

WEST WICKHAM PHOTOGRAPHIC SOCIETY



MEMBER'S HANDBOOK

September 2025

Cover photo: 'Sunflower' by Keeley Osullivan
Best DPI image of the year 2024-25

A Brief History of West Wickham Photographic Society

First thoughts of a camera club came towards the end of the Second World War, when a group of waiting commuters on West Wickham Station became aware they had a common interest in photography. These commuters kept in touch and when hostilities came to end they met up in March 1945 for what became the first meeting of the West Wickham Photographic Society. The starting annual subscription was just ten shillings (50p). After holding meetings in a barber's shop they moved on to a member's loft but when membership reached fourteen, this became inadequate. So the meetings moved to a private school in Upper Elmers End Road but this did not suit, so a further move was made to the Railway Hotel to cope with the growing membership. In 1957 the Society started holding its meetings at The Library in Glebe Way where they remained until 1968. In 1949 the Society held the first of many Annual Exhibitions in the Glebe Way Library. The re-organisation of the Library to better cater for children's books made it unsuitable for the Society to continue holding its meetings there. In April 1968 the Society transferred its meetings to the large hall adjacent to St Francis of Assisi Church in Ravenswood Avenue. At the same time, the Annual Exhibition was also transferred to this venue.

Meetings continued to be held in the large hall and membership grew such that by the 1970's it had over eighty members. The Society's Annual Exhibition was held on a Saturday in either the spring or the autumn. In the evening a slide show was given. No admission charge was made, the object being to attract new members. Unfortunately, the growing pressures on society meant that people had less and less time to follow their hobbies. So as the older members died or moved out of the area, the membership began to fall. Despite these problems, the Society held a special Fiftieth Anniversary Exhibition in the Bromley Central Library between the 7th and 18th of March 1995 which was attended by many of the Society's past members. In 1998, the Society moved into the small Hall as the drop in membership numbers would no longer support the cost of the Large Hall. For the same reason, 1999 saw the Annual Exhibition replaced with a twice a year display in the Library. Changes in the library brought even these displays to an end, more recently space has been found to once again to stage a display here. In common with other photographic clubs a declining membership saw the meetings programme cut back to September to May but supplemented with weekly meetings at places of local interest in the closed season.

In September 2006 the Society moved to the 'Pop in Centre' in Sussex Road. This venue had a nicer ambiance and saw a reversal of the Society's fortunes with an increasing membership and meetings continue to be held here to this day.

It has always been the policy of the Society to have a friendly approach to its activities. Its first outing was to Eynsford and Shoreham way back in 1949 travelling by train both ways. The annual outing became a regular feature of the Society's activities which kept going until the 1980's when lack of support made the hiring of coach prohibitive. However, some members saw the need to have a get together during the long summer break which led to evening meetings at nearby venues such as Westerham and Godstone. These proved so popular they continue to this day. Springing from this was the start of a full day outing at weekends the first being held in 2002. The success of these outings led to them becoming monthly by 2005. Whilst most destinations were within fifty miles or so of West Wickham, there have been weekends, to Amsterdamm and Bruges.

The Society has always maintained good relations with its neighbouring clubs. Whilst not a founder member, it joined The Federation of South London Photographic Societies (SLF) soon after it was formed and through this organisation has actively participated in inter club competitions right up to the present day. The Society and its members have won several awards in these competitions. The Society also joined the Central Association of Photographic Societies (CA). The CA had similar aims as the present Kent County Photographic Association (KCPA) and covered the Greater London area and surrounding Counties with over 280 member clubs at one time it also acted as a bridge to the Photographic Alliance of Great Britain (PAGB). In the past, one of our Society's Presidents was also President of the CA. However, when none of the member clubs would provide people to run the CA, it was forced to close down in 1999. The Society then joined the KCPA to enable our continued affiliation to the PAGB.

A.W.Deller August 2012

SOCIETY RULES AND CONSTITUTION

1 OBJECTS of the SOCIETY

- 1.1 The objects of the West Wickham Photographic Society shall be the advancement of photography in all its branches and the encouragement of social contact between those interested in photography.

2 MEMBERSHIP

- 2.1 An applicant for membership shall supply such information as is prescribed by the Committee. Membership is subject to the approval of the Committee. Interim membership may be approved by the Hon. Secretary subject to confirmation by the Committee
- 2.2 Any member, who fails to pay the annual subscription within four months of the due date, may at the discretion of the Committee cease to be a member.
- 2.3 The Committee may terminate the membership of a member whom they deem to be unsuitable on a vote of not less than three-quarters of the full Committee. The Committee's decision in this matter shall be final.

3 HONORARY MEMBERS

- 3.1 A person may be elected as an Honorary Member by the Committee at any time. The names of newly appointed honorary members shall be reported to the next Annual General Meeting. The Honorary Members shall have full membership rights and receive free copies of the Society's publications

4 FRIENDS OF WEST WICKHAM PHOTOGRAPHIC SOCIETY

- 4.1 Former members and other persons who are unable to attend Society meetings but who wish to be associated with the Society may, if they wish, apply to become a Friend of West Wickham Photographic Society. Friends may be asked to pay a contribution towards the costs of keeping them informed of the Society's activities as determined from time to time by the Society Committee.

5 PRESIDENT AND VICE PRESIDENTS

- 5.1 The Committee shall nominate suitable persons as President and as Vice President for election at the Annual General Meeting each year.

6 OFFICERS

- 6.1 The Officers of the Society shall be the Chair, the Secretary and the Treasurer. They shall be elected for the year by a majority vote in favour at the Annual General Meeting.

7 COMMITTEE

- 7.1 The Committee shall consist of the three Officers together with a Print Secretary, Digital Projected Images (DPI) Secretary, Programme Secretary and two other members all of whom shall be elected at the Annual General Meeting each year.
- 7.2 The Committee may elect a Vice Chair of the Society from among their number.
- 7.3 The Committee may co-opt additional members and fill any vacancy that occurs.
- 7.4 Four shall form a quorum.
- 7.5 The Committee, through its Officers, shall control, direct and be responsible for all the affairs of the Society, including the receipt and payment of money and the proper care, maintenance and insurance of equipment and other property of the Society. The Committee may make such regulations as they deem necessary for these purposes.
- 7.6 The Committee shall apply the income and property of the Society solely to the Society's objects.

8 SUBSCRIPTION

- 8.1 The Committee shall recommend the Annual Membership Subscriptions and categories for the coming year and shall be subject to the approval by a vote of the members at the Annual General Meeting. Once approved the membership fees shall be payable immediately after the Annual General Meeting and should be paid by the end of September following the AGM. Thereafter, any new member joining the Society shall pay a sum

proportional to the remaining part of the year from the day of joining to the end of May.

- 8.2 From time to time should a meeting or exhibition of particular note be arranged, and which it is thought would appeal to a wider audience outside the Society, then the Committee reserves the right to make a charge to visitors who may attend such meetings or exhibitions. Notwithstanding, such meetings shall continue to be free of admission charge to Society members and others specifically invited as guests.

9 ACCOUNTS

- 9.1 The financial year of the Society shall end on the 31st May.

10 AUDIT

- 10.1 The annual statement of income and expenditure shall be audited and submitted to the Committee for presentation at the Annual General Meeting. An auditor, not being members of the Committee, shall be elected at the Annual General Meeting.

11 ANNUAL GENERAL MEETING

- 11.1 The Annual General Meeting shall be held each year, as the last meeting in May, to receive the reports and accounts of the past year and to elect the President, Vice Presidents, Officers, Committee members and auditors.
- 11.2 Not less than one third of the members shall form a quorum.
- 11.3 The Secretary shall give members not less than fourteen days notice of the date, time, place and Agenda of the Meeting.
- 11.4 Nominations for Committee Members, together with the names of proposers and seconders and agreement of the nominees shall be submitted to the Secretary.
- 11.5 Any resolution to be moved at the Annual General Meeting must be signed by the mover and seconders and given in writing to the Secretary not less than twenty one days before the meeting.

12 EXTRAORDINARY GENERAL MEETING

- 12.1 An Extraordinary General Meeting must be called by the Secretary if so directed by the Committee or at the request in writing of at least ten members.
- 12.2 The request shall state the purpose of such a meeting, the terms of any resolution or other business and the names of the movers and seconders.
- 12.3 Fourteen days notice in writing of the time, date, place and agenda shall be given to members.
- 12.4 No other business shall be conducted at an Extraordinary General Meeting.
- 12.5 No less than a third of the members shall form a quorum.

13 RULES

- 13.1 The Rules of the Society may be amended only by a two-thirds majority of members present and voting at an Annual General Meeting or an Extraordinary General Meeting called for that purpose.

14 DAMAGE TO PROPERTY

- 14.1 The Society shall not be responsible for loss or damage to members' property.

15 TROPHIES

- 15.1 All trophies shall remain the property of the Society and shall be for periodic competition.

16 WINDING UP

- 16.1 If the Society is wound up any of its assets shall be applied towards the furtherance of the objects similar to those of the Society in accordance with the decision of an Extraordinary General Meeting at which all who have been members in the previous two years may attend and vote and to whom notice of the meeting shall be sent.

COMPETITION RULES

17 GENERAL (Apply to all competitions except where stated.)

- 17.1 Two selection panels shall be appointed annually by the committee, following the AGM. Each panel shall have not less than two members. There will be one panel for prints, and one for digital images. They will select the Society's entries for external competitions.
- 17.2 The Print and Digital Secretaries shall have the power to reject any entry that they consider unsuitable or ineligible for use in the Society's Competitions, or to represent the Society in any external exhibition or competition.
- 17.3 The Winner of any W.W.P.S. Trophy shall receive a Winner's Certificate. Honourable Mentions shall receive an Honourable Mentions Certificate.
All trophies remain the property of the Society and Winners may hold the trophy for twelve months or until requested by the Society to return it.
- 17.4 For clarification:
- (a) Where the term "Image" is used, it refers to an image that is a print, or digital file.
 - (b) Where the term "Digital Image" is used, it refers to a digital file that will be used to project an image on to a screen.
- 17.5 As part of the Judging process, Judges will be requested to award a Score out of Ten (with half-marks) for each image presented. This Score may be used by members to rank their work against others entered in the same competition but is not part of the competition.
- 17.6 Entry of an image in more than one format (e.g. Digital and then Print) is not permitted.
- 17.7 An image can only be used a maximum of **three times across all competitions**. The Audio Visual, Triptych and Series Six competitions are excluded from this rule, and images that have been used in other competitions a maximum of three times can be used in them.

- 17.8 Images that are considered to be very similar to an image that has previously won a competition or has been placed, can at the discretion of the Print or DPI secretary be disqualified.
- 17.9 Images winning or receiving a place in a competition (this does not include Honourable Mentions) cannot be entered in further competitions.
- 17.10 “**Members Choice**” and “**Small prints (colour & mono)**” enable members to **showcase** their images without limiting their use in future club competitions. For these **showcase** events, the following rules apply:
- (a) Images must NOT have previously been entered in any club competition
 - b) Entries may subsequently be entered into any of the normal club competitions in any format
 - (c) When re-entered into a normal club competition, the image then becomes subject to the usual rules regarding not changing format (see 17.6)
 - (d) Once re-entered into a normal club competition the entry is then subject to the above rules 17.7, 17.8, and 17.9.
- 17.11 Digital and Print Secretaries can limit the number of images accepted in a competition as they see fit based on the numbered order of the entry.
- 17.12 Print entry titles must be submitted to the Print Secretary no later than six days before the competition, and the prints must be handed in no later than ten minutes before the start of the competition. A digital copy of the print is required as part of the entry.
- 17.13 Digital entries must be submitted to the Digital Secretary no later than six days before the competition.
- 17.14 The Print and Digital Secretaries can impose an earlier closing date provided at least seven days notice is given.
- 17.15 An image shall be considered to be a MONOCHROME image when one single colour is used throughout the image area. An image other than a monochrome image shall be considered to be a COLOUR image, irrespective of the process used to produce the colours.

If there is any doubt as to whether an image may be entered as a Monochrome image, the relevant competition Secretary shall rule.

Workers should note that when producing monochrome prints using colour materials or digital colour printing processes, there is a risk for more than one colour to appear in the finished print. Prints produced by these processes should be scrutinised very carefully if they are to be submitted as a monochrome print.

18 PRINT COMPETITION - GENERAL RULES

- 18.1 Prints must be mounted on board but not framed and the Mount must comply with the following sizes:

The Mount size shall not be smaller than: 25 cm. x 20 cm.

The Mount size shall not be larger than: 50 cm. x 40 cm.

There is no restriction on the size of the print other than it must be contained within the above mount size range. (Note: External competitions usually specify mount sizes of 50cm x 40cm only. If you mount on a different size mount, you might be requested to remount your print so that it can be used in an external competition.)

- 18.2 Prints must be made from negatives or transparencies or digital images created in a camera like device taken by the Member.
- 18.3 Each print must bear on the back of the mount the Member's name and the image's title or other individual means of identification (*it is preferred that this information is recorded at the top left hand corner of the mount*). The Society reserves the right to mark the back of the print mount with a note of Competitions entered and to attach certificates recording awards won.
- 18.4 Entries must be listed, using their titles, on the designated on-line website (see page 17). A digital copy of the print must accompany the on-line entry (see 19.3 for digital image specifications).

19 DIGITAL COMPETITION - GENERAL RULES

- 19.1 Entries must be supplied to the Digital Secretary by use of the designated on-line entry website (see page 17).
- 19.2 Each entry must have a title in the following format (the use of spaces is important).
01 Lost in Space (where 01 indicates the first image to be shown and the title is "Lost in Space", number and title separated by a space).

05 Woodland flowers (where 05 indicates the image is to be shown fifth and the title is “Woodland flowers”, number and title separated by a space.

- 19.3 Entries must be formatted as follows:
- (a) JPG format.
 - (b) A maximum width of 1400 pixels and a maximum height of 1050 pixels
 - (c) sRGB colour space
- 19.4 For digital MONOCHROME images, refer to rule 17.15 above.

20 ANNUAL PRINT COMPETITION

- 20.1 A series of competition HEATS shall be held annually for monochrome prints and a separate series of competition HEATS shall be held for colour prints. The competitions shall be open to prints of any subject.
- 20.2 The number of PLACES to be awarded in each Heat shall be determined by the Committee and that number shall remain fixed for the 'Competition Year'.
- 20.3 Up to five prints may be submitted in any print Heat.
- 20.4 The Print Secretary shall ask the judge to place the best prints in order of merit. The prints so selected in each Heat shall be eligible to compete in the Annual Print Competition Final.
- 20.5 The judge may also award Honourable Mentions to any other prints that he/she wishes, such prints will not go forward to the Annual Print Competition Final.
- 20.6 The Authors of prints receiving a PLACE shall receive a Place Certificate label.
- 20.7 The Authors of prints receiving an Honourable Mention award shall receive an Honourable Mention Certificate label.
- 20.8 In the Print Finals the judge will be asked to select the best print to receive the Trophy, and the judge may award Honourable Mention Certificates at his/her discretion.

21 ANNUAL DIGITAL COMPETITION

- 21.1 A series of competition HEATS shall be held annually for digital Projected Images and shall be open to images of any subject.
- 21.2 The number of PLACES to be awarded in each Heat shall be determined by the Committee and that number shall remain fixed for the 'Competition Year'.
- 21.3 Up to five images may be submitted in any Projected Image Heat.
- 21.4 The Digital Secretary shall ask the judge to place the best images in order of merit. The images so selected in each Heat shall be eligible to compete in the Annual Digital Projected Image Competition Final. (The number of images to be so selected shall be decided by the Committee, which may vary the number from time to time after suitable notice to the Members.)
- 21.5 The judge may also award Honourable Mentions to any other images that he/she wishes. These images will not go forward to the Annual Digital Projected Competition Final.
- 21.6 The Author of images receiving a PLACE shall receive a Place Certificate.
- 21.7 The Authors of images receiving an Honourable Mention award shall receive an Honourable Mention Certificate.
- 21.8 In the Annual Digital Finals the judge will be asked to select the best Image to receive the trophy, and the judge may award Honourable Mention Certificates at his/her discretion.

22 ANNUAL POINTS COMPETITION

- 22.1 The Annual Points Competition is run in two sections, Print and Digital Images. The rules apply equally to both.
- 22.2 Points will be awarded as follows:
1 point for an Honourable Mention awarded in a HEAT.
2 points will be awarded to the lowest placed entry in a HEAT and thereafter one additional point will be awarded cumulatively for each higher placed entry in a HEAT.

- 22.3 The respective Secretaries shall keep a record of points awarded and at the end of the Competition Year the worker with the most points for Digital images, and the worker with most points for Monochrome Prints, and the worker with most points for Colour Prints, shall each be awarded a Trophy.
- 22.4 In the event of a tie, the Secretary shall determine the award by giving preference to the worker who has entered the most first time entries. In the event this does not separate the tie, the number of placings shall be used.

23 SPECIALITY COMPETITIONS

- 23.1 There may be competitions open to digital images or prints announced at the start of the season:
- a) **Record**
 - b) **Natural History**
 - c) **Set Subject**
 - d) **Monochrome DPI**
- 23.2 Images entered in the Speciality Competitions (with the exception of the Audio Visual, Triptych and Series Six competitions) must be images that have not been previously entered in any of the club's competitions. Unless otherwise stated, entry of images in a Speciality Competition in no way precludes their subsequent entry rights in the Print or Digital Image Competition Heats (but see rules 17.6 and 17.7).
- 23.3 A **RECORD** image shall have for its subject an inanimate 'man-made' object. The image should be primarily concerned with the object given by the title of the image. The object should be a clear and sharp image within the picture area, as would an image which was suitable for inclusion in a catalogue. A record shot puts the emphasis on creating a record of the photographed object; you are not trying to portray the object in an artistic representation.
- 23.4 A **NATURAL HISTORY** image shall have for its subject a living organism other than a human person(s). It does not matter whether the subject is 'wild' or 'cultivated'. The image should be primarily concerned with the object given by the title. The object should be a clear and sharp image within the picture area.

Following guidance notes should help in selecting entries for either the Record or Natural History Competitions:

The secondary parts of the picture area may be used to give the object's setting or provide supporting evidence such as the size of the object. The secondary areas of the picture need not be sharp or can be left plain. In any case, the secondary areas should not detract or surpass the object given by the title of the image. Composition, whilst important, should not be the primary consideration. For Record subjects it should be possible from the image to judge what materials the object is made from. With animal pictures that include eye(s), it is helpful if the eye(s) have a single catch light. A picture of a domesticated animal should avoid being a picture of the 'family pet' but be of the animal alone. Avoid contrasty lighting that may give burnt out highlights or a lack of detail in shadow areas. Provided the title makes it clear, close ups of only a (small) portion of the whole object may used.

- 23.5 A **SET SUBJECT** image shall be an image on a theme agreed by Members at the AGM.
- 23.6 A **MONOCHROME DPI** image shall be an image as defined in the General competition rules (see 17.15).
- 23.7 Up to five entries may be submitted in any one of these Speciality Competitions.
- 23.8 The judge will be asked to select the best entry in the Competition whose Author shall receive the Trophy applicable to that Competition (see page 19).
- 23.9 The judge may also award Honourable Mention Certificates to any other entries at his/her discretion.

24 MEMBERS' CHOICE DPI SHOWCASE COMPETITION

- 24.1 The Members Choice Showcase Competition shall be held once a year for the purpose of introducing members to the skills of judging.
- 24.2 The exact Format of the competition shall be defined by the Society Chair in conjunction with the Committee, such information being published.
- 24.3 The Members Choice Showcase Competition shall be open to Digital Images. Images must not have been entered in previous print or digital competitions, but may be entered in future print or digital competitions. (See rule 17.10)

- 24.4 Entries are to be submitted to the Digital Secretary not less than SIX DAYS BEFORE the competition.
- 24.5 The Competition shall be judged by a panel of the Society members appointed by the Chair who will also determine the size of that panel which may extend to all the members present on the evening of the competition.
- 24.6 The Chair shall include in the Competition Format (see 24.2 above) how the Panel shall determine the winner of the Competition be it by a vote of the Panel members, or the awarding of points to achieve the largest score, or by other means as determined by the Chair. The winner of the competition shall receive a trophy.
- 24.7 The Chair and/or Panel may also award entries that show sufficient merit an Honourable Mention Certificate.

25 SMALL PRINTS SHOWCASE COMPETITION

- 25.1 A **SMALL COLOUR PRINT** image is an un-mounted colour print with a maximum size of A5 (See 17.10) The judging process to be decided by the committee.
- 25.2 A **SMALL MONOCHROME PRINT** image is an un-mounted monochrome print (see 17.15) with a maximum size of A5 (see 17.10). The judging process to be decided by the committee.
- 25.3 The Small Print Competitions shall be open to print images. Images must not have been entered in previous print or digital competitions, but they may be entered in future digital or print competitions. (See rule 17.10)

26 SERIES SIX DPI COMPETITION

- 26.1 A competition shall be held annually for series of between five and eight Digital Images which illustrate a common theme or sequence of events.
- 26.2 Digital images shall conform to the requirements set out in Section 19 for digital competitions.
- 26.3 Image titles must be in the format “01 Series Title”; where “01” indicates the image order within the series, “Series Title” is the author’s chosen title for the series. e.g. 01 Motor Racing, 02 Motor Racing, 03 Motor

Racing (first series entry); 01 Flowers, 02 Flowers, 03 Flowers
(second series entry).

- 26.4 Images must be submitted (see 19.1) no later than SIX DAYS BEFORE the competition.
- 26.5 The judge will be asked to select the best series viewed as a whole to receive the Trophy, and he/she may award Honourable Mention Certificates at his/her discretion.
- 26.6 All Series Six entries that have not been awarded a TROPHY, may be resubmitted in not more than ONE further Series Six Competition.

27 TRIPTYCH DPI COMPETITION

- 27.1 A competition usually held biennially (alternating with the Audio Visual Competition) for digitally projected images.
- 27.2 A Triptych image must consist of three separate images contained within one digital frame as defined in rule 19.3. The layout is at the discretion of the author.
- 27.3 A fourth image can be used as a background to enhance presentation, but must not play a significant part or distract from the three principal images. However, a strong background image can be part of the triptych if there are only two images in front of it.
- 27.4 For this competition images that have been used before, even if they have won a competition, can be used as part of the triptych. This includes images that have previously been entered as DPIs or prints.

28 AUDIO VISUAL COMPETITION

- 28.1 A competition usually held biennially (alternating with the Triptych Competition) for digitally projected Audio-Visual presentations where the subject matter is open.
- 28.2 Up to **three** entries per person may be submitted. In the case of an oversubscribed entry, a note should be included with the submission indicating the author's order of preference. The Digital Secretary shall have the power to limit the number of entries if this is found to be necessary.

- 28.3 The running duration shall be a minimum of three minutes and a maximum of eight minutes including opening and closing title sequences.
- 28.4 Entries must consist primarily of still images that are wholly the entrant's own work. Up to 10% of images may be the work of others providing permission for use has been granted by the copyright holder. Up to 10% of the running time may consist of video sequences.
- 28.5 Entries must be sent to the Digital Secretary at least FOUR WEEKS before the competition date.
- 28.6 Entries may be submitted on a USB memory stick clearly marked with the author's name.
- 28.7 Entries should be in a Windows self-running file format (.exe) that requires no other computer software to be run *.
- 28.8 The judge will be asked to select the winning presentation, and he/ she may award Honourable Mention Certificates at his/her discretion.

**It is recommended that you use 'Pictures to Exe' or 'Pro Show Gold' to produce a self-running 'exe' file as this format will be required if the Society wishes to enter external AV competitions. Any member not having either of the above software programs may use Photoshop Elements, CapCut (free of charge) or any other software that produces a suitable sound & vision format (e.g. an 'avi' or 'wmv' file). In this case, entrants must declare which Windows compatible player the entry has been checked on. (The Club laptop currently has 'Windows Media Player' and 'VLC Player' available.)*

Guidance notes for AV entrants.

- 28.9 Choose a sound track and images that complement each other, or where the pictures illustrate the sound track. The sound track can consist of music, commentary, sound effects or any combination of these.
- 28.10 Try not to change between landscape and portrait format images too often, if at all.
- 28.11 Try not to use too many different transition styles. Some software defaults to offering a random selection of different transitions for each slide change. Try to establish a style and keep to it. Using a few simple transitions works well unless you want a specific or dramatic effect.

- 28.12 Let the AV tell a story or have a specific theme rather than just a set of pictures of, say, flowers accompanied by music.
- 28.13 Try to make the slide changes happen synchronised to the sound track, particularly if you choose to use music, and not at fixed intervals of, say, 5 seconds.
- 28.14 When using mixes between images, try to think how the composition of each image relates to the next image; does this make a pleasing third composition during the transition?
- 28.15 An excellent three minute presentation is better than one padded out to the full eight minutes with lesser images. Think of each image as a competition entry; is it good enough?

29 INTERPRETATION

- 29.1 In the event of any question of interpretation of these rules, the decision of the respective Secretaries shall be final.

30 ON-LINE ENTRY WEBSITE – Guide notes

<https://success.clubsoftware.org>

We are now using an on-line entry system for competitions, both digitally projected and print competitions. It is a very straight forward website entry system that will replace emailing digital images and print titles to the respective competition secretaries.

To register as a WWPS member on the website you need to supply basic contact information and a password.

The other information needed to register is the club's account number which is **389681**.

You then become a registered member of our club account. There are no charges to use the system, and there are no distracting advertisements.

FIRST STEP

Individual club member registration:-

1. Go to <https://success.clubsoftware.org> and click on '**User Registration**' in the Welcome panel.
2. Enter required fields, adding your own password, and enter WWPS club number **389681**.
3. You'll receive an email to complete the registration. Click the link in the email to complete registration.

SECOND STEP

To enter a competition:-

4. Return to <https://success.clubsoftware.org> and enter your email and password in boxes at top of screen, click '**Login**'.

(Forgotten password? Click link 'password reset')

5. Your personal page appears with a drop-down menu under your name.

A second drop-down menu shows '**Competitions**' that you may enter. Active competitions are shown by a green open door symbol. Click on the required competition name.

(Grey closed door symbol shows old or closed competition)

6. Enter a title for each image in standard DPI format, e.g. **01<space>Title**

NOTE: illegal characters in title names are \ / : * ? " < > |

Press Enter or click in grey image patch. Click '**Upload**'. Find the image on your computer & '**Open**'. Image will upload and be shown as thumbnail. Repeat for other images, up to 5.

Maximum individual file size = 1.5MB

7. If image is too large (max 1400 pixels wide x 1050 pixels tall) an error message will show, and upload will 'Fail'. Re-edit image and try again.
 8. If image is not **jpg**, an error message will not allow upload (**jpg & jpeg** accepted). Colour space is not checked, but should be **sRGB** for correct colour rendition on the screen in digital projected competitions.
 9. You can edit image titles on this page after uploading the image.
 10. The actual image filename (in your computer folder) is not significant - the title you type in is what will be shown in the competition. The leading number in the title shows preference order in case of restrictions.
 11. **VERY IMPORTANT**. When you are happy with your entry, click on '**Complete entry**' symbol (box with clockwise arrow) on top line (hover reveals the action of each symbol).
 12. You will receive a confirmation email from 'noreply@clubsoftware.org' itemising the images that have been accepted.
 13. To change your entry later, log in again, click on '**Competitions**' and choose the relevant competition. Click on '**Un-finalise entry**' symbol (anti-clockwise arrow on top line) and make changes. Don't forget to '**Complete**' your entry again (box with clockwise arrow), or the entry images will not be downloaded. You will then receive another confirmation email.
- The process is a little wordy to describe, but the site is very simple and quick to use.

YOU MUST FINALISE YOUR ENTRY AND RECEIVE A CONFIRMATION EMAIL FOR YOUR ENTRY TO BE ACCEPTED.

For print competitions, the jpg image uploaded to the website is for reference by the Print Secretary and for projection to the audience at the competition – the actual print that you bring to the competition is what will be judged on the night.

31 COMPETITION TROPHIES

Annual Print Competition, Best Monochrome Print
KIMBER CUP

Annual Print Competition, Best Colour Print
HARLEQUIN TROPHY

Annual Digital Imaging Competition, Best Image
THE FRANK TAYLOR TROPHY

Points Competition, colour print worker who receive the most points
GRAHAM BEALE TROPHY

Points Competition, mono print worker who receive the most points
LUMIERE TROPHY

Points Competition, DPI worker who receive the most points
TUBBY GRAY TROPHY

Natural History Competition
WREN TROPHY

Set Subject Competition
WICKHAM CUP

Series Six Competition
PETER'S DUCK

Members' Choice Competition
CLUB CUP

Audio Visual Competition
CHALICE CUP

Small Print Competition, Best Colour Print
JENNY DELLER TROPHY

Small Print Competition, Best Monochrome Print
TONY DELLER TROPHY

Bob Z Challenge Competition
BOB Z CHALLENGE CUP

32 THE SOCIETY WEBSITE

GENERAL

The Society's website is to be found at www.wwphotosoc.org.uk and is maintained by the Society's Webmaster. The site has several pages and is aimed at providing publicity for the Society and a means of communication with the membership.

33 EMAIL FORWARDING FACILITY

The Society provides an email forwarding service.

Society Officials can be contacted by their job title:

e.g. secretary@wwphotosoc.org.uk

The following lists Society official links:

Society Official	Society Email Address
Chair	chairman@wwphotosoc.org.uk
Digital Secretary	digisec@wwphotosoc.org.uk
Information	info@wwphotosoc.org.uk
Members' Secretary	membersec@wwphotosoc.org.uk
Outings Secretary	outingssec@wwphotosoc.org.uk
Print Secretary	printsec@wwphotosoc.org.uk
Programme Secretary	progsec@wwphotosoc.org.uk
Secretary	secretary@wwphotosoc.org.uk
Treasurer	treasurer@wwphotosoc.org.uk
Webmaster	webmaster@wwphotosoc.org.uk

34 SOCIETY FACEBOOK GROUP

<https://www.facebook.com/groups/WestWickhamPhotographic>

35 ROLES OF COMMITTEE MEMBERS

Chair

The responsibilities of the Chair are:

- To facilitate all club meetings. This involves opening and closing the meeting, ensuring that the meeting runs to schedule and relating information, as required, to the membership. When lecturers are present at a meeting, this also involves introducing the lecturer and thanking them at the end of the evening.
- To facilitate and chair all Committee meetings. This involves setting the agenda to the meetings, ensuring that the meeting runs to schedule, that the Committee stays on agenda and that all members have a chance to air their views. Where required, the Chair shall also act as final decision maker.
- To set the agenda for, and to chair, the club AGM (and EGM's when required).
- To support the other Committee members, as required, and to ensure that all actions are addressed in good time to ensure the smooth running of the club.
- To ensure that the best interests of the club and the membership are addressed at all times.
- To be a secondary signatory to the club account (as long as the Chair is not related to the Treasurer or Secretary).
- To be a signatory to the club account.

Secretary

The responsibilities of the Secretary are:

- To be the main point of contact for the club for information and enquiries and to respond to these enquiries in good time in order to maintain the good reputation of the club. Where enquiries are from possible new members, to pass their contact details to the Membership Secretary in good time for the Membership Secretary to respond appropriately in order to promote a good view of the club.
- To co-ordinate the distribution of information to all club members (via e-mail and post where appropriate).
- To act as main point of contact for members of the Committee (Chair, Programme Secretary, DPI Secretary, Print Secretary, Treasurer,

Member Representative and the Web Master) to send out information to the club members.

- To liaise with the Chair on club matters arising, to undertake to write and maintain a full record of all formal Committee activities and forward Committee calling notices and agendas and setting of the agenda to the meetings as required. May seek assistance in Minute taking.
- To be a signatory to the club account.

Programme Secretary

The responsibilities of the Programme Secretary are:

- To undertake to plan a varied and balanced programme to meet the needs of the membership (in conjunction with the Committee).
- To liaise with the DPI and Print Secretaries to ensure that all club competitions, including judges and closing dates where appropriate, have been captured within the programme.
- To ensure that the appropriate speakers/presenters are booked in good time to ensure a successful programme.
- To establish the requirements of the speakers/presenters in good time prior to the meeting so that their needs can be addressed and to confirm attendance.
- To ensure that contingency plans for the programme are in place.
- To liaise with the Treasurer to ensure that the presenters fees are agreed and noted prior to attendance.
- To brief the Chair, as appropriate, prior to the start of a club meeting when a speaker/presenter is in attendance.
- To inform the membership of changes in the programme, as necessary, and to provide programme details, as and when requested.
- To liaise with the web site manager to ensure that the master programme is held on the web site and is current and complete.

Competition Secretaries (DPI and Print)

The responsibilities of the Competition Secretaries are:

- To liaise with the Programme Secretary to ensure that appropriate judges are booked in line with the club and interclub competitions identified in the programme.
- To maintain a record of all pictures submitted to competitions (club, interclub and other). Note: Pictures submitted by individuals in national and international competitions where they have not been submitted on

behalf of, or by, the club shall be exempt from this activity. Competitions that will form part of this activity for any given year shall be defined by the club Committee at the beginning of that year.

- To ensure that all submitted pictures (to the above defined competitions) are properly identified and recorded prior to delivery to the judge and to undertake that delivery (where necessary).
- To maintain a list of all competitions requiring club entry to during the year, the entry dates and the criteria, and to apprise the Committee in good time for picture selection and submittal.
- To brief the Chair, as appropriate, prior to the start of a club meeting when a judge is in attendance.
- To liaise with the competition judges to ensure that all scores are accurately recorded and to maintain a record of these throughout the year.
- To liaise with the web site manager to ensure that all competition details (club, interclub and other) are available on the web site.
- To liaise with the web site manager to provide all details of club and individual successes in order to recognise individuals and promote the club.

Print Secretary

The specific responsibilities of the Print Secretary are:

- To liaise and co-operate with the other officers and committee members as appropriate in carrying out these functions, particularly the Digital Secretary and the Programme Secretary.
- To participate in committee meetings on print competitions issues and activity, but otherwise on other, general or overall matters related to the club and its activities as may arise.
- To organise and manage the internal club print competitions in accordance with club procedures and rules, including the arrangement of any assistance from members for the smooth and efficient running of the competitions. The number and style of these competitions will be as decided from time to time by the committee.
- To advise and assist membership on the procedures and requirements for entries to internal and external competitions.
- To keep the committee informed of potential external competitions for decision on club entry and to attend, as far as is practicable at the time, such external competitions on behalf of the club.
- To arrange entries to external competitions, including handling and delivery/collection of prints as needed, where these are entered as a club

or by individual members where such entry is required to be through a club.

- To call for and receive competition entry titles, and the prints themselves as necessary, from members in a manner and time suitable for the conduct of internal and external competitions.
- To create and maintain records of the entries to internal and external competitions.
- To liaise with the judge at the beginning of internal competition meetings to confirm the judging requirements and establish the judge's preferred mode of operation.
- To maintain records of the results of internal competitions and create and issue relevant certificates.
- To create and maintain records of entries and results of external competitions.
- To keep membership advised of competition progress during a season.
- To keep the committee informed of competition activity and performance and to raise with the committee any perceived need for change to the style, nature or number of club competitions.
- To prepare an annual report for the AGM about print competition activity and results, about related issues and about such other relevant matters as the Print Secretary thinks fit.

Digital Secretary (DPI)

The specific responsibilities of the Digital Secretary are:

- To liaise and co-operate with the other officers and committee members as appropriate in carrying out these functions, particularly the Print Secretary and the Programme Secretary.
- To participate in committee meetings on digital competition issues and activity, but otherwise on other, general or overall matters related to the club and its activities as may arise.
- To organise and manage the internal club digital competitions in accordance with club procedures and rules, including the arrangement of any assistance from members for the smooth and efficient running of the competitions. The number and style of these competitions will be as decided from time to time by the committee.
- To advise and assist membership on the procedures and requirements for entries to internal and external competitions.
- To manage the day-to-day operation and correct colour calibration of the club laptop computer and digital display/projection equipment.

- To keep the committee informed of potential external competitions for decision on club entry and to attend, as far as is practicable at the time, such external competitions on behalf of the club.
- To arrange entries to external digital competitions where these are entered as a club or by individual members where such entry is required to be through a club.
- To call for and receive digital competition entries from members in a manner and time suitable for the conduct of internal and external competitions.
- To create and maintain records of the entries to internal and external competitions.
- To liaise with the judge at the beginning of internal competition meetings to confirm the judging requirements and establish the judge's preferred mode of operation.
- To operate the laptop computer and the relevant competition software for the smooth running of the competition.
- To maintain records of the results of internal competitions and create and issue relevant certificates.
- To create and maintain records of entries and results of external competitions.
- To keep membership advised of competition progress during a season.
- To keep the committee informed of competition activity and performance and to raise with the committee any perceived need for change to the style, nature or number of club competitions.
- To prepare an annual report for the AGM about digital competition activity and results, about related issues and about such other relevant matters as the Digital Secretary thinks fit.

Treasurer

The responsibilities of the Treasurer are:

- To maintain an accurate and auditable record of all club income and expenditure (Petty cash and Bank account) and to liaise with the appointed independent auditor to ensure that all records are fully audited prior to AGM (or EGM as required).
- To be the main point of contact with regards to matters associated with club finances.
- To be the prime signatory to the club bank account
- To collect all membership fees (including tea money and other income), and pay all expenses, within agreed timescales.
- To maintain a full and accurate list of club members and their details.

- To provide this Members list to the other Committee Members and all other members when necessary.
- When requested by other Committee members to do a full Member circulation of any information.

Member Representative

The responsibilities of the Member Representative are:

- To represent the views of the general membership of the club at all Committee meetings.
- To undertake to support the Committee members as required -- with particular accountability to the Competition Secretaries.

Webmaster

The responsibilities of the Webmaster are:

- Renews the domain name and website host prior to expiration.
- Designs the pages and determines the layout of the website with member input, such as links to websites, graphics, page ideas, and text.
- Monitors and maintains the website, taking care to keep its content current, fresh, appropriate, and safe.
- Acts as a conduit between the members and the website.
- Generates ideas regarding content and applies appropriate member ideas.

West Wickham Photographic Society
Personal Data Policy and Privacy Statement

Introduction

1. West Wickham Photographic Society (Society) operates on a membership-only basis. It is run by its Members on a voluntary basis for the benefit of its Members.

The GDPR is the European Union's 'General Data Protection Regulation' and will be incorporated into the law of the United Kingdom. It is set to significantly overhaul and modernise European data protection legislation at a time when information systems and digital business underpin everything we do. It aims to keep individuals' personal data more secure. The GDPR applies across all EU member states and comes into effect on 25 May 2018, replacing the Data Protection Act 1998.

This document records the accountability of the Society's responsibility under GDPR and demonstrates our proactive compliance with the GDPR by integrating data protection and privacy throughout our processes and culture.

2. For the purposes of the policy

- a) Personal data refers to living individuals who can be identified from the data;
- b) 'Member(s)' refers to all classes of Member of the Society.

3. The Society seeks to ensure that Member's privacy is respected.

This policy sets out:

- a) What this personal data is used for;
- b) How and where the data is held;
- c) Who accesses it and who it is shared with;
- d) How long the data will be held.

What personal data about Members is held by the Society?

- 4. (a) Names, address, telephone numbers, email addresses;
- (b) Record of awards and trophies that Members have achieved;
- (c) Member's Photographic interests;
- (d) Signing-in lists of attendance at Society meetings.

(e) Members who seek reimbursement of expenses voluntarily provide their bank details to the Treasurer; the details are saved by the Treasurer and online on the Society bank account.

Who keeps the master list of data?

5. The elected Committee of the Society acts as the Data Controller of the Society. This means it decides how personal data is managed and for what purposes it is used.

6. The Secretary and Treasurer hold and control the membership data of all Members.

How is personal data used?

7. Personal data is only used on relevant lawful grounds as permitted by legislation and is used to deliver the Society's activities. Below are the main uses of data which depend on the nature of the relationship with Members and how Members interact with the Society.

- a) To administer membership records;
- b) To maintain financial accounts and records;
- c) To provide news and information about events and activities of the Society and other relevant events and activities that come to the attention of the Society;
- d) To facilitate volunteers being able to organise training, talks, demonstrations and outings;
- e) A list of Members is published from time to time to all Members;
- f) Where a Member's permission has been given, to provide the names of Members to other organisations in conjunction with competitions and exhibitions where the Member's work is involved.

How is personal data held?

8. Membership data is held as hard-copy application forms and uploaded to documents held on PCs, laptops, data sticks.

What is the legal basis for processing personal data?

9. The basis is:

- a) Processing is carried out by a not-for-profit organisation.
- b) Consent of the Member has been given.
- c) Only such data as are considered directly necessary to the legitimate activities and aims of the Society, as determined by the membership, are held.
- d) There is no disclosure to a third party without a Member's consent.

Who keeps the master list of data?

10. The Secretary and Treasurer control the membership data for all Members.

How is personal data held?

11. Membership data is held as hardcopy application forms and uploaded to documents held on PCs, laptops, data sticks. Data is not held centrally on the Cloud.

How is Member's consent obtained?

12. From 25 May 2018, new Members will be invited to consent via the membership application form to be used as described within this document

13. From 25 May 2018, when annual membership is renewed, existing Members will be invited to consent for their data to be used as described within this document for the duration of their membership.

14. From 25 May 2018, Members can request their data is removed from the Society records by writing to or e-mailing the Secretary. Requests will be acknowledged within 14 working days, and implemented within 21 working days. Confirmation of the deletion of data will be given to the member.

How long is personal data held?

15. If annual membership not renewed by 31st October the Member's data will be removed from the active membership list.

16. The retention periods for key documents:

- a) Membership contact details:
24 months starting 1 September of the year when membership is not renewed.
This may be extended indefinitely if any legal action is pending or likely to happen.
- b) Photographic and Audio Visual entries to the Society's internal and external competitions and activities:
24 months starting 1 September of the year when membership is not renewed.
- c) Awards achieved in competitions (name only):
Indefinitely.
- d) Documents that have a legal retention requirement:
Indefinitely.
- e) Accident Records:

6 years from the date of the accident or incident.

f) Minutes of meetings:

Indefinitely

g) Meeting signing in sheets:

6 years from the date of the meeting.

17. A Facebook group is available for Members, and members of the public to join. Individuals opt-in to the group themselves and can opt to withdraw at any time.

How can Members access their data?

18. If Members wish to enquire about how their personal data is used; they can contact the Secretary who may, in turn, consult the Society Committee. GDPR allows one month to comply with requests.

How are the personal details of young people managed?

19. The records of Members who are under 18 years of age are maintained in the same way as other Members.

20. The Society Committee will take such care that details are made available only to those who have a proper need for them, and that where deemed appropriate, specific parental consent is obtained for this, defining as closely as possible the limits of sharing.

Contact details

21. All questions or comments on this document should be addressed to the Society Chair.

22. The Information Commissioner's Office can be contacted via

a) <https://ico.org.uk/global/contact-us/>

b) Tel: 0303 123 1113

c) Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Amendments to this policy

23. This policy may be updated from time to time with the agreement of the Society's Committee.

Publication

24. A copy of this policy forms part of the Society Handbook.

West Wickham Photographic Society Committee

May 2018

AFFILIATED ORGANISATIONS

KENT COUNTY PHOTOGRAPHIC ASSOCIATION (KCPA)

The KCPA was formed in the early 1950's with very similar aims to the SLF but faced with the difficulty of covering a much larger geographic area. It set about organising a list of judges and lecturers. Its first annual exhibition was held in 1951. Currently the KCPA has almost fifty member clubs of which one is the WWPS. As one of the fifty member clubs, our membership gives the WWPS access to the PAGB (see next item).

THE PHOTOGRAPHIC ALLIANCE OF GREAT BRITAIN (PAGB)

The Photographic Alliance of Great Britain (PAGB) is an organisation that co-ordinates specific activities for photographic clubs in England, Scotland, Wales & Northern Ireland. It does this through 15 geographical regions known as Federations of which the KCPA is one. The PAGB organises national competitive photographic events for its Federations and for member clubs. It also offers other services such as Recorded Lectures to clubs and awards its own photographic Distinctions (known as awards for photographic merit) direct to qualifying club members. The PAGB is run by an Executive Committee whose members are nominated and elected from members of each Federation at their Annual General Meeting each April.

THE ROYAL PHOTOGRAPHIC SOCIETY OF GREAT BRITAIN (RPS)

The RPS was founded in 1853 as the Photographic Society of Great Britain to promote the art and science of photography, it Achieved Royal Patronage 1894 when it became the RPS. The Society was granted a Royal Charter in 2004. Originally based in London, the RPS moved to Bath in 1981 where the new premises provide a gallery and lecture theatre. The RPS also holds a National collection of photographs. The RPS awards distinctions to its members which come in three levels:

- | | |
|-------------|--|
| LRPS | Licentiate ship is the entry level Distinction and is awarded for a good level of basic skill and competence. |
| ARPS | Associate ship is awarded for a high standard of technical competence and individual creative ability. |
| FRPS | Fellow ship is awarded for exceptional standards of excellence and distinguished ability. |

There are Internet Links to these organisations and other photographic bodies on the Society's Website

THE FEDERATION OF SOUTH LONDON PHOTOGRAPHIC SOCIETIES (SLF)

The SLF was formed in 1947 when Croydon Camera Club got together with neighbouring clubs to bring them together for the purpose of arranging inter club competitions. A committee was formed by representatives of the member clubs. Not only were inter-club competitions organised but also postal portfolios were exchanged between members. The SLF also organised a list of speakers and judges for the use of member clubs.

The Federation ceased functioning in 2023 after there were insufficient volunteers for official posts. There were fourteen member clubs at its close, but at its peak in 1968 there were twenty six member clubs.

THE LARTER CUP

The Larter Cup was presented by S.J.Larter of Westmin Photographic, Beckenham in 1972. The object was to have a once a year Competition between the three camera clubs local to the area, they being Beckenham Photographic Society, Bromley Camera Club and ourselves West Wickham Photographic Society. Each club is required to present a panel of monochrome prints and colour PDIs which are to be marked by an independent judge. Each club is to host the competition in turn. The Rules also determined the maximum age of images entered.

NOTES AND AMENDMENTS