

COASTAL CAMERA CLUB MEMBERS' HANDBOOK

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COASTAL CAMERA CLUB MEMBERS' HANDBOOK

HISTORY OF THE COASTAL CAMERA CLUB

In 1990 a group of members approached then Director of Senior Services, "Diffy" Smith, about forming a camera club under the umbrella of the Madison Senior Center. Thus was born the Coastal Camera Club. From its inception in March of 1990 until the closing of The Depot in October of 2010, the Coastal Camera Club has met twice monthly in the basement of The Depot. We now meet in the "Café" of the new Senior Center at 29 Bradley Road, Madison, CT.

The original By-Laws are still in force today. They have been updated to keep them in step with changing technology, such as removing the telephone notification tree and adding a Webmaster to the board. We currently have four elected positions and 10 appointed board members. As stated in the By-Laws the club's purpose;

"... shall be to foster the science and art of photography among the members (and) to develop the photographic skills of the members."

This is done through speakers and/or workshops during the meetings, twice yearly critiques where members bring in photographs for input as to how they may be improved, two competitions judged by an outside panel of judges and scheduled outside activities.

The By-Laws also call for the placing of photography as art, before the public, through community involvement. We accomplish this through the hanging of three to four exhibits a year in the Scranton Library and local area nursing homes and health care facilities. We have hung our members' work in the Scranton Library community room since November 1990. We have had a long-standing relationship with Connecticut Hospice, first hanging exhibits in the old facility and, for the last four years, in the new building. Our third yearly exhibit has taken place since 1997, in the Gladeview Health Care Center, Old Saybrook.

The club participates in community activities such as helping the Bauer Farm Park Advisory Board set up their annual photography competition and to furnish club members to judge when requested. For the 2011 Madison Cares Day we had seven photographers volunteer their time to take over 1000 images which were then donated to Madison Cares for their use.

The Coastal Camera Club holds memberships in the following photography organizations:

New England Camera Club Council, 1990: The largest camera club council in the northeast, they have a conference each summer at the University of Massachusetts, Amherst, which is attended by many of our members. We also take advantage of programs, competitions and other services they offer, to raise our members knowledge and understanding of photography.

Connecticut Association of Photographers: A statewide umbrella organization for camera clubs. We use their judging lists and find speakers through their members.

Shoreline Arts Alliance, 1997: A local area arts umbrella organization, located in Guilford. We are listed on their website and also in their events calendar.

While the club was originated by residents of Madison, like all organizations, we drew and continue to draw our members from the adjoining communities as well. Approximately one third of our current members are Madison residents. Other members, while not residents, have strong ties to Madison. We currently have members from an area defined by West Haven on the west, Lyme on the east and as far north as Essex and Killingworth.

MEETINGS

The club meets on the first and third Wednesday of the month from the third Wednesday in September to the first Wednesday of June. Meetings usually begin at 7 PM. With three exceptions the meetings are held in the Café in the Madison Senior Center, 29 Bradley Road, Madison, CT 06443. Exceptions are: (1) every other year, the joint competition with Southeast CT Camera Club is held at their meeting location; (2) the reception for our annual Scranton Library exhibit, which is held on the lower level of the library in Madison, usually at 6:30 pm; and (3) the reception for our annual exhibit at Gladeview Health Care Center in Old Saybrook, which is held at the center, also usually at 6:30 pm. We encourage everyone to attend the receptions regardless of whether you are participating in the exhibits. It shows support for your fellow members and offers you the opportunity to discuss the photos on exhibit. See more about exhibits later in this packet.

Please be at the meetings prior to 7 pm if possible and use this time to partake of refreshments, socialize, compare experiences and ask questions. We want to encourage you to get to know your fellow members. There is a wealth of expertise in our club and just a lot of nice folks who love photography. During this part of the meeting someone is usually selling raffle tickets. Each ticket costs \$1.00. One ticket is drawn later in the meeting and the winner splits the pot with the club: half to the winner, half to the club. Meetings begin at 7 pm with a very brief business meeting at which announcements are made.

Programs last anywhere from one to one and a half hours. Please see more about programs later in this packet.

Meetings are always open to the public at no charge.

MEMBERSHIP

Membership in the club is open to Connecticut residents of all ages. Currently members reside in Branford, Guilford, Northford, Madison, Killingworth, Clinton, Westbrook, Old Saybrook, Essex and Old Lyme. Upon paying dues, members are issued a nametag for use on meeting nights, and are eligible for participation in exhibits, competitions and activities.

DUES

Membership dues for the Coastal Camera Club are payable at the first meeting in September. New members joining after the eighth meeting of the year will pay half the regular dues. New members joining after May 1st will pay full dues but are exempt from paying dues for the next year.

Individual	\$25
Family	\$40
Student	\$5

Subscription to *The Image* (our newsletter) without joining the club is \$5 (by postal service or email).

EXHIBITS

Coastal Camera Club currently sponsors three exhibits each year. These exhibits offer you, the member, a chance to share your enthusiasm for photography with other club members and with the community at large. Here are some of the advantages gained by you for participating in exhibits.

- Your photos give expression to your insight on the world. How you see beauty, excitement, happiness, tragedy is all bound up in your photographic images. Exhibits allow you to share that enthusiasm with others in the club and with the community at large. Your artistry has a chance to come alive at exhibits.
- You help promote yourself, the camera club, and photography in general by your participation in exhibits.
- Two of our exhibits are at health care facilities, including CT Hospice. Your participation in these exhibits is an opportunity to provide some joy and some welcome distraction for those who may need it most. What more satisfying use could be made of your images?
- Competition is often a spur for improvement, and your competitive spirit gets a chance to soar in the exhibits that are judged by photographers from outside the club. The judging offers you an opportunity to benchmark your work against others in the club.

Need we say more! If you want to give something back to the club for all that it provides you, then exhibits are the most important way that you have to participate and interact in the camera club.

There are two different types of exhibits run by CCC. The first type is a Judged Exhibit. It consists of different categories based upon subject matter of the image. Outside judges award ribbons in each category, as well as a *Best of Show* image.

The other type is a Portfolio Show, where each participant is given space to present a group of images of their choice. In this venue, you are limited only by your imagination as to the subject matter.

Following are rules for exhibits. First is a set of general rules that apply to all the exhibits, and then there are rules and instructions that apply specifically to the Judged or Portfolio exhibits.

EXHIBITS – GENERAL RULES

1. Exhibitors must be members (with dues paid up) before entries are accepted for any show.
2. The same photographs may be shown in multiple exhibits. The only rule is that a given image should not be shown twice at any given location. This allows members to minimize the cost for frames, matting and prints.
3. Photographs may be submitted at any of the following, as directed by the Exhibits Chairperson:
 - a. A CCC meeting prior to the show
 - b. Chairperson's house (by prior arrangement)
 - c. At the show location on the date/time specified

Photographs submitted after the date/time specified may be exhibited at the discretion of the Chairperson, but will not be judged.

4. Any subject matter is acceptable, but judgment should be exercised to ensure that images are within the bounds of good taste.
5. **PHOTOGRAPHS MUST BE FRAMED AND WIRED.** Submissions will be excluded from the show if not deemed suitable by the chairperson. This includes but is not limited to damaged frames, stained or dirty matting, and broken glass. General rule is ...if you wouldn't permanently and prominently hang it in your home, then question its suitability for the exhibit.
6. As a guideline, the wiring should be attached to each side of the frame in the upper third to a quarter from the top. This helps the frame lie flat against the wall regardless of the hanging mechanism on the wall.
7. The wire should be tight enough so that the wall hook is hidden behind the frame.

8. Exhibit Tags should be filled out and attached to both the front and back of each photograph. See the blank tags for the information required. Tags can be downloaded from the following link: http://www.coastalcameraclub.org/CCC_Website_Active/Exhibits.html
9. If you wish your photograph to be considered for purchase, then place a price on the exhibit tag attached to the front of the image. If you do not wish to sell your work, then write "NFS" (not for sale) on the tag. If no price is listed, the photo will be assumed to be NFS.
10. While the primary purpose of our exhibits is not selling photos, you may offer them for sale. Photos for sale should be archival, matted with acid free materials and presented in nice frames. If you print your own photos, check your printer's ink specifications for their ability to hold up over time as well as the quality of the paper. The show program contains contact information for interested buyers. When a buyer contacts us, we give them your phone number.

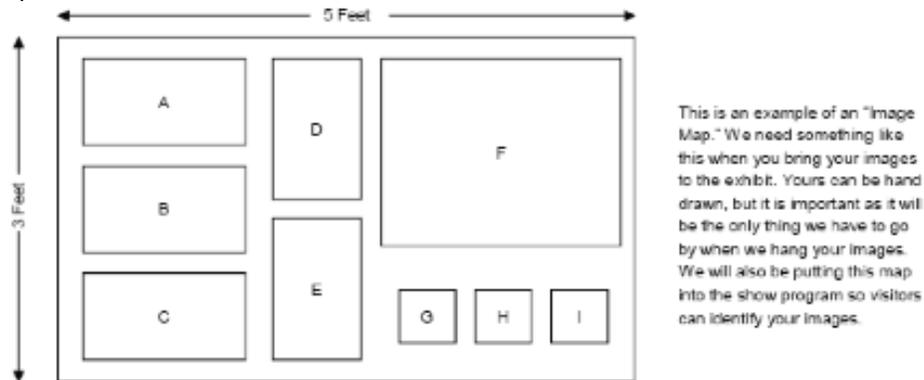
JUDGED EXHIBITS

1. Photographs will be judged in the following categories:
 - **Nature (no hand of man)**
Photographs must not include any man-made objects or cultivated flora or show signs of human presence.
 - **Landscape/ Seascape**
The main subject of the photograph is the landscape/seascape, not a single feature isolated from it (e.g., a shoreline with a lighthouse not a close-up of a lighthouse).
 - **People**
Does not have to be a portrait, but the individual or group of people must be the main subject of the photo.
 - **Artistic**
This category is for photos that are radically altered from what the viewfinder shows. This may be done either in camera or post-processing, resulting in images that are a step (or 2!) beyond reality. Let your imagination and processing skills run wild.
 - **Architecture**
The dominant feature of the photos in the category should be buildings, domiciles or structures.
 - **General**
Any images that do not fall into the above categories. Only **three** entries per person are allowed in this category.
2. The total number of entries allowed by each member will be announced prior to each exhibit. This will be dictated by the space available at the given venue and the expected number of participants.
3. Judges will choose a First, Second, Third and Honorable Mention in each category, as well as a Best of Show for the entire exhibit.

PORTFOLIO EXHIBITS

1. There will be no formal outside judging of these exhibits.
2. Each participant will be given a set area of exhibit space. A default space is 3 ft high by 5 ft wide. If more space is available at a given venue, it will be announced prior to the exhibit.
3. Each participant may (and is encouraged to) provide a SHORT paragraph describing their portfolio and what it means to them. This write-up should, if at all possible, be electronically submitted (by email) to the Exhibit Chairperson prior to the date of the hanging. This write-up will become a part of the written program for that exhibit.

4. Each participant should arrange their photos on the floor at home to ensure that they will fit in the allowed space and to determine the preferred arrangement of the images. This “map” of the layout should be provided with the images when they are delivered for hanging. Please identify each image by a title and letter them so the hanging committee can follow your map when hanging. See example below.



PROGRAMS/ MEETINGS

As described above, the club year starts each September on the third Wednesday and goes to the first Wednesday in June. During this period the club meets on the 1st and 3rd Wednesdays of the month for a program. The club also offers activities and workshops that take place outside the normal meeting calendar.

Programs are selected and scheduled by the Program Chair with input by the club members. If a member has a specific subject they would like for a program, this information and any suggestions for possible speakers should be sent to the Program Chair. As programs are put together during the summer before the program year, the requested subject usually will not be on the schedule until the following club year.

The club programs are printed in a tri-fold flyer and published on the club website www.coastalcameraclub.org.

While the club tries to stick with the published schedule, it is subject to change due to circumstances beyond the club's control.

The programs consist of the following:

- **Speakers** – Presentations are given on a specific topic, such as “how to” or “travel logs.” The speakers come from within the club and from the photographic community at large.
- **Critiques** – Members’ images are digitally displayed and positive comments and suggestions are made that would improve or enhance the image. This is an excellent learning tool for all members, especially those new to the club or photography. The images submitted should be those that the maker feels can be improved or with which help is needed. (See “Critique” section of this handbook.)
- **Competitions** – The club has two competitions each club year. The first competition is in-house and among the club members. The second competition, always held during the first meeting in April, is a joint competition with the Southeast Camera Club in Wallingford, CT. (See “Competition” section of this handbook.)
- **Openings** – Each year the club has three exhibits. For two of the exhibit venues, Scranton Library and Gladeview Health Care Center, the Opening is scheduled on Club meeting nights and therefore becomes a program. (See “Exhibits” section of this handbook.)
- **Hi-jinx** – A night of fun, photography and learning, where the club sets up a series of still life and table-top displays to be photographed. Members and guests are able to photograph

the subjects, ask questions of other members and learn by observing how others see and capture the images. Images are then shown on an activities image night.

- **40 Image Review** –Forty digital images from club members are sent to an NECCC commentator who, after reviewing them will prepare comments on their merit and how he/she feels they can be improved. They also award 1st, 2nd, 3rd and HM to those images they feel were most successful. The commentary is returned to us as a digital slide show that is presented at one of our meetings.
- **Activities**– During the course of the year, the members are asked to participate in a photography project such as a scavenger hunt or photo essay designed to encourage creative thinking about making photos. Other activities such as photo shoots and field trips are also scheduled. At the end of the year a meeting is set aside to view the project images and member images from other activities are also shown. Members are free to comment on how and why they took particular images.

JUDGES

Judges are used for the two club competitions and for two of the exhibits. Judges are obtained from other camera clubs and the lists of judges published by the Connecticut Association of Photographers and NECCC. Recruiting judges is done as a reciprocal arrangement; each time we tap a set of judges from another club, we are obligated to return the favor.

Judges have received training in the NECCC rules on scoring and commenting on images.

As in all competitions, in order to select winners, the criteria used by the judges must be stringent and follow specific rules. This does not mean that a print that receives a low score is a bad print, only that it does not conform to the “rules.” Rules concern the qualities of the image, primarily focus, exposure, composition and impact.

Judges use a scale of 5-10 with 5 being the low score. For competitions we use three judges whose scores are totaled for the final image score.

For the exhibits we use one to three judges depending on availability.

From time to time the club will give a judging workshop for members interested in becoming a judge.

COMPETITION RULES

Eligibility:

- Membership dues must be paid in full before entering a competition
- Club visitors cannot submit images for any competition
- Entries must be the original work of the photographer submitting the work
- The exact same image can only be entered in one regular club competition

Entries:

- No member can submit more than ten (10) entries in a single competition.
- No more than three entries in a single category are permitted.
- Two (2) or more people constitute a competition in any category.
- Projected digital image files can be no larger than 1024x768. This means your submitted image can be no wider than 1024 pixels and no taller than 768 pixels.
- The program chairperson shall designate a file submission deadline prior to the competition night. Submissions should be sent to ccc.images@gmail.com with the subject line Competition and the date of the competition.

- Color and Black & White salon prints shall be submitted on the night of the competition. Entry forms should be filled out prior to competition night and brought with the prints. Maximum size of the overall matted package can be no larger than 18"x24" or a total of 84" around the outside in the case of a panoramic image. In addition, your name, the image title and an arrow to indicate the top must be on the back of your prints. For joint competitions the club name should also be added.

Categories:

- **Salon Prints-Color**
Color salon prints are finished with a mat and are affixed to a mounting board. Any subject within the bounds of good taste is acceptable.
- **Salon Prints-Black & White**
Black & White salon prints are finished with a mat and are affixed to a mounting board. Any subject within the bounds of good taste is acceptable. "Black and White" includes sepia tone or any other monochrome color image.
- **Projected-Open**
Digitally projected competition. Images can be of any subject matter within the bounds of good taste, and can be digitally captured, or scanned from slides, film or print.
- **Projected-Black & White**
Same as open category, but must be monochrome. "Black and White" includes sepia tone or any other monochrome color image.

Projected Artistic

This category is for photos that are radically altered from what the viewfinder shows. This may be done either in camera or post-processing, resulting in images that are a step (or 2!) beyond reality. Let your imagination and processing skills run wild.

Digital File Naming

To make the process of handling digital files easier we ask that you adhere to the following naming convention for all images submitted to the Coastal Camera Club for Competitions, Critiques or for the Image Bank. Images that do not conform to this naming convention may not make it in the desired competition, exhibit or slideshow.

X#\$Coastal\$Last\$First\$Title\$YYYY-MM.jpg

- X – The category for the image. In the case of club competitions this will either be the "O" for Open, "B" for Black & White, "A" for Artistic or "Q" for Critique.
- Coastal must be on all files and denotes the club
- Last – Last name of the maker
- First – First name of the maker
- Title – is the title of the image
- YYYY-MM – is the 4-digit year and 2-digit month of the event the file is to be used in.
- File format must be .jpg

An example of a completed file name would be:

O2\$Coastal\$Smith\$John\$Sunset At The Beach\$2010-02.jpg

PUBLICITY

The Publicity committee is responsible for advertising club activities that are open to the public ---meetings, exhibits and receptions. Announcements are sent to the local newspapers in advance of their publication deadlines. We also advertise our club with the Shoreline Arts Alliance (SAA) in their print and on-line newsletters.

Club brochures are sent to libraries, and we hope to make them available at town offices, recreation departments and high schools as well as other places where we might find potential members. Current members can help by inviting your family and friends to the exhibits, receptions and meetings. Also, if you know someplace where potential members will see our brochure, please request a handful and place them there to promote the club.

Our web site has been a helpful publicity tool, as we regularly get inquiries through the contact information there. A link to our web site is included on the NECCC site.

In the future, we hope to explore more electronic options for publicity such as a blog, twitter and the next new thing, whatever it may be! Members with expertise in the latest electronic media tricks are invited to give the publicity committee a helping hand.

THE IMAGE BANK

The Coastal Camera Club maintains a bank of images from club members to be used for different club activities as needed. Activities can range from pulling together images for the NECCC 40 slide review, or any of the NECCC circuits or even a slide show to be shown at a club meeting. Images get added to the Image Bank in three ways:

1. Any image submitted to the club for a critique or competition is fair game and could be pulled into the image bank unless the member specifically requests it not be used in that way.
2. We may ask a member who has entered a print into a competition or exhibit if we could have a digital version of the image to be included in our image bank.
3. Lastly, club members may submit images directly by sending them to ccc.images@gmail.com.

HOSPITALITY

The Hospitality committee is responsible for providing refreshments at the meetings as well as coordinating and setting up the buffets for the Scranton Library Exhibit opening reception in December, the holiday pot luck in December, the appetizer buffet at joint competition night when it is our turn to host, and the end of year pot luck at the Annual Business Meeting in June. The club treasury provides for beverages at all events but club members are asked to sign up to bring snacks for regular meetings and to bring a pot luck dish or an appetizer for the other events. A sign up sheet is circulated at the first two meetings of the club year. Thereafter, talk to the hospitality chairperson if you want to sign up to bring a snack for a meeting night.

THE IMAGE NEWSLETTER

The Image is a newsletter published by the Coastal Camera Club on a monthly basis during the club's calendar year (September – June). The newsletter gives information regarding upcoming events relevant to the club, activities, meetings and general photographic information. Any club member can submit an article for the newsletter. Contact Lou Secki at lou.secki@gmail.com for more information about article submissions. Back copies of the newsletter can be downloaded at www.coastalcameraclub.org; click on "The Image"; the back issues are in folders by club year. Contact information for the board of directors can be found in *The Image*.

WEB SITE & FACEBOOK PAGE

The Coastal Camera Club web site <http://www.coastalcameraclub.org> and Facebook pages <http://www.facebook.com/pages/Coastal-Camera-Club/183434171700409> are maintained by Webmaster Rob Nardino. The web site is your source for club information including, but not limited to: the meeting schedule; announcements; competition rules; links to the newsletter, other clubs, member web sites, downloadable entry labels for exhibits, speakers' web sites; galleries of images from exhibits and competitions. Material for the web site should be sent to Rob at rnardino@comcast.net. Image files for web use should be small, typically 72 or 100 ppi and longest side about 640 pixels or less. Most editing software has a preset for "sharing" or "emailing" and creates an appropriate sized file.

COASTAL CAMERA CLUB FLICKR GROUP

The club has its own group on the photo sharing web site *Flickr*. It is open to all Connecticut camera club members besides our own club. Each month we have a theme or topic. Group members are invited to upload a maximum of four images each month relevant to the monthly theme. Discussion threads include "critique," where members may post any photo for which they wish to receive constructive criticism as well as positive comment; "showcase" where members may call our attention to other groups or photos on Flickr that they think are noteworthy; and "Show & Tell," where you can post an image and tell us something about how you made it.

To join the Flickr group you must set up a Yahoo account (free) and then a Flickr account. A basic Flickr account is free. You may designate images as viewable only to your family, only to friends (or both) or for public view. In order to post images to the club group pool, they must be public. Each image can have its own designation: public or private.

Your Flickr photo stream is separate from the Coastal Camera Club group pool. To join the club group, go to the club page <http://www.flickr.com/groups/coastalcameraclub/> and click on "join this group?" near the top. You will get a form, a box really, to type in your request to join. Just say you are a member of the Coastal Camera Club, and please put your real name in the message so the group administrator knows who you are. A group administrator will get the message and can check you in as a group member.

To post photos to the group, open the photo you want to post and on the right is a box showing what groups the photo is in. Click "add to group" and a menu of all the groups you belong to will appear. You should see "Coastal Camera Club" listed. Click on it. Your photo will appear on the group page.

The Flickr group was set up to get an exchange of comments and critiques about our images. In order for this to work, you should comment on some of the photos from other members every time you post images to the pool. This is standard Flickr group etiquette. We don't require it, but many groups do. How to comment? You can be as brief as "Great shot" or "I like this" just to acknowledge that you've looked at an image but what we'd really like and what will benefit your own skills in discerning the good and bad points of images is for you to make a specific constructive comment; one or two things you like such as the composition, the clarity or detail, the timing of a difficult capture, the lighting &/or exposure, the color, etc. Kind negative comments are also helpful to the maker and should always be followed with suggestions for how you would improve the image. For example: "If this were my image I would crop the left side...." Or, "... I would lighten the shadows..."

There are many Flickr groups out there open to the general public, as well. In particular you may be interested in the groups devoted to particular brands, and even specific models, of cameras. There are also thousands of groups devoted to different subjects and different styles of photography. Even if you don't join Flickr, you can be inspired just browsing the images.

If you have questions about Flickr, contact Maryann or Louis.

ADDENDUM: IMAGE SUBMISSIONS

There are several instances for which Coastal Camera Club solicits and uses images from the members.

I. Club events

A. Exhibits: Print images must be framed with a wire for hanging. Matting is preferred but not required. Subject matter should conform to the rules for the particular exhibit as announced. Submissions are taken at the exhibit venue: always a Saturday from noon to 2 PM, usually the nearest weekend prior to the beginning of the event. Dates are scheduled at the beginning of the club year [September]; check the schedule. Currently we have 3 exhibits per year: Scranton Memorial Library in December, Connecticut Hospice in February and Gladeview Health Care Center in May. A print may be hung in multiple venues, but in a given venue only once. Prints in exhibits may also be used for competitions subject to the competition rules.

B. Competitions: The club has 2 competitions per year: usually the 2nd week in January and the 1st week in April. The first one is our club only, the second is a joint competition with SECCC: a rivalry spices up the competition. The joint competition is held alternately at our meeting location and their meeting location.

Both projected images and prints are judged by outside judges. Prints are brought in on the night of competition, projected image files are sent in advance—deadlines are announced for these. Categories are chosen by the hosting club and spelled out in the competition rules. Images may not be used in more than one competition with the exception of the joint competition where a previous competition entry may be entered again. However entry in the joint competition will count as a competition use and therefore cannot be entered thereafter in any competition. Images from competitions may be used in exhibits [subject to the 'only once per Venue' rule] and for any other event listed here.

C. Critiques: The club holds 2 critique nights per year scheduled by the Program Chairperson. These are for projected images only. The deadline for submitting the image files is usually about 2 weeks in advance of the meeting. We try to announce this at least a month in advance. Critique images may be used for other events as long as the maker makes a change to the image. Change does not necessarily have to be the one suggested by the critique committee. Your image—your vision! Use the suggestions as a starting point and decide for yourself. Images submitted for critique may be full size JPEG or a RAW file.

D. Club Project: Over the years we have challenged members with projects of various types, for example; scavenger hunts, road rallies, mystery objects, working a subject, photo essays. Projects are either announced at the end of a year for the upcoming year or at the beginning of a new year. A meeting is set aside near the end of the year to show participating members' results. A deadline is announced in advance for submission of the digital files. Images from club projects may be used again subject to event rules given above.

II. NECCC sponsored

40 Image Review: We schedule a meeting during the year to show this commentary. At least six weeks in advance we send 40 image files from our members alone to a NECCC commentator. Like the Digital Circuits, we receive a recorded commentary of the critiques and a list of images awarded first, second, etc. We ask members to submit images they would like to be included but also pull images from previous submissions and the Image Bank.

III. Other

A. CAP: Every two years the Connecticut Association of Photographers hosts an interclub competition called the Connecticut Camera Club Invitational Salon. Each photography club in Connecticut is encouraged to enter 6 prints and 6 digital images. They award prizes to clubs as well as to individuals in the competition. We assemble an impromptu judging committee to select

images, usually from the competitions and/or the Image Bank. If we choose to participate in the print category as well, members will be invited to submit prints for consideration.

B. George W. Glennie Nature Salon: The Merrimack Valley Camera Club hosts this competition for camera clubs and associations worldwide. Clubs may submit up to 10 image files. The club submission deadline to enter is usually early March so we ask our members to send in their best Nature/No-Hand-of-Man prior to that date so that a judging committee can select our 10 best images for submission. Images already in the Image Bank are also considered for this event. At the event, images are scored and the club gets a total score that is used for the Club Awards: Top 5 Clubs Total Score and Top 5 Clubs Diversity Award. Individual images also earn awards in the numerous nature categories and subcategories. Main categories are: birds, invertebrates, reptiles, amphibians, mammals, marine & fresh water life, botany and landscapes.

C. Through the club, two six-week exhibits at the Madison Senior Center are open to members in good standing. Each exhibiter is responsible for hanging their work in the designated assigned space. The images may be of any subject in good taste to be displayed at a senior center. A cohesive subject is preferred but not required. All images must be framed under glass (preferably matted) and must be wired for hanging. This is a gallery exhibit and while not a club activity, members will be available to assist in preparing for and hanging the show. Each exhibiter is required to write an Artist's Statement (bio and/or description of the work with prices if the images are for sale) and prepare labels for the hung work. Complete rules and guidelines are available to interested members. Dates for the exhibits will be announced with a call for artists to participate. You will be required to submit the number of images you wish to hang and their approximate sizes in order to be assigned sufficient space.

D. If other exhibits or competition opportunities arise that are suitable for CCC, we will make an announcement with as much advance notice as possible.

A reminder about file naming and emailing:

In order to compile images quickly for sorting and projection, it is essential that you conform to the file-naming scheme. Errors add considerably to the workload so please take the time to double check the file names before you email them to ccc.images@gmail.com

File name structure is as follows:

X#\$Coastal\$LastName\$FirstName\$ImageTitle\$YYYY-MM.jpg

\$ sign is a delineator the club uses to separate categories and place images in the proper order. It must be included.

X will be either the letter O for Open, B for Black & White, A for Artistic or Q for Critique.

will be the number of the submission if you are sending several images for a competition, critique, project or any other use that requires them to be in a particular order. The number will usually designate the order in which they get shown. For critiques we sometimes need to limit the number per person so the number you designate will indicate your ranking. Replace the # with the number.

Hopefully you know your last name and first name.

Image Title is the name of the image with spacing between words. Be as specific as possible to describe the intended subject. If your title is too complex perhaps your image is not simplified enough. Nature images must be accurate if you are identifying plants or animals but needn't use scientific names.

YYYY-MM is the year and month of the event for which the image is to be used. If you are just sending an image for the Image Bank, use 00 as the month.

Image files for competitions should be adjusted to fit in a window 1024 pixels WIDE by 768 pixels TALL and restricted to 72 or 100 ppi (pixels per inch). Images for critiques maybe full size JPEG or RAW files or any size you wish to send.

A square crop therefore should be 768 x 768, a horizontal 8 x10 will be 768 x 960 but a vertical 8 x 10 is 614 x 768. If you have a panorama, the longest side should be 1024 pixels. If you have a narrow vertical image, the tallest side should be no more than 768 pixels. If you are working in Photoshop CS# or Elements, make a copy of your image (do not resize your original file), use the menu Image>Resize>Image Size and enter the appropriate numbers. Resolution should be 100 ppi. If the resolution changes when you change the size, check the box "resample image" and then make the size changes. If you are using iPhoto, make a copy of your image, open it in Preview not iPhoto. Go to the Tools menu, Adjust Size, fill in the numbers. If you use Lightroom you needn't worry about a copy. Export the image and in the export window choose the proper dimensions. The file will be a copy.

The subject line of the email should help direct us to where the image will be used. If you are sending it for competition, the subject line should be "Competition Image Files for YYYY-MM" (the designated year and month of the competition). If they are for a Critique put that in the subject line in similar fashion. If they are for the Glennie Nature Salon, use "Nature Image Files". REMEMBER, Nature images must be NO-HAND-OF-MAN visible in the image. Captive wild animals are usually not acceptable.

If you have questions, ASK.

Coastal Camera Club Constitution and Bylaws

(Adopted May 1990, revised March 1991, January 1992, June 1998, June 2009, February 2012)

The Constitution

Article I

Name: This organization shall be known as the Coastal Camera Club. Also referred to as CCC in this document.

Article II

Purpose: The purpose of the CCC shall be to foster the science and art of photography among the members and to develop the photographic skills of the members.

Article III

Year: The CCC year shall be from July 1 to June 30.

Article IV

Officers: The officers of the CCC shall be President, Vice-President, Secretary and Treasurer. Duly elected for one year.

Article V

Board: The Executive Board shall consist of the Officers, the Chairperson of the Committees, The Representative and the Immediate Past President.

The Executive Board shall conduct and guide the affairs and activities of the CCC, except those specifically reserved to the membership as a whole in the Bylaws, in such a way as to relieve the members of routine matters and to keep to a minimum the need for transacting business at club meetings.

A quorum shall be six of the Board members (Directors). A majority vote of the Directors present shall decide all Business.

Article VI

Election: The election of officers shall be as follows:

- I. The Nominating Committee shall make nominations for all officers.
- II. The Nominating Committee shall consist of the Past President and the out-going President.
- III. The Slate of Officers shall be presented to the membership one month prior to the Annual Meeting. At this time additional nominations may be made from the floor.

Article VII

Members: Anyone interested in photography is eligible for membership upon payment of membership dues. The Executive Board will establish annual dues based on an estimated budget developed to meet the CCC annual operating expenses.

Article VIII

Meetings: Regular meetings shall be held at the times and places authorized by the Directors.

The annual meeting shall be the last meeting of the Club year, at a time designated by the Directors. The Membership shall be given notice of at least one month in writing.

Article IX

Dissolution: In the event of the dissolution of the CCC, assets shall be distributed to another organization(s) qualified under Section 501 (C) 3 of the Internal Revenue Code. No assets may be distributed to individual members.

The Bylaws

Section I

Duties of the Officers:

A. The President shall preside at all meetings of the CCC and is ex-officio member of every committee at which the President shall have a vote in case of a tie. The President shall arrange for an annual audit.

B. The Vice-President shall preside in the absence of the President. The Vice-President is also ex-officio member of every committee, but shall have a vote in case of tie only when the President is absent.

C. The Secretary shall record and read the minutes of all meetings, keep and maintain all organization records on file and handle all correspondence relation to the affairs of the CCC.

D. The Treasurer shall act as receiving and disbursing agent and shall keep an accurate account of all receipts and disbursements by the most appropriate means.

Section II

Duties of the Committees:

A. Membership: The Membership Committee shall actively recruit and present new members. The maintenance of a membership file, attendance lists, the collection of dues and issuance of membership cards shall also be the responsibility of this committee.

B. Newsletter: The Newsletter Committee shall produce a monthly newsletter that informs the membership of the current activities of the club. It will also provide articles of an educational and informative nature. The committee chairperson, as editor of the newsletter, will answer all correspondence addressed to the newsletter.

C. Program: The Program Committee shall make every effort to provide some kind of activity for each monthly meeting. It will also act as a point of contact for any guest speaker in case of a cancellation. The Committee will take responsibility of properly thanking the speakers on the CCC's behalf.

D. Activities: The Activities Committee shall be responsible for the selection and execution of hands-on field trips designed to promote and to enhance the photographic skill and knowledge of the members.

E. Publicity: The function of the Publicity Committee is to promote CCC activities and increase public awareness of the CCC through appropriate media and to keep records of all publicity; i.e. year book, newsletter and press book.

F. Representative: The function of the Representative is to provide a linkage between the CCC and the NECCC, CAP, SAA and other organizations and camera clubs for the purpose of providing the CCC with resource materials and sharing functions, programs and seminars with other organizations. The representative will work with the Treasurer to be sure all dues are paid to organizations in which CCC holds membership.

G. Hospitality: The Hospitality Committee will arrange for refreshments at all meetings, workshops, seminars and other activities as suitable to the event.

H. Exhibits: Duties of the Exhibit Committee will be to actively seek out places for CCC members to exhibit and will select two to three judges for each show. Chairperson will work with hosting facility in setting requirements for exhibits. Judges will select a Best of Show and First, Second, Third and Honorable Mention for each category. Committee will make arrangements for a People's Choice Award for each show. Chairperson will specify submission and removal dates and times as explained in Section III below.

I. Web site: Chairperson shall be the club's webmaster and is responsible for posting club information, events, images, competition results, etc. to the CCC website. Chairperson shall also see that the fees for domain name and web hosting are paid and will work with the Treasurer to put these fees into the budget.

Section III

Exhibits:

CCC will sponsor a minimum of 2 exhibits with a maximum of 4 per fiscal year. Dues must be paid before entries will be accepted for any show.

A. Categories:

1. Nature (no hand of man)
2. Land- or Seascape
3. People/Portraits
4. Architecture
5. Enhanced images/Artistic (i.e. Digital art based on photos, out of camera creations)
6. General (any image that does not fall into any of the above categories)

B. Receiving and Removal:

Photographs shall be submitted at:

1. Meeting prior to the show
2. Chairperson's house (time & date specified by the Chairperson)
3. Show location (time & date specified by the Chairperson)

Photographs submitted after these dates and times may be hung at the Chairperson's discretion, time permitting, but will not be included in judging.

The Chairperson will specify removal date and time.

C. Budget:

Chairperson will provide Treasurer with receipts for expenses incurred. Judges can be either paid or presented a gift.

Notes