



**North Central
Camera Club Council**

Handbook

*Where Names Become Faces
And Faces Become Friends!*

2020-21

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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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.

N4C Mini-Convention

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 (President, First Vice President, Second Vice President, Secretary, and Treasurer).
2. Advises Executive Board and directors
3. Advises the following:
 - a. Bulletin Editor
 - b. Bulletin Publisher
 - c. Directory Editor
 - d. Parliamentarian
 - e. Convention Planning Committee
 - f. Supply Chair
 - g. New Club Coordinator
 - h. Finance Committee
 - i. Historian
 - j. Service Awards Committee
 - k. Contest Chairs
4. Conducts the annual and semi-annual meeting of N4C Board of Directors.
5. Sets the agenda and chairs the annual business meeting of the membership. Distributes the agenda to the membership prior to the meeting.
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. At the end of the President's term, they become past president and a member of the Founders Award Committee for a three (3) year term. They become a member of the Nominating Committee for a one year term; they chair and select the other two members of the next year's 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. Oversees the annual election of officers in April. Voting is by electronic ballot.
9. Oversees the replacement of contest chair positions as required.
10. Submits any controversial matters to officers and directors by email or other electronic communication, 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. Oversees purchase of supplies and materials necessary for the operation of the N4C.
13. Communicates with successor to ensure a smooth transition.

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. Consults and communicates with the President.
2. Advises the activities of Director 1, Director 2, Director 3, the Photo Essay Chair, and the Panorama Chair, as needed.
3. Consults with the Convention Committee and reviews their plans.
4. Plans, promotes, and hosts the Spring mini-convention. A report of what was done for the Spring mini-convention should be prepared and passed to the Incoming First Vice President.
5. Communicates with successor to ensure a smooth transition.

Second Vice-President

The **Second Vice-President** oversees the monthly competitions and resolves any conflicts that arise in those competition.

Duties:

1. Consults and communicates with the President.
2. Contacts and advises Director 4, Director 5, and Director 6. Oversees the Contest Recording Chairman.
3. Sets up the schedule of judging clubs for all monthly contests for the following year. This duty includes at least the following:
 - a. Conducts a survey in **November** to find out what contests clubs would agree to judge in the next contest year.
 - b. Contacts all clubs in **January** to begin selection of judging clubs for the next year.
 - c. Completes the judging schedule by March 1.
 - d. Contacts all Contest Chairs in **April** to:
 - i) Thank them for their service,
 - ii) Inquire about their desire to continue to serve as judge the following year.
 - iii) Notifies the President of any up-coming Contest Chair vacancies.
 - e. Furthermore, it is recommended that
 - i) Judging clubs have experience, via the club members' previous participation, in the category they will be judging.
 - ii) Judging responsibilities are rotated among clubs.
 - iii) At least one month is allowed for clubs to respond to your initial request, plus time to contact other clubs if one declines.
4. Oversees recording of the official record of all competition results with the aid of the Contest Recording Chair.
5. 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.
6. Oversees the Contest Recording Chair's Report.
7. Communicates with successor to ensure a smooth transition.

Secretary

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

Duties:

1. Consults and communicates with 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.
11. Communicates with successor to ensure a smooth transition.

Extra Benefit:

Free registration for the annual convention.

Treasurer

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

Duties:

1. Consults and communicates with the President and Board of Directors.
2. Has authority to select the financial institution most convenient for banking. The name of the bank will be given to the President and board.
3. Has charge of the collection and disbursement of all N4C funds.
4. Keeps records on all member clubs.
5. Notifies the President and editor of the *N4C Bulletin* when a club drops membership or when a new club enrolls.
6. Sends annual **Dues Notices** to N4C club treasurers **by August 30**. If not received by September 31, send to a different club contact. When no electronic contact is available, phone or submit U.S. Postal copy of dues Notice located on the website. Delinquent clubs may also be published in the Newsletter. Will notify the First Vice-President and Newsletter Editor in **November** about any club delinquent in dues Payment.
7. 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.

8. Keeps financial records, which shall be audited prior to the annual convention. A financial statement shall be given at both the Spring Mini-convention and the Annual Fall Convention. This financial statement will be distributed to the board, officers, and general membership in attendance.
9. Files Annual N4C Non-profit Tax Report (990-N Form @ e-postcard) in January. Treasurer authorized to destroy receipts over 7 years old.
10. Codicil added to personal Will that all N4C Records & Accounts be returned to the organization.
11. The Board may recommend that the Treasurer shall be bonded.
12. Communicates with successor to ensure a smooth transition.

Extra Benefit:

Free registration for the annual convention.

Great Western Bank Checking - Carlisle, Iowa (Lynda Richards, Teresa Vokoun, Dwight Tomes & Ken Johnson, signees)
 People's Bank CD Investment – Carlisle, Iowa – (Lynda Richards, Dwight Tomes & Ken Johnson, signees)
 Auditor – Sharon Allen – Carlisle, Iowa - Retired banking

N4C TREASURER – HELPFUL HINTS

1. Dues: Prepare and send electronic Dues Notice (found on the website) to Club Treasurers or other officer with email capability by August 30. If no email available, send hard copy. These contacts will be found in the current N4C Directory. (I create a BCC: Group of addresses and save them under their club name and year in my list. When dues are received I note them on a hard copy grid kept in my notebook making it easy to see at a glance which clubs are delinquent.) Follow up with phone calls to other officers if necessary. Publish club names who have not paid dues in the Newsletter. A last resort is a certified letter, but I've never had to use one. If no payment received by November contact 1st Vice President and Newsletter Editor. The club will no longer be involved with monthly contests or part of N4C.
2. See the Handbook for actual duties. The setup of the headings for the accounting of funds is at the discretion of the Treasurer. You will want to purchase a rubber stamp "for Deposit Only" to save time making deposits. Two reports are required: N4C Spring Mini Convention (1st weekend of May) and N4C Annual Convention (Sept/Oct). N4C year is August 1 – July 31. The account should be audited prior to the fall Convention only. I have used a local retired bank employee for the audit. Electronically send the report to the President for approval. Make copies for the board and enough for those attending each of the two events. Usually 25 for Spring and 35 – 40 for Fall. You should be prepared to present and answer any questions so will want to bring your records to the meetings if any question might arise. DO NOT forget to bring the Checkbook!
3. N4C Spring Mini Convention: Registrar receives the checks and sends to Treasurer who deposits the registration checks and pays the bills for the food and the lodging. A deposit may need to be sent prior to hold the reservations. The registration fees should cover all of the costs of the weekend.
4. Annual Fall Convention: The host club handles all the registrations and monies. Convention Loans: Loans up to \$1000.00 may be made to clubs preparing for conventions. (The amount may be amended as necessary with board approval.) This is a loan, not a gift. It is important for the Treasurer and the Council to remember that Council is not responsible for individual club's financial responsibilities. Remind the hosting club they are to submit a budget to you prior to the convention as well as a final report. Follow up if you do not receive one.
5. Medals: Medals are purchased about every three years. Council usually determines the number to be purchased. This is a major purchase so care should be taken to assure there are enough funds available.
6. IRS Tax Exempt: January Treasurer will need to file an e-postcard to maintain our tax exempt status. See the Treasurer's notebook for the procedure, N4C ID number and the password. The tax exempt status applies to the Council only, not the individual clubs. For such a status, they should make their own application.
7. PSA Dues: Treasurer will pay the Council's dues, preferably for 3 years at a time for best pricing. Address changes should be made upon the election of a new Treasurer.
8. In all contacts with clubs remember to be kind, cordial and offer as much help as possible including asking other officers for assistance in answering questions as needed. Attending all N4C meetings is of utmost importance in making the Council a good working unit. Smile and have fun!

Director 1

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

Duties:

1. Consults and communicates with the First Vice-President.
2. Attends the N4C board meetings and the annual meeting of the membership.
3. Responsible for 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 Contest Recording Chair 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. Prepares a year-end report of all activities, due on June 1, for the First Vice-President and incoming Director 1.
5. Communicates with successor to ensure a smooth transition.

Director 2

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

Duties:

1. Consults and communicates with the First Vice-President.
2. Attends the N4C board meetings and the annual meeting of the membership.
3. Oversees Photo Essay Contest and communicates with the Photo Essay Chair.
4. Prepares an annual report of activities, due June 1, for the First Vice-President and incoming Director 2.
5. Communicates with successor to ensure a smooth transition.

Director 3

Director 3 is a member of the Council Board, which makes decisions and recommends policy.

Duties:

1. Consults and communicates with the First Vice-President.
2. Attends the N4C board meetings and the annual meeting of the membership.
3. Oversees the Panorama Print contest and communicates with the Panorama Contest Chair.
4. Communicates with successor to ensure a smooth transition.

Directors 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. member to do this.
10. 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. Consults and communicates with 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 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. Consults and communicates with 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. Consults and communicates with directly to the President.
2. Sends an electronic form 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. The *Handbook* and the *Directory* are sent electronically to members clubs.
4. Maintains close contact with the President, Bulletin Editor, and New Club Coordinator.
5. Attends the annual convention.

Extra Benefit:

Free registration for the annual convention.

N4C Webmaster

The N4C Webmaster will develop and maintain the N4C website, maintain the judging software and assist the Contest Recording Chair. The office is appointed for two (2) years with possible reappointment.

Duties:

1. Consults and communicates with the President.
2. The web is to portray a professional image and general information about the N4C:
 - a. Communicate with members: News (Spring Mini-Conventions, Annual Conventions and monthly Bulletins); Contest Winner Galleries (when digital images are available); 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.
4. Provides a resource for downloading current and past issues of the N4C News Bulletin.
5. Uses Facebook posts to highlight news & information and boost N4C website views.
6. Maintains a master list of N4C Member Numbers from all clubs that enter contests as an integral module of the N4C judging software.
 - a. Updates of the software to the web site usually every month so new members entering contests will be identified.
 - b. Updates the members list in software used by the Contest Recording Chair to record annual N4C Contest Results.
7. Maintain a password protected web section where the latest judging software may be downloaded by judging clubs each month.
8. Receive & process all monthly digital contest results & winning image files from judging clubs.
 - a. Distribute the Judges Report in PDF format from the judging software results to the Contest Recording Chair, News Bulletin Editor, and the respective digital Contest Chair.
 - b. Build & upload to the N4C web the digital contest winner galleries based on the judging software and image files.
9. Receives the Contest Results spreadsheet from the Contest Recording Chair at the end of each month after all contest results for the month have been recorded.
 - a. The Webmaster will maintain a backup copy and update the member list on it in time for the Contest Recording Chair to add/record results for the next month.
 - b. The Webmaster will use the spreadsheet to format a list of all contest winners for the month and send it to the N4C News Bulletin Editor to publish monthly contest results.

Extra Benefit: Free registration for the annual convention.

Contest Recording Chair

The Contest Recording Chair will maintain the record of all monthly contest winners during each contest season used to qualify entries for the annual Best of N4C contest at the annual N4C Convention. This record also tabulates points used to determine Photographer of the Year and Large & Small Club of the Year awards. The office is appointed for two years with possible reappointment.

Duties

1. Consults and communicates with the Second Vice President.
2. Receives Judges Reports from all N4C monthly contests.
3. Records results of every monthly contest the 1st, 2nd, 3rd, & HM winners on the Contest Results spreadsheet software the following data:
 - a. Year-Month of contest
 - b. Contest Category
 - c. Title of winning entry
 - d. Member Number of winning entrant
 - e. Award: 1st, 2nd, 3rd, or HM
 - f. Points
4. Sends the Contest Results spreadsheet to the N4C Webmaster at the end of the month after all contest results for the month have been recorded. The Webmaster will maintain a backup copy and update the member list on it in time to add/record results for the next month. The Webmaster will use the spreadsheet to create the list of contest winners used by the N4C News Bulletin Editor to publish monthly contest results.
5. Sends reports at the end of each contest season to each club listing all their winning entries. The Contest Results spreadsheet is used at the end of the contest season to compile and send individual lists of winners for each club grouped by club member. These lists are used by clubs for verification and primarily to roundup qualifying prints to be sent to the host convention club for the annual Best of N4C salon and annual contest judging.
6. In concurrence with the Second Vice President, determines the Small and Large Club of the Year, and the N4C Photographer of the Year based on points obtained.

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. Consults and communicates with 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 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.

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. Consults and communicates with 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. Consults and communicates with the First Vice-President.
2. Receives requests from 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. Consults and communicate with 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** 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 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**.

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.
4. 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.
5. As a result of the recommendations from the members and chair of the committee, candidates to receive an award or commendation are then selected.
6. 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.

7. A permanent file of accepted applications and presented awards is maintained.
8. The chair of the committee shall secure the appropriate commendation and/or plaque engraved with: N4C Service Award, Recipient's Name, Year
9. 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-year term with possible reappointment.

NOTE: Some contest chairs are responsible for two contest categories. Although both are judged by the same club in a given month: 1a) Nature Prints and 1b) Black & White Pictorial Prints; 2a) Travel Prints and 2b) Journalism Prints; all are separate contests.

Duties:

1. Consults and communicates the Second Vice-President.
2. The individual is familiar with all N4C contest rules and regulations and remains advised of current official changes.
3. Reviews the Matrix of Judging Clubs prepared by the Second Vice President in January. In April, after the Second Vice President has confirmed the judging schedule with the clubs, each contest chair will contact their contest's judging clubs to obtain the information necessary to submit entries for judging. For each monthly contest: Name of the judging club, judging chair, mailing address, phone number and email address will be submitted to the editor of the N4C Handbook & Directory, and the Second Vice President by May 1.
4. Advises and arbitrates if problems arise. Contest Chairs are allowed to make the decision to rectify a verifiable mistake of a judging club. Consult the Second Vice-President for assistance as needed.
5. Makes suggestions for improving contest procedures or amending contest rules through the Second Vice-President to the N4C Board.
6. Keeps accurate records of all contest results, participating clubs, and judging clubs under their supervision.
7. For Print Contest Chairs only: Supplies the judging club with all materials necessary to conduct the judging for that month's competition. (No supplies are sent by Digital Contest Chairs. Those supplies are ordered and administered by the entering clubs). Materials are sent by first class mail. Included are:
 - a. Instructions for the club doing the judging – the judging club.
 - b. Winner's ribbons as follows:
 - 1) One blue, First Place
 - 2) One red, Second Place
 - 3) One white, Third Place
 - 4) Three yellow, Honorable Mentions plus an additional one for each anticipated increment of 10 entries over 60.
 - 5) Apply a label to the back of each ribbon for the judging club to write winner information

- c. Enough Merit Awards for the remaining 25% of the entries. Encourage an award of some type to 25% of entrants.
- d. N4C print stickers to affix to the top six prints in each category.
- e. Print entry forms – send enough back with the judged prints to replace those used.
- f. One copy of judging 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 News Bulletin Editor
- g. Stamped, addressed envelopes for:
 - 1) Contest Chair
 - 2) Contest Recording Chair (Second Vice-President's copy)
 - 3) N4C News Bulletin Editor
- 8. 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 - conserving postage for N4C. Base quantities on recent history of peak number of entries.

First Place ribbons	Print Stickers for top 6 prints in each contest
Second Place ribbons	Judging Report Forms
Third Place ribbons	Print Entry Forms
Honorable Mention ribbons	Envelopes (#10) for mailing Judging Reports
Merit Awards	
Labels for the backs of all ribbons	

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

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. Consults and communicates with 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.

Club Communications Contest Chairman

Duties:

1. Club Communications Contest Chair will run (2) two separate Communication Contests. One for Bulletins and Newsletters, and one for Web Sites. These annual competitions will be conducted in August.
2. The Club Communications Contest Chair will manage the promotion, advertising, contest rules and collection of the entries of all Communications Contests. Awards will be presented to the First, Second, Third, and Honorable Mention positions. The winners will be announced at the N4C Annual Convention.
3. The Club Communications Chairman will manage the judging and selection of winning entries. The Convention Committee will arrange for the availability of all necessary medals.

Panorama Contest Chair

Duties:

1. Consults and communicates with the First Vice-President.
2. Becomes familiar with all panorama rules and regulations.
3. Secures a different club to judge the panorama 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 ensure that all rules listed under Inter-Club Contests Procedures & General Rules and the Rules for Panorama Competition are followed. These rules are listed elsewhere in this handbook. See Table of Contents.
5. Prepares and supplies current judging forms.

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 [Altered Reality](#)
 - b. Digital [Black & White](#)
 - c. Digital [Journalism](#)
 - d. Digital [Nature](#)
 - e. Digital [Pictorial](#)
 - f. Digital [Travel](#)
 - g. [Altered Reality](#) Prints (October, January, March & Mayonly)
 - h. [Black & White](#) Pictorial Prints
 - i. [Journalism](#) Prints
 - j. [Nature](#) Prints: Black & White or Color
 - k. [Pictorial](#) Prints (Color)
 - l. [Travel](#) Prints
 - m. [Photo Essay](#) Annual Contest will be held in April
 - n. [Panorama Print](#) Annual Contest will be held at the Springbrook mini-convention.
 - o. [Camera Club Communication](#) Annual Competition in April

Statement of Ethics

2. All contest entries must be the work of the entrant and must be made by the entrant either on photographic emulsion or by digital means. All images must be original work. The use of brushes and textures made by others is allowed in the Altered Reality, Pictorial, and B&W categories; otherwise, images may not incorporate elements produced by anyone else. Copies of copyrighted material or the creative work of others is not acceptable.
3. By 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 image may be entered in only one contest in any given month. 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 Altered Reality 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. Adjustment Guidelines. The competition categories vary in the amount of post-processing that is acceptable. For [Journalism](#), [Nature](#), and [Travel](#) the overarching criterion is that adjustments should look natural. For [Pictorial](#) and [B&W](#) there is more creative leeway, but not so much as to distort or misrepresent the subject. In [Altered Reality](#), creating an unreal scene or look is the defining characteristic for the category. Additional guidance is given in the [definitions](#). 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. Digital Image entries must use the format and file naming rules outlined in the "[Rules for all Digital Competitions](#)".
8. Judging clubs may not enter the competition being judged by their club.
9. **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*. Double entries are allowed in all Altered Reality Print contests that are judged in October, January, March & May.

- b. **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.
 - c. **Photo Essay:** There is no club limit, but only one (1) entry per individual.
10. A person belonging to more than one (1) N4C club MUST consistently enter from the same club throughout the contest year.
 11. For Prints 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.
 12. Digital Image entries do NOT use the Official Entry Blank. See “Rules for all Categories of Digital Images”.
 13. 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.
 14. It is the responsibility of the sending club to pack print entries in a type of container, which can be used for the return of the entries following the contest.
 15. The entering club must provide and enclose postage STAMPS for the return of print 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.
 16. Entries must reach the judging club on or before the 15th of the month in which the contest is held. 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 allow time for a receipt confirmation by the 15th.
 17. Judging is to be performed before the 25th of the month. Digital contest results are to be emailed to the clubs by the 26th. Print submissions are to be immediately returned to the entering club after judging. The returned print containers/envelopes with entered prints, contest results and award ribbons are to be postmarked by the 26th of the month.
 18. Digital Contest N4C Awards will be administered by the entering club based on the contest winner results from the judging club. Entering clubs will obtain an inventory of ribbons and merit awards from the N4C Supply Officer (around the time of the Spring Convention) in sufficient quantity needed for the following contest season. The awards would be labeled and distributed by the entering club’s N4C Digital Contact to their winning club members when contest results naming the award recipients are received from the judging club.
 19. Address all questions regarding N4C contests to the appropriate N4C Contest Chair as listed in the current N4C Directory.

Judging Club Rules

20. 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). For Digital Image Contests, the judging club recipient must confirm by return email, to the sender, the number of entries received.
21. Judging is to be performed by the 25th of the month with digital entry results sent by email immediately to the entering club. For prints, returned containers/envelopes with prints, contest results and awards are to be postmarked by the 26th of the month.
22. The Judging Chair shall not serve as a judge or jurist.
23. It shall be the responsibility of the Judging Chair to select a jury of three judges, review with them these official procedures, and read the “[Definitions and Rules for the Competition Categories](#)” section for 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.

24. 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 an entry 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.
25. Judging and points will be awarded on the basis of technique, composition, and interest using scoring Method 1 or Method 2 for all contest categories except Journalism. Journalism will use scoring Method 3.
- 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.
26. **Scoring:** Entries will be judged on a point system. The jury will consist of three (3) judges, each of whom will score the work using one of the following methods:

Method 1: Score each, Technique - Composition - Interest with one (1) to five (5) points

Each judge will score the work between one (1) and five (5) points in each of the three (3) categories of technique, composition, and interest. The total score for each submitted photograph will range from nine (9) to forty-five (45) points. Use the T, C, & I columns for each judge when using the judging software. Clubs are encouraged to pay special attention by providing constructive comments for any image which scores under 27 points

Method 2: Score each, with a single score of two (2) to nine (9) points.

Each judge will score the work with a single score between two (2) and nine (9) points giving overall consideration of the three categories of technique, composition, and interest. The total score for each submitted photograph will range from six (6) to twenty-seven (27) points. Use only the T column for each judge when using the judging software. Clubs are encouraged to pay special attention by providing constructive comments for any image which scores under 12 points

Guidelines: For the one score (2 – 9 points) methods the following scoring guideline would be used:

- 1 reserved for DISQUALIFIED images
- 2, 3 or 4 image weaker than most other entries
- 5 or 6 marginally acceptable image, preferably not for Merit award
- 7 good acceptable image, worthy of consideration for a Merit award
- 8 possible consideration for an Honorable Mention or higher award
- 9 worthy of consideration for a 1st, 2nd or 3rd place award

(Note: Ideally at least one-third of the entries will be scored 7 to 9. To reduce the need for tie-breaking, scores should be spread across the full range, preferably with less than one-third scored below 5.)

Method 3 Always for Journalism: Score each, with a single score of two (2) to nine (9) points.

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.

Similar to Method 2 scoring. The three (3) jury members shall vote a score of between two (2) and nine (9) 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 as described in the Definition Section of the Rules. The total score for each submitted photograph will range from six (6) to twenty-seven (27) points. Clubs are encouraged to pay special attention by providing constructive comments for any image which scores under 12 points

27. 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.
28. In addition to recording the points for each entry, the judging club jury is encouraged to make constructive comments on all entries with the N4C judging software or 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.
29. **Awards:**
- a. First, Second, and Third Place **MUST be awarded.**
 - 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.
 - d. For contests with 60 or more entries, judges may award an additional Honorable Mention for each increment of 10 entries over 60. Merit Awards will be issued to the remaining 25% of 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 judging software, or N4C Official Entry Blank for prints along with judge's constructive comments and scores.

30. **Digital Contest Results:** Digital judging software is used for all Digital Image contests and is optional for print contests. It merges the results onto forms reporting scores, judge's comments and awards to the entering club for each entrant.

Digital contest results generated by the judging software for each entrant are to be sent by email to the entering club's N4C Digital Contact person by the 26th of the month. This is vital for the entering club to administer preparation and presentation of the awards to the club's winning entrants at their next club meeting. There should be no postal mail associated with judging digital contests.

31. **Print Contest Results:** Prints may use a traditional paper N4C Official Entry Form (received with the print entry) to report scores, judge's comments and awards to the entering club for each entrant. Optionally the judging software result form may be used to report results.

Supplies including forms, print stickers, ribbons, and merit awards will be sent to the judging club by the N4C Contest Chair.

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.

The returned containers/envelopes with entered prints, contest results and award ribbons are to be postmarked by the 26th of the month.

32. Judges Report for All Contests:

- a. Immediately after the judging (by the 26th of the month), the Judging Chair shall submit a summary report of the contest results using the Judges Report generated by the judging software or the N4C Universal Monthly Inter-Club Contest Reporting Form provided by the Council and the Contest Chair for prints. Include the winners' complete name, Member Number, work title and full name of the club in a legible form.
- b. For Digital contests, the judging software spreadsheet includes a Judges Report. By the 26th of the judging month, completed spreadsheet file "ENTRIES.XLS" along with the winning 1st, 2nd, 3rd place, and Honorable Mention winning image file are to be sent to the N4C Webmaster. He or she will distribute the Judges report to the N4C Contest Recording Chair, N4C Bulletin Editor; and the N4C Contest Chair.
- c. For Print contests, the form is to be completed by the Judging Chair and copies mailed to the N4C Contest Recording Chair, N4C Bulletin Editor; and the N4C Contest Chair. The Council suggests the Chair of the Judging Committee also keep a copy of this report for the Judging Club records.

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.

It is the responsibility of the judging club to handle all print 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.

33. A different member club will handle judging each month. Judging clubs may not enter the competition being judged by their club.
34. **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 Pictorial Prints in January may not enter in that category so they could submit double entries in Pictorial 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.

Occasionally there is an excused reason why a club's entries inadvertently missed being judged one month. In such a case, the N4C Contest Chair may permit the club to submit double entries the following month in that contest.

Please note the reason for double entries on the Official N4C Entry Blank or email when the entries are sent to the judging club.

35. 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.
36. 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.
37. 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.
38. 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 or digital images that were entered in the monthly contest

Definitions and Rules for the Competition Categories

Journalism

Journalism Photography depicts some event or activity; story telling is emphasized, as in a newspaper or magazine photograph. An element of human interest is a fundamental quality for a journalism photograph.

1. A Journalism entry can be a single image or a sequence of related images arranged for presentation as a single entry.
2. Only minimal digital editing is allowed. In the interest of credibility, photographs that misrepresent the truth, such as manipulation to alter the subject matter, or situations set up for the purpose of photography, are unacceptable. No elements may be moved, cloned, added, deleted, rearranged, or combined. 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 may be added or applied.
3. For the Print competition, PRINTS should be UNMOUNTED or on a lightweight mount not to exceed 8 x 12 inches in size.
4. The three (3) jury members shall vote a score of between two (2) and nine (9) 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 twenty-seven (27) 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.

Nature

Nature Photography is the recording of our natural world by some photographic means. Included are all branches of nature except Archeology and Anthropology.

1. No photograph is worth distress or injury to any wild creature.
2. Nature photographs may be either black & white or color.
3. The hand of man shall not be present in any nature entry except where wild animals have adapted to the built environment (e.g., fence posts and other man-made objects freely adapted for use by wild creatures).
4. 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.
5. Photographs taken in zoos, animal farms, or game farms are acceptable if the hand of man is not visible.
6. Cultivated plants, domestic animals, and pets are not acceptable.
7. Adjustments must look natural. The use of HDR, exposure blending, focus stacking, stitching, and related techniques that combine more than one image is acceptable, provided the resulting image is natural in appearance.

Travel

Travel implies going to some place other than one's customary environment; travel photography suggests the photographic depiction of that new environment or the means used to get there.

There is no restriction 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. The ability to convey the feeling and sense of the place visited is essential. Emphasize the character that makes the place unique.

1. 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. 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.
3. Adjustments must look natural and must accurately portray the scene.

Pictorial

In pictorial photography, the artistic quality of the presentation is emphasized. The subject itself is not restricted: All subjects qualify. Pictorialism emphasizes beauty of subject matter, tonality, and composition as opposed to documentation. Thus, there is more freedom for artistic interpretation in pictorial photography than there is in Journalism, Nature, or Travel photography. Limited use of brushes and textures is allowed in Pictorial. Still, there is a clear effort to represent reality; this distinguishes the Pictorial category from Altered Reality.

1. The Pictorial category is well-suited for use of modern digital techniques, including HDR, exposure blending, focus stacking, stitching, and related techniques that combine more than one image.
2. At the time of writing, computational photography is emerging as a rapidly growing field. The Pictorial category is receptive to the use of modern photographic techniques and innovations, provided the intent of the photograph is to present an artistic interpretation of recognizably real subjects.
3. Photos submitted in the pictorial category should be in color. Black & white photos that are pictorial in quality should be submitted in the Black & White category.

Black & White

The Black & White category is similar in character to Pictorial, except that the Black & White category is for monochrome images. Images are limited to monochromatic hues or shades of gray, although filters may be applied to give a hue or tint. Different photographic processes and toners 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.

1. Black & White Prints and Nature Prints are evaluated by the same club. It is acceptable to package and send the prints in one container, provided they are wrapped separately and clearly marked.
2. Black & White prints and digital images may be created from
 - a. black & white film,
 - b. digital black & white captures, or
 - c. digital color images converted to black & white.
3. The use of HDR, exposure blending, focus stacking, stitching, and related techniques that combine more than one image is acceptable.

Altered Reality

The primary distinction for the Altered Reality category is that the maker intends (and the viewer easily recognizes) that the image is not a representation of reality. The Altered Reality image must have a photographic base of the maker's own creation. Manipulation of the basic image or images can be done in camera and/or in computer. The use of brushes and textures made by others is allowed in Altered Reality, as is the use of software to create unusual effects. The makers of Altered Reality images should feel free to use a wide range of tools and resources, limited only by imagination.

Rules for All Print Competitions

1. Prints may be commercially made or produced by the entrant.
2. With the exception of Journalism, prints may be any size or aspect ratio 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. Journalism prints may not exceed 8 x 12 inches; journalism prints should be UNMOUNTED or on a lightweight mount not to exceed 8 x 12 inches in size.
3. Any contingency not covered by these rules, the definitions that follow or the Inter-Club Contests Procedures & General Rules will be referred to the Chair of the appropriate N4C Competition whose interpretation and decision will be final.

Rules for All Digital Competitions

1. **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.
2. **Image Size** – The longest side must be no more than 1920 pixels. The file size must be no more than 750KB.
3. **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
 - d. DT, = the Digital Travel contest category
 - e. DB, = the Digital Black & White contest category
 - f. DA, = the Digital Altered Reality contest category
 - g. DJ, = the Digital Journalism contest category
 - h. Beautiful Sunset = the entrant's title for the image.
 - i. jpg = the file extension indicating the format of the file (.jpg)
 - j. Commas are used to populate the electronic record keeping system for tracking and judging.
4. 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.

5. 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”
- e. 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
- f. **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.
- g. **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 1024 x 768 pixels or better, such as 1280 x 1024) & Screen.
- Optional: High Definition Television, computer monitor, or notebook devices.
- Computer - 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 digital/video projection, high definition television, notebook devices, computer monitor, or by judges communicating with each other and with the judging chair via the Internet.

- View images at 100% within the bounds of 1024 x 768 or other higher resolutions. (Do not pixilate an image by over sizing to fill a larger screen).
- Black background preferred for areas not filled by the image.
- No photographer name or club name shall be displayed or communicated to the judges during the judging.
- When viewed, the image appearance should be high quality (color, brightness, and sharpness). Use test images supplied with the judging software to judge color accuracy. Use the gray scale to adjust brightness for full tonal range so as not to blow out highlights. The test images should be free of obvious distortion.

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

Rules for Photo Essay Annual Competition

1. A photo essay is a series of projectable images accompanied by music and/or a narrative which tell an integrated story presented in a pleasing and understandable manner.
2. The deadline for receipt of entries by the contest chair is March 31st with judging conducted in April. Members may submit one entry per year with a maximum number of member entries per club of 8 as in other digital contests (see #10 for point accrual.) In addition a club may also submit one club entry in which one or members may work collaboratively on an essay. Customarily, the club president or other club officer submits a club entry. Club entries **are not** awarded points toward the Club of the Year Award.
3. The minimum number of images shall be twenty (20). There is not a limit on the maximum number of images, but the program time shall not exceed six (6) minutes. Hint: the majority of winning entries in the past few years have been between 4-5 minutes. Only still images (*not Video Clips*) can be used to compose the Photo Essay. The “Ken Burns” effect is permitted on individual images. The images must be the work of the entrant(s)
4. The photoessay contest incorporates a sound track along with imagery that can consist of music, narration or any combination of the two. The source of sound files can be (a) self recorded sound made at the same approximate time as images were made, (b) narration/music recorded specifically for the essay either by the author (or local individuals who collaborate with the author of the essay), (c) royalty pre paid music (source must be provided), or (d) pre-recorded music that is now royalty free (eg. royalty expired) or which has permission from copyright owner. Note that the photo-essay should identify the source of the sound/music/narration. Note that the maker or club entering the contest should not be identified in the electronic file of the essay. Author identification should be in the form accompanying the essay or via e-mail to the contest chair for photoessays.
5. Standard N4C naming will be used with the photo essay contest—with the file name used for the .mp4 entry submitted via Dropbox to d.tomes@icloud.com. Normally a link to the author’s dropbox account sent to this e-mail address is the easiest way to retrieve the essay. A USB memory stick may be used to send an entry by mail to the contest chair (Please inform the contest chair!) Although the file name is sufficient for entering the contest, e-mail communication with the maker’s name, e-mail address, and telephone number is helpful if technical assistance is desired. The photoessay chair will confirm receipt of the photoessay via e-mail.
6. Entries can be created in any software, but the entry must be entered as a “universal” file format such as .mp4 or .mov, playable on all computers. The entrant(s) may have non-professional, unpaid assistance in converting the entry to the standard format of .mp4 or .mov as needed. The .mp4 file format is preferred. The entrant’s photo-essay should be sent to sent to the Contest Chair in the specified file type via Dropbox (see above). The Photo-Essay Chair will assemble all entries for judging (see # 9), for showing at the Spring Mini-convention, and at the Fall Convention.
7. The judging club will provide three judges (consistent with other N4C contests) for this contest. Normally the judging club will not be able to submit entries to the contest the year they are judging. 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.
8. All the following must be considered by the judges: (a.) Quality of the photography, (b.) Soundtrack Quality (music and narrative if included) and (c) Impact, interest, and integration of sound and images.
9. The club that hosts the essay competition is encouraged to conduct the judging at a time and place where interested individuals may attend. 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. The photo essay chair will provide a computer, projector and other supplies to present the essays for judging and record the results of the essay judging for the host club.
10. By tradition, all entries are shown at the Spring mini-convention meeting in April/May. The winners will be announced at Springbrook after essays are shown. The first, second, third place and HM winners will be presented at the Fall convention during one of the banquets.
11. 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 Video Essay Contest

1. A video essay is a series of projectable video clips accompanied by music and/or a narrative which tell an integrated story presented in a pleasing and understandable manner.
2. The deadline for receipt of entries by the contest chair is July 15th, with judging conducted in August. Members may submit one entry per year with a maximum number of member entries per club of 8, as in other digital contests (see #10 for point accrual.) In addition, a club may also submit one club entry in which one or more members may work collaboratively on an essay. Customarily, the club president or other club officer submits a club entry. Club entries are not awarded points toward the Club of the Year Award.
3. The minimum frame rate shall be four (4) frames per second (fps), with no maximum fps. The program time shall not exceed six (6) minutes. Hint: the majority of winning slide essay entries in the past few years have been between 4-5 minutes. Still images can be used for time lapse or stop-action, but must meet the 4 fps rule. Any and all Computer Graphic Effects can be used. The video clips must be the work of the entrant(s), with no commercial clips allowed. The video essay should contain the source of the sound track, but must not identify the maker or club entering the contest.
4. Standard N4C naming will be used with the video essay contest—with the file name used for the .mp4 entry submitted. A USB memory stick may be used to send an entry by mail to the contest chair Carl Hardy@ 3236 Maplewood Street Sioux City, Iowa 51104. Must include file name, entrant's name for entering the contest, e-mail communication with the maker's name, e-mail address, and telephone number, if technical assistance is desired. The video essay chair will confirm receipt of the video essay via e-mail.

Rules for Photojournalism Story Contest

1. An annual Photojournalism Story Contest, to be held at the Spring Mini-Convention. A maximum of five images, either digital or print, with up to 30 words per image for a caption (150 words total), and no music allowed. If submitted as prints they should be UNMOUNTED or on a lightweight mount not to exceed 8 x 12 inches in size.
2. Only minimal digital editing is allowed. In the interest of credibility, photographs that misrepresent the truth, such as manipulation to alter the subject matter, or situations set up for the purpose of photography, are unacceptable. No elements may be moved, cloned, added, deleted, rearranged, or combined. 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 may be added or applied.
3. The three (3) jury members shall vote a score of between two (2) and five (5) points (the same as Journalism Prints 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).
4. An additional CAPTION VOTING will be scored between two (2) and five (5) points. The total score for each submitted photograph will range from twelve (12) to thirty (30) 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 with no square inch limitation.
2. Open contest, any subject, mode or process, color or Black & White, one entry per member.

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 August.
2. The contests will be run by Carl Hardy, newly appointed Club Communications Contest Chair. Doug Conrad has been appointed as a Club Communications Contest Vice Chair.
3. Carl Hardy 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. 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. 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

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7. 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.
8. 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 Bulletin/Newsletter Contest

1. **Design:** Is the layout well designed and pleasing to the eye? Is color used appropriately? Is the information in its most readable fashion?
2. **Quality & Readability:** Is everything well written? Does the newsletter sustain reader interest? Is the bulletin pleasing to the eye?
3. **Balance:** Is there a variety of information? Balance between past and future events? Is there a good mix of long and short articles?
4. **Articles:** Is substantive information included? For example: “How-To” articles and information about speakers and programs. Also, ethical issues in photography, and photographic trends, including new products.
5. **Past Events:** Are the results of competitions or critique sessions included? Are there reports of past meetings, field trips, or outings?
6. **N4C Information:** Is the N4C logo used prominently? Is there information about N4C activities and events?
7. **Member Information:** Are there articles about members, or articles written by members?
8. **Contact Information:** Is an address listed for the editor? Are club officers and committee chairs listed?
9. **Page Identification:** Are pages numbered in a consistent way? Is the issue identified by issue number, month and year?
10. **Font Selection:** Do the choice and size of fonts make the newsletter easy to read? Are too many different fonts used?
11. **Spelling:** Is it evident that the bulletin was proofread carefully? Are all words spelled correctly?
12. **Grammar:** Is proper grammar used throughout the newsletter?
13. **Photos & Graphics:** Are they used appropriately? Do illustrations fit the subject, or are they just filler?

Rules for Website Contest

1. **Home Page:** First impressions are everything. Does the home page convey professionalism, creativity, and interest? Does it have a pleasing graphic feel? Are links or a menu included? Is the page appealing, polished, and easily understood?
2. **Design:** Is there good use of color, easily readable fonts, short loading times, meaningful graphics, high quality images. Does the layout allow visitors to focus on the club's message?
3. **Content:** Most important web site element is content. Does content define who the club is, what the club does, why the club exists, club's location, and contact info?
4. **Navigation and Ease of Use:** Is the navigation logical? Is there a home link on the toolbar? Does the site load quickly? Is there a search tool? Is the navigation user friendly, simple and fast?
5. **N4C Logo and Information:** Is the N4C logo used prominently? Is there information about N4C activities, competitions and events? Is there a link to the N4C Web Site and N4C Bulletin?
6. **Functionality and Clarity:** Are writing, spelling and grammar error free? Is the site easy to access, use and navigate?
7. **Browser Compatibility:** Does the site display well in many browsers and across computer platforms? Is the site optimized for different search engines?
8. **Legal Considerations:** Does the site include privacy policies, copyright notices, conditions of use, disclaimers, trademarks, or contact info? A web site could have legal issues if it accepts user submitted content.
9. **Are Club Objectives Met:** Is this site intended for Members Only, to Recruit New Members, to be an Outlet for Member Images, to Educate Members, or some combination of these objectives? Are the objectives met?

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

1. 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 as part of the convention program, and
 - d. Arrange for the presentation of the awards at the annual banquet.
2. The Convention Chair will appoint a committee of no less than three (3) members to execute and perform the duties listed above.
3. 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.
4. 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.

5. 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.
6. All winning digital images 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.
7. 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.
8. 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.
9. 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.

10. 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.
11. All winning digital images 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.

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.

Y CE = the [Club Code](#) of the entrant's camera club – See [Club Codes](#) below.

Y 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
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
JA	Iowa City Camera Club	Iowa City, IA
KA	Kuntemeier Kamera Club	W. St. Paul, MN
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
MM	Individual Member	
NA	**North Metro Photo Club	Fridley, MN
NB	**North Iowa Photo Club	Mason City, IA
NE	**Omaha Camera Club	Omaha, NE
PC	Photoshooters Club	Pelican Rapids, MN
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
WA	**Wichita Area Camera Club	Wichita, KS
WC	**Western Wisconsin Photo Club	Hudson, WI
WJ	Women's Color Photo Club	Minneapolis, MN
IM	Image Makers	Hartford, IA
WB	West Central Iowa Camera Club	Manning, IA

Section G Revision Summary

The current revision of this entire N4C Handbook is September 1, 2019

The filename of this Revision is “N4C 19-20-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 Contents.....	September 1, 2020
<input type="checkbox"/> “Program Aids” previously Section B was deleted September 1, 2012.	
<input type="checkbox"/> Section numbering for the following Sections was moved up.	
B. Meetings and Communications	September 1, 2019
C. Constitution of North Central Camera Club Council	August 16, 2003
D. By-Laws of North Central Camera Club Council.....	September 1, 2007
E. Officer Duties.....	September 1, 2020
F. Contest Rules and Definitions	September 1, 2020
G. Revision History.....	September 1, 2020