



BLANDFORD FORUM CAMERA CLUB

The Old Water Tower
Station Court
Blandford Forum
Dorset DT11 7RJ

Members' Handbook

Incorporating the Constitution
& Competition Rules

www.bfcclub.co.uk

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CONSTITUTION

1. The Club shall be called the 'Blandford Forum Camera Club' and any person interested in photography may apply for membership.
2. The aim of the Club is to promote a wider understanding of the art and craft of photography in all its aspects.
3.
 - a. The freehold of the Club known as The Old Water Tower, Station Court, Blandford Forum, Dorset, DT11 7RJ shall be vested in the names of at least three Trustees appointed by the Committee, and their duties shall be to act as nominees for the Club in any transactions relating to the said property.
 - b. Disposal of the property during the Club's existence shall arise only from a decision taken at an Extraordinary General Meeting by a 60% majority of paid-up members and is expected to arise only from a decision to purchase other premises.
 - c. The income and property of the Club shall be applied solely towards the promotion of the Club's objectives, and no part shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to members of the Club, and no trustee shall be appointed to any office of the Club paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Club. Provided that nothing in this document shall prevent any payment in good faith by the Club:
 - (1) of the usual professional charges for business done by any trustee who is a solicitor, accountant, or other person engaged in a profession, or by any partner of his or hers, when instructed by the Club to act in a professional capacity on its behalf: provided that at no time shall a majority of the trustees benefit under this provision and that a trustee shall withdraw from any meeting at which his or her appointment or remuneration, or that of his or her partner, is under discussion.

- (2) of reasonable and proper remuneration for any services rendered to the Club by any officer or servant of the Club who is not a trustee subject to proper submission and approval for payment by the Committee from time to time.
- (3) to any trustee of reasonable out-of-pocket expenses subject to proper submission and approval for payment by the Committee from time to time.
- (4) if the Club is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property it shall not be paid or distributed among the members of the Club, but shall be transferred to some other Club, charity, or charities having similar objectives, which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Club by Clause 3c. above, chosen by the members of the Club at or before the time of dissolution and if that cannot be done then to some other charitable object.
4. The Club may have a President who shall be elected by the Committee, for a period of 5 years, renewable by mutual agreement with the committee, plus any additional time needed to take his tenure to the next AGM. He may attend any Club activity, vote as an officer, and count as one of a quorum. He shall also retain all membership benefits, including the right to resign.
 5. The affairs of the Club shall be managed by a Committee which shall consist of officers (including a Chair, Hon. Secretary, Hon. Treasurer, Assistant Hon. Treasurer, Programme Secretary and an Assistant Programme Secretary) and a minimum of four and a maximum of eight ordinary members, all to be elected annually at the Annual General meeting (AGM). The Committee shall have the power to co-opt additional members for specific purposes.
 6. Officers and ordinary members are eligible for re-election annually. In the event the Chair is unavailable to perform his duties on any occasion, an Officer of the club will deputise for him.
 7. The Secretary shall take the minutes of all Committee meetings and conduct the correspondence of the Club.

8. The Treasurer shall collect all subscriptions and conduct all financial transactions on behalf of the Club as instructed by the committee. The Treasurer will also draw up a balance sheet at the end of each year, 31st December, to be audited by one or more persons appointed by the committee to do so.
9. The Club shall hold an AGM on the first Tuesday in April. Items for inclusion in the agenda must be in the hands of the Secretary at least four weeks prior to the AGM.
10. The annual subscription for members shall be payable in advance and become due on the first program date of the new season in September and no later than 31st October following.
 - a. Life membership shall be equal to ten years of the current annual subscription.
 - b. Junior membership, i.e. up to school leaving age, shall be 25% of the single subscription.
11. Any member who, in the opinion of the committee, brings the Club into disrepute will be required to account for his or her actions to the committee.
12. Extraordinary General Meetings (EGM) may be requested by the committee or convened on a requisition signed by five ordinary members and be received by the Secretary at least fourteen days before the date proposed. Notice of the meeting and details of the proposed resolution(s) shall be posted on the Club notice board at least 14 days before the intended date of the meeting.

13. At committee meetings a quorum shall require the presence of no fewer than five persons who shall comprise officers and members of the Committee, but at least one officer must attend. At an EGM no fewer than 60% of the Paid-up membership shall be present for the meeting to be quorate. No quorum is necessary for an AGM. In all three cases, decisions shall be made by simple majority of those present at the meeting, with the Chair of that meeting exercising a right to vote only when such majority cannot be established.
14. No alterations or additions to these Constitution rules shall be made except at an EGM.

GDPR (2018) Compliance

Blandford Forum Camera Club collects contact information from members, exhibition entrants and people associated with the club and its running. This data will be kept secure as specified in General Data Protection Regulations 2018. The data held will not be shared with any third parties, for any reason, other than legal obligation. The only people with access to the data held will be members of the Committee. The data will only be used to contact you for and on behalf of the Blandford Forum Camera Club. The club will keep this data for a maximum time according to the nature of which it was gathered, and permission granted: Club members will be ongoing whilst membership and permission is maintained, open exhibition entrant's data will be kept for a maximum of four years from last entry as entrants invites are established over the previous three years records. After this period any data held will be securely deleted (GDPR (2018)). Any person to whom we are holding data has the right to view the data at any time by request and also has the right to withdraw permission for Blandford Forum Camera Club to hold your data. Upon request all your data will be securely deleted from the records (GDPR (2018)).

When entering our competitions; - internal, inter club and exhibition, Blandford Forum Camera Club reserve the right to publish your name and title of your picture/image.

Blandford Forum Camera Club cannot guarantee or accept responsibility for data that is "in transit" over the internet. However once received any data will be held securely, where permission has been granted, and used solely within the scope of that permission in accordance with the GDPR (2018) directive.

Blandford Forum Camera Club welcomes junior members and requires the member's details, for contact purposes, and that can only be taken with express permission from parent or person with legal parental responsibilities for the individual. Contact with the junior member will be in a manner restricted to the wishes, as stated, by parent or guardian who originally granted relevant permissions. Permission for Blandford Forum Camera Club to hold your information may be rescinded at any time and all data held will be securely deleted from the records.

All enquiries please contact BFCC Data Protection Officer at dpofficer@bfccclub.co.uk

If at any time an individual feels that Blandford Forum Camera Club fails to take adequate precautions in the way the data held is used or securely stored that individual has the right to complain to the Information Commissioners Office at www.ico.org.uk

GENERAL COMPETITION RULES

1. These rules shall apply to all BFCC competitions, including the Annual Exhibition.
2. An entry must comprise of a single image unless otherwise specified. The original image must have been taken using the photographic process, either digitally or on film, and all composite elements thereof must be the sole copyright of the photographer/entrant.
3. The print may be of any size except where otherwise specified up to the maximum size of the mount.
4. Prints must be mounted, and any protective covers must not be visible when the print is viewed.
5. Nothing shall be written on the front of the print or mount except for the title, which is optional.
6. The competitor's name and title of print must appear on the back of the print mount, where other information may be recorded.
7. The Competition Secretary or another appointed for the purpose by the Committee reserves the right to apply a sticker or otherwise record information for Club purposes on the back of a print mount.
8. Prints may be home or trade-processed.
9. Monochrome may include, apart from black and white, monochrome colours, as produced by toning of emulsion or the use of coloured inks, or base papers.
10. Colour shall be taken to mean the presence of more than one colour, however produced.

11. Entries will be accepted on the night of named competitions but entries for Points Cup competitions must be received at least seven days prior to the date of the event. Entry dates for the Annual Exhibition will be determined and advertised for each event.
12. All entries, for relevant competitions, are to be handed in by no later than 7:30pm on the night of the competition but can be submitted at a previous meeting.
13. A competitor may submit unattended entries, subject to payment of 50% of the normal door fee.
14. Any image submitted for internal competitions may be retained by the competition sub-committee for inter-club competitions.
15. Prints including their mounts shall not exceed 500mm x 400mm.
16. The competition officials or Judge, on behalf of the Committee, reserve the right to disqualify any entry should it fail to comply with these general rules, or those specific to a particular competition, before the judging starts.
17. The Committee reserves the right to change any competition rule but will provide members with not less than three weeks notice.
18. Members must be fully paid up within the terms of the Constitution (page 6, paragraph 10) in order to enter any competition.

POINTS CUP COMPETITION RULES

1. The general competition rules shall apply.
2. This competition shall consist of three categories as follows:
 - a. Monochrome prints
 - b. Colour prints
 - c. Projected Digital Images Colour and Mono (PDIs)
3. Up to three images may be submitted per round of the Competition. These may be shown in either a single or any combination of categories at paragraph 2 as so desired.
4. Prints and PDIs may be entered only once.
5. Marking will be out of a maximum of ten points for each entry and the highest mark awarded to each competitor in each category will be recorded and displayed in the clubroom and count towards the final total for each category of the competition.
6. There will be competitions at approximately regular intervals in each club year, as shown in the current program.
7. Club members called upon to judge, in the event of a booked judge not being available, may not enter their own work but will automatically be awarded 8½ points on that occasion.
8. There will be eight Points Cup Competitions in any one season. On each competition evening, only each competitor's highest mark will qualify to count towards aggregate scores in each category. A trophy will be awarded to the competitor who records the six highest qualifying marks during the course of the season in each category. The trophies will be shared in the event of a tie.

9. Each season, the Fred Denham Cup will be awarded to the entrant who has shown the highest level of improvement in the Committee's opinion during that season.

10. Set Subject Competitions

Unless otherwise stated: General competition rules shall apply. These will be scored in the same way as the Points Cups, plus the judge can select his/her favourite as the overall winner. The club programme will state the subject, PDI or Print and any other rules that will apply. The scores will count towards the POTY Cup.

11. BFCC Photographer of the Year (POTY) Cup

For each points cup evening, all scores for each competitor across all categories will be collated at the end of the season, and each person's score (out of a maximum of 240 points), will count towards the Photographer of the Year cup. In addition, all other competitions, (e.g. the set subject competitions), will be scored in an identical fashion, and these scores added to the totals for each person and the cup will be awarded to the photographer with the highest score. In the case of members having equal totals, the cup will be shared appropriately.

CUP & TROPHY COMPETITIONS RULES

1. The general competition rules shall apply.
2. No Print or PDI may be entered which has previously been awarded first place in any other BFCC Cup or Trophy competition or Annual Exhibition in any Club class. All other entries from such competitions may be entered into any other competition.
3. Prints may be monochrome or colour.
4. A maximum of three entries are allowed from each competitor.
5. The judge shall award 1st, 2nd and 3rd places and may commend additional images as being of special merit.
6. Winning images shall be excluded from entry to the current season's Annual Exhibition in any Club class but will be separately exhibited as the winning image of these competitions.
7. Specific conditions apply to each Cup and Trophy competition and these are separately listed.

SPECIFIC RULES FOR INDIVIDUAL COMPETITIONS

FRED DENHAM CUP

This will be given on a challenge basis at the end of each season for improvement during that season in Points Cup results. Full details are given under Points Cup Rules.

PRESIDENT'S CUP and TROPHY

1. These annual competitions should be judged by the President and are intended as a mark of respect. The winners will be the personal choice of the President or an external judge approved by the President, and, as such, should not be deemed to identify the best of the Points Cup entries.
2. The President's Cup is for prints, either monochrome or colour.
3. The President's Trophy is for PDIs.
4. These competitions are for Prints and PDIs that have attained nine or more points in the previous season's Points Cup competition.
5. Prints and PDIs will each be judged in separate competitions.
6. The number of entries permissible per photographer in each competition may vary from season to season. This will depend on the number of images eligible, in order to limit the total number submitted for judging in one session to a maximum of about forty.
7. General Competition Rule 16 will not apply (i.e. the provision of three weeks' notice of rule changes) and, unless announced otherwise at the first meeting of the season, any individual may enter a maximum of 3 prints and 3 PDIs.

WESSEX CUP

The cup is to be competed for annually in a ‘Female versus Male’ competition for members

1. Subject – “Open”.
2. Both sides are to submit a selection of eight colour prints, eight monochrome prints and eight projected digital images.
3. The maximum size for any print, including its mount is 500mm x 400mm.
4. No contributor may enter more than three images in total and no more than two in any section.
5. Each image will be marked out of a maximum of ten points.
6. The winning side will be that with the highest aggregate score, i.e. out of the maximum of 240 points.
7. In the event of a tie, the judge will award an additional half- point to the image of his/her choice in order that an outright winning side may be identified.

ANNUAL EXHIBITION

CLUB CLASSES

PRINTS GENERAL

Prints shall conform to a maximum size of 500mm x 400mm overall including the mount, with a thickness between 1.5mm minimum and 4mm maximum.

FOUNDER'S CUP

One entry per member only is permitted. An entry shall comprise a set of three related monochrome prints of any subject. All prints to be mounted in the same size and colour mount, the maximum overall mounted size of each to be 500mm x 400mm. If desired, one triptych may be entered with each print of the same size and a maximum overall mounted size including mount of 1000mm x 800mm.

DR. DAVIES CUP

One entry per member only is permitted. An entry shall comprise a set of three related colour prints of any subject. All prints to be mounted in the same size and colour mount, the maximum overall size of each to be 500mm x 400mm. If desired, one triptych may be entered instead, with each print of the same size and a maximum overall mounted size including mount of 1000mm x 800mm.

MONOCHROME PRINT

Monochrome is defined as Black and White, or a picture containing a single tone, i.e. Brown (Sepia), Blue (Cyanotype) etc. The picture may be any size and must be mounted either in a cut-out frame with mounting board behind the opening for strength and security and the print complete with mount not exceeding 500mm x 400mm, or surface mounted on a board of similar maximum dimensions. Block mounted prints are also acceptable, but the total thickness of any entry must not exceed 4mm. No pictures mounted in frames will be allowed. No marks will be allowed on the front of the entry that may identify the entrant, and titles are required, written clearly on the reverse and/or on the front of the mount.

COLOUR PRINT

The picture may be any size and must be mounted either in a cut-out frame with mounting board behind the opening for strength and security and the print complete with mount not exceeding 500mm x 400mm, or surface mounted on a board of similar maximum dimensions. Block mounted prints are also acceptable, but the total thickness of any entry must not exceed 4mm. No pictures mounted in frames will be allowed. No marks will be allowed on the front of the entry that may identify the entrant, and titles are required, written clearly on the reverse and/or on the front of the mount.

PROJECTED DIGITAL IMAGE

Images may be either colour or monochrome. They should be up to a maximum width of 1920px and up to a maximum height of 1440px. Please note that Pixels/Inch is totally immaterial. Only jpgs are acceptable at 8 or 16 bits per channel, and each image should have a filename formatted thus:

Charlie Brown LRPS CPAGB_Over the Moon_Exhibition.jpg

Any valid characters may be used in the filename with the exception of the underscore character (_), of which there must be two, the first separating the photographer's name from the title, and the second separating the title from the class, which is Exhibition. It would be helpful, though is not vital, if the title were formatted to title case, i.e. A Walk in the Woods rather than A Walk In The Woods, A walk in the woods, A WALK IN THE WOODS etc.

Please note:-

All images must have been taken using the photographic process, either digitally or on film, and all elements of the image must be the sole copyright of the photographer/entrant.

ELIGIBILITY

All prints and PDIs are eligible in the above five categories except:

- a. cup and trophy winners of set competitions held during the current Club season. They will be separately exhibited.
- b. any images - including cup winners - which have already been exhibited in Club classes of a BFCC Annual Exhibition.

ENTRY FORM FOR CLUB MEMBERS ONLY

We have added the Entry Form for Club Members as an Adobe Acrobat document – you can download it from the Club website and then it can be filled in on your computer in order to try and reduce errors.

ENDORSEMENT

The competition rules embodied in this handbook supersede all previously published versions. Dated amendments will be provided from time to time for insertion in this handbook and these amendments may also be found on the Club's internet website.

IMAGES FOR DIGITAL PROJECTION

FOR STANDARD SIZE AND SHAPE:

In Photoshop or Photoshop Elements, select the Crop-tool. Ignore the Aspect Ratio and set the width to '1920px', height to '1440px' and ignore resolution. Create a rectangle; adjust it (angled-arrow to rotate, and corner block to alter size) until you have the best composition. Use keyboard arrow-keys for fine-tuning.

FOR OTHER DIMENSIONS

- a. for landscape format set width at 1920px and height anything less than 1440px.
- b. for portrait format set height to 1440px and width anything up to 1440px.

Do any other adjustments you want, but do not alter size, shape or resolution again. Finally, check the image size. In Photoshop select Image > Image Size and ensure that in pixel dimensions, the width is no greater than 1920px, and in height the pixel dimensions are no greater than 1440px. In Photoshop Elements, select Image > Resize > Image Size and in Pixel Dimensions again ensure the maximum values are not exceeded. Set the Colour Working Space to sRGB.

Save As: Navigate to suitable folder (or open a new one) to save images in jpg format with highest quality.

FOR INTERNAL COMPETITIONS:

Set the Name_Title_Compensation (underscore is on Shift-Hyphen key) in File Name box (capitals and spaces are OK but please use one Forename, one space and Surname - the same one for every image!). Your Filename should look something like

'Tommy Smith_Pigs Do Fly_07122019.jpg'

Note: the preferred name for Competitions is the date of that Competition in the format DDMMYYYY.

FOR INTERCLUB COMPETITIONS:

We need the Club name too, so use 4 sections e.g.

‘Blandford_Tommy Smith_Pigs Do Fly_07122019.jpg’.

Go down to Format and drop-down menu to select ‘jpg’, quality 12. Click ‘Save’. Do that for every image you are submitting in that folder. Transfer the folder to Memory Stick, CD or email to submit images. The email address for images for all competitions is:

BFCC.PointsCup@mail.com

The subject of the email should be Points Cup #x (where x is the number of the Points Cup)

An automated response will be transmitted on receipt of images in the mailbox. It will be the responsibility of entrants to ensure that their work complies with these requirements and that they receive email acknowledgement of their entries. Work must be submitted at least a full week before the competition. After the competition file has been compiled, a copy of the score sheet will be sent to each member. It is the responsibility of individual entrants to ensure their pictures are included in the scoresheet and inform the compiler of any discrepancies at the above email.

HISTORY AND BACKGROUND

Blandford Forum Camera Club was formed in 1950 by David Gent and friends and continues today in the tradition of the founder members. Although much has changed in the passing years, the aspirations and ideals of those early days have not changed. The club today has a membership in excess of sixty active members and a reputation for friendliness and high standards.

Always welcoming new members, the Club accommodates those starting out as well as those whose interests date back to film, dark room and chemicals. It is a fact that most members use digital cameras now. While many members have embraced Photoshop and the ability to manipulate digital files, the overriding aim of all is to produce excellent images and share enthusiasm and knowledge. Expert or novice, all are welcome and find friendly encouragement whatever their knowledge or interest.

The Club meets on Tuesday evenings, September through May with programmed activities. The program concludes in May with the highly regarded Annual Exhibition, which attracts many open exhibits as well as being a Club showcase. Social events, together with Club maintenance evenings, occur throughout the summer.

The Club has its own comfortable clubhouse equipped with computer equipment and a digital projector to provide up-to-date display and teaching facilities. The clubhouse may be hired by club members and, indeed, by other organisations, subject to approval by the committee. The Club also provides a service to the wider community in addition to its various 'in-house' and inter-club activities

BFCC COMMITTEE

President: Marilyn Peddle LRPS

Officers:

Chair:	Geoff Killer
Hon. Treasurer:	Ian Ferris
Asst. Hon. Treasurer:	Debbie Davies
Programme Secretary:	Eric Langley
Asst. Programme Secretary	Rachel Cooper
Hon. Secretary	Denise Halford

Committee Members:

Cris Ablett	
Marilyn Peddle LRPS	Webmaster
Jean Bartlett LRPS	SAPA Representative
	PAGB Representative

Co-opted Members:

Glynnis Larter-Witcher	Inter Club Competition Secretary
Ian Ferris	GDPR (2018) Rep & Membership Secretary
Rachel Cooper	Publicity

Website: www.bfcclub.co.uk
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