



2021/2022

INFORMATION BOOKLET

ISSUE No 25



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



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REFLEX PHOTOGRAPHIC CLUB



PROGRAMME 2021/2022

Date	Event	Judge/Lecturer	Hand In	To be held...
2021				
9 September	OPENING NIGHT... Welcome to new members and welcome back to renewing ones	COMMITTEE	N/A	PHYSICAL
16 September	LECTURE Long Exposure Photography	Derek Michalski	N/A	PHYSICAL
23 September	Summer Challenge Top Picks	Su Flood DPAGB	Reflex Cup (Digital League R1)	PHYSICAL
30 September	NO MEETING			
7 October	REFLEX CUP (Digital League R1)	PAUL ADAMS ARPS DPAGB FDPB APAGB	Novice Cup (Digital)	ZOOM
14 October	Members Evening "Memories"	Elisabeth Smith	N/A	PHYSICAL
21 October	NOVICE CUP	CHERRY LARCOMBE EFIAP ARPS DPAGB BPES*	N/A	ZOOM
28 October	NO MEETING			
	Deadline for Digital Manipulation Competition			
4 November	LECTURE Capturing the essence of wildlife in photography	Sue Green ARPS DPAGB BPE3*	Carey Roberts Cup (Print League R1)	ZOOM
11 November	Digital Manipulation Competition	KIRSTY RALFS ARPS QGP	N/A	ZOOM
18 November	CAREY ROBERTS CUP (Print League R1)	DI LONG LRPS CPAGB	Invicta Cup (Digital League R2)	PHYSICAL
25 November	NO MEETING			
	Committee Meeting			
2 December	INVICTA CUP (Digital League R2)	CHERRY LARCOMBE EFIAP ARPS DPAGB BPES*	N/A	ZOOM
9 December	LECTURE Landscapes and Seascapes	Harry Behind the Lens	N/A	ZOOM
16 December	Small Print Competition and Christmas Party	We the members decide	Small Prints Competition	PHYSICAL
23 December	NO MEETING			
30 December	NO MEETING			
From 2022 most meetings will be physical at Rainham School for Girls, unless indicated otherwise.				

REFLEX PHOTOGRAPHIC CLUB



Reflex Programme 2021/2022 (continued)				
Date	Event	Judge/Lecturer	Hand In	Organiser
2022				
6 January	HOW TO... Painting with Light	Paul Haffenden	John Amey Cup (Print League R2)	PHYSICAL
13 January	LECTURE How to prepare a panel of images	Chris Shore FRPS MPAGB EFIAP BPE5* Helen Taylor ARPS DPAGB BPE3*	N/A	PHYSICAL
20 January	JOHN AMEY CUP (Print League R2)	ANDY SMITH LRPS CPAGB	Victory Cup (Digital League R3)	PHYSICAL
27 January	NO MEETING			
3 February	Victory Cup (Digital League R3)	KEVIN BELL LRPS	Ken Hayward Trophy (Digital)	PHYSICAL
10 February	LECTURE Starting From A Blank Canvas	Polina Plotnikova	Point and shoot Ilford HP5 camera	ZOOM
17 February	Ken Hayward Trophy (Digital) Theme : Flora and Fauna	SUE GREEN ARPS DPAGB BPE3*	Vic Cassar Cup (Print League R3)	PHYSICAL
24 February	NO MEETING			
	Committee Meeting			
3 March	Vic Cassar Cup (Print League R3)	PAT COUDER CPAGB BPE1* QPSA	N/A	PHYSICAL
10 March	"Point and Shoot" Competition	Elisabeth Smith We the members decide	Point and Shoot Bring entries on the night	PHYSICAL
17 March	LECTURE P.I.C.	Pat Couder CPAGB BPE1* QPSA and Ian Brash CPAGB BPE2	Medway Cup (Digital League R4)	PHYSICAL
24 March	NO MEETING			
31 March	NO MEETING			
7 April	Medway Cup (Digital League R4)	PAUL PARKINSON ARPS CPAGB BPE2*	Annual Print Competition (Print League R4)	PHYSICAL
14 April	Member Evening	David Tovey	N/A	PHYSICAL
21 April	Annual Print Competition (Print League R4)	DAVE MASON	Theme Competition "PANEL PRINT"	PHYSICAL
	Nominations for Chair and Committee			
28 April	NO MEETING			
	Committee Meeting			
5 May	Theme Competition "PANEL PRINT"	HELEN TAYLOR ARPS DPAGB BPE3*	Print entries for Clash of the Titans	PHYSICAL

REFLEX PHOTOGRAPHIC CLUB



Reflex Programme 2021/2022 (continued)				
Date	Event	Judge/Lecturer	Hand In	Organiser
2022				
12 May	MODEL NIGHT	David Tovey	Return of Trophies	PHYSICAL
19 May	Clash of the Titans	KIRSTY RALFS ARPS QGP	N/A	PHYSICAL
26 May	NO MEETING			
2 June	AGM and Presentation Evening	N/A	N/A	PHYSICAL
July 2022	Out and About	[TBC]		
August 2022	Out and About	[TBC]		
August 2022	Annual Exhibition	[TBC]		

Please note, physical meetings will be held at "The Netball Centre",
Rainham School for Girls, Derwent Way Rainham ME8 0BX and
virtual meetings will be held via Zoom.

19:45 Start Time

Programme can be subject to change

REFLEX PHOTOGRAPHIC CLUB



THE EXECUTIVE

Chair	Mrs. E. Smith
Honorary Secretary	Mr. J. Pocknell
Honorary Treasurer	Mr. D. Tovey
Co-ordinator	Mr. T. Ray

COMMITTEE MEMBERS

Mr. I. Mauceri

Club Archivist:	Mr. I. Mauceri
Competition Selector:	TBC
Club Auditor:	Mrs. B. Amey
Battles / Externals	Selection Sub-Committee
Selection Sub-Committee	Ms. S. Flood, Mrs. R. Howes, Mrs. M. Ford and Mr. T. Ray
KCPA Exhibition Co-Ordinator's	Mr. J. Amey and Mrs. B. Amey



COMPETITION ORGANISERS

DPI COMPETITIONS

Reflex Cup (Digital R1)	Mr. I. Mauceri / Mrs. E. Smith
Novice Cup	Mrs. E. Smith / Mr. I. Mauceri
Digital Manipulation	Mr. D. Tovey / Mr. I. Mauceri
Invicta Cup (Digital R2)	Mr. T. Ray / Mr. I. Mauceri
Victory Cup (Digital R3)	Mrs. E. Smith / Mr. I. Mauceri
Ken Hayward Trophy	Mr. J. Pocknell / Mr. I. Mauceri
Medway Cup (Digital R4)	Mr. D. Tovey / Mr. T. Ray
Clash of the Titans - DPI	Mr. J. Pocknell / Mr. I. Mauceri

PRINT COMPETITIONS

Carey Roberts Cup (Print R1)	Mrs. E. Smith / Mr. D. Tovey
Small Print Competition	Mr. I. Mauceri / Mrs. E. Smith
John Amey Cup (Print R2)	Mr. D. Tovey / Mr. T. Ray
Vic Cassar Cup (Print R3)	Mrs. E. Smith / Mr. J. Pocknell
“Point and Shoot” Competition	Mrs. E. Smith
Annual Print Competition (Print R4)	Mr. J. Pocknell / Mr. D. Tovey
Theme Competition “Panel Prints”	Mrs. E. Smith / Mr. I. Mauceri
Clash of the Titans - Print	Mr. D. Tovey / Mrs. E. Smith

REFLEX PHOTOGRAPHIC CLUB



COMPETITION WINNERS 2020/2021

DIGITAL & LEAGUE

Reflex Cup – Judge: Jack Taylor EFIAP DPAGB

1st Nizar Birch (20) 2nd Julie Lawton (20) 3rd Elisabeth Smith (20)

Invicta Cup – Judge: Kirsty Ralfs ARPS QGP

1st Nizar Birch (20) 2nd Elisabeth Smith (20) 3rd Nizar Birch (20)

Victory Cup – Judge: Dave Mason

1st David Tovey (20) 2nd Elisabeth Smith (20) 3rd David Tovey (20)

Medway Cup – Judge: Kevin Bell LRPS

1st David Tovey (20) 2nd Jim Pocknell (19) 3rd David Ellis (19)

DIGITAL LEAGUE 1st David Tovey (217) 2nd Elisabeth Smith (217) 3rd Jim Pocknell (215)

Note: David Tovey achieved more 20-point scores than Elisabeth Smith.

KEN HAYWARD TROPHY – Judge: Paul Adams ARPS DPAGB FDPS APAGB

1st Maureen Ford (20) 2nd Steve Martin (20) 3rd Steve Martin (20)

SMALL PRINT COMPETITION – Judge: Members

Colour	1 st David Ellis	2 nd David Ellis	3 rd Maureen Ford
Monochrome	1 st Elisabeth Smith	2 nd Rita Howes	3 rd Elisabeth Smith

NOVICE CUP – Judge: Cherry Larcombe EFIAP ARPS DPAGB BPE5*

1st Natasha Neal (20) 2nd Terry Blanchette (20) 3rd Julie Lawton (20)

REFLEX PHOTOGRAPHIC CLUB



DIGITAL MANIPULATION COMPETITION – Judge: Steve Carrol ARPS

1st Peter Bruns (20) 2nd Ignatius Mauceri (20) 3rd David Tovey (20)

SEASONAL STILL LIFE COMPETITION – Judge: Members

1st David Ellis (20) 2nd Elisabeth Smith (20) 3rd Elisabeth Smith (20)

THEME COMPETITION ‘COLOURS’ – Judge: Alan Lomakin CPAGB BPE3*

1st Maureen Ford (20) 2nd Elisabeth Smith (20) 3rd Elisabeth Smith (20)

DISCOVERY DAY CHALLENGE

Due to Covid-19 no Discovery Day Challenge was held during the 2020/2021 season.

PRINT & LEAGUE

Due to Covid-19 no Print Competitions were held during the 2020/2021 season.

CLASH OF THE TITANS (DPI Only) – Judge: Keith Evans FRPS DPAGB

2019/2020	1 st Dave Belsham	2 nd Elisabeth Smith	3 rd Jim Pocknell
2020/2021	1 st David Tovey	2 nd David Tovey	3 rd Jim Pocknell

CHAIRMAN’S TROPHY

Su Flood

WINNERS OF THE KCPA DIAMOND JUBILEE TROPHY 2020

WINNERS OF THE KCPA DIAMOND JUBILEE MOST IMPROVED CLUB 2020



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. They will use the members' image rankings to determine which images to leave out, namely image number 3 will be taken out etc. There are no rankings for the Clash of the 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 **TOP RIGHT 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 i.e. .jpg

Maximum 1400 pixels wide x 1050 pixels high

Colour Space: sRGB

Important: Image titles should only contain the image name e.g., THE SKY AT NIGHT.jpg, except for a member's least preferred image which should have a '3' at the end e.g., THE SKY AT NIGHT 3.jpg. This change is as a result of moving to new competition software, DiCentra.

DIGITAL LEAGUE COMPETITIONS

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

Up to 3 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 and Vic Cassar Cup.

Up to 3 images per member, Colour or Monochrome unless specific rules apply.

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 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, i.e., plants and animals with no Latin names. The animals or plants must be the main item featured.

Maximum of 3 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 i.e., 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 1st, 2nd and 3rd will be awarded for each.

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 (guests) are eligible to enter this competition.

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

The 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 be 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.

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 print and digital image. The judge will then deem either the 1st place digital or print image the overall winner.



Digital League

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

Up to 12 images may be entered in total, either colour or monochrome (3 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 digital 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 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 12 prints may be entered in total, either colour or monochrome (3 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

(Note: this competition has been temporarily suspended due to COVID-19).

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 that were taken on the day of the outing.

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



Theme Competition (Print)

The 2021/2022 theme is **“Panel Prints”**.

Maximum of 6 prints per panel. Up to 3 panels per member.

Prints should adhere to the conventions set out in the General Rules for Print Competitions, and digital copies should adhere to the conventions set out in the General Rules for Digital (DPI) Competitions (see page 9).

Any panel that ranks 1st, 2nd or 3rd **shall not** be entered into this competition again.

Single images which have been entered into other competitions can be used in a panel and images used in a panel are eligible for other competitions subject to the rules of those competitions.

More details will be provided at the *How to prepare a panel of Images* Lecture on 13 January 2022.

Novice Cup (Digital)

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 4 images per member.

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 into this competition do not qualify for entry to the Clash of the 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 enter up to 3 images to enter for the competition.

The aim of this competition is to get creative.

Use as many source files as you wish, as many times as you wish. If you are using a source file found online or elsewhere, please ensure you have the appropriate approval to use it.

You may use any photo manipulation software, technique, filter, plug-in, or action to create your image. “Paid for” filters and plugins are allowed.

This is a digital projection competition; images must be submitted using the usual digital format.

Due to the open-source nature of the competition, images entered into this competition do not qualify for entry to the Clash of the Titans, or external competition.

All competitions include the award of cups or trophies and certificates for 1st, 2nd, 3rd, and certificates only for 2 Highly Commended 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 them in making selections for external battles as well as for digital projection at the competition. The digital copies should adhere to the conventions set out in the General Rules for Digital (DPI) Competitions (see page 9).



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.

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, for 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 for the external battles from the 10 or 20 selected by the Selection sub-committee 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.



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.



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: Chair, Honorary Treasurer, Honorary Secretary and Co-ordinator 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 Chair, 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 Chair 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.



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 Chair 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 October 2021

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: - Chair, Honorary Secretary, Honorary Treasurer and Co-ordinator, and up to 5 other members”.

The individual responsibilities of the Executive members are listed below.

1. CHAIR

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

The Chair 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 Chair 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 Chair's involvement, and the Chair'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 Chair. The Secretary assists the Chair and Committee by conducting general correspondence on behalf of the club. This is not an exclusive responsibility as the Chair 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 Chair 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 Chair 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 Chair 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 Co-ordinator 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 October 2021