

# Kingston Photographic Club

## HANDBOOK

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### Member

### Canadian Association for Photographic Art (CAPA)

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### **Kingston Photographic Club Logo**

The logo of the Kingston Photographic Club (on the cover and title page of this handbook) is represented by the sculpture “TIME” located in Breakwater Park on King Street West in Kingston, Ontario. The logo also has the sun situated above the two sections of the sculpture representing light. Time and Light, being the two basic elements of all photography. The sculpture “TIME”, by Russian-born artist Kosso

Eloul, was commissioned in 1973 by the Ontario Government to commemorate Kingston's tercentennial year.

### **History of Kingston Photographic Club**

*The Kingston Photographic Society* was formed in 1967 by a small group of dedicated photographers who wanted to get together to share ideas and to discuss their mutual interest in photography. The club met in the City Park building on Bagot Street for many years.

A newsletter was produced to give members information on up-coming meetings. In January 1975, Dorothy Benson started writing a second page which she called *Camera Capers*. Her idea was to incorporate such things as "News and Views", "Helpful Hints", and activities of our members. Ron Abbott took over in September 1984 and for the next 25 years was editor and publisher, stepping down in 2009.

In September of 1975, the club began holding its meetings at 370 King Street West. In September 1976, a new constitution was written and the name changed to the *Kingston Photographic Club*. Meetings were moved to the campus of Queen's University, where we have been ever since, except for a short period when the Club met at the CFB Kingston Military and Electronics Museum.

In 1973, the Club joined the *National Association for Photographic Art*, now called the *Canadian Association for Photographic Art (CAPA)*. The Club participated and continues to participate in the competitions hosted by member clubs of CAPA. In 1982 and 1994, the Club was host for Camera Canada College, which is a weekend devoted to photography and attracts delegates from all parts of Canada. The 1994 Camera Canada College was co-hosted with the Napanee Photo Club.

The Club has hosted seminars by Freeman Patterson, Courtney Milne, Leonard and Maria Zorn, Paul Lazarski, Bill Reynolds, and Richard Martin.

The club has also successfully organized three audio-visual events that have attracted numerous participants from Eastern Ontario.

### **Meeting Information**

**Meeting Location:** Club meetings are **usually** held in Room 215 of Dupuis Hall on the campus of Queen's University (on Division Street

between Clergy and Union Streets). Enter through the front door of Dupuis Hall (on Division Street), go up the stairs, turn left, and then right down the hall. Room 215 is the second last door on the right. There is a parking lot at the rear of the building (off Clergy Street).

**Meeting Time:** 7:15-9:30 p.m. usually on 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month from mid-September to mid-May.

**NOTE:** Dates and locations are subject to change.

### **Membership Fees**

Fees are payable to the Treasurer by **October 31<sup>st</sup>** of each year.

**Individual:** \$55.00 (2015)

**Family:** \$75.00 (2015)

**Student:** \$40.00 (2015) Student ID required.

Membership lets you participate in all club functions; including meetings, club competitions, our annual juried exhibition, issues of our newsletter “Camera Capers”, photo excursions and more. Visitors are welcome.

### **Honorary Life Members**

Ron Abbott Linda Baker

Edwin Black Ed Fletcher

Don Gillespie Bruce Gunion

Richard Martin Barry Wright

### **General Information**

Please note that we are a ‘Photographic Club’ and not a ‘Camera Club’ – meaning we concentrate on the image and almost never discuss particular cameras or other hardware involved\*. We therefore cannot guarantee to ‘teach’ you how to use your camera – some self-help, studying and reading is essential and there is a lot of guidance to be found via the ‘Learning’ part of the club website. Of course, members have many different camera makes and models and if you are new to your camera, you are bound to find other members, who will willingly give guidance on particular features that you may be unsure about.

\* It’s another ‘plus’ for digital cameras – photo clubs in pre-digital days spent an inordinate amount of time discussing the relative merits of different film, lenses, developers, fixers, enlargers etc.

What we can do, gradually, is introduce new photographers to different styles, effects and composition ideas and then discuss the technical issues. Members range from students to retirees, and from very experienced photographers to novices.

We are quite liberal in our interpretation of photography, and encourage experimentation at all stages of the process of making a picture.

Categories in our competitions are for Prints, Pictorial and Nature (digital). The club does not 'compete' with other clubs except in a very friendly way with an annual 'multi-club' meeting. However, as a member club of CAPA, we forward our best work for national competitions. Critique of your images by our judges is optional.

We have a varied programme of speakers, a large annual exhibition, outings, friendly image and print competitions, an online competition, a regular newsletter and, perhaps most importantly, the opportunity to discuss your problems and successes with like-minded people. You will also find a plethora of learning material on the "Workshop" page of the website, and we also have "Learning Assignments" for you to try.

### **Website Information**

In 2001, the Club established a website, which was designed by Philippe Baud. It was revamped in July 2004, by Janice Van Dijk and again in 2008 by Geoff Chalcraft. The website address is: <http://www.kingstonphotographicclub.ca>

The website provides information about the Club and its activities, about seminars and workshops offered by Club members, and provides a number of useful photography-related links (such as links to other photo clubs, to CAPA, to individual photographers' websites, to photo magazines, etc.)

To have information or photographs added to the Club website, contact our webmaster ([web@kingstonphotographicclub.ca](mailto:web@kingstonphotographicclub.ca)). Club members are encouraged to submit photos to be displayed in the Galleries.

### **Kingston Photographic Club Bylaws**

*(As Amended May 2016)*

#### **1. NAME**

**1.1** The name shall be: Kingston Photographic Club (hereafter “the Club”).

## **2. AIM**

**2.1** The aim of the Club shall be to share and promote an interest in photography.

**2.2** To provide an environment for members to compare their work (Competitions, Exhibitions, ‘Show and Tell’ etc.).

**2.3** Challenge members to try new kinds of photography (Themed competitions and challenges).

**2.4** Provide a place for members to learn more about their hobby (Presentations, website learning, critique).

## **3. MEMBERSHIP**

**3.1** Any person is eligible to become a member upon being approved by the Executive and upon payment of the prescribed fee. A **signed** membership application form with a current email is required each year. The membership application must also indicate the website and where to find the handbook and bylaws.

**3.2** Honorary Life Membership may be bestowed upon any person who has made an outstanding contribution to the Club, or to the art or science of photography. Such an award shall require a two-thirds majority vote of the Executive. The person so honoured shall be exempt from annual membership dues. If the person so honoured holds a family membership at the time of receiving this honour, the person’s immediate family members will also be exempt from the payment of annual dues during the lifetime of the honoured member.

**3.3.1** If the conduct of a member is deemed not to be in the interests of the Club, the Executive will meet for discussion and, by two thirds majority vote, may either, (a) give a formal written warning, or (b) cancel the membership without refund, informing the member in question of the decision.

**3.3.2** Should the member wish to appeal the decision, he or she may request a meeting with the Executive to present their case. At that meeting, a neutral moderator may be present, after which the Executive, by majority vote, may wish to confirm, amend or cancel their earlier

decision. That decision then becomes final and if the membership has been terminated, it becomes permanent.

**3.3.3** Only in extenuating circumstances should the Executive have any need to disseminate the events to the general Club membership and the matter should be as private as possible.

**3.4 Privacy** – Any personal information gathered will be used for Club use only and may be disseminated to the general membership as required or permitted. All attempts to keep this information within the terms of the Privacy Act and the Personal Information Protection and Electronic Documents Act (PIPEDA), Bill C-6 will be done.

**3.5 Anti-Spam** – The Canadian Anti-Spam Legislation (CASL) Bill C28 requires the Club to ask its members if they want the regular Club email updates on Club activities and other photographic information. A Club member may opt out of the regular email updates at any time by advising the secretary or Club administrator in writing. A section on the membership application must be completed and signed at the time of registration.

**3.6 Harassment** – The Club does not condone, and will not tolerate harassing and/or bullying behavior which may undermine the dignity and self-esteem of its members, guests or citizens of the Community. The Club considers any form of harassment and/or bullying of a member, guest or citizen of the Community, including: verbal abuse, either by telephone, email or other electronic means, or in person; physical abuse; destruction of property, private or public; sexual harassment; or any other untoward action as defined by the Ontario Human Rights Code, to be a serious violation of that persons fundamental rights. Such a violation is an offence which may be subject to resolution as indicated in Section 3.3.

**3.7 Complaints** – A Complaints Officer will be appointed by the core executive. Any complaints by a member about: any member, harassment, the club, executive members or any other issue, will be handled by the Complaints Officer. The Complaints Officer may be the president, someone from the core or extended executive, or someone from the general membership. The Complaints Officer will handle all

complaints in a proper, timely and orderly fashion, in an attempt to resolve the issue to the satisfaction of all involved. The Complaints Office will report all complaints to the Core Executive, also in a proper and timely fashion. Should the issue arising from the complaint be deemed “not to be in the interests of the Club”, section 3.3 will take effect. Should the complaint be against the Complaints Officer, or the Core Executive or any of its members, the complainee may ask a neutral party from the club to intercede on their behalf.

#### **4. FEES**

**4.1** All membership fees shall be determined from time to time by the Executive and presented to the membership for approval at a General or Annual Meeting.

**4.2** Annual dues shall be payable by **October 31st** of each year.

**4.3** Any member whose dues are in arrears for more than three months may be dropped from the roster.

#### **5. EXECUTIVE**

**5.1** The affairs of the Club shall be administered by an Executive consisting of the President, First Vice President, Second Vice President, Treasurer and Secretary. This is the core executive. They shall be elected as set forth in these Bylaws. Each officer shall be elected annually for a one-year term of office. The President, First Vice President and Second Vice President should not hold the same office for more than two consecutive years.

**5.2** The immediate Past President shall be an ex-officio member of the Executive.

**5.3** In the event of a vacancy occurring during a term of office, the Executive shall appoint a member in good standing to fill the position until the next annual election.

#### **6. DUTIES OF THE EXECUTIVE**

**6.1** The President or an appointee of the President shall chair all meetings of the Club. The President shall also be ex-officio member of all standing or special committees.

The president may, in matters which are considered urgent, act on behalf of the Club, but shall report fully any such actions to the Executive at



their next meeting, at the next regular Club meeting or by email in a timely manner.

**6.2** The 1<sup>st</sup> Vice President shall also chair the Program Committee and, in cooperation with the Executive and Committee Chairpersons, shall organize the year's program to include competitive events, workshops, clinics, etc. The program is to be approved by the Executive. In the absence of the President, the 1<sup>st</sup> Vice President shall assume the duties of the President, and may appoint the 2<sup>nd</sup> Vice President to fill the position of 1<sup>st</sup> Vice President until the President returns to office.

**6.3** The 2<sup>nd</sup> Vice President shall assist the 1<sup>st</sup> Vice President with programming and shall be prepared to take over the duties of 1<sup>st</sup> Vice President in the absence of the President and/or the 1<sup>st</sup> Vice President. The 2<sup>nd</sup> Vice President will coordinate the 3 social events held each year: the Awards Dinner; the Christmas Social; and the refreshments for the Annual Juried Exhibition; and any other as required.

**6.4** The Secretary shall keep a record of attendance and the minutes of all business meetings: Executive, General and Annual. The Secretary shall also observe the maintenance of quorums; issue notices of meetings on instructions from the President; with the President prepare the agenda for meetings; have available the documents, files, correspondence and bylaws. The secretary shall be familiar with the bylaws in order to assist the Chair in dealing with points when they arise.

When a vote is to be taken, the Secretary shall count the votes, if by ballot or show of hands, and record same.

The Secretary shall look after correspondence as required by the Executive.

**6.5** The Treasurer shall collect membership dues, keep the financial records of the Club and pay all the bills. All cheques shall be signed by any **two** of the Treasurer, President and 1<sup>st</sup> Vice President.

The Treasurer shall prepare a statement of all accounts of the Club for presentation at the Annual General Meeting and at such other time as requested by the Executive.

## **7. EXECUTIVE MEETINGS**

**7.1** Meetings of the Executive may be called by the President, or in the absence of the President, by the 1<sup>st</sup> Vice President.

**7.2** Three core Executive members shall constitute a quorum at any meeting of the Executive.

**7.3** The Chair or a representative of Standing Committees will be included at Executive Meetings and allowed one vote per committee.

## **8. STANDING AND SPECIAL COMMITTEES**

**8.1** The following standing committees shall be appointed each year by the Executive, and each committee shall consist of a Chairperson or Leader and such other members as the Chair may select:

- Program Committee
- Field Trip Committee
- Competitions Committee
- On-Line Competition Committee
- Newsletter Committee
- Exhibition Committee
- Web Master and Website
- Public Relations
- Such other Special Committees as may, from time to time, be determined by the Executive.

**8.2** The Program Chair shall be the 1<sup>st</sup> Vice President and shall perform duties as required in clause 6.2.

**8.3** The Competitions Chair shall be responsible for the smooth running of the Club's competitions, such as arranging for the equipment necessary, engaging the judges, the scorer, etc.

**8.4** The Newsletter, "Camera Capers" should cover things of interest to all photographers as well as news of activities of the Club. An Editor shall be appointed by the Executive. Items such as "activities of interest", "personal views", and "helpful hints" should be included as space allows and at the discretion of the Editor.

**8.5** The Webmaster, shall operate and maintain the Club's website, in an appropriate and timely fashion. The website should cover things of interest to all photographers as well as news of Club activities. A Webmaster shall be appointed by the Executive.

**8.6** All Standing and Special Committees shall be deemed as a part of the Club and subject to the Bylaws and Rules thereof. They shall also be covered by the Club insurance policy and supported financially by the Club where necessary.

## **9. AUDITORS**

**9.1** An Auditor shall be appointed annually to audit the accounts of the Club and submit a certified report thereof to the Annual General Meeting. Such auditor may be a member in good standing of the Club, not at that time in any Executive or Committee Chair position.

## **10. NOMINATING COMMITTEE**

**10.1** The Executive shall appoint, at a meeting not later than two months prior to the Annual General Meeting, a Nominating Committee consisting of the President, a Past President and one other member from the general membership. The Chair of the Nominating Committee shall be a Past President.

**10.2** The Nominating Committee shall prepare a full slate of Officers for the ensuing year. They shall then present the slate to the Executive at least two weeks prior to the Annual General Meeting and to the membership at the Annual General Meeting.

**10.3** The consent of all nominees to accept the position for which they are nominated must be secured by the Nominating Committee.

**10.4** Any three members may nominate any member in good standing for any office or position, to the nominating committee, not later than two weeks before the start of the Annual General Meeting. Such nominations must be in writing, signed by the three members and must include the consent of the candidate in writing.

**10.5** The nominations shall be presented to the Annual General Meeting by the Chair of the Nominating Committee for election.

## **11. FISCAL YEAR & FINANCIAL**

**11.1** The fiscal year of the Club shall end on the 31<sup>st</sup> day of March in each year.

**11.2** Any expenses over \$200.00 must be approved by the President and the treasurer. "Treasurers expenses" must be approved by the President and 1<sup>st</sup>. Vice President and/or the executive. Any capital expenditure or

expenditure beyond the normal Club operations, over \$200.00, must be approved by the executive.

## **12. MEETINGS**

**12.1** The Annual General Meeting of the Club shall be held on the first Monday in May, or as near thereto as possible, to receive the written and oral reports of the past year, to elect the Executive for the coming year, and to transact such other business as may come before the meeting.

**12.2** Special General Meetings of the members of the Club, for the transaction of the business mentioned in the notice calling the meeting, may be called by the President or, by the acting President.

**12.3** The Current Membership must be given Notice by the email provided by the member of the Annual or Special General Meeting not less than two weeks prior to the meeting date, except in an extenuating or emergency situation, as determined by the executive.

## **13. QUORUM**

**13.1** One Third of the current Paid and Honorary Life Membership (hereafter “the Current Membership”) shall constitute a quorum at the Annual General Meeting or at any Special Meeting of the Club.

## **14. AMENDMENTS**

**14.1** The Executive may amend these bylaws as deemed necessary. Such amendments shall be presented at the next Annual or Special General Meeting of the Club. At which meeting, the amendments shall be submitted for approval. If approved, the amendments shall then be in force, but if not approved they shall lapse. The Current Membership must be given Notice of any Proposed Amendments to the Bylaws, not less than two weeks prior to the meeting date.

## **15. CONTRACTS**

**15.1** All contracts and documents obligating the Club shall be signed by the President and the Secretary and/or Treasurer, or as may from time to time be determined by the Executive.

**15.2** Insurance – The Club will maintain a liability insurance policy which covers meetings, field trips and most Club activities and all sub groups and committees. The Insurance Carrier will maintain the right to

exclude certain activities, or have an increased policy cost to include equipment and executive or director insurance.

**15.3** Web Site – The Club will maintain an internet web site and hold the domain name [www.kingstonphotographicclub.ca](http://www.kingstonphotographicclub.ca). The domain web name will be held through a domain host. The executive appointed webmaster will maintain the site in an appropriate, up to date and timely fashion. The web site will maintain an up to date handbook and bylaws that members may access at any time.

## **16. DISSOLUTION AND LIQUIDATION**

**16.1** Should the Club become a non-viable entity, insolvent or have a need to cease operations, a special meeting of the Current Membership shall be called, as per Special Meetings Section 12.2.

**16.2** At said meeting, the reasons for dissolution shall be brought forth to the membership and solutions, resolutions, and ways to fix the problem discussed. If no solution is found, a motion to cease operations shall be put forward to the membership, seconded, and by a quorum (Section 13.1) of one third of the Current Membership vote, the Club will cease operations. A voluntary winding up commences at the time of the passing of the resolution requiring the winding up, or at such later time as may be specified in the resolution.

**16.3** The President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, the Treasurer and the Equipment Manager, if these members are in good standing, shall be appointed Liquidators of the Clubs assets. They shall meet as necessary, for the purpose of winding up Club activities and affairs and the distribution of its property. Should the Club have, after discharging all debts and liabilities, a surplus of funds at the time of ceasing operation, the monies will be distributed to The Napanee Photo Club and to the Brockville Area Photo Club (formerly –The Every Angle Photographer’s Association (EAPA) or any other local photography club that has been in existence for more than 10 years. Should any of the above no longer be in existence, the funds will be given to the Kingston Arts Council for distribution to benefit photography in the local area, at their discretion.

**16.4** Financial – should the Club have outstanding debts and liabilities, financial solutions will be discussed and the membership be asked to assist in a solution. If no financial solutions are found, bankruptcy protection may be sought.

**16.5** Equipment – at the discretion of the liquidators, items will be sold, given or disposed of in such a manner as to benefit members of the Club or other Photographic Clubs in the area. Any funds generated by the sale of equipment will be used in discharging all debts and liabilities (Sections 16.3 & 16.4).

## **17. EFFECTIVE DATE**

**17.1** These bylaws shall become effective immediately upon their adoption by the members, and all prior constitutions and bylaws shall be revoked as of such date.

### **Privacy Policy**

*(Sept. 2004)*

The Kingston Photographic Club (hereafter, KPC) respects your privacy and has for many years. We have recently come under federal laws such as the Privacy Act and the Personal Information Protection and Electronic Documents Act (PIPEDA), Bill C-6. We must now have a Privacy Policy in place to meet these requirements.

We strive to protect the confidentiality of any personal information you may give us. We'd like you to know (a) the circumstances under which we collect information, (b) the kind of information we collect, and (c) how we may use that information.

We will let you know specifically before we collect any of your personal information (details that can identify you as an individual, such as your name or address). We will explain what information is being collected and how it will be used. We do not use techniques that collect personal information about you without your knowledge.

You may provide us with information on-line, in a telephone conversation, in person, or through a completed printed form. The information that you provide will be securely stored either on a computer or as part of a hard-copy filing system.

*On the Internet*

The KPC website may contain personal information in the form of Names, Phone Numbers and e-mail links for members of the Executive and the appointed Division Chairs.

The KPC web site does not automatically gather any specific personal information from you during your visit, such as your name, phone number or e-mail address. We would only obtain this type of information if you supply it by sending us an e-mail or completing an electronic 'Form' requesting information, if this feature is enabled.

If you choose to provide KPC with personal information in an e-mail, the KPC will use that information only to respond to your message and to assist us to provide you the requested information or service.

E-mail messages are subject to the Privacy Act and PIPEDA. The personal information that you share with KPC is provided only to those areas that are required to carry out the business that relates to you

Messages sent via the Internet can be intercepted. If you are concerned about sending your personal information to us via the Internet, you can use another method such as regular mail.

The KPC regularly sends bulk e-mail messages to its members for such things as meetings, field trips or forwarding items that we feel may be of general interest to our members. In order to protect your e-mail privacy, we will attempt to hide your e-mail address through the use of blind carbon copying with these bulk mailings.

The KPC web site contains links to other sites. The KPC is not responsible for the content and privacy practices of these other web sites and the KPC encourages you to examine the privacy policy and disclaimer of each site and make your own decisions regarding the disclosure of your personal information to that site.

For complete detail on KPC web site privacy, please view the Privacy Policy on <http://www.kingstonphotographicclub.ca>

*By phone, mail or in person*

KPC will generally collect membership registrations and renewals data in person. This data may include your name, address, telephone number, and e-mail address. Data is used only to allow efficient administration of the club, distribute mailings, and monitor membership numbers. This

data is entered by our membership chairperson onto a membership list that may be made available to all club members. While participation in the membership list is voluntary, we assume that you consent to being included unless you notify us to the contrary, in writing. At the time of registration, you will be asked for your consent to be included in the membership list.

Your contact information may be made available to telephone committees to generate attendance at club-sponsored events (workshops, outings, etc). It is also provided for our Liability Insurance Policy.

No data collected is sold, rented or given to third parties (except where specified).

All payments (cheques/money orders/cash) are deposited directly to our bank (TD Canada Trust). Account information from cheques is neither recorded nor disclosed.

KPC also collects contact information from you if you enquire about membership. Such data is used to send information to you, and is made available to club committee members to follow up on enquiries. Data is not sold, rented or given to third parties.

#### *Use of Personal Information*

Your personal information is retained in our records indefinitely, i.e. club archives. We retain your personal information to facilitate reinstatement, should you request it, and to notify you of club events that would be of interest to both current and past members. Information continues to remain confidential as outlined elsewhere in this document.

#### *Currency of data collected*

KPC normally collects membership information at the beginning of each 'club' year (September). This information is collected via a registration form that you will be asked to complete and sign. Members are responsible for informing the club should their information change during the course of the 'club' year. If you believe this is not the case, you may contact the Executive to request a review of the information we hold on file for you.



### *How We Use Non-Personal Information*

The KPC web site operating system has a visitor counter which automatically records general information about your visit, such as:

- The Internet domain for your Internet service provider, such as “company.com” or “service.ca” and the IP address of the computer accessing the website, such as “ppp-55” or “123.123.123.123”;
- The type of browser (such as “Netscape version x” or “Internet Explorer version x”) you are using;
- The type of operating system you are using (such as Macintosh, Unix, or Windows);
- The date and time you visited our site and the web pages that you visited on our site, along with the address of the previous website you were visiting, if you linked to us from another website.

We use this information for statistical analysis, to help us make our site more useful to visitors. We do not disclose this non-personal information to third parties. **This tracking system does not record personal information about individuals or link this information to any personal data collected.**

### *Privacy Officer*

The club does not have a specific privacy officer who may be contacted for any concerns, clarifications or possible abuse of the privacy policy. Please direct your concerns, clarifications and possible abuse of the Privacy Policy to the current KPC president.

### *Misuse of Privacy Information*

The information gathered is for club use and its members only. It is not to be used for business or personal gain purposes. Misuse of the information may lead to charges under the Privacy Act and PIPEDA and dismissal from the KPC.

### **Equipment Policy**

(Revised May 2015)

1. The following items of audio-visual equipment are assets of the Kingston Photographic Club:

- Slide Projectors (2)- Laptop Computer
- Screen- Digital Projector

- Dissolve Unit- Sound System (Speakers)
- Projection Stand – Electronic Scoring System
- Print Judging Light Box – Extension Cord
- Studio Lighting – Colour Munki
- Light Display Box
- 3 Tb External Hard Drive (file backup)

2. Equipment has been purchased with funds from the Kingston Photographic Club and remains the property of the Club.

3. Equipment will remain at the home of the Equipment Manager when not being used.

4. Individual Club members may ask to use most of the equipment, Equipment **NOT** loaned out include: the laptop, external hard drive, the Colour Munki and digital projector. Equipment is intended for non-profit use, and should be booked in advance. Use by a Club member involves responsibility for care and protection from damages. A member may use the equipment for a two-week period of time, unless being used for a club meeting or activity.

5. The Equipment Manager shall log the loan of any items and the return of the same. The item(s) shall be inspected by the Equipment Manager and the member at the time of going out and upon return. The member shall sign for equipment and take responsibility for any damage occurring during their use of the equipment. During the loan of any equipment, the member shall safeguard these assets and prevent unauthorized use.

6. On the first use of a piece of equipment, the member shall be made familiar with its operation and proper use by the Equipment Manager (or delegate).

7. Library. The Club maintains a library which contains magazines, books and other items related to photography. A member may borrow these for a two-week period of time. The member is responsible for care and protection from damages. A member may borrow up to 2 books and/or 5 magazines at a time. They **MUST** be signed out and signed back in at the time of borrowing and returning, in the book provided.

Some books have a small nominal fee (\$2.00) for borrowing and is paid to the treasurer, **AT THE TIME OF BORROWING.**

8. Other Equipment. The club has other assets which are use at different functions throughout the year.

These include:

60 cup Coffee Urn  
Storage Boxes

Punch Bowls  
Table Clothes

Serving Platters  
Cutlery (disposable)

Pamphlet Displays  
Display Sign Banner & Tube

Sign Board  
Library Box

### **A Nature Viewer's Code of Ethics**

*(Courtesy of Nature Ontario (formally the Federation of Ontario Naturalists)*

There are a few published codes of practice for nature photographers (see below), but since the real ethical issue is viewing nature, we've expanded this code to embrace all watchers. Like all codes, it can offer only general principles and guidelines, to be adapted to your personal ethics. You must judge the circumstances and follow what you know in your heart to be right.

1. Always put the welfare of animals and plants ahead of your desire to view them.
2. Study the species' behaviour, needs and ecosystem. Learn how things interrelate and how easily you can break their links.
3. The rarer the species, the greater the care you must take.
4. The more that seasonal circumstances make a species vulnerable, the wider the berth you must give your subject. Breeding season, winter and migration are especially stressful times for wildlife.
5. Leave nesting birds and nursing mammals alone unless you have proper training and guidance. Stay away from hibernators.
6. Don't stalk, chase or badger wildlife, repeatedly causing a bird to flush or a mammal to run.
7. Don't handle birds, wildlife or their young, or interfere with nests and dens. Never separate babies from their mothers. Avoid removing reptiles, amphibians or insects from their natural habitat.

8. Always move slowly, letting birds and other wildlife get accustomed to you.
9. If you see any signs of stress, you're too close. Back off immediately.
10. Avoid trampling plants and vegetation in any habitat.
11. Never permanently alter any habitat to improve your view.  
Gardening—cutting and clearing away branches, reeds, grasses and other protective cover—is unacceptable.
12. Make your visit as brief as possible. Take as little equipment as possible to minimize disturbance in the field. Avoid repeated trips. Avoid creating a trail to your subject's refuge.
13. Don't trespass or litter. Respect landowners' and public terms for land use.
14. If you witness any unethical practice in the field, speak up.
15. Consider the collective impact of nature viewers. If the area or subject is over-visited, could you look for another, less stressful opportunity?
16. Do NOT bait any animal.
17. **NEVER use flash around birds, especially Owls**

Codes of practice are available from the following organizations:

- Toronto Camera Club
- Royal Photographic Society, Nature Group
- The Photographic Society of America

### **Club Competitions**

(Revised April 2017)

### **Competition Closing Dates**

**1st Competition** – first meeting in November – **Monday November 6, 2017**

**2nd Competition** – first meeting in January – **Monday January 8, 2018**

**3rd Competition** – first meeting in March – **Monday March 5, 2018**

(Number of competitions and closing dates subject to change).

### **Conditions of Entry**

#### **General Rules for All Divisions**

- Entry by Kingston Photographic Club members only.

- Membership dues must be paid up **BEFORE** you may enter competitions.
- No photo may be entered more than once in any Club competition, but may be entered in the Online Monthly competition and vice-versa.
- Any images that do not meet the rules of the competition will be disqualified **PRIOR** to judging. The Competitions Chair **WILL NOT** be responsible for notifying participants prior to the judging of any disqualifications.
- It is **HIGHLY** recommended that prints be submitted in plastic protector pages. The Kingston Photographic Club will not be liable for any images that are damaged due incorrect mounting, throughout judging, and presentation.
- All images entered into the Kingston Photographic Club Competitions must originate as photographs (image-captures of objects via light sensitive film or sensor) made by the entrant on photographic film or acquired digitally.
- A total of **FOUR** images may be entered in each competition. These may be all in one category or divided among the categories.
- The Kingston Photographic Club encourages photographers to grow through continuous practice, use fresh ideas and submit new work for competition. The original image should have been captured within 24 months of the competition closing date. We request that all Club members comply.

**PLEASE NOTE: KINGSTON PHOTOGRAPHIC CLUB  
RELEASE OF IMAGES**

- The participants, by entering the Club competitions agree to give the Kingston Photographic Club permission to use their images at any time for Kingston Photographic Club publications and promotions including use on the club web site. Images may be duplicated by any means and kept with the club's archives. Images may be selected by the Competition Chair to be forwarded to CAPA competitions. Entry into the club competitions implies acceptance of the above rules, **UNLESS THE PARTICIPANT**

## **SPECIFICALLY REFUSES IN WRITING TO THE COMPETITIONS CHAIR.**

- The Kingston Photographic Club recommends that the photographer obtain a model release, if necessary, for both presentation and publication prior to submitting any entry. The photographer, not the Kingston Photographic Club, will be responsible for any legal issues.

### **Divisions**

**Prints** (in either B&W or Colour),

**Digital Images:** Pictorial Images, Creative/Experimental Images, Nature Images

**Prints: Black & White/Colour Print Division. Please note that the B&W and Colour Division has been combined.**

- The entrant must have taken the images, but the resultant print and mounting may be commercially produced.
- Prints manipulated in a computer or darkroom are permitted.
- Prints must be presented mounted or over-matted. Prints that are mounted must have the mounting board extend beyond the print at least one inch on all sides of the print for handling purposes. An over-mat is a reusable hinged mat and backing board combination. This is the most popular method and is highly recommended.
- **PRINTS TAPED TO A WINDOW MAT WITH NO BACKING ARE INELIGIBLE.**
- No restrictions will be placed on the colour choice for mats, but it is highly recommended that a muted, neutral tone be selected for judging.
- The minimum window (print) size is 8" x 10". A print may be of a different dimension, provided it is **AT LEAST 80 SQUARE INCHES.**
- **MAXIMUM** overall size of the entry, including mounting board or mat, **MUST NOT EXCEED 16" x 20"**. An entry can be matted up to 16" x 20" or a 14" x 18" print can be mounted on a 16" x 20" mounting board.

- No glass, frames, or mounts with wires/cords attached or heavy backings such as Masonite are permitted.
- More than one print in a mat will be accepted as a single entry.
- On the back of the print (top right hand corner), print your name, an identifying title, and classify as to category. The word “Untitled” is not acceptable as a title.
- It is **HIGHLY** recommended that prints be submitted in plastic protector pages. The Kingston Photographic Club will not be liable for any images that are damaged due incorrect mounting, throughout judging, and presentation.

*Note: Prints with an overall tone or colour throughout (i.e., sepia, selenium, copper or any other singular overall hue) are designated monochrome. Monochrome means “one colour”. Black and white prints that have been “selectively” painted in “localized” areas are classified as colour. This occurs for example, when colouring just the canoe orange or only the barn red in a scene leaving all else grey, black or white.*

## **Digital Images: Pictorial, Creative/Experimental and Nature Divisions**

### **Pictorial Division**

There is no restriction as to subject matter in the Pictorial division.

### **Creative/Experimental Division – includes Abstract and Altered Reality**

Creative/Experimental images may be created in the camera (zooms, pans, multiple exposures, motion blur, unusual angles of view, filters) as well as modifications and enhancements using digital imaging software. This may include: changing natural color, form, shape or any combination of these three within the image; montages (blending or composites of multiple images); HDR, focus-stacking, selective layering – using photographs of the same scene; filters; texture; masking; combination of B/W and colour; posterization; solarization; brush strokes; photograms; negative images; distortion; sandwiching; etc. The original image, (and any images used to create the submission image), must have been taken by the entrant. The original image must be altered

by the maker; artwork or computer graphics generated by the entrant may be incorporated so long as the original photographic content predominates. Images may not be constructed solely within a computer.

### **Nature Division**

- Nature photography depicts living, untamed animals and uncultivated plants in their natural habitat, landscapes (without the hand of man), geology and the wide diversity of natural phenomena, from insects to icebergs. This includes images taken with the subjects in controlled conditions, such as zoos, game farms, botanical gardens, aquariums and any enclosure where the subjects are totally dependent on man for food, but **must not** show the hand of man.
- The accurate record of the subject and natural environment is the prime factor.
- Photographs of cultivated plants, formal flower arrangements, domestic and caged animals, i.e. mounted specimens, museum groups or man and his specialized environment, are **not** acceptable.
- Minimal evidence of humans is acceptable for nature subjects, such as barn owls or storks adapting to an environment modified by humans, or natural forces like hurricanes or tidal waves reclaiming it.
- The original image must be taken by the photographer, whatever photographic medium is used.
- Any manipulation or modification to the original image is limited to minor retouching of blemishes and must not alter the content of the original scene. **NO COMPOSITES.** The Kingston Photographic Club reserves the right to request the RAW file of the original image for any images that the manipulation is questionable.
- Scientific names are recommended but common names will be accepted. Include the term “wild” for a flower that is also cultivated, such as morning glory.



- Please avoid using titles such as “little green plant” or “Jolly Green Giant”. “Bald Eagle” is better than “Eagle” which is better than “Bird in Tree”.

*Note: Nature images with an interpretive or pictorial treatment should be submitted in the pictorial colour competition.*

## **Digital Image Submission Guidelines**

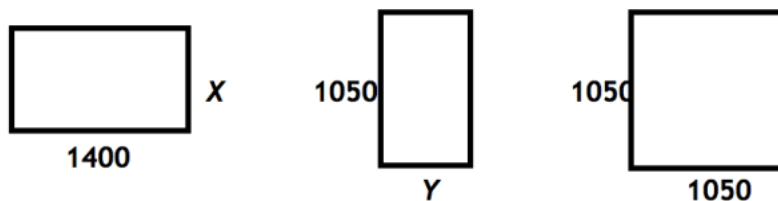
### **Projection**

All digital images will be projected against a black background. Club members are strongly recommended to calibrate their monitors.

### **Submission Requirements**

*Use the following format for each digital slide:*

- Edit all image files in full resolution and save as TIFF or high-quality JPEG formats.
- Images to be submitted in digital format and must be correctly sized. Landscape orientation needs to be 1400 pixels long side and portrait orientation needs to be 1050 long side. Square images 1050 vertical side. Save as a High quality JPEG, in the sRGB colour space @ 72 – 120 ppi. (A portrait format with a height of 1400 pixels will either be cropped on the screen or shrunk, so please keep to the above dimensions). By sizing this way, the second measurement (X or Y) will fall into place all on its own. The second number is rarely constant due to cropping, straightening, etc.



- **Naming convention for digital images:** Image Name-Photographer’s Name.jpg (or .TIFF)  
E.g. Rideau Canal-John Smith.jpg

- If you are emailing this digital file, save the digital file as a high quality JPEG, i.e., lowest compression possible. TIFFs are generally too big to be attached to an email.
- If you are bringing the files on a CD or Memory Stick/Flash Drive, save the file as either a JPEG or TIFF.

*Note:* Image quality will be compromised if the resolution is less than 600 pixels across the widest dimension. Using the recommended resolution and level of compression, the file size for JPEG files should be approximately 200 – 450 kb.

### **Submission Methods**

Methods of submission available – Electronically (via email) or on CD, Memory Sticks/Flash drives.

#### **Electronically**

- Electronically by email (to Ron Pettitt at [ronp@cogeco.ca](mailto:ronp@cogeco.ca) )
- All submissions sent by email should have their email software set up to have a “Request Read Receipt” to ensure confirmation of delivery.
- All email submissions must be received by the competition closing date.
- Do **not** send TIFF files via email. Jpeg files should be no more than approximately 450kb.

#### **CD, MEMORY STICKS OR FLASH DRIVES**

- Label your CD and store in an appropriate container. Either a CD-R (write once) or CD-RW (write/re-write) can be used. Label your memory sticks and flash drives and put in an envelope with your name on it.

Note: The paper Competition Entry Form must be completed also. The Form is available from the website at [http://](http://www.kingstonphotographicclub.ca/)

[www.kingstonphotographicclub.ca/](http://www.kingstonphotographicclub.ca/)

[KPC%20COMP%20ENTRY%20FORM%202010-11.pdf](http://www.kingstonphotographicclub.ca/KPC%20COMP%20ENTRY%20FORM%202010-11.pdf) . As part of procedure for increasing the critique and feedback given to members, **please indicate which two images you want the judges to comment on.**

#### **Judging**

The point system of judging will be used, with a 3 – 10 point rating by each judge, making a range of marks for each photograph from 9 – 30. At Club showing nights, the titles of all slides and prints will be given, but the photographer's name will be announced only if they are among the top scoring entries. The top slides and prints from each competition may be forwarded to a national competition among member clubs of the Canadian Association for Photographic Art. Critique will also be given to as many images as possible, where the member has marked their entry form requesting this, whether they are among the top scoring entries or not.

### **The Points System**

- *Technical Quality* – Exposure, focus, adequate depth of field, foreground sharp (unless deliberately presented otherwise), shutter speed. **3 points**
- *Subject Matter* – Try for universal appeal in spite of location; if location is highly identifiable, it is usually not good; photograph must be attractive in spite of the location. For example, Niagara Falls needs something extra to take it out of the travel or postcard category. **1 point**
- *Composition* – Arrangement of design must be good. **2 points**
- *Emotional Appeal* – Make the picture outstanding; this can be done through lighting, posing, camera position, or using different lenses. It also means IMPACT. **2 points**
- *Originality* – This is the most difficult aspect to acquire in a picture and should represent something new in the picture field. **2 points**
- Total **10 points**

### **Awards**

Awards are presented each May for work in the yearly competitions, as outlined below. Using points awarded by the judges in each competition, a trophy will be awarded, which may be kept for the following year. In addition, the top three in each division will receive ribbons as a permanent memento. (See Qualifications for Annual Awards).

- **Camera Kingston Trophy** – Print Maker of the Year

- **Vern Napier's Cameras Trophy** – Colour Image Photographer of the Year
- **Dorothy Benson Trophy** – Nature Photographer of the Year
- **Harrison Burbidge Memorial Award** – Creative/Experimental Photographer of the Year
- **Bruce Gunion Award** – Top First Year Photographer – The trophy is awarded to the first year member receiving the highest total from all entries submitted to the *all* competitions. Returning former club members are not eligible for this award. (*Formally the Limestone City Award*)
- **Brit Trophy** – Photographer of the Year. – The trophy is awarded to the member receiving the highest total from all entries submitted to the two competitions.
- **CAPA Medal** – The top Image and top Print of the Year. – At the end of the competition year, the top three images from each division and competition are submitted to a panel of three judges. These judges will select the top image of the year and the top print of the year. Each will receive a CAPA medal.

### **Qualifications for Annual Awards**

- To be eligible for an Annual Award one must have submitted a minimum of five entries within a DIVISION.
- Standings in each DIVISION are based on the total score of the entrant's top five images.

### **Online Competition**

(Revised September 2015)

#### **Overview**

*Please note that the online competition does not factor into the annual trophies. The annual trophies are based on the scores from the main Club Competition.*

This is a digital competition, with a different theme for each round. Entrants will receive scores and comments from 3 judges. The purpose is to encourage members to shoot to a deadline, to give practice in resizing photos for the main club competitions, and to give entrants some educated opinions on their work.

*Scoring, themes, and number of rounds* will be determined at the beginning of the year by the On-Line Competition Chair and Committee. You may use the photos from this competition both in the Annual Juried Exhibition and in the Main Club Competition if you wish.

The competition is open to all paid Members of the club. There will be gift prizes awarded to the top five scorers, although these scores do not count towards the annual trophies.

## **RULES**

**See the club website for the current rules.**

## **SIZING**

a. *Landscape* (horizontal orientation): no more than *1400 pixels* on the longest size

b. *Portrait* (vertical orientation): no more than *1050 pixels* on the longest side.

If done correctly, your image should be no more than 400kb in size.

Photos should be saved with the *photo title only*. Please pick a unique name for your photo to avoid confusion with other entries. Save the photos in *jpeg format*, at high quality of 8-12, as sRGB, at *72dpi/ppi*. Do not “save for web”. Instead, photos must be resized to *72 dpi/ppi*.

## **JUDGING**

Once the round deadline has passed, the images are posted anonymously online to allow the judges (and only the judges) to view the images and award points, with a maximum of 5 points in each the following categories:

*Picture impact* – the overall creativity, originality, mood.

Technical quality – sharpness, exposure, colour rendition, tones etc.

*Composition* – comprises Points, Lines and Shapes – are they pleasingly distributed?

*Adherence to the theme* – it has to be relevant to the theme of the round, and taken after May 30th of the previous season unless an exception is indicated in the theme’s guidelines.

Each photo can therefore be awarded a maximum of 60 points.

After judging, you will receive a personal score sheet by email with the scores and judges’ brief comments on your photos

The top 5 photographs in each round will be displayed on the on-line web gallery with their scores. All others will be displayed in random order and NO running scoreboard will be displayed, thus, keeping it interesting right to the end!

## **PRIZES**

Will be determined at a later date

## **Annual Juried Exhibition**

The Club usually holds an Annual Juried Exhibition.

### *Chairperson*

- A Chairperson will be appointed each year by the Executive to have overall administrative responsibility for the Exhibition.
- The Chairperson will report to the Executive on all matters pertaining to the Exhibition.
- A Selection Panel will be chosen by the Chairperson and approved by the Executive.
- The Chairperson will choose the person(s) responsible for Exhibition layout and installation.
- The Chairperson will assign other related duties.

### *Selection Submission Guidelines*

- Images **previously submitted** for display in the Annual Juried Exhibition will NOT be accepted.
- A maximum of 4 and minimum of 3 prints (colour or black and white) may be submitted per paid member, accompanied by a Submission Entry Form.
- Approximately 80 prints will be exhibited, with a maximum of 2 per member.
- Every effort will be made to include at least one image per member. Exhibition standards must be met.
- A panel of 3 Selectors will choose the exhibition images
- Images must NOT be framed or signed.
- Prints must be secured to supportive backing cardstock; enclosure in a protective clear plastic sleeve is recommended; overmatting is optional at this point.

- The photographer’s name and image title must be placed on the BACK of the cardstock in the TOP right-hand corner.
- Minimum accepted print size: 8 inches on the shortest side (e.g. 8” x 10”).
- Maximum accepted print size: 320 square inches (equivalent to a 16” x 20” print).
- No entries will be accepted after the submission deadline (TBA).

### *Exhibition Display Guidelines*

- Prints must be mounted, framed and ready for wall hanging.
- Minimum print size: 8 inches on the shortest side (e.g. 8” x 10”).
- Maximum print size: 520 square inches (equivalent to a 20” x 26” print).
- Maximum FRAMED print size (including optional overmatting): 520 square inches.
- The photographer’s name and image title must be placed in the TOP right-hand corner of the BACK of the framed picture.

## **The Canadian Association for Photographic Art (CAPA)**

### *Introduction*

The Association consists of individual members, camera clubs, camera club councils, libraries and educational institutions and businesses across Canada from Newfoundland to British Columbia and members from around the world.

The Association depends almost entirely on volunteers to organize and run its services and activities. CAPA/ACAP’s interests include black and white and colour photography in all its forms.

### *Charter*

The Association operates under a Charter from the Federal Government, as a non-profit charitable corporation. All officers of the Association are elected and are unpaid. Their major interest is to serve Canadian photographers.

### *History*

The Canadian Association for Photographic Art/L’Association canadienne d’art photographique was formed by the unification of the Colour Photographic Association of Canada (CPAC incorporated in

1951) and the National Association for Photographic Art (NAPA incorporated in 1968). Both associations had similar objectives and provided similar services to their members. By uniting the two associations, Canada now has a truly national photographic association for the benefit of all Canadian photographers.

CAPA/ACAP is affiliated with FIAP (Federation Internationale de l'art photographique), an organization composed of the national photographic associations of countries all over the world.

CAPA/ACAP will continue the proud traditions of CPAC and NAPA and provide services and photographic opportunities for individual members, member clubs and similar groups.

*Address*

CAPA Head Office, Box 357, Logan Lake, British Columbia  
V0K 1W0

Email: [capa@capacanada.ca](mailto:capa@capacanada.ca)

Website: <http://www.capacanada.ca>