



Rule Book

Preface:

These rules and by laws, as set out were submitted for approval to the Registrar of Incorporated Societies at the time of incorporation.

No rule may be changed except by reference to an Annual General or Special Meeting of the members as set out in rule 24

A quorum, as set out in the rules is required

The Registrar of Incorporated Societies of its agents and/or its successor must also approve such changes.

The Committee in Formal Meeting may alter competition rules and the Handbook Sections as deemed necessary.

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Name changed to Howick Photographic Society April 2019.

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Section A: RULES AND BYLAWS

1. **NAME:** The name of the Society shall be the HOWICK PHOTOGRAPHIC SOCIETY [Incorporated] (previously HOWICK CAMERA CLUB).
2. **OBJECTS:** The objects of the Society shall be the promotion of photographic activities in any or all of their aspects and applications.
3. **OFFICE:** The Society's registered office shall be at the address of the secretary.
4. **MEMBERSHIP:** The Society shall consist of:

Members: Any person, having first been approved by the Committee, shall, on payment of the Annual Subscription [or part thereof due at the time of approval], become a member. Other dependant members of the person's family may be admitted as members of the Society on payment of such portion of the annual subscription as shall be determined by the Committee.

Junior Members: Any person, who is aged eighteen years or under at the time of application, having first been approved by the Committee, shall, on payment of the Annual Subscription [or part thereof due at the time of approval], become a junior member. In the year following the attainment of the age of nineteen years such junior member shall become automatically a full member and become due for a full subscription.

Honorary Members: Any person who the Society may wish to honour may be elected an Honorary Member at an Annual General Meeting by, a two-thirds majority of those present and entitled to vote, for a period not exceeding one year, providing that such person shall have no voting powers nor be eligible to enter competitions.

Honorary Life Members: Any person who has been a member of the Society for twenty years and has given outstanding service to the Society, may, on the recommendation of the Committee be elected an Honorary Life Member at an Annual General Meeting by a two-thirds majority of those present and eligible to vote. Honorary Life Members shall have all of the rights of ordinary members of the Society but will not be liable for a subscription.

Patron: A member of the Club may nominate a suitably qualified person for the position of Patron, to be appointed at either an Annual General Meeting or a Special General Meeting. This person shall hold the position of Patron until the next AGM when he or she may be eligible

for re-election. The Patron shall not be an officer of the Club nor shall he or she have any voting rights but shall be eligible to attend committee meetings if he or she wishes.

5. APPLICATION FOR MEMBERSHIP: Application for membership shall be on the form provided, with due nomination and seconding by financial members of the Society. Such application shall be deemed to be an agreement to accept and abide by the Rules, Bylaws, and Regulations of the Society, made or to be made. Applications shall be considered by the Committee in session and candidates shall be deemed elected only if supported by a two-thirds majority. The Committee shall have power to refuse applications. Applicants will be notified in writing, by the secretary, of their acceptance or rejection. In the case of rejection, applicants may appeal, in writing, to the committee and, after re-consideration, the Committee's decision shall be final.

6. RESIGNATION: Any member, who wishes, may resign from the Society on giving notice, in writing, to the secretary before the expiration of their current subscription, and, unless such notice is given, that person shall be liable for such portion of the subscription, as the committee shall see fit.

7. TERMINATION OF MEMBERSHIP: Any member who has failed to pay his annual subscription by the end of July, and has been advised in writing of this, shall be deemed un-financial and membership may be terminated at the direction of the Committee.

Such person shall cease to be entitled to receive notices of meetings or any other publications of the Society. Such persons will still be liable for the payment of monies due to the Society by that person and on payment of the arrears may be re-admitted as a member.

8. EXPULSION: Any member whose conduct is deemed by the Committee to be detrimental to the best interests of the Society may be invited, in writing, to resign. That decision must be approved by a two-thirds majority of those present at the meeting. The member may appeal, in writing, setting out his case and/or requesting a hearing [which must be granted] whereupon the Committee after any hearing, and deliberation, may on two-thirds majority terminate such person's membership, which shall take effect from that date, and there shall be no further inquiry into the matter.

9. MEETINGS:

The **Ordinary Meetings** of the Society shall be held at such dates and places as may, from time to time, be determined by the Committee.

The **Annual General Meeting** shall be held in March each year for;

- The receipt of the President's Report,
- The receipt of the Treasurer's Statement of Accounts and Balance Sheet for the immediate preceding financial year,
- The election of the Officers and Committee of the Society,
- Consider whether it is necessary to appoint someone suitably experienced to oversee the Treasurer's Statement of Accounts and Balance Sheet for the ensuing financial year, and if so, to nominate and vote on an appropriate person. (September 2012)
- The setting of Annual Subscriptions,
- The transaction of any Special Business [of which due notice has been given], and General Business. Unless correct due notice has been given, matters discussed at an Annual General Meeting can only result in recommendations to the Committee. After deliberation on such matters the decision of the Committee shall be binding.

Special General Meeting of the Society may be called by the Committee or at the written request of any ten financial members of the Society. In the latter circumstance the Committee must convene the Special General Meeting within six weeks of the request being handed to the Secretary.

Notices of Meetings: Notices of Ordinary Meetings of the Society shall be given in writing to all members at the commencement of the year and/or monthly. Notice of the Annual, or other, General Meetings shall be given by circular notice, at least fourteen days in advance, giving notice of the time and place and Official business to be transacted.

10. **OFFICERS:** The Officers of the Society shall consist of:

- President
- Immediate Past President
- Vice President
- Secretary
- Treasurer
- Not less than 4 and not more than 6 elected members of the Society
- These officers shall be known as "the Committee"

11. **ALL OFFICERS**, with the exception of the Immediate Past President, shall be elected at the Annual General Meeting of the Society. The Immediate Past President shall be an Ex Officio member of the Committee. Nominations for Officers shall be called for on the night of the Annual General Meeting and nominees must be Financial or Honorary Life Members of the Society. A member nominated for office need not be present at the Annual General Meeting but such nomination must be supported by written consent.

The office of President may not be held for more than two consecutive terms.

Candidates for Presidency must be elected from the existing President, if eligible, or the Vice President of the previous year. If neither person shall consent to nomination, then the Annual General Meeting shall elect a President.

If there are insufficient nominations for positions on the Committee then the position, or positions, may be filled by the other members elected to the Committee, at their discretion.

The following persons are disqualified from being officers of the Society:

- An individual who is an undischarged bankrupt
- An individual who is under the age of 16 years
- An individual who has been convicted of a crime involving dishonesty (within the meaning of section 2(1) of the Crimes Act 1961) and has been sentenced for that crime within the 7 years prior to them being a committee member
- An individual who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, a company under section 382, section 383, or section 385 of the Companies Act 1993
- An individual who is disqualified from being an officer of a charitable entity under section 31(4) of the Charities Act 2005
- An individual who is subject to a property order made under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act (March '08)

12. POWERS AND DUTIES OF THE COMMITTEE:

The Committee shall carry out the routine business and guide the activities of the Society in such a way as to relieve the members of such responsibilities and, so far as is possible, to eliminate the necessity for transacting business at meetings other than the Annual General Meeting.

The Committee shall meet regularly, as required, at time and place agreed upon, or at the call of the President, or at the request of three members of the Committee.

The Committee shall make such bylaws as are necessary for the satisfactory conduct of the Society's activities. The Committee may, from time to time, alter, add to, or rescind, bylaws.

The Committee may establish Sub-Committees to assist or advise the Committee.

Membership of such Sub-Committees is not restricted to Committee members, however, the Committee remains responsible for the activities of Sub-Committees and no act or decision of such Sub-Committee is valid unless endorsed by the Committee.

The Committee may invest any surplus funds of the Society in any manner allowed by law for the investment of Trust funds and shall have power to transact all business of the Society and otherwise control the expenditure of the Society's funds.

The Committee shall procure a COMMON SEAL for the Society, which shall remain in the custody of the Secretary and shall not be fixed to any document except by resolution of the Committee. The affixing of the seal shall be attested by two members of the Committee and the Secretary or Treasurer;

but no person shall be concerned as to the validity of any affixing of the said seal if such affixing be attested to as aforesaid.

Any member of the Committee, except an ex-officio member, failing to attend three consecutive meetings, shall cease to be a member thereof, unless he shall first obtain leave of absence for a definite period.

All questions of general business shall be decided on a show of hands, by a simple majority, providing always that two members can demand a ballot. If required, the Chairman has a casting vote in addition to his normal vote.

The Committee are elected by the members, and all serve on a voluntary basis with only expenses incurred in the course of the Society's business being reimbursed.

The funds and property of the Society from whatever source derived shall be applied solely towards the promotion of the objects of the Society as set out in the Rules and no portion of the funds shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise, to members of the Society. No member shall derive pecuniary gain from any property or operations of the Society. (March '08)

The Committee shall nominate the signatories to the Society's bank accounts. (September 2012)

The Committee shall approve the financial statements as advised by the Treasurer since the previous committee meeting and sight all up to date bank statements for the Society. (September 2012)

13. DUTIES OF OFFICERS:

The President

- Shall preside at all meetings of the Society and of the Committee;
- Shall function as ex-officio member of all Sub-Committees or special Committees.
- Shall, when properly authorized by the Society or the Committee, sign all written contracts or obligations of the Society.
- Shall officially represent the Society at meetings of other organizations.
- Shall carry on the duties of office in such way as to promote the effective operation of the Society.
- Shall present to the Annual General Meeting a full report on all of the Society's activities.

The Vice President

- Shall perform the duties of the President during the absence of the President or during a vacancy in that office;
- Shall perform such other duties as the Society or Committee may direct.

The Secretary

- Shall conduct the business and correspondence of the Society and shall obey directions of the Committee in that behalf;
- Shall record in the minute book all proceedings of the Committee and of the Annual General Meetings or Special General Meetings.
- Shall keep an official register containing the names and addresses of all members.

- Shall forward annually to the Registrar of Incorporated Societies the Annual Financial Statement as required by Sections 22 and 23 of the Incorporated Societies Act.

The Treasurer

- Shall receive all monies on behalf of the Society and give proper receipts for them, and, as soon as reasonably possible, lodge all monies so received to the credit of the Society with its bankers.
- Shall, in conjunction with the President, or such other persons as may be appointed from time to time, after satisfying himself that all such payments are being regularly and properly made, sign all cheques or withdrawal slips.
- Shall keep all books, as may be necessary, to set forth, full and correctly, the Society's financial affairs.
Shall keep all books, as may be necessary, to set forth, full and correctly, the Society's financial affairs.
- Shall produce a statement of receipts and payments at every meeting of the Committee.
- Shall keep all books of account, as are necessary, to set forth, full and correctly, the Society's financial affairs. An appropriate financial statement must be provided at each committee meeting complete with the Society's bank statements. (September 2012)
- Shall submit to each Annual General Meeting an audited Annual Statement of Accounts and Balance Sheet of the Society.

14. Vacancies:

The Committee shall have power to appoint a replacement to fill any casual vacancy occurring in any office of the Committee and any person so appointed shall hold office until the next Annual General Meeting.

15. Subscriptions:

- The subscription for membership shall be determined at the Annual General Meeting.
- Any member who has not paid his subscription by 30 April shall be deemed un-financial and having been advised of this, in writing, but still remaining un-financial at the end of a further month, shall cease to be a member.
- On payment of arrears of fees, a suspended member may be re-admitted to the Society. The subscription for a new member elected after the expiration of six calendar months of any financial year, shall be one half of the amount for a whole year.
- Any member who resigns from, or is expelled from, the Society shall not be entitled to refund of subscription, or part thereof.
- Where the subscription rate is changed at the AGM, any member that has already paid their subscription for the year prior to the AGM, will not be impacted by such change i.e. if the subs have increased, they will not have to pay the value of the increase and if the subs have decreased they will not be entitled to any refund.

16. Financial year:

The Club Financial Accounts Year shall be from 1 January to 31 December. The Membership Subscription Year shall be from 1 April to the 31 March, the following year.”

17. Property:

The Society or its Committee shall have power to acquire, purchase or lease suitable land or property, real or personal, of any tenure, desirable for the Society 's objects, also to dispose of the same, or part thereof, by sale, lease or exchange. The Society may furnish room, or rooms, darkrooms, or premises for the use of members and generally do all things necessary for the promotion, or furtherance, of the above objects or anything incidental thereto.

18. Borrowing Money etc

The Society shall have power to raise or secure the payment of money on mortgage or in such manner as the Society or its Committee may think fit and in particular by the use of tenure or debenture stock, perpetual or otherwise, charged or secured on all or any of the Society's property both present and future and to purchase, redeem, or pay off any such securities.

19. Quorum:

Three-fifths of the members of the Committee shall constitute a quorum for any meeting of the Committee and one-third of the membership at any Annual General Meeting or Special General Meeting of the Society.

20. Voting:

Only members in good financial standing in the Society shall be entitled to vote at any Annual General Meeting. All resolutions at such meetings shall be decided on voices, and the ruling of the Chairman shall be final unless three members call for a ballot, when each member will then cast his vote either for or against the resolution. Should voting by this method be equal then the Chairman may exercise a casting vote in addition to his normal vote and a simple majority shall suffice, except where the rules call for a greater majority.

21. Interpretation:

The Committee, in session, shall be the sole authority for the interpretation of the Rules and Bylaws and Regulations of the Society and the decision of the Committee shall be final and binding upon all members and upon the Society. In the construction of these Rules, Bylaws and Regulations duly made, or hereafter to be made, the masculine gender shall be deemed to include the feminine, and the singular the plural, where the context so requires.

22. Alteration to Rules:

The Rules of the Society may be altered, added to, or rescinded, only at an Annual General Meeting or at a Special General Meeting called for the purpose and must be carried by a two-thirds majority of eligible members present and casting a vote at such a meeting. A fourteen days' notice of such alteration, addition or decision shall be given to each member, in writing, at the address provided to the secretary for that person. Notice of any proposed change to the rules shall be sent to the Secretary at least two months before the Annual General Meeting, or such Special General Meeting. No alteration to the rules shall take effect until the Registrar of Incorporated Societies has accepted and duly registered same.

23. Winding Up:

The Society may be wound up, should it become desirable, or necessary, in accordance with the provisions of the Incorporated Societies Act, 1908. If upon winding up or dissolution of the Society [whether voluntarily, or by direction of the Registrar of Incorporated Societies] there remains, after satisfaction of all costs and its debts and liabilities, any property or assets whatsoever, the same shall not be paid to or distributed among members of the Society, but shall be transferred to some other charitable society, or societies, within New Zealand having similar objects to the Society. (Oct 08)

24. Date of operation:

These Rules shall operate and be in force as from 17 September 2012, being an amended version of the Constitution dated 20 July 1959. (April 2019)

Section B: COMPETITION RULES

General Competition Rules

General Competitions run from February to November for both prints and digital images

OPEN & SET SUBJECT:

- Prints entered and judged at first meeting of the month from February to November inclusive.
- Digital entered and judged at second meeting of the month from February to November inclusive.

"Open" means that the entry may be of any subject matter the competitor chooses.

"Set Subject" means that the content of the entry must be relevant to the stated subject as advertised advance, in the club competition programme schedule and may be rejected at the judge's discretion

The rules of entry are outlined below:

1. Financial Members

Only financial members may enter competitions.

Under the RULES and BYLAWS, un-financial members are ineligible for points as from the end of May and cannot enter competitions.

2. Original Work:

All parts of an entry must be created from the contestant's own photographic images

3. Digital Manipulation:

An entry may be manipulated in any or all parts of the presented image, provided that the original image has been based on a photograph taken by the author.

An image may have any kind of digital manipulation, but a purely computer-generated image will not be accepted (i.e. one totally created within a computer environment)

4. Print Images

Prints may be monochrome or colour. Prints or mounts must be no larger than 51 cm x 41 cm (20 inches x 16 inches). Prints must be unframed and unglazed. Prints, can be trade or home processed.

5. Re-entry of Images

Unless otherwise permitted in certain Special Competitions, the same or substantially similar image cannot be re-entered in another club special competition. This includes images created in 'another form' which means copied from prints or digital images entered in any other competition. Digital/Print images entered in any special competition cannot be entered again in any future special (non-monthly) competition but may be entered again in any monthly print or digital image competitions (in accordance with the rules of these latter competitions).

6. Convenor's Responsibilities

- It is the responsibility of the convenors to brief the judge on the formal rules of the competition.
- The-competition convenors have the right to ~~reject~~ to refer to the Judge any entries not considered to be within the formal rules of specific competition. However, the judge's ruling will be final. Any rejected may be entered in any other competition.

7. Entry Requirements

Entries to Print and Digital images must be entered on-line by midnight Tuesday before the competition meeting.

Print entries are must be physically brought to the meeting by 7.30pm.

See <https://www.howickphotographicsociety.org.nz/>

Prints must have the name and grade of the Competitor on the reverse as well as whether the print is for set or open competition.

Digital images must be in the following format:

- Saved in jpeg format (.jpg)
- Maximum dimensions of 1620X1080 pixels at-2MB or less file size.
- If the entry has a different aspect ratio than this then the longest edge must not exceed 1620 pixels for a landscape or 1080 pixels for a portrait or square format.
- The image file names must be in the following format:
 - {grade}_{Set or Open}_{title}_{initialsurname}
 - e.g. A_Open_Sunrise_ctyler or A_Set_Racingcar_ctyler

8. Responsibility of the entrant

It is the responsibility of the entrant to ensure that prints and images are correctly titled and appropriately labelled, also that they are in presentable condition.

9. Final Authority

In all matters related to Club competitions the Committee of the Howick Photographic Society is the final authority.

10. Number of Entries

The committee will determine the number of entries permitted in the monthly print/digital images competitions. Where this number changes, the committee will advise the club members of this through the Society's newsletters, in advance of the month that it will take effect.

From March 2007, the maximum will be one open subject and one set subject entry.

11. Competition Points

Points accumulate during the year based on:

Award	Points
Honours	5
Highly Commended	4
Merit	3
Acceptance	2
Entry Only	1

12. Judges' Compensation

Allocation of points to in-house judges: Gifted points

There are 10 SET subjects and 10 OPEN subjects for both PRINTS and PROJECTED images, February to November each year.

When an in-house person **judges in either the projected or print sections** they **will not** have the opportunity to enter the **maximum 10 images in that section** for that year and therefore are at a disadvantage **in their points accumulation** from other club members who don't judge **and which could have an effect on who wins the points related trophies at year's end.**

The GIFTED points to the judge for the night they judge, is based on a formula of the total number of images they have entered for either Prints or Projected images in **Open or Set Subject categories** for that year.

As the points accumulation will not be known till the end of the current year's competition the gifted points cannot be allocated until the end of the competition year.

The formula is as follows:- **TOTAL NUMBER OF POINTS** divided by the **TOTAL NUMBER OF ENTRIES** the judge acquires in that year **IN EITHER OPEN OR SET SUBJECT SECTIONS:**

Example:-

43 points divided by **9** entries = **4.77** rounded to **4.8** points or another example

27 points divided by **7** entries = **3.86** rounded to **3.9** points

These gifted (e.g. 4.8 and 3.9 above) points will be added to the judge’s total points for the year as compensation for lost points for the night they judged.

In the unlikely event that an in-house judge, judges twice in the year for the same category the GIFTED points should be doubled.

13.No award given

This entry may be re-entered in a later monthly competition

14.Competition Grades

For the monthly print and projected images competitions there will be three primary grades, “A”, “B”, and “C”. There will also be a print and projected images Junior Grade for members 16 years of age or younger. A competitor may be in different grades for each of the print/projected images competitions.

- a. **A new competitor** is placed in the lowest grade for each competition in which they compete (print/projected image). Any competitor may seek entry to a higher Grade by presenting a portfolio of six prints/projected images to the Selection Committee for their evaluation. (April 09)
- b. Within each Section, **promotion** will be automatic in the year in which a competitor gains at least 80% of the possible points from SUBMITTED entries over BOTH open and set subjects, providing that the Competitor has submitted a minimum of 65% of the total images required for the year.
- c. The committee may consider any other competitor on the recommendation of the selection panel, regardless of points gained.

15.General Competition Awards

The competitor with the maximum accumulated points in each competition section is awarded:

Award	Cup
A Grade Open Prints:	Lesse Cup
A Grade Set Prints:	Webster Cup
A Grade Open Digital Images:	Dickson Cup
A Grade Set Digital Images:	Young Cup
B Grade Open Prints:	Wilkinson Cup
B Grade Set Prints:	Morgan Cup

B Grade Open Digital Images:	Singleton Cup
B Grade Set Digital Images:	Longstaff Cup
C Grade Open Prints:	Points Trophy (prints)
C Grade Set Prints:	Prints Cup
C Grade Open Digital Images	Lenny Trophy
C Grade Set Digital	Tyler Cup

16. Champion Images of the Year

Using any of your work entered during the year, irrespective of the award, the Open and Set Subject Competitions provide the opportunity to enter for any of the following competitions and the restrictions of rule 6 do not apply as long as the image has not been altered from that entered during the year: Entries close mid-month meeting in November.

You may enter up to 4 prints and 4 projected images into the champion sections which must have been selected from those entered for the monthly competitions during the year and the restrictions of rule 6 do not apply as long as the image has not been altered from that entered during the year.

Award	Cup
Champion Print of the year:	Miller Trophy + Miniature to keep
A Grade Print of the year:	Presidents Cup + Miniature to keep
B Grade Print of the year	Points Cup+ Miniature to keep
C Grade Print of the year:	Colour Cup + Miniature to keep
Champion Projected Image of the year:	McCracken Cup + Miniature to keep
A Grade Digital Image of the year:	Champion Trophy + Miniature to keep
B Grade Digital Image of the year:	Points Trophy + Miniature to keep

Special Competition Rules

1. Chambers Landscape Trophy

- Entries close: First meeting in May.
- The subject is a landscape or seascape monochrome print
- Either one or two prints may be entered
- Prints entered in this competition must not be more than two years old.
- Prints entered into this competition cannot be entered again in any future special (non-monthly) competition.
- Prints must not have been used in any other HPS competition.
- Print presentation must conform to the [general competition rules](#)
- The competition is non graded

2. McCree Landscape Cup

- Entries close: First meeting in May.
- The subject is a landscape or seascape digital projected image.
- Either one or two-digital projected images may be entered.
- Entries in this competition must not be more than two years old.
- Projected images entered in this competition cannot be entered again in any future special (non-monthly) competition.
- Images must not have been used in any other HPS competition.
- Images presentation must conform to the [general competition rules](#)
- The images must have been taken in New Zealand
- This competition is for **A Grade** only

3. Kebble Landscape Trophy

- Entries close: First meeting in May
- The subject is a landscape or seascape digital projected image
- This competition is for **B and C grade** photographers
- Either one or two digital projected images may be entered
- Entries in this competition must not be more than two years old
- Projected images entered in this competition cannot be entered again in any future special (non-monthly) competition
- Images must not have been used in any other HPS competition
- Image presentation must confirm to the [general competition rules](#)
- The images must have been taken in New Zealand

4. Maslen Portrait Trophy

The **MASLEN trophy** is an annual competition for portrait prints only.

- Entries close the first club meeting in **May**.
- The subject is a portrait of “**one person**”. This portrait can include the body from the waist up but not below the waist.

- Either one or two entries can be entered.
- The images can be in monochrome or colour.
- The competitions are non-graded.
- Entries must be not more than two years old.
- Images must not have been used in any previous HPS club competition.
- Images entered cannot be entered into any club “**special competitions**” again.
- The images can be used at some future date in the clubs monthly competitions.
- Images presentation must conform to the [general competition rules](#)
-

5. John Clare Trophy

- The **JOHN CLARE trophy** is an annual completion for portrait projected images only.
- Entries close the first club meeting in **May**
- The subject is a portrait of “**one person**”. This portrait can include the body from the waist up but not below the waist.
- Either one or two entries can be entered.
- The images can be in monochrome or colour.
- Entries must be not more than two years old
- The competitions are non-graded. Entries must be not more than two years old.
- Images must not have been used in any previous HPS club competition.
- Images entered cannot be entered into any club “**special competitions**” again.
- The images can be used at some future date in the club’s monthly competitions.
- Projected images the longest edge must not exceed 1620 pixels for **Landscape** format or 1080 pixels for **Portrait** or **Square** format and a file size of less than 2 MB.
- Images presentation must conform to the [general competition rules](#)

6. Ciochetto Tray

- Entries close: First meeting in July
- Competition is for print images only
- All six images will be judged as a set (and should follow a theme of some sort, i.e. a colour, subject matter or tell a story etc.)
- Prints can be mono or colour
- Prints must not have been used in any other competition.
- Print presentation must conform to the [general competition rules](#).
- Prints entered into this competition cannot be entered again in any future special (non-monthly) competition.
- Prints entered in this competition may be more than 2 years old.
- The size of the prints should not exceed 5 X 7 inches (approximately 13X 18 centimetres) and the mount should not be larger than 20 X 16 inches (approximately 51 X 41 centimetres)

7. Kebble Audio Visual Trophy

- Entries close: First meeting in July
- Digital Audio programmes must not run longer than **5** minutes
- Up to two programmes may be entered.

- Sound can be used in any form (entrant is responsible for copyright)
- Images used in the digital audio shows may have been used in previous competitions and therefore the restrictions of rule 6 do not apply. They may be later used in another competition subject to the rules of that competition.
- Images can be digitally altered but must have been taken by the entrant.
- Digital audio shows should preferably in mp4 format but must be able to be played Windows based computer.
- Images used in this competition may be more than 2 years old. There is no time limit on when the images were in this competition
- Presentations must conform to [general competition rules](#).

8. Stonex Natural History Trophy

Entries close: First meeting in September

- The subject is New Zealand natural history as a colour print.
- One, two or three prints may be entered.
- The Trophy shall be awarded to the competitor with the highest aggregate points total based on the awards given to each print entered by a competitor.
- Prints are awarded Acceptance (2 points) or Honours (4 points). A Champion print is chosen which gets 1 extra point.
- Prints entered in this competition cannot be entered again in any future special (non-monthly) competition.
- Prints can be used in a future monthly competition.
- Print presentation must conform to the [general competition rules](#).

9. Kelly Natural History Cup:

Entries close: First meeting in SEPTEMBER

- The subject is New Zealand natural history entered as a colour digital image.
- One, two or three images may be entered.
- The Cup shall be awarded to the competitor with the highest aggregate points total based on the awards given to each print entered by a competitor.
- Images are awarded Acceptance (2 points) or Honours (4 points). A Champion image is chosen which gets 1 extra point.
- Digital images entered into this competition cannot be entered again in any future special (non-monthly) competition.
- Images must not have been used in any other HPS competition.
- Images presentation must conform to the [general competition rules](#).

DEFINITION OF NATURAL HISTORY

Natural History images should:

- Provide worthwhile scientific information about the subject.

- Be given a formal title describing what the image contains using, if possible, correct scientific names.
- Not be manipulated to alter the appearance of the subject. Corrections for density and contrast are permissible during processing. Lighting may be arranged to provide the best possible result.
- The subject should be in a natural environment.
- For guidance please refer to **current PSNZ rules** covering both natural history and nature photography
- Images will be judged primarily on the scientific value over the pictorial value.

10. Simcock Rose Bowl

Entries close: First meeting in November.

The competition is of four prints, colour or monochrome, comprising one each of:

Landscape / Seascape: The land [or sea] must form the main subject matter. People or buildings [or other objects] may be included but must take on an inferior point of interest.

Human Interest Genre / Portrait: Must be the photograph of a person. The photograph may be a formal portrait or an image of a person at work or play. The person must form the main centre of interest.

Contre-Jour: This is a photograph taken with the main light source to the front of the camera. The subject is typically defined by rim lighting. The side facing the camera must show some detail and not be a full silhouette

Pattern and/or Texture: The subject matter is to consist of strong regular shapes arranged into a pattern or clearly defined textures. The shapes should have a degree of abstraction but may be of recognisable objects.

- The photographs will be judged as a set.
- The competition is non-graded.
- The images must have been taken in New Zealand.
- Prints entered in this competition cannot be entered again in any future special (non-monthly) competition.
- Prints must not have been used in any other HPS competition.
- Print presentation must conform to the [general competition rules](#).

11. Percival Trophy

Entries close: First meeting in November.

The competition is for four digital images, comprising one each of:

Landscape / Seascape: The land [or sea] must form the main subject matter. People or buildings [or other objects] may be included but must take on an inferior point of interest.

Human Interest / Genre / Portrait: Must be the photograph of a person. The photograph may be a formal portrait or an image of a person at work or play. The person must form the main centre of interest.

Contre-Jour: This is a photograph taken with the main light source to the front of the camera. The subject is typically defined by rim lighting. The side facing the camera must show some detail and not be a full silhouette.

Pattern and/or Texture: The subject matter is to consist of strong regular shapes arranged into a pattern or clearly defined textures. The shapes should have a degree of abstraction but may be of recognisable objects.

- The images will be judged as a set.
- The competition is non-graded.
- The images must have been taken in New Zealand
- Digital images entered in this competition cannot be entered again in any future special (non-monthly) competition.
- Images must not have been used in any other HPS competition.
- Images presentation must conform to [the general competition rules](#).

Section C: COMMITTEE HANDBOOK

The committee members are to meet at regular intervals as agreed by the members. Committee Meetings may take place at other times if necessary. Individual Members of the committee are to be assigned the following duties [other duties may be created according to need]. The duties and responsibilities of President, Secretary and Treasurer are set out in club rule 13

Visitors Convenor: Meet and welcome visitors to the club meetings. Enquire as to photographic interests and needs. Introduce visitor to members. Record details in visitors' book. Notify President so that names may be announced at start of meeting.

Supper Convenor: Take responsibility for bringing of the supper box. Keep it replenished with Tea, Coffee, Milo, Milk, Sugar and biscuits. Arrange for washing of tea towels.

Make certain that Urn is turned on. The supper convenor may co-opt members to assist with dispensation of supper and washing of dishes at end of evening.

Shutter Talk Editor: Shall compose and publish the club newsletter to convey the following information to members; Committee member's names and contact details.

Coming events of special importance [Set Subjects, Special Competitions, Workshops, Outings, Meeting Dates and Times (including notice of Annual General Meeting in the January/February issue)], Competition results for previous month. Other informative content may, at the discretion of the Editor, be included.

The May and June issues are to contain notices re the payment of subscriptions. The Editor will liaise with the Treasurer to send out accounts for unpaid subscriptions with the June issue.

Shutter talk will be published on the first meeting of each month from March to November inclusive.

The January/February issue will be forwarded to all members before the end of January. This issue is to include a copy of the full program for the year.

A minimum of one month's notice is to be given of upcoming special events, e.g.; Entries for Maslen Portrait due in first Monday of May. Event must be advertised no later than the April issue

The editor will generally email Shutter Talk where possible to all members. The Treasurer will reimburse costs relating to Shutter Talk.

Programme Convenors: Those appointed to this duty shall meet no later than the second Monday of October to decide the set subjects for the following year on the club's programme for the following year.

The early part of the program [especially set subjects] should be published in the NOVEMBER issue of Shutter Talk and on the club's website.

Special Competition Convenors: Shall keep a record of external competitions and exhibitions requiring entries by the club or individual members. The Convener will notify the committee, and membership, in good time so that entries may be assembled. Events to watch out for are: National and International, Interclub and Personal Salons. [See Annual Planning Guide.](#)

Print Convenors: A Convener and assistant will be appointed to accept and record the entries for print competitions. The recording will consist of keeping a permanent record of entrant's names and awards given. Where points are awarded the Head Convener will record and total these against the name of the entrant [see section 14 of the COMPETITION RULES for details of points to be awarded]. As each print is presented for judging, the recorder will announce the title of the print or indicate 'No Title' as applies. When, and not before, the judge has announced the result for each print the name of the entrant is to be announced. The entrant's name will not be announced for prints that are rejected. Once recorded, the Convenors will set out the prints for display. When setting the prints out for display, care must be taken not to place two prints from the same entrant in adjacent positions. The Convenors have duty to ensure that entries are treated properly and kept in good condition but are NOT responsible for faults in evidence at the time of entry.

The Convener will provide a copy of all competition results to the editor of Shutter Talk for publishing in the following month's issue.

Projected Image Convenors: A Convener and assistant will be appointed to accept and record the entries for Projected Images competitions. The recording will consist of keeping a permanent record of entrant's names and awards given [either the convener or assistant may do the recording]. Where points are awarded the Head Convener will record and total these against the name of the entrant [see section 16 of the COMPETITION RULES for details of points to be awarded].

As each projected image is projected for judging, the recorder will announce the title of the projected image or indicate 'No Title' as applies. When, and not before, the judge has announced the result for each projected image the name of the entrant is to be announced. The entrant's name will not be announced for projected images that are rejected.

General Duties of Print and Projected Image Convenors: The Head Convenors will notify the current points totals to the editor of Shutter Talk in time for inclusion in the next edition. They will have the final totals ready within seven days of the final competition in NOVEMBER. These will be notified to the person responsible for the engraving of the trophies. The Print and Projected Image Convenors will provide the editor of Shutter Talk a full prize list at the conclusion of the final meeting in December. At the November meeting, the Head Print and Projected Image Convenors are responsible for bringing forward to the committee the names of any entrants who should be considered for promotion (and relegation) under the rules. The Convenors will remind the Shutter Talk

Editor when special competitions [as set out in the COMPETITION RULES] are coming up six weeks before entries are due. They will then collect entries on the due dates and arrange for them to be sent for judging. (June 08)

Judges Points: The print and projected images conveners are responsible for ensuring that Club judges are to be compensated for not being able to enter on the night of their judging. This is to be an average of their points in the section concerned. [Link to Judges Points](#)

Projectionist: A competent projectionist is to be appointed to make certain that the -digital images entries are correctly displayed to the meeting. This position need not be a committee member. A 'Back-up' projectionist should be appointed.

Judges Convenor: Maintain a list of potential judges. Contact judges and arrange sessions. Report judge selections prior to competition to committee for confirmation. Provide names of judges to Shutter Talk Editor for inclusion in monthly edition. Purchase suitable acknowledgements, i.e. petrol vouchers, for amounts to be set by the committee, for presentation to invited/guest judges.

Selection Panels: Their duty will be to select club prints and/or images for external competitions and exhibitions. A panel is to consist of a minimum of THREE members one of whom is, ex officio, the Head Convener of the relevant section. The other two are to be drawn from the 'A Grade' membership of the club. They need not be elected members of the committee.

Annual Planning: As the year progresses the following events must be planned for:

Annual General Meeting: The Treasurer will provide a trial budget to the committee for consideration at the February meeting. From this budget the committee will set a recommended amount for subscriptions for the current year. This recommendation will go forward to the AGM. Members are to be given a minimum of fourteen days written notice of the AGM. This is normally done by means of the February "Shutter Talk." The March issue does, however, give sufficient notice to members who have theirs emailed or posted.

End of Year Function: A committee member is to be appointed as responsible for Trophies. A call for trophies must be made in the October "Shutter Talk" and direct approaches made to ensure that trophies are all in by the second meeting of November. The Trophies are to be engraved between that date and the end of November.

Planning for the function should be completed by the second week in November and invitations sent out to guests by this date. The guest list is to include outside judges and chairmen of sister clubs. Others may be invited as desired by the committee.

The Agenda for committee meetings is to be sent out to committee members a minimum of 7 days before each meeting. Any items of general business, complete with detailed explanation and reasons, are to be lodged with the Secretary a minimum of 10 days before each meeting.

For any items submitted under 10 days prior to each meeting, the Committee, by vote, have the right to defer without debate until a following meeting.

(This would allow for a matter to be debated if it were urgent or necessary that it be decided and could not be deferred).

Appendices

1. Annual Planning Guide

January	Committee meeting Judges programme set for the beginning of the year
February	Plan for AGM Publicise Canon online
March	Treasurer to present preliminary budget for year Recommendation for subscriptions made Liaise with the holder of the Auckland Shoot Out competition Publicise Canon online
April	AGM Call for entries to Maslen Portrait, John Clare Portrait, Kebble Landscape Chambers and McCree Landscape competitions. Publicise North Shore Salon — Entries in May and Laurie Thomas Landscape—Entries in June Publicise: Canon on line
May	
June	Call for George Chance Landscape Prints, Bledisloe, Tenna Packer and Bowron Landscape PSNZ club competition entries for selection early in August
July	Organise team for Auckland Shoot Out
August	Auckland Shoot Out
September	Consider if anyone should be nominated for PSNZ Special Honours Encourage members to plan images for PSNZ honours applications
October	Organization for December wind-up function including judge for end-of-year competitions. Secretary to send out invitations to sister club presidents, secretaries and judges at end of month. Request made for return of trophies [verbally in subsequent meetings and in November 'Shutter Talk']. Set Subjects for following year selected and published in November issue of 'Shutter Talk'. If possible, propose some workshops for following year publish in November 'Shutter Talk'.
November	Organization for December wind-up function finalized and confirmed. National Exhibition and Canon Digital to be publicized [Entries close in February] Call for Bledisloe [Prints] and Wiltshire [Images] for next February. Arrange and finalise judges for February's (next year) competitions. Advertise NATEX
December	Diarise 1 st committee meeting for next year.