The Wallingford Camera Club Handbook

The Wallingford Camera Club was created to provide a fellowship of amateur photographers to enjoy, learn, and share the techniques and art of photography. The club is open to all skill levels of amateur photographers and embraces the use of all camera platforms including mobile phone cameras. The club is under the umbrella of the New England Camera Club Council (NECCC) and generally follows their guidelines for club structure and competitions.

1) Membership

There are three levels of membership:

Membership Level	Description	Annual Dues 2024-2025
Regular	Any person 18 years of age and over shall be eligible for Regular Membership. The member must inform the WCC Board Members if they belong to any other camera club. Professional photographers can be members but cannot compete in WCC competitions.	$40
Junior	Any person under the age of 18 shall be eligible for Junior Membership. To obtain Junior Membership he/she must have written parental permission.	$40
Emeritus	Reserved for individuals who have demonstrated long-term dedication and service to the club. This status is granted through a nomination and approval process by the WCC Board Members. Emeritus members are honored for their contributions and are granted all the privileges of Regular Membership without the requirement to pay dues.	$0

Membership dues are required to participate in club competitions. The cost of annual Membership dues for the club year, which runs from June 1st – May 31st, may be paid June 1st through September. If a member has not paid their annual dues prior to the September regular meeting, they will not be eligible to participate in any Wallingford Camera Club competitions until dues are paid. Dues are pro-rated if a member joins after the start of the club season.

2) Officers (Board Members)

Officers are elected by the Board Members as needed. A member can serve in more than one officer role. Shall any officer fail to perform her/his duties to the satisfaction of this club, she/he may be relieved of their duties by a two-thirds vote of the Board Members. If the office of the President shall become vacant for any reason, the Board Members will decide whether to appoint a new President or assume the responsibilities themselves until the next election. If any office, other than that of President becomes vacant, it shall be filled by appointment by the President for the remainder of the year. Officers are the Club's Board Members and shall include:

a) President

Presides at all regular meetings of the club and shall administer the affairs of the club. She/he shall make all committee appointments and appoint a chairperson for each committee. She/he shall endeavor to always assume active leadership.

b) Vice President of Judges

Secures judges for competitions. In the event a third judge cancels on the night of competition, then an in-house judge will be appointed. She/he shall be responsible for all correspondence pertaining to competitions. She/he will, if requested by another camera club, secure three Wallingford Camera Club members who are experienced in judging, to judge at requesting camera club event.

c) Vice-President of Programs & Competitions

Arranges all monthly programs including competition subject selections. She/he shall be responsible for all correspondence relating to programs. She/he shall submit a brief written summary of each upcoming program and competition subject selections. The Vice President - Programs & Competitions shall oversee each competition and ensure competitions are run in an organized, efficient manner and in accordance with the club rules. She/he shall inform judges of club rules and nature of our competitions. The Vice President of Programs & Competitions shall be responsible for all matters pertaining to scores. No scores may be changed once judges have made their decisions. She/he shall be sure all necessary equipment needed be present at all competitions. She/he will see that images are appropriately displayed.

d) Secretary

Keeps a full and accurate record of the proceedings of all Executive Board meetings of the club and keep a file of such other records as may be requested by the President or Executive Board. She/he shall be responsible for competition awards. She/he shall be responsible for submitting a written summary to the Editor of any new business the club may have for publication on the website.

e) Treasurer

Acts as custodian of all monies and securities of the club and make expenditures authorized by the club. The Treasurer may, at any time, be requested to submit his/her accounts for audit. If any member wishes to know the financial status of the Wallingford Camera Club, she/he may contact the Treasurer. She/he will maintain a current membership list with name, address, phone numbers and email address of each active member. The Treasurer will obtain and manage a debit card and associated account(s) for the club. The Treasurer is responsible for accounts payable for the club. (The President of the Wallingford Camera Club will be on all club bank accounts).

f) Publicity and Public Relations Chairperson

Protects, enhances and builds the WCC reputation through media, social media or self-produced communications. She/he will act as greeter and mentor to all new or prospective members. She/he will maintain the Food & Beverage list and send a reminder notice to members, initiate monthly fund-raising activities, send appropriate greeting card to members as needed and assist officers as requested.

g) Web Site Administrator

Responsible for updating the club's website. She/he will ensure important club related documents and information such as the Wallingford Camera Club Handbook, Officers list, Events list, Food & Beverage list, etc. are available to all members on the website.

h) Professional Societies Representative

Responsible for the club's participation in any New England Camera Club Council (NECCC), Connecticut Association of Photographers (CAP) or similar competitions. She/he shall keep records of such competitions, and she/he shall also be responsible for the collection of print and/or digital photographs and mailing/emailing of these photographs, as well as the prompt return of the photos to the owners. She/he shall be responsible for arranging to get awards to recipients. She/he shall be responsible for submitting a written list of such winners to the Web Keeper for publication on the website.

3) Meetings

There are eight types of club meetings. Meetings 1 – 5 are held in-person at the Gaylord Chauncey Center or remotely via video conferencing. Meetings 6 – 8 are held in-person.

1. Competitions: Member photos are judged and scored.
2. Programs: Presentations on photography topics by members or invited guests.
3. Photo Sharing: Review of member photos based on different themes
4. Workshops: Arranged set-ups for special photography techniques
5. Board Meetings: Club business meetings for board members only
6. Outings: Members meet at agreed locations for taking photos
7. Club dinners: Arranged at agreed-to locations
8. Season-end Review: Meeting to review the current seasons competition results

The meeting schedule for the year is arranged by the Vice-President of Programs & Competitions and reviewed by the Board Members. It will be posted to the WCC website by the Web Site Administrator and will be updated as needed during the season.

4) Competitions

The Vice President of Programs & Competitions is responsible to see that competitions run smoothly and in accordance with the rules. The WCC holds several competitions amongst its members during the year. Members are encouraged but not obligated to participate. The club currently has only digital image entries, not prints. The club also periodically participates in NECCC interclub competitions. The rules for monthly competition will be structured, changed and acted upon by the Board by the first monthly competition meeting, generally in September. The President will let the WCC members know of any changes at that time.

a) Competition Skill Level Groups

Competitions are divided by skill level dependent on the current club enrollment size and member abilities so that a skill level has at least four participating members. Skill levels are designated "A" for experienced members who have consistently submitted high-scoring images. Level "B" is usually assigned to new members for their first year. A special "Junior" level may be assigned for pre-teen members. Promotion to higher levels is voted on by the club board members.

b) Competition Categories

Images are entered in any or all four competition categories: Color, Monochrome, Image Artistry, and the Special Subject that is selected by its members several months before the competition. The number of image entries allowed in each category is dependent on the current club enrollment size and should be set to ensure the total number of member entries remains below 120.

Category	Number of Images Allowed*	General Description, Guidelines & Restrictions**
Color	3	Open to color images only, not monochrome. Image artistry type images are not allowed.
Monochrome	3	Monochrome images cannot have any color but sepia or a similar "tone" is allowed. Image artistry type images are not allowed.
Image Artistry	3	Entries should be more than simple post-processed captures that document reality. The creator should use creative techniques and manipulations to convey a sense of a visually altered abstract reality. Images that have used manipulation such as cloning, layering, sky replacements, or other techniques, and are still convincingly realistic, are not qualified as "image artistry".
Special Subject	3	Topic description, requirements, and restrictions will be provided in the WCC schedule. Image artistry type images are not allowed unless the special subject is explicitly for image artistry.

* Subject to change dependent on current club enrollment
** See specific guidance below for what is allowed or not allowed for each category

Non-conformance to the category requirements will result in the submitted image to be withdrawn from the competition. The Vice-President of Programs & Competitions will provide feedback to the member prior to the competition to allow the member to make changes to meet the category requirements.

c) Competition Image Requirements

Images submitted must have been photographed and post-processed (if needed) by the member. Images that have previously been awarded a first-place rank in a WCC competition are not allowed to be entered again. Members who are also members of other camera clubs should not enter images that have been entered in the other club(s). Images are submitted as JPG (or JPEG) files with the following requirements:

Image File Specifications

Specification	For WCC Competitions	For NECCC Competitions
File Format	JPG or JPEG*	JPG
File Size	No limit	< 2 MB
Color Profile	sRGB recommended	sRGB required
Image Dimensions	Any	Images must fit within the projected size of 1400 pixels in the horizontal direction and 1050 pixels in the vertical direction.

* JPEG and JPG are the same type of format, but the .jpg extension is used for systems that do not support 4-letter extensions

When entering images for competition and/or special projects, we ask our members to refrain from submitting images of the human form that contain nudity. Nudity will be defined as exposed skin or body parts that would be unlawful in a public area. Images deemed tasteless, violent or insensitive subject matter, or anything else that may be considered inappropriate can be rejected.

d) Post-Processing Guidelines for Color, Monochrome, and Special Subject

i) Allowed:

1. All standard post-processing techniques
2. Removal of objects and cloning
3. Realistic sky replacements and reflections
4. Vignettes and borders
5. Infrared images (only allowed for monochrome)
6. Composite images merged in post-processing or in-camera from multiple exposures, white balances, or focuses (focus stacking)
7. Panoramic stitching
8. Images with deliberately blurred or soft focus, smoothed water or skies from long exposures, light or star trails, and creative composites

ii) Not Allowed:

1. Addition of elements/objects other than those allowed above
2. Textually prompted ("generative") artificial intelligence (AI) images created from scratch
3. Use of texture layering
4. For Special Subject, any image that does not meet the specific subject guidance as provided by the Vice-President of Programs & Competitions

e) Post-Processing Guidelines for Image Artistry

i) Allowed:

1. All allowed guidance for Color, Monochrome, and Special Subject listed above
2. Use of texture layering
3. Addition of elements from commercially available clip art or photographic collections, as well as the use of "filters" from third-party applications are allowed, as long as the creator's photographic content predominates
4. Creation of elements within the creators own image using a post-processing application that generates elements from AI generative prompts is allowed, as long as the creators photographic content predominates and the final image meets the above defined definition of non-realistic visually altered abstract reality

ii) Not Allowed:

1. Creation of an image from scratch using AI generative prompts
2. Images and modified images that are still convincingly realistic

f) Post-Processing Restrictions for NECCC Competitions

NECCC Competition categories and requirements are provided in a separate document posted to the club web site. There are certain restrictions for NECCC competitions that are not restricted for WCC competitions.

g) Member Submission Process

i) When

All images for a competition must be submitted one week prior to the scheduled club competition meeting. The competition categories and dates are provided in the annual club schedule and will be posted on the WCC website.

ii) Where

The current submission process requires all submitting members to upload their image files to an on-line file sharing service (currently DropBox) by the submission deadline. The Vice-President of Programs & Competitions will provide a specific folder (named with the competition date) in a shared folder on the file-sharing site. The folder will contain sub-folders for each category.

A link will be provided to the DropBox folder in a separate email. If they don't have a DropBox account, a free account can be created; no need to sign up for their larger-sized accounts with an annual fee.

iii) How

The member should submit the image file into the category folder and should name each file with the image title only with no other characters in the file name. The Vice-President of Programs & Competitions will provide email feedback that the files have been successfully uploaded and in conformance.

The member also needs to fill out a submission form listing the category and title of each image. A submission form (Excel format) will be provided in each members folder for that competition. The instructions for completing the form are contained within the submission form.

The form contains a column for the member to designate whether the member would like their submitted image to be critiqued. Currently, we ask that members select only one image per category to be critiqued.

h) Competition Judging

Competition images will be judged by three non-member judges as selected by the Vice President of Judges and will provide the names and email address to the Vice-President of Programs & Competition at least 1 week prior to the competition meeting date.

The Vice-President of Programs & Competitions will provide all images and scoring forms to the judges at least five days before the competition meeting date.

Each image will be scored in a range of 6 through 10 in half point increments, with 6 being the lowest, and 10 being the highest score

A PDF file in the DropBox folder shared with the judges named "Judges Slide Deck <<Date>>" will contain all the images, one per page, with the title of each image. The judges view the image and then enter the score for that image in the Excel sheet using the drop-down menu in the "Score" column for that image. Scores range from 6 to 10 in 0.5 increments. To conform to competitions with live judging, the judges are asked to refrain from zooming in on the image and to view the image as you would from a live competition. Each judge will enter a brief critique for each image that has "yes" in the "Judges Critique "column. If the judges are planning on attending the live Zoom meeting when the club meets to review the final scores, they can leave the critique blank if desired and give verbal critiques at the meeting.

An Excel file within the DropBox folder named "Judges Form <<Date>>" is where the judges will enter the scores for each image. The file has a full set of instructions on filling out the form. The spreadsheet contains the name and category of each image sorted by category and image title. The file is set as "read-only" and it will prompt to open it as read-only. The judges will select "yes", then save (save As) the file to their local hard drive and include their initials in the name of the file. They are asked not to save the file to the DropBox folder so that their scoring remains private from the other judges.

The judges are asked to email the completed form to the Vice-President of Programs & Competition by 12 PM the day before the WCC competition meeting

The club meeting to review the images and scores will be held by Zoom video conference beginning at 7 PM <<Date>>>. Judges are encouraged to attend but not obligated. The meeting

typically lasts until about 8:30. The Zoom meeting invite will be sent one or two days before the meeting.

i) Competition Awards

The combined results of the judges scores will be compiled by Vice-President of Programs & Competition and reviewed at the competition meeting. For each category (and within each group level), the images with the first, second, and third highest scores will be announced (tied scores will not be broken). The submitting members of these winning images will be asked to comment on their winning images.

5) Mentorship

New members and photography beginners will be informed that the club offers a critique program where they may choose to have an experienced member to provide guidance to photography techniques and critiques one of their images either considered for, or submitted, competition images. A list of experience members volunteering for this program can be provided to the member with needed contact information. Senior members are encouraged to participate as mentors.