



MEMBERS

GUIDE

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REVISED: AUGUST 2004

2. Constitution of the River City Camera Club

Preamble

Organized on August 19, 1995, upon the merger of the Calder City Camera Club and the Woodland Photo Club, the River City Camera Club seeks to promote the knowledge and enjoyment of photography through competition, programs and activities.

Article I: Executive Officers. Officers shall be elected at the May meeting for terms of one year, commencing in September. The Vice-President shall ordinarily succeed to the Presidency. Other officers shall be elected from nominations submitted by the Board of Directors, with additional nominations, if any, from the floor. The following officers shall be elected:

A. President. The President shall preside at all regular and special meetings of the membership and at meetings of the Executive Board.

B. Vice-President. The Vice-President shall preside when the President is unable to do so. The Vice-President shall also function as the program chairperson, scheduling monthly programs.

C. Secretary. The Secretary shall record minutes of the Executive Board meetings and minutes of any business transacted at regular or special meetings of the membership. The Secretary shall also serve as correspondent of the Club.

D. Treasurer. The Treasurer shall collect membership dues and make disbursements as authorized in the By-Laws, keeping accurate records of income and disbursements and making regular reports to the Executive Board.

Article II: Board of Directors. The Board of Directors shall consist of the Executive Officers, along with the immediate Past-President and the SWMCCC Delegate. In addition, the Executive Officers may invite Committee Chairpersons and Appointed Functionaries to meet with the Board of Directors and provide input on matters before the board. The Board of Directors shall meet at regular intervals and conduct all the administrative business of the Club. The Board of Directors shall also resolve any disputes threatening the welfare of the Club. Its decision shall be considered final.

Article III: Committees. The following Committees shall be appointed by the President.

A. Recording Committee. One or more persons shall be appointed to record scores as they are announced and keep accurate cumulative records of the scoring in monthly competition. In addition, the President shall appoint persons to assist in arranging slide and prints for judging at regular meetings.

B. Bulletin Committee. One or more persons shall be appointed by the President to write, edit, produce and mail the Club bulletin on a regular basis.

Article IV: Amendments. Amendments to this constitution shall be proposed through the Board of Directors and voted upon by the membership at a regular meeting; provided notice of the proposed amendment has been given at least one month previously. A majority vote of those members present will be required for passage.

Article V: Dissolution. In the event of dissolution of the River City Camera Club, the property and equipment shall be offered for sale to the highest bidder and monies remaining in the treasury shall be donated to one or more non-profit organizations, as designated by the Board of Directors.

3. By-Laws of the River City Camera Club

1. Affiliation. The River City Camera Club shall be affiliated with the Southwest Michigan Council of Camera Clubs (SWMCCC).

2. Appointed Functionaries. The president will appoint the following positions and any other positions that are not listed that may be required to fulfill the activities of the club.

a. SWMCCC Delegate. The SWMCCC Delegate shall represent the Club at SWMCCC Board meetings and shall be responsible for all club slides, prints and digital images entered in SWMCCC contests. An **Alternate Delegate** may be appointed to perform these functions if the Delegate is unable to do so.

b. Activities Coordinator. The Activities Coordinator shall assist the Vice-President in scheduling programs, field trips, shooting sessions, technical discussions, workshops and other related activities.

c. Projectionist. The Projectionist shall operate the slide projector at each meeting, striving to show all slides the best advantage, with special attention to sharp focus.

d. Hospitality Chairperson. One member shall be appointed to serve as Hospitality Chairperson, who shall make appropriate arrangements for refreshments during recesses of the regular meetings. The Hospitality Chairperson shall also be responsible for arrangements to be made for special meetings. In the carrying out of these duties, the Hospitality Chairperson shall be encouraged to appoint members of the Club to assist in making hospitality arrangements.

e. Equipment Manager. One member shall be appointed as Equipment Manager, with responsibility for the non-digital equipment and property of the club, their maintenance and

safekeeping, and the presence of necessary equipment at each meeting.

f. Sunshine Chairperson. A Sunshine Chairperson shall be appointed by the President, and shall have the responsibility of sending cards and/or flowers in time of illness and sorrow. The Sunshine Chairperson shall also keep members informed of those who are ill or cast into sorrow.

g. Competition Chairman. The Competition Chairman will be appointed by the president and will perform the following duties: 1) Informs the judges of the scoring procedures; 2) With Board of Directors approval provides specific criteria for each division including the assigned subject. 3) Advises or answers questions of the judges during competition judging. This person will be chair of the Recording Committee.

3. Meetings. Monthly meetings shall generally be held on the third Saturday of each month, except for the months of July and August. A special meeting shall be held in June for the presentation of awards and special recognition. The agenda for each meeting shall be considered optional, but ordinarily all regular meetings shall include photography competition and a program of interest to the members.

4. Competition. Competition shall consist of slides and/or prints and/or digital images entered by Club members. The number of slides and/or prints and/or digital images shall be determined by the Board of Directors. Slides, prints and digital images for competition shall be judged by a panel selected from qualified members, with their number determined by the Board of Directors. The Board of Directors shall make available to Club members a judging guide and the requirements for submission of slides, prints and digital images. Categories for slide, print and digital competition shall be as follows:

a. Assigned Subject. The Board of Directors shall furnish each member with a schedule of assigned subjects considerably in advance of the beginning of each new year.

b. Nature. Subject matter in this category is strictly limited to the natural world, with no evidence of “the hand of man” being permitted. The image must convey the truth of what the photographer saw at the time the image was made. The final images must be produced from a single negative, transparency or digital recording. NO image shall show a domestic flower or animal. Digital manipulations are prohibited except for minor enhancements such as brightness, color and sharpening adjustments. Removal of minor blemishes or distractions, whether done in a darkroom or on a computer, is allowed provided no evidence of enhancement is noticeable in the final image. Addition of elements not found when the image was made is STRICTLY PROHIBITED.

c. Photo-Journalism. Up to four (4) images may be submitted per entry. Subject matter in this category must be “newsworthy,” telling a story of general interest to a wide audience. This type of picture tells or illustrates a story, such as those used in the news, media and periodicals. The subject matter can be spot news, contemporary life, human interest, sporting events, documentary, etc. Digital manipulations are prohibited except for minor enhancements such as brightness, color and sharpening adjustments. Removal of minor blemishes or distractions is allowed provided no evidence of enhancement is noticeable in the final image. Addition of elements not found when the image was made is STRICTLY PROHIBITED.

d. Portraiture. Subjects in this category must be a person or persons. The definition of “portrait” in the dictionary is, “A likeness of an individual, especially the face.”

e. Open/Pictorial. Any and all subject matter is allowed in this category.

5. Awards. Appropriate annual awards and recognition shall be determined by the Board of Directors as it sees fit.

6. Membership Dues. Membership dues shall be determined annually by the Board of Directors. They shall be paid in full by the third monthly meeting of a new year. Failure to pay membership dues will result in denial of the privilege of entering monthly, year-end and SWMCCC competitions. Membership dues of persons who join the Club after three months of the new year has elapsed will be pro-rated.

4. Agenda for River City Camera Club Monthly Meetings

- 1.** Slides and prints are submitted prior to the start of the meeting for inclusion in monthly competition.
- 2.** Meeting is opened with announcements, introduction of visitors and any other general business.
- 3.** Competition Chairperson will announce the assigned subject, call for the judges for the evening and conduct the monthly judging of prints, then slides and lastly digital images.
- 4.** Coffee and treats break so members can socialize and share their thoughts on photography, the images they saw in the competition, etc..
- 5.** Vice-President introduces program for the evening and the program is presented.
- 6.** President makes any final announcements and closes meeting.

5. Guidelines for Submission of Prints, Slides and Digital Images for Monthly Club Competition

1. Definitions

- A. Division: The format in which an image is submitted:
Prints, Slides, digital images
- B. Category: The general subject matter of an image: Nature, Portrait, Photojournalism, Open/Pictorial, Assigned

2. Rules for All Photography Formats.

- A. To compete in monthly competition, one must be a member in good standing with dues paid up to date.
- B. All competition entries must be the original work of the maker.
- C. Members may submit six (6) images in each of the three divisions: prints, slides and digital images while conforming to the following criteria:
 - 1. Up to four (4) images may be submitted in the following categories: Nature, Portrait, Photojournalism or open/pictorial categories with no more than two (2) images in any one category.
 - 2. Up to two (2) images may be submitted in the Assigned category.
- D. Once an image in any format has been accepted or accepted with honors in a monthly competition, it cannot be re-entered into another monthly competition.
- E. Titles of images must be unique for each image entered in the same format in competition and may not be repeated in any competition year.
- F. Titles are limited to a maximum of 28 characters.
- G. A Monthly Entry Form shall be filled out and submitted for each format entered in competition. This form will be returned to you at the next regular meeting of the Club with the individual points awarded for each image submitted.


This is what the form looks like.

RIVER CITY CAMERA CLUB	
Name _____	
Date _____ <input type="checkbox"/> SLIDES <input type="checkbox"/> PRINTS <input type="checkbox"/> DIGITAL	
Maximum: six entries, two of which must be in the assigned category, and not more than two in the same category.	
TITLE	PTS
Assigned	
Pictorial/Open	
Nature	
Photo Journalism	
Portrait	

3. Rules for Submission of PRINTS.

- A. Commercially prepared prints will be allowed in competition.
- B. All prints must be mounted on 16"x20" or smaller mounts. The minimum size for mounts shall be 5"x7".
- C. The maker's name, title of the print, and competition category must be on the back upper left-hand corner of the print.

You can use the following form.



PRINT ENTRY FORM
fasten to rear of
print mount

Circle One:

OPEN NATURE PJ

PORTRAITURE ASSIGNED

DATE _____

NAME _____

TITLE _____

- D. The top of the print shall be marked "TOP"
- E. Prints CANNOT be framed.
- F. A 2"x2" entry square must be filled out for each print entry.

This is what the form looks like.

RCCC – Prepare one for each entry

Competition Month | Year | Score | Print
 | | | Slide

TITLE (max. of 28 characters & spaces)

CATEGORY (check one)

ASSIGNED PHOTO-J () QTY.

NATURE OPEN

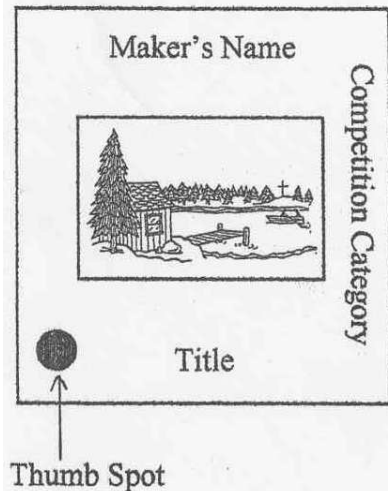
PORTRAITURE

PRINT YOUR NAME

4. Rules for Submission of SLIDES.

- A. All slides must be mounted in 2"x2" mounts. Cardboard, plastic or thin glass mounts are acceptable.
- B. Each slide must have the following items in the specified locations given below (with the slide right side up):
 1. THUMB SPOT in lower left-hand corner.
 2. TITLE across bottom of slide
 3. MAKER'S NAME across top of slide
 4. COMPETITION CATEGORY along right hand side of slide.
- C. A 2"x2" entry square must be filled out for each slide entry. See the form just above this entry which is also used for print entries.

Sample Slide Labeling



5. Rules for Submission of DIGITAL IMAGES.

- A. The Digital Competition Coordinator is PROHIBITED from making any adjustments to submitted digital images. If changes are suggested, the maker must make the changes themselves and resubmit the image.
- B. Images may be emailed to the Digital Competition Coordinator or submitted on a CD. All images must arrive by email or regular mail by 5 p.m. Wednesday prior to the monthly competition.
- C. All images must be sized with the following formats.
 1. Resolution must be 72 DPI
 2. Images must be resized to a MAXIMUM width of 1024 pixels and MAXIMUM height of 768 pixels.
- D. Rename each image with the following criteria using the following example
 1. Example: O_image title here_JDoe.JPG

2. The very first letter is the Category of the image
 - a) O is for OPEN/PICTORIAL
 - b) P is for PORTRAIT
 - c) J is for PHOTOJOURNALISM
 - d) N is for NATURE
 - e) A is for ASSIGNED
3. Put an underscore between the single letter and then put the title of your image next followed by an underscore
4. Put in the first initial of your first name and your full last name.

E. Save images in the JPEG format which will put in the .jpg extension.

F. If emailing your images, email each image INDIVIDUALLY, to avoid compression of the photo by your email program.

1. When emailing an image, send it as an ATTACHMENT to your email.
2. In the subject line of the email type "RCCC Competition" and the month of the competition.

G. If you do not have access to email, you may mail your monthly submission by burning your images to a single CD and mailing that. Be sure to include a note with your name, and competition month and phone number in case the competition coordinator has any questions.

6. Guidelines for Judging of Prints, Slides and Digital Images in Monthly Club Competition

1. Rules for Judging All Photography Formats.

A. Judges are selected from a pool of qualified members who have attained a minimum of 1,000 points in Club competition.

B. Three judges will award scores from 4 to 8 that result in a total score on a scale of 12 to 24 points total.

1. Images scoring 16 points or less are not accepted and their makers will not be identified.

2. A score of 17 – 20 points is an Acceptance.

3. A score of 21 – 24 points is an Honor.

C. Judges should be within a single point of each other.

In cases where individual scores are not within a single point, such as a low of 5 and a high of 8, the competition chairman may call for discussion and rejudging of the image.

D. A judge will vote “1” on their own images and an average of the remaining scores will be taken and added to achieve the total score for that image.

E. Judges will focus on three criteria: Technical Quality, Composition and Impact. The follow criteria are for guidance and are not rules set in stone :

Technical Quality:

Correct Focus

Focus should be sharp on the center of interest OR

Soft Focus should be dreamy, not muddy

Free of Lens Flare

No lens flare present OR

Lens Flare should be effective element in the picture

Properly Exposed

Exposure should be right on OR

Overexposure/underexposure should be intentional, creative, and effective

No Strange Color Casts

No incandescent red or fluorescent green casts or other odd color casts OR

Odd color cast is intentional, creative and effective

Proper Lighting

No areas that are too dark or too light OR

Use of shadow and brightness is intentional, creative and effective

Composition:

Proper image alignment

Horizon line is level OR

Horizon line is crooked by design and is effective

Effective arrangement of elements

Image is balanced to create a sense of calm OR

Image is deliberately unbalanced to create an unsettled mood

Has a strong Center of interest or Pattern or Design

Dominant center of interest attracts and holds viewer's attention OR

Image has a pattern or design instead of a center of interest that attracts attention

No Distracting Elements

Single element holds viewer's attention OR

Multiple elements attract viewer's attention equally

Interest or Impact:

Grabs viewers attention

Viewer is attracted by image and compelled to view it OR

Viewer is repulsed by image and compelled to view it

Provokes strong emotion

Viewer feels attraction or love or wonder or amazement OR

Viewer feels revulsion, hate, or disgust

Shows subject in new, unusual and effective manner

Familiar subject is effectively portrayed in a new or unusual way OR

Unfamiliar subject is effectively portrayed in an interesting way.

F. Images will be judged from 4 to 8 points based on the following scale:

A Score of 8: A Superior Image

A superb image that elicits oohs and ahs, maybe even a "Wow!"

€ Not quite, but almost perfect.

€ From every point of view, meets highest expectations.

€ Shows advanced degree of technical skill.

€ Worthy of applause and highest honors & multiple ringing of the bell.

A Score of 7: An Excellent Image

An obviously appealing image, immediately recognized as quality work:

€ Good lighting, exposure "right on", and sharp focus.

€ Thoughtful composition and pleasing perspective.

€ Elicits a positive response.

€ Worthy of honor & ringing of the bell.

A Score of 6: An Average Image

A photo that has little significant impact on the viewer:

€ A "point & shoot" image, little more than a "record" shot.

€ May lack compelling center of interest.

€ Fails to elicit from the viewer a definite positive reaction.

€ Could also be described as "ordinary."

A Score of 5: A Flawed Image

Marked by one or more defects that detract :

€ Somewhat overexposed or underexposed.

€ Lacks sharp focus (not to be confused with soft focus or selected focus).

€ Flaws in composition, e.g., poor alignment or inclusion of

distracting elements.

€ Lacks overall visual appeal.

A Score of 4: An Inferior Image

Obviously deficient in one or more ways, e.g.,

€ Decidedly overexposed or underexposed.

€ "Fuzzy" focus (not to be confused with soft focus or selected focus).

€ Poor composition (placement of subject matter).

€ Little that is appealing to the viewer.

2. Rules for Judging of PRINTS.

A. Prints will be judged in a light box to provide equal illumination for each entry.

B. Black & White prints will be judged first when practical, followed by color prints.

C. Prints will be separated into three sizes based on size of image:

1. Small prints, 8"x10" and smaller will be judged from approximately 6 feet.

2. Medium prints, up to 11"x14", will be judged from approximately 9 feet.

3. Large prints, up to 16"x20", will be judged from approximately 12 feet.

D. Prints will always be judged first so as to not be impacted by larger, brighter projected images.

3. Rules for Judging of SLIDES.

A. All the slides in a category will be judged together with the projection screen as far as possible from the judges to lessen the impact of larger images.

B. Super slides will be judged last.

4. Rules for Judging of DIGITAL IMAGES.

A. Digital images will always be judged last so as to not have an impact on the scoring of slide images.

7. Awards for Monthly Competition

1. Monthly Competition

A. Accumulative total scores will be tabulated separately for the Print Division, Slide Division and Digital Image Division for each Club year.

B. Annual Awards recognition for accumulative total scores shall be as follows:

1. Divisions with 1-3 entrants will award a top prize only and certificates for remaining showing points earned.
3. Divisions with 4-6 entrants will award a first and second place only and certificates for remaining showing points earned.
4. Divisions with 7+ entrants will award a 1st, 2nd and 3rd place with next 10-12 receiving certificates showing points earned.

C. Awards shall be a trophy or plaque or medal or any other form of reward as determined by the board of directors.

2. Lifetime Achievement

A. Lifetime Achievements will be awarded for competition points earned throughout a club member's participation in print, slide and digital competition combined.

B. Points will be tallied at the end of the year and awards given at year-end banquet.

C. Points earned during monthly competitions will be compiled and accumulated from the time a member joins the club.

D. Merit Points will be awarded to members' lifetime achievement cumulative totals for their entry into SWMCCC competitions based on the following:

1. For each entry – 5 points
2. For each division filled – 10 points
3. For each acceptance, honor or top honor – 5 points

E. There are 4,608 points available annually in the three monthly competition categories.

F. There are 1,100 SWMCCC points available annually in all SWMCCC competitions.

G. The following awards will be given for lifetime achievement points earned by combining total lifetime scores in ALL categories of Slides, Prints and Digital Images and SWMCCC competition participation.

- a. Upon reaching 3,000 points – Engraved Silver Pen
- b. Upon reaching 6,000 points – Clock
- c. Upon reaching 15,000 points – Commemorative Plaque

8. Year End Competition

1. Definitions

- A. Class: a grouping of participants in the competition: Galaxy Class and Star Class
- B. Division: The format in which an image is submitted: Prints, Slides, digital images
- C. Category: The general subject matter of an image: Nature, Portrait, Photojournalism, Open/Pictorial, Assigned

2. General Rules

- A. Year-end competition is a final competition event with judges from another club selecting the very best print, slide and digital images from those submitted in regular monthly competition.
- B. Any slide, print or digital image that is accepted or honored during the competition year may be entered in the year end competition. The board of directors reserves the right to limit the total number of entries a club member may enter into the year-end competition.
 - 1. Prints and slides to be entered into the year-end competition must be turned in to the Year-End Competition Coordinator at the May meeting.
 - 2. The Digital Competition Coordinator will maintain all digital image files submitted into monthly competition. Club members must notify the digital competition coordinator of which digital images they wish to submit into the year-end competition.
- C. First, second and third place awards in each division MUST be awarded to three different photographers. No one person may receive more than three awards total in any one category.
- D. The Year-End Competition Coordinator, in consultation with the Board of Directors, may decide to decrease the number of awards in any class, division or category if the number of entrants or entries warrants a decrease.
- E. The selection of awards will be determined by the Year-end Competition Coordinator in consultation with the Board of Directors. Board and competition coordinator may or may not

choose to allow members to elect the kind of award they receive for 1st, 2nd, 3rd places.

F. The categories for year end competition will include nature, portraiture, open and photojournalism. Entries in the monthly assigned and open categories can be reassigned to ANY category the image fits for the year-end competition.

G. Inclusion/elimination of categories:

- 1. Categories with fewer than 3 entrants will be eliminated and images moved to another category.
- 2. Categories with 3 entrants will award a top prize only and possibly 1-2 honorable mention ribbons.
- 3. Categories with 4-7 entrants will award a first and second place only and possibly 3-5 honorable mention ribbons
- 4. Categories with 8+ entrants will award a 1st, 2nd and 3rd place with possibly 6-10 honorable mention ribbons.

H. In any category where there are 12 or more entrants, entrants will be divided into a Galaxy Class and a Star Class.

- 1. Members of the Galaxy Class will be chosen based upon the following criteria:
 - a. Regular participation during competition year
 - b. Accumulation of points during the competition year
 - c. Percentage of honors slides during the competition year.
- 2. Members of the Star Class will be those not selected for Galaxy Class.
- 3. The Competition Chairperson shall determine class placement of entrants in consultation with the Board of Directors.
- 4. Placement of members in Galaxy and Star class will be determined each year.

I. Special Year End Competition Awards

- 1. From the slide division from all categories the following Best Slides Awards will be given:
 - a. Best Still Life Slide
 - b. Best Scenic Slide

- c. Best Zoology Slide
 - d. Best Botany Slide
 - e. Most Creative Slide
2. From the digital division from all categories, the following Best Digital Images Awards will be given:
- a. Most Creative Digital Image
 - b. Best Overall Digital Image
 - c. Best Digital Portrait Image

9. SWMCCC Information

1. General Explanation of SWMCCC

- A. SWMCCC (pronounced Swimsee) is the Southwestern Michigan Council of Camera Clubs. River City is a member of this group comprised of camera clubs from Michigan and northern Indiana.
- B. All members of RCCC, are also members of SWMCCC. There is no additional charge for this membership.
- C. SWMCCC sponsors two conferences each year—spring and fall. Prior to the conference, there is a competition open to all members of River City Camera Club.
- D. The conferences often include photo field trips, demonstrations, special programs and educational opportunities organized by the club that sponsors the conference. There is also a banquet where winning images are shown.
- E. SWMCCC also raises funds with its Summer Weekend of Photography held at Hope College in Holland each July. The school is a four-day opportunity to learn, make pictures and converse with fellow photographers from around the country.

2. Entering SWMCCC Competitions

A. General Rules

- 1. Enter up to four images maximum per division for a \$3 fee per division whether you enter 1 image or 4.
- 2. Pay cash or make check payable to SWMCCC for your entries.
- 3. All entries must be delivered to the SWMCCC Delegate per deadlines posted in the River City Camera Club newsletter.
- 4. SWMCCC competitions use three judges scoring from 1 to 5 points. SWMCCC scores on a curve meaning a pre-determined percentage of images will receive top honors, honors or acceptances. Ribbons are awarded to acceptances, honors and top honors.

5. In the print divisions, 1st, 2nd and 3rd places are awarded. In slide and digital image divisions, ribbons are awarded for acceptances, honors and top honors.
6. If you receive four honors in any division, you win a special medal called an "Oscar."
7. An acceptance earns one (1) point and a honor earns two (2) points toward an accumulated points award in each division. Accumulated points in SWMCCC competition will win you the following awards.

20 Points = Bronze Medal
50 Points = Silver Medal
100 Points = Gold Medal
200/300 Etc. = Gold Medal

B. Print Competition Guidelines

1. Prints must be mounted on any size mount with a minimum 8"x8" to maximum 20"x20" mount.
2. Print dimensions allowed are 5"x7" to 16"x20" (except in Small Print Division where maximum print size is 8"x12")
3. There are five print divisions. They are:
 - a. Small Prints
 - b. Nature Prints
 - c. General Prints - Color (Open)
 - d. Portrait Prints
 - e. General Prints – Monochrome

C. Slide Competition

1. Slides must be 2"x2" mounts only
2. Follow River City Slide labeling guidelines for SWMCCC entry.
3. There are three slide divisions. They are:
 - a. Portrait Slides
 - b. Nature Slides
 - c. General Slides
4. In the General Slide division the Grand Rapids Camera Club sponsors the Joe Timmer Award for the most creative slide.

5. In the Portrait Slide division the River City Camera Club sponsors the Evelyn Zeek Award for the best portrait slide.

D. Digital Image Competition

1. There are three digital image divisions. They are:
 - a. Portrait Digital Images
 - b. Nature Digital Images
 - c. General Digital Images
2. All images must be sized as specified below.
 - a. Resolution must be 72 DPI
 - b. Images must be resized to a MAXIMUM width of 1024 pixels and MAXIMUM height of 768 pixels.
 - c. Rename your image file as the title of your image.
3. Save images in the JPEG format.
4. All entries must be burned to a single CD with the title of each image listed on the SWMCCC DIGITAL COMPETITION ENTRY FORM under the division you want it submitted into.

SWMCCC DIGITAL COMPETITION ENTRY FORM

Photographer: _____

Club: _____ Spr. Fall. Year _____

Digital Portrait Division \$3 For 1 to 4 entries

1. _____

2. _____

3. _____

4. _____

Digital Nature Division \$3 For 1 to 4 entries

1. _____

2. _____

3. _____

4. _____

Digital General Division \$3 For 1 to 4 entries

1. _____

2. _____

3. _____

4. _____

5. To receive points for your SWMCCC entries that will be totaled toward your Lifetime Achievement Points the following form must be filled out and submitted with your SWMCCC entries to the SWMCCC delegate:

RIVER CITY CAMERA CLUB
SWMCCC ENTRY FORM

NAME	DATE
(Points to be Entered by Recorders)	
I have entered ___ slides in Pictorial	_____
I have entered ___ slides in Nature	_____
I have entered ___ slides in Portraits	_____
I have entered ___ prints in Pictorial	_____
I have entered ___ prints in Nature	_____
I have entered ___ prints in Portraits	_____
I have entered ___ prints in Monochrome	_____
I have entered ___ prints in Small Prints	_____
I have entered ___ Digital Images in Pictorial	_____
I have entered ___ Digital Images in Nature	_____
I have entered ___ Digital Images in Portraiture	_____
Total Points	_____

10. JOB DESCRIPTIONS FOR APPOINTED POSITIONS

1) SWMCCC Delegate/Alternate Delegate

- a) Minimal time required at club
- b) Takes 12-16 hours in spring and in fall over a week's period of time and another 10 hours after the competition over a week's time.
- c) Picks up print, slide and digital SWMCCC entries at club meetings
- d) Prepares prints and slides for SWMCCC competition by fastening stickers to each entry
- e) Records each entry on SWMCCC scoring forms for prints, slides and digital images
- f) Delivers or arranges to deliver entries to the spring and fall SWMCCC Board meeting in Kalamazoo
- g) Votes at SWMCCC Board Meetings
- h) Picks up or arranges pick up of competition prints, slides and digital images from SWMCCC spring and fall conferences
- i) Returns entries/awards to club members at club meeting following conference
- j) Prepares accepted and honored slides and prints for showing at next club meeting. Provides information to Digital Competition Coordinator for showing of accepted and honored digital images.
- k) Prepares SWMCCC score sheets and gets them to the competition records manager

2) Activities Coordinator

- a) Takes 6-8 hours per month based on how many activities are planned
- b) Requires minimal amount of time at club
- c) Coordinates field trips, shooting sessions, workshops, picnics—DOES NOT HAVE TO CONDUCT THEM

3) Projectionist

- a) NO Time required outside of club
- b) Runs slide projector at club meetings

4) Hospitality Chairperson

- a) One member shall be appointed to serve as Hospitality Chairperson, who shall make appropriate arrangements for refreshments during recesses of the regular meetings.
- b) The Hospitality Chairperson shall also be responsible for arrangements to be made for special meetings. In the carrying out of these duties, the Hospitality Chairperson shall be encouraged to appoint members of the Club to assist in making hospitality arrangements.
- c) Takes an hour or two each month outside of club to purchase supplies for club and to appoint club members to the Cookie Brigade which requires them to bring in a treat for the upcoming meeting.

5) Equipment Manager

- a) One member shall be appointed as Equipment Manager, with responsibility for the equipment and property of the club, their maintenance and safekeeping, and the presence of necessary equipment at each meeting. The Digital Competition Coordinator will be responsible for the club's digital equipment.
- b) Requires person to purchase or have repaired equipment as needed. Time would be outside of club—only as needed.

6) Sunshine Chairperson

- a) A Sunshine Chairperson shall be appointed by the President, who shall have the responsibility of sending cards and/or flowers in time of illness and sorrow. The Sunshine Chairperson shall also keep members informed of those who are ill or cast into sorrow.
- b) Only requires time outside of club when card or flowers need to be sent. About one hour worth of time.

7) Digital Competition Coordinator

- a) The Digital Competition Coordinator shall have the responsibility of receiving, organizing and projecting all digital image entries for monthly competition.
- b) The Digital Competition Coordinator shall be responsible for maintenance and safekeeping of Club digital equipment.

- c) The Digital Competition Coordinator will also organize and project all digital images for Year-End Digital Competition.
- d) Requires person to have an email address to which members can email their digital entries.
- e) Requires about 3 hours per month outside of club to prepare images and scoring sheet for months meeting.
- f) Will require about 10 hours total in May-June to prepare for year-end competition

8) Competition Chairperson

- a) The Competition Chairman will be appointed by the president and will perform the following duties:
 - i) Informs the judges of the scoring procedures;
 - ii) With Board of Directors approval provides specific criteria for each division including the assigned subject.
 - iii) Advises or answers questions of the judges during competition judging.
- b) At the monthly meetings, this person operates the score recording equipment and announces the scores for each image judged.
- c) Chairperson will select the roster of judges for each monthly competition and pass that on to the Newsletter Editor for publication in the monthly newsletter.
- d) Most time is spent working at club meetings.
- e) Outside time required about 12 hours over the summer months coming up with assigned subjects for the year.

9) Year-End Competition Coordinator

- a) The Year-End Competition Coordinator will be appointed by the president and will organize prints and slides for year-end competition
- b) The coordinator will coordinate the judging and select the judges from another club, purchase awards for year end and annual/lifetime achievement.
- c) Requires about 12-24 hours over May-June to prepare for year-end competition. All work would be outside of club.

10) Competition Records Manager

- a) The Competition Records Manager will be appointed by the president and will record all points earned by members in monthly, SWMCCC, and year end competitions.
- b) The manager will provide monthly and cumulative data to the newsletter editor for publication in the newsletter.
- c) The manager will work with year-end competition coordinator to purchase awards for the appropriate members who have earned annual and lifetime achievement awards.
- d) Requires about 3 hours per month outside of the meeting compiling scores and preparing newsletter data.
- e) Requires about 6-12 hours in June working with year-end competition.
- f) All work is outside of club.

11) Competition Announcer

- a) At the monthly meetings, this person sits with the competition chairperson and announces the titles of each image shown.
- b) Requires no time outside of monthly meetings.

12) Competition Recorder

- a) The recorder will sit with the competition announcer and record the image scores on the scoring forms provided.
- b) Requires no time outside of monthly meetings.

13) Slide Competition Arranger

- a) Requires no time outside of monthly meetings.
- b) This person arranges the slides at the monthly meetings in preparation for the slide competition

14) Print Competition Arranger

- a) Requires no time outside of monthly meetings.
- b) This person arranges the prints at the monthly meetings in preparation for the print competition

15) Education Coordinator

- a) This person shall coordinate the educational programs or opportunities for club members.
- b) They are NOT required to produce programs of their own, but may produce them if they wish.

- c) This requires time outside of club dependant on whether the person is scheduling education programs or actually creating them.

16) Newsletter Editor

- a) This person shall collect all information for the monthly newsletter and organize it into a newsletter.
- b) This person shall see to the printing of the newsletter.
- c) This person shall maintain a mailing list of all current members and ensure the newsletter is mailed to those members.
- d) This job requires about 12 hours per month outside of club.

17) Slide of Month Coordinator

- a) This person shall be responsible for having a print made of the highest scoring slide in the monthly competition.
- b) This person shall be responsible for returning the slide to its maker and giving the print to the president for presentation at the next regular club meeting.
- c) This requires about two hours each month outside of club.

18) Sunset Manor Program Coordinator

- a) This person shall schedule programs at Sunset Manor.
- b) This person DOES NOT have to present programs.
- c) The job requires invoicing Sunset Manor for programs presented, sending them information about upcoming programs and contacting photographers to enlist them to present programs at Sunset Manor
- d) Job requires 6-8 hours per month outside of club

19) Year-End Banquet Coordinator

- a) Person shall coordinate time, location, catering for our year end banquet in June.
- b) Person shall purchase any decorations, supplies etc needed for banquet.
- c) Person can ask others to assist in this effort.
- d) Requires about 12-20 hours from April to June to prepare for banquet outside of club.

20) Year-End Banquet Program Coordinator

- a) This person shall ensure there is an entertaining program for the year end banquet.
- b) Program may be a showing of club members' 10 Favorite Slides and a showing of the club members' 10 Favorite Digital Images or any other program approved by the program coordinator in conjunction with the executive board.
- c) This person will work with the Digital Competition Coordinator to prepare the digital images program
- d) Requires 12 hours outside of club in May-June

21) SWMCCC Conference Coordinator

- a) This person will coordinate activities related to the sponsorship of a SWMCCC conference.
- b) This person will seek club members to participate/volunteer their time in prepare for and putting on a SWMCCC conference
- c) Requires a six-month or more commitment prior to a conference. This is a single conference appointment.
- d) Time commitment will vary but one could expect 3-4 hours per week in the three months prior to the conference.
- e) Would require 12-14 hours per day for the day before and 2-3 days of conference.

22) Education Seminar Coordinator

- a) This person will coordinate activities associated with any educational fund-raising seminar the club chooses to sponsor.
- b) The time commitment would be outside of club and could be 3-4 hours per week in the three months prior to the conference.
- c) Would require 12-14 hours per day on day of and day before seminar.

23) Christmas Program Coordinator

- a) This person shall coordinate all activities, including program for the December club meeting.
- b) Requires 4-6 hours per month preparation during the fall months.
- c) Requires about 10-12 hours in December making sure all preparations are ready.

24) Information Table Manager

- a) Person shall maintain our library of information that is displayed on the information table at each club meeting.
- b) Person shall be responsible for maintaining name tags for all members including obtaining new name tags.
- c) Requires two-three hours per month outside of club to have name tags made, make copies of information for club.