

East Gippsland Photographic Society Inc.  
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# Members Handbook

## Welcome

The Committee and members would like to welcome you to the East Gippsland Photographic Society Inc. (EGPS) and would like to extend a warm welcome to you, our member.

**Contact us at:** [contact@egpsinc.org](mailto:contact@egpsinc.org) **Website** [www.egpsinc.org](http://www.egpsinc.org)  
**Facebook** [East Gippsland Photographic Society](#) (this is a closed group)

### Our Vision:

To foster the growth and development of photography in East Gippsland.

### Our Mission:

East Gippsland Photographic Society is committed to improving the opportunities available to the East Gippsland community to develop their photographic skills and techniques, by learning to make interesting images, entering competitions, National and International exhibitions and attending conventions. It will provide access for all whenever it can, encompassing a variety of skill levels, ages, gender, socio-economic backgrounds and geographical locations.

### Our Club

Within your Members Handbook and our Constitution (also on the website) you will find information that will help explain how our club works and the types of club activities available for members. If you cannot find the answer to your questions in these publications, please ensure you ask a committee member.

### Membership:

Membership fees are paid annually. Fees are set at the Annual General Meeting in July and due by the August workshop each year. If membership fees have not been paid by the August workshop you are not able to enter the club competitions.

Your membership fee includes your affiliation fee for VAPS under whom EGPS is insured.

Membership fees also cover hire of the hall for monthly workshop; Zoom subscription for presentations and committee meetings; the cost of postage (when sending prints to judges); printing of certificates and purchasing annual awards; petrol money and gifts for our judges and guest speakers; maintaining our website; organising field trips and a variety of other administrative costs.

#### Membership categories are:

- Adult
- Associate
- Life Member

#### **An Associate:**

membership must be attached to a full member ie. a spouse, partner or relative of an Adult Member. Associate members are unable to enter club competitions however, they are able to accompany their spouse, partner or relative (full member) and attend workshops, field trips and overnight activities. Their membership fee only covers their affiliation fees for VAPS and thus their insurance.

#### **Life Membership:**

Life membership is awarded by the committee to a member who has made a considerable contribution to the club, including serving on the committee for several years. This member will also have made a considerable contribution to photography across East Gippsland.

#### **Ceasing Membership:**

Membership ceases on your resignation, failing to pay your fees by 1st September each year, expulsion or death.

## **Grievance and Disciplinary Procedures**

These procedures are detailed in our Constitution which is available on our website.

## **Workshops**

### **Venue:**

Our workshops are held at the St Mary's Parish Hall, Cnr Nicholson & Pyke Street, Bairnsdale. Please enter from the Pyke Street entrance.

### **Time:**

January to November workshops are held on the fourth (4th) Wednesday of the month at 7:00 PM for a 7.30 start.

The November workshop is our annual awards night.

December's workshop is held on the second (2nd) Wednesday of the month and is our Xmas Party.

**All members MUST sign the attendance book for insurance purposes.** The attendance book must be signed at workshops and for all field trips.

### **Hall set up & tidy up:**

Members are encouraged to arrive at 7pm to assist with setting up the hall and completing administration tasks. Members are also asked to assist tidying the hall with packing up at the end of the workshop. Many hands make this a very quick task.

### **Supper Monitors:**

Members from the club volunteer to act as supper monitors at each workshop. Other members are encouraged to assist the supper monitors setting up and tidying up supper at each workshop.

### **Fundraising:**

On occasions EGPS may run small fundraising events to raise funds for club equipment.

### **Workshops:**

The committee holds a planning day early in November each year to plan the following years' workshops, club competition tasks, field trips and other club activities. All members are welcome to attend this planning day. The date, time and venue for this meeting is recorded on our annual yearly plan available to members on the website.

The annual plan is also emailed to members and can be found on our Facebook page.

Club competitions are held every second month. A visiting judge will pass comment on members work, award prizes and show some of their own work.

Workshops with visiting judges are February, April, June, August, October and December

Workshops in March, May, July, September, November include practical and instructional nights and guest speakers.

All workshops may be subject to change at short notice.

EGPS holds it our Annual General Meeting at the July workshop.

### **Members Name Badges**

EGPS provides name badges for members for a small fee. We encourage all our members to wear their name badges at workshops.

## **EGPS Website:**

The EGPS website address is [www.egpsinc.org](http://www.egpsinc.org)

The website includes details of workshops, field trips and club events and members are encouraged to use the website to stay abreast of club activities and news.

### **EGPS Facebook Page:**

Our Facebook page is a closed group, only financial members have access making it a safe platform to learn, share images and keep up to date with club activities and events. Search for East Gippsland Photographic Society and request to join the group.

### **Field Trips:**

All members attending a field trip must sign the attendance sheet as per our insurance requirements and must also provide an emergency contact.

The club Field Trip Co-Ordinator organises all field trips. These outings are great opportunities to increase your photographic knowledge and socialise with fellow members.

Field trips include visits to local attractions and overnight trips to places further afield.

Accommodation for some of our overnight field trips is group accommodation. It is booked and paid for under the club name. Thus, members wishing to attend these overnight trips are required to pay in full before the accommodation booking is made.

#### **Cancellation**

If you have booked to attend an overnight Field Trip where accommodation has been organised by the club and you decide you are not going to attend the overnight trip, you must notify the field trip coordinator to cancel your booking.

A refund cannot be guaranteed if a member cancels an overnight trip booking. Refunds are discussed at the next committee meeting and are dependent of the booking conditions for the accommodation.

### **Questions, Comments or Suggestions:**

The EGPS committee values feedback from all the members. If you have any questions, please feel free to contact any members of the committee via the email contact on the website. You can also talk with a committee member at a workshop.

There is a "Suggestion Box" available at the workshops. All suggestions are tabled at the next committee meeting, minuted accordingly and members notified of any outcomes.

### **EGPS Committee Meetings:**

EGPS The committee meets every 1 - 2 months depending on the business to be transacted. Committee meetings are held via Zoom and all members are welcome to join the meeting. Minutes and financial statements are available electronically for all members to view if they wish.

The committee holds an annual planning day in November & all members are welcome to attend and contribute to planning the following year's program.

### **Club Communication:**

The Committee communicates to members via email. It is important you check your emails regularly to ensure you stay up to date. Information is also posted on the Facebook page and at times it may be added to the website.

### **EGPS Club Photography Competitions**

All financial members of the club, except for associate members, are eligible to enter club photo competitions. EGPS club competition year runs from July to June, with six club competitions each year.

Members start club competitions in B Grade and select if they wish to enter the digital or print section annually on their membership form.

All members are issued with a membership number when they join the club. This number is also your club competition number.

Club Competition groups are:

- A Grade Print
- B Grade Print
- A Group Digital
- B Group Digital

EGPS Club competitions have two sections:

**Open**—any photo of your choice

**Task**—a set topic.

Information about the task topic can be found on the annual plan which is emailed to members, on the website and on the Facebook page. If you are unsure of the task topic, please ask a committee member.

Members may submit a maximum of 2 images in each section.

All images (including any inserted extra components such as moons or stars) must have been taken by the image maker/member through a lens. These images may be subsequently altered or manipulated by the image maker/member using computer software, such as, but not limited to Photoshop or Lightroom.

All images entered should have been taken within the last 5 years.

### **Task Subjects**

“Task” subjects are discussed and set for the following year at the annual planning day. The Task subjects are decided upon based on suggestions put forward by members and the committee.

### **Open Subjects**

“Open” subjects are any subject that is treated pictorially, embodying the elements of good design, arrangement or composition, which reflects the personal interpretation of the photographer.

### **Copyright**

EGPS recognises that you retain full ownership of the copyright of each image you enter in club competitions. All members understand that any image submitted in our club competitions, exhibitions or other displays may be used by EGPS for inter-club competitions, web site (low resolution), marketing or promotional purposes for EGPS. If you do not want your images used for any of the above, please ensure you let committee know in writing.

### **Judging & scoring of club competitions:**

EGPS uses photography judges recommended by VAPS to critique and judge club competitions. Judges are invited to visit the club on competition night to present the photos and their comments. If a judge is unable to visit, they are encouraged to use Zoom to present their comments. Club competition winners are presented with certificates.

### **EGPS Annual Club Awards**

All images entered into the monthly competitions, that receive 1st, 2nd, 3rd or Merit placings receive points which are tallied at the end of the award year. The member with the most points in each section is awarded the Club Champion of that section for the year.

Points are given to as follows:

1<sup>st</sup> – 4 points

2<sup>nd</sup> – 3 points

3<sup>rd</sup> – 2 points

Merit – 1 point

The Committee has the discretion to advance a member from B Grade to A Grade at the end of a competition year.

## Club Competition Guidelines

- EGPS members must be financial to be eligible to enter club competitions.
- Associate members cannot enter club competitions.
- Members need to make themselves familiar with competition subjects, rules and submission dates. This information is available on the annual plan, via emails and on the Facebook page. If you cannot find this information, please contact committee via the club email [contact@egpsinc.org](mailto:contact@egpsinc.org) and a committee member will contact you to assist. Alternatively talk to a committee member at a workshop.
- All members submit their competition images via MyPhotoClub. All financial members will be signed up to MyPhotoClub by the Club Competition Coordinator.
- The web address is <https://eastgippsland.myphotoclub.com.au/>
- The competition coordinator and members of the committee are available to assist you with the MyPhotoClub program.
- All images must be resized before uploading to MyPhotoClub. Images need to be a maximum of:
  - W:1920
  - H:1080
  - No larger than 3MB
- If you are unsure of how to resize your images, please notify committee via the club email [contact@egpsinc.org](mailto:contact@egpsinc.org) and a committee member will be in contact to assist you.
- You will be asked to give your image a title as you are uploading it via MyPhotoClub.
- If you are unsure of how to submit your images, please contact committee via the club email [contact@egpsinc.org](mailto:contact@egpsinc.org) and a committee member will be in contact to assist you.

## Members entering the print sections

- Members in the print sections are required to upload their images via MyPhotoClub so the competition coordinator can add them to the power point presentation for the workshop at which the judge will be critiquing images.
- Members in the print sections then bring their prints to the workshop. These are then sent via post to the judge for critique.
- Member entering the print section are to mount images in black mounts which are purchased via the club. It is vital the mounts remain consistent for fairness when judging prints and for ease of packing when posting prints to judges.
- Tape your photo to the mount making sure that the tape and any stickers used are well stuck down and are not lifting. The mount needs to be secure.
- The backs of each print are to be labeled. The label is to include your competition number, the title of the image, either A or B group depending on which group you are in and the section the image is entered in - ie. task or open.
- If you are unsure of how to submit your images, please contact committee via the club email [contact@egpsinc.org](mailto:contact@egpsinc.org) and a committee member will be in contact to assist you.

Competition entries are due for submission on the Monday prior to the following workshops:

January  
February  
April  
June  
August  
October

## Plagiarism

EGPS follows the guidelines on plagiarism as endorsed by the Australian Photographic Society.

**We need to be clear exactly what is involved, hence the following definitions:**

- Plagiarism of a photograph is the use of another photograph or portion of a photograph when done without proper acknowledgment of the original source.
- Appropriation of a photograph refers to the borrowed elements of another photograph in the creation of new work.
- Copyright Law protects exclusive rights of creators of ‘artistic works’ (including photographs) to reproduce, publish, and communicate their photographs to the public, and moral and personal rights such as – the right to be attributed; the right not to have work falsely attributed; and the right to have the integrity of the artist’s work respected.
- Copyright is bestowed automatically when an image is created, it does not depend upon registration.

## Definitions/Guidelines for Set Subjects for Photographic Competitions.

Here are some of the more popular set subjects. Please note it is always up to the Judge's discretion on any subject or photo.

**ALWAYS** read the conditions and guidelines on the entry form.

### Open/Pictorial/General (CP, MP, CS, CD)

Any subject that is treated pictorially, embodying the elements of good design, arrangement or composition, which reflects the personal interpretation of the photographer.

### Nature (N)

Nature photography depicts living, untamed animals and uncultivated plants in a natural habitat, geology and the wide diversity of natural phenomena, from insects to icebergs. Photographs of animals that are domesticated, caged or under any form of restraint, as well as photographs of cultivated plants are ineligible. Minimal evidence of humans is acceptable for nature subjects, such as barn owls or storks, adapting to an environment modified by humans or natural forces, like hurricanes or tidal waves, reclaiming it. The original image must have been taken by the photographer, whatever photographic medium is used. Any manipulation or modification to the original image is limited to minor retouching of blemishes and must not alter the content of the original scene. After satisfying the above requirements, every effort should be made to ensure the highest level of artistic skill in all nature photographs.

### Social Documentary (SD)

Concerned with the portrayal and interpretation of society encompassing both human and non-human subject matter.

### Landscape/Seascape (L)

A landscape is a photograph of natural scenery. It may include evidence of man, people, animals, even part of the sea provided none of these elements dominate the photograph. A seascape is a photograph of natural coastal scenery, a wave study, or a picture of the open sea, provided always that the sea is the center of interest of the photograph. People, boats and manmade structures may be present as incidental to the photograph. Large saltwater inlets are eligible but inland waters are excluded.

### People/Portrait (P)

A photograph of a person or persons that may range from a head study to full body length. This section includes candid photographs and formal portraits.

## **Photo Journalism (PJ)**

Story telling photographs such as are seen in the news media and periodicals, which may include documentary, contemporary life, illustrative, spot news or human interest. In the interest of credibility, contrived situations or photographic manipulations which alter the truth are not acceptable.

## **Creative / Altered Reality**

This is intended to allow the photographer to apply any artistic creativity or manipulation that they wish to an image. The original image **MUST** be a photograph taken by the photographer and the creative work or manipulation must be performed by the photographer. Images may be modified or adapted in any way, e.g. cutting, tearing, colouring, copying, montage, collage, stitching, digital editing etc. Its purpose is to stimulate creative thoughts and engender the confidence to try new ideas beyond the simple photograph. Judging will consider the creative and artistic ideas displayed in the image and the technical skills employed in the creative process.

## **Victorian Association of Photographic Societies (VAPS)**

VAPS is an affiliation of Victorian camera clubs and an incorporated body. It is the overseeing body providing support and insurance to photography clubs such as EGPS.

VAPS has a Committee of Management, elected each year at an Annual General Meeting, by the membership of affiliated camera clubs. It is a "not for profit" organisation, put together principally to manage the promotion of photography for Victorian camera clubs, to give Victorian amateur photographers, through their respective clubs, a collective voice. VAPS also provides the management facility to stage and participate in large and small-scale events that would normally be beyond the administration and financial capabilities of any one small group.

VAPS provides all members with a monthly newsletter. A more detailed explanation of VAPS is provided on the VAPS their website [www.vaps.org.au](http://www.vaps.org.au)

## **Australian Photographic Society (APS)**

The Australian Photographic Society (APS) is a national photographic organisation.

Membership is open to all photographers with members come from all parts of Australia and overseas. Most members are enthusiast and amateurs. Others are professionals.

A more detailed explanation of APS is provided on their website [www.a-p-s.org.au](http://www.a-p-s.org.au)

## **What does it all mean (Acronyms)?**

You might have seen it written or been in a conversation with a member of the club and they start talking in acronyms. What do all these acronyms mean?

More common acronyms:

<b>APS</b>	Australian Photographic Society
<b>APSCON</b>	Australian Photographic Society Convention
<b>DSLR</b>	Digital Single Lens Reflex Camera
<b>EGPS</b>	East Gippsland Photographic Society
<b>PDI</b>	Projected Digital Images, includes slides
<b>SLR</b>	Single Lens Reflex Camera
<b>VAPS</b>	Victorian Association of Photographic Societies Inc
<b>VAPS MUSTER</b>	VAPS Convention

Feel free to ask someone about others you have heard.