



**North Central
Camera Club Council**

Handbook

*Where Names Become Faces
And Faces Become Friends!*

2015-2016

Section A - Table of Contents

This *N4C Handbook*, in all forms, is for distribution to N4C members and N4C Clubs.

The format of this *N4C Handbook* is set up so that each section can be revised and issued separately. The revision date of each section is in the footer of each page. [Section G](#) provides a “Revision Summary” with the latest revision date of the whole Handbook and the revision date of each section.

The Handbook and Directory are primarily distributed electronically by Email or on CD as an Adobe Acrobat document. Members only need to print those pages that are routinely used while away from their computers. If you print double-sided pages, it is recommended that you start each section on a new sheet of paper. Members unable to use the Handbook in electronic form, or print their own, may purchase a printed copy. Contact the [N4C Handbook and N4C Directory Editor](#) for copies in all formats.

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APPENDIX

The forms in this Appendix are available as individual Adobe PDF documents with fields that can be typed on, saved, and emailed by downloading them from <http://n4c.us/supplies-forms.htm> They are included on the CD if that is how you received this Handbook & Directory. Otherwise contact the [N4C Handbook & N4C Directory Editor](#) to have the one you need emailed to you.

HELP – TIPS ON USING THIS N4C E-DIRECTORY AND N4C E-HANDBOOK

CONTEST ENTRY FORM

JUDGING CONTEST REPORTING FORM

N4C CLUB INFORMATION FORM

Use to provide Club Information to N4C Handbook & N4C Directory Editor for next years N4C Directory

SUPPLY REQUISITION FORM

Use to request forms, awards & supplies from the N4C Supply Chair

FOUNDERS AWARD NOMINATION FORM

SERVICE AWARD NOMINATION FORM

GENEALOGICAL CODICIL

Use for this purpose, or modify for your photography, or for N4C Club Records

Acknowledgements

The production of the *N4C Handbook* would not have been possible without the cooperation of many people and organizations. And most importantly, thanks to everyone for getting your information to the editor on time!

Section B - Meetings and Communications

N4C News Bulletin

Because of the geographic size of N4C, the business of the Council and its communications are best handled through the mail. In an effort to keep all member clubs and personnel informed of current events, the *N4C News Bulletin* is published monthly, except for June and July. All officers and various chairpersons receive a complimentary copy. Each club receives one copy, which should, in turn, be copied and made available to its members. If you have an email address, you will receive the E-Bulletin as your complimentary copy.

The *N4C News Bulletin* contains news of special events, program aids, services, contest results, articles on nature and pictorial photography, projects of member clubs and individual members, and similar information. Please use the *N4C News Bulletin* to share your noteworthy events with the Council.

Individual N4C members are encouraged to subscribe to the *N4C News Bulletin*. Individual subscribers are the only means of offsetting the costs of publication. For information on individual subscriptions, contact the Bulletin's publisher.

Annual Convention

Each year one or more member clubs host the Annual N4C Convention. This is held over a weekend; beginning Friday evening and concluding Sunday afternoon. Programs are planned to interest all photographers, whether new or experienced. Outstanding speakers from various parts of the country offer illustrated presentations on a wide variety of topics.

During the convention, winning works from all monthly competitions are on display. At the Saturday evening banquet "Photographer of the Year" and the "Large and Small Clubs of the Year" Awards are announced. Individual photographers also receive their awards for their achievements in N4C during the previous year.

Handbook & Directory

The *N4C Handbook* and the *N4C Directory* offers a summary of facts and information necessary to the operation of N4C. It is published annually. Since it is the current publication, it is essential that all activity chair people at the local and Council levels become familiar with its contents, especially those sections that relate to inter-club activities.

Since personnel, judging clubs, club information and rules change from year-to-year, the current *Handbook* and *Directory* **MUST** be considered the official book of rules for the organization.

Two copies of the *Handbook* and *Directory* are distributed without charge to each member club as a part of the club's membership dues. N4C officers, directors, and various committee chairs receive a complimentary copy. Additional copies may be obtained from the handbook editor. The free copy of the *Handbook* and the *Directory* will be in the .PDF file format and will need the free Acrobat Reader Program to open the file to read and/or print. The Acrobat Reader Program can be obtained off the Internet as a free download to your computer. The free copy of the *Handbook* and the *Directory* may be obtained through email or on a CD or at no charge for those that qualify for a free copy. Anyone can receive a free copy of the *Handbook* and the *Directory* by emailing the handbook editor and asking for the *Handbook* and the *Directory* to be emailed to them at no cost. If anyone would like to have the handbook on a CD or a printed copy you will need to contact the handbook editor for cost information.

Parliamentarian Aide

The Aide's duties will be to interpret the contest rules and act as a mediator when questions arise. The aide will also make changes in the rules or add new rules that would require the approval of the Board of Directors. The aide could also be called upon to interpret the By-Laws and suggest changes, which would be subject to the approval of the Board and general membership.

Red N4C Jacket and Shoulder Patches

The red jacket has been adopted as the identifying garb of N4C'ers. The most popular style has been a red nylon windbreaker. N4C shoulder patches are available from the N4C Supply Officer. These are attached to the left shoulder of the red jacket.

Springbook

Each Spring, the last Sunday in April, a mini-convention is held at Springbrook State Park, near Guthrie Center, IA. It begins on Friday afternoon and concludes following Sunday lunch. Excellent programs are scheduled, interspersed with N4C business meetings, and wonderful food. Cost is minimal.

It is a good place to become better acquainted with other photographers from the N4C region in a beautiful natural setting.

Friends of N4C

Contributing Friends will receive a certificate titled: "Friends of N4C" dated for the current year. A certificate is good only the year of donation. Contributors will receive a complimentary N4C Bulletin and their names will be published periodically in the N4C Bulletin.

Friends of the North Central Camera Club Council

To promote and encourage the advancement of N4C and its membership in the science and art of photography, I wish to become a Friend of N4C with the following contribution:

- | | | |
|---|--|---|
| <input type="checkbox"/> Benefactor (\$250 or more) | <input type="checkbox"/> Sponsor (\$100) | <input type="checkbox"/> Patron (\$75) |
| <input type="checkbox"/> Sustaining (\$50) | <input type="checkbox"/> Supporting (\$25) | <input type="checkbox"/> Participating (\$10) |
| <input type="checkbox"/> Other: _____ | | |

Name (or Business): _____

Address: _____

City: _____ State: _____ Zip: _____

Make check payable to the N4C Treasurer:

Lynda Richards
4236 – 228th Ave
Hartford, IA 50118-8019

Section C – Constitution of North Central Camera Club Council

Article I – Name

The name and title of this organization shall be the North Central Camera Club Council.

Article II – Objectives

The purpose and objective of this organization shall be to effect a non-profit federation of camera clubs in the north central states area for the public education and learning in the science and art of photography; to stimulate invention and research in photographic techniques and the general application thereof; to accumulate and disseminate information on the science and practice of photography; to issue regular bulletins and publications necessary to record the progress currently being made in the field; to transmit to members information useful in their practice of photography and allied arts; to promote and encourage advancement of its members in the knowledge and practice of the science and art of photography; to render such other services to its members' clubs as may increase their abilities to advance in the practice of photography through membership in the local camera clubs; and to provide a means of communication among the various clubs for the exchange of ideas and accomplishments in this field.

Article III – Officers

The officers of this organization shall consist of a President, two (2) Vice-Presidents, a Secretary, and a Treasurer. These officers shall be elected annually by a majority vote of the Clubs in the manner provided in the By-Laws, and such Officers shall serve one year or until their successors have been duly elected and installed. All Officers must be members of a camera club, which is a member of this Council.

The powers of management of this Council shall be vested in, and exercised by, a Board of Directors of eleven (11) members. The above-named Officers shall be members of this Board together with six (6) Directors also elected by the membership.

In addition to the Board of Directors, there shall be a President's Council to advise and assist the President and Board of Directors. The President's Council shall consist of all living Past-Presidents of this Council.

At all elections and at all meetings each member club shall be entitled to votes in proportion to club membership, according to rules adopted by the Board of Directors; a majority of all such votes shall decide all elections or any questions coming before such meeting.

Any vacancy occurring among the officers or other members of the Board of Directors shall be filled by a person appointed by the Board of Directors to serve until the next regular election.

Failure to elect Officers or Directors annually shall not dissolve this organization, nor impair its existence. The Officers and Directors then shall continue to serve until their successors shall have been duly elected and installed.

A majority of the Board of Directors shall constitute a quorum. When a quorum is present, the majority vote of those present shall be necessary to decide questions before them.

Article IV – Meetings

Regular meetings of the membership shall be held at such places and at such times as may be determined by the Board of Directors, after adequate notification and publicity to the member clubs. Such meetings shall have a tentative agenda publicized to all member clubs.

In view of the distances involved, much of the business of the Board of Directors will, of necessity, be carried on by mail. Any questions arising that require the decision of the entire Board may be voted on by mail ballot and the Board of Directors shall determine the procedure to be followed in such voting.

Article V – By-Laws and Amendments

The Board of Directors shall enact and adopt to govern this Council. By-Laws may be adopted and amended by a majority vote of the Board of Directors.

This Constitution may be amended at any regular meeting of this Council by a majority of the member clubs voting.

This Council may be dissolved at any annual meeting by a vote of the majority of the members present. In the event of two (2) consecutive years passing without an annual meeting being held, this Council may be dissolved by a majority vote of the Board of Directors.

Article VI – Special Recognition

The following named persons are specially recognized by the Council.

Dr. Robert M. Cochran, APSA, Founder (deceased)
Francis A. Kingsbury, FPSA, Founder
E. Curtis Lugg, Founder (deceased)
Stan T. Anderson, Honorary Director (deceased)

Article VII – Charter Clubs

The following clubs ratified the original Constitution of this Council on January 22, 1956 and are hereby recognized as Charter Clubs:

Aquinas Camera Club, Fort Madison, IA
Cape Girardeau Camera Club, Cape Girardeau, MO
YMCA Movie and Camera Club, Des Moines, IA
Austin Camera Club, Austin, MN
International Camera Club, International Falls, MN
Lincoln Portfolian Club, Lincoln, NE
Lens and Shutter Club, Omaha, NE
Mitchell Camera Club, Mitchell, SD
Norfolk Camera Club, Norfolk, NE
Omaha Camera Club, Omaha, NE
Owatonna Camera Club, Owatonna, MN
Sioux City Camera Club, Sioux City, IA
Sioux Falls YMCA Camera Club, Sioux Falls, SD
Wichita Color Slide Club, Wichita, KS

Article VIII – Effective Date

This Constitution shall become effective when approved by the majority of the votes at the Annual Meeting. Official copies shall then be printed and each member club shall receive a copy.

APPROVED July 8, 1967
Official Copy

/s/ Robert T. Cattle, Jr.
N4C Legal Advisor

Section D - By-Laws of North Central Camera Club Council

Article I

Duties and Functions of the Officers and Directors:

It shall be the duty and function of the Board of Directors to carry on the routine business and guide the activities of this Council in such a way as to relieve the general membership, insofar as possible, of the necessity of transacting business at other times than at the Annual Meeting.

The *Board of Directors* shall have complete charge of and supervision of all matters affecting the Council, where provision has not otherwise been made in the Constitution of these By-Laws.

The *President* shall be the Chief Executive Officer of this Council and shall preside at all meetings. He or she shall have the general and active management of the business of this Council and shall see that all orders and resolutions of the Board of Directors are carried into effect. He or she shall have the general powers of supervision and management usually vested in the office of president of an organization.

The duties of the *Vice-President* shall be to assist the President in the performance of his or her duties; to supervise the various activities of the Council as directed by the President; or during a period of incapacity, three or four members of the Board of Directors may call a special meeting to determine if a period of incapacity does exist, and authorize the First Vice-President to act in place of the President. The First Vice-President shall be the President-elect for the following year.

The *Secretary* shall maintain the official records of the Council, including the membership rolls and shall record the minutes of all meetings of the Council and of the Board of Directors. He or she shall have the general powers to perform the duties usual and necessary to this office.

The *Treasurer* shall have charge of all funds of this Council and the collection and disbursement thereof under the direction of the President and Board of Directors. He or she shall have the general powers to perform the duties usual and necessary to this office.

The *Elective Directors* shall serve as contacts with the clubs in their area and assist the other officers as directed by the President and Board of Directors.

Article II

Nomination and Election of Officers and Directors:

Candidates for the offices of First Vice-President, Second Vice-President, Secretary, Treasurer, and Directors shall be nominated each year by a Nominating Committee named by the President.

A "Consent to Serve" form will be sent to all officers and board members by the Chairperson of the Nominating Committee. It is MANDATORY that the form be filled out promptly by the candidate and returned to the Chair of the Nominating Committee.

Officers and Directors thus nominated shall be listed on an official ballot, to be prepared and mailed to the member clubs, by the Secretary, well in advance of the Annual Meeting. These ballots shall be marked by the member clubs in accordance with their designated number of votes, returned to the Secretary in sealed envelopes before the Annual Meeting, on a date to be established each year. An Election Committee shall be appointed to count the ballots and certify the results to the President and the Board of Directors.

In case of a tie vote in any balloting the Election Committee shall place slips of paper bearing the names of the tied candidates for office in a suitable container and the Chairperson shall, in the presence of the Committee, draw the name of the candidate who shall be certified as the election winner.

Article III – Committees

The President may appoint such committees, as he or she shall deem necessary, subject to the approval of the Board of Directors.

Article IV – Membership

Membership in the North Central Camera Club Council shall be open to organized camera clubs in Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, Wyoming, Wisconsin, and adjacent states or provinces of Canada.

If an N4C Camera Club becomes inactive, anyone who has been a member of that club may become a “Member-at-Large” of N4C. Dues will be assessed in accordance with dues for clubs and will be ten dollars (\$10.00) each. These members are entitled to enter monthly competitions, hold an office and will have all other benefits of those who belong to a club.

Article V – Dues

Annual dues shall be assessed against each member club at the rate of one dollar (\$1.00) for each member of such club; provided that the minimum dues of any club shall be ten dollars (\$10.00) and the maximum dues of any club shall be sixty dollars (\$60.00).

Dues shall run for one calendar year, renewal date being the first of September each year. The number of members for calculating dues will be based on the club membership as of the previous May.

New clubs joining during the months of September through February, inclusive, shall be assessed the full annual dues. Clubs joining during the months of March through August, inclusive, shall remit fifty percent (50%) of the annual dues normally assessed to that club.

Present member clubs will be given full credit for dues paid to the Council or owed to the Council and a proportionate billing tendered to bring all clubs to the calendar year dues status in an equal manner as expressed above.

No part of the net earning of the Council shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the Council shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II of the Council Constitution. No substantial part of the activities of the Council shall be the carrying on of propaganda, or otherwise to influence legislation, and the Council shall not participate in, nor intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate of public office. Notwithstanding any other provision of these Articles, the Council shall not carry on any other activities not permitted to be carried on.

- A. by a corporation exempt from Federal Income Tax under Section 501 (c-s) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), or,
- B. by a corporation, contributions to which are deductible under Section 17 (c-2) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law).

Upon dissolution of the Council, the Board of Directors shall, after paying or making provision for payment of all liabilities of the Council, dispose of all of the assets of the Council exclusively for the purpose of the Council in such a manner, or to such organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c-3) of the Internal Revenue Law, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal of the Council is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article VI – Voting

Each member club shall be entitled to five (5) votes, plus one (1) vote for each ten (10) members or fraction thereof, of said club.

Article VII – Amendments

These By-Laws may be altered or amended by the affirmative vote of a majority of the Board of Directors and become effective upon either of the following occurrences:

1. thirty days after publication in an issue of the N4C News Bulletin, or
2. one day after publication at an open convention of the membership.

Article VIII – Effective Date

These By-Laws shall become effective when approved by a majority of the Board of Directors and when published in the first subsequent Handbook and Directory, Revised and Approved, July 8, 1967.

Article II, Revised and Approved August 30, 1968.
Articles II, VII, and VIII, Revised and Approved September 25, 1970.
Articles V, Revised and Approved by mail January 1971.
Articles IV and V, Revised and Approved October 12, 1973.
Article IV, Revised and Approved effective October 12, 1973.
Article V, Revised and Approved effective January 1, 1974.
Article V, Revised and Approved effective September 9, 1977.
Article I, Revised and Approved effective September 1980.
Article VII, Revised and Approved effective April 28, 1984.
Article V, Revised and Approved effective September 1985.
Article II, Revised and Approved effective September 1986.
Article IV, Revised and Approved effective August 1994.
Article V, Revised and Approved effective September 2007.

Directives

Directives are statements agreed upon by the Board of Directors as those guidelines, which shall govern certain Council operations. All have received a majority vote of the Executive Board.

Concerning Certain Financial Operations

1. The accounting period for the Council will be the calendar year beginning on August 1 and ending July 31. The N4C News Bulletin will carry a complete statement of the year's fiscal activity. Copies shall be provided all voting members of the Board.
2. In addition to the annual statement mentioned above, an interim statement shall be provided to the Board of Directors at each Annual Convention.
3. Account procedures, in addition to those covered by the By-Laws, shall be established only with the approval of the Board of Directors. Likewise, changes and modifications in basic procedures may not be made without the approval of a majority of the Board.
4. All member clubs will receive notice of dues renewal on or about September 1 of each year. If, after sixty (60) days or by January 1, dues have not been received, the Treasurer shall send a second reminder; this time making sure the message is received by either the treasurer, president, or N4C contact of said club. This must be accomplished by certified mail. If the club has not responded with dues within an additional thirty (30) days, by February 1, the Treasurer will notify the First Vice-President, whose duty it will be to write the delinquent club, notifying them that their affiliation with N4C has been terminated.
5. Clubs which do not respond to the established procedure for remitting dues may not carry forward to the annual contests any points earned during the delinquent period.
6. It shall be the practice of the Treasurer to send to all Officers, Directors, and standing committee Chairs notice of required income and expense report.
 - A. prior to the interim statement, and
 - B. on or about August 30 for the annual closing statement

Each Officer will submit a full accounting of his or her expenses with bills or copies of statements attached whenever possible. Any Officer having charge of sub-activities shall secure from the Chair of those activities the necessary information so as to submit a report to the Treasurer. Directors will secure the necessary information from chairpersons of activities under their direction and, after consolidation (if necessary or logical), report directly to the Treasurer.

7. It shall be the practice to provide a complete convention package for the current N4C President and spouse; including registration, meals, and lodging. These expenses shall be considered a general convention expense to be accounted for before the division of any profits with the host club.

8. The Treasurer shall have the authority to spend or reimburse up to an amount of \$25.00 without special approval. For larger sums, the Treasurer should seek the approval of the President. If the President has questions regarding the expenditure, they will then do one or both of the following:
 - A. check with the individual requesting the expenditure to determine more clearly the details, or
 - B. correspond with the Chair of the Finance Committee for guidance.
9. This directive is to provide guidelines for N4C member clubs or individual N4C members in good standing to sponsor special awards, medals, or plaques in honor of an event, individual, or contest, in addition to, but not in place of, current N4C awards and honors. All proposed awards must be approved in advance by a majority of the N4C Board of Directors prior to being announced or presented. Also, all awards must meet the following guidelines:

All rules and guidelines concerning present N4C awards, medals, service awards and Founders' Awards and the status of these awards shall remain unchanged.

All special awards shall be financed and provided by the sponsors with no obligation on the part of the Council.

All members of N4C in good standing will be eligible to receive these awards.

The award shall be a certificate, plaque, medal, or trophy, or any other consideration which manifests distinctive quality and inspires pride of ownership and which reflects credit to the sponsor and the recipient.

A trophy should be of a size to provide for easy handling, presentation, by the sponsor.

The title of an award bearing the name of the sponsor or of a person living or deceased should be discouraged. The award should have a title such as "Best Nature Print" or "Pictorial Slide Award" and presented "In the Name of _____" and/or "Donated by _____." In this manner, if the original sponsor defaults, then a sponsor may volunteer and continuity of the award could be carried on.

The recipients of any such special award would be determined by a panel composed of the five (5) immediate Past Presidents of the Council. The most senior Past President would chair the committee. Proposals for such awards would be directed to the Chair of this committee. Any N4C member or member club in good standing may propose an individual N4C member as a recipient of one of these awards.

In the case of an award for photographic achievement in a specific category, the award will be determined by the appropriate judges of the year-end contest.

All such special awards will be presented at the Annual Convention after all regular N4C medals and awards are presented.

Section E - Officer Duties

President

The **President** holds the highest position in the North Central Camera Club Council and is responsible for all activities of the Council.

Duties:

1. The president is responsible to the N4C Executive Board.
2. Advises all elected officers and directors
3. Supervises the following:

Bulletin Editor	Supply Chair
Bulletin Publisher	New Club Coordinator
Directory Editor	Finance Committee
Legal Officer	Historian
Convention Planning Committee	Service Awards Committee
4. Conducts the annual and semi-annual executive meeting of N4C officers and directors.
5. Chairs the annual business meeting of the membership.
6. Introduces the incoming president and presents the new president with a personal gavel. The new president then introduces the incoming officers and directors.
7. By November 1st, asks the immediate past president and two other members to act as a nominating committee. This committee prepares a slate of officers and directors to present by **March 1st**. A list will be sent to the secretary and to the N4C bulletin editor. The list will be **published in the March N4C Bulletin**.
8. Supervises the annual election of officers in April. Voting is by mail ballot.
9. Supervises the replacement of contest chair positions as required.
10. Submits any controversial matters to officers and directors by mail poll, if required, before the annual meeting.
11. Co-signs, with the First Vice-President, all certificates to be presented at the annual awards banquet.
12. Approves purchase of supplies and materials necessary for the operation of the N4C.
13. Becomes a member of the Founders Award Committee for a three (3) year term and Chairs the Nominating Committee for a one (1) year term immediately following their term of office.

Extra Benefit:

The N4C President and spouse receive a complete convention package; including registration, meals, and lodging at the annual convention during his/her term of office.

First Vice-President

The **First Vice-President** is president-elect and assists the President in activities of the Council.

Duties:

1. Reports directly to the President.
2. Supervises the activities of Director 1, Director 2, Director 3, and the Photo Essay Chair as needed.
3. Oversees the annual convention.
4. Conducts the judging survey in November. Survey clubs to find out what contests they would like to judge in the next contest year and pass information on to Contest Chairs in January for setting up the next judging schedules.
5. Oversees the Spring meeting and seminar.

Second Vice-President

The **Second Vice-President** supervises the monthly competitions.

Duties:

1. Reports directly to the President.
2. Supervises the activities of Director 4, Director 5, Director 6, and Contest Recording Chairman.

3. Contacts all Contest Chairs in **January** to begin selection of judging clubs for the next year. A form letter is available from the Supply Chair.
4. Contacts all Contest Chairs in **April** to:
 - a. Thank them for their service,
 - b. Inquire about their desire to continue their current N4C assignment.
 - c. Notifies the President of any up-coming vacancies.
5. Keeps official record of all competition results with the aid of an assistant appointed by the Board of Directors.
 - a. Posts contest points by category each month
 - b. Total results by **June 1**
 - c. Makes a master list of winner's names, titles of winning works, and categories in which the works won. Copies of the list are distributed to:
 - 1) The N4C club hosting the annual convention,
 - 2) President, and
 - 3) Files of the Second Vice-President
6. Determines Photographer of the Year and N4C Large and Small Club of the Year. These names remain confidential and are given only to the designated responsible individual of the club hosting the annual convention.
7. Prepares and mails to N4C clubs:
 - a. A list of winners, including,
 - 1) Maker's name,
 - 2) Title of work, and
 - 3) Category
 - b. Address to which all of the winning works should be sent.
 - c. Deadline for sending the winning works.

Secretary

The **Secretary** is the official recorder of all N4C business proceedings.

Duties:

1. Reports directly to the President.
2. Maintains official records for the Council.
3. Records and transcribes minutes of the officer's and director's executive meetings and prepares the minutes for reading at the business meeting of the complete membership.
4. Prepares and mails minutes of the executive and annual meetings to all officers, directors, the *N4C Bulletin* editor, and the editor of the *N4C Handbook and the N4C Directory* **within four (4) weeks** following the convention. The minutes may be concise, but should include all items discussed at the meetings.
5. Sends ballots for the election of officers to all N4C clubs in April.
6. Obtains three (3) people to tally the votes and to certify the results.
7. Sends the slate of newly elected officers and directors to the President and to the editor of the *N4C Bulletin* for publication.
8. Will read the minutes of the previous year's business meeting at the annual convention.
9. Records the attendance at the annual convention and reports the number at the business meeting.
10. **MUST** be present at all annual conventions.

Extra Benefit:

Free registration for the annual convention.

Treasurer

The **Treasurer** is the official caretaker and disperser of N4C monies.

Duties:

1. Reports directly to the President and the Finance Committee.
2. Keeps financial records, which shall be audited prior to the annual convention. A financial statement shall be given at the business meeting.

3. Approves and pays bills submitted with appropriate evidence by N4C officers and officials. The President will be asked to clarify and approve bills as required.
4. Has charge of the collection and disbursement of all N4C funds.
5. Prepares an annual financial statement. Copies will be distributed to the President, the board of officers and directors, and to the editor of the *N4C Bulletin* for publication.
6. The Finance Committee and the President determine the method for audit of funds. The Finance Committee also determines whether or not the Treasurer shall be bonded.
7. Sends dues notices to N4C clubs **by August 30**.
8. Keeps records on all member clubs.
9. Notifies the President and editor of the *N4C Bulletin* when a club drops membership or when a new club enrolls.
10. Will notify the First Vice-President in November about any club delinquent in dues payment.
11. Has authority to select the financial institution most convenient for banking. The name of the bank will be given to the President and the Finance Committee.

Extra Benefit:

Free registration for the annual convention.

Director 1

Director 1 is a member of the Council Board, which makes decisions and recommends policy.

Duties:

1. Reports directly to the First Vice-President.
2. Attends the N4C board meetings and the annual meeting of the membership.
3. Conducts the annual N4C Club Communication Competition
 - a. The contest is announced, rules are publicized, and the contest date is set in a winter issue of the *N4C Bulletin*.
 - b. Writes to the editors of all club newsletters and webmasters to inform them of this competition.
 - c. Selects and invites a panel of three (3) judges.
 - d. Conducts the judging and sends a list of the winning entries to the Second Vice-President to add these scores to the Club of the Year competition tally.
 - e. All winning newsletters and web screen prints are displayed at the annual convention.
 - f. Obtains and presents the appropriate awards at the annual convention awards banquet.
4. Is a member of the Convention Services Committee.
5. Prepares a year-end report of all activities, **due on June 1**, for the President and first Vice-President.

Director 2

Director 2 is a member of the Council Board, which makes decisions and recommends policy.

Duties:

1. Reports directly to the First Vice-President.
2. Attends the N4C board meetings and the annual meeting of the membership.
3. Oversees Photo Essay Contest.
4. Prepares an annual report of activities, **due June 1**, for the President and First Vice-President.

Directors 3, 4, 5, & 6

These **Directors** attend the N4C board meetings and the annual meeting of the membership. They offer assistance wherever possible and learn the workings of the Council.

Term, Costs, & Benefits of Office for Preceding Officers & Directors

Terms of Office is one (1) year, but can be re-elected if nominated by the Nominating Committee.

Costs and expenses will be paid by the Council when bills and accompanying receipts are presented to the N4C Treasurer.

Benefits include the receipt of the *N4C Bulletin* and the *N4C Handbook and the N4C Directory*.

N4C Contact

The **N4C Contact** is a position in each of the N4C member clubs. This position is a camera club officer and not an N4C officer. This person provides a vital liaison role between the Club and N4C with some key responsibilities at both levels.

Guidelines:

1. Receive copies of the *N4C Handbook* and the *N4C Directory* updated each September for the coming year, and become familiar with them. These are in electronic form and should be made available within the club to officers and members.
2. Receive communications from the N4C and respond accordingly. Follow up on those that are forwarded to other club officers to make sure they are answered. Receive copies of all communication between the club and N4C.
3. Forward information of general interest to club members – For example, email of general interest; and forward N4C News Bulletins or keep the Bulletin Publisher email list up to date.
4. Maintain a club list of N4C Member Numbers to be used for entering N4C contests. This could be done jointly with the club Secretary or Treasurer.
5. Receive requests from N4C Contest Chairs to judge monthly N4C contests. Coordinate with club officers to approve schedules and respond to requests.
6. The Club President will receive the ballot for election of N4C officers from the N4C Secretary. Oversee voting by the club and return the completed ballot to the N4C Secretary.
7. Send updated club information and club officer lists for the coming year to the N4C Directory Editor by June 1.
8. Serve as the delegate at Conventions to vote on behalf of the club – unless the camera club appoints another officer or member to do this.
9. Make sure N4C dues are paid in a timely manner.

N4C Bulletin Editor

The **N4C Bulletin Editor** will edit the official newsletter ten (10) months of the year. The editor is appointed for two (2) years with possible reappointment.

Duties:

1. Reports directly to the President.
2. Gathers and edits articles of interest and educational value for the general membership of N4C.
3. Assumes responsibility for the overall format used in printing the *N4C Bulletin*.
4. Discusses any changes in editorial policy with the President.
5. Publishes in the March issue the slate of candidates for N4C officers and directors as submitted by the Nominating Committee.
6. Uses the *N4C Bulletin* to inform the membership about contest changes and results, policy changes, and special business.
7. Works closely with the publisher of the *N4C Bulletin*.
8. Prepares an annual report for the President.

Extra Benefit;

Free registration for the annual convention.

N4C Bulletin Publisher

The **Publisher of the N4C Bulletin** is responsible for printing, mailing, and promoting the sale of the *N4C Bulletin*. The office is appointed for two (2) years with possible reappointment.

Duties:

1. Reports directly to the President.
2. Maintains an official roster of member camera clubs. The name and address of the N4C contact of each club is also held by this officer.
3. Promotes the *N4C Bulletin* by:
 - a. Selling subscriptions. An accurate record of subscription income is kept. A report of this income is submitted to the Treasurer on a regular basis.
 - b. Notices of a lapsed subscription are sent as needed.

- c. Special notifications are sent periodically to increase subscription sales.
4. Reproduces the *N4C Bulletin* within 24 hours of receipt from the N4C Bulletin Editor.
 - a. Selects the printing method to give the best quality at the lowest price.
 - b. Collates and staples the bulletin.
5. Prepares and mails the printed copies of the *N4C Bulletin* to:
 - a. Individual subscribers: The bulletin shall be appropriately folded, stapled, addressed, and mailed with adequate postage for First Class mail.
 - b. Camera Clubs: One (1) bulletin shall be appropriately folded, stapled, addressed, and mailed with adequate postage for First Class mail to each member club in the Council. The address shall include:
 - Camera Club
 - % N4C Contact
 - Address
 - City, State, Zip
6. All complimentary copies of the bulletin will be in the form of the E-Bulletin and be emailed out by the **E-Bulletin Publisher**.
7. Maintains a file of six (6) copies of each issue.
8. Returns the master copy and three (3) additional copies to the editor of the bulletin.
9. Serves as a member of the Convention Services Committee.

Extra Benefit:

Free registration at the annual convention.

N4C E-Bulletin Publisher

The **Publisher of the N4C E-Bulletin** is responsible for converting to a .PDF formatted file, e-mailing, and promoting the electronic version of the *N4C Bulletin*. The office is appointed for two (2) years with possible reappointment.

Duties:

1. Reports directly to the President.
2. Stated goal: to provide a free N4C Bulletin to every club member and officer who has a computer and e-mail service.
3. Receives the latest edition of the Bulletin via electronic files from the Editor.
4. Reformats and re-edits each page before conversion to .PDF files:
 - a. Resizes and justify all headings, articles, and stories.
 - b. Adds color where appropriate.
 - c. Rewrites stories that are corrupted in transmission.
 - d. Replaces artwork and clipart.
 - e. Deletes old written-over files from previous issues.
 - f. Uses reverse, filled or breakout copy to highlight special features.
 - g. Adds special promotional pages; i.e., Springbrook and Convention, as required.
5. Writes an article to fill the blank portion of last page that is normally used for mailing address and postage.
6. Converts each page to .PDF format and assembles the pages into a new document.
7. Transmits the E-Bulletin to everyone in the master database within 24 hours.
8. Maintains the master database:
 - a. Keeps names filed alphabetically by club.
 - b. Checks and rechecks all e-mail that are undelivered or misaddressed.
 - c. Writes to clubs and N4C chairmen to obtain current e-mail addresses of their members.
9. Promotes the E-Bulletin at Springbrook, Convention, and in the E-Bulletin.
10. Maintains a database of all past issues of the E-Bulletin.
11. Serves as a member of the Convention Services Committee.

Extra Benefit:

Free registration at the annual convention.

N4C Handbook and N4C Directory Editor

The **Editor of the N4C Handbook and the N4C Directory** annually revises and updates N4C's official guide book. This is an appointed office for a two (2) year term with possible reappointment.

Duties:

1. Reports directly to the President.
2. Sends a letter to all N4C clubs in **May** requesting the following information:
 - a. Name, address, and telephone number of all newly-elected officers, N4C contact, and club newsletter editor.
 - b. Time, date(s), and location of the club meeting.
 - c. Categories of competition.
 - d. Number of members.
 - e. Email addresses for the officers, N4C contact, newsletter editor, and club members that want to be listed in the *Handbook* and the *Directory*. Designate an email address for N4C to use to contact the club.
3. Distribution of *Handbook* and the *Directory*:
 - a. Distributes two (2) free copies on CD or emails file of the *Handbook* and the *Directory* to each N4C club.
 - b. Distributes one (1) free copy on CD or emails file to all N4C officers, directors, committee members, contest chairs, and circuit officials.
 - c. If any one that qualifies for a free *Handbook* and the *Directory* has an email address they will receive their free copy through the email or receive a free CD of the *Handbook* and the *Directory*. If they want a printed copy they need to print a copy from their .pdf file.
4. Prepares an annual report for the President.
5. Maintains close contact with the President, Bulletin Editor, and New Club Coordinator.
6. Attends the annual convention and serves on the Convention Services Committee.

Extra Benefit:

Free registration for the annual convention.

N4C Webmaster

The **N4C Webmaster** will develop and maintain the N4C website. The office is appointed for two (2) years with possible reappointment.

Duties

1. Reports to the Web Committee and Digital Advisory Committee.
2. The web is to portray a professional image and general information about the N4C:
 - a. Communicate with members: News (Springbrook, Conventions and monthly Bulletins); Images (Winning Photos); and Contest Information with Entry Rules
 - b. Promote Affiliated Member Camera Clubs (Help browsers locate a club in their area)
 - c. Education including helpful links
3. The web is to be updated promptly when information is released or revised.

Supply Chair

The **Supply Chair** orders, issues, and maintains all supplies for N4C. This individual is appointed for a two (2) year term with possible reappointment.

Duties:

1. Reports directly to the President.
2. Maintains reasonable stock levels.
3. Promptly forwards materials to N4C personnel, as requested.
4. Prepares and mails a letter or e-mail to all of the officers, contest chairs, circuit secretaries, and chair of that year's Convention prior to the annual spring meeting, asking them to:

- a. Check on the amount of supplies needed for the upcoming competition season and make a list of those supplies.
 - b. Plan to obtain the above ordered supplies at the spring meeting in order to conserve postage costs to N4C.
 - c. If the contest chair cannot attend the spring meeting, it is their obligation to find a responsible individual to obtain those supplies.
5. Serves as a member of the Convention Services Committee.

New Club Coordinator

The **New Club Coordinator** (formally the Expansion Coordinator) contacts camera clubs within and adjacent to the N4C region to interest them in joining N4C. The coordinator also develops educational materials appropriate to this purpose. This position is appointed for a two (2) year term with possible reappointment.

Duties:

1. Reports directly to the President.
2. Updates applications for N4C membership as needed.
3. Develops and revises information materials used to stimulate interest in joining N4C.
4. Prepares and sends an introductory promotional kit to prospective camera clubs. The kit should include:
 - a. A cover letter,
 - b. An information sheet,
 - c. N4C membership application,
 - d. Current *N4C Handbook & Directory*,
 - e. Recent issues of the *N4C Bulletin*,
 - f. Circuit information sheet and application forms.
5. Updates and encourages the use of the program N4C is for YOU!
6. Personally visits or designates a responsible individual familiar with N4C to visit the prospective camera clubs and promote N4C.
7. Searches for references to camera clubs unaffiliated with N4C.
Sources include:
 - a. N4C personnel
 - b. PSA Journal and PSA Directory
 - c. PSA DR's, AR's, and ZD's
8. Reports information and contacts with new clubs to the President, Secretary, Treasurer, and editor of the N4C Bulletin.
9. Prepares an annual report of activities and submits it to the President **prior to the annual meeting**.
10. Publicizes activities through the *N4C Bulletin*.

Analysis Service Coordinator

The **Analysis Service Coordinator** is responsible for the selection of expert evaluators to analyze the photographic work of individual N4C members or N4C camera clubs. The office is appointed for a two (2) year term with possible reappointment.

Duties:

1. Reports directly to the First Vice-President.
2. Receives requests form individual N4C members or N4C clubs for slide and/or print analysis.
3. Secures and continually updates a roster of expert evaluators.
4. Sets rules for the users of this service
 - a. Limits the number of entries per maker per club and sets a maximum total number of entries.
 - b. The club or individual who requests the analysis shall pay the shipping costs and include self-addressed, postage-paid return labels with their submitted work. A blank cassette tape **MUST** be furnished. The evaluation of the submitted work will be recorded on the tape.
 - c. A specific time period for the analysis is determined by the coordinator.
5. The analysis service is publicized in the *N4C Bulletin*.
6. An annual report of activities is to be prepared and submitted to the First Vice-President **by July 1**.

Historian

The **Historian** maintains a continuous history of N4C. This is a two (2) year appointed office with possible reappointment.

Duties:

1. Reports directly to the President.
2. Collects materials pertaining to the organization, its unique activities, and conventions.
3. Stores these materials in an orderly, chronological manner to provide for continuous additions and revisions.
4. Displays these materials at the annual conventions upon request from the President.

Parliamentarian & Legal Officer

The **Parliamentarian & Legal Officer** is a professionally qualified individual who shall provide advice on matters of procedure and organizational protocol. This is an appointed office for a two (2) year term with possible reappointment. This officer reports directly to the President and serves when consultation is needed.

Financial Committee

The **Financial Committee** oversees the general finances of N4C. The three (3) members of the committee are appointed for a two (2) year term with possible reappointment. The Treasurer is an *ex officio* member of this committee.

Duties:

1. Reports directly to the President.
2. Confers with the Treasurer if financial problems arise.
3. Audits the Treasurer's records when the annual report is prepared for the Council's annual meeting.
4. Prepares an Audit Certificate for attachment to the Treasurer's report.
5. Recommends when a change in the dues structure becomes necessary.
6. Prepares an annual report of activities and submits the report to the President before the annual meeting.

Convention Planning Committee

The **Convention Planning Committee** is responsible for finding an N4C club to host the annual N4C conventions. The one member of this committee is appointed for a two (2) year term with possible reappointment.

Duties:

1. Reports directly to the First Vice-President.
2. Checks the *N4C Handbook & Directory* for clubs with access to convention facilities.
3. Compiles a list of clubs who have not hosted a convention in the last five (5) years.
4. Communicates with the presidents and N4C contacts of the clubs on the list, asking if their club would host a convention.
5. Screens the replies and selects the host club.
6. Convention dates are set with input from the host club.
7. Sends a copy of the *Convention Guidelines Manual* to the newly selected host club.
8. Assists the host club as required.
9. Insures that sites are selected three (3) years in advance.
10. Prepares an annual report of activities and submits it to the President **before July 1**.

Convention Services Committee

The **Convention Services Committee** operates an information table at the annual convention to publicize official N4C activities and sell official publications and supplies. The committee is composed of the following: editor and publisher of the *N4C Bulletin*; supply chair, editor of the *N4C Handbook & Directory*; chair of the Invitational Salon; a representative from the PSA; chair of the circuit activities; and Director 1 to oversee the display of the Bulletin Contest.

Duties:

1. Each member of the committee prepares a display for the annual convention of materials appropriate to their area of responsibility.
2. Prepares application forms or other informative materials as needed.
3. Rotates responsibility for staffing the N4C services table with other committee members.

Service Awards Committee

The **Service Awards Committee** is in charge of the process surrounding the selection and recognition of N4C Service Award recipients. Committee members are appointed for two (2) years with possible reappointment.

Duties:

1. Reports directly to the President.
2. The committee chair prepares an article about the service awards for **November publication** in the *N4C Bulletin*. The article will include the list of requirements in order to receive a service plaque or service commendation. All N4C member clubs should be encouraged to consider possible candidates.
3. The committee chair shall accept applications for the awards up to three (3) months prior to the annual convention. Copies of the application will be mailed to the other members of the committee for evaluation. An opinion or vote on the application from the members of the committee is then required.
4. As a result of the recommendations from the members and chair of the committee, candidates to receive an award or commendation are then selected.
5. All information about the applicant remains permanently confidential. All rejected applications are destroyed. Applicants determined to be ineligible for an award may be resubmitted another year.
6. A permanent file of accepted applications and presented awards is maintained.
7. The chair of the committee shall secure the appropriate commendation and/or plaque engraved with:
N4C Service Award
Recipient's Name
Year
8. Presents the commendation(s) and plaque(s) at the annual convention.

Founders Award Committee

The **Founders Award Committee** recruits, screens, and selects individuals from N4C who are deserving of its highest award. The committee is composed of five (5) members: Francis Kingsbury, FPSA, is a permanent member as the surviving founder of the North Central Camera Club Council.

The other four (4) members are all past-presidents of N4C. Each past-president serves a term on this committee immediately following their term of presidency.

Following the death of the remaining N4C co-founder, the committee shall be composed of five (5) past-presidents. The committee will annually elect their chairperson.

The term of office shall be three (3) years, possibly four or five, depending on the existing composition of the committee.

Duties:

1. The chair of the committee receives the applications from members of the Council. Nominations will be accepted **no later than three (3) months prior** to the annual convention.
2. The chair extensively investigates the people nominated for the award.
3. The following activities are considered:
 - a. Local camera club activities.
 - b. Civic activities in which photography has played a part.
 - c. Council activities.
4. The compiled information is distributed to the other committee members.
5. Members vote by "yes" or "no" with the majority ruling.
6. A proper award is obtained by the committee chair.
7. The chair arranges for the award presentation at the annual convention.

Monthly Contest Chairs

The **Chairs of the Monthly Competitions** regulate all activities related to the monthly competitions in the category for which they are responsible. They are appointed for a two (2) year term with possible reappointment.

Duties:

1. Reports directly to the Second Vice-President.
2. The individual is familiar with all N4C contest rules and regulations and remains advised of current official changes.
3. Supplies the judging club with all materials necessary to conduct the judging for that month's competition. Materials are sent by first class mail. Included are:
 - a. Instructions for the club doing the judging.
 - b. 1 copy of report form with the name of the competition, date, and addresses to whom the completed judging forms are sent. Copies of the completed judging form go to each of the following:
 - 1) Contest Chair
 - 2) Contest Recording Chair (Second Vice-President's copy)
 - 3) *N4C Bulletin* Editor
 - 4) Judging club
 - c. Stamped, addressed envelopes for:
 - 1) Contest Chair
 - 2) Contest Recording Chair (Second Vice-President's copy)
 - 3) *N4C Bulletin* Editor
 - d. Winner's ribbons as follows:
 - 1) One blue, First Place
 - 2) One red, Second Place
 - 3) One white, Third Place
 - 4) Three Honorable Mentions
 - e. **NOTE:** Some contest chairs are responsible for two (2) contest categories although both are judged by the same club in a given month: 1a) Nature Prints and 1b) Black & White Pictorial Prints; 2a) Photojournalism Prints and 2b) Photojournalism Projected Images; 3a) Photo-Travel and 3b) 2 x 2 Photo-Travel Slides; and 4a) Creative Prints and 4b) 2 x 2 Creative Slides are all separate contests.
 - f. Enough Merit Awards for up to 25% of the entries, not including the top six places.
 - g. N4C print stickers to affix to the top six prints in each category.
4. Secures the judging clubs in **January** for the upcoming year. That information shall be submitted to the editor of the *N4C Handbook & Directory* by **May 1**.
5. The outgoing contest chair has the responsibility of obtaining the judging clubs for the next year.
6. Advises and arbitrates if problems arise. Consults the Second Vice-President for assistance as needed.
7. Makes suggestions for improving contest procedures or amending contest rules through the Second Vice-President to the N4C Board.
8. Keeps accurate records of all contest results, participating clubs, and judging clubs under their supervision.
9. Prepares an annual report of activities for submission to the Second Vice-President by **July 1**.
10. Sends an order to the Supply Chair by **March 1** for the supplies that will be needed for the upcoming year and picks up the supplies at the spring meeting, in order to conserve postage for N4C.

Report Forms	32
Ribbons:	
First Place	8
Second Place	8
Third Place	8
Honorable Mention	24
Merit Awards	80 to 100
Print Stickers	48
Entry Blanks	300 or more
N4C Envelopes (#10)	100
Request to Judge Forms	12

Note: First Class Mailing envelopes (manila) are NOT provided by the Supply Chair.

Helpful Hints:

1. Select judging clubs that participate in the desired category.

2. Rotate the judging to not over-burden a club. Clubs learn from the judging process.
3. Begin early enough to allow at least one (1) month for replies, plus time to contact other clubs if one declines.
4. Watch the *N4C Bulletin* for the addition of clubs to N4C rolls. Contact the new addition and invite them to participate in your judging category.

Photo Essay Contest Chair

The **Photo Essay Contest Chair** regulates all activities associated with this annual competition. The term of office shall be two (2) years with possible reappointment.

Duties:

1. Reports directly to the First Vice-President.
2. Becomes familiar with all photo essay rules and regulations.
3. Secures a different club to judge the photo essay contest each year. Arrangements need to be made one (1) year prior to the date of judging. Judging clubs should be chosen from throughout the geographic expanse of N4C.
4. Works closely with the judging club to insure that all rules listed under Inter-Club Contests Procedures & General Rules and the Rules for Photo Essay Competition are followed. These rules are listed elsewhere in this handbook. See Table of Contents.
5. Prepares and supplies current judging forms.
6. The club hosting the judging is encouraged to arrange a dinner for the judges and any interested individuals. The judges may informally discuss the essays entered in the competition for the people present at the meal.
7. Emphasizes the educational aspect of this competition by viewing the essays and listening to the judges' evaluations.

Costs Involved for All Appointed Offices

Maintain an accurate record of all bona fide expenses incurred in fulfilling your obligations and submit the bills and accompanying receipts to the N4C Treasurer for reimbursement.

Benefits for All Appointed Offices

Each appointed officer shall receive the *N4C Handbook & Directory* and the *N4C Bulletin*. Each officer will also enjoy a close working relationship with other N4C personnel.

Section F - N4C Contest Rules and Definitions

Inter-Club Contests Procedures & General Rules

Contests

1. Inter-club contests will be held each month, except June, July, August, and December. Competition will be in the following categories:
 - a. Digital Pictorial
 - b. Digital Nature
 - c. Digital Creative
 - d. Digital Travel
 - e. Digital Journalism
 - f. Digital Black & White
 - g. 2 x 2 Slides (September, November, February, & April only)
 - h. Color Prints
 - i. Nature Prints: Black & White or Color
 - j. Black & White Pictorial Prints
 - k. Creative Prints (October, January, March & May only)
 - l. Travel Prints
 - m. Journalism Prints
 - n. Photo Essay Annual Contest will be held in April
 - o. Panorama Print Annual Contest will be held at the Springbrook mini-convention.
 - p. Camera Club Communication Annual Competition in April

Statement of Ethics

2. Digital Photography and the ability to drastically alter digital images plus the ongoing changes in copyright laws have presented us with some unique problems in conducting our contests

All contest entries must be the work of the entrant and must be made by the entrant either on photographic emulsion or acquired by digital means. All images must be original work and may not incorporate elements produced by anyone else. Copies of copyrighted material or the creative work of others is not acceptable.
3. By virtue of submitting an entry, the photographer certifies that the work is his or her own and grants permission to use the work for Council purposes. Any entry which receives a 1st, 2nd, 3rd, or HM award in a monthly competition may not be re-entered in the same year or later years, in the same or any other category, regardless of variations or changes made. Exception: Previous winning images may be included in Photo Essays and may be modified for entry in Creative contests. Other entries receiving merit awards or no award may be re-entered in subsequent competitions, and modifications or rework on such entries is permissible. Judging clubs or anyone handling an image entered in an N4C contest may not in any way alter another's creative work without express permission of the entrant. Exceptions are those conditions the entrant agrees to when entering an N4C contest such as watermarking and resizing winning entries for display on the N4C web page. All images entered in any N4C contest remain the property of the entrant.
4. Digital Adjustment Guidelines. The following guidelines apply to Nature and Journalism only. ACCEPTABLE ADJUSTMENTS
 - a. Cropping
 - b. Color correction
 - c. Overall brightness correction
 - d. White balance correction
 - e. Flare reduction or removal
 - f. Saturation
 - g. Recovering shadow detail
 - h. Resizing
 - i. Straightening
 - j. Flipping or reversing the image

- k. Contrast control
- l. Noise reduction
- m. Sharpening
- n. All adjustments must look natural

Entering N4C Contests

5. Clubs interested in regular participation in the Council contests will appoint a club chairperson whose duty is to carefully follow the procedure outlined in these procedures and general rules in addition to those that pertain to a specific contest.
6. Prints **MUST** show the title, category of the print, Member Number, the maker's name, and camera club on the back of the mount in the upper left corner.
7. 2 x 2 Slides **MUST** show the title, Member Number, the entrant's name, address, and camera club on the face of the mount. The slide must be spotted in the lower left corner when it is viewed in an upright position. An entry number should appear on this spot and should correspond to the number shown on the N4C Official Entry Blank.
8. There are no restrictions on type of slide mounts with one (1) exception: **Glass over cardboard will not be accepted** (does not fit standard 2 x 2 projectors). Mounts may be cardboard, glass or plastic.
9. Digital Image entries must use the format and file naming rules outlined in the "[Rules for all Categories of Digital Images](#)".
10. Judging clubs may not enter the competition being judged by their club.
11. **Maximum Number of Entries:**
 - a. **Prints:** The maximum number of **prints** which may be submitted by a small club is eight (8), and sixteen (16) by a large club in any one print category; one (1) entry per member. See the exception allowing [double entries](#) in the "[Judging Club Rules](#)" Section. A small club is one with 29 or fewer members. Large club is one with 30 or more members. See the "[Club Codes](#)" list later in this Section. Membership numbers are based on the figures that appear in the current *N4C Directory*.
 - b. **Slides:** The maximum number 2 x 2 slides which may be submitted by any club is eight (8); one (1) entry per member. See the exception allowing [double entries](#) in the "[Judging Club Rules](#)" Section.
 - c. **Digital Images:** The maximum number of digital images which may be submitted by any club is eight (8) in any one category; one (1) entry per member. See the exception allowing [double entries](#) in the "[Judging Club Rules](#)" Section.
 - d. **Photo Essay:** There is no club limit, but only one (1) entry per individual.
12. A person belonging to **more than one (1) N4C club MUST** consistently enter from the same club throughout the contest year.
13. For Prints and Slides, the competing club must complete the N4C Official Entry Blank with the maker's complete name, Member Number, and work title (include the location in the title for Travel entries). Entries are to be numbered and the numbers should correspond to those shown on the N4C Official Entry Blank. Failure to complete these forms properly and legibly denies the maker his or her proper award points. Difficulties arise when one month the name is recorded as R. Smith, the second month Robert Smith, and the third month Rhonda Smith appears from the same club. Please take these responsibilities seriously to assure proper credit.

Digital Image entries do NOT use the Official Entry Blank. See "[Rules for all Categories of Digital Images](#)".
14. Entries may be submitted more than once, provided the entry has not been awarded a 1st, 2nd, 3rd, or HM award in a monthly competition in the same year or later years, in the same or any other category. An entry that has received such an award may not be entered again in any inter-club N4C contest. Also see Rule #3 in the [Statement of Ethics](#) section for some exceptions. Merit awards are eligible for re-submission.
15. It is the responsibility of the sending club to pack entries in a type of container, which can be used for the return of the entries following the contest.
16. The entering club must provide and enclose postage STAMPS for the return of entries and forms. Post Offices do not accept previously dated metered mail postage stickers. Do NOT use media or library rate for returns since many Post Offices will not allow those rates. Appropriate labels, envelopes, packaging, etc. must be included.
17. Entries must reach the judging club on or before the 15th of the month in which the contest is held. Make every effort to email Digital Images by the 13th to allow time for an email confirming that they were received. Digital images should be

at the judging club by 5 p.m. on the 15th of the judging month, and should be sent by the 13th to get confirmation by the 15th. Judging is to be performed before the 25th of the month with submissions immediately returned to the entering club. The returned containers/envelopes are to be **postmarked by the 26th of the month.**

18. Address all questions regarding N4C contests to the appropriate N4C Contest Chair as listed in the current *N4C Directory*.

Judging Club Rules

19. Entries must reach the judging club on or before the 15th of the month in which the contest is held (Digital Image entries by 5:00p.m. on the 15th). Judging is to be performed before the 25th of the month with submissions immediately returned to the entering club. The returned containers/envelopes are to be postmarked by the 26th of the month. For Digital Image Contests, the judging club recipient must confirm by return email, to the sender, the number of entries received.
20. It shall be the responsibility of the Chair of the Judging Committee to review with the committee these official procedures and general rules and those special rules, which apply to the particular contest being judged. Only entries fitting the category and satisfying all contest rules will be eligible for an award. If the judges unanimously agree that the entry does not satisfy the rules, it will be given the minimum number of points with an explanation in the comments area of the entry form. If a winner is found to violate the rules after the judging is completed, it will not be eligible for N4C Annual Competition at the following N4C Convention; and points it received toward Photographer of the Year and Club of the Year will be withdrawn.

Member clubs should choose judges who are working in the area of photography in which they will judge. Judges who have an aversion to certain subject matter or techniques should not be chosen. A good judge should be able to analyze a print, image, or slide from the standpoint of composition as well as technical quality. If member clubs do not have enough qualified judges from within their local membership list, then they should go outside of the club. Good judges can be developed from within the club, but this experience should be obtained prior to judging an N4C competition. A club judge may be combined with a local artist and a commercial or professional photographer to create a well-balanced judging team. The Chair of the Judging Committee shall not serve as a judge or jurist.

21. Judging and points will be awarded on the basis of technique, composition, and interest.

EXCEPTION: Journalism Photography, where special rules apply.

Technique: Focus, lighting, color rendition, exposure, print quality.

Composition: Arrangement of all elements within the picture area so the subject matter is presented as a harmonious, well-balanced photograph.

Interest: Originality, imagination, interpretation, subject, impact, mood, humor, etc.

Three (3) judges should be used. Each judge will score each of the following categories **from one (1) to five (5) points:** Technique, Composition, and Interest. This system permits a **range of three (3) to 15 points per judge with a total range of nine (9) to 45 points per entry.**

22. The Chair of the Judging Committee shall not serve as a judge or jurist.
23. Entries will be judged on a point system. The jury will consist of three (3) judges, each of whom will score the work between one (1) to five (5) points in each of the three (3) categories of technique, composition, and interest. This method permits a minimum of nine (9) points and a maximum of 45 points per entry. **EXCEPTION:** the Journalism Photography category, where each judge will assign a single score between two (2) to five (5) based on personal journalism experience and Special Journalism Rules covering the subject panel.

The jury may select the top awards strictly on the basis of points earned, or the jury may review the top scoring photographs in a second round of judging. Winners may be selected at this time by a discussion of the merits of the photographs under consideration. This process is an option available to each individual jury panel.

24. In addition to recording the points for each entry, the judging club jury is encouraged to make constructive comments on all entries on the N4C Official Entry Blank. Space is provided for emphasizing the good and noting areas of improvement for the photograph. Valid, useful and helpful comments are encouraged.

25. Awards:

- a. Ribbons **MUST be awarded** to First, Second, and Third Place.
- b. All contests will have 1st, 2nd, 3rd, and three Honorable mentions.
- c. Merit awards will be issued to the remaining top 25% of the entries.

There shall not be any tie positions! The judging club will have to break any ties.

First, Second, Third, Honorable Mentions and merit awards are to be listed on the N4C Official Entry Blank along with constructive comments made by the judges.

26. N4C Print Stickers will be applied to the winning prints designating First, Second, Third and the Honorable Mentions. The month and year of the competitions will be recorded on these stickers.
27. The Chair of the Judging Committee shall submit a summary report of the contest results immediately after the judging date using the N4C Universal Monthly Inter-Club Contest Reporting Form provided by the Council and the Contest Chair. Include the winners' complete name, Member Number, work title and full name of the club in a legible form.

This is a no-carbon required form (3-part form) to be completed by the Judging Committee Chair and mailed as follows: original/white copy goes to the N4C Contest Recording Chair, yellow copy goes to the N4C Bulletin Editor; and pink copy goes to the Contest Chair. The Council suggests the Chair of the Judging Committee also make a copy of this report for the Judging Club records. The Digital judging software includes a Judges Report that is to be printed and mailed to these three individuals.

Remember the N4C Official Entry Blank when completed with the Judges scores, total scores, constructive comments and awards will be mailed back to the entering club with their entries so the judging club will have no other record of the contest results. Merit awards need not be reported on the N4C Universal Monthly Inter-Club Contest Reporting Form but a complete list of the competing clubs must be reported.

Digital judging software is used for all Digital Image contests and is optional for print and slide contests. It generates the equivalent of a conventional N4C Official Entry Form that is used to report scores, judges' comments and awards to the entering club for giving to entrants. These results may be emailed to entering clubs. Ribbon awards are sent by postal mail.

28. A different member club will handle judging each month. Judging clubs may not enter the competition being judged by their club.
29. **Double Entries:** Judging Clubs may submit double entries (no more than two entries per member) in the monthly contest immediately following their service as a judging club. For example, a club judging Color Prints in January may not enter in that category so they could submit double entries in Color Prints in February, except for the May judging where the club would enter in April to keep the scoring in the same contest year. Double entries do not mean the club may enter double entries in any other categories, just the category they served as a judging club. Please note the reason for double entries on the Official N4C Entry Blank or email when the entries are sent to the judging club.
30. Accidental double entries are not permitted, even though it is an accident. If one individual enters work in the same category through two separate clubs in the same month, the judging club must declare the second entry ineligible. If one club accidentally includes two (2) entries by one photographer, the judging clubs must declare one (1) entry ineligible.
31. It is the responsibility of the judging club to handle all entries with care and to return the entries in the same condition as they were received. Neither sending club nor judging club can be responsible for damage en route. Please pack entries carefully.
32. Except for the remounting of an occasional broken slide, the judging club need not concern itself with dirty slides, prints, etc. That is the duty of the sender.
33. The N4C Contest Recording Chair (Reporting to the Second Vice President) keeps the master list of winning makers, titles, awards, and points for the year.
34. Digital Image winner files will be retained by the N4C Webmaster as historical archives and make them available to resolve possible disputes over duplicate entries.
35. At the end of the contest season all photographs awarded First, Second, Third, or Honorable Mention will be eligible for the Council annual competition. These must be the same prints, slides or images that were entered in the monthly

competition. The work must not have been altered in any way. Suitable medals and certificates will be awarded for each category.

Rules for 2 x 2 Slides

1. A 2 x 2 slide is a film transparency in a 2" x 2" slide mount to be viewed by projection on a screen.
2. Slides are made from a photographic film transparency exposed within a film camera or copies of such film. Slides made from digital files are not eligible.
3. Slides may be composed to suit the maker's wishes by cropping within the 2 x 2 slide-mount format.
4. All entries are judged as a single open category. Pictorial, nature, travel, journalism, creative, and other photographs are competing against each other.

Rules for Travel Prints

1. The Travel Prints must conform to the definitions stated under *What is Travel Photography?*. The location of the photography **MUST** be included in the title. **IF THE LOCATION IS IN THE UNITED STATES, LIST THE STATE IN THE TITLE, IF FOREIGN, LIST THE COUNTRY IN THE TITLE.**
2. Prints may be any size or shape from a minimum of 8 x 10 inches and not to exceed 16 x 20 inches. Mounting or matting of the prints is optional with the overall size not to exceed 16 x 20.
3. Prints may be commercially made or produced by the entrant.
4. Any contingency not covered by these specific Rules for Travel Prints or the Inter-Club Contests Procedures & General Rules will be referred to the Chair of the N4C Travel Print Competition whose interpretation and decision will be final.
5. Entered prints must be clearly marked as to category. The judging club will be evaluating Journalism Prints as well as Travel Prints. It is acceptable to package and send the prints in one container, provided they are wrapped separately and clearly marked.

Rules for Color Prints

1. The print may be produced by the entrant or by a commercial laboratory.
2. Prints may be any size or shape from a **minimum of 8 x 10 inches and not to exceed 16 x 20 inches**. Mounting or matting of the print is optional with the overall size **not to exceed 16 x 20 inches**.
3. Any contingency not covered by these specific Rules for Color Prints or the Inter-Club Contests Procedures & General Rules will be referred to the Chair of the N4C Color Print Competition whose interpretation and decision will be final.

Rules for Nature Prints

1. Nature Prints must conform to the conditions stated in [*What is Nature Photography?*](#). Nature may be either black and white or color.
2. The print may be produced by the entrant or by a commercial laboratory.
3. Prints may be any size or shape from a **minimum of 8 x 10 inches and not to exceed 16 x 20 inches**. Mounting or matting of the print is optional with the overall size **not to exceed 16 x 20 inches**.
4. Any contingency not covered by these specific Rules for Nature Prints or the Procedures & General Rules will be referred to the Chair of the N4C Black & White Pictorial and Nature Prints Competition whose interpretation and decision will be final.

Rules for Black & White Pictorial Prints

1. Black & White Photography is also called monochrome. The resulting image is limited to monochromatic hues or shades of gray, although filters may be applied to give a hue or tint. Different photographic processes and toners may also give a different hue to a black & white photograph; for example, selenium, sepia and split toning (duo-toning). No fraction of the image shall be given a special color treatment.
2. Black & White Prints must conform to the definitions listed under [What is Black and White Photography?](#)
3. The print may be produced by the entrant or by a commercial laboratory.
4. Prints may be of any size or shape from a minimum of 8 x 10 inches and not to exceed 16 x 20 inches. Mounting or matting of the print is optional with the overall size not to exceed 16 x 20 inches.
5. Entered prints must be clearly marked as to category. The judging club will be evaluating Black & White Pictorial Prints as well as Nature Prints (Nature Prints may also be Black & White). It is acceptable to package and send the prints in one container, provided they are wrapped separately and clearly marked.

Rules for Journalism Prints

Prints and Digital Images are to be judged as two (2) separate categories and contests.

1. Journalism Prints must conform to the definitions listed under [What is Journalism Photography?](#).
2. All entries must have been taken by the entrant.
 - a. Prints may be commercially processed.
 - b. Prints are restricted to a MAXIMUM size of 8 x 12 inches.
 - c. Prints may be color or black & white.
 - d. Prints should be UNMOUNTED or on a lightweight mount not to exceed 8 x 12 inches in size.
3. Prints must be labeled with the title of the work or a caption.
4. The three (3) jury members shall vote a score of between two (2) and five (5) points. Separate voting for technique, composition, and interest will NOT be made, but will be considered only in connection with the suitability of the work for Journalism competition. The total score for each submitted photograph will range from six (6) to fifteen (15) points.
5. The titles or captions of the submitted works will be read at least for the first round of judging. If subsequent rounds are required, it is not necessary to repeat the title or caption.

Rules for Creative Prints

1. Creative Prints must conform to the definitions listed under [What is Creative Photography?](#).
2. Prints may be commercially made or produced by the entrant.
3. Prints may be of any size or shape from a **minimum of 8 x 10 inches and not to exceed 16 x 20 inches**. Mounting or matting of the print is optional with the overall size **not to exceed 16 x 20 inches**.

Rules for All Categories of Digital Images

1. Entries in the Digital Pictorial contest can include any subject material but must conform to the conditions specified in [What is Pictorial Photography?](#).
2. Entries in the Digital Nature contest must conform to the conditions stated in [What is Nature Photography?](#)
3. Entries in the Digital Creative contest must conform to the conditions stated in [What is Creative Photography?](#).
4. Entries in the Digital Travel contest must conform to the conditions stated under [What is Travel Photography?](#)

5. Entries in the Digital Black & White contest must conform to the conditions stated in the Definition *What is Black and White Photography?*
6. Entries in the Digital Journalism contest must conform to the conditions stated under *What is Journalism Photography?* The three (3) jury members shall vote a score of between two (2) and five (5) points. Separate voting for technique, composition, and interest will NOT be made, but will be considered only in connection with the suitability of the work for Journalism competition. The total score for each submitted photograph will range from six (6) to fifteen (15) points.
7. **Image Format** -- Image files must be in jpg file format. Saving jpg files using sRGB color space standard is recommended for consistent color under the projection conditions used for judging the contest. No logo or copyright is to appear on the image for judging. Copyrights may be included in the file metadata.
8. **Image Size** – The longest side must be no more than 1024 pixels. The file size must be no more than 500 KB.
9. **Naming Image Files** – Example: 01,CE028,DP,Beautiful Sunset.jpg
Following this naming convention is vital as this information takes the place of any further entry forms.
 - a. 01, = to be used on all entries. It may be changed later and used to sequence the judging. The N4C Contact of the entrant’s camera club will use this number to sequentially number the filenames being submitted – normally from 01 up to 08.
 - b. CE028, = entrant’s personal N4C Member Number. : (CE is the “[Club Code](#)” designation of the entrant’s camera club – See the section on “[N4C Member Numbers](#)” 028, = entrant’s personal ID Number within their club assigned by the entrant’s camera club. Get a personal ID Number from the N4C Contact of the entrant’s camera club)
 - c. DP, = the Digital Pictorial contest category
DN, = the Digital Nature contest category
DT, = the Digital Travel contest category
DB, = the Digital Black & White contest category
DC, = the Digital Creative contest category
DJ, = the Digital Journalism contest category
 - d. Beautiful Sunset = the entrant’s title for the image.
 - e. jpg = the file extension indicating the format of the file (.jpg)
 - f. Commas are used to populate the electronic record keeping system for tracking and judging..
10. Entrants are to submit their digital image entries (jpg files) to their own club N4C Contact who is responsible for the N4C Digital Contests. The N4C Contact will consolidate all the entries, modify entry file names with the desired sequence numbers described above and below, and forward all entries to the appropriate month’s digital contest judging clubs.
11. CLUB N4C CONTACT RESPONSIBILITY
 - a. **Member Numbers.** Assign and maintain a list of Member Numbers for club members. See the section on “[N4C Member Numbers](#)” later in this Section.
 - b. **Send Member Numbers to N4C.** Periodically, send an updated list of member numbers to the N4C Digital Contest Chair (Ken Johnson – web@n4c.us) for identifying contest entries.
 - c. **Collect monthly entries** from club members and verify that they qualify under the contest rules. Insure that the same entry image is not submitted for judging in more than one (1) category during that month.
 - d. **Change the Sequence Number** (first two digits) in the image filename of each member’s entry to number the club entries to run from 01 up to 08 (or up to 16 when the general rules allow [double entries](#)). See section above on “Naming Image Files”

A club will normally have up to 8 entries for a contest. A typical image file-name list might look like:

01,CE044,DP,Baby.jpg
 02,CE015,DP,Sunset.jpg
 03,CE022,DP,Fruit Basket.jpg
 04,CE033,DP,Old Barn.jpg
 05,CE037,DP,White Water.jpg
 06,CE002,DP,Shadows.jpg
 07,CE025,DP,Old Car.jpg
 08,CE018,DP,Umbrella.jpg

- e. **Emailing of Files by Club N4C Contact**-- The images may be sent to the monthly N4C Judging Club Contest Chair one-at-a-time, or in groups provided the group does not exceed 10 MB. One transmission rather than individual transmissions is preferable. Sending files by Email is preferred; however files by CD are acceptable if received by the 15th of the month.
- f. **Content of the Email Message:**
- Subject Line of the Email should say “N4C Contest Entries from (your club name)”.
 - Specify which monthly contest and how many images are attached to the Email.
 - List the Member Numbers and corresponding member names to ensure that the Judging Club has that information.
 - Give the Club Name and your full name.
 - Attach the image files
 - Make sure to get a return confirmation that the entries were received by the judging club.

Requirements for Digital Image Contest Judging Clubs

The N4C Digital Image Contests will require preparation by the judging club, primarily in learning the electronic software to record entries and the results of judging. The use of electronic record keeping will, however, reduce the overall effort to keep records when compared to other N4C contests. The N4C Digital Image Contest Chair will give the judging clubs an Excel spreadsheet form to automate many of the record keeping tasks (easily utilizing preprogrammed macro buttons on the form). Also a Word document uses “Mail Merge” to summarize the results from the spreadsheet for sending to the entrants. The judging club must complete a successful test of the judging software at least one month prior to the contest. The software system is also available to clubs for use in local club contests. Contact the N4C Digital Contest Chair for further information about the software applications.

1. Software Requirements:

- Image Viewing Software
- Microsoft Excel, spreadsheet software (version 2000 or later recommended) or 100% compatible.
- Microsoft Word, word processing software.
- Utility to generate a text file listing of image filenames in a directory or folder.
- Email service capable of receiving image files, and communicating contest results

2. Hardware Requirements:

- Digital Projector (resolution should be XGA – native 1024x768 pixels or better) & Screen
- Laptop Computers - two are strongly recommended for efficiency; one for image projection, and another for tabulating results on a spreadsheet. Both Windows PC and Macintosh are supported.

3. Image Viewing Software Requirements:

Digital Images are to be judged by projection on a screen (not on a computer monitor). Computer software used to display the images will meet the following requirements:

- a. Be compatible with a digital projector
- b. Show images full screen within the bounds of 1024x768.
- c. Black background for areas not filled by the image
- d. No visible software window borders, no buttons, no cursors, no filenames visible while judging a given entry. In other words only the image on a black background will be on the screen.
- e. No Photographer name or club name shall be displayed or communicated to the judges during the judging.
- f. Capability to select individual images for viewing (example - to see several images to break tied scores)
- g. The quality of the image (color and sharpness) on the projection screen should be very close to its appearance on a good computer screen.

The entries for a contest class will all be in a single directory or folder to be sorted in alphanumeric sequence by filename.

Rules for Photo Essay Annual Competition

1. A photo essay is defined as a series of projectable images, such as digital images on a DVD, which tell an integrated story. The presentation is accompanied by a narrative and/or music, presented in a pleasing and understandable manner.

2. This annual competition will only be conducted in April. Clubs can have as many entries as desired, but only one entry per member is allowed. Entry forms may be obtained from the N4C website or the Photo Essay chair, or at the following web site <http://www.n4c.us>
3. The minimum number of images shall be twenty (20). There is no maximum number of images required, but the program time shall not exceed six (6) minutes. Only still images (*not Video Clips*) can be used to compose the Photo Essay. The “Ken Burns” effect is permitted on individual images.
4. Each DVD must be marked with the N4C member number, e-mail address, title of the photo essay, and approximate running time. A N4C member number will be assigned if this has not already been done. The accompanying entry form must also include the maker’s name, address, and telephone number.
5. Entries can be created in any software, but the entry must be entered as a “universal” file format .mp4 or .mov playable on all computers. The .mp4 file format is preferred. The entrant’s photo-essay may be recorded on a DVD disk, on a USB 2 memory stick, or sent to the Chair in the specified file type via a cloud-based service such as Drop box. The Photo-Essay Chair should be consulted if there are questions about compatibility. The Photo-Essay Chair will assemble all entries for showing at Springbrook, at the Fall Convention, and for judging (see # 11). The entry may be a collaborative effort of several people or of an entire club, with the club listed as the author. The member number of the club President, of the club, will be used for record-keeping purposes (see #4). The images must be the work of the entrant(s) except for a travelogue; where up to five percent (5%) of the images may be obtained from commercial sources. The DVD content should not contain credits (i.e., the name of the maker) that would identify the maker or affiliated club.
6. The entrant(s) may have non-professional, unpaid assistance in preparing the DVD (i.e. using specific software to produce or convert photo essay to common DVD format).
7. The maker’s name must not appear in any of the images or on the soundtrack.
8. The judging committee will consist of three judges (consistent with other N4C contests). A club, including the club serving as host for the competition, may only enter the competition if no members of that club are serving as a judge. Judges who are not members of any affiliated club in N4C may be used provided that they have sufficient experience in judging photography contests similar to those in N4C and are willing to complete the necessary forms and provide feedback to contest entrants.
9. All the following must be considered by the judges:
 - a. Quality of the photography
 - b. Soundtrack Quality (music and narrative if included)
 - c. Impact, interest, and integration of sound and images.
10. The club that hosts the essay competition may conduct the judging at a time and place where interested individuals may attend the session. The judges must comment on the entries for the benefit of the audience. It is suggested that the judges’ comments be made available to those entrants and the public who were unable to attend the judging.
11. By tradition, all entries are shown at the Springbrook meeting in April. The first, second, third place and HM winners will be shown at the convention. The winners will be announced at the convention in the fall.
12. Clubs will accrue points toward the Club of the Year Award as follows:
 First – 8 points, Second – 6 points, Third – 4 points, Honorable Mention – 2 points

Rules for Panorama Print Annual Contest

1. A Panorama print is considered to be a photographic print with an aspect ratio greater than 2:1.
2. Open contest, any subject, mode or process, color or Black & White.
3. The print may be produced by the entrant or by a commercial laboratory.
4. Prints may be of any size or shape **not to exceed 320 square inches**. The print **MUST** be mounted with the size of the mount **not to exceed 320 inches**. (The length times width, in inches, must not be greater than 320.)
5. Any contingency not covered by these rules will be referred to the Chair of the Panorama Print Competition whose interpretation and decision will be final.

6. Ribbons will be awarded according to current N4C judging club rules; points will count towards Club of the Year and Photographer of the Year.
7. To reduce cost and problems with mailing oversize prints this contest will require that entrants deliver their entries to Springbrook either in person or make arrangements to have them delivered and picked up afterwards. No prints will be returned by mail.

Rules for Camera Club Communication Annual Competition

1. N4C will run two separate Communication Contests. One for Bulletins and Newsletters, and one for Web Sites. This annual competition will only be conducted in April.
2. The contests will be run for the next two years by the committee: 2014-15 and 2015-16.
3. Gene Schwope will manage the promotion, advertising, contest rules and collection of the entries. Awards will be presented to the First, Second, Third, and Honorable Mention positions. The winners will be announced at the N4C Annual Convention.
4. In 2015, Carl Hardy will manage the judging and selection of winning entries. Winners will be announced at the Convention. The BOD will arrange for the availability of all necessary medals.
5. In 2016, Scott Udey will manage the judging and selection of winning entries. Winners will be announced at the Convention. The BOD will arrange for the availability of all necessary medals.
6. At the Convention in 2016, the committee will turn over all contest results and statistics to the BOD. The BOD will determine if the contests will continue, and who should run them. In the past Director #1 has managed the Bulletin Contest.
7. Clubs will accrue points toward the Club of the Year Award as follows:
 First – 8 points, Second – 6 points, Third – 4 points, Honorable Mention – 2 points

Annual Contest Policy

1. An Annual Contest is defined as any contest that only occurs once during a single contest year.
2. Awards and medals will be awarded according to current judging club rules.
3. An Annual Contest may be sponsored by the Council or by any member club with the approval of the N4C Board of Directors. Any club sponsoring a contest will be responsible for the logistics and management of that contest.

Rules for the N4C Annual Awards

It is the duty of the club hosting the Annual Convention to conduct the annual contest. The host club must:

- a. Arrange for the judging of all contest material,
 - b. Supply all medals and award certificates,
 - c. Arrange for the showing of all winning digital images and slides as part of the convention program, and
 - d. Arrange for the presentation of the awards at the annual banquet.
1. The Convention Chair will appoint a committee of no less than three (3) members to execute and perform the duties listed above.
 2. All First, Second, Third, and Honorable Mention winners in the N4C sponsored monthly competitions, or N4C approved special event contests such as Invitational Salons or N4C Club sponsored contests are eligible for inclusion in the Annual Competition. Merit award winners are **NOT** eligible. Only work that won **in the current competition season** is eligible. The competition season begins in September and ends in May.
 3. By June 1, the Annual Contest Committee shall notify the Second Vice-President of the address to which the winning works must be sent. The committee will also specify a deadline by which the entries must be received. Judging may **NOT** be held before July 1.

4. The Second Vice-President will forward this information to each N4C Club. A list of that club's eligible entries will be sent at the same time.
5. All winning digital images, slides, and prints will be judged by three (3) competent jurors who have worked in the division they are judging. Persons selected to judge cannot be affiliated with N4C. Journalism images and prints should be judged by experienced journalists or news photographers.
6. Judging shall be done according to N4C contest rules and must be completed in time to allow for the purchase and engraving of awards and medals.
7. All contest material must be returned to the Convention Committee in sufficient time to make arrangements for the presentation and display of the work at the Annual Convention.
8. Large and Small Club of the Year and Photographer of the Year will be selected on the basis of total points earned during the current competition season. With the exception of the Communication Contest and Photo Essay Contest (see appropriate entries in this section), point values are as follows:
 - First – Four (4) points
 - Second – Three (3) points
 - Third – Two (2) points
 - Honorable Mention – One (1) point

The large Club of the Year award will be presented to a club with 30 or more members. The Small Club of the Year Award will be presented to a club with 29 or fewer members. Membership numbers are based on the figures that appear in the current *N4C Directory*. The photographer who accumulates the most points during the current competition season shall be named as Photographer of the Year.
9. Awards are to be furnished for all First, Second, Third place winners in all divisions of the Annual Competition. Certificates of Merit are to be furnished for three (3) Honorable Mention positions in all divisions of the Annual Competition. When the number of entries in any division of the annual competition exceeds 60, an additional Honorable Mention will be given for each increment of 10 entries over 60. An award shall be furnished for the Large and Small Club of the Year and for the Photographer of the Year. No other contest awards shall be made. Awards shall be furnished by the convention host club, but shall be paid from the N4C treasury. Awards shall be properly engraved with the name of the winner.
10. All winning digital images and slides from the current competition season must be shown as part of the Annual Convention program. The host club must also show the top three (3) Photo Essays. All winning prints from the current competition season must be displayed at the Annual Convention. Convention registrants may dispense with any or all showings by a simple majority vote.
11. The presentation of the awards shall be done by the N4C President with the assistance of the First Vice-President. The awards will be presented at the banquet. The Contest Committee will furnish the N4C President with a list of all of the winners in all divisions of competition to be used during the award ceremony. A copy of the list will be given to the Editor of the *N4C News Bulletin* for subsequent publication.
12. All contest material shall be returned to the participating clubs by the Contest Committee as soon as possible following the Convention, including such awards and/or trophies not claimed at the banquet. Contest material may be claimed by club members attending the Convention **immediately after adjournment** unless the host club makes other arrangements for promptly returning the entries.

N4C Member Numbers

Member Number assignment is the responsibility of each Club's N4C Contact. A system of Member Numbers simplifies and reduces errors in identifying and tracking contest entries and points. Member Numbers must be used for all contest entries as a concise and consistent way of identifying the camera club and entrant. The judges may see image filenames and this coded number prevents recognition of entrants and clubs by name.

Member Number Format – Example: CE028

The Member Number will identify the N4C club as well as the individual club member.

- CE = the [Club Code](#) of the entrant's camera club – See [Club Codes](#) below.
- 028 = entrant's ID Number assigned sequentially by the entrant's camera club.

Master Member Number List

The Club N4C Contact will maintain their club list of Member Number assignments that will include Member Name and Member First & Last Name.

The Club N4C Contact will Email (preferably on a spreadsheet form to be supplied by N4C) all revisions of Member Number assignments to the Ken Johnson web@n4c.us who will maintain the Master Member Number List. Member number assignments will be permanent within a club – not changing from year to year. Inactive numbers are not to be reassigned to another member. Members belonging to more than one club will have different numbers in each club. A member must make all N4C contest entries from the same club throughout the contest year.

CLUB CODES (** indicates “Large Club” with 30 or more members as indicated in the *N4C Directory*)

Club Code	Club Name	Location
AE	Albert Lea Lens & Shutter Photography Club	Albert Lea, MN
AR	**Black Hills Photography Club	Rapid City, SD
BA	Boone Y Camera Club	Boone, IA
CA	Cheyenne Camera Club	Cheyenne, WY
CC	Chippewa Valley Photo Club	Eau Claire, WI
CE	**Central Iowa Camera Club	Marshalltown, IA
CJ	Cedar Rapids Camera Club	Cedar Rapids, IA
CN	Color Shooters Camera Club	Moline, IL
DA	Dubuque Camera Club	Dubuque, IA
DE	**Des Moines Camera Club	Des Moines, IA
DJ	**Duluth-Superior Camera Club	Duluth, MN
FA	Fort Dodge Camera Club	Fort Dodge, IA
FE	**Fargo-Moorhead Camera Club	Fargo, ND
GB	Great River Camera Club	Muscatine, IA
HA	Huron Area Photography Club	Huron, SD
HE	Heart O’Lakes Camera Club	Fergus Falls, MN
MM	Individual Member	
JA	Iowa City Camera Club	Iowa City, IA
KA	Kaposia Kamera Club	So. St. Paul, MN
HU	Hugoton Area Camera Club	Hugoton, KS

Club Code	Club Name	Location
LE	**La Crosse Area Camera Club	La Crosse, WI
LN	Lidgerwood Camera Club	Lidgerwood, ND
LR	**Lincoln Camera Club	Lincoln, NE
MA	Minot Camera Club	Minot, ND
ME	Mitchell Camera Club	Mitchell, SD
MJ	**Minnesota Valley Photography Club	Lakeville, MN
NA	**North Metro Photo Club	Fridley, MN
NC	North Shore Photo Club	Two Harbors, MN
NB	**North Iowa Photo Club	Mason City, IA
NE	**Omaha Camera Club	Omaha, NE
RA	RV Digital Camera Club	Dewar, IA
SA	Shutterbug Camera Club	Burlington, IA
SE	**Sioux City Camera Club	Sioux City, IA
SK	**Sioux Falls Camera Club	Sioux Falls, SD
SN	**Saint Paul Camera Club	St. Paul, MN
SP	**Southwestern Iowa Shutterbugs	Creston, IA
TA	Topeka Camera Club	Topeka, KS
UA	Upper Missouri Camera Club	Williston, ND
WA	**Wichita Area Camera Club	Wichita, KS
WJ	Women’s Color Photo Club	Minneapolis, MN
WI	**Western Wisconsin Photo Club	Hudson, WI

Definitions

The following subject category definitions are presented to persons entering the monthly contests so that all entries may be judged fairly and equally. To some extent, their interpretation is subjective and all judges have some personal biases. It is our intent to minimize these differences. These definitions are as clear and precise as we are able to state them, though it is not possible to cover all eventualities and answer all questions.

Generally, those entries that conform most closely to the subject definitions have the greatest chance of success in the contests.

What is Pictorial Photography?

In pictorial photography we are concerned with the artistic quality of the presentation of the subject rather than with the subject itself. Literally, all subjects qualify, but since “Interest” accounts for one-third of the score, subjects that catch the viewer’s eye will have an advantage. The judges will be seeking answers to the question, “Did the photographer simply record the subject, or did he/she through the photographic process enhance the viewer’s interest in the subject?” Pictorialism may be accomplished by meticulous photographic technique, proper presentation, careful composition, or most likely all of these factors.

What is Black and White Photography?

Black & White Photography is also called monochrome. The resulting image is limited to monochromatic hues or shades of gray, although filters may be applied to give a hue or tint. Different photographic processes and toners may also give a different hue to a black & white photograph; for example, selenium, sepia and split toning (duo-toning). No fraction of the image shall be given a special color treatment.

What is Nature Photography?

- No photograph is worth the distress or injury to any wild creature.
- The only digital editing that can be allowed must fit with the N4C definition for acceptable Journalism or Nature images (see page F-1).
- Nature photography is simply the recording of our natural world by some photographic means. Included are all branches of nature except Archeology and Anthropology.
- The hand of man shall not be present in any nature entry except where wild birds or animals have invaded mans world such as fence posts and other man made objects freely adapted for use by wild creatures.
- Banding or tagging on nature subjects is acceptable. Photographs at bird feeders are not acceptable if any part of a man made feeder is shown in the photograph.
- Photographs taken in zoos, animal farms or game farms are acceptable as long as the setting remains natural and the hand of man is not visible.
- Cultivated plants, domestic animals and pets are not acceptable and should be entered in other categories.

What is Journalism Photography?

Journalism Photography or Photojournalism means simply the telling of a story by the use of a picture, or a sequence of related separate pictures arranged for presentation as a single entry. The type of photograph that one sees in the newspaper or magazines that depicts some event or activity is what is meant. The caption is important, but the best journalistic photographs tell their own stories and don’t always need a caption. A good picture is, after all, worth more than a thousand words. An element of human interest is important and virtually essential for pictures to succeed in competition. Interest is paramount, but good composition and technique will often make the difference that decides the winners.

The only digital editing that can be allowed must fit with the N4C definition for acceptable Journalism or Nature images (see page F-1). In the interest of credibility, photographs, which misrepresent the truth, such as manipulation to alter the subject matter, or situations which are set up for the purpose of photography, are unacceptable. No elements may be moved, cloned, added, deleted, rearranged, combined or changed in any way that affects the integrity of the image content. No manipulation or modification is permitted except resizing, cropping, selective lightening or darkening, and restoration of original color of the scene. No special effect filters can be added or applied, and any sharpening must appear natural.

What is Travel Photography?

Travel implies going to some place other than one’s customary environment, and travel photography suggests the photographic depiction of that new environment or the means used to get there. Be sure to state the name of the locale where the picture was made in the title of the digital image, slide, or print. IF THE LOCATION IS IN THE UNITED STATES, LIST THE STATE IN THE TITLE, IF FOREIGN, LIST THE COUNTRY IN THE TITLE.

There is no definition of how far away that environment must be to qualify as “travel” or how different that new environment must be. However, the judges will generally award prizes to those photographs that depict more exotic and unfamiliar places,

even though such places are “home” to someone. Good photographic technique and particularly the ability to convey the feeling and flavor of the place visited will help you be a winner. Try to emphasize the character that makes the place unique from other places.

What is Creative Photography?

Creative photography is an opportunity for those who dare to explore the experimental and creative forms of photographic expression. These will include, but not be limited to derived images, ultra-high contrast, black light, bas-relief, solarization, multi-images, trick lenses and filters, and other ways to alter the image to produce a new abstract effect. Just about anything goes. The important thing is the result, not the means to create it. This area of photography bridges between photographic realism and creative art. It is very difficult to judge and there are literally no rules to follow. Generally concentration on form and color rather than detail in the image will help you succeed.

Section G Revision Summary

The current revision of this entire N4C Handbook is September 1, 2015

The filename of this Revision is “N4C 15-16-Handbook.doc”

The format of both the *N4C Handbook* and the *N4C Directory* are set up so that each section can be revised and issued separately. The revision date of each section is in the footer of each page.

All the sections are listed below with the latest revision date of each section.

Check the revision date at the bottom of each page to make sure your set is the latest.

Contact the [N4C Handbook and the N4C Directory Editor](#) for updates and copies in all formats.

A. Table of ContentsSeptember 1, 2015

- “Program Aids” previously Section B was deleted September 1, 2012.
- Section numbering for the following Sections was moved up.

B. Meetings and CommunicationsSeptember 1, 2010

C. Constitution of North Central Camera Club Council August 16, 2003

D. By-Laws of North Central Camera Club CouncilSeptember 1, 2007

E. Officer DutiesSeptember 1, 2012

F. Contest Rules and DefinitionsSeptember 1, 2015

G. Revision HistorySeptember 1, 2015