



2018 - 2019

INFORMATION BOOKLET

ISSUE No 22



Magnolia Virginiana by Varada Reddy. Winner of 2017/18 Clash of the Titans.



**Netball Centre, Rainham School
for Girls
Derwent Way
Rainham
Kent
ME8 0BX**

REFLEX PHOTOGRAPHIC CLUB



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REFLEX PHOTOGRAPHIC CLUB



PROGRAMME 2018/19

Date	Event	Judge/Lecturer	Hand In	Organiser
2018				
6 th September	Opening Night – Welcome new members, hints and tips, discussion of your work over the break. Bring digital or print images to share with the members for feedback.	N/A	N/A	MM/ES
13 th September	“Product Design Competition” Bring your cameras and laptops to work within teams	We the members decide	N/A	ES
20 th September	An Evening with...	Rikard Osterlund	Reflex Cup (Digital League R1)	ES
Sunday 30th September	Discovery Day Challenge Margate	N/A	N/A	ES
4 th October	Reflex Cup (Digital League R1)	Mr Ian Stone DPAGB BPE3* + Mrs Marie-Laure Stone DPAGB BPE5* EFIAP Platinum	Carey Roberts Cup (Print League R1)	MM
18 th October	Carey Roberts Cup (Print League R1)	Vic Cassar CPAGB	Discovery Day Challenge (Digital)	JW
1 st November	Discovery Day Challenge	June Sharpe ARPS	Novice Cup (Digital)	ES
8 th November	Lecture - “A Night in the Raw”	Mike Farley	N/A	MM
15 th November	Novice Cup	Ray Bridges LRPS CPAGB ADPS BPE3*	Invicta Cup (Digital league R2)	SK/IM
29 th November	Photoshop evening - Bring some images on your laptop for creative editing advice from experienced members to improve your photography.	N/A	Theme Competition (Digital) “Macro”	MM
6 th December	Invicta Cup (Digital League R2)	Glyn Bareham LRPS CPAGB	N/A	SK/IM
13 th December	Theme Competition (Digital) “Macro”	Cherry Larcombe EFIAP ARPS DPAGB BPE5*	N/A	JW
20 th December	Small Print Competition and Christmas Party	We the members decide	N/A	TM
2019				
10 th January	Lecture – Portraiture/Lighting	Elisabeth Smith	John Amey Cup (Print League R2)	ES
17 th January	Desk Top Evening	N/A	N/A	JW
24 th January	John Amey Cup (Print League R2)	Helen Taylor APRS DPAGB BPE3*	N/A	MM

REFLEX PHOTOGRAPHIC CLUB



7 th February	Your Images - Before and After Mr Paul Adams ARPS DPAGB FDPS	N/A	Victory Cup (Digital League R3)	MM
14 th February	Photoshop Demonstrations – Improving Our Images	N/A	N/A	MM
27 th February (Wednesday)	Return BATTLE with Faversham and District Camera Club (Away)	TBC by FDCC	N/A	ES
28 th February	Victory Cup (Digital League R3)	Keith Evans FRPS DPAGB	Digital Manipulation Competition	SK/IM
7 th March	Model Night [moved from 11 October 2018]	N/A	N/A	ES
14 th March	Digital Manipulation Competition	Paul Adams ARPS DPAGB FDPS	Ken Hayward Trophy (Digital)	MM
21 st March	BATTLE with Romney Marsh Photographic Club (Away)	June Sharpe ARPS	Vic Cassar Cup (Print League R3)	SK
4 th April	Ken Hayward Cup (Digital) Theme : Flora and Fauna	Robin Harmsworth	Medway Cup (Digital league R4)	SK/IM
11 th April	Vic Cassar Cup (Print League R3)	Sue Chapman ARPS CPAGB	N/A	JW
25 th April	Medway Cup (Digital League R4)	Chris Shore FRPS MPAGB EFIAP BPE5*	N/A	SK/IM
2 nd May	Lecture by Clive Tanner (Topic TBC)	N/A	Annual Print (Print League R4)	BG
9 th May	Lecture – “Before and After” By Sue Chapman ARPS CPAGB	N/A	N/A	MM
23 rd May	Annual Print Competition (Print League R4)	Marie-Laure Stone DPAGB BPE5* EFIAP Platinum	Print entries for Clash of the Titans	BG
6 th June	“Point and Shoot” Competition – bring entries on the night	We the members decide	N/A	JW
13 th June	Clash of the Titans	Carol White-Griffiths LRPS	N/A	SK/IM
20 th June	AGM	N/A	N/A	Committee
7 th July*	Out and About - FOLKESTONE	N/A	N/A	ES
14 th July*	Out and About	N/A	N/A	MM
28 th July*	Out and About	N/A	N/A	MM

All meetings to be held at "The Netball Centre", Rainham School for Girls, Derwent Way Rainham ME8 0BX

19:45 Start Time

Programme can be subject to change

REFLEX PHOTOGRAPHIC CLUB



THE EXECUTIVE

Chairman	Mrs. E. Smith
Honorary Secretary	Mr. S. Kingman
Honorary Treasurer	Mr. A. Gilchrist
Co-ordinator	Mr. J. Walsh

COMMITTEE MEMBERS

Mr. I. Mauceri

Mr. M. Mitchell

Mr. J. Pocknell

Mr. R. Ponnappah

Club Archivist: **Mr. I. Mauceri**

Club Auditor: **Mrs. B. Amey**

Competition Selector **Mr. J. Pocknell**

REFLEX PHOTOGRAPHIC CLUB



COMPETITION ORGANISERS

DPI COMPETITIONS

Reflex Cup (Digital R1)	Mr. M. Mitchell
Discovery Day Challenge	Mrs. E. Smith
Novice Cup	Mr. S. Kingman & Mr. I. Mauceri
Invicta Cup (Digital R2)	Mr. S. Kingman & Mr. I. Mauceri
Theme Competition "Macro"	Mr. J. Walsh
Victory Cup (Digital R3)	Mr. S. Kingman & Mr. I. Mauceri
Digital Manipulation	Mr. M. Mitchell
Ken Hayward Cup	Mr. S. Kingman & Mr. I. Mauceri
Medway Cup (Digital 4)	Mr. S. Kingman & Mr. I. Mauceri
Clash of Titans DPI	Mr. S. Kingman & Mr. I. Mauceri

PRINT COMPETITIONS

Carey Roberts Cup (Print R1)	Mr. J. Walsh
Small Print Competition	Mr. T. Mitchell
John Amey Cup (Print R2)	Mr. M. Mitchell
Vic Cassar Cup (Print R3)	Mr. J. Walsh
Annual Print (Print R4)	Mr. A Gilchrist
Point and Shoot	Mr. J. Walsh
Clash of Titans Print	Mr. S. Kingman & Mr. I. Mauceri
Battles / External	Mr. J. Pocknell

REFLEX PHOTOGRAPHIC CLUB



COMPETITION WINNERS 2017/18

DIGITAL & LEAGUE

Reflex Cup	1 st Jim Pocknell	2 nd Rosemary Woolmer	3 rd Martin Mitchell
Victory Cup	1 st Ignatius Mauceri	2 nd Jim Pocknell	3 rd Brigita Amey
Medway Cup	1 st Elisabeth Smith	2 nd Martin Mitchell	3 rd Jim Pocknell
Invicta Cup	1 st Ignatius Mauceri	2 nd Elisabeth Smith	3 rd Jim Pocknell
<u>LEAGUE</u>	1st Jim Pocknell	2nd Ignatius Mauceri	3rd Elisabeth Smith

PRINT & LEAGUE

John Amey Cup	1 st Brigita Amey	2 nd Mark James	3 rd Malcolm Rous
Vic Cassar Cup	1 st Ignatius Mauceri	2 nd Elisabeth Smith	3 rd Bert Gilchrist
Carey Roberts Cup	1 st Martin Mitchell	2 nd Bert Gilchrist	3 rd Ignatius Mauceri
Annual Print	1 st Ignatius Mauceri	2 nd Elisabeth Smith	3 rd Malcolm Rous
<u>LEAGUE</u>	1st Elisabeth Smith	2nd Bert Gilchrist	3rd Ignatius Mauceri

KEN HAYWARD TROPHY

1 st Rosemary Woolmer	2 nd Rosemary Woolmer	3 rd John Hawkins
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SMALL PRINT COMPETITION

Colour	1 st Brigita Amey	2 nd Mark James	3 rd Ignatius Mauceri
Monochrome	1 st Malcolm Rous	2 nd Brigita Amey	3 rd Ignatius Mauceri

DISCOVERY DAY CHALLENGE

1 st Martin Mitchell	2 nd Malcolm Rous	3 rd Peter Bruns
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NOVICE CUP

1 st Mark James	2 nd Ravi Ponnappah	3 rd Martin Smith
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REFLEX PHOTOGRAPHIC CLUB



DIGITAL MANIPULATION COMPETITION

1st Peter Bruns

2nd Peter Bruns

3rd Ignatius Mauceri

THEME COMPETITION – ‘STREET PHOTOGRAPHY’

1st Tony Clayton

2nd Tony Clayton

3rd Brigita Amey

CLASH OF THE TITANS

1st Varada Reddy

2nd Tony Clayton

3rd Bert Gilchrist

CHAIRMAN’S TROPHY

Ignatius Mauceri

REFLEX PHOTOGRAPHIC CLUB



COMPETITION RULES

GENERAL RULES

General Rules apply to all competitions unless explicitly stated otherwise in the individual competition rules.

GENERAL RULES FOR ALL COMPETITIONS

The competition organiser has discretion to exclude images if the total entry exceeds 80. He/she will use the members' rankings on their entry slips to determine the images to leave out, namely image number 4 will be the first taken out then 3rd etc. There are no ranking slips for the Clash of Titans for which separate rules will apply. Two pictures that differ simply because of manipulation such as cropping, cloning and filtering should be deemed to be one image.

GENERAL RULES FOR PRINT COMPETITIONS

Prints must not exceed a maximum size of 50cms x 40cms

They must be mounted on boards of 50cms x 40cms

Entries must have a title and the member's name and/or club number on the back in the bottom left hand corner.

GENERAL RULES FOR DIGITAL (DPI) COMPETITIONS

Digital files should comply with the KCPA format. Currently this requires: -

JPEG format File Extension Lower Case ie .jpg

Maximum 1400 pixels wide x 1050 pixels high

Titled as in the following example - THE SKY AT NIGHT by Patrick Moore CPAGB (note the title is in capital letters)

Colour Space: sRGB

DIGITAL LEAGUE COMPETITIONS

Reflex Cup; Invicta Cup; Victory Cup and Medway Cup.

Up to four images per member, Colour or Monochrome.

Any image that ranks 1st, 2nd or 3rd shall not be entered into any of the above competitions again.

Any image entered into one of the above competitions cannot be used again in the current year but may be used in **one** subsequent year.

Entry into any one of these competitions will be as both an individual entry and part of the league.

Images used in a digital competition may be used in a print competition subject to the rules of that competition.



PRINT LEAGUE COMPETITIONS

Carey Roberts Cup; John Amey Cup; Vic Cassar Cup and Annual Print.

Up to four images per member, Colour or Monochrome unless specific rules apply.

Any image that ranks 1st, 2nd or 3rd shall not be entered into any one of the above competitions again.

Any image entered into one of the above competitions cannot be used again in the current year but may be used in **one** subsequent year.

Entry in to any one of these competitions will be as an individual entry and part of the league.

Images used in a print competition may be used in a digital competition subject to the rules of that competition.

Ken Hayward Trophy Digital Competition

The subject is Flora and Fauna, ie Plants and Animals with no Latin names.

The animals or plants must be the main item featured.

Maximum of four DPI images per entry.

Any image that ranks 1st, 2nd or 3rd shall not be entered into this competition again. Any image entered into this competition may be used again in **one** subsequent year.

There are no restrictions on whether the images have been entered into other competitions in the current year and they are eligible for other competitions subject to the rules of those competitions.

Small Print Competition

Maximum size A4 inclusive of mount. Can be top mounted ie not window. Maximum entry is four prints per member whether colour, monochrome or both.

There will in effect be two competitions: One for the colour prints and another for the monochrome prints. A first, second, and third will be awarded for each of these.

There will be an entry fee of £3.00 per person. Light snacks and drinks will be provided by the club subject to the agreement of the Committee.

Any print that comes 1st, 2nd or 3rd shall not be entered again into this competition.

Associate members are eligible to enter this competition.

Images entered in this competition **do not** qualify for entry to the Clash of Titans.

Clash of the Titans

Prints and DPI images that score 19 or 20 in an internal competition qualify for entry. However only a maximum of 80 images will judged and it will be at the Committee's discretion as to how a larger number of qualifying images will be reduced to this number.

Qualifying points must be gained in the same season as the Clash of Titans Competition.

Any image that comes 1st, 2nd or 3rd shall not be entered into this competition again.

Only one copy of the same image may be entered. Where both a DPI and a print qualify, the member responsible will be asked to decide which version they wish to enter.

Images will not be scored for this competition; the judge will be asked to only select a 1st, 2nd and 3rd place image.



Digital League

The Digital League comprises the four competitions , **Reflex Cup; Invicta Cup; Victory Cup and Medway Cup.**

Up to 16 images may be entered in total, either colour or monochrome (4 from each competition). These may be re-entered in the subsequent year's league subject to the rules of each competition. All images entered into the above competitions will be entered into the league irrespective of the number of images. An appraisal of the number of entries and scores at the end of the season will determine the winner. If there is a tie for either 1st, 2nd or 3rd place the ranking will be determined by the member with the highest number of entries gaining 20 points and if still equal then 19 points and so on. Images entered into a digital league competition **may** be entered into a print competition in the same season subject to the rules of that competition. Members entering this competition may have their images entered into the Novice Cup competition subject to eligibility as described in the Novice Cup Rules below.

Print League

The print League comprises the four competitions, **Carey Roberts Cup; John Amey Cup; Vic Cassar Cup and Annual Print.**

Up to 16 prints may be entered in total, either colour or monochrome (4 from each competition). These may be re-entered in the subsequent year's league subject to the rules of each competition. All images entered into the above competitions will be entered into the print league irrespective of the total number of images. An appraisal of the number of entries and scores at the end of the season will determine the winner. If there is a tie for either 1st, 2nd or 3rd place the ranking will be determined by the member with the highest number of entries gaining 20 points and if still equal then 19 points and so on. Images entered into a print league competition **may** be entered into a digital competition in the same season subject to the rules of that competition. Members entering this competition may have their images entered into the Novice Cup competition subject to eligibility as described in the Novice Cup Rules below.

The Discovery Day Challenge

This competition is designed as a day's outing for members. Photographs for the competition will take place on a designated day. Members are to meet in a designated area which will be clearly defined and agreed by the committee. Each participating member can photograph any image in the area. Each member can produce a maximum of four DPI images on the evening of the competition that were taken on the day of the photo shoot. Images entered in this competition do not qualify for entry to the Clash of Titans.



Theme Competition (Digital)

Images entered for this competition should reflect the theme selected by the committee.

The 2018-19 theme will be **“Macro”**

Maximum of four DPI images per entry.

Any image that ranks 1st, 2nd or 3rd shall not be entered into this competition again. Any image entered into this competition may be used again in **one** subsequent year.

There are no restrictions on whether the images have been entered into other competitions in the current year and they are eligible for other competitions subject to the rules of those competitions.

Novice Cup

The cup is open to all members who have **not** previously gained a first place award in a Reflex PC competition. This includes the novice cup itself but excludes the small print and workshop outcome competitions. Cups will be awarded for 1st, 2nd and 3rd places. The 1st Place cup is the Vikram Reddy Cup.

Maximum of four images per member.

The competition is open to DPI images.

All images entered are eligible for other entry in another competition (Print or Digital) in the same year subject to the rules of those competitions.

Images entered in this competition do not qualify for entry to the Clash of Titans; however; images may be entered for other competitions and will qualify if they score 19 or 20 in that competition.

Digital Manipulation Competition (Digital)

You may create up to 6 separate images to enter for the competition.

- You may use as many of your own images as you wish and as many times as you wish.
- You may use any photo manipulation software, technique, filter, plug-in or action to create your image. “Paid for” filters and plugins are allowed.
- **You may not use any images that are not your own.**
- You may enter up to 6 images in this competition.
- This is a digital projection competition; images must be submitted using the usual digital format.
- Any image created for this competition CAN be entered into any other Reflex competition or external competition.

All competitions include the award of cups or trophies and certificates for 1st, 2nd and 3rd places. In case of a tie e.g. 1st and two 2nds, only the 1st and two 2nds will receive a cup or trophy.

SELECTOR’S NOTE

It is requested that members entering print competitions supply the Selector with full size digital copies of each print to assist him/her in making selections for external battles as well as for digital projection at the competition.

REFLEX PHOTOGRAPHIC CLUB



SELECTION ARRANGEMENTS FOR EXTERNAL BATTLES AND COMPETITIONS

1. Process and Responsibility

The "Selector" for external battles and competitions will be chosen by the Committee. He or she has overall responsibility for the selection process. He/she will form a sub-committee, at his/her own choice, of a minimum of three members (including the Selector). The Selection sub-committee will select the images and will also decide in which format they are to be entered i.e. if it is thought that a digital image would work well as a print the Selector will arrange this with the member concerned.

2. Eligibility of Images

Images are only eligible for selection for external battles and competitions if they are selected by the Selection sub-committee and: -

- 1.1 If prints, the images are brought to the club, or sent with another member of the club, as requested. It is preferable that digital images are uploaded to the Club's Dropbox.
- 1.2 The Images can be New or Old and any subject, but they should **not** have been used before in an outside competition with this club or other clubs in the past.
- 1.3 They must meet with the rules of the battle or competition for which they are being selected. If prints they should be mounted on Mounting Boards 50 X 40 cm. If digital, they should adhere to the appropriate format.

3. Acquisition of qualifying images by Selector

It is the Selector's responsibility to arrange for the collection of eligible images. Lists of images that meet the criteria given in 1 above will be provided to the Selector by the Club Archivist. Collection will usually be organised by making an announcement at a club meeting when members will be asked to bring their images to a future meeting. The Selector will inform members of the final selection and which battle or competition their image/s will be entered into.

4. Selection Objectives

It is the Selection sub-committee's responsibility to use their judgement in choosing the best images available from the external battles from the 10 or 20 selected by members as 1 above.

5. Feedback to Members

Members are interested to know whether their work will be shown at external battles and competitions and success at selection might encourage them to attend the event. Therefore, the Selector will notify members using the club notice board or club website/email of which images have been selected prior to a battle or competition taking place and request member approval for the Club to use the images externally for this purpose.

REFLEX PHOTOGRAPHIC CLUB



6. Responsibility for Member's Work

The Selector is responsible for the safe keeping and return of members' work. The Selector should ensure that work is made available for collection and he/she should arrange the safe keeping of those images that it has not been possible to return owing to absence, etc. It follows from this that it is the Selector's responsibility to either personally, or to deputise someone, to retrieve images from external event organisers.

To assist in organising the safe keeping of images the Selector will be allocated a Print Box and specially marked in which images that are in his/her possession will be stored. The Selector should keep these two storage facilities in their own possession for the duration of the period that they hold the appointment.

REFLEX PHOTOGRAPHIC CLUB



CONSTITUTION OF REFLEX PHOTOGRAPHIC CLUB

- 1 The club is to be known as: Reflex Photographic Club.
- 2 The object of the club shall be to encourage the study and the practice of photography by means of meetings, lectures, competitions and any other means that the Committee may deem desirable.
- 3 The club is to be managed by a Committee consisting of: Chairman, Honorary Secretary, Co-ordinator, and Honorary Treasurer as the Executive, and up to 5 other members. A committee meeting quorum will comprise of 4 committee members of which one must be an Executive member. Any sub committees must include one full committee member.
- 4 The committee members will retire annually, but shall be eligible for re-election, at the Annual General Meeting. The Executive will serve on the committee for 4 years but one will be retired each year and be eligible for re-election at the AGM in rotation. The order of rotation is Chairman, Hon Treasurer, Co-ordinator and Hon. Secretary.
- 5 Should an officer or member resign before their appointment expires, the committee shall have the power to co-opt a member to fill the vacancy until the next AGM.
- 6 The accounts of the Club are to be audited by the examiner at least once a year by a member of the Club who is not on the committee.

7 Annual General Meeting (AGM)

- 7.1 The AGM will be the last meeting before the summer recess.
- 7.2 The quorum for the AGM will be 20% of the membership. Voting will be by a simple majority. In the event of a tie, the Chairman will have the casting vote. He has no other Vote.
- 7.3 Motions for consideration at the AGM shall be displayed on the club notice board for at least 2 meetings prior to the AGM. Agenda items must be proposed and seconded and then handed to the Secretary in writing prior to the aforementioned meetings.
- 7.4 The agenda for the AGM will include:-
 - i The reports of the officers of the club
 - ii The election of officers and committee
 - iii The election of the examiner for the following year
 - iv The setting of the annual subscription for the following year
 - v Discussion and voting on motions displayed in accordance with para 7.3 above
 - vi Any other business not requiring a vote
- 7.5 Nominations for the committee and retiring executive must be handed to the Committee one month before the AGM.

REFLEX PHOTOGRAPHIC CLUB



8 Extraordinary General Meeting (EGM)

- 8.1 An EGM may be called by the committee or at the signed request of any nine members
- 8.2 The EGM will be held within 6 weeks of receipt of the request and at least 4 weeks notice given to all members stating the purpose of the meeting.
- 8.3 The rules of quorum and voting shall be the same as the AGM given in para 7.2 above.
- 8.4 No other business may be conducted at this meeting.

9 Annual subscriptions shall be due not more than 30 days following the beginning of a season. Any delay beyond that will result in the now ex-member not being allowed into the club room during meetings.

10 Membership

- a) Membership shall be open to any person over the age of eighteen interested in membership of the club and its activities. Applicants for membership under the age of eighteen may join providing they are accompanied to club meetings or other activities by a parent or guardian who is a member or associate or honorary member of the club.
- b)
 - (i) The Committee may refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the club to do so.
 - (ii) The applicant must be informed of the reasons for refusal in writing within 21 days.
 - (iii) The Committee must consider any written representation the applicant may make about the decision. The Committee must notify the applicant in writing of their decision but their decision will be final.
- c)
 - (i) The Committee may expel a member from the club should they consider that their ongoing membership is not in the best interest of the club and its members. The expelled member will be given a pro rata refund of the membership fee depending on when in the season the expulsion is made. The member must be given the reasons for the expulsion in writing within 21 days.
 - (ii) The member may submit a written request for a review of the decision which will be considered by two members of the Executive Committee (the Chairman and the Secretary). Their decision will be notified to the member in writing and will be final.
- d) Membership is not transferable.
- e) The Committee must keep a register of the names and addresses of all members.

REFLEX PHOTOGRAPHIC CLUB



11 Dissolution

- a) If the membership of the club falls below 10 and the majority of the remaining members consider that the club is no longer viable, it may be wound up. The Executive Committee members will be responsible for doing so.
- b) The Executive Committee must collect in all the assets of the club and must pay or make provision for all proper liabilities of the club.
- c) The Executive Committee must dispose of all equipment acquired through lottery funding to a local charity or photographic club. Any money remaining after the payment of all liabilities should be disposed of by agreement with the members, at a quorate EGM. The decision should be minuted and must be produced to the club's bankers if the account is to be closed or transferred.

12 Agenda items must be proposed and seconded and then handed to the Secretary in writing one month before the AGM.

13. Any item to be purchased over £100 must go before the full committee for approval. The Treasurer will advise as to affordability.

Reviewed August 2018

REFLEX PHOTOGRAPHIC CLUB



MANAGEMENT OF REFLEX PHOTOGRAPHIC CLUB

INTRODUCTION

Paragraph 3 of the Constitution says “The club is to be managed by a Committee consisting of: - Chairman, Honorary Secretary, Honorary Treasurer and Co-ordinator, and up to 5 other members”.

The individual responsibilities of the Executive members are listed below.

1. CHAIRMAN

The Chairman chairs the Annual General Meeting and all Committee Meetings. When he/she is unavailable to do so it is for the Chairman, or if this is not possible for the membership of the respective meetings, to agree a deputy.

The Chairman is responsible for providing leadership to the club, for which purpose he/she will either initiate or be consulted on all major initiatives affecting the club. However this is not to say that the Chairman has to be involved in every detail of the running of the club. It is for individual Committee Member’s judgement on what matters require the Chairman’s involvement, and the Chairman’s discretion about what he/she wishes to be informed about.

2. SECRETARY

He/she is responsible for writing the minutes of the Annual General Meeting and all Committee Meetings. He/she also produces the agenda for these meetings in consultation with the Chairman. The Secretary assists the Chairman and Committee by conducting general correspondence on behalf of the club. This is not an exclusive responsibility as the Chairman and/or individual members will conduct their own correspondence on subjects that concern them and their responsibilities to the club.

Similarly, the Secretary will correspond with the membership and the Committee on behalf of the club. Similarly to the above paragraph this is not an exclusive responsibility.

The Secretary is responsible for advising the Chairman and the Committee on its adherence to the club constitution and club rules.

3. TREASURER

The Treasurer is responsible for the handling and banking of all the club’s monies and for the production of accurate accounts. He/she may devolve the collection of cash to others, but all funds collected must be given to him/her for banking. He/she is also responsible for collecting members’ annual subscriptions. The annual subscription charge is decided by the full membership at the AGM, but it is the Treasurer’s responsibility to recommend what the amount should be.

Purchases may be made by the Chairman or any Committee Member, but such purchases must be notified to the Treasurer in advance who will advise on affordability. Any individual item costing over £100 must be agreed by the full committee in accordance with paragraph 13 of the Constitution. The purchase of items on behalf of the club may be made by the Chairman or any Committee Member and where agreed by the Treasurer by individual members. It is not an exclusive responsibility of the Treasurer.

REFLEX PHOTOGRAPHIC CLUB



4. CO-ORDINATOR

He/she is responsible for the drafting and smooth running of the club programme. However the final published Programme is the responsibility of the Committee. Club competitions and lectures are the responsibility of the nominated organisers, however the Coordinator is responsible for keeping an overview to ensure that all the necessary arrangements are made. Similarly, external competitions are the responsibility of the Selector, but the Co-ordinator is responsible for keeping an overview on these. However for the KCPA Annual Exhibition, it is the Secretary who acts as the liaison point for the club.

OTHER POST HOLDERS

5. SELECTOR

The Selector is responsible for the co-ordination of arrangements and in particular the selection of images for external competitions. The detailed rules for selection are listed in the club handbook in the section titled "Selection Arrangements for External Battles". Amendments and updates to this document are the responsibility of the full Committee.

The Secretary will conduct any initial communication with external bodies, but the detailed arrangements are the responsibility of the Selector.

Reviewed August 2018

VERSION 1 – 31/10/2018