

Nashoba Valley Photo Club

Member Handbook

Version Date: August 2016

WELCOME!

Welcome to the Nashoba Valley Photo Club. This handbook is provided to inform you of many of the basic operational functions of the club.

1. Please carefully read By-laws – Attachment 1 – Competition Rules #s 7, 9, 10, 14, 15, 17, 18, 19.
2. Please notify the President if you elect not to receive Certificate or Plaque awards if eligible.
3. Digital image salon entries must have been taken within the previous 18 months of the salon. Print salon entries must be made from digital images taken within the previous 18 months.
4. Carefully read the rules regarding nature subjects for salon entry. Nature subjects must be “wild.” No zoo shots, captive animals, domestic animals or garden flowers. See the definition of a “Nature Shot” provided on a separate page of the handbook.
5. Digital salon entries are submitted to the salon coordinator via the internet. Name your files:
AA_CC_Title_of_Image.jpg where
AA = your initials
CC = Category:
ON for Open Non-Avian
OA for Open Avian
NN for Nature Non-Avian
NA for Nature Avian
A for Assigned

Use jpeg format at 200 dpi resolution sized at max 1400 pixels Wide x max 1050 pixels High.
For a vertical image, be sure to not exceed a maximum height of 1050 pixels.

6. Fill out print entry forms at home and secure to the back of the matted or mounted print with a small piece of tape. Entry forms are found on the NVPC website on the Salon page.
7. On meeting nights, the doors generally open at 7:00 p.m. Please try to get to the meetings prior to 7:30 p.m. Entries for print salons will NOT be accepted after 7:30 p.m.
8. Please consider volunteering when help is requested.

THANK YOU!!

The Marshall J. Van Etten Memorial Service Award

This award was established in the memory of Marshall Van Etten, an initial member of the club and, until his untimely death, a steady contributor to the club.

The underlying concept of this award is to select a member of the club who has contributed his/her time and effort to the success of NVPC over a year or more. It can be someone who has served in several officerships or coordinator roles over a period of several years, or it can be someone who has contributed a great deal of time, productivity, and enthusiasm, in a relatively short period of time. This service award exemplifies an effort to help improve the success of our club and the recipient of this award is chosen each spring by Board members and given out in a special plaque at the annual banquet in June.

The following are previous recipients of this award:

Hank Mudgett	Tom Briere
Dick and Gale Kenyon	Donna Hackley
Eileen Dunn	Sandy Selesky
Steve McKenna	Charline Oelfke
Paul Buckley	Jenn Bulisak
Karen Johnson	Walter Harrington
Marian Harman	Meyer Franklin
Bob Bicknell	Linda Lecuyer
Michael Los	Robert Stevens

CONSTITUTION OF THE NASHOBA VALLEY PHOTO CLUB (NVPC)

- ARTICLE 1 **NAME.** The name of this organization shall be "Nashoba Valley Photo Club" (NVPC).
- ARTICLE 2 **PURPOSES.** The purposes of the Club shall be to promote and share photography in the Nashoba Valley area.
- ARTICLE 3 **MEMBERSHIP.** Any person interested in photography may become a member of this club, as provided for in the Bylaws.
- ARTICLE 4 **OFFICERS.** Club officers of President, Vice President, Treasurer and Representative to the New England Camera Club Council (NECCC) shall be elected by the membership in accordance with the Bylaws.
- ARTICLE 5 **MEETINGS.** Meetings of the Club membership shall be held not less than once monthly from September through the following June. The Club shall be guided by a Board of Directors composed of the elected officers, the Competitions Coordinator and the Newsletter Editor. The Board shall be chaired by the Club President and shall meet periodically throughout the year to discuss matters of interest to the Club and to plan Club activities.
- ARTICLE 6 **AMENDMENTS.** Amendments to this Constitution may be made after 30 days' notification to the membership and following a two-thirds affirmative vote of a quorum defined as at least one-half of the paid membership.
- ARTICLE 7 **BYLAWS.** Bylaws governing the transaction of Club business may be adopted, revoked, or amended after 14 days' notification to the membership and following a two-thirds affirmative vote of a quorum defined as at least one-third of the paid membership

BY-LAWS OF THE NASHOBA VALLEY PHOTO CLUB (NVPC)

- ARTICLE 1 **MEMBERSHIP.** Any person may join. Dues must be paid after two "guest" meetings. No one can compete before officially joining the club. Any member whose dues are in arrears for more than 2 consecutive meetings shall be notified that he/she will be dropped from the membership rolls at the time of the next meeting unless dues are paid in full before the next meeting.
- ARTICLE 2 **DUES.** The annual dues of the Club shall be established by the Club officers. The dues schedule shall be published with the program schedule and distributed to the membership prior to the first seasonal meeting in September. Dues fees shall be payable to the Treasurer in September or upon joining the Club.

ARTICLE 3 ELECTION OF OFFICERS. Election of officers for the subsequent Club season shall take place during the first meeting in May. The President shall call for nominations from the floor for each office. the President will ask the nominees if they are fully aware of the responsibilities of the elected position. The responsibilities are defined in the by-laws and in the members' handbook and can be reviewed at this time. the President shall ask the nominees if they accept or decline the nomination. Voting shall be by show of hands or by ballot. Individuals receiving the greatest vote tally for each office shall be declared elected. The term of each office shall be one season (year). Installation of the newly elected officers shall take place during the June banquet meeting. Interim elections shall be held at the time of an officer's inability to continue, with the newly elected officer serving the uncompleted term of office.

ARTICLE 4 DUTIES OF OFFICERS

President. The President shall be the chief executive officer of the Club. The duties of the President shall be to preside over all Club meetings and to ensure that all Club activities are conducted in accordance with the Constitution and By-laws of the Club. The President or Vice-President may serve as Programs Chair, being responsible for organizing and facilitating the annual program including subjects, schedule, speakers, judges, and competitions.

Vice-President. The Vice-President shall assume all authority and responsibilities of the President during the President's absence. The Vice President shall serve as the Club Banquet organizer and assist the President in other informational matters.

Treasurer. The Treasurer shall be responsible for all fiscal activities of the Club, including, but not limited to: collecting dues, maintaining the treasury and balance sheets, and making appropriate disbursements in a timely fashion in support of authorized Club transactions. The treasurer shall present a current report of fiscal posture of the club at each Club meeting. The Treasurer shall keep a current list of paid members and will make the annual donation to the J.V. Fletcher Library fund.

New England Camera Club Council Representative (NECCC Rep). The NECCC Rep shall serve as the liaison between the Club and NECCC. The NECCC Rep shall serve as the Club's expert on all phases of NECCC activities and shall interface with NECCC, in conjunction with the President, to achieve the purposes of the Club.

ARTICLE 5 COMPETITION RULES. Competition Rules are defined in Attachment 1 hereto.