



# Columbia Council of Camera Clubs

# Gold Book

**Revised & Updated  
January 2014**



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# Columbia Council of Camera Clubs

## Part I - Constitution & By-Laws



# **Part I – Constitution & By-Laws:**

## **CONSTITUTIONS ARTICLES**

### **ARTICLE I – NAME**

- 1.10 The name of this not-for-profit corporation shall be known as: “Columbia Council of Camera Clubs”.

### **ARTICLE II – LOCATION**

- 2.10 The principal and registered office of the Corporation shall be at such places as the Council Board shall designate by resolution.

### **ARTICLE III – PURPOSE**

- 3.10 The objective of the Corporation (Council) will be to coordinate and promote camera clubs, Photographic Society of America (PSA) and other photographic activities of interest to camera clubs and their members.
- 3.20 The Council will carry out this purpose/objective in accordance with the nondiscrimination laws of the State of Oregon and the United States of America.

### **ARTICLE IV – MEMBERSHIP**

- 4.10 The Columbia Council of Camera Clubs is open to individual camera clubs, photographic societies and other organizations (and their individual members) operating for the benefit of amateur photographers.
- 4.20 The Council is organized primarily to serve amateur photographic organizations in Oregon, Washington, Idaho, and northern California, but membership is open to any other photographic organization wishing to join.

### **ARTICLE V – REPRESENTATION (COUNCIL BOARD)**

- 5.10 Each member organization of the Council is required to appoint one (1) perennial representative to sit on the

Council Board, to work with the Council (in person, proxy or in absentia), conduct Council business and promote Council activities in their club.

- 5.20 While others from a member organization may also attend Council meetings and serve on committees, only **one** vote may be cast by each member organization.

#### **ARTICLE VI – OFFICERS**

- 6.10 The Officers of the Council will be: Chair, Vice-Chair, Secretary and Treasurer.

#### **ARTICLE VII – EXECUTIVE COMMITTEE**

- 7.10 The Executive Committee of the Council shall consist of the Officers and at least one (1) and no more than eleven (11) persons belonging to member organizations, always in odd numbers (i.e. 5, 7, 9, 11, 13 or 15 total committee members).

#### **ARTICLE VIII – AMENDMENTS**

- 8.10 Proposed amendments to this Constitution must be presented to the Council Board at least six (6) weeks before they can take action at a regularly scheduled meeting. If two-thirds of Council Board attending the said meeting approve the proposals, a physical ballot is mailed to all member organizations at least six (6) weeks before the ballot due/counting date. Ratification would be accomplished with an affirmative vote of two-thirds of the membership.

**ARTICLE IX – PARLIAMENTARY PROCEDURE**

9.10 The business of this organization shall be conducted based to the latest edition of “Roberts' Rules of Order” and as specified in the Council’s Bylaws.

We certify that this Constitution was Ratified/Amended on 23 April 2005  
(date)

**Bruce Bittle**

\_\_\_\_\_  
4Cs' Chair (print)

\_\_\_\_\_  
4Cs' Chair (signature)

**Mary Furness**

\_\_\_\_\_  
4Cs' Secretary (print)

\_\_\_\_\_  
4Cs' Secretary (signature)

## **BY-LAW ARTICLES**

### **ARTICLE I – MEMBERSHIP ELIGIBILITY**

- 1.10 Council membership is open to any amateur photographic organization (and their individual members) that supports the goals of the Council, applies for membership and pays an annual membership fee, or in-kind service, in an amount established by the Council Board, by resolution. The Council Board may establish categories of membership with different membership fees and establish the qualifications and benefits of each, by resolution.

### **ARTICLE II – MEETINGS**

- 2.10 The Council shall hold an Annual Meeting of the members in conjunction with the Annual Convention at a time and place designated by the Council Board. The purpose will be to present an annual summary of activities and a financial report to the membership.
- 2.20 The Council Board shall hold quarterly meetings. The first quarterly meeting of the members will be held in October in conjunction with the Annual Convention, the 2<sup>nd</sup> quarterly meeting will be held in January, the 3<sup>rd</sup> in April and the 4<sup>th</sup> in July, as scheduling allows, but not less than (4) times per year. The purpose of these meetings is to conduct the business and otherwise carry out the objectives of the Council at times and places set by the Council Board.
- 2.30 The Executive Committee shall meet as needed (when, where, how), as determined by the Chair.
- 2.40 Unless a greater proportion is otherwise required by law, a majority vote of the members present, who are entitled to vote, shall be necessary to adopt any matter voted upon. Voting shall be by voice vote or by any other method



determined by the Chair, who shall determine the majority vote.

- 2.50 Any meeting of the Council shall be open to the general membership and to the public.

### **ARTICLE III – COUNCIL BOARD**

- 3.10 The business and affairs of the Council shall be managed by the Council Board composed of one (1) representative from each member organization. The Council Board shall have the power and authority to make rules and regulations for the guidance of Officers, Executive Committee and members of the Council; and for the transaction of the business of the Council. The Council Board will initiate, promote, supervise and approve plans and programs designed to achieve the objectives, policies and programs of the Council.
- 3.20 A quorum shall consist of the Council Board present at a meeting.
- 3.30 In the event of a vacancy, the member organization whose position has been vacated is required to immediately appoint a new representative to the Council Board by informing the Chair and Secretary (method determined by the Executive Committee).

### **ARTICLE IV – OFFICERS**

- 4.10 The Officers of the Council must belong to a member organization, but may or may not be an official representative. An Officer who is not an official representative is a non-voting member of the Council Board.
- 4.20 Terms for the Officers shall be for one (1) year, shall be elected annually and they will serve on the Council Board and Executive Committee.

4.30 The Chair shall preside at the Annual, Council Board and Executive Committee Meetings (and other meetings as prescribed by the Council Board), and shall be the chief executive officer of the Council and have such powers and duties as the Board may direct.

- a) The Chair is responsible for the general management of the business of the Council, except as otherwise prescribed by these Bylaws and as otherwise prescribed by the Council Board – and shall be responsible to the Council Board.
- b) The Chair, may sign contracts, deeds, documents or instruments which the Council Board has authorized to be executed.
- c) The Chair shall make reports of the affairs of the Council at the Annual Meeting, and from time to time, to the Council Board.
- d) In the event of a vacancy of office, the Chair shall immediately fill the position for the remainder of the term by appointment, which would be subject to approval by the Council Board at the next opportune meeting.

4.40 The Vice-Chair shall possess the powers and may perform the duties of the Chair in the event of the absence or the inability of the Chair to act, and perform such duties as may be prescribed by the Council Board.

4.50 The Secretary shall keep books of the minutes of all meetings of the Council when business is conducted. The Secretary may sign contracts, deeds, documents or instruments which the Council Board has authorized to be executed; and shall keep records of the names and addresses of the members of the Council.

- 4.55 In the event of the simultaneous vacancy of the offices of Chair and Vice-Chair, or the simultaneous incapacity of both duly elected office holders, the Secretary shall succeed to the office of Chair.
- 4.60 The Treasurer shall maintain custody of all funds and securities of the Council and shall deposit all moneys such bank or depositories as the Council Board may designate.
- a) The Treasurer shall make to each Annual Meeting a financial summary of the state of the treasury.
  - b) The Treasurer shall make at the first quarter Council Board Meeting, and at other times as may be required by the Council Board, a full and detailed report of the condition of the treasury, showing all receipts and disbursements since the last previous report and the balance remaining on hand.
  - c) The Treasurer and the Chair shall prepare an annual budget for approval by the Council Board at the first (October) quarterly Council Board Meeting.
  - d) The Treasurer may make payments and sign financial contracts as authorized by the Council Board.
- 4.70 The Council Board shall have the power to depose any Officer for cause by a majority vote plus one (1). Failure or inability to perform duties, unsatisfactory performance of duty, gross personal misconduct or misconduct in office shall be sufficient cause for removal.

## **ARTICLE V – ELECTION PROCEDURES (OFFICERS)**

- 5.10 Nominating Committee of not less than three (3) persons shall be appointed annually by the Chair at or before the second quarter Council Board Meeting. Members of this committee must belong to a member organization, but may or may not be an official representative.
- 5.20 The slate of nominees shall be presented to the Council Board by the Nominating Committee at the third quarter Council Board Meeting, where additional nominations will be accepted from the floor. All nominees must be willing to serve in the office to which they are nominated.
- 5.30 The Secretary will prepare a written ballot and mail it to all member organizations at least six (6) weeks before the ballot due/counting date. Ratification would be accomplished with an affirmative vote of two-thirds of the returned ballots and validity confirmation of the results by the Secretary to the Board at the fourth quarter Council Board Meeting.
- 5.40 The Chair and Vice-Chair may be re-elected to one (1) consecutive term.
- 5.50 The newly-elected Officers shall succeed to office at the first quarterly Council Board Meeting

## **ARTICLE VI – EXECUTIVE COMMITTEE**

- 6.10 The business and affairs of the Council Board shall be managed by an Executive Committee composed of an odd number of not less than five (5), nor more than fifteen (15) persons.
- a) All Officers of this Council shall sit on the Executive Committee.
  - b) Members of this Committee must belong to a member organization, but may or may not be an official representative.

- c) No more than 3 (three) members of this Committee shall belong to any one member organization.
  - d) Terms for members of this Committee shall be for one (1) year, nominated by the Chair and approved annually by the Council Board (simple majority) at the first quarterly meeting.
- 6.20 The purpose of this Committee is to conduct the day to day business of the Council, make proposals to the Council Board and/or other such duties as prescribed by the Council Board
- 6.30 The Executive Committee shall have the power to depose any Committee member (except for an Officer) for cause by a majority vote plus one (1). Failure or inability to perform duties, unsatisfactory performance of duty, gross personal misconduct or misconduct in office shall be sufficient cause for removal.
- 6.40 A quorum shall consist of the Executive Committee present at a meeting.
- 6.50 Any vacancy on the Executive Committee may be immediately filled by appointment by the Chair for the remainder of the term, if needed.

### **ARTICLE VII – PUBLICATIONS**

- 7.10 The Council may produce and publish such materials as determined by the Executive Committee (means, methods, subscription costs, etc.) to further the goals and objectives of the Council.

### **ARTICLE VIII – COMMITTEES**

- 8.10 Committees and their chairs may be appointed by the Chair as needed and will report to the Executive

Committee. Members of these committees must belong to member organizations, but may or may not be official representatives.

**ARTICLE IX – AMENDMENTS**

9.10 These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the affirmative vote of two-thirds of the membership. Ballots must be presented by a method approved by the Council Board to all member organizations at least six (6) weeks before the ballot due/counting date. The new Bylaws would then be confirmed/signed by the Chair and Secretary at the next Council Board meeting.

We certify that this Constitution was Ratified/Amended on 14 July 2012  
(date)

**Lisa Nathan**  
4Cs' Chair (print) 4Cs'

\_\_\_\_\_  
Chair (signature)

**Lori Montgomery**  
\_\_\_\_\_  
4Cs' Secretary (print)

\_\_\_\_\_  
4Cs' Secretary (signature)



# Columbia Council of Camera Clubs

## Part II - Competition Rules & Guidelines



# Part II – Competition Rules & Guidelines

## Overview

The Columbia Council of Camera Clubs' (4Cs) monthly image competitions provide its member clubs, and their individual memberships, the opportunity to compete, display and be recognized with other members throughout the Council. These competitions present its participants the chance to see how their individual images compare to others from around the northwest and 4Cs' Member clubs can test their mettle against other Member clubs.

All 4Cs' member clubs in good standing, and their memberships, are invited to participate in these competitions and the images may be of any subject. The competition year runs monthly from October through May, unless otherwise specifically noted in a Division/Class.

While reasonable caution will be exercised to protect all entries, the 4Cs, the judging club or any associated member club cannot assume responsibility for loss or damage to any entry, no matter the cause. The entrant assumes all risk and entry acknowledges this.

The respective committee and 4Cs' Competition Chairs shall meet periodically for the purpose of developing uniformity and updating these competition materials, with input from the member clubs' representatives/competition chairs.

## In the Spirit of Competition

Competition serves two primary purposes. First, it allows you to gauge how you are progressing as a photographer. Second, it provides a forum for viewing a wide range of images, which is critical for the learning process. With these goals in mind the 4Cs encourages, but does not require, competitors to retire an image from 4Cs monthly or quarterly competition in a given year, once that image has received an award.

## *General Entry Requirements*

- 1) Competition is open to all members of affiliated camera clubs of the Columbia Council of Camera Clubs in good standing.
- 2) The entrant must be the full owner of all rights of the submitted works. The use of any image, in whole or part, not the property of the entrant is not allowed.
- 3) By virtue of entry, the entrant certifies the work as their own. The 4Cs, or its Member Clubs, assumes no liability for any misuse of copyright by the entrant. Also, the entrant permits the 4Cs to reproduce all or part of the entered material free of charge in/on its website, newsletter or other official 4Cs' publications.



- 4) Initial film development (if any) may be done by others, but post-capture processing and image file preparation (not including printing) must be done *entirely* by the entrant.
- 5) All images must be **clearly identified** as specified under a particular Category.
- 6) Any image that has been entered in a 4Cs' competition in a given Category and/or Division may be **re-entered in a different** Category and/or Division in future competitions.
- 7) Any image in a given 4Cs' competition Division/Class that does not win an award (Award of Merit or Honorable Mention) **may be re-entered in the same** Division/Class in future competitions, but not during the same competition year. Images that have received an award (Award of Merit or Honorable Mention) in any previous 4Cs' competition year are **not eligible to be re-entered** at anytime in the same Division/Class.
- 8) If, for some good reason (as determined by the Competition Chair), a Members Club's images are not available to the judging club in time for the scheduled judging, **a make-up entry** may be made *within two months*. These images must be sent to the judging club for the *current* month, **NOT** to the judging club for the missed month. Make-up images are not eligible for awards (unless circumstances dictate otherwise as determined by the Competition Chair). *Entries that miss the May judging are just plain out of luck and will not be judged.*

*Additional requirements may be found in each category, division and/or class.*

### ***General Definitions***

- ❖ **FILM AND DIGITAL IMAGING** - Image capture must use a camera, but no distinction is made between film and digital cameras. Distinctions are solely by presentation type, e.g. prints or electronic image and their associated sub-categories.
- ❖ **DIVISIONS** are based on general competition media or format (print, electronic image, and electronic show).
- ❖ **COMPETITION TYPES** are based on when and how often a competition occurs: monthly, quarterly, end of year, or annually.
- ❖ **CATEGORIES** are based on image content specialties within a division (e.g. color vs. monochrome, traditional vs. creative).
- ❖ **CLASSES** are defined competitions based on size or length. There are two sets of classes. The Print Division defines Large and Small (96 Square) classes. The Electronic Show Division defines several classes based on presentation length.
- ❖ **CLUB** competitions are competitions in which a set of images is submitted by a Member club and treated as a single entry. Points will be accrued to the 4Cs' Member club for a total, and subsequent awards. Individual images may be recognized with awards. "Club Entries" may be the only type of entry, compete alongside Individuals entries or, depending on the number of entries, may spin-off into a separate Class, depending on the Category/Class in question.

- ❖ **INDIVIDUAL** competitions are competitions in which awards are given to the individual participants for that particular competition.

## Print Division

This category consists of images typically printed onto photographic papers, including fiber and metal papers..

### *General Print Definitions*

#### *Competition types:*

- **Monthly competitions** are considered to be *individual competitions* and awards are only given to the individual participant for that particular competition.
- **End of Year (EOY) competitions** are an extension of monthly competitions and are considered *individual competitions* where awards are only given to individual winners.
- **Annual competitions** are *club competitions* held in the late summer/early fall with the winners announced at the fall convention.

#### *Competition categories:*

- **Monochrome:** Monochrome prints are defined to consist of only white and black, as well as all shades of gray in between. Toning is allowed, but must cover the entire image and be of a single color; e.g. sepia toning. Prints with spot color, selective color or that are colored with two or more colors must be entered in the Color Print Division.
- **Color:** All prints not categorized as monochrome are considered to be part of the Color Print Division.

#### *Competition classes:*

- **Large prints:** Prints, with mounts and/or mattes, must be greater than 96 square inches and can not exceed 16x20 inches. These dimensions include both the image and its matte when a matte is used. The minimum print size must be at least 80-square inches and include a mount with a minimum size that makes it larger than 96-square inches.
- **Small (96 square) prints:** Prints and/or mounts must have a minimum size of 35-square inches and may not exceed 96 square inches (with the longest dimension not exceeding 20 inches).

#### *Entry Requirements:*

The following requirements apply in addition to the “**General Entry Requirements**”

- 1) Prepared digital files may be printed by 3<sup>rd</sup> parties. Mounting and matting may also be done by others.
- 2) All prints must be *mounted* (fixed to a hard, *lightweight* backing like mat board or foam core) No frames.
- 3) Anything affixed to the mount’s back that may cause damage to other prints when stacked, will not be accepted (like hanging devices or “Velcro” tabs).
- 4) Any protective packaging (like plastic, transparent bags, etc.), while recommended for shipping, will be removed for judging purposes. Shrink-wrap will not be removed.

- 5) NO writing or markings (titles, signatures, etc.) are allowed on the print/mount/mat's face/front.
- 6) All prints must be clearly identified with the following on the *back* of the mount (this identification should be written in alignment with the viewing position, top side up):
  - a) Division and Class that image will compete in (*example: Monochrome / 96 square*)
  - b) Title (*example: "My Best Image"*)
  - c) Entrant's Full Name and Address (*example: Joe A. Photographer / 1234 Any Street, Sometown, USA 00000*)
  - d) Entrant's Affiliate Organization's Name (*example: IdOreWashCal Camera Club*)

## ***Print Competitions***

### ***Monthly competition***

#### ***Entry Eligibility***

The same image may not be entered in both classes (i.e. large and 96 square) in the same competition year.

#### ***Entry Quantities:***

Generally speaking, the quantities of prints that can be entered by each club are listed in the table below. Note that the table is based on the number of “print makers” and not the number of prints in a specific category-division. Every club can enter up to 5 prints, and depending upon the number of print makers within a club in the month, as many as 10 prints can be submitted.

<b>Number of Competitors (people/makers)</b>	<b>Maximum Number of Prints Allowed</b>
1 to 10	5
11 or 12	6
13 or 14	7
15 or 16	8
17 or 18	9
19 or more	10 (max)

*[The chart values were found by counting the number of printer makers competing and dividing by the arbitrary number two (2) and then rounding up to a whole number.]*

#### **Examples:**

#1) Submitting “Club A” has 18 print makers in the large category and 7 print makers in the small category – then they can enter 9 large and 5 small prints that month.

#2) Submitting “Club B” has 31 print makers in the large category and 14 print makers in the small category – then they can enter 10 large and 7 small prints that month.

#3) Submitting “Club C” has 4 print makers in the large category and 3 print makers in the small category – then they can enter 5 large and 5 small prints that month.

Judging clubs have special exceptions however. The month a 4Cs’ Member club is scheduled to judge a particular category-division, that club and its members are ineligible for competition in that same category-division. However, the following month they may enter two [monthly] print sets in that category-division for competition, e.g. color prints. Since no judging is done in June, the club judging in May can enter two [monthly] print sets in April.

### ***Monthly Print Awards:***

Refer to “Part III: Additional Guidelines” for details and examples.

### ***End of Year (EOY) Competitions:***

#### **Print of the Year competition**

At the end of the yearly competition cycle, *all* award winning prints (Award of Merit and HM’s) from all Classes (Large & Small [96-square]) in the Print Divisions (Monochrome & Color) will be recalled. Judging will be by an organization outside of the 4Cs or judges unrelated to participating makers/clubs, and the awards will be given and announced for each Division and Class at the 4Cs’ Annual Convention.

Notice of recall and shipping information (addresses) will be sent to all clubs with eligible entrants at the end of the year’s monthly competition cycle, by the respective 4Cs print chairs.

The following entry requirement is in addition to the general entry requirements as noted in the definitions section of the print category:

- ❖ All images must be the *exact* same print and mount/mat as originally entered in the monthly competition or an *exact* duplicate.

### ***Annual Competition (Convention Invitational competition)***

This is a *Club Competition*. All 4Cs’ Member clubs are invited to enter images for this competition, which will be judged at the Annual Convention by a panel of three judges selected by the Event Chair (who is appointed by the Convention Committee). Awards will be announced and given at that convention. Notice of competition and shipping information (addresses) will be sent to all Member clubs with the convention registration packet and/or by the 4Cs Invitational chairs.

The following entry requirements apply in addition to the general entry requirements as noted in the definitions section of the print category:

- 1) Each 4Cs’ Member club is invited to enter up to five (5) color prints and five (5) monochrome prints. Entries of less than ten (10) prints can be accepted, however no scoring compensation will be made and hence the entry is likely to be at a disadvantage. [*Note: Some years the print invitational may split color and monochrome into separate competitions, each with five (5) entries, but other rules remain the same.*]
- 2) Any print that has been entered in a previous Convention Invitational or received any award in the previous year’s “monthly” print competitions (in any division; color or

monochrome; large or small) is *not* eligible. [*Note: The annual convention happens near the beginning of each competition year.*]

**3)** Prints must have a minimum *print* size of 35-square inches. The *maximum* print and/or mount size must not exceed 320-square inches (with the longest dimension not exceeding 20 inches).

**4)** The print's presentation *will* influence the score

## **Electronic Image Division**

This category consists of electronic images presented by digital means, e.g., displayed on a computer or digitally projected onto a viewing surface. Images are not limited to those created and/or modified digitally. Images may also be acquired on film and then scanned, modified if desired, and entered.

### ***General Definitions***

#### ***Competition types:***

- ***Monthly competitions*** are considered to be *club competitions*, with an entry consisting of up to five (5) images in a set. Entered images are judged and scored individually; scores for image sets are summed and winning clubs determined. However, awards are also given to the top individual entries.
- ***Quarterly competitions*** are considered to be *individual competitions* and awards are only given to the individual participants for that particular competition.
- ***End of Year (EOY) competitions*** are an extension of monthly competitions, however the competition type changes to *individual competitions* where the best images are recalled and awards are given only to individual winners.
- ***Annual competitions*** are *club competitions* held in the late summer/early fall with the winners announced at the fall convention.

#### ***Competition Categories:***

- ***Traditional photography:*** *Depicts a subject based on a reasonable fidelity to reality. Manipulation, if any, only artfully or delicately enhances reality.*
- ***Creative photography:*** *Depicts photographic subjects in a substantial departure from realism. This may be accomplished through control of content, the photographic process, or post-processing. Examples include abstracts, derivations, diffraction, distortions, black light, bas-relief, impressionism, symbolism, montage, dye coloring, color key, multiple exposures, solarization, posterization, tone separation, surrealism and unreal color. The purpose of any techniques used should be to alter reality to the point where the pictures is non-objective in quality.*

***Competition Classes:*** **There are no classes (like large vs small) within EID.**



## ***Entry Requirements***

The following file requirements apply in addition to the “***General Entry Requirements***”

- 1) The images must be in jpg (jpeg) format.
- 2) The maximum horizontal dimension is 1024 pixels and the maximum vertical dimension is 768 pixels.
- 3) Image file size may not be larger than 500 Kb.
- 4) All image files must be clearly identified with the following file naming format:
  - a) *Traditional class file names:*
    - i) FirstnameLastname\_ClubInitials\_Title\_T.jpg  
(example: JohnDoe\_BMPC\_PrettyFlower\_T.jpg)
  - b) *Creative class file names:*
    - i) FirstnameLastname\_ClubInitials\_Title\_C.jpg  
(example: JohnDoe\_BMPC\_PrettyFlower\_C.jpg)
- 5) Use Club Initials as they are listed in Appendix A.

### ***Notes & Recommendations:***

- ❖ In the interests of consistent submission processes, when a specific EID competition does not distinguish between traditional and creative class images, the file name may drop the T/C designator, but is not required to do so.

## ***Electronic Image Competitions***

- 1) ***Monthly*** EID competitions are all ***club*** competitions. Participating clubs will be ranked by total score of entries. Submitting fewer than the maximum allowed will result in lower club scores.
  - A) A monthly club entry consists of up to five (5) images and the submission email is your entry form. Each month clubs may enter up to five images from five *different* members of the club unless there are *fewer* than five individuals entering that month, in which case two images per individual is allowed. [Note that individuals belonging to more than one 4Cs member club may enter images in two of those clubs in which they hold membership, but no more than two images total, regardless of how many 4Cs clubs that individual belongs to.]
  - B) The submission email must include the submitting club name/initials and the 4Cs competition month in the subject line of the message, e.g. Subj: BMPC – July EID
  - C) There is no “traditional” or “creative” class distinction.
  - D) Entries are made via email by the club EID chair to the 4Cs EID chair. The exact email address is available on the 4Cs web site:  
<http://www.columbiacameraclubs.org>.
  - E) All five file entries should be attached to a single email message, whenever possible.

- F) Entries must be emailed to the 4Cs EID address by midnight of the last day of the month. Entries received after the deadline will not be judged unless the 4Cs EID Chair and the judging Club are willing and able to accommodate them.
- G) The EID Chair has the discretionary authority to administer monthly judging in groups.

2) **Quarterly** EID competitions are all *individual* competitions.

- A) An individual quarterly entry consists of one email with either one or two image files attached.
- B) A specific email subject is not required, but a minimum subject line such as “Quarterly EID” is suggested.
- C) There is a total entry limit four (4) entries per submitter, per quarter. They are further limited to two (2) “traditional” and two (2) “creative” class entries per submitter, per quarter.
- D) Entries are made via email to the announced email address that is also posted on the 4Cs web site for each quarter. .
- E) Submission deadlines and/or additional guidelines are provided by the 4Cs Quarterly EID chair(s) and posted on the 4Cs web site:  
<http://www.columbiacameraclubs.org>.

3) **End of Year Comptitions. EID Top 80** is an *individual* competition.

- A) At the end of the yearly competition cycle, *all* award winning images (Award of Merit and HM’s) from the Monthly and Quarterly EID will be used to select the EID Top 80.
- B) Judging will be by an organization outside of the 4Cs and the awards (1<sup>st</sup> to 3<sup>rd</sup> Place plus 10 HMs) will be given and announced at the 4Cs’ Annual Convention.
- C) The EID Chair will gather the year’s winning images from the original submitted image files; no resubmission is required.

4) **Annual Competition, aka Convention EID Invitational**, is a *club* competition.

- A) A full set of ten images are required for each club entry.
- B) Images can only be sent by your club competition chairperson.
- C) All 4Cs’ Member clubs are invited to enter images for this competition, which will be judged at or before the Annual Convention by a panel of three judges selected by the Event Chair. Awards will be announced and given at that convention.
  - i. General Entry and EID Division requirements apply.
  - ii. There are no content and/or subject matter classes/divisions, nor are there restrictions on how the image was captured, it only has to be an electronic file to compete.

- iii. Submission of electronic image files automatically grants permission for duplication, for the purpose of being used in 4Cs' traveling educational shows of winners (Top 80, etc.).
- iv. Images that have been entered in a previous Convention Invitational or received an award in the previous year's EID Competitions are not eligible.
- v. Submit no more than two images per club member. Exception: if your club has fewer than 5 members creating electronic images, you may submit up to 3 images per person.
- vi. Submit all 10 images on one CD or DVD. If the CD/DVD is to be returned by mail, please include postage (stamps only please) and a return address label or addressed envelope. Or you may pick it up at the convention, Sunday morning before 10am.
- vii. Entry forms and deadline information are to be available from the 4Cs EID chair and/or the 4Cs web site.

## **Electronic Show Division**

*Electronic Show Competitions* are *individual* competitions. Competitions are designed for presentations (formerly slide shows) of variable length. These may be the work of one or more individuals, or may be a club project, but all persons involved must be members of a 4Cs' Member club. These competitions are both club and individual and all entries compete directly, head to head. Detailed rules, Entry Forms and submission dates will be provided by email to all clubs prior to the deadline of July 15th for receiving the Intent to Enter Form. (Intent to Enter form deadline 07/15 does not change.)

### ***General Electronic Show Definitions***

#### *Competition Types:*

- *Annual* competitions are held in the late summer/early fall with the winners notified in the weeks after the competition and generally announced at the fall convention.

#### *Competition Categories:*

- *Entertainment Category* includes shows that are primarily intended to entertain and that have no video clips.
- *Education/Travel Category* includes shows that have education or travel as their primary focus and that have no video clips.
- *Video Category* includes all shows that have video clips of any length. Shows may be either all video or a mix of video and still images.

#### *Competition Classes:* Not all classes exist for all categories.

- *Super Mini Show:* these are shows that are 2 minutes or less in length.
- *Mini Show:* these are shows that are 7 minutes or less in length. In some categories they may have a minimum length.
- *Mid-Length Show:* These are shows that are 7 to 14 minutes in length.
- *Extended Length Show:* These are shows that are 14 to 18 minutes in length.

### ***Entry Requirements***

To qualify for this competition a show must:

- 1) Use digital MP4 format to make it playable and copyable on any machine.
- 2) Have a recognizable beginning (with title only) and ending with producer's credits (if any)
- 3) Be timed to fit in one of the categories listed below.
- 4) Be received for judging on or before the deadline specified in the email to all clubs. This deadline changes yearly.
- 5) Employ synchronized music, sound effects, or narration in any combination.

### ***Scoring and Judging Criteria***

- 1) Originality - Subject, Approach, Content, Creativity
- 2) Photography - Quality, Composition, Technique, Consistency

- 3) Continuity - Organization, Sequences, Transition choices
- 4) Treatment - Interest, Completeness, Flow, Appropriateness, Storyline
- 5) Audio - Clarity, Synchronization, Music choice, Sound effects, Segues, Narration
- 6) Graphics - Font size & choice, Animation, Color, Readability (includes timing)
- 7) Video - Camera work, Audio, Sound effects, Music, Syncing, Transition choices

### ***Competition Categories and Classes***

- 1) Entertainment (no video clips)
  - a) Mini Show: 7 minutes or less in length
  - b) Mid Length Show: 7- 14 minutes in length
- 2) Education/Travel (no video clips)
  - a) Mini Show: 7 minutes or less in length
  - b) Mid Length Show: 7 – 14 minutes in length
  - c) Extended Length: 14-18 minutes in length
- 3) Video Shows: video or combination with stills.
  - a) Super Mini Show: 2 minutes or less in length
  - b) Mini Show: 2 - 7 minutes in length
  - c) Mid Length Show: 7-14 minutes in length

### ***Competition Awards***

- 1) Best of Show: a plaque is awarded in each competition category.
  - 2) Most Creative/Unique: a plaque is awarded at the discretion of the judges to one show from any category and not necessarily to a Best of Show winner.
- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and Honorable mentions: certificates for these awards are made at the discretion of the judges in each timed class in each category.



# Columbia Council of Camera Clubs

## Part III - Additional Guidelines



## Part III – Additional Guidelines

### Logistics:

#### *Submission & Shipping*

**HOW TO DECIDE WHAT TO SEND TO A 4CS' COMPETITION:** While we cannot tell you what subjects to enter, we will suggest that the entrant makes sure the image is submitted into the proper Category, Division and/or Class. Also it is the entrants' responsibility to make sure that the image meets the requirements and is prepared and identified properly. *Example:* if a print has a signature or other markings on the face, it will automatically be disqualified and not judged..

**Note:** an image does not always need to be printed to the maximum size for a given class, the print can always be smaller than the maximum size as long as it exceeds any minimum size specification.

**COMPETITIONS:** For *Individual Competition* Division/Classes, each member from a 4Cs' Member club may enter image(s) for consideration. Please consult each individual Division/Class as there may, or not, be limitations on how many images a Member club may submit each competition month. For example, some Divisions/Classes may require that in a total submission, only one image per individual maker is eligible; or each individual maker could enter a limited number of images with no limit for the Member club; or even that the Member club has an entry limit per competition, but all entries could be from one maker.

For *Club Competitions*, a Member club may submit a single entry, produced by that club's members. Or, as in the case of some Print and Electronic Division/Classes, individual members bring in their images and the Member club may submit a limited number of them for that competition. Individual images are still recognized, but points are also awarded to the Member club. Consult the individual Division/Class rules. How the Member club decides on which images to send is determined by that Member club. Some clubs have special jurying procedures/competitions; others send the winners from their internal competitions, while others rely on their club's competition chairperson to make the decision. However, it is important that the images meet the Entry Requirements for whichever competition they will be submitted in.

**SUBMISSION:** Once it is determined which images will be submitted for a competition, it is up to the Member clubs' competition chairperson to make sure that *all* images meet *all* the Entry Requirements (in particular, images are identified and marked properly).

For prints it is also the responsibility of the shipping club to ensure that the images will arrive clean; the receiving club has no responsibility for cleaning prints. A "Submission List" (inventory) needs to be filled out and included with the prints. It is recommended that the Member clubs' competition chairperson keep a copy of this list for their records.

Entries for a given month's print competition must *arrive* at the judging club by the 1<sup>st</sup> of that month (unless specified otherwise). *Example:* April's Print Category, Color Division (both Large and 96-square Classes) will be judged by Member club "A". They must receive *all* entries by April 1<sup>st</sup> in order to process and judge by April 12th. Since most Member clubs use the same shipping containers for the next month's competition, the images must be returned ASAP after judging so next months can be shipped to the next judging club. It is a tight schedule and if the mails (or other shipping methods) slow, the schedule can suffer. Please allow for any holidays.

**PACKING FOR SHIPPING:** While the "suitcase" or "transport" cases are preferred ("boxes" made from polyethylene or fiber board with reinforced corners, a handle and straps) for maximum image protection, some member clubs use flat cardboard boxes and/or padded mailers, in order to save as much as half in shipping costs. Whatever method you use, please remember that this will be the same packaging that the images will be shipped back to you in. Also keep in mind that there is such a thing as "over packing". Packing should be kept as simple as possible (while providing protection) with the opening readily known. It has been known to happen where a club shipped in a plain brown grocery bag, taped from stem to stern – the packing material literally had to be destroyed to open it). Here are some other recommendations for preparing your submission for shipping:

- ❖ Put your club name on the outside of the mailer. When dealing with dozens of images, it becomes a time consuming guessing game for the judging club if the image and shipping material cannot easily be matched.
- ❖ Plastic covers or sleeves for individual images are recommended. In case the shipment is during inclement weather, the image has some protection from getting wet. Remember these covers will be removed for judging and they should be relatively easy to remove and put back on, i.e. adhesives are discouraged. Also indicate on the covering the club and image they belong to. Make it as easy as possible for the judging club to process and return your images while providing protection.
- ❖ Provide a return address label.
- ❖ Most judging clubs prefer to have the entries shipped to them via the US Postal Service as it can be delivered to PO Boxes (or for other reasons). If you must ship using a different carrier, please contact the particular judging club's chairperson(s) to see if this would be acceptable.
- ❖ Insurance, proof of delivery, speed of delivery or other special services is at the discretion of the club submitting. 4Cs, its member clubs (and their individual members) cannot assume responsibility for loss or damage to any entry, no matter the cause. The entrant assumes all risk and entry into competition acknowledges this.

**RETURN POSTAGE:** Please provide the judging club *stamps*, adequate for the return of your images - *not* cash, checks or metered postage. Remember that the returned images could weigh slightly more if there will be extra paperwork included. Please be accurate, it is inconsiderate to the judging club if it has to cash checks or provide funds for extra postage (not to mention the time at the post office). If special shipping,



insurance or other considerations are required, please provide instructions and the funds necessary for the judging club.

### ***Processing & Return***

**RECEIVING & PROCESSING:** When the judging 4Cs' Member club receives a competition submitting clubs entry, they should confirm the inventory, return postage and label, remove any plastic coverings from the entries and keep all that entry's packing material together (double-checking that it indicates which club it belongs to).

**PRE-JUDGING PREPARATION:** Before the entries are judged, the judging club's competition chairperson should check all entries for automatic disqualifications (markings on front of prints, framed prints, etc.) and indicate on the scoring form why it was disqualified. Intersperse entries so no club's prints are grouped together.

**JUDGING AND SCORING:** Ties will be broken to the extent necessary to declare all awards specified within the specific competitions. Only first round scoring is reported beyond the judging event. That is, tie breaking scores will not be saved and/or reported beyond the actual act of breaking ties. The end result of this is that the

**RETURN PACKING:** The judging club will repack and ship the entries to the submitting club using the original packing material, the return shipping label and postage provided by the submitting club (it is recommended that postage be provided in stamps, NO metered postage, checks, cash or other methods please). Also enclosed will be the proper forms (the submitting club needs to consider the slight extra weight when providing return postage). The judging club will need to make sure they follow any special instructions on return shipping (like insurance, overnight shipping, etc.) that was provided (and funds provided) by the submitting club.

***Awards: the 10% + 3 system***

The following method to determine awards is **used by all monthly and quarterly competitions**. 10% of the entries (rounding up) would be given Awards of Merit and 3 entries would be given Honorable Mentions. All images that got either an Award of Merit or Honorable Mention would be eligible for year-end competition.

The following table shows how many awards to give based on the number of entries.

**Table of Awards Made in Each Division**

<b># of Entries (in Division)</b>	<b>Awards of Merit</b>	<b>Honorable Mentions</b>
Up to 10	<b>1</b>	<b>3</b>
<b>11-20</b>	<b>2</b>	<b>3</b>
<b>21-30</b>	<b>3</b>	<b>3</b>
<b>31-40</b>	<b>4</b>	<b>3</b>
<b>41-50</b>	<b>5</b>	<b>3</b>
<b>51-60</b>	<b>6</b>	<b>3</b>
<b>61-70</b>	<b>7</b>	<b>3</b>
<b>71-80</b>	<b>8</b>	<b>3</b>
<b>81-90</b>	<b>9</b>	<b>3</b>
<b>91-100</b>	<b>10</b>	<b>3</b>
<b>101-110</b>	<b>11</b>	<b>3</b>
<b>111-120</b>	<b>12</b>	<b>3</b>

For higher numbers of entries, follow the same pattern.

For example:

- ❖ If there were 24 images in a competition, 3 would get Awards of Merit (10% rounding up) and 3 would get Honorable Mentions.
- ❖ If there were 45 images in a competition, 5 would get Awards of Merit and 3 would get Honorable Mentions.
- ❖ If there were 10 entries, 1 would receive an AM and 3 would receive HMs.
- ❖ If there were 263 entries, 27 would receive an AM and 3 would receive HMs.

**Detailed Example #1:**

- ◆ 64 images have been entered
- ◆ 10% of 64 is 6.4 (64 divided by 10), rounded up is 7 = 7 Awards of Merit
- ◆ PLUS 3 Honorable Mentions will be given, for a total of 10 awards.

Three judges jury the 64 images (preview the images, then score on the 1 to 9 scale - total available points per image 3-27). Scores are recorded and tallied. These recorded scores are permanent, and are never changed as the result of any tie-breaking activity.

After the judging is finished and the scores tallied, the "image handler" will declare the 7 images (the 10%) that received the highest scores, Award of Merit winners. However, there are usually many images with the same scores, making it necessary to break ties among them. Do this as described below.

Let's say that when the scores have been tallied, two images scored 25, one scored 24, three scored 23, two scored 22, eight scored 21 and the remaining forty-eight images scored 20 points or fewer.

The top three scores - 25, 24, & 23 provide you with 6 images. These 6 images are Award of Merit winners. However, you need 7, so the judges select the remaining winner from the images with the next lower score, 22, which had 2 images. The other image which scored 22 points receives an Honorable Mention.

To determine the final 2 Honorable Mentions, the 8 images which scored 21 are presented to the judges again. By re-scoring or by consensus, the judges will select the 2 remaining Honorable Mentions from among them. In this scenario, the images scoring less than 21 points cannot be considered for an award.

**Detailed Example #2:**

- ◆ 150 images have been entered
- ◆ 10% of 150 is 15 (150 divided by 10), = 15 Awards of Merit
- ◆ Plus 3 Honorable Mentions will be given, for a total of 18 awards.

Three judges jury the 150 images (preview the images, then score on the 1 to 9 scale - total available points per image 3-27). Scores are recorded and tallied. These recorded scores are permanent, and are never changed as the result of any tie-breaking activity.

After the judging is finished and the scores tallied, the "image handler" will declare the 15 images (the 10%) that received the highest scores, Award of Merit winners. However, there are usually many images with the same scores, making it necessary to break ties among them. Do this as described below.

Let's say that when the scores have been tallied, one image scored 27, three scored 25, six scored 24, ten scored 23, and the remaining one-hundred-nineteen images scored 22 points or lower.

The top three scores (27, 25 & 24) provides you with 10 images. These 10 images are Award of Merit winners. However, you need 15, so the judges select the remaining 5 winners from the images with the next lower score, 23 - which had ten images. Those 10 images are presented to the judges again. By re-scoring or by consensus, the judges will select the final 5 Awards of Merit from among them. In the same fashion, the judges select the 3 honorable Mentions from the remaining 5 images that received 23 points.

In this scenario, the images scoring less than 23 points cannot be considered for an award.

# Judging & Scoring:

## JUDGING OVERVIEW

Anyone can decide whether a photograph is appealing, but skilled judging is about more than a personal reaction: it requires a good understanding of how photographs communicate.

When you have been selected to be a judge, this means a group of your peers think enough of you as a photographer to ask you to judge their work. This is the ultimate honor your peers can confer on you as a photographer. Always treat the invitation accordingly.

## JUDGING GUIDELINES

The 4Cs asks that judges of 4Cs' competitions observe the following nine guidelines:

- 1) Use the 9-point scoring system described later in this document.
- 2) Be consistent – do not change your scoring in the middle of a session. This most often occurs when a judge notices that his or her scores are generally higher or generally lower than the scores of the other judges. The goal for a judge is to score the images so that, in the judge's best opinion, all of the 9s are better than all of the 8's, all of the 8's are better than all of the 7's, and so on all the way down. If a judge changes scoring in the middle of a session, this will not be true. It may even become embarrassing if you find that your scores are much different than the other scores, but you must stay consistent throughout the entire judging session for complete fairness of the competition.
- 3) Set aside your personal biases on subject and style. A judge has the simple but serious challenge of being as fair as possible to all photo entries regardless of personal biases or emotional response to a subject. Even though art is subjective, simply reacting to the image is not adequate; it is important for a judge to analyze his or her reaction to an image, screen out any personal bias, and using consistent reasoning in evaluating the image. This is not easy, but is critical for fair judging.
- 4) Do not indiscriminately apply the "Rules of Composition." The "rules of composition" are one-size-fits-all guidelines that in many cases are completely inappropriate for a given image. Evaluate composition based on how it works in the image, not how it follows or fails to follow the rules.
- 5) Do not give a disproportionate number of high and low scores. It is possible for one judge to singlehandedly determine the winners in a competition by giving only scores that are either very high or very low. This is not an acceptable practice in 4Cs' competitions. For almost any collection of images, the majority of the images will fall in

the middle of the group, fairly close in quality to the average for that particular group. Every judge's scores should reflect this.

**6)** Take lint, dirt, and fungus into account if significant. It is the responsibility of the print chairs for each club to make sure the images submitted for competition are clean and are shipped such that they will arrive clean. So if there is a lot of material on the image, score it down to the extent that the debris is distracting. However, realize that even a clean print may pick up a small amount of debris during handling. So if the amount of debris is limited, give the photographer the benefit of the doubt.

**7)** Take scratches into account. It is the responsibility of the print chairs for each club to make sure the images submitted for competition are free of significant scratches. So if an image has a noticeable scratch, score it down to the extent that the scratch is distracting.

**8)** If you see an image that looks like it was digitally manipulated, score it normally: this is okay in 4Cs' competitions.

**9)** Judges are discouraged from discussing images during the preview and initial scoring stages of judging.

**10)** If the scoring range for an image exceeds 2 points, discuss the image and re-score as necessary to reduce the range to a maximum of 2 points. For example, a split of 5-7-8 exceeds a two point scoring range and requires rescoring, but a split of 6-7-8 does not.

## SCORING OVERVIEW

A 4Cs' competition should use a panel of 3 judges, each using the 9-point scale described below. The minimum *total score* an image could receive would be 3 points (1 point from each judge) and a maximum of 27 points (each judge giving a score of 9). Ideally, a judge should not know how another judge has scored an image before presenting his or her own score. As a result, verbal scoring is discouraged. Where possible, use scoring machines, individual scoring sheets for each judge, or score cards. If verbal scoring is the only option, rotate the order in which judges call out their scores. Most judges will find it helpful to preview all the images in a competition before starting to score; previewing makes it easier to maintain scoring consistency throughout a session. If time allows, you may opt to preview them multiple times. Clubs are encouraged to judge prints in a well-lit environment.

As noted below, most 4Cs competition images will score in the range of 4 to 8 points. Checking that quickly; "the sum of all the image scores, divided by the total number of images" should be very close to a value of "6." Similarly, there will most likely be as many images with a score below "6," as there are with a score that is above.

## SCORING GUIDELINES

### *Elementary photography – Submission acknowledged, snapshot level*

**1 POINT:** Use this score to disqualify an image. An image may be disqualified if it clearly infringes on another artist's copyright or if it is submitted for a category competition and you feel that it clearly does not fit.

**2 POINTS:** The image shows serious technical defects: gross under or over exposure, very poor focus or significant [and clearly unintended] camera movement or similar problems.

**3 POINTS:** The image either has significant technical defects, serious shortcomings in image content, or some combination of these problems. Because most of the photographers who compete in 4Cs' competitions have at least some photographic experience, this score and lower scores are rarely awarded in 4Cs' competitions.

### *Intermediate photography – work shows promise*

**4 POINTS:** The image does not have significant technical defects or serious shortcomings in image content. However, it may have minor technical defects, and the content (composition, lighting, etc) is not well handled.

**5 POINTS:** The image is acceptable in most respects but does not create any significant interest.

**6 POINTS:** The image is solid, creating some interest. Technical aspects and image content all competently handled. [*Also refer to initial scoring overview comments.*]

*Advanced photography – demonstrated skill and creativity*

**7 POINTS:** The image is very strong. Handling is a notch above competent, and the image rewards contemplation.

**8 POINTS:** The image is exceptional: unique and worthy of special recognition. You should be impacted by and or feel excited about the image.

**9 POINTS:** The image is of the very highest quality; equal to the best you have seen; worthy of publication with highest regard. You feel that it should win a medal in salon competition or image of the year in 4Cs' competition. This score is awarded only rarely in 4Cs' competitions.

End of Gold Book