

MGPS
Member
HANDBOOK

2 0 1 7

Welcome to the Mt Gravatt Photographic Society (MGPS). I am pleased that you have decided to join the Club and commit yourself to photography.

We are one of the largest photographic Clubs in Queensland. Our members are from all walks of life with a wide variety of photographic skills and experience. No matter which area of photography you are interested in and what level your skills are at, you will always get the support and guidance required to help you develop your skills and creativity. Please do not hesitate to ask our friendly members if you have any questions.

To start with, I encourage you to attend Club meetings regularly

- participate in monthly competitions
- participate in outings and other practical activities
- participate in the various special interest groups

These activities will not only help you develop your skills, but also assist you to form a routine and gain space for your photographic interest in your already busy life.

Once you are comfortable with your new routine with the Club, you may think about helping others and taking voluntary Club positions.

While this Member Handbook explains how, the Club is run, you will find the latest information on Club activities in our regular newsletter "Exposure" and on our website www.mgps.org.au

Welcome and happy shooting.

A handwritten signature in black ink, appearing to read 'Suzanne Edgeworth', written in a cursive style.

Suzanne Edgeworth
(Current MGPS President)

Contents

1. MGPS Overview	5
2. Club Meetings	6
3. Club Information Resources	6
3.1 Web Site – https://www.mgps.org.au/	6
3.2 Newsletter (Exposure)	6
3.3 Email distribution lists	6
3.4 Facebook group – https://www.facebook.com/groups/431815370247369/	6
4. Special interest groups	7
4.1 Beginners Group	7
4.2 Digital Group:	7
4.3 Monochrome Group:	7
4.4 National/International Group:	7
5. Monthly Club Competitions	8
5.1 Grading Assessment	8
5.2 Initial Grading	8
5.3. Competition Number	8
5.4 Entering the Club's Monthly Competition	8
5.5 Digital Image Entries	9
5.6 Print Entries	9
5.7 Print Entry Labelling	9
5.8 Scoring	9
5.9 Use of Competition Entries	10
6. Other Club Competitions	10
6.1 December Competition	10
6.2 Hunt and Shoot	10
7. Inter-Club Competitions	11
8. Library	11
9. Membership Badges	11
10. Annual General Meeting	11
11. Associations	12
11.1 PSQ (Photographic Society of Queensland)	12
11.2 APS (Australian Photographic Society)	12
11.3 Member Associations	12
12. Club By-laws	12
12.1 Membership	12
12.2 Application for membership	13
12.3 Membership Fees	13
12.4 Management Committee	13

12.5	Duties of Committee Members	14
12.6	Equipment Insurance	17
12.7	Competition submissions.	18
12.8	Other In-Club Competitions (December Annual, Hunt and Shoot, etc.)	19
12.9	Inter-Club Competitions (PSQ, River City etc).	19
12.10	Points Allocation	19
12.11	Awards	20
12.12	Advertising Guidelines	20

1. MGPS Overview

The Mount Gravatt Photographic Society Inc is a community based, non-profit camera Club that is affiliated with the Photographic Society of Queensland.

Incorporated Association – The Mount Gravatt Photographic Society Inc is an Incorporated Association in accordance with the Associations Incorporated Act 1981, registration number IA06777.

Aims – The aims of the MGPS are:

To foster a love for the art of photography amongst its members and in the community.

To assist members to develop their vision and technique in photography.

- To encourage interaction between beginning and experienced photographers.
- To offer lectures on different aspects of photography.
- To arrange photographic activities for members.
- To organise photography competitions within the Society and to participate in competitions with other bodies.

History – The Club was formed in 1967 by a group of enthusiastic amateur photographers in Brisbane's southern suburbs. Original formation was to run the photographic section of the annual Mt Gravatt Show. The first meeting to form the Club was held at the Mt Gravatt Show Society hall on 13 February 1967.

The Club's original aims were to stimulate an interest in photography and to assist members to improve their photography technique. This was to be achieved through practical demonstrations, lectures and competitions. These aims were soon formalised within the present objectives. The Club originally had only seven members but has now grown to over 100 members and is one of the largest photographic clubs in Queensland.

The Club has successfully run national and inter-club competitions, salons and conferences over the years.

MGPS is affiliated with the Photographic Society of Queensland (PSQ). Several MGPS members are PSQ approved photographic judges, including Warren Veivers, John North, Gordon Dixon, Graham Martin, Dan Demy-Geroe, Gang Wei, John Doody and Sue Gordon.

In February 1999, MGPS launched its site on the World Wide Web. This has allowed the Club to display a general information gallery.

In May 2013 a private Facebook group for MGPS members was created.

Activities – Club activities range from half day outings to weekends at interesting locations in South East Queensland and Northern New South Wales. All members are encouraged to attend.

Addresses:

Postal: PO Box 234 Mount Gravatt Qld 4122

Web: <http://www.mgps.org.au>

Email: info@mgps.org.au

Facebook: <https://www.facebook.com/groups/431815370247369/>

2. Club Meetings

There are TWO regular Club meetings a month except over the Christmas break.

- 2nd Wednesday of each month at 7:30pm start (except January) Guest speakers, lectures, demonstrations, workshops, etc.
- 4th Wednesday of each month at 7:30pm start (except December) Judging night for prints and digital images in monthly Club competitions.

These meetings are held at St Bartholomew Church Hall, Mountain Street, Mount Gravatt.

3. Club Information Resources

3.1 Web Site – <https://www.mgps.org.au/>

General information about meetings, competitions, and activities. Newsletter, contact details, and links to other resources. Current copies of official Club documentation including this Handbook.

3.2 Newsletter (Exposure)

The MGPS has a newsletter that is published bi-monthly. The newsletter provides useful information such as:

- Club and inter-club Competitions
- National and International competitions
- Year to date member competition points
- Upcoming Club activities
- Upcoming Club speakers
- Reports on club activities
- Promotional articles
- Other photography articles

Editions of the newsletter are archived on our website and can be accessed from here: <http://www.mgps.org.au/club/index.php/newsletter>

3.3 Email distribution lists

The Club uses a number of email distribution lists, details will be added to these lists based on the information provided on membership application. In each of the emails sent out from the email list, there is an un-subscription link. Alternatively you may advise the Club (info@mgps.org.au) if you wish to be removed from the lists.

3.4 Facebook group – <https://www.facebook.com/groups/431815370247369/>

The Club has a private Facebook group for members to interact between meetings and outings by arranging events and activities, asking and answering questions, posting photos, seeking and offering constructive criticism, and so on.

4. Special interest groups

- The Club has several special interest groups. Currently, these include Beginners, Digital, Monochrome, and National/International competitions group.
- Groups meet at the times and places indicated below, but always check the Website for confirmation.
- New special interest groups may be formed should there be enough interest in a particular area of photography.
- To participate in Group you must be a fully paid up member. We allow your first visit only if you are not a member.

4.1 Beginners Group

Meets on the 2nd Wednesday of each month, at 5. 30pm, at St Bartholomew's Church Hall.

BEGINNERS GROUP COORDINATOR: *beginners@mgps.org.au*

The aims of this group are to:

- Teach members the fundamentals of photography, and how to use their cameras more efficiently .
- Explain photographic terminology so members can better appreciate presentations at MGPS meetings
- Give members the knowledge and confidence to compete and succeed in competitions
- Provide members with the confidence to actively participate in MGPS outings
- Provide a friendly and comfortable place for new members to ask questions to a more experienced member and make new friends

Participants must sign in and pay at all meetings and events.

4.2 Digital Group:

Meets on the 4th Monday of each month, at 7.30pm, at Garden City Library Meeting Room. Entry through alley next to food court delivery bay. Any members of MGPS interested in the digital aspects of photography can attend.

Aims: To promote, encourage and improve the creative art of digital photography by exploring the principles, techniques and tools involved in the capture, post processing and presentation of various types of digital images. Presentations of different editing programs and techniques.

DIGITAL GROUP COORDINATOR: *digital@mgps.org.au*

4.3 Monochrome Group:

Meets on the 3rd Wednesday of each month at a specified member's home. Venues will be on website or on slides sent out from club meetings.

Any members of MGPS interested in monochrome photography can attend.

MONOCHROME GROUP COORDINATOR: *monochrome@mgps.org.au*

Aims: – To promote, encourage and improve monochrome photography within the Club.

4.4 National/International Group:

Normally meets on the 3rd Thursday of each month, at 7.30pm, at different venues around Brisbane, as members from several different Clubs participate in this group.

NATIONAL/INTERNATIONAL GROUP COORDINATOR: *international@mgps.org.au*

Aims: – To encourage and support Club members intending to enter national and international competitions.

Coordinators are listed in the Exposure Newsletter and on the Club Website.

5. Monthly Club Competitions

5.1 Grading Assessment

After joining the Club, new members are invited to submit several printed or digital images (preferably about 10) that are representative examples of their current work for assignment of an initial competition grade and a Club number.

Members should bring their images to a main Club meeting and ask a welcoming officer at the door to be introduced to assessors.

The club conducts competitions on four grades:

B Grade Beginner

AB Grade Advanced Beginner

A Grade Advanced

A Gold Grade – are members who, in the opinion of the Committee, have shown a high level of photographic achievement over an extended period of time in A Grade and have also a proven record of assisting fellow members.

5.2 Initial Grading

Your initial Club grading – B, AB, A grade – will be based on the assessment of your submitted images and other relevant factors.

5.3. Competition Number

After receiving a grading the Records Officer will allocate a Club Number to be used to identify your entries in the competitions throughout the year.

- The range 001 – 099 signifies A or A Gold Grade
- The range 100 – 199 signifies AB Grade
- The range 200 – 299 signifies B Grade

As you change grades you will be issued with a new Club Number in the applicable range by the Records Officer.

5.4 Entering the Club's Monthly Competition

Members who have been assessed and graded and have a Club Number, may submit entries into the print and digital divisions.

- (C) Set category will be a nominated subject. Images in set category must conform to the guidelines published on the MGPS website monthly competition guidelines page
- Open Category may consist of images from any Genre
- For the judging months of January to November(Entries submitted the previous month) each member may enter 1 set and 1 open into both the Digital and Print sections. That is a total of 4 images
- Images may be colour or monochrome
- Entries must originate as photographs (image-capture of objects via light sensitivity) made by the entrant on photographic emulsion or acquired digitally. All post processing must be made by the entrant. For any entry submitted it is deemed that the entrant certifies the image results solely from his/her own work and does not include any third party imagery, graphics, or textures
- Failure to submit or mount print entries as prescribed may lead to them being rejected
- An image that is consistent with the set category may be entered into the open category
- The same or derivative of an image that has been awarded an Honour or Merit can not be entered into any following months Club competitions except the Christmas competition

- An image may not be entered in both the digital and print competitions on the same night.
- Portraits, still life of special effects images set up at a club workshop are not considered to be the creation of the photographer and cannot be entered into a MGPS competition

5.5 Digital Image Entries

- Entries close the second Wednesday night meeting of month by 9pm
- Entries need to be uploaded via the club electronic upload system
<http://digitalcomp.mgps.org.au/>

Digital image size details are as follows:

- Each image must have a maximum horizontal dimension of 1400 pixels and a maximum vertical dimension of 1050 pixels and be of maximum quality
- Each image should be in JPEG format
- Images must not include any names or identifying text

Images submitted into the wrong category cannot be moved into the correct category after electronic submissions have closed.

5.6 Print Entries

- Entries close the second meeting of the month
- Print size details are as follows: A Gold, A, AB Grades:
Maximum size including mount is 20x16in (50cmx40cm)
Images must be mounted
- B Grade: Minimum size unmounted is 8x10in (20x25 cm)
Images do not have to be mounted

5.7 Print Entry Labelling

- Prints must be labelled in pencil or biro (no felt or ink pens)
- Prints must have members competition number and name of image title as well as the category (Open or Set) on the back. Any print showing the member's name will not be accepted
- All Prints should have an arrow indicating the top of the print
- All mounted prints need to be done in a way that they cannot damage other prints
- Mounts that contain any exposed adhesive Velcro, pins or tape are potentially damaging to other prints. The simplest way to avoid this is to mount prints with a full backing sheet with no exposed tape
- Prints mounted in a manner that will potentially damage another image will be rejected

5.8 Scoring

- In each monthly Club competition, images will be assessed by the judge as Acceptance, Credit, Merit or Honour
- The judge may assess an entry that is inconsistent with the guide lines as out of category
- The member will receive points as outlined in the Club by-laws – see s12.10 Page 19
- On Club judging nights, attending members will be given the opportunity to select a print they deem to be “The best Print of night”
- The competition judge will award a Digital image of the night
Small trophies will be award for these selections
- The members with the 1st, 2nd and 3rd highest point totals over the competition year (July to June judging nights) in each grade and division will be awarded trophies as soon as possible after the end of the competition year.

- Members who accumulate sufficient points over their time in the Club will become eligible for Bronze, Silver, Gold status awards. National and International competition results will also contribute to these awards. It is the responsibility of members to notify the Records Officer of such National and International competition results

5.9 Use of Competition Entries

By entering images into Club competitions, members acknowledge that their images may be displayed on the Club web page. At all times the Club will give credit to the author, no images will be used for commercial purposes, and members retain copyright to their images.

6. Other Club Competitions

6.1 December Competition

The December Competition is held each year and prize winners are announced at the Christmas party. This competition is ungraded, i.e., all Club members compete against each other.

Print and digital images are due the FIRST meeting in November

Images that have received an Honour or Merit may be submitted into this competition.

All members are permitted to enter one image in each of the four competitions numbered 1-4. Competition 5, Small Print, is restricted to B grade members.

Number your image with the section you wish the image to be judged in, your competition number and the image title.

1. Open Colour Print
2. Open Monochrome Print
3. Open Digital Image
4. Landscape/Seascape Digital Image
5. Open Small Print – unmounted - minimum size 8x10in (20x25cm). (B Grade only)

Trophies, perpetual trophies are awarded for the following categories:

- Colour Print of the year
- Monochrome Print of the year
- Digital Image of the year
- Landscape/Seascape Image of the year
- Small Print of the year
- Most improved B Grader

6.2 Hunt and Shoot

This is a fun activity for Club members. The event is usually held in May. The Hunt and Shoot coordinator selects a location (which may change each year), a time and place to meet.

- On the day, you will be given a list of 12 subjects. Using a blank memory card, you may then take up to 24 photos in total, and specify one image to be considered for each subject. Images may not be deleted from your memory card. The memory card is then handed in to the organisers who will upload your photos
- The winner of each subject and a Grand Winner is announced at a subsequent Club meeting
- A Perpetual trophy will be awarded

7. Inter-Club Competitions

At various times throughout the year the Club will participate in Inter-Club competitions locally, nationally and internationally. The Inter-Club Coordinator may call for submission for the competitions or may select desired images from the competition database.

Image submission guidelines vary depending on the competition, so information will be provided at the time of competition.

8. Library

MGPS Library Rules

- Only financial MGPS members can borrow books and videos
- Books can be borrowed for a maximum period of TWO months at any one time and videos for one month
- Hardware (such as Spyder Colour System) may only be borrowed for a TWO week period or for the length of time between TWO main Club meetings
- Members are asked to return items promptly as the Club has a limited collection and others may wish to borrow the item
- Loans can be made through the Librarian on any Club meeting night by entering details in the Library Loans Register. If the Librarian is unavailable, please see a Committee member. All returns must also be recorded in the register
- Each member may borrow a maximum of three items at the one time
- Members must take care of items to avoid loss or damage
- Members are asked to recommend new Library purchases to the Club Librarian

9. Membership Badges

Club badges are issued to each member on the following basis:

Gold Badge	–	A Gold Member
Black badge with gold writing	–	Committee Member
White badge with black writing	–	Member

Members are encouraged to wear their badge at Club meetings.

10. Annual General Meeting

The Club's annual general meeting is held on the 2nd Wednesday in August.

Election of Committee Members – At the Annual General Meeting of the Club, all current members of the Committee shall retire from office, but shall be eligible upon nomination for re-election, provided that a members shall not serve more than three (3) consecutive years in the position of President, Vice President, Secretary or Treasurer.

The election of members of the Committee shall take place in the following manner:

- Any two members of the Society may nominate any other member to serve as a member of the Committee
- The nomination, which shall be in writing and signed by the member and the proposer and seconder, shall be lodged with the Secretary at least SEVEN days before the Annual General Meeting at which the election is to take place
- At the commencement of such meeting, should there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting

11. Associations

11.1 PSQ (Photographic Society of Queensland)

- PSQ represents affiliated camera clubs in Queensland; MGPS is one of approximately 45 clubs in Queensland. The PSQ Convention is held annually at a date to be announced and alternates between Brisbane and country venues
- Previous PSQ conventions have included a competition for small and large monochrome and colour prints, and digital images

11.2 APS (Australian Photographic Society)

- APS is a national body of photographers that provides services to its members and sets standards for accredited photographic competitions which it endorses
- It is open to individual members
- APS has an annual convention, APSCON, whose location rotates between states
- Members may subscribe to the Australian Photography and Digital magazine delivered monthly as well as the opportunity to be involved in Print, Digital and Audio Visual Folios
- Distinctions – LAPS, AAPS, FAPS, etc. – may be awarded by APS

11.3 Member Associations

- Members who also conduct a photographic business may, with the approval of the Committee, advertise their activities in the club newsletter and by placing fliers on the front table at club meetings subject to the club's advertising guidelines

12. Club By-laws

The Mt Gravatt Photographic Society is governed via the Rules of Association (available to any member upon request), the Committee, and these Club by-laws.

12.1 Membership

12.1.1 Ordinary Membership – Ordinary members shall:

1. Be at least eighteen years of age
2. Pay all fees and dues applicable to full membership
3. Be eligible to vote at general, special and annual general meetings
4. Be eligible to hold office in the association
5. Be eligible to receive all official association publications
6. Be eligible to participate in competitions conducted by the association

12.1.2 Associate Membership – Associate members shall:

1. Be a dependent under 18 years of age of a full member
2. Be ineligible to vote at general, special and annual general meetings.
3. Be ineligible to hold office in the association.
4. Be eligible to receive all official association publications.
5. Be eligible to participate in competitions conducted by the association.

12.2 Application for membership

- Application for membership shall be made on the prescribed application form and shall be accompanied by the appropriate fee.
- Each member shall on acceptance by committee be made an available copy of the association's rules and by-laws.

12.3 Membership Fees

- All members shall pay a once only joining fee
- All members shall pay an annual subscription as determined by the Committee
- A discount is available to Social Security Pensioners. The Pensioner card must be presented to secure the discount.
- New members joining after the 1st of April will pay a pro-rata rate of 1/3 of required membership fee
- The MGPS financial year is the 1st of July until the 30th of June. All annual subscriptions shall be paid to the Treasurer within TWO months of the close of the previous Club's financial year, i.e., by 31st August. If subscriptions are not paid within this time, membership may lapse, Club email messages will not be sent to them, a new joining fee may be required at the discretion of the Management Committee, and the right to enter competitions will be revoked.

12.4 Management Committee

The Management Committee shall consist of two types of members:

i. Executives

- President
- Vice President
- Secretary
- Treasurer
- Competitions Officer
- Activities Officer
- Records Officer
- Newsletter Editor
- Committee Assistant

Executive Committee Members as determined by Rule 11(1) in the Rules. (Refer to Rules of Association). They are required to attend Management committee meetings or provide apologies. A quorum of the Management Committee shall be as determined by Rule 15(3) in the Rules as applied to the Executives.

ii. Club Officers

- Data Projectionist / Digital Competition Officer
- Assistant Competition Officer
- Assistant Treasurer
- Equipment Officer
- Librarian
- Welcoming Officers (Door /Visitors) (3)
- Welcoming Officer Front Desk (2)
- APS Liaison Officer
- PSQ Liaison Officer
- Web Site Coordinator
- Hunt & Shoot Coordinator
- Digital Group Coordinator
- Monochrome Group Coordinator
- Beginners Group Coordinator
- International Group Coordinator
- Assistant Activities Officer
- Inter-Club Competition Officer

Club Officers may be appointed by the committee, they are entitled to (but not required) to attend committee meetings.

12.5 Duties of Committee Members

In addition to the duties set out in the Rules of Association, the members of the Management Committee shall have the following specific duties:

A. PRESIDENT

- The President shall be the recognised head of the Society and sign all documents requiring his/her signature as the official head
- The President shall preside at all general, special and annual general meetings and at all Management Committee meetings
- The President will sign all Minutes of meetings that have been confirmed as correct
- The President on behalf of the Management committee shall prepare and present to the Annual General Meeting a full report of the Societies activities

Contact point – *president@mgps.org.au*

B. VICE-PRESIDENT

- In the absence of the President, the Vice-President shall act in his/her place with the full powers of the President.

C. SECRETARY

- The Secretary shall keep full and accurate Minutes of all meetings of the Society and the Committee as set out in Clause 24. 10 of the Rules
- The Secretary shall arrange for notices of meetings to be produced as set forth in the Rules
- The Secretary shall keep an official copy of the Society's Constitution properly amended
- On being requested by any financial member, the Secretary shall produce all such books and documents of the Society
- The Secretary shall prepare all necessary forms for submission to the Justice Department, i.e., copy of audited statement, return of members of the Management Committee
- The Secretary shall maintain the Membership Register set out in Rule 10.

Contact point – *secretary@mgps.org.au*

D. TREASURER

- The Treasurer shall keep all books of account as determined by the committee. The Treasurer shall present a financial statement at each meeting as requested
- The Treasurer shall present to the Annual General meeting a duly audited Statement of Receipts and Expenditure and a Balance Sheet of the Society's affairs
- The Treasurer shall maintain the Society's general account and equipment account
- The treasurer shall maintain a temporary account as may be required from time to time where instructed by the management committee. Eg PSQ or SEQ temporary account
- On being requested by any financial member, the Treasurer shall produce all such books and documents of the Society
- The Treasurer shall ensure that all expenses payable by the Society are kept paid up at all times.
- The treasurer will prepare and arrange any PAYG forms for Taxation Department

Contact point – *treasurer@mgps.org.au*

E. ACTIVITIES OFFICER

- The Activities Officer shall arrange Club Night programming
- The Activities officer shall arrange activities such as outings

F. COMPETITION OFFICER

- Select a judge at least two months in advance
- Peruse entries and advise any member whose image may be considered out of category or is in the incorrect category
- Ensure that the Club's competition entries are made available to the judge as soon as possible after the close of entries
- Arrange for return of entries and writing up Merit and Honour cards
- After the judging, ensure that the results are made available to the Records Officer
- Note: It shall remain the responsibility of the members to collect their work from the Competitions Officer and/or Projectionist
- Ensure Perpetual trophies are returned prior to Small Print Competition, Hunt and Shoot, AGM and Annual Trophy nights and replacement glass trophies are supplied to award winners
- Forward the results of all competitions to the Records Officer without delay

G. NEWSLETTER EDITOR

- Organise information and articles for newsletter "Exposure"
- Edit and publish the newsletter regularly

H. RECORDS OFFICER

- Maintain the Club's membership database
- Record data for all competitions within and outside the Club
- Ensure the results of all competitions are distributed to the Newsletter Editor, placed on the club Facebook page and/or distributed to members by email as appropriate. Also to the President to arrange an announcement at a MGPS club night

Current Competition Data

- Data maintained by the Society for the previous TWO years of competition is considered to be current data. This data will be made available to financial Club members upon request, and it is the member's responsibility to enquire if needed. Keep a record of points for, National, international or external competitions when they are supplied by members to the records officer

Non-Current Competition Data

- Competition Data that is over TWO years old will be considered by the Club as being non-current and as such while these records are held for the life of the Club, the Club make no representation of the accuracy or the fullness of such data. Any request by financial members for non-current information will be satisfied at the discretion of the committee.

Of the non-designated committee members, one shall be appointed by the committee to be:

a. Data Projectionist/Digital Competition Officer

- Prepare digital competition entries
- Setup and use Club computers and projection equipment at Club meetings or other activities as required

b. Assistant Competition Officer

- Assist the Competition Officer in carrying out his/her duties

c. Assistant Treasurer

- In the absence of the Treasurer, the Assistant Treasurer shall act in his/her place with the full powers of Treasurer.

d. Equipment Officers

- Maintain a register of the Society's equipment;
- Arrange for the safe keeping of the Society's equipment and for production of the necessary equipment required for each meeting;
- Report all damage, breakages, losses or maintenance required to the Management Committee so that appropriate action may be taken to maintain the equipment in good working order;
- Supervise the borrowing of any of the Society's equipment by members, and keep a suitable book recording borrowings and return of equipment.

e. Librarian

- Provide access to Club's library books, etc., at Club meetings for members
- Maintain a register of borrowings and return of library items
- Ensure that the items in the library are kept in a good state of repair
- Ensure new books or videos are given a catalogue number and to update the list of library items accordingly

f. Welcoming Officers

- Make visitors and new members feel at ease and introduce them to Club members
- Provide new members with information on the Club and its activities
- Inform the President of visitors present before the meeting opens

g. APS Liaison Officer

- Publicise APS services and activities to Club members
- Promote participation in National and International exhibitions
- Attendance to APSCONs and the pursuit of APS
- Promote FIAP honours

h. PSQ Liaison Officer

- Attend all PSQ committee meetings
- Supply a report to the Committee
- Relay to PSQ MGPS interests
- Promote attendance to PSQ Conventions

i. Web Site Coordinator

- Ensure that the Club web page is fully operational and all relevant info regarding club activities is up to date.
- Arrange for new images to be placed on the site on a regular basis.
- Maintain and update site for members emails

j. Hunt and Shoot Coordinator

- Plan and organise annual Hunt and Shoot event

k. Interest Group Coordinators

- Monochrome Group
- Digital Group
- Beginners Group
- National/International Group

All of the above coordinators should ensure that Club members are notified of the following:

- Location of next meeting
- Time of next meeting
- What they are required to bring if they attend

Coordinators are required to:

- Develop a program for the year.
- Supply a monthly report to the MGPS Committee.

l. Assistant Activities Officer

- Help arrange activities and coordinate with the Activities Officer as necessary.

m. Inter-Club Competitions Officer

- Ensure that Club members are advised of up-and-coming Inter-club Competitions in a timely manner
- Ensure that the Club's inter-Club competition entries are made available to the Selection Committee as soon as possible after the collection of entries
- Ensure that the selected entries are made available to the Club organising the competition prior to the close of entries
- Arrange for the attendance of a Club member to represent the Club at the judging and to collect the work
- Forward the results of all competitions to the Records Officer without delay
- Ensure that all entries are made available to Club members for collection.
- Note: It shall remain the responsibility of the members to collect their work from the Inter-Club Competitions Officer

MISCONDUCT OF committee member... In addition to conditions imposed under the rules of association for misconduct or bringing the Club into disrepute, the Executives may also, by a simple majority, vote to dismiss the member from the committee. Note: The Associations Incorporation Regulation 1999 contains rules concerning removal of a member of the Management Committee. The affected member has the right of full reply and only a General Meeting can dismiss a member by majority vote.

12.6 Equipment Insurance

The association SHALL NOT insure Club equipment but shall establish a separate equipment replacement bank account into which the Management Committee shall deposit such funds each SIX months or as the Management Committee shall determine.

12.7 Competition submissions

- Competitions shall be conducted in print and digital image divisions, composed of set and open categories, for each grade of member.
- Grades shall be A Gold, A (Advanced), AB (Advanced Beginner), B (Beginner).

Grading Procedure

- a. New members wishing to enter Club competitions shall submit 10 representative samples of their work to an accredited judge who will assign an initial Club grading – B, AB or A grade – based on the submitted images and other relevant factors**
- b. Promotion from one grade to a higher grades will be based on:**
 - i. the member's performance as determined by average points per submission in print and/or digital competitions over the previous year, and
 - ii. Committee's judgement that the member has progressed beyond their current grade.

A member may decline promotion for the first year of qualification.

- a. Members may make an official application to the Committee to have their grading reconsidered.**

b. Care of Members Entries

- All care shall be taken with entries, but no responsibility can be accepted by the Society for any loss or damage during any competition. It shall remain the responsibility of members to collect their work from the Competitions Officer and/or Projectionist.
- If images are not picked up within SIX months they will be disposed of, unless notification from Club member to the Competitions officer.

c. Re-entering Work in Monthly Competitions

- An entry may be resubmitted provided it has not been awarded a merit or Honour in a previous equivalent competition.
- The same OR SIMILAR image cannot be entered on the night in print and digital divisions – if it is so entered, no points will be awarded for one of the divisions.

d. Image Capture

- Entries must originate as photographs (image capture of scenes via light sensitivity) made by the entrant on photographic emulsion or digital sensors. All images, including digital images, must not incorporate elements produced by anyone else.

e. Merit Award System

- All prints and Digital Images shall be judged in accordance with the Merit Award System, i.e., Accept, Credit, Merit, Honour and Out of Category

f. Marking Your Entries

- All prints shall be marked with the allocated competition number supplied for each member and open or set naming
- All Prints shall have an arrow indicating the top of the print.
- All mounted prints shall be done in a manner that cannot damage other prints.

g. Print Sizes

- All prints must have minimum and maximum sizes as prescribed by the Competitions Officer.

h. Projected Digital images:

- Each image must have a maximum horizontal dimension 1400 pixels and a maximum vertical dimension of 1050 pixels and be of a maximum quality.
- Each image file should be in JPEG format.
- The image must not include a name or text
- Entries need to be uploaded via the Club electronic upload system – <http://digitalcomp.mgps.org.au/>

12.8 Other In-Club Competitions (December Annual, Hunt and Shoot, etc.)

The number of entries per member are set by the rules of each competition.

Members may enter work that has previously been awarded merits or higher in a monthly competition in these competitions with the exception of the Hunt and Shoot Competition. Entries for the Hunt and Shoot are to be taken on the day of the Hunt and Shoot and in accordance with the Hunt and Shoot rules.

Members shall return perpetual trophies to the Competition Officer two meetings prior to the competition to allow for engraving etc.

12.9 Inter-Club Competitions (PSQ, River City etc)

Members may enter work that has been entered in monthly Club competitions with the exception they not enter work that has been previously entered these competitions unless expressly allowed by the rules of that competition

The number of entries a member may put forward for selection depends on the competition and is set by the selection panel.

A Selection Panel, nominated by the Committee, shall be responsible for the selection of all Inter-Club competition slides and prints.

12.10 Points Allocation

All prints and digital images entered in competition within and outside the Society shall be allowed the following points as per Table 1:

Competition	Champion	Honour	1st	2nd	3rd	Merit	Credit	Accept	Entry	Out of Category
Club – Monthly		12				9	6	3		0
Club – December			1 0							
Club – Inter-Club *	40		2 0	16	12	9#			3	
Approved Minor Salon**	25		1 0	8	6	4#		2	1	
State Salon ***	50		3 0	24	18	12#		6	1	
National Salon	70		40	32	24	16#		8	1	
International Salon	100		5 0	40	30	20#		10	1	

Table 1 – Competition Points Allocation

* Includes – Metropolitan, PSQ etc.

** Includes – Folios, Ipswich Show, Mt Gravatt Show, Brisbane RNA etc.

*** Includes – SEQ

Includes High Commended where applicable.

The points would be trebled for private entries in audio-visual competitions.

All points are to be cumulative.

12.11 Awards

- a. Annual Aggregate Competition Trophies shall be presented to the members with the 1st, 2nd and 3rd highest points in print and digital divisions accumulated in each Grade as part of the Club Monthly Competition as soon as practical after the end of the competition year.
- b. December Competition Trophies shall be presented to members receiving 1st place in the Colour Print, Monochrome Print, Digital Image, Landscape/Seascape, Small Print competitions and Most Improved B Grader at the Annual Christmas Party. Members shall return perpetual trophies to the Competition Officer by the end of October to allow for engraving, etc.
- c. The Bronze Award shall be presented to members on obtaining 150 points in the Society's competitions.
- d. The Silver Award shall be presented to members on obtaining 300 points in the Society's competitions.
- e. The Gold Award shall be presented to members on obtaining 500 points, of which a minimum of 400 points must be earned in the Society's competitions.
- f. The Master Photographer Award shall be presented to members on obtaining 1000 points, of which a minimum of 500 points must be earned in the Society's competitions.
- g. The Master Photographer Award – First Gold Star shall be presented to members on obtaining 1500 points, of which a minimum of 750 points must be earned in the Society's competitions.
- h. The Master Photographer Award – Second Gold Star shall be presented to members on obtaining 2000 points, of which a minimum of 1000 points must be earned in the Society's competitions.
- i. Honour Awards shall be awarded to members on obtaining a minimum of 2500 points.
- j. At least 50% of points for all Club Awards must be gained in Club Competition except where otherwise specified.

12.12 Advertising Guidelines

1. Nature of ads

- a. Photography related allowed.
- b. Non-photography related not allowed.

2. Advertisers

- a. MGPS members and their businesses free
- b. Associated organisations free
- c. Other individuals and organisations donations needed unless the committee agrees otherwise (case by case)

3. Media

a. Newsletter

- i. Ads shall be positioned at the editor's discretion.
- ii. Each ad shall not be larger than 1/4th of the page (2 columns x 2 rows or 4 rows equivalent).
- iii. All ads shall be clearly marked or indicated as advertisement.

b. At club meetings

- i. For meeting time control purpose, verbal ads are not allowed, unless otherwise agreed by the committee.
- ii. All ads shall be placed in the "auto show" version of the slides, which will be automatically shown before the meeting and during the break.
- iii. Each ad will be contained in one slide and be marked as "advertisement".

c. Website

- i. No ads shall be shown in the front page of the MGPS website. This does not include ads for club's own activities.
- ii. Ads may be placed in the designated section of the forums. The advertiser is responsible for the ads placed.

4. Exceptions

- a. Information of various competitions/exhibitions, as seen by the International competition's officer or any of the executives as appropriate, shall not be treated as advertisements.
- b. Announcement from PSQ, APS and sister clubs shall not be treated as advertisements.