate an introduction to the Club for new members. This role can be delegated to other members of the Club.
- Initiate a Club Membership Building Program and report periodically to the Club on current membership and status.
- Greet guests, answer questions about the Club, explain the benefits of being a member of the Berwick Viewfinders Camera Club, and provide promotional material as appropriate. This role can be delegated to other members of the Club.
- Have a supply of Membership Application forms available, and help prospective members complete them and ensures that there is a supply of appropriate materials are available at all times.
- Encourage guests to become members.
- Chair meetings in the absence of the President.
- Assumes the role of President in the absence of the President.

## 5.3 Treasurer

The Treasurer is the Chief Financial Officer of the Berwick Viewfinders Camera Club; he/she must be over 18 years old and is responsible for maintaining clear and accurate records, and for overseeing and administering the club's financial affairs.

### DUTIES

- Collect and receive all monies due to the Club and make all payments authorised by the Club.
- Keep correct accounts and books showing the financial affairs of the Club, with full details of all receipts and expenditure connected with the activities of the Club.
- Have available for inspection by members, all accounts and books.
- Deposit, in a financial institution selected by the Committee, all Club monies.
- Prepare and table a financial report for the A.G.M.
- Keep a record of the four Club members who can sign cheques.

## 5.4 Secretary

The Secretary is the officer responsible for record keeping within the Club, he/ she ensures that there are accurate records of each committee meeting, special meetings, and the A.G.M. noting their dates, time, place, and duration, the principal performers, attendees and guests, award winners, motions and reports.

### DUTIES

- Maintain an accurate membership roster with name, address, telephone, e-mail, date of joining etc., as per membership form.
- Handles incoming and outgoing correspondence.
- Is responsible for secure storage of all Club files.
- Record the minutes of meetings, read them when so directed by the President or appropriate member of the committee.
- Arrange for a replacement if unable to attend the meeting(s).
- In conjunction with the Print Steward(s), supply the President or Vice President with the information relative to the merit points of each member when close to an award.
- In conjunction with the President, Vice President and Print Steward(s), send out letters to Clubs, Judges and other persons on matters relating to the Club.

## 5.5 Public Officer (Now Part of the Secretary Role)

The Public Officer of the Berwick Viewfinders Camera Club:

- Must be a current financial member.
- Over 18 years of age.
- May hold another position within the club.

The Public Officer of the incorporated association is vacated if the Public Officer:

- dies.
- resigns office by signed notice to the committee of the BVCC association.
- is removed by resolution by the members of the (BVCC) association passed in accordance with its Constitution, or ceases to be a resident in the state of Victoria.

### DUTIES

- Is required to notify the Commissioners (Office of Fair Trading) in writing within 14 days of being appointed. This will be done with all information to be sent after the club's A.G.M. or any changes to their address or a change of seat.
- Is the registered representative of the BVCC association, the person whom legal process, notices or documents are served or sent.
- Must sign all legal demands made by the BVCC association.
- Is required to keep a copy of the constitution and make it available to members on request.
- Must ensure that accurate minutes are recorded and retained for 7 (seven) years minimum; and must take all reasonable steps to ensure the BVCC association complies with the act. (Office of Fair Trading).

## 5.6 Print Steward

### DUTIES

- Accepting all entries to Club aggregates & (competitions) and all interclub competitions.
- Accepting all paper work to all competitions.
- Not accepting entries if there is no paper work completed from the member, unless of certain circumstances where the President will be called upon to make that decision.
- Making decisions on whether entries are in the right category, and notifying members if there is a problem.
- Sorting and stamping all prints, EDPI Electronic slides (visual) for all competitions.
- Have all paperwork completed for judges to go with the prints and an exact description of what the definition is for that competition, including dates for results so trophies, certificates can be organised at least 1 week before date of competition.
- Ringing and organising Judges for all competitions, sending out paper work to those judges after confirmation of dates with them.
- Ringing and sending out paper work to all other Clubs regarding an interclub competition when we are hosting as per the rules and guidelines for that interclub competition.
- Keep records of members entries for each competition in a plastic sleeve in a folder (each sleeve must be marked e.g.= 1<sup>st</sup> AGG 2007 and in text) of what competition it is (this applies to AGG and interclubs) so these go into the history of the clubs records.
- Organise a drop off point for other Clubs to leave their entries for interclub's when we host.
- Organise prints/EDPI and paper work for drop off to Judges.
- Organise our prints and paper work to be dropped off to other Clubs when they host.
- Organise certificates to be filled out, and signed by the President or Vice President.
- Hand out certificates on the night of the competitions.
- Organise medallions and keep an accurate record of aggregate and merit point system, so all medallions, trophies, etc. can be awarded on time, when they are due.
- Hand out trophies with the President at Club level, Interclub level and award nights, e.g.- Pub/Nat and Print & Slide night.

### 5.7 Social Secretary

The Social secretary's role is to prepare the club's calendar, in conjunction with the Committee and members of the Club.

#### DUTIES

- Make sure any venue is booked well in advance for things like the Pub/Nat, Print and Slide nights.
- Ring venue about one week prior to the event at the premises to confirm numbers for the booking.
- Solicit ideas for events from members and hence contribute to the development of the calendar each year.
- Ask for help to send letters and/or make phone calls from the Secretary and/or other Committee members.
- Develop fund raising ideas to help the Club. This should include as many members as possible.

### 5.8 Ordinary Committee Member

#### DUTIES

- Support any Committee Member when requested to do so.
- Attend Committee Meetings.
- Contribute ideas and/or suggestions to meeting for benefit of the Club.

### 5.9 VAPS Delegate

The VAPS delegate(s) represent the club at the VAPS general meeting & their AGM.

#### DUTIES

- To liaise between the Club and VAPS
- Vote and report on any issues raised by VAPS at their meetings
- Raise any issues raised by the Club with VAPS.

### 5.10 Website Coordinator

To coordinate all aspects of the club's website, delegating to and involving members as appropriate.

## 6. Membership & Entry forms





## **Berwick Viewfinders Camera Club Inc. Membership Form**

I, the applicant, hereby apply for membership to join the Berwick Viewfinders Camera Club

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Partners Name (optional) \_\_\_\_\_ Date of Birth (optional) \_\_\_\_\_

Address \_\_\_\_\_

City/Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Email Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ Mobile \_\_\_\_\_

Do you permit your email and phone numbers to be distributed amongst members?

Email Yes/No      Home No    Yes/No      Mobile No.    Yes/No

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

(Signature of Partner if Joining) \_\_\_\_\_

Signature of parent/guardian if applicant is under 18 \_\_\_\_\_ Date \_\_\_\_\_

How did you hear about our Club? Please tick one or more of the following boxes:

Internet       Word of Mouth       Advertisement

Club Member       If so, who referred you \_\_\_\_\_

Other      Please specify \_\_\_\_\_

Are you or have you been a professional photographer?    Yes     No

How long have you been involved in photography?    \_\_\_\_\_ Years    \_\_\_\_\_ Months

Have you been a member of another photography club or association? If so, please name the club and what Grade or level you were in \_\_\_\_\_

Have you previously been a member of the Berwick Viewfinders Camera Club?    Yes     No

Do you shoot in    Digital     Analogue     Both     Please list the camera(s) and lenses you are currently using \_\_\_\_\_

Please tick & list ideas or goals that really interest you.

Hands on workshops     Photography outings/weekends away     Getting to know my camera

Please suggest other ideas you may have \_\_\_\_\_

Office use only:    Applicant's Membership Number \_\_\_\_\_    Amount Paid    \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_    Date \_\_\_\_\_



# FORM FOR APPOINTMENT OF PROXY

I, \_\_\_\_\_  
(name)

of \_\_\_\_\_  
(address)

being a member of  
(name of Incorporated Association)

appoint \_\_\_\_\_  
(name of proxy holder)

of \_\_\_\_\_  
(address of proxy holder)

being a member of that Incorporated Association, has my proxy to vote on my behalf at the \*annual/  
\*special general meeting of the Association to be held on \_\_\_\_\_ (date of meeting)  
and at any adjournment of that meeting.

My proxy is authorised to vote \*in favour of/\*against the following resolution: [insert details of resolution]

Signed \_\_\_\_\_

Date \_\_\_\_\_

\*Delete if not applicable

# Open and Set Subject

Member No. \_\_\_\_\_ Agg Number \_\_\_\_\_

Member Name \_\_\_\_\_ Competition Date \_\_\_\_\_

Grade \_\_\_\_\_

Small Colour

Monochrome – Small/Large

1. \_\_\_\_\_ 1. \_\_\_\_\_

2. \_\_\_\_\_ 2. \_\_\_\_\_

Large Colour

EDPI (Digital Slide)

1. \_\_\_\_\_ 1. \_\_\_\_\_

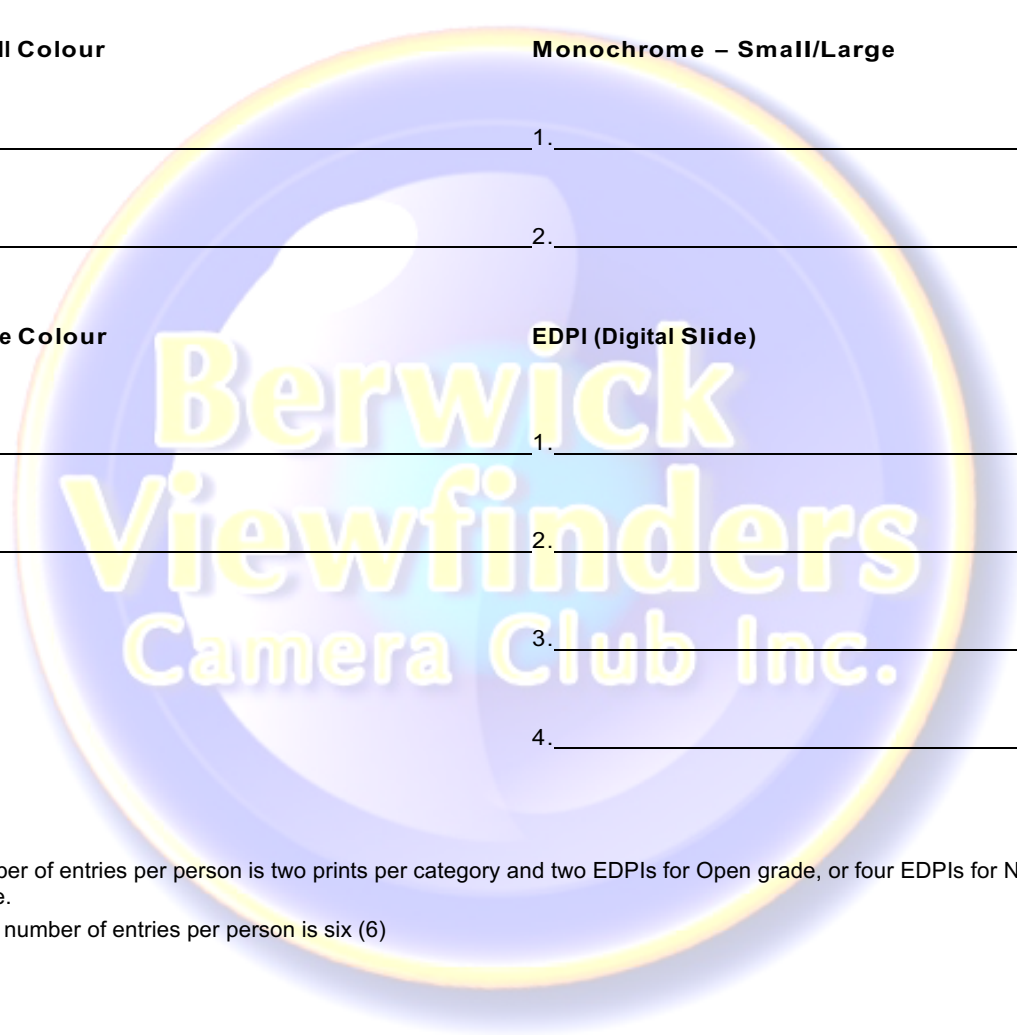
2. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Number of entries per person is two prints per category and two EDPIs for Open grade, or four EDPIs for Novice grade.

Total number of entries per person is six (6)



## EDPI Only AGG

Member No. \_\_\_\_\_ Agg Number \_\_\_\_\_

Member Name \_\_\_\_\_ Competition Date \_\_\_\_\_

Grade \_\_\_\_\_

### Colour

1. \_\_\_\_\_

2. \_\_\_\_\_

### Monochrome

1. \_\_\_\_\_

2. \_\_\_\_\_

### Creative/Experimental

1. \_\_\_\_\_

2. \_\_\_\_\_



**Reference Only** – Deleted as a Club competition.

# Pub National

Member No. \_\_\_\_\_

Member Name \_\_\_\_\_ Competition Date \_\_\_\_\_

Grade \_\_\_\_\_

**Small Print**

**EDPI (Digital Slide)**

1. \_\_\_\_\_ 1. \_\_\_\_\_

2. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 4. \_\_\_\_\_

**Large Print**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Number of images per person**

Four Large prints, four Small prints and four EDPI. The prints can be colour, monochrome or creative/experimental.



# Print and Slide of the Year

Member No. \_\_\_\_\_

Member Name \_\_\_\_\_ Competition Date \_\_\_\_\_

Grade \_\_\_\_\_

**Small colour**

**Monochrome – Small/Large**

1. \_\_\_\_\_ 1. \_\_\_\_\_

2. \_\_\_\_\_ 2. \_\_\_\_\_

**Large Colour**

**EDPI (Digital Slide)**

1. \_\_\_\_\_ 1. \_\_\_\_\_

2. \_\_\_\_\_ 2. \_\_\_\_\_

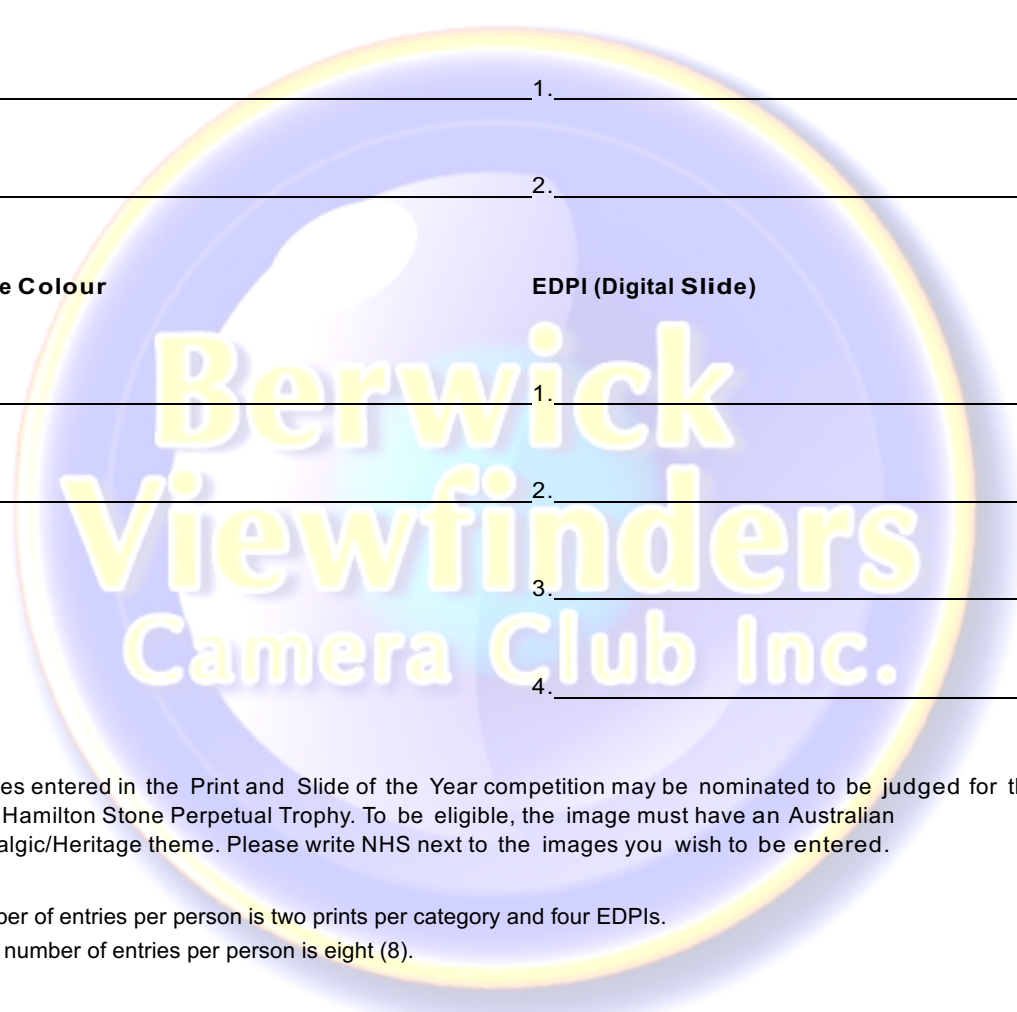
3. \_\_\_\_\_

4. \_\_\_\_\_

Images entered in the Print and Slide of the Year competition may be nominated to be judged for the Nola Hamilton Stone Perpetual Trophy. To be eligible, the image must have an Australian Nostalgic/Heritage theme. Please write NHS next to the images you wish to be entered.

Number of entries per person is two prints per category and four EDPIs.

Total number of entries per person is eight (8).





## Nomination to the Committee

I, \_\_\_\_\_ (being a current financial member of BVCC) hereby wish to  
nominate \_\_\_\_\_ (being a current financial member of BVCC)

for the position of – (please tick one)

- President
- Vice President
- Secretary/Public Officer
- Treasurer
- Social Secretary
- Print Steward
- Social Member
- VAPS Delegate
- Ordinary Member
- Website Coordinator

Signed \_\_\_\_\_

Date \_\_\_\_\_

Seconded (please print) \_\_\_\_\_ (being a current financial member of BVCC)

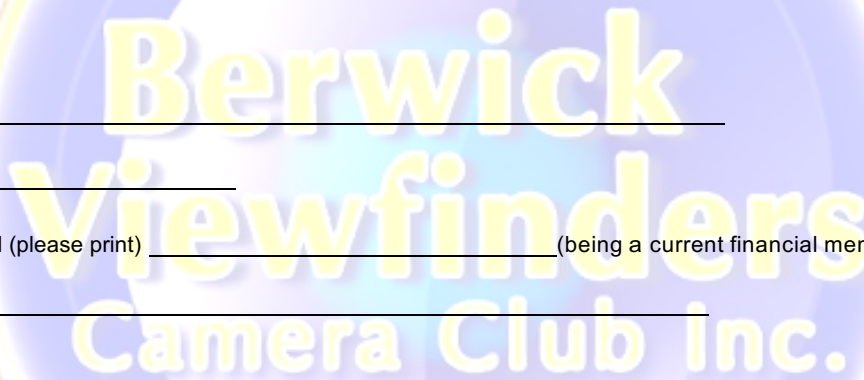
Signed \_\_\_\_\_

Date \_\_\_\_\_

I, \_\_\_\_\_ hereby accept the nomination for the  
above position on the BVCC Committee.

Signed \_\_\_\_\_

Date \_\_\_\_\_



# Model Release Form

I \_\_\_\_\_

of \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_

Postcode: \_\_\_\_\_ Phone: \_\_\_\_\_

hereby release my interests in photographs taken of me today by:

**Current members of the Berwick Viewfinders Camera Club named below (please print)**



for the purpose of and including publicity, competition and advertisements, and acknowledge that no monetary payment has been made to me. In return for my modeling, I will receive four to six 5"x7" images as well as a CD copy of my images for my use in my portfolio from every photographer who photographed me today.

I acknowledge that I generously give my interest in the photograph and its future use to the photographer who took the pictures.

***Please acknowledge this first box with a tick and you may or may not choose to tick the second box.***

I understand that my photo may appear on the internet sites for purposes of sale such as RedBubble  
(this is an acknowledgement only, not permission)

I give permission for my photo to appear on social network sites such as Facebook

Models signature \_\_\_\_\_

(Signed by guardian if model is under 18 years of age)

# Nomination form for Life Member/Honorary Life Member

Name of nominee \_\_\_\_\_

Please state the reasons for nomination giving as much detail as possible including all dates where relevant.

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Attach separate sheet if required

Nominated by \_\_\_\_\_ Date \_\_\_\_\_

Seconded by \_\_\_\_\_ Date \_\_\_\_\_

Below is for completion by Club Secretary

Membership number of Nominee (where relevant) \_\_\_\_\_

Address of Nominee \_\_\_\_\_

Years of Membership (where relevant) \_\_\_\_\_

Elected Offices held during membership \_\_\_\_\_

Date nomination raised at Committee \_\_\_\_\_

Life Membership Approved  Not Approved

Honorary Life Membership Approved  Not approved

Signed by President (or Vice President if President is nominated) \_\_\_\_\_