



# MEMBERS HANDBOOK

2018-2019 Season

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The Bridgwater Photographic Society aims to help individuals realise their potential as photographers. It does this by providing a critiquing process of your own photographs & those of others by established judges as well as Society members, viewing of exhibition prints and DVDs & lectures by professionals & enthusiasts in the field. We hold some practical evenings in the Club room with our Portrait & Still Life Evenings and our Summer Programme. Although not a college or training establishment we have a Mentor Scheme for those wishing to get better acquainted with their cameras. Many of our members join to improve their own photographic skills. Our meetings are designed to ensure our members can enjoy the opportunity to share knowledge, meet and learn from other photographers and to further their photographic interests and skills. The Society forms part of the Western County of Photographic Federation (WCPF) which is affiliated to the Photographic Alliance of Great Britain (PAGB) & our members are able to take part in events organised by them & can if they wish seek to gain its distinctions.

Committee: For a list of Society Officials, see the rear of the current Programme.

e-mail: [info@bwps.org.uk](mailto:info@bwps.org.uk) Website: [www.bwps.org.uk](http://www.bwps.org.uk)

[www.facebook.com/Bridgwater-Photographic-Society1394070057561760/](https://www.facebook.com/Bridgwater-Photographic-Society1394070057561760/)

Facebook Closed Group: Ask Administrator for invitation to join.



## Constitution

### 1. Name

1.1. The organisation shall be known as the Bridgwater Photographic Society. Hereafter, it will be referred to as the 'Society'.

### 2. Aims of the Society

2.1. To promote interest in photography within Bridgwater and the nearby communities.

2.2. To promote continuous improvement.

2.3. To further the progression of photography through the means of shared experience and knowledge.

### 3. Membership

3.1. Membership shall be open to any person interested in, or practicing photography, and shall be subject to the approval of the Committee.

### 4. Subscriptions

4.1. The Society year shall commence immediately after the Annual General Meeting. The Society financial year shall commence 1st May.

4.2. The amount of subscription shall be as determined by the AGM or Special General Meeting and shall become payable on or immediately after September 1st.

4.3. New members joining after January 1st will only pay half subscriptions for the remainder of the Society year.

4.4. No person shall take part in a Society Competition or enter for a Society Exhibition unless his or her subscription is paid up to date.

4.5. Persons in receipt of State Old Age Pension, State Unemployment Benefit, Full-time students or are aged 16 or under will be entitled to pay a reduced subscription as determined at the AGM.



## 5. Organisation

5.1. The President shall serve for a period of three years. After this period, he/she may be invited to serve further three year periods. When the position of President becomes vacant the Committee will select and recommend a suitable member for approval of the membership at the AGM.

5.2. The Officers shall consist of Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer and a minimum of three other committee members to be elected at the AGM. Two committee members must have responsibility for Programme Secretary and Competition Secretary. Other duties will be assigned as necessary.

5.3. The Programme Secretary is to be responsible for the formation of next year's programme, including producing the future programme by 1st August that year.

## 6. Management of the Society

6.1. The affairs of the Society shall be managed by the Committee consisting of the aforementioned Officers and three members, all to be elected annually at the AGM. If any of the named committee members resign before their term ends, an SGM will be called at the earliest opportunity. The Committee shall have the powers to co-opt as necessary a maximum of three additional members. The Chairman shall have the casting vote at all meetings.

6.2. The Secretary shall keep minutes of all meetings and conduct the correspondence of the Society. The Treasurer shall collect all subscriptions, monies due and make payments only after authorisation by the Committee. At the close of each Society year a balance sheet will be prepared and audited by two ordinary members, appointed for this purpose at the AGM.

6.3. At Committee meetings four elected members shall constitute a quorum.

6.4. Minutes of the committee meetings will be ratified at the next meeting, prior to general release to the membership.



6.5. Any Committee member failing to attend three consecutive meetings after receiving proper notification shall be deemed to have resigned from the Committee, unless suitable reason can be given, and will be replaced by a co-opted member who shall then have voting rights at any subsequent meetings.

6.6. At AGMs and SGMs a quorum shall be a minimum of 50% of paid up members, whichever is the lesser.

6.7. Any concerns over the management of the Society should be raised with the Secretary, who will then circulate those concerns to the membership.

6.8. Use of member's e-mail addresses is strictly for Society business. Anyone using these addresses for any other purpose is liable to investigation for misconduct.

6.9. Former committee members must relinquish any membership lists. Lists must not be used subsequently by former committee members.

6.10. Special interest groups may be formed under the auspices of the Society. Such groups must comply with relevant laws and the Society Constitution at all times. Group organisers must provide a written report to the committee after any events, including the number of attendees and any issues encountered.

## [7. Grievances](#)

7.1. Any grievances must be raised at the time of complaint and reported to the committee within a period of two weeks. The committee will acknowledge receipt of the grievance and discuss it at the next scheduled committee meeting.

## [Annual General Meeting .](#)

7.2 The AGM of the Society shall be held during the month of May each year, the date being billed well in advance in the Society programme. The business shall include: (i) Minutes of the previous AGM, (ii) Annual Reports of the Officers, (iii) Audited Statement of Account & Balance Sheet, (iv) Election of President (if appropriate) and Officers, (v) Election of Committee members, (vi) Appointment of Auditors, (vii) Propositions (if any) to be detailed, (viii) Any other business.



## #8. Special General Meetings

8.1. An SGM can be called at any time by the President or by the Committee or on receipt of a requisition signed by not less than eight or 25% of the paid up members, whichever is the lesser.

8.2. The committee will determine the date of any SGM that has been called. They will determine whether an SGM is deemed necessary or whether the matter can await the next AGM. The committee will respond to any requisition within 30 days.

8.3. Fourteen days' notice must be given to all members of any SGM with particulars of all business to be transacted. No business other than that appearing on the notice shall be transacted at such meetings.

## 9. Proposals

9.1. All nominations and proposals for AGMs and SGMs shall not be accepted unless given to the Honorary Secretary 21 days before the date of the meeting, signed by two members of the Society as proposer and seconder, as well as the Nominee if applicable.

9.2. Nominations for Officers, Committee members and WCPF representatives shall be accepted on the night of the AGM.

## 10. Voting

10.1. Proposals will be passed with a simple majority.

10.2. Officers of the committee will be elected by simple majority.

10.3. Changes to the constitution or confidence votes proposed at an SGM will require a two thirds majority, to prevent unnecessary disruption during the season. 10.4. Absentee votes will be acceptable only if they accompany a written apology for absence to the secretary, not later than one week prior to the date of the AGM or SGM.



## 11. Termination of Membership

11.1. A member may be expelled or asked to resign from the Society at the decision of the Committee. The Committee can request a member to appear before it, provided that, where any accusation or charge is made, the member shall be given full and reasonable opportunity to put forward a defence and bring witness at a later meeting. Any member expelled or asked to resign shall have the right to appeal to an SGM called for this purpose.

11.2. All Committee proceedings and those of any SGM called under this rule shall be treated as privileged and confidential.

## 12. Emergencies

12.1. In the event of anything occurring not provided for or not clear in the foregoing rules, the Committee shall have the power to deal with the same at their discretion.

## Honorary Membership

12.2 The Committee shall, as and where it sees fit, make recommendations to an AGM or SGM of such persons who have given outstanding and meritorious service to the Society, for Honorary Membership.

12.3. Honorary Membership shall be terminated following non-attendance of a member for two consecutive seasons, except in special circumstances. Continued Honorary Membership is reliant on good conduct by the member.

## 13. Society Property

13.1. No property may be removed without the consent of the committee. All property must be returned at the request of the committee. Any person borrowing or renting Society property is liable for any loss or damage.



#### 14. Dissolution

14.1. The Society may be dissolved only by the consent of 75% of the fully paid up members present at an SGM for that purpose. Such a meeting shall appoint a Liquidator and the proceeds raised from the sale of Society assets shall be donated to St Margaret's Hospice, Somerset.

#### 15. Rules

15.1. A copy of these rules shall be supplied to every member of the Society. No alterations to these rules shall be made except at an AGM or SGM.



## COMPETITION RULES

### The Monthly Competition Rules

1. Entries to be judged by a Non-Club member.
2. Entries are limited to three projected images and three prints per member per Competition - this can be revised by the Competition Secretary if deemed necessary. An entry form is to be completed putting images in order of preference. Lower preference images may be removed by the Competition Secretary when the number of images entered in a competition is excessive for judging. All entries must be from paid up members including membership Nos on the entry form.
3. The entrant's membership number shall appear on the reverse of prints or on the memory stick. Names must not appear on prints or projected images.
4. Projected images the technical aspects, format is 1600 pixels x 1200 pixels. Images must therefore have a landscape dimension no more than 1600px wide x 1200px high. Colour space to be SRGB and files saved as a JPEG  
Image files must be named using a 3-Digit number followed by a space then the title finishing with underscore and your membership number, example 001 Autumn colour\_53.  
There is an easy to use resizing Tool on the website you are encouraged to use.
5. Mounts must be 50cm x 40cm. Prints can be monochrome or colour. They must be properly mounted and bear the membership number only (no name) and title on the rear of the print. A digital copy of the print must also be submitted on a memory stick, in the same format as Digital Images are submitted for competitions. A memory stick is supplied to all members for competition use
6. All entries must be submitted no later than two weeks before the appropriate competition and they are accompanied by a completed entry form and meet the correct format and are named correctly. Failure to submit correctly may result in exclusion.





7. No entry may be used more than Twice in total, spread over the last three years (including the current year), it is the individual's responsibility to indicate on the entry form if the image or print has been entered before and advise its previous title.
8. No entry receiving the outright winner prize may be entered again for any Club competition in the same year or subsequent years - except the Competition Winners Competition.
9. Competition entries gain points towards the Projected Image or the Print Photographer of the year award. The number of points awarded to be decided by Competition Judges who will be asked to score all entries out of 20 marks and to nominate an outright winner. The Judge will also be asked to rank the top 5 entries prints and digital these will then go on to the competition winners at the end of the year.
10. Competition Winners Competition - Entries are by qualification only, they must have been in the top 5 scoring pictures in one of the current season's Monthly Competitions.
11. The competition Secretary reserves the right to cut entries if the numbers are too high for the judge to manage on the night.
12. The competition Secretary also reserves the right to exclude any print or digital entry which is deemed unsuitable

### Battles

1. Entry's for Battles will be selected from previous competitions and new work if requested
2. A selection panel will decide upon which entries are selected
3. The competition Secretary will make the final decision on which entries are selected taking into account prints are mounted correctly and deemed satisfactory for entry, also digital entry's meet the correct criteria.



4. The competition secretary will also liaise with the other clubs to ensure a smooth transition

### [In House Competitions](#)

Defined as all Competitions not covered by The Monthly Competitions or Nominated so by the Chairman.

### [House Open Competition](#)

1. 'Open' In House Competition for pictures and images not entered into any previous competitions.
2. Maximum of 3 prints /Digital per person/ prints preferably mounted.

### [Tri or Five Panel Competition](#)

1. Two separate 'Open' In House Competitions.
2. Only one Panel and/or Series entry per member
3. Digital can be accepted
4. Panel of Three or Five - A Set of three or Five pictures (any size preferably mounted) linked by a common theme. Each print separately mounted and to be shown collectively as a panel in the order defined by the author.

Series of Three or Five – An image containing a montage or set of three or five images that show a process or sequence, i.e. tells a story; e.g. seed, plant, flower

### [Second Chance Competition](#)

This Competition is open to any image submitted into monthly competitions, during the current season, that did not get entered into the Competition Winners Competition. The competition secretary will advise on actual numbers per member nearer to the competition date.



### External Exhibition and Competitions

Prints submitted for an external exhibition must have at least one side with a minimum size of 25.4cm (10”).

### Copyright of Pictures

All pictures entered into Club Competitions may be used for Club Battles or on the Club Web sites. Authors who want restrictions on their Pictures should either Watermark digital copies of their Prints and/or put a '#' symbol at the beginning and end of image Title.

### Affiliations

We are members of the Western Counties Photographic Federation, which is a member of the Photographic Alliance of Great Britain. Through these we are able to have a list of judges and lecturers at a very modest cost. We are also able to obtain information and participate in regional, national and International competitions and exhibitions.



## Bridgwater Photographic Society Definitions

### Monochrome Prints

1. All black and white monochrome images are included,
2. A black and white image which has been modified by the addition of a single tone to the entire image is defined as a Monochrome Print.

### Colour Prints

1. All images other than those as defined in Monochrome are defined as colour images.
2. A black and white image which has been modified by the addition of Partial toning or by the addition of one colour to any part of the image is a colour print.

### Natural History Photographs

Depict observations from any branch of natural history except Anthropology (study of Humanity!) and Archaeology. Human elements should not be present unless they enhance the nature story and are unobtrusive. Photographs of artificially produced hybrid plants or animals, mounted specimens, obviously set arrangements, derivations, or any form of photographic manipulation that alters the truth of the photographic statement are ineligible, with the exception of detailed micro or macro photographs and scientific banding on wild animals

### Portraiture

- a) An image in which the intent is to display the likeness, personality, mood and emotions of the subject or group of subjects.
- b) An image in which the intent is to display an emphasis on lifestyle, clothing and accessories of the subject or group of subjects.
- c) An image in which the intent is to display the subject or subjects with an emphasis on beauty and sensuality.

These definitions overlap and are open to artistic interpretations. Every effort should be made to use the highest level of artistic skill. Environmental portraits as well as studio portraits are acceptable.



**ENTRY FORM**

Every entry must have a title

**Projected Images**

**NAME:** ..... **MEMBERSHIP NUMBER:** .....

**SUBJECT:** .....

<u>No.</u>	<u>Title</u>
001	
002	
003	

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**Prints**

**SUBJECT:** .....

<u>No.</u>	<u>Title</u>	<u>Digital Copy submitted</u> <u>(please tick)</u>
001		
002		
003		

**Add Title of any previous Entered Image or Print**

.....



## Awards

Projected Image Photographer of the year - The member with the highest total of points accrued during the season from projected Image competitions.

Print Photographer of the year -The member with the highest total of points accrued during the season from Print competitions.

Competition Winners Competition for best Projected Image

Competition Winners for Competition Best Print

Monthly Competition Winner x 6 Digital

Monthly Competition Winner x 6 Print

2nd Chance Competition Winner Print

2nd Chance Competition Winner Digital

Smartphone Competition Winner \*

ABC Competition Winner \*

Small Print Competition Winner\*

DPIC Competition Winner\*

Best Panel of Three or Five Prints \*

Best Series of Three or Five Projected \*

Best Audio Video \*

Folio Winner \*

NOTE: \* Applicable only when included in the Programme.



## Code of Conduct

Members should:

- a) Respect the rights, dignity and worth of others.
- b) Be fair, considerate and honest in all dealings with others.
- c) Be aware of and maintain the rules and regulations of the Society and operate within those rules.
- d) Never use your position or role for personal gain, to avoid your responsibility or to unjustly prevent an individual from exercising their rights.
- e) Be aware of your legal responsibility and the legal rights of others.
- f) Do not use your involvement with the Society to promote your own beliefs, behaviour and practices where these are inconsistent with those of the Society's rules.
- g) Refrain from any form of harassment or intimidation of others.
- h) Refrain from using any behaviour that may bring the Society into disrepute.
- i) Provide a safe environment for the conduct of the activity.
- j) Understand that expulsion may be a consequence if you breach the Code of Conduct of the Bridgwater Photographic Society



**ENTRY FORM**

Every entry must have a title

**Projected Images**

**NAME:** ..... **MEMBERSHIP NUMBER:** .....

**SUBJECT:** .....

<u>No.</u>	<u>Title</u>
001	
002	
003	

.....

**Prints**

**SUBJECT:** .....

<u>No.</u>	<u>Title</u>	<u>Digital Copy submitted (please tick)</u>
001		
002		
003		

**Add Title of any previous Entered Image or Print**

.....





# Data Protection Policy

## Bridgwater Photographic Society – Data Protection Policy and Privacy Notice

Version: 1.0, Published 24th May 2018

**GDPR Contact:** [gdpr@bwps.org.uk](mailto:gdpr@bwps.org.uk)

### 1. Introduction

Bridgwater Photographic Society (BWPS) is a voluntary organisation, run as described in the Society Constitution, and in data protection terms is a data controller. We use information which Society Members give us to help with the legitimate interests of running the Society, under the Data Protection Act 2018 (which incorporates the European Union General Data Protection Regulations, GDPR).

### 2. Purpose

The Society collects and processes members' information such as name, address, telephone number(s), email address, dates of membership, photos submitted for competitions and events, competition scores and other information needed for Society activities.

The Society also keeps records of Members of the Committee, people offering their services to the Society (such as judges and lecturers) and prospective members, to help with the running of the Society.

The society also has to provide the names of members to the Sydenham Community Centre.



### **3. What this means in practice**

We list the names and positions of the Committee Members on the Society web site, as well as any contact information which they agree to publish. The Society programme is also available on the web site, including the name of anyone presenting or judging. We also publish the images submitted for competitions, members' names and scores.

The Committee has restricted access to a register of current, past and prospective members which is kept in a secure manner on a restricted shared document store. The Committee uses an email list to communicate with members about Society activities using normal commercial email services (which only displays the email address of the person sending the message). The Society will never share membership information with third parties for marketing (including electronic marketing). From time to time, we may circulate information from affiliated photographic organisations, which may be of interest to members, or information about photography activities or events approved a member of the Committee.

Membership records may be retained for up to five years and may be used periodically to maintain contact and communicate information about society events. The Secretary will review the membership data annually and delete any personal data which is older than five years. Any past or prospective member can request that their personal information is deleted with immediate effect. We keep historical records about the Society, for example, the programme, competitions, award winners and membership numbers.



The details submitted into our contact form, found on our contact page, are sent to the web officer via email. If necessary, this email is then forwarded to the relevant member of the committee for response. Due to the insecure nature of emails, we would strongly urge users to choose a more secure means of communication if the contents of the communication could be considered sensitive. The club can make no guarantee that emails sent or received will be delivered correctly, without potential interception, including the insertion of viruses or malware.

The Society may also collect statistics about visitors to the web site (for example browser, browser language and places “cookies” on visitors’ computers). This data is anonymous. We may also use analytics services provided by Google, or other similar companies, which are subject to their own privacy policies.

## **4. Inter-Club events**

Participating in inter-club events may require personal information and images to be provided to another organisation and we will ask members to agree to this in advance.

## **5. Access**

Anybody wishing to verify the information held on them by the Society must write to the DPO using the contact details published on the web site. Unless a legitimate reason exists, a response will be provided as soon as practical and without charge. The individual has a right to rectify any information which is incorrect, or request that it is deleted. Any concerns relating to a data privacy matter should be addressed to the DPO.



## Privacy notice (used when collecting personal information)

Bridgwater Photographic Society is a data controller and uses information which Society Members give us to help with the legitimate interests of running the Society. In brief, this means:

- The Committee has restricted access to a register of current, past and prospective members which is kept in a secure manner on a shared document store.
- The Committee uses an email list to communicate with members about Society activities (this does not display recipients' email addresses to other members)
- The Society contacts members using normal commercial email systems e.g. gmail or outlook and is wholly dependent on the service suppliers for the security and delivery of these messages.
- The Society will never share membership information with third parties for marketing (including electronic marketing).
- From time to time, we may circulate information from affiliated photographic organisations which may be of interest to members, or information about photography activities or events approved by a member of the Committee.
- We publish the images submitted for competitions, members' names and scores on the Society web site.
- Participating in inter-club events may require personal information and images to be provided to another organisation and we will ask you to agree to this in advance.



## Amendment Record

Version	Date	Changes
2018-2019 Initial issue	31/08/18	Collation of documents at 1 <sup>st</sup> Sept 2018
v 2	08/09/18	Added Data Protection Policy, and Amendment Record