

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 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 06443.

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, and a Digital Technology Chairperson to the board. We currently have four elected positions and 9 appointed board positions. 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, several critiques per year where members submit photographs for input as to how they may be improved, one competition judged by an outside panel of judges, member shows, 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. Our members' show hung in the Scranton Library community every November for many years from 1990 to 2016, when they closed for renovations. Currently we show in area libraries, the Madison Senior Center and local area nursing homes and health care facilities. We have had a long-standing relationship with Connecticut Hospice, hanging a show each year in January.

CCC members have participated in civic outreach including digital presentations to residents of nursing homes and rehabilitation centers and other community activities.

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, which had a conference each summer at the University of Massachusetts, Amherst, 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. They are beginning to offer online educational programs in place of the annual conference.

Shoreline Arts Alliance, 1997: A local area arts umbrella organization, located in Madison. 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. Past and present members are from a widespread area not limited to the shoreline.

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. The meetings are held in the Café in the Madison Senior Center, 29 Bradley Road, Madison, CT 06443 with the exception of exhibit openings held at outside venues. We encourage everyone to attend exhibit 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 handbook.

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 often 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 handbook.

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, Centerbrook, Ivoryton, East Haven, Lyme, Moodus and East Hampton. Upon paying dues, members are issued a name tag 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	\$30
Family	\$45
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.

There are two different types of exhibits run by CCC. The Judged Exhibit consists of different categories based upon subject matter of the image. There are two Judged Exhibits per year. 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.

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.
- One of our exhibits is at health care facility: CT Hospice. Your participation in this portfolio exhibit 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 as well as your past work.

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.

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 the same location. This allows members to minimize the cost for frames, matting and prints. However, members are encouraged to show new work as much as possible.

3. Photographs may be submitted at any of the following, as directed by the Exhibits Chairperson:
 - a. At the show location on the date/time specified
 - b. At a CCC meeting prior to the show
 - c. At the Chairperson's house (by prior arrangement)

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 for public viewing for all ages.
5. **PHOTOGRAPHS MUST BE MATTED, 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. Exceptions: Photographs printed on wood, glass, canvas, acrylic or metal do not need to be matted or framed, but must be at least 11 x 14" or 12" x 12" square. CCC and/or exhibit chairs will not be responsible for images that are not protected by glass.
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 and positioned so that the wall hook is hidden behind the frame, but not too tight so it can easily still go over the hook.
8. Exhibit Tags should be filled out and attached to both the front and back of each photograph. For the portfolio show, it is not necessary to put tags on the front of the photo, only on the back. Please use removable tape or tape lightly, so that they are easily removed.
9. See the blank tags for the information required. Tags can be downloaded from the following link: <http://www.coastalcameraclub.org/uploads/1/0/8/8/10881586/exhibittags2.pdf>
10. 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.
11. 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 will give them your phone number.
12. Because judged exhibits are judged anonymously, the maker's signature should not appear on the photo or mat.

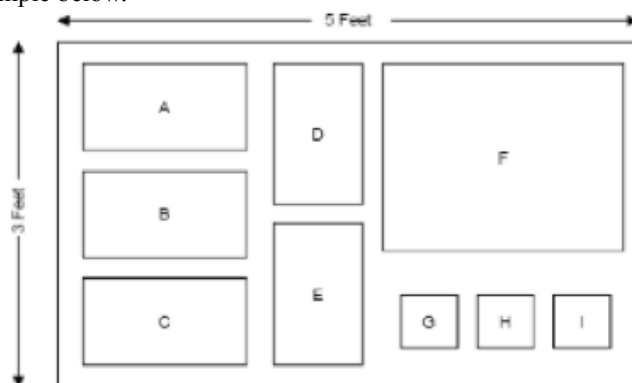
Judged Exhibits

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. For example: No fences, roads, man-made structures, or cultivated plants.
 - Nature Touched by Man
This category includes those images of nature that are excluded by the "no-hand-of-man rule" in the Nature category. If you question whether an image should be here or in Nature, please consult the show chairperson.
 - Landscape/ Seascape/Cityscape
The main subject of the photograph is the landscape/seascape/cityscape, not a single feature isolated from it (e.g. a shoreline with a lighthouse, not a close-up of the lighthouse). The emphasis of a cityscape should be a broad, overall view not specific architecture.
 - 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 created by an artistic in-camera method or creatively altered after the original image has been produced. This is usually done through post-processing techniques resulting in images that are a step (or 2!) beyond reality. Let your imagination and processing skills run wild.
 - Architecture
The dominant feature of photos in this category should be buildings, domiciles or other man-made structures particularly if details are apparent.

- General
Any images that do not fall into the above categories. Examples: Still life, cityscapes, household objects, toys, cars etc.
 - The total number of entries allowed by each member will be announced prior to each exhibit, but usually it is 5. This will be dictated by the space available at the given venue and the expected number of participants. No more than 3 images are allowed in any one category. Remember that you will be competing against yourself!
2. Judges will choose a First, Second, Third and Honorable Mention in each category provided there are sufficient entries, as well as a Best of Show for the entire exhibit.
 3. If you question whether an image should be in a particular category, please consult the show chairperson. The chairperson may change categories as necessary.

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. The write up may state that the work is available for sale but extensive pricing information is discouraged.
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 photos when they are delivered for hanging. Please identify each image with a title and letter so the hanging committee can follow your map when hanging. See example below.



This is an example of an "Image Map." We need something like this when you bring your images to the exhibit. Yours can be hand drawn, but it is important as it will be the only thing we have to go by when we hang your images. We will also be putting this map into the show program so visitors can identify your images.

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. Exceptions: In December we have only one meeting on the first Wednesday. When the first January meeting falls too close to January 1st, the meeting is omitted. In addition, meetings may be cancelled in the winter due to bad weather and the closing of the Senior Center. The club also offers activities and workshops that take place outside the normal meeting calendar.

When feasible, meetings will be offered on the web-based application ZOOM. An invite will be emailed to all members prior to the meeting.

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 published on the club website <http://www.coastalcameraclub.org/>. Two meetings per year are set aside for potluck dinners open to club members and their families or friends.

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 may include the following:

- **Speakers** – Presentations are given on a specific topic, such as various techniques, specific equipment uses or photography genres. The speakers come from within the club and from the photographic community at large.
- **Critiques** – Members' digital or printed images are shared, 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 might be improved with some editing.
- **Competitions** – See “Competition Rules” section of this handbook.
- **Openings** – Each year the club has three exhibits. For the exhibit venues, the opening is usually 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.
- **30 Image Review** – Thirty digital images from club members are sent to a 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 presentation that is shown at one of our meetings.
- **Activities** – During the course of the year, the members are asked to participate in a themed 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 club competition 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 an image that receives a low score is a bad image, 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 half-point increments. For competitions we use three judges whose scores are totaled for the final image score.

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

Competition Rules (For digital club competition)

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, but it is still eligible to be entered into exhibits.
- Images must have been made within the last 5 years.

Entries:

- No member can submit more than **eight (8)** entries in a single competition.
- No more than **three (3)** 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 1920×1080. This means your submitted image can be no wider than 1920 pixels and no taller than 1080 pixels. (See page 11 for additional details.)
- The program chairperson shall designate a file submission deadline prior to the competition night. Submissions should be sent to clubcoastalcamera@gmail.com with the subject line Competition and the date of the competition. Be sure to check that your mailing program has not downsized the images.

Categories:

- Projected-Open
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 designed for images 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 (described below). 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.
- # means the number of the submission, and will usually mean the order in which it is shown.
- 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 <http://www.coastalcameraclub.org/> 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 <http://www.neccc.org/>.

The club has a Facebook page: <https://www.facebook.com/Coastal-Camera-Club-183434171700409> and a Twitter account: @CoastalCameraCT.

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 commentary (30 image review) or a digital presentation to be shown at a club meeting. Images are 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 an 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 clubcoastalcamera@gmail.com
4. We may ask members to submit specific images for outside competitions-

Hospitality

The Hospitality committee is responsible for arranging for refreshments at the meetings as well as coordinating and setting up the buffets for exhibit opening receptions at outside venues, the holiday pot luck in December, 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 quarterly basis. 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 Sue Frechette at wfrprs@att.net for more information about article submissions. Back copies of the newsletter can be

downloaded at <http://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/> is 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.

The club Facebook page: <http://www.facebook.com/pages/Coastal-Camera-Club/183434171700409> is managed by Sue Frechette and Allison Maltese.

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. Group members are invited to upload a maximum of ten images each month. 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.

A basic Flickr account is free. See <https://www.flickr.com/about>. 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 CCC Flickr group you must request an invitation. Remember, you must have your own Flickr account before you can join any groups. Go to the club page <https://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.

Alternately go to the CCC Flickr home page: <https://www.flickr.com/groups/coastalcameraclub/>. At the top you should see the Administrator’s screen name. Click the screen name to go to the Admins home page. At the top, next to the screen name is a box with 3 dots. Click on the dots and choose <send message>. This directs you to your Flickr mail; in the message give your name and request an invite as a member of CCC.

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 Allison.

Addendum: Image Submission Guidelines

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 matted and framed with a wire for hanging. Exceptions: Photographs printed on wood, glass, canvas, acrylic, or metal do not need to be matted or framed, but must be at least 11" x 14" or 12" x 12" square. CCC and/or exhibit chairs will not be responsible for images that are not protected by glass. Subject matter should conform to the rules for the particular exhibit as announced. Submissions are taken at the exhibit venue at specified date and time which is announced prior to the exhibit.

Dates are scheduled at the beginning of the club year [September]; check the schedule. Currently we have 3 exhibits per year: one in the fall, Connecticut Hospice in January and one in May. A print may be hung in multiple venues, but in a given venue only once. Images printed for an exhibit may also be used for competitions subject to the competition rules.

B. Competitions: The club has one digital competition per year, usually in early spring.

Projected images are judged by outside judges. Image files are submitted in advance—deadlines are announced for these. Categories are spelled out in the competition rules. Images may not be used in more than one 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 projected image critique nights and one print critique night per year scheduled by the Program Chairperson. The deadline for submitting the projected image files is usually about one week 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 at the critique sessions. 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.

E. After outside activities such as meet ups, participants may be asked to submit a few of the images they made to be shown to the rest of the members.

II. NECCC sponsored

30 Image Review: We schedule a meeting during the year to show this commentary. At least six weeks in advance we send 30 image files from our members alone to a NECCC commentator. 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 we will also pull images from previous submissions and the Image Bank in order to have 30 images.

III. Other

A. Connecticut Association of Photographers (CAP) hosts two events per year - one may be a competition. They award prizes to individuals participating in the competition.

B. If other exhibits or competition opportunities arise that are suitable for CCC, we will make an announcement with as much advance notice as possible. Through the club, a six-week exhibit at the Madison Senior Center may be available to members in good standing. Each exhibitor 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 exhibitor 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. Members will be required to submit the number of images they wish to hang and their approximate sizes in order to be assigned sufficient space.

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 clubcoastalcamera@gmail.com

File name structure is as follows:

X#\$Coastal\$LastName\$FirstName\$Image Title\$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, that is the order in which you would like them critiqued. Replace the # sign with number.

Your last name and first name separated by a \$.

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 1920 pixels WIDE by 1080 pixels TALL and restricted to 72-100 ppi (pixels per inch). Images for critiques may be full size JPEG or RAW files or any size you wish to send. sRGB is the preferred color space.

A square crop therefore should be 1080 x 1080, a horizontal 8 x 10 will be 1350 W x 1080 H, but a vertical 8 x 10 will be 864 W x 1080 H. A horizontal 8.5 x 11 will be 1398 W x 1080 H, but a vertical 8.5 x 11 will be 835 W x 1080 H. If you have a panorama, the longest side should be 1920 pixels. If you have a narrow vertical image, the tallest side should be no more than 1080 pixels. If you are working in Photoshop 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 the program "Photos" on a Mac, make a copy of your image, open it in Preview not "Photos." 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 you have questions, ASK.

Coastal Camera Club Constitution and Bylaws

(Adopted May 1990, revised March 1991, January 1992, June 1998, June 2009, February 2012, September 2019, January 2023)

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 related 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 quarterly 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 depending on the number of entries per category. For judged shows, chairperson will work with the judges to record the awards and assign ribbons to the winning images. 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.

J. Digital Image Technology: Chairperson shall be responsible for maintaining the club computer and projector, collecting images for critiques, competitions, and other club events, establishing ZOOM connection and preparing image projection for meetings.

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. Nature Touched by Man
3. Landscape or Seascape
4. People/Portraits
5. Architecture
6. Artistic (i.e. Digital art based on photos made either in post processing or in camera)
7. 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 are obtained by reciprocal arrangements with other camera clubs; they judge for us, we judge for them in return. In the event this arrangement is unavailable, judges may be paid or presented with a gift to recompense their time and travel.

Notes