

# St. Vrain Photographic Society Guidelines

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## Guidelines of the St. Vrain Photographic Society

Revision as approved by membership Dec. 5, 2011

### ARTICLE I — Duties of Standing Committee Chairs

- Section 1. Programs. The programs chair shall be responsible for: (Default is vice president)
- A. Planning and scheduling programs and pre-meeting discussions/presentations at regular monthly meetings, communicating with program presenters to provide information and answer questions, and introducing program speakers.
  - B. Presenting a tentative program schedule for the new year at the January regular meeting.
  - C. Scheduling and presenting to the membership any special topics for the year at the January regular meeting.
- Section 2. Membership. The membership chair shall be responsible for: (Default is Treasurer)
- A. Having applications for membership available at Society meetings and other appropriate community events.
  - B. Maintaining an up-to-date membership list and providing it to the membership when requested.
  - C. Contacting inactive members as defined in the Society's Bylaws, Article III, Section 2.
  - D. Working with the publicity committee on any membership drives.
- Section 3. Publicity. The publicity chair shall be responsible for:
- A. Informing the news media of any Society activities that may be of interest to the community and/or Society members.
  - B. Publicizing regular meetings, special events, exhibitions, and workshops, as deemed necessary.
  - C. Collecting and presenting to the Historian publicity or news of any Society activities or events.
- Section 4. Media Specialist. The media specialist chair (with the Equipment Committee) shall be responsible for:
- A. Maintaining the Society's website.
  - B. Receiving and presenting digital photos for regular and special competitions or show and tell presentations.
  - C. Maintaining the Society's equipment, including computer, projector, screen, easels, light box, cords, scoring equipment, etc. and bringing the necessary equipment to Society meetings and events.
  - D. Receiving and recording print entries for Society competitions. Setting up scoring equipment, when necessary, and recording scores for competitions. Keeping a record of competition winners and titles of winning entries.
  - E. Making recommendations to the Society membership about any equipment needs.
  - F. Providing judges with judging guidelines for the Society's competitions.

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- Section 5. Hospitality. The hospitality chair shall be responsible for:
- A. Maintaining the guest book, member and guest nametags, and bringing them to Society meetings and events.
  - B. Greeting guests and having them sign the guest book.
  - C. Reporting to the president any guests at Society meetings.
  - D. Directing prospective members to the membership chair for application forms.
  - E. Writing and sending correspondence as requested by the president.
- Section 6. Exhibits. The exhibits chair shall be responsible for:
- A. Identifying and contacting appropriate venues for photo exhibits.
  - B. Informing the membership of Society and community photo exhibit opportunities.
  - C. Coordinating Society photo exhibits.
- Section 7. Education. The education chair shall be responsible for: (Default is vice president)
- A. Proposing educational workshops and instructors and notifying the membership of scheduled workshop events.
  - B. Identifying and scheduling field trip opportunities and notifying the membership.
  - C. Informing the membership of community educational opportunities in the photographic field.
- Section 8. Historian/Librarian. The historian/librarian shall be responsible for:
- A. Maintaining a scrapbook of the Society's history, activities and news.
  - B. Keeping all photographic literature (books, magazines, pamphlets, etc.).
- Section 9. Community Service. The community service committee shall be responsible for:
- A. Overseeing the club's continued sponsorship and participation in the Boulder County Fair.
  - B. Coordinate volunteers for other community services the club members vote to support.

## **ARTICLE II — Nominating Committee**

- Section 1. Appointment. The president shall appoint a nominating committee of at least three members no later than the October regular meeting. Members of this committee are not excluded from being candidates for office. No person shall serve on the nominating committee annually, but may serve alternating years.
- Section 2. Duties and Responsibilities.
- A. The committee shall make recommendations for each elected office. Any such nominee shall be contacted by a committee person to determine whether the nominee is willing to serve if elected. Any active member interested in running for an office should submit his or her name to this committee 10 days prior to the November regular meeting.
  - B. The committee shall present the slate of candidates at the November regular meeting. The presiding officer shall request a call for additional nominations from the floor. A minimum of two names for each office is desired.

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- C. At the regular December meeting the nominating committee shall introduce each candidate and allow him or her an opportunity to make a brief statement about themselves and their willingness to serve, provide eligible voters with written ballots, tabulate votes and announce election results.

## **ARTICLE III — Monthly Competitions**

Section 1. Eligibility. Only members in good standing whose dues have been paid are entitled to participate in Society monthly competitions.

Section 2. Submission Guidelines and Deadlines.

- A. Submission guidelines for print and digital entries shall be posted on the Society's website and published in the monthly newsletter. Any member submitting photos for Society competitions or show and tell presentations are responsible for reading and following the submission guidelines. The media specialist has the right to exclude from presentation any photo entry which does not conform to the stated guidelines.
- B. Competition deadlines shall be announced at regular Society meetings and published in the Society newsletter. Late entries will not be accepted.
- C. Active members may submit digital photos and/or prints for monthly competitions and/or show and tell sessions. The number of submittals and the categories shall be determined by the board of directors and shall be announced in the monthly Society newsletter.

Section 3. Judging.

- A. The number of judges for monthly competitions shall be determined by the board of directors.
- B. The program presenter shall be the judge (or one of the judges) for monthly competitions and shall be asked to provide feedback on photos as time allows.
- C. If additional judges are required at monthly competitions, they shall be selected from present members or guests who do not have photos in the competition.
- D. A designated person (or committee) shall be responsible for providing the judge(s) with the Society judging guidelines prior to the competition.

## **ARTICLE IV – Special Competitions**

Section 1. Eligibility. Only members in good standing whose dues have been paid are entitled to participate in Society special competitions.

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- Section 2. Judging. The judging committee will be responsible for selecting and arranging for judges for all special competitions.
- Section 3. Summer Competition.
- A. The topic and rules shall be determined by the board of directors, published in the June newsletter, announced at the June annual competition, and posted on the Society's website.
  - B. Photos submitted for this competition must be taken between June 1 and the September regular meeting of the current year.
  - C. Competition winners shall be announced and submitted photos shown at the October regular meeting. Results shall be posted on the Society's website.
- Section 4. Scavenger Hunt.
- A. The person responsible for coordinating this competition shall be the winner from the previous year.
  - B. Instructions and deadlines are to be provided at a regular meeting, published in the monthly newsletter, and posted on the Society's website.
  - C. Results of this competition shall be at least part of the program at a designated regular meeting and shall be posted on the Society's website.
- Section 5. Annual Competition.
- A. The annual competition shall take place in June at a time and place determined by the board of directors.
  - B. Topics, deadlines, and submission guidelines shall be set by the board of directors with notice to the membership by the January regular meeting. This information shall also be published in the monthly newsletter and posted on the Society's website.
  - C. The judges committee shall be responsible for selecting three (3) qualified judges from outside the Society membership. The president may appoint one or more members to coordinate the judging process.
  - D. Categories may be combined if there are not enough entries in a single category.
  - E. Awards shall be given for 'best of show' and first, second, and third place entries in each category. Honorable mention shall be given by recommendation of the judges. Winning entries may not be resubmitted in following years for annual competition.

## ARTICLE V — Amendments

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The Society Guidelines may be revised or amended at any regular meeting by a majority affirmative vote of total votes cast, provided the proposed revision(s)/amendment(s) was/were published in the newsletter or distributed electronically at least thirty (30) days in advance of the voting.