



Trillium Photographic Club

Members' Handbook

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CONTENTS

INTRODUCTION 3

AFFILIATIONS..... 4

Canadian Association for Photographic Art 4

Greater Toronto Council of Camera Clubs (GTCCC) 5

Three Club Exhibition and Show 5

CLINIC GUIDELINES AND INFORMATION 6

Governing Rules 6

Judging, Scoring and Recognition 7

Promotion Points 7

Categories 8

Image Preparation 9

Projected Images 9

Prints 10

AWARDS 11

Year-End Awards 11

Club Awards 11

Proficiency Awards 11

Photographer of the Year 11

BOARD OF DIRECTORS 12

President 12

Past President 12

Vice-President 12

Treasurer 12

Secretary 13

Program Committee 13

Clinic Committee 13

Publicity 13

Membership 13

Equipment 14

Hospitality Committee 14

Newsletter 14

Web Site 14

Nomination Committee 14

Canadian Association for Photographic Art (CAPA) 14

Greater Toronto Council of Camera Clubs (GTCCC) 14

CONSTITUTION 15

Introduction

Welcome to Trillium!

Mission Statement

The mission of the Club is to promote the appreciation and enjoyment of photography within our community by providing an opportunity for photographers to meet and exchange ideas, exhibit their work and advance their skills.

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 7:30 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 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.

In addition to the formal program, there are groups within the Club. Each group sets its own agenda, according to the wishes of the participants.

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 an Executive member for assistance.

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 CAPA’s competitions for clubs each season. Members are encouraged to submit their best images. For each round the Club selects images from six different photographers. Our Club Representative for CAPA handles the entries.

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 for the Theme Competition. A Bronze Medal is awarded for the top image 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 endeavours. 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.

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.

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. The Freedman Trophy, which is the top prize for Clubs, has been won by Trillium 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.

Annual Thee-Club Exhibition and Show

An “Annual Thee-Club Exhibition and Show” is held each year, usually in February. The Latow Photographers Guild, the Hamilton Camera Club, the Oakville Camera Club and The Trillium Photographic Club display their members’ prints in the and present A/V Shows. 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.

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 CLINIC GUIDELINES AND INFORMATION –

The Rules governing clinics may be revised by the Executive 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 –

All entries submitted for the Trillium Clinic judging must be in digital format. 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. Copying and/or inclusions of elements from other artist's images, in whole or in part, are not acceptable in any category, except where these are objects in the environment being photographed. Images created, in whole or in part, on the computer do not qualify in any category. Eligibility will be determined by the Club.

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.

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

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 -

Creative photography alters reality in an obvious manner. The modifications may be done in the camera or by digital manipulation. The original image must be taken with a camera by the entrant.

CLINICS – Image Preparation

PROJECTED IMAGES -

Images 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.

Sizes: - To be determined by the Clinic Committee.

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

Details for submitting images for Clinics will be e-mailed to the Membership.

CLINICS – Image Preparation, cont'd

Prints are not accepted in Clinics, however, there are opportunities to exhibit prints at various events.

PRINTS –

The entrant *must* have taken the original photograph from which the print is made.

Any computer manipulation must have been done by the maker of the original image.

Prints may be produced by either traditional chemical/darkroom/computer/printer techniques or be commercially produced.

The dimensions will be determined by a Committee.

Entries must adhere to the required measurements.

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

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.

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

Place an arrow indicating the “Top”.

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 1st, 2nd, & 3rd Place and an additional 10% of entries will receive Honourable Mentions in each Category (Pictorial, Nature & Creative).

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

LOUISE ELDER TROPHY

Louise Elder Trophy for Best Wildflower is awarded to the member with the top image entered into this annual competition. This Award is for the flower of any identifiable wild Canadian plant including grasses, sedges, shrubs and trees. The image must include, as the centre of interest, any stage of the flower, either in bud, blooming or in seed. A Field Guide of Canadian Wildflowers or Trees and Shrubs will be used as a reference to verify eligibility. Images must be titled with the botanical or common name. No manipulation of an image beyond that outlined in the rules for Nature images is permitted.

CLUB AWARDS

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

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 and 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 2 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.

Board of Directors – Duties

All members of the Board of Directors shall be Trillium Photographic Club members in good standing.

The Board of Directors shall consist of five officers (President, Past President, Vice President, Secretary and Treasurer), the balance of Board Directors shall be committee chairs.

All members of the Board of Directors shall attend periodic meetings held at various times during the year as called by the Club President and present a report of their activities. If a Board member is unable to attend a meeting, he/she will provide a written report to the Secretary prior to the meeting.

President

The President chairs all meetings of the general membership of the Club and coordinates all of the Club's activities. The President chairs the Board of Directors Executive Meetings and prepares the Agenda for these meetings. The President is a signing officer for the Club. The President confirms all meeting locations and arrangements. The President is an ex-officio member of all Committees.

Past President

The Past President is a member of the Board of Directors. The Past President acts as a support to the President providing information and a link to previous activities. The Past President attends all Board of Director meetings. The Past President also acts as the Chair of the Nomination committee.

Vice-President

The Vice-President assists the President. The Vice-President chairs the Club meetings and Board of Director meetings if the President cannot attend. The Vice-President is a member of the Program Committee. The Vice-President is the Club's representative at the Annual Club Exhibition.

Treasurer

The Treasurer is a signing officer for the Club, keeps the Club's books, and maintains the Club's bank accounts. The Treasurer collects the membership fees and other revenue and pays all bills and expenses with the proviso that any expense over \$150 must be approved by the Executive. The Treasurer presents a budget to the Board at the beginning of the year, and gives regular reports of the Club's financial standing. The Executive will appoint a knowledgeable person to independently review the year-end financial statements. The Treasurer will transmit the reviewed statements to the Membership via email.

Secretary

The Secretary keeps the Club's files and records the minutes of all General and Board meetings. The Secretary is in charge of all Club correspondence. The Secretary is a signing officer for the Club. The Secretary also looks after sending out sympathy and get well cards in the Club's name.

Program Committee

The Program Committee is responsible for establishing a program of activities for the following Club year. The Program Committee is responsible for corresponding with and looking after presenters, obtaining their background information and equipment needs, finding members to introduce and thank them, as well as arranging for their Honorariums. The Program Committee ensures that the program brochure and other publicity materials are designed and printed, and that all program information is given to the Web Site and Publicity Chairs.

Clinic Committee

The Clinic Committee is responsible for arranging, collecting and cataloguing clinic entries, finding judges, organizing judging evenings, recording results, preparing appropriate awards and handling Clinic nights. The Clinic Committee is also responsible for the final Awards night.

Publicity

The Publicity Chair is responsible to see that the Club is advertised by distributing the Club's brochure including having it posted on the Trillium Website, contacting local radio stations, cable TV stations and newspapers to advertise the Club activities. Duties also include organizing Community Service events (e.g. a slide show at a Senior's Centre) by finding willing members who can present shows, informing the community of their availability, and coordinating dates and times.

Membership

The Membership Chair keeps a register of all members of the Club. The Membership Chair prepares the Membership Application forms, collects the completed Membership Application forms, makes and maintains the members' name tags, prepares the Membership List and welcomes new members throughout the year. The Membership Chair is the contact for people wishing to join the Club.

Equipment

The Equipment Chair is responsible for setting up the equipment as well as putting it away at the end of the meeting. Responsibilities include maintaining the Club's equipment, getting repairs done, keeping supplies on hand and keeping an accurate inventory of all Club equipment. The chair obtains, in advance, a list of equipment that a presenter needs from the Program Chair and helps the presenter with set-up. The Chair is required to be at all meetings 40 minutes prior to the start to do the set up.

Hospitality Committee

The Hospitality Committee is responsible for preparing refreshments at such meetings as the Board determines. The Hospitality Chair will recruit committee members to assist with the running of the committee.

The Hospitality Committee is responsible for encouraging club members to volunteer to bring goodies for special meetings as the Board determines. The Hospitality Committee purchases necessary supplies, sets up and cleans the kitchen, looks after the Christmas Print Salon social and the Year-End Awards social. This includes renting tablecloths, dishes, etc. and providing centre table arrangements.

Web Site

The Web Site is the face of the Club on the internet. The Web Site showcases club activities and gives information on how the general public can become members or attend club meetings. The Web Master is responsible for the content on the Web Site.

Nomination Committee

The Nomination Committee is responsible for putting together a slate of nominees for the election of officers at the Annual General Meeting usually held in April.

The Nomination Committee Chair will be the Past President. The Nomination Chair oversees the activities of this committee. The Nomination Chair will recruit committee members to assist with the running of the committee. The nomination chair will make the presentations and run the voting at the Annual General Meeting.

Canadian Association for Photographic Art (CAPA)

The CAPA representative's role is to liaison between Trillium and CAPA. The CAPA representative is in charge of selecting and sending images to CAPA Club Competitions. Images submitted are often chosen from clinic entries. Results from CAPA competitions are presented to the Club. Duties include circulating Canadian Camera magazine to the membership.

Greater Toronto Council of Camera Clubs (GTCCC)

The GTCCC representative is the contact between the GTCCC and Trillium. The GTCCC representative will attend GTCCC meetings or find a substitute to attend. The GTCCC representative will recruit members to assist with the running of the yearly Interclub competition.

CONSTITUTION

1. **Name -**

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

2. **Mission -**

The mission of the Club is to promote the appreciation and enjoyment of photography within our community by providing an opportunity for photographers to meet and exchange ideas, exhibit their work and advance their skills.

3. **Membership –**

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

(b) There shall be three categories of regular Club Membership: single, couple and student.

(c) 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 1st to June 30th of the following year.

5. **Fees -**

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

(b) Nonpayment of fees by date decided by the Board, and communicated in advance by August 1st of the club year, will result in the member's name being removed from the roll of members.

(c) New members who join after Jan. 1st shall pay 50% of the appropriate fee.

Constitution cont'd

6. Board of Directors and Officers

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

President	Past President	
Vice-President	Secretary	Treasurer

No officer shall hold the same office for more than two consecutive years, except by approval of the Board and the membership. The balance of the Board of Directors shall be the chairs of the Standing Committees.

7. Standing Committees

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

Program Committee	Membership	Web Site
Clinics	Publicity	CAPA
Nomination	Equipment	GTCCC
Newsletter	Hospitality	

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. The President shall be ex-officio, a member of all Standing Committees and of Task Forces.
- (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.

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 General 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 General Meeting for approval.
- (d) The proposed slate of officers shall be presented to the general membership for approval at the Annual General Meeting. Nominations shall also be accepted from the floor if the nominee has consented to stand for office. The nominator shall provide the Board with written notice of this nomination from the floor at least one week before the AGM. Where there is more than one candidate for a position, voting shall be by secret ballot of 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 General 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.

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 communicated to members via e-mail or at a meeting. After due consideration the amendments will be voted on at the next meeting. To be adopted amendments must have an affirmative vote of two-thirds of the members present.

14. Insurance - The Club will maintain General Liability Insurance.

The original signed Constitution is in the Club Records.