



TRILLIUM PHOTOGRAPHIC CLUB



MEMBERS' HANDBOOK

September 2008

# TRILLIUM PHOTOGRAPHIC CLUB

## CONTENTS

Introduction -	Page 1
Affiliations –	
Canadian Assn. for Photographic Art	Page 2
GTCCC & 3 Club Exhibition	Page 3
Clinic Guidelines and Information -	Page 4
Clinics – Judging, Scoring & Recognition -	Page 5
Clinic Categories -	
Pictorial, Nature & Creative -	Page 6
Clinic Image Preparations -	
35 mm Transparencies & Prints	Page 7
Slides (Digital images) -	Page 8
Year-End Awards -	Page 9
Board of Directors – Duties -	Pages 10 & 11
Constitution -	Pages 12 – 15

# TRILLIUM PHOTOGRAPHIC CLUB

## INTRODUCTION

Welcome to Trillium! As stated in the Constitution, “the aim of the Club is to promote the enjoyment of photography by providing an opportunity for photographers to meet and exchange ideas and information”.

This handbook is a reference to provide members with a general outline of the Club’s activities.

**History** - The Trillium Photographic Club was formed May 26, 1992, through a merger of two clubs: the Colour Photographic Club of Hamilton (CPCH) and the Colour Photographic Club of Burlington (CPCB). The amalgamation of these clubs produced one dynamic club.

**Meetings** - Meetings are held at East Plains United Church starting at 8:00 p.m. on Tuesday evenings. Members are asked to, occasionally, arrive early to help set up the chairs and tables for the projectors, refreshments, etc.

The Hospitality Representative coordinates refreshments and asks members to assist in providing them. A sign-up sheet, with dates, is passed around at meetings.

**Program** - Each year a Program Committee lines up a varied schedule of events including Clinics, Members’ Shows, Outside Presenters and Outings. A Program Brochure is published in late summer listing these events for the coming photographic season. The Club meets from September to May. A website and newsletter keeps members up-to-date on news and activities.

Clinics are designed to give members an opportunity to have their images critiqued by experienced photographers, thereby enhancing their photographic skills. Images submitted, by due dates, will be evaluated and then shown at meetings listed in the Program. See “Clinic Guidelines and Information” for full details.

The Club has many excellent photographers who have a broad and diverse range of photographic interests, experience and skills, which they are willing to share. If you need help, ask a Club Official to direct you to a member who is knowledgeable about your particular interest.

# TRILLIUM PHOTOGRAPHIC CLUB

## AFFILIATIONS

### **Canadian Association for Photographic Art (CAPA)** (formerly NAPA) –

CAPA came into being in 1997 through amalgamation of two Canadian photography associations, the National Association for Photographic Art (NAPA) and the Colour Photographic Association of Canada (CPAC). Trillium had been a member of NAPA.

CAPA is dedicated to the promotion and betterment of photography. It publishes a quarterly magazine called Canadian Camera and sponsors an annual weekend “school of photography” known as Canadian Camera Conference (CCC). The latter is held in a different Province each summer and utilizes university campuses for accommodation, presentations and other events. CAPA also provides many services for the enjoyment and education of photographers at all levels of expertise.

As a member club, Trillium enters three of CAPA’s competitions for clubs each season: Nature, Pictorial and Theme. Members are encouraged to submit their best images to the competitions. For each round of each competition, the Club has to submit six images, one from six different photographers. Our Club Representative for CAPA handles the entries.

The competitions have 3 rounds. At the end of each season a trophy or certificate is awarded to the Club that has accumulated the most points. The Hancock Trophy is awarded for Pictorial, the Lloyd C. Kitchen Trophy is awarded for Nature and the Elder Trophy is awarded to the Club accumulating the highest score over 2 rounds for the Theme Competition. A Bronze Medal is awarded for the top slide in each round of the Pictorial and Nature competitions. Honourable Mentions are awarded to the top images in each round. From time to time, Trillium hosts a CAPA competition.

Trillium members support CAPA in its endeavors. Some are Individual or Family Members and participate in the Individual CAPA Competitions. Membership forms are available from the CAPA representative. Many members attend Canadian Camera Conference (CCC), believing it’s a great way to see Canada. Others have donated competition trophies. The Elder Trophy for the Theme Competition was donated by the late Louise Elder and the Yoshida Trophy for the Photo Essay Competition was donated by the late Tom Yoshida both of whom were Trillium members. Some members volunteer their time and effort to the many services and events that enrich our enjoyment of photography.

CAPA makes Awards available to Clubs in recognition of photographic expertise and service.

1. Certificate of Recognition to be awarded for significant support and service to the Club.
2. CAPA Rosettes for photographic achievement.
3. CAPA Pewter Medal is an Honour Award given for outstanding contribution in any field of photography.

## TRILLIUM PHOTOGRAPHIC CLUB

Affiliations – cont'd.

### **Greater Toronto Council of Camera Clubs (GTCCC)**

The GTCCC was formed in 1987 by Stuart Freedman to promote activity among metro camera clubs and to promote the Art of Photography. There are currently in excess of 24 clubs in the GTCCC. Trillium became a member in the Fall of 1996. Membership enables clubs the opportunity to obtain liability insurance covering the activities and club equipment at a reasonable cost. The Club representative attends regularly scheduled meetings where they share programming ideas and experiences and gain insight into the many aspects of running a camera club. The GTCCC holds “Judges Accreditation Seminars” and maintains a Judge’s List and a Presenter’s List for the use of all member clubs.

**GTCCC Annual Inter Club Competition** between member clubs is held each Spring. Each club must submit 15 entries by 15 different members to be considered for the trophy. Trillium has won this event several times. Club members may enter images for judging and attend the presentation of awards. The Trillium GTCCC representative takes care of submitting the entries from Trillium.

### **Three Club Exhibition and Show**

The Burlington Arts Centre is the venue for a “Three Club Exhibition and Show” each February. The Latow Photographers Guild, the Hamilton Camera Club and The Trillium Photographic Club display their members’ prints in the Main Gallery and present A/V Shows in the Studios. Refreshments are available. Tickets, purchased in advance, provide a great social evening as well as an opportunity to display images and exchange ideas.

Members are invited to submit images for the club’s entry. Categories vary from year to year.

For our Print Display, members are invited to bring new work, framed and ready for hanging on the morning of the event. Prints are picked up the next day when the Gallery closes.

This is a Club activity that requires many volunteers to make it a success. Our Committee Chairperson will be looking for assistance. It is always an enjoyable evening and a way for members to get to know each other.

## TRILLIUM PHOTOGRAPHIC CLUB

### TRILLIUM CLINIC GUIDELINES AND INFORMATION –

The Rules governing clinics may be revised by the Executive Committee at the start of each season. Changes will remain in effect for the full year. Changes will be announced prior to the Opening Meeting of the Club.

The Trillium Photographic Club holds Clinics for image evaluation and education. The Categories are Pictorial, Nature and Creative. Clinics are designed to give members an opportunity to share and learn from more experienced photographers, thus helping them to enhance their photographic skills. Clinic dates are listed in the Program.

Images submitted at designated meetings preceding the Clinics will be judged and shown on dates listed in the Program. The Award and Promotion system is described herein.

#### Rules governing clinics –

The number of entries which may be submitted for each Clinic will be determined by the Clinic Chair each season.

An image may be entered only once. The image may not be re-entered in the same or another medium, in any Clinic, unless it has been altered through technical or digital manipulation that renders a *substantially* different result.

Once judged in a given Category and Medium, an image must remain in that Category and Medium for all club competitions.

It is the responsibility of the member to keep a record of the images entered.

Members are encouraged to enter recent work.

All submissions *must be* the work of the entrant. Digital manipulation must be done by the entrant.

Members who are unable to enter their work on a given Clinic night, due to their serving as a judge, are permitted to enter their photographs on other Clinic nights.

Care will be taken in handling all images. The Trillium Photographic Club does not assume any responsibility for any damage that may occur to images submitted to the Club.

## TRILLIUM PHOTOGRAPHIC CLUB

### CLINICS – Judging, Scoring and Recognition -

New members normally begin at the Bronze Level. A member transferring from another club will maintain an equivalent status.

Clinics are evaluated by a panel of three judges who may or may not be a member of the Club.

Minimum score to receive a Clinic Award will be 21 points.

A total of 30 points is possible for each entry.

Top 15% in each Level receive Clinic Awards.

Top 5% receive Tops of Clinic (T.C.), the balance receive Honourable Mention (H.M.).

\*\*\*\*\*

### PROMOTION POINTS -

Promotion Points earned are based on individual scores.

Promotion Points are earned for a score of 21 for Bronze, 22 for Silver and 23 for Gold.

Promotion from Bronze to Silver -

A score of 21 or more earns 1 Promotion Point.

10 Promotion Points required to advance to Silver Level.

Promotion from Silver to Gold -

A score of 22 or more earns 1 Promotion Point.

25 Promotion Points required to advance to Gold Level.

Promotion from Gold to Masters -

A score of 23 or more earns 1 Promotion Point.

10 Promotion Points earns 1 Star – 5 Stars to advance to Masters.

50 Promotion Points required to advance to Masters Level.

Masters –

Each 10 scores of 24 points or more earns 1 Diamond

## TRILLIUM PHOTOGRAPHIC CLUB

### CLINICS – Categories -

#### 1. PICTORIAL -

A pictorial image should express an idea, create a mood, or stir an emotion.

This is a “general” classification encompassing landscapes, seascapes, sunsets, etc. Included are photographs of architecture, industry and agriculture. Photographs of cultivated biological subjects, domesticated zoological subjects and nature images showing the impact of man belong in this category. Photographs of people, portraits and candid images are included.

The pictorial artistic quality of the image will be the main criteria evaluated.

#### 2. NATURE -

Nature photography is restricted to the use of the photographic process to depict observations from all branches of natural history, except anthropology and archeology,

Included are wild plants, wildflowers, ferns, fungi, algae and lichens etc. represented in their natural habitat (not cultivated or formally arranged), images of geological formations and specimens, astronomic images, natural phenomena such as weather phenomena and special light conditions.

Also included are images of wild animals, birds, amphibians, reptiles, fish, insects, etc. The presence of scientific bands on wild animals is acceptable.

Human elements shall not be present except on the occasion where those human elements enhance the nature story, i.e. – a barn owl in a barn. Computer manipulations such as adjustments to exposure, saturation, burning and dodging, spot removal and sharpness are permitted. Any other computer manipulation must be *very minor* and in no way alter the authenticity of the original nature subject or scene photographed.

Subjects may be depicted singly, as a group or in their habitat. Backgrounds should be secondary to the subject unless illustrating habitat. Extreme close-ups or high magnifications are acceptable to illustrate detail. The main subject should be easily identified and have a fairly *realistic* portrayal.

When titling, the scientific names or common names *must* be used. Catchy titles are not acceptable. If the photographer is unaware of the name of the subject then it should be entered in the Pictorial Category.

#### 3. CREATIVE -

Images in this classification depart from a traditional realistic representation.

The original image must be created with a camera.

Images created solely on the computer *do not qualify in any category*.

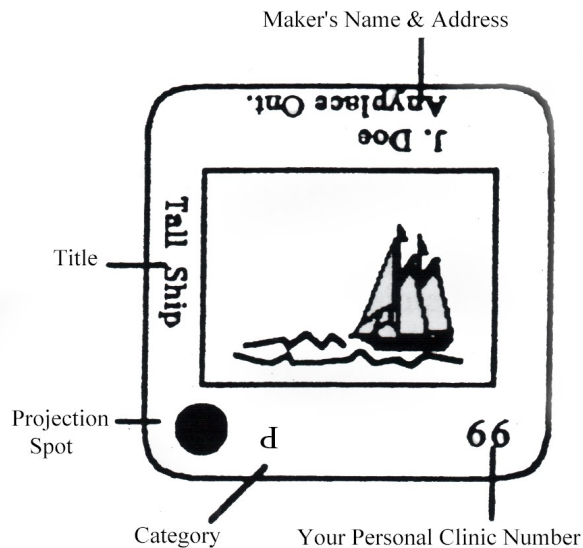
## TRILLIUM PHOTOGRAPHIC CLUB

### CLINICS – Image Preparation -

TRANSPARENCIES – (35mm) may be submitted in cardboard or plastic mounts or mounted between glass. Transparencies must be spotted, on the mount, in the lower left corner when held in view position.

On the mount print your Name, Title, Clinic Number and Category as indicated below.

P = Pictorial, N = Nature, C = Creative



PRINTS – The entrant *must* have taken the original photograph from which the print is made. Prints may be produced by either traditional chemical/darkroom, computer/printer techniques or be commercially produced. Any computer manipulation must have been done by the maker of the original image.

The outside dimensions, including matt, must be no more than 16" x 20".

The minimum image size is 70 sq. inches (e.g. 7 x 10).

More than one image on a matt will be counted as a single entry.

Entries that do not adhere to these measurements will not be eligible.

Prints must be mounted or securely fastened to a backing board for protection. Over mattes are permitted.

Frames, glass or mounts with hangers, wire or cord attached, are *not* permitted.

No identification is to be visible on the front of the image or matt.

On the back, print your Name, Title, Clinic Number and Category at the top right.

Categories – P = Pictorial, N = Nature, C = Creative.

Place an arrow indicating the "Top".

## TRILLIUM PHOTOGRAPHIC CLUB

### CLINICS – Image Preparation, cont'd

#### **SLIDES – Digital Images**

Slides may be derived from digital cameras or scanned photographic images. All images must be the work of the maker and originate as a photograph using a camera. These images will be evaluated using a digital projector and computer.

#### **FILE SIZING & FORMAT**

Submit images as JPEG files according to the following guidelines:-

- Sizes: - Maximum horizontal dimension of 1024 pixels.  
- Maximum vertical dimension of 768 pixels.  
- Smaller images are acceptable.  
- Sizing below 600 pixels on the long side will degrade the image.

**File Naming** (i.e. level-category-maker-Your Title.)

**Level:** B = Bronze, S = Silver, G = Gold, M = Master

**Category:** P = Pictorial, N = Nature, C = Creative

**Maker:** Member's Clinic Number

**Title:** Your image title. Maximum 25 letters. Do not use a hyphen in the Title.

**For example: - B-P-99-After the Rain**

E-mail entries can be forwarded to the Digital Clinic Captain.

If unable to e-mail, CD submissions should be handed in at the Club on the designated dates.

## TRILLIUM PHOTOGRAPHIC CLUB

### YEAR-END AWARDS

1. Members may submit images that have been entered in Clinics, during the current season, with a minimum score of 19 points. Each year the number of images that can be entered will be determined by the Clinic Committee.
2. Judges for the Year-End Awards shall not be members of the Trillium Photographic Club. They shall be selected by the Clinic Chairperson and may be subject to the approval of the Executive.
3. Eligible images entered for Awards shall be judged in their original Medium and Category.

Year-End Awards will be given to 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> Place and an additional 10% of entries will receive Honorable Mentions in each Category (Pictorial, Nature & Creative).

Image of the Year – Chosen from the Winners of Pictorial, Nature and Creative images.

### CLUB AWARDS

Club Awards are given annually using the scores obtained at the Clinics during the current season.

**Louise Elder Trophy for Best Wildflower** is awarded to the member with the top image entered into this annual competition. This Award is for any identifiable wild Canadian plant including grasses, sedges, shrubs and trees, i.e. any Angiosperm. Plants found in a Field Guide to Canadian Wildflowers or Trees and Shrubs may be used as reference.

Images must be titled with the botanical or common name. No manipulation of an image beyond that outlined in the rules is permitted.

### PROFICIENCY AWARDS

Proficiency Awards will be awarded to Masters, Gold, Silver and Bronze members that have the highest total score for 12 images during the current season. All images must have a score of 21 or over.

### PHOTOGRAPHER OF THE YEAR

This Award recognizes photographic versatility and excellence and is awarded to the member who achieves the highest total score for 4 Pictorial, 4 Nature and 4 Creative images during the current season. To ensure versatility is rewarded, no more than half (6) of the images may have the same subject matter; e.g. buildings, birds, flowers, people, etc.

## TRILLIUM PHOTOGRAPHIC CLUB

### **Board of Directors** – Duties -

All members of the Board of Directors attend periodic meetings of the Board, held at various locations. Each member makes a report on the current status of his/her portfolio at each meeting.

#### President

The President chairs all meetings of the general membership of the Club and coordinates all of the Club's activities. He/she also chairs the Board of Directors and prepares the agenda for the Board meetings. He/she is a (cheque) signing officer for the Club. He/she makes and confirms all meeting locations and arrangements.

#### Past President

The Past President is a member of the Board of Directors and attends its meetings, where he/she can contribute information and advice as a link to the former Board. The Past President chairs the Election Committee which puts together a slate of nominees for the election of officers at the Annual Business Meeting usually held in April.

#### Vice President

The Vice President's duties are to assist the President, and to chair Club meetings and Board Meetings if the President cannot attend. The Vice President is the Program Chairperson for the following year, and also looks after guest speakers, obtaining their background information and finding members to introduce and thank them for their programs. The Vice President is the Club's representative for the Three Club Exhibition. Normally, the Vice President becomes President.

#### Secretary

The Secretary keeps the Club's files and records the minutes of all General and Board meetings of the Club. He/she is in charge of all Club correspondence including confirmation letters to guest speakers, thank you notes to judges, guest speakers, etc. He/she is a (cheque) signing officer for the Club. The Secretary also looks after sending out sympathy and get well cards in the Club's name.

#### Treasurer

The Treasurer keeps the Club's books and maintains the Club's bank accounts. He/she receives the membership fees (the Club's revenue), and pays all bills and expenses. He/she is a (cheque) signing officer for the Club. The Treasurer presents a budget to the Board at the beginning of the year, and gives regular reports of the Club's financial standing. He/she presents a final report, which is audited and presented to the Club via the newsletter or via email. The Auditor shall be appointed and approved by the Executive.

#### Clinic Chairperson

The Clinic Chairperson is responsible for the Clinics. Duties include arranging for the collecting and cataloguing of Clinic entries, finding judges, organizing the judging evenings, recording the results, making up the appropriate awards, returning the entries and handling the Clinic Night. The Clinic Chairperson also performs these duties for the final Awards Night.

## TRILLIUM PHOTOGRAPHIC CLUB

### Board of Directors – Duties – cont'd

#### Publicity Chairperson

The Publicity Chairperson's responsibility is to make sure that the Club is advertised at the beginning of each year by distributing the Club's brochure to as many locations as possible including having it posted on the Trillium Website. He/she also contacts local radio stations, cable TV stations and newspapers to advertise the Club meetings.

#### Newsletter Editor & Webmaster

The Newsletter Editor gathers information, prepares and distributes the Club's newsletter via e-mail. The newsletter is an extension of the program brochure, and as such, is meant to provide details of Club activities. This includes both advance notice and reports of events, clinic and competition results, and other photo-related articles of interest to the general membership. The Website will advise members of any last minute changes and post club information along with images from competitions and provide links to other sites.

#### Membership Chairperson

The Membership Chairperson keeps a register of all members of the Club. He/she is the contact for people wishing to join the club. He/she takes the membership application forms, makes and maintains the members' name tags, and welcomes new members throughout the year. He/she also prepares the membership directory.

#### Equipment Chairperson

The Equipment Chair and/or his/her assistant(s) must be the Club's meetings 40 minutes early and is responsible for setting up the equipment and putting it away. He/she obtains, in advance, a list of the Club's equipment that the speaker needs and helps guest speakers with set up. He/she is responsible for maintaining the Club's equipment, getting repairs done, keeping supplies on hand, and keeping an inventory.

#### Hospitality

The Hospitality Representative provides the refreshments at all Club meetings. He/she buys supplies, arranges for members to bring refreshments for each meeting, makes coffee/tea, sets out the refreshments, cleans up the kitchen and collects the refreshment fee. He/she circulates a sign up sheet and is responsible for thanking the members for their help and contribution.

#### CAPA Representatives

The CAPA Representatives are in charge of selecting, submitting and sending images to CAPA Club Competitions. Images submitted are often chosen from Clinic entries. The results are presented to the Club. Duties also include acting as liaison for Trillium and making available Canadian Camera Magazine. A brief explanation of CAPA's function is covered in the Handbook.

#### GTCCC Representative

The Club's Representative to the Greater Toronto Council of Camera Clubs attends all meetings of the GTCCC or finds a substitute to attend for the Club. The GTCCC Representative reports to the Executive concerning the GTCCC and organizes participation in GTCCC events.

# TRILLIUM PHOTOGRAPHIC CLUB

## CONSTITUTION

1. **Name** -

The name of this organization shall be **Trillium Photographic Club**.

2. **Aim** -

The aim of the Club shall be to promote the enjoyment of photography by providing an opportunity for photographers to meet and exchange ideas and information.

3. **Membership** -

(a) Any person interested in photography is eligible to become a member upon payment of the fee.

(b) There shall be two categories of regular Club Membership: “single” or “couple”.

(c) Honorary Life Membership, without voting privileges or fees, may be bestowed upon persons who have made an outstanding contribution to this Club and/or to the art and science of photography. Such Honourary membership shall require the affirmative vote of three-quarters of the Board of Directors.

(d) Lifetime membership, without fee, may be awarded to Club members in recognition of outstanding levels of achievement, as defined by the Board of Directors. Life members are entitled to vote, hold office and otherwise enjoy such privileges as regular members.

(e) Membership of any person may be terminated by action of the Board of Directors.

4. **Fiscal Year** -

The fiscal year of this Club shall be from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year.

5. **Fees** -

(a) The annual fees shall be determined from time to time by a majority vote of the Board of Directors.

(b) Annual fees shall be payable by November 1<sup>st</sup> of each year. If a member's fees are unpaid by December 31<sup>st</sup>, his/her name shall be deleted from the roll of members.

(c) New members who join after February 1<sup>st</sup> shall pay 50% of the appropriate fee.

## TRILLIUM PHOTOGRAPHIC CLUB

### Constitution cont'd

#### **6. Board of Directors and Officers**

The affairs of the Club shall be administrated by the Board of Directors. The offices of the Board of Directors shall consist of the following positions.

President	Immediate Past President
Vice-President	Secretary
Treasurer	

The balance of the Board of Directors shall be the chairs of the Standing Committees. No officer shall hold the same office for more than two consecutive years.

#### **7. Standing Committees**

The following *Standing Committees* may be set up by the Board of Directors.

Membership	CAPA & GTCCC
Clinics	Equipment
Newsletter	Hospitality
Contests	Special Events
Publicity	Workshops and Outings

And such other committees as may, from time to time, be determined by the Board.

#### **8. Vacancies**

If any vacancy occurs on the Board, the remaining members shall have the power to appoint a member to fill the vacancy for the balance of the fiscal year.

#### **9. Duties**

- (a) The President shall act as Chairperson at all meetings of the Club and the Board. He/she shall be ex-officio, a member of all Standing Committees and of Special Committees.
- (b) The Secretary shall keep minutes of the proceedings, handle the correspondence, and perform such other duties as may, from time to time, be assigned.
- (c) The Treasurer shall collect the membership dues, keep the financial records of the Club, pay all bills, and provide an annual financial statement to all members. All cheques shall be signed by any two of the President, the Treasurer and the Secretary.
- (d) Duties for other officers shall be defined by the Board.

## TRILLIUM PHOTOGRAPHIC CLUB

### Constitution cont'd

#### **10. Nominations**

The Board shall set up a Nominating Committee each year with the Immediate Past President as Chairperson. The Nominating Committee is responsible for ensuring that there is at least one qualified and interested nominee for each vacancy.

Members of the committee should be acquainted with the general membership and be familiar with the responsibilities of the Board.

The procedure for developing a slate of officers shall be as follows:

- (a) At least two months prior to the Annual Business Meeting, the Nominating Committee shall advise the membership that nominations would be welcomed.
- (b) The consent of all nominees shall be secured.
- (c) The report of the Nominating Committee shall be presented to the Board of Directors at the Club Meeting prior to the Annual Business Meeting for approval.
- (d) The proposed slate of officers shall be presented to the general membership for approval at the Annual Business Meeting. Nominations shall also be accepted from the floor if the nominee has consented to stand for office. Where there is more than one candidate for a position, voting shall be by secret ballot by the members present.

#### **11. Meetings**

- (a) Regular Meetings of the Club shall be held at a time and place to be determined by the Board of Directors.
- (b) The Annual Business Meeting for the election of directors, the appointment of an auditor and transaction of business shall be held at a meeting prior to Awards Night.
- (c) Special or Emergency Meetings may be called at any time by the President or at the request of not less than five members of the Board.
- (d) A quorum of thirty members is required at any general meeting of members at which business is transacted. A quorum of five members is required at any meeting of the Board of Directors.
- (e) The Board of Directors shall meet at least 4 times during the year.

## TRILLIUM PHOTOGRAPHIC CLUB

### Constitution cont'd

#### **12. Clinics**

Rules and regulations for the conduct of Clinics shall be formulated by a committee designated by the Board of Directors and shall be approved by the Board of Directors.

#### **13. Amendments**

Amendments to this constitution may be initiated by a majority affirmative vote of the Board of Directors or by written notice of ten members in good standing. Proposed changes shall be discussed at a regular (or special) meeting, then tabled to be voted on at the next regular meeting of the Club, after due consideration. To be adopted amendments must have an affirmative vote of two-thirds of the members present.

The original signed Constitution is in the Club Records.