**Hay Camera Club**

**New Member Welcome Pack**

**Version: May 2021**

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| **Membership Number:** |  |

**Message from the Club’s Chairman**

Welcome to Hay Camera Club.

I hope you find this Welcome Pack helpful. It briefly identifies some of the information you may need to be familiar with and is intended to give you an effective start as a new member of the club.

This pack is designed both to introduce you to the Club and to be of continuing use during your membership.

I ask that you study carefully the contents, particularly the rules and regulations concerning club competitions. If you require any clarification or additional information please let me or any member of the committee know and we will be happy to help.

General amendments to the pack will be issued from time to time, usually after a formal discussion and agreement with club members. These updates will usually become available from our website or via our weekly emails.

The Club was founded in the 1940s with the aim of improving the photographic art and technique of its members. New members and visitors to Hay Camera Club consistently say that the two things that impress them are the friendliness of the club and the enthusiasm of our members. I hope this will be your experience as well.

If there is anything I can do to help you settle into the club, do not hesitate to let me know.

Hay Camera Club would like to wish you every success as a new member; whether you have joined as a social member or with the aim to exhibit and participate in the various competitions and trips that take place throughout the year. Whatever your level of involvement, we hope your experience will be positive and rewarding.

Good luck with all you do and we hope you have a great time in Hay Camera Club.

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| Contact email: | admin@haycameraclub.com |
|  | |
| **Your contact for general membership enquiries is:** | |
| **TBC** | **To be emailed separately on joining** |
| Contact telephone Number: | To be emailed separately on joining |

**What we do**

* At our regular weekly meetings we exchange ideas and advice on everything photographic from cameras and lenses to composition and editing.
* We also have around four in-house competitions a year, as well as about four external "battles", when we invite an independent judge to comment on our work and, most importantly, to encourage us.
* We enjoy regular workshops and presentations by visiting professional and amateur speakers and also by our own members, who are able to share their diverse skills and experiences with other members.
* During the summer months we frequently organise practical photo shoots and trips to interesting locations.
* We are affiliated to the Welsh Photographic Federation and have links with other local clubs in the Welsh Marches, and even to one as far afield as New Zealand!
* The membership includes photographers with all levels of ability from the very experienced to the complete novice and is wholly representative of the local community with whom we have close links.
* We are a very friendly and sociable group and also organise regular social events such as our annual Christmas meal and quiz night.
* Please visit the Club’s website to obtain details of our weekly programme.

**When and where we meet**

**When**

* Our Club meetings are normally held every **Tuesday** evening between **7:30pm** and **9:30pm**.
* We normally take a break from meetings in July and August, but may take the opportunity to arrange practical sessions and outings instead if the weather permits.

**Where**

* We are currently meeting online using **WebEx** (or on occasions **Zoom**)
* We meet normally in **Hay** **Masonic Hall**, Brecon Road (B4350), Hay on Wye, **HR3 5DY,** which can be located as follows:
* Leaving the centre of Hay heading west on the B4350 and passing the Swan Hotel (on the right-hand side), the road curves to the right. The Masonic Hall is some 200 yards further on, set back on the right.

Or

* If you are travelling from Glasbury along the B4350, as you begin to approach Hay and pass the Fire Station (on the right hand side). The Masonic Hall is some 200 yards further on, set back on the left.
* There is a free car park almost opposite the Masonic Hall, adjacent to the tennis courts and Hay Bowls Club.

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**Competition Rules**

**1. Organisation**

a) Typically, eight competitions are held during the Club’s season, at the Committee’s discretion, culminating in the Picture of the Year competition at the end of the season.

b) All competitions for both projected digital images (PDIs) and prints may be Colour or Monochrome, or both, as specified for individual competitions.

c) The Competitions Secretary will keep a record of the author, picture title and points awarded for all entries and will announce the winner and runners-up in each section at the end of judging.

**2. Rules**

a) Only fully paid-up members may enter Club competitions.

b) Each member may submit up to four entries unless otherwise instructed. Entries are to be marked with the picture title, the author’s membership number and numbered in to indicate their priority (number 1 being the entry the member considers to be their preferred first or best entry for the competition) so that the Competitions Secretary can reduce the overall number of entries to a maximum of sixty entries in total, which is a practical figure for judging. This applies to both print and PDI competitions. Members belonging to more than one club involved in the same interclub "battle" may submit entries for any club. He/she is not restricted to entering for one club only.

c) Images entered must be entirely the work of the photographer. Composite images are permitted, provided all component parts of such images meet this requirement.

d) No photograph previously entered into an internal Club competition, and adjudged a winner, may be entered again, with the exception of the Picture of the Year competition, Club of Clubs and other inter-club competitions.

e) Subject to any of the above rules and unless otherwise specified in respect of any competition, there shall be no restriction on the age of any image entered.

f) Prints for internal competitions may be of any size, with the maximum external size of card mount being 50 x 40cms and must be marked on the back with the title and author’s membership number and priority number.

* It is strongly recommended that the mount card size be 50cm x 40cm, so as to avoid causing damage to other entries when placed in a stack. It also complies with PAGB sizing rules and prints may be then used by Hay CC or the author in external PAGB events.
* Prints for internal competitions are not required to be mounted, but if mounted, masking tape must not be used, as it tends to peel away and can damage other prints in the stack. The Competition Secretary may reject any mounted prints using masking tape (or similar low-tack tape), which in his/her opinion is likely to cause damage to other prints. Advice on suitable adhesive tapes is available from the Competition Secretary.

g) PDIs should be no bigger than 1600 pixels in width (landscape format) or 1200 pixels in height (portrait format) (these again comply with PAGB sizing rules). Images must be in JPEG format and should be in the Adobe RGB or ProPhoto profile to permit accurate and consistent projection quality. It is recommended that image quality be set to about 9 or 10 (where 12 is the maximum) to provide a balance between file size and image resolution. Incorrectly sized images will not be accepted and will be returned to the member.

h) Entries are to be forwarded directly to the Competitions Secretary and are not to be perused by any other member prior to the competition.

i) Unless otherwise stated, no more than three entries per member for external Competitions or inter-club Battles are permitted and these may be subject to selection by the Committee, a specially appointed selection panel or general membership, as appropriate. They must not have been entered previously into the relevant Competition or inter-club Battle.

j) The Club respects copyright and image licensing and will use only legally licensed hardware and software at club meetings.

k) All annual cups and shields must be returned to the Competitions Secretary by the Club Meeting prior to the Awards Ceremony in December.

l) In case of any dispute the Committee’s decision is final.

**3. Judges**

a) Judges may be a Club member or a visiting judge, or alternatively can comprise a panel of three members, in which case the average of the marks awarded are taken is recorded with only one judge making comments.

b) A Club judge may not enter any competition he/she is presiding over unless he/she is one of a panel of three, in which case he/she will not mark his/her own entry and the average of the two other judges will be taken.

c) Marks are awarded out of 20 on all entries. .

**Constitution**

1. **Name**

The Club shall be called the Hay Camera Club, hereinafter called Hay CC or the Club.

1. **Aims**

The primary aim of the Club is the furtherance of photographic art and technique amongst the membership, by holding lectures, demonstrations, competitions and other events commensurate with this aim. It is a further aim to engage with, and support the local community by providing public/open events as appropriate and approved by the committee of Hay CC.

1. **Eligibility for Membership**

Membership shall be open to anyone interested in, or practising photography, and who agrees to actively support the Club and abide by the Club rules. Members under the age of 18 will be asked to confirm their date of birth and will also need to obtain their parent’s or guardian’s written consent to their personal data being retained by Hay CC.

1. **Attendance**

All paid-up members may attend any and all meetings of Hay CC, with the exception of Committee Meetings unless invited by the Chair. Persons under the age of 18, and persons who may be deemed as vulnerable adults, must be accompanied to Club meetings or events by a responsible adult or guardian.

1. **Visitors**

Visitors to Hay CC will be welcomed to Club meetings subject to paying a ‘Visitor’s Fee’, the amount of which shall be determined by the Committee and agreed by a majority of the membership.

1. **Prospective Members**

Prospective members of Hay CC may attend up to three meetings as Visitors to assess the Club and its activities, after which they will be expected to apply to join the Club.

1. **Application for Membership**

Applicants should apply to the Chair or Secretary for membership. Prospective members will be required to complete an application form and thereby confirm their agreement to abide by the Rules of Hay CC, the Club Data Protection Policy, and also any rules governing competitions, exhibitions and the use of the Club facilities

1. **Termination of Membership**

Any member may resign their membership of Hay CC at any time in writing to the Committee. A member’s membership will lapse if the annual membership fee is not paid within a period of six weeks from the date of notification that the fees are due. (Any member, having difficulty in paying their fees for personal reasons, may approach the Chair in confidence to discuss alternative arrangements.)

1. **Expulsion**

Any member, who, in the opinion of the Committee, disregards, disobeys or violates any of these rules, or is guilty of conduct prejudicial or detrimental to the interests of Hay CC, shall be liable to expulsion. Such a member shall be furnished by the Committee with a statement in writing of the charges made against him/her and shall be afforded the opportunity of answering them either orally (to the Committee) and/or in writing. If within 28 days no explanation is given, or if in the opinion of two thirds of the Committee, at a meeting called for that purpose, the explanation is unsatisfactory, the committee by a similar majority may decide to expel or suspend the member

1. **Subscriptions**

Having regard to the draft budget, the annual subscription shall be agreed for the following year at the first Club meeting after the summer recess and be payable from the following AGM. New members joining six months or later after the AGM may join at a proportion of the current subscription rate based pro rata on the number of months remaining, at the discretion of the Treasurer.

1. **Organisation**

The officers of the Club shall comprise a Chair, Vice Chair, Secretary, Treasurer, Competitions Secretary, Programme Secretary and two Member Representatives. Should any Officer position become vacant during the Club year by resignation or any other reason, his/her duties may be undertaken on a temporary basis by another Committee member, for the sake of continuity, until an AGM or SGM is called. If an AGM is scheduled within 3 months, no further action shall be taken and the Officer position will be subject to election in the normal manner. If an AGM is not scheduled, a SGM shall be called solely for the purpose of electing the Officer.

1. **Management**

At Committee meetings four members of Committee shall form a quorum. The Committee may request other Club members to provide advice or assistance to enable it to carry out its responsibilities.

1. **Duration of Service**

Whilst not being prescriptive, it is recommended that all Officer Positions shall be held for a maximum term of three contiguous years. In exceptional circumstances, this expectation may be waived by a Motion carried at an AGM by a simple majority, on a case-by-case basis. An Officer so retiring may be nominated for an alternative Officer position at an AGM.

1. **Duties of Officers**
   1. **Chair**

The Chair shall be the spokesman for the Club. He/she shall preside at Club meetings and Committee meetings. In the event of a vote being equally divided at a General, Special or Committee meeting, he/she shall have the right to a casting vote in addition to his/her personal vote.

* 1. **Vice-Chair**

The Vice-Chair shall deputise for, and undertake the duties of the Chair when the Chair is absent. In addition, he/she shall carry out such further duties as the Chair may request or direct.

* 1. **Secretary**

The Secretary shall conduct the correspondence of the Club, including all notifications and papers concerned with the AGM and any SGM. He/she shall also be responsible for keeping the minutes of all meetings: namely AGM, SGM and committee meetings, and for their circulation.

* 1. **Treasurer**

The Treasurer shall collect all subscriptions and monies due and maintain a record of all money movements. At the close of each Club year, a ‘Statement of Income and Expenditure’ and a ‘Balance Sheet’ shall be drawn up by the Treasurer and be verified by a competent, independent person who is not a Club member. The Treasurer shall be responsible for paying all speakers and judges in a timely manner, as well as all other Club financial commitments and purchases as they arise.

* 1. **Programme Secretary**

The Programme Secretary shall arrange a programme of events for the coming year within a budget agreed by the Committee. He/she shall undertake the reservation of speakers and arrange for suitable publication of the Club programme for members and, where appropriate, the advertising of events to the general public. The Programme Secretary shall also ensure that Model Release forms are provided and signed, should the need arise.

* 1. **Competitions Secretary**

The Competitions Secretary shall be responsible for arranging all internal competitions as agreed by the Committee and within a budget proposed by the Treasurer. He/she shall engage judges and coordinate the call for competition entries from members, record and manage individual scores awarded by judges, and disseminate the results. The Competitions Secretary shall also manage and coordinate Hay CC entries in inter-club and Federation competitions which the Club may enter.

* 1. **Member Representatives**

The two member representatives will have full voting rights and perform tasks as required by the Committee. They shall be deemed to be Club officers.

1. **Money Management**

A policy of “at least two out of three” signatures will be adopted for the Hay CC bank account. No signatory may authorise any payment to himself/herself.

1. **Annual General Meeting (AGM)**

The AGM of the Club shall be held within the first two months following the end of the financial year. The business shall include a) Minutes of the last AGM, b) Chair’s Report, c) Officers’ Reports, including the presentation of audited accounts, d) Election of Officers, e) Motions proposed, and f) Any Other Business. The election of nominees for Officer Positions shall be by fully paid-up members of Hay CC and shall be by secret ballot if necessary.

1. **AGM Notification Timetable**

At least twenty-eight days’ notice must be given to all members of the date of an Annual General Meeting, with an invitation to propose matters to be discussed and motions to be proposed including nominations for Officer Positions. All formal motions and nominations for Officer Positions duly proposed and seconded, and matters for discussion, must be received by the Secretary at least fourteen days before the AGM. The Secretary shall distribute the AGM agenda at least 7 days before the AGM date. Notification of matters for discussion to be included in the Agenda does not preclude other matters, of an urgent nature only that can be raised under Any Other Business. The advantage of pre-notification is to allow members to consider the ‘matter’ prior to the AGM to enable informed discussion.

1. **Special General Meeting (SGM)**

A Special General Meeting can be called at any time by the Committee, or on receipt of a request signed by not less than five ordinary members stating the purpose and/or proposed motion(s), and sent to the Secretary at least twenty-one days before the date proposed. At least fourteen days before the SGM date, the Secretary shall inform members of the date of the SGM and the purpose for which it is called. At least seven days before the SGM, the Secretary shall distribute the SGM agenda to members. A SGM shall deal solely with the matter(s) for which it was called.

1. **Endorsements**

The Committee of Hay CC will not endorse any advertising for commercial gain from outside parties. Any such material which may be forwarded to members, shall be at the discretion of the Committee and solely for photography-related reasons.

1. **Website**

The Hay CC website and its content are authorised by the Committee and shall be overseen by a nominated Committee member. The website provides information to Hay CC members and to the general public.

1. **Social Media**

All use of social media by the Club will be subject to approval by the Committee and will be actively moderated by a Committee member. Full regard will be paid to any acceptable use policies stipulated by the relevant media provider.

1. **Insurance and Indemnities**

Hay CC shall carry insurance covering accidents or injury to members, visitors or the general public, incurred during Committee-approved activities. The exception to this is that non-members joining the club on outings beyond the normal meeting premises will not be covered by the Club insurance. Hay CC shall also carry management protection insurance for Committee members.

1. **Information Governance**

All members of Hay Camera Club have a personal responsibility to ensure data is collected, stored and handled appropriately. The way in which this legal requirement is complied with is fully described in the club’s separate Data Protection Policy, which is the responsibility of the Chairman or a delegated **member of the Committee.**

1. **Emergencies**

In the event of any matter occurring or any dispute arising not specifically provided for in the foregoing rules, the Committee shall have the power to deal with the same at its discretion.

1. **Dissolution**

In the event of dissolution of Hay CC, a Special General Meeting shall be called at which a liquidator shall be appointed who will dispose of any physical assets and the proceeds, together with any remaining cash balances, sent to the general fund of the Welsh Photographic Federation or other suitable organisation established for the furtherance of photography.

**Subscriptions**

* The Club has an annual subscription, which is reviewed and agreed by its members at each Annual General Meeting.
* All subscriptions are payable at the first Club meeting after the AGM.
* Membership of the Club may be terminated if subscriptions are not paid within six weeks after the AGM.
* Payment can be made quarterly in advance and by arrangement with the club’s treasurer.
* New members joining six months or later after the AGM may join at a proportion of the current subscription rate based pro rata on the number of months remaining.
* No person may take part in a club competition or exhibition if they have not paid their current subscription.
* It is preferred that all subscriptions are paid electronically (via internet banking or bank standing order). If this is not possible, please make arrangements with the Club’s Treasurer to pay by cheque.
* The Club’s bank details to facilitate the payment are as follows:

|  |  |
| --- | --- |
| Name of Bank | To be emailed on joining |
| Sort Code | To be emailed on joining |
| Account Number | To be emailed on joining |

* It is also helpful to the club’s treasurer if you could type your membership number and surname in the description, or details box.

For example:

|  |  |
| --- | --- |
| Membership No - Surname | 200 - Smith |

Note: You will be given your membership number as soon as you agree to join and before your first subscription is due to be paid.

Your joining Information is:

|  |  |
| --- | --- |
| Membership Number |  |
| 1st Year Subscription |  |

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| **Name**: | |  | | | | | | |
| **Membership No**:  (Allocated by the Club) | |  | (If applicable) **Date of Birth:**  (Please refer to **note** below) | | | |  | |
|  | | | | | | | | |
| **I would like to join Hay Camera Club / o*r* I would like to renew my / our membership of the Club. I / We also paid my / our annual / quarterly subscription direct to the Club’s bank account.** | | | | | | | | |
| **Address**: | |  | | | | | | |
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|  | |  | | | | | | |
|  | |  | | | **Post Code** | | |  |
| **Home telephone No:** | |  | | **Mobile telephone No:** | | | |  |
| **Email address:** | |  | | | | | | |
| **Emergency contact name:** | |  | | | | | | |
| **1st Contact telephone No:** | |  | | **2nd Contact telephone No:** | | | |  |
|  | | | | | | | | |
| **Please confirm the following statements and choose ‘Yes’ or ‘No’, as appropriate:** | | | | | | | | |
|  | | | | | | | | |
| I understand that the Secretary will pass my data on to other officers of Hay Camera Club for specific purposes solely related to Club activities: | | | | | | | |  |
|  | | | | | | | | |
| I am prepared to receive E-mails from the Club’s officers: | | | | | | | |  |
|  | | | | | | | | |
| I understand that any photographic images that I submit to the Club for entry to external competitions will normally be identified by name and/or membership number. Also, I understand that digital image files may contain significant data about my identity and camera equipment (EXIF data): | | | | | | | |  |
|  | | | | | | | | |
| I understand that Club officers will seek my specific consent before releasing my name or other personal information in public or to the media: | | | | | | | |  |
|  | | | | | | | | |
| I understand that Club officers may forward relevant material from third parties to me if they believe that it is consistent with my membership of Hay Camera Club and that I may opt out of receiving such material at any time in the future: | | | | | | | |  |
|  | | | | | | | | |
| I understand that I may ask to see all data held about me by the Club’s officers and that this information will be provided to me within a reasonable time: | | | | | | | |  |
|  | | | | | | | | |
| I understand that I may ask to change any of these preferences in the future by writing to the Secretary and that I may ask for my personal data to be deleted after I have resigned from the Club: | | | | | | | |  |
|  | | | | | | | | |
| I understand that I must notify a Club officer immediately if I become aware of any breach of my personal data related to my club membership: | | | | | | | |  |
|  | | | | | | | | |
| I agree to keep safe and secure any personal data relating to other persons that may come into my possession as a member of Hay Camera Club: | | | | | | | |  |
|  | | | | | | | | |
| **Note:** If you are considered to be a vulnerable adult, young person or child, Please state your date of birth and provide the written consent of a parent or guardian in addition to supplying the details requested on this form.  Please note that young person under 18 or vulnerable adults will only be permitted to attend Club meetings if accompanied by a parent or guardian or a responsible adult, nominated in writing by the parent or guardian.  Your data will be processed accurately by the Membership Secretary to enable Club officers to communicate with you in the future about Club news, information or upcoming events. Your details will be kept safely and you have the ability to opt out of our communications or alter any of your preferences, as indicated below, at any time by notifying the Secretary in writing. | | | | | | | | |
|  | | | | | | | | |
| **Signed**: |  | | |  | | **Dated:** | |  |