

WISCONSIN AREA CAMERA CLUBS ORGANIZATION

August 8th, 2015 Meeting Minutes

The meeting was called to order on August 8th, 2015, at 9:05 am at the Luther Manor in Wauwatosa.

President's Report – Ken Warning No Report

- Ken Warning asked for a motion to approve the minutes from the May 5th meeting, Jeff Klug made a motion, Paul Moertl seconded the motion. The motion was approved.

Vice president's Report – Elizabeth Whitcomb No report

Secretary's Report – Paul Moertl has taken over the Secretary position.

Treasurer's Report – Richard Knisbeck Not Present Jeff Klug presented report.

- Cash on hand - \$10,491.46. Mike Matusinec made a motion to approve the report, Kathy Braun seconded. Approved.
- **Treasurer's report is attached.**

Executive Committee – Ken Warning

- Committee did not meet.

Competition Committee – Mary Dumont

- The next WACCO Competition will be held at the Waukesha State Bank in Oconomowoc on November 7th, 11:00-5:00. Volunteers will be needed from Retzer and Riveredge Camera Clubs.
- Documents of all the competition rule changes were handed out at the meeting and will be sent to all of the delegates.
- Delegates are to make sure that the new rule changes are communicated to their clubs
- Motion by Jeff Klug. to approve the competition rule changes. Richard Yehl seconded. Passed.
- Jeff Klug. will put the updated rules on the website.
- Mike Matusinec. asked if we need model releases. The consensus was that if in doubt, ask the subject, to sign one.
- The new rules for the Wisconsin Circuit were also discussed.
- Motion was made to approve all of the new Wisconsin Circuit rules was made by Gerry Emmerich, Seconded by Bill Rietz. Approved
- Gerry Emmerich will contact Superior and Fox Valley clubs to see if they want to participate in the Wisconsin Circuit.
- Jeff Klug discussed the use of a new system for entering digital images in a competition. The system is being used by many PSA international competitions. It will be used in parallel with our current method of handling pictures for one of our November Competition Divisions.
- **Competition Committee Report is attached.**

Program Committee – Jeff Klug

- Mike Moats will present a program on Close-up photography. The program will be on Saturday, March 5th, 2016 at the Best Western Hotel in Brookfield. Some of the members attended his program at the SWMCCC meeting, and had many positive comments. The program will consist of a lecture in the morning and early afternoon, and an option to attend a workshop later in the afternoon. A motion was made by Kathy Braun for a 1 day program, seconded by Gerry Emmerich, and approved.
- **Program Committee's report is attached.**

Website – Jeff Klug

- Tweaks were made to the website, after results from the PSA Website contest.
- The site will be updated with the new Print Circuit Rules, and the next competition rules and entry forms.
- The competition chairperson's email will be changed to waccocompetition@gmail.com instead of her personal email.

- There are links to all clubs that have websites, delegates should check and inform Jeff (kpw1255@gmail.com) or Phyllis (tousman2000@yahoo.com) if the link is not correct.
- The minutes and handbook will be posted to the website in the near future.

Exhibition Committee – Mary Dumont

- The 5th annual exhibition will be from January 16th to March 12th at the Reuss Center.
- The photographs are to be ready for exhibiting with clean dust free frame, clean glass and ready to hang with a wire strand. Photos that don't meet these criteria will not be displayed. Delegates are asked to explain the requirements to their club.
- The catalog for this exhibit will be put on the website, along with the previous catalogs.
- **Exhibition Committee Report is attached.**

Membership Committee – Gerry Emmerich

- No report.

International Salon – Gerry Emmerich

- There was a discussion on starting a Wisconsin International Salon.
- The International Salon would be a combined effort of WACCO, and the Wisconsin PSA Chapter.
- There may be some startup expenses, but this could be a profitable program that could be shared between WACCO, and the Wisc. PSA chapter.
- A committee has not been formed yet. Motion to form one was made by Mary Dumont seconded by Kathy B. Passed.
- .The committee will meet in October after the PSA conference

Awards Committee – Bill Rietz

- Awards were given to Larry Janssen, and Diane Jaeger for their service as officers of WAACO.
- An award was also given to Phil Unterholzner for his years of work running the Wisconsin Circuit.

Old Business

- **Insurance** – Jeff Klug and Ken Warning obtained estimates from 3 companies. Our current provider will lower our rates and continue as our insurer. We will get a \$55.00 refund. Our annual expense to R&R Insurance will be \$353.00. A motion was made by Richard Yehl to continue with our present company, seconded and approved.
- **Bylaws** - Ken Warning brought up a number of items for the bylaws.
 - The Executive Committee should meet at least biannually. It was recommended that the meeting occur after the new officers are elected every 2 years.
 - A rule change that would allow any member of a WACCO club to be on or chair a WACCO committee.
 - The treasurer will generate an annual report on income and expenditures.
 - Mary Dumont brought up voting. Only delegates can vote. A motion was made that would allow committee chairs who are not delegates the right to vote was made by Bob Leick, seconded by Elizabeth Whitcomb. Passed.
 - Ken to send all delegates the updated bylaws to be voted on in November.
 - The Executive committee will look into recognition honors for long term WACCO service. They will also review compensation for non-WACCO equipment used.

New Business

- Mary D. suggested that we reduce our paper usage. All reports that are to be discussed at our meetings should be sent electronically prior to our meetings. These reports should be emailed to the Secretary 2 weeks in advance of the meeting. The secretary will then forward all of the documents to each of the delegates.

- Minutes will be put on the website.
- The bylaw changes will be included with the minutes.
- Kathy B. said that the YPS will have its own website.

A motion to close the meeting was made by Gerri Laehn and seconded by Mary D. Approved at 12:05 pm.

Next meeting will be on November 7th at the Waukesha State Bank in Oconomowoc.

Vice President's Report - Elizabeth Whitcomb, VP:

Nothing to Report.

Awards - Bill Rietz

Awards committee has one person we will be asking the board to approve.

Membership Committee Report for Nov 7, 2015

Since the August 2015 meeting of the WACCO Board of Delegates, I visited the Fox Valley CC. Over the next few months, I expect to visit the La Crosse Area Camera Club (which is not a WACCO member club, but is a PSA member club and a participant in the Wisconsin PSA Club Showcase) and the MidWisconsin Photography Group.

If any WACCO member club would like me to present a program, talk about the benefits of WACCO, or visit their club for any reason, I would be happy to schedule a visit.

Gerry Emmerich, WACCO Membership Committee Chair

TREASURER'S REPORT

**WACCO ACCOUNT BALANCE REPORT
As of September 30, 2015**

Period covered 08/01/15 thru 09/30/15

Account	Balance
Checking Account General Associated Bank:	
Beginning balance	\$ 7820.60
Deposits	55.00
Disbursements	40.11
Ending balance	\$ 7835.49 =====
Checking Account Associated Bank (Pay Pal)	
Beginning Balance	\$ 2574.95
Deposits-PayPal	00.00
Disbursements-Debit Card	00.00
Ending Balance	\$ 2574.95 =====
PayPal Account	
Beginning Balance	\$ 95.91
Deposits	00.00
Disbursements(fees)	00.00
Transfer to PayPal Ckg.	00.00
Ending Balance	\$ 95.91
 Balance all accounts	 \$10506.35

August 11, 2012

TREASURER'S REPORT (Activity)

**Activity Report for WACCO
For the period ending 09/30/15**

Receipts: General Account

Refund from West Bend Mutual Ins. Co. \$ **55.00**

Total \$ **55.00**

Disbursements:

Klugs Photo World-Expense Awards and Comp. \$ **40.11**

TOTAL \$ **40.11**

Receipts: Pay-Pal Checking

Transfer from PayPal Account \$ **00.00**

TOTAL \$ **00.00**

Disbursements:

Debit Card: **00.00**

TOTAL \$ **00.00**

PayPal Account:

Receipts:

\$ **00.00**

TOTAL \$ **00.00**

00.00

Disbursements:

Fees to Eventbrite \$ **00.00**

TOTAL \$ **00.00**

Competition Committee Report

Date: Nov 7, 2015

Host Clubs:

<u>Year</u>	<u>Host Club</u>
Fall 2015	Retzer and Riveredge
Spring 2016	Photo Pictorialists
Fall 2016	Menomonee Falls
Spring 2017	Fox Valley – would Fox Valley consider hosting it in their area again??
Fall 2017	Unlimited Visions

We need 2 workers to record scores for both the digital and print sections. We need to have an additional 3 print handlers for the print sections. After the competition is done, we need assistance with cleaning up the rooms and putting tables and chairs back in order. Workers should arrive by 11am and are usually done by 5pm.

Next Competition:

The next competition is scheduled for Saturday, May 7, 2016, to be held at the Waukesha State Bank, Oconomowoc, WI.

Categories:

<u>Year</u>	<u>Nature Projected</u>	<u>Digital Projected</u>
Fall 2015	Birds	Portraits
Spring 2016	Flowers	UrbanScapes
Fall 2016	Animals	Tabletop/Still Life
Spring 2017	Insects, Reptiles & Amphibians	Photojournalism/Sports
Fall 2017	Natural Landscapes	Weather

Today's Competition:

There are 43 photographers with a total of 545 images.

Number of Photographers by club:

- 12 Men. Falls
- 10 Fox Valley
- 6 Retzer
- 5 Unlimited Visions
- 3 Wehr
- 3 Photo Pictorialists
- 3 Urban Ecology
- 1 Racine

We did not receive the required number of 6 photographers to hold the Large Mono Print division. We had 4 photographers enter, and a 5th late entry that did not reach me by the deadline. The photographers were given the option of moving prints into the Small Mono Print division, which all but one did. That photographer already had prints entered in that division.

Participation in all print divisions is declining. Delegates should encourage their members to participate in these divisions if we hope to keep them going.

Number of Photographers by Division:

15 Mono Nature Projected

32 Color Nature Projected

22 Birds

20 Mono Open Projected

31 Color Open Projected

19 Portraits

10 Mono Small Print (includes 4 moved from Mono Large Print)

12 Color Nature Small Print

12 Color Open Small Print

8 Color Nature Large Print

13 Color Open Large Print

We are testing the new on-line uploading program for two projected divisions – Birds and Portraits. The uploading of images is very easy and should present no problems to any participants. There were a few minor glitches on the back end part that were quickly and easily corrected. The committee will meet prior to the Feb 2016 delegates meeting and finalize recommendations for moving ahead with this.

WI Print Circuit:

The deadline for the print circuit is today. The first judging will take place at Wehr. There are 14 clubs participating. Men. Falls, Kenosha and Fox Valley have rejoined after an absence of several years.

Website Committee Report 10-21-15

- Please make sure you let your club members know about the WACCO website. It is full of information.
- The *Club Page* needs to be updated with the correct people and positions. The update info comes from the secretary and then it is given to the webmaster who then updates.
- The *Home Page* will be updated with the winners of the Fall, 2015 competition as soon as they're in. The last one will be archived on the Past Competiton page.
- Winning photos will also be added to the *Wisconsin Print Circuit Page*.
- A new page, *Meeting Records*, with the minutes and handbook is in the works as well as a *Blog Page*.
- If your club has an event, let us know and we can add it to the *Events Page*.
- If you know of an upcoming photo opportunity that you think club members will benefit, let us know so it also can be added.

Phyllis Bankier and Jeff Klug

5th Annual WACCO Exhibit

Revised 8/2015

Dates: January 16 – March 12, 2016
Location: The Blue (Reuss Federal Building)
310 W. Wisconsin Ave.

Exhibit Chair: Mary Dumont
maryldumont@gmail.com
414-416-5633

Deadlines:

Submission Deadline: midnight, December 19, 2015

Hanging Date: January 16, 2016 drop off between 9am-10am

Take-down: Images may be picked up at your convenience the week of March 7-12, 2016. All images must be removed by noon on **Saturday, March 12, 2016.**

Artist Reception: TBD. It will be either January 22 or January 29, depending on when Gallery Weekend is scheduled.

Limit of three (3) images, color and B&W accepted. We will accept a maximum of 80 pictures on a first come, first serve basis.

Guidelines:

Theme: **Open.** Subject matter is open, but must be in good taste. No nudity allowed. Images must not have been shown at this venue previously, either with WACCO or with any other exhibit.

MINIMUM finished size of 16x20 frame. The exhibit space is large, and smaller images get lost in the room. Prints of a 16x20 size (or larger) with a mat and frame that puts the finished piece in the 22x28 (or larger) are highly encouraged.

Please make sure your art is ready for exhibiting – frame dusted, glass clean, etc.

Image must be matted and framed. Alternate presentation methods (canvas, metal print, etc) are acceptable as long as the piece is finished and ready to hang with **wire strand**. Images without wire will not be hung.

Photographers are responsible for delivery and pick-up of pieces during the dates and times listed above. WACCO, The Blue and/or Exhibit Chair will not assume any responsibility for pieces at any time.

Submission materials:

Image titles – please title with your last name, then image title example: Dumont_image title
Finished size of picture (frame size not print size, please just round to nearest whole number)

Small jpeg of images: NO larger than 2.5" wide or 2.0" height @100dpi

Selling price – if desired

Artist contact information – WACCO club, email, website or phone, if desired.

Jeffrey Klug, Chairman
262 628-1255, kpw1255@gmail.com
October 31, 2015

International Exhibition Committee Report

Ken Warning, Gerry Emmerich and Jeffrey Klug met on October 31, 2015 to discuss the organization of the WACCO/PSA Chapter International Exhibition Committee and the proposed international Circuit of exhibitions.

The following topics were discussed:

1. The Chairman will be Jeffrey Klug
2. Proposed name of the Circuit: Badger State Circuit
3. 3 Judgings - WACCO, PSA Wisconsin Chapter and East Troy Viewfinders (3rd judging could be a possible rotation of interested WACCO Clubs)
4. Each group would supply 3 judges and volunteers to work their section of the exhibition
5. Profits (if any) will be split between WACCO and PSA Wisconsin Chapter and a percentage to be determined by WACCO to the third volunteer club
6. The exhibition will be judged on March 18 & 19, 2017 with a closing date for entries of 3/10/2017
7. We will apply for recognition from PSA on March 10, 2016, This means we need to have proposed judges identified and pay the application fee. The website ready to accept entries by about Fall 2016
8. The proposed sections will be PID Color (Projected Image Division - Color) & Photo Journalism- Open, with fees of \$20 for one section or \$30 for both sections
9. The estimated starting budget of \$2000 (need WACCO approval), which would be used for equipment, PSA fees, programming and advertising
10. Committee members needed would include:
 - a person for creating a catalogue once the exhibition is over
 - a person for web operations (separate from the WACCO site)
 - Publicity
 - Creating all the information for the website (i.e. - condition of entries, how to enter, report cards etc.)

Program Committee Report

Jeffrey R KLug

October 24, 2015

Program Committee Report

We have opened the Mike Moats seminar to registration. On our website, we have a link for downloading the brochure and a link to the Eventbrite website for online registration.

The fees for the Mike Moats seminar is:

Early Registration (before 2/13/15) Seminar Only \$45.00 (includes Lunch)

Early Registration (before 2/13/15) Workshop Only \$ 20.00

General Admission (2/13/15 till 3/5/15) Seminar \$60.00 (includes Lunch)

General Admission (2/13/15 till 3/5/15) Workshop \$35.00

We have room for 85 people for the seminar and 40 people for the workshop. We expect to sell out early like the last seminar, so please tell everyone to sign up early to get their spot.

We are starting on the next speaker for 2017, some on the list are Kevin Adam - Night, landscape, waterfalls, closeup Photography (www.kadamsphoto.com), Bill Fortney, - Closeup, General Photography (<http://billfortney.com>), Jason Odell, - Landscape, wildlife, Monochrome, HDR Photography (www.luminescentphoto.com), Debra Sanding - Travel Photography (www.debsandidge.com), Joel Grimes - Environmental Portraits, composite (<http://joelgrimes.com>), Bill Frakes - Sports, wildlife (www.billfrakes.com).

I am also looking for new topics for seminars besides the Nature area. Any suggestions are welcome.

We had talked at a previous delegates meeting to have a Birds of Prey photo shoot every other year. So that would be in 2016. Would we like it in Spring, Summer or Fall. Any month sound good for this shoot? We will start making contact in the next couple of months, it was a big hit last time and should work out well with a year break in-between photo shoots.



WACCO
BY-LAWS
AND
OPERATIONAL
PROCEDURES

Date: 2015

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BY-LAWS OF THE
WISCONSIN AREA CAMERA CLUBS ORGANIZATION

ARTICLE I
Name

The name of this Organization shall be the Wisconsin Area Camera Clubs Organization.

ARTICLE II
Purpose

The purpose of this Organization shall be to promote the art and science of photography and its various branches through study and entertainment.

ARTICLE III
Membership & Fees

Section 1. The membership of this Organization shall be open to any organized camera club within the State of Wisconsin.

Section 2. Any organized camera club within the State of Wisconsin shall become eligible for membership upon notifying the Secretary of their desire to affiliate. At the next regular meeting of the Board of Delegates, the Secretary shall make a motion to accept the club for membership, and the Board of Delegates shall vote upon the admission. A two-thirds vote, of delegates present, shall elect to membership. Any club so elected shall be declared a member of the Organization upon payment of the initiation fee and the annual dues for the first year.

Section 3. There shall be an initiation fee which shall be established by the Board of Delegates.

Section 4. There shall be annual dues payable by each member club. The annual dues will be set by the Board of Delegates at the regular August meeting. The annual dues shall be payable by November first of each year. The Treasurer shall notify member clubs two months in arrears, and those whose dues are not paid within two months thereafter shall be automatically dropped from membership in the Organization.

Section 5. The Board of Delegates may request an additional assessment to carry out the Organization's purpose. Notification to all members of the Board of Delegates of such intent shall be given in advance with the call of the meeting. Such an assessment shall require a three-fourths vote by the delegates present.

ARTICLE IV
Officers

Section 1. The elected officers of the Organization shall be: President, Vice President, Secretary and Treasurer. These officers shall carry out the duties and responsibilities as prescribed by these Bylaws, the operational procedures for each respective officer, and by the parliamentary authority adopted by the Organization.

Section 2. At the regular Board of Delegates meeting held in February, the Nominating Committee shall nominate candidates for the offices to be filled. The election shall occur at the regularly scheduled Board of Delegates meeting in May. Before the election at the May meeting, additional nominations from the floor shall be permitted.

Section 3. The Board of Delegates may authorize the use of an absentee ballot for the election of officers.

Section 4. The President, Vice-President, Secretary and Treasurer shall be elected by ballot. They will take office the first of August. Their term of office shall be for two years or until their successors are elected. The President and Vice-President shall not serve more than two consecutive terms in the same office.

Section 5. Succession of officers shall be as outlined in the respective operational procedures.

Section 6. Neglect of duty or misconduct in office shall be grounds for removal of any elected officer. Prior notification to all members of the Board of Delegates of such intent shall be given in advance, with the call of the meeting. A motion to remove from office shall require a three-fourths vote of the delegates present.

ARTICLE V
Organization

Section 1. Each member club shall be entitled to two delegates on the Board of Delegates.

Section 2. Each club may select an alternate delegate. In the absence of a delegate, the club's alternate delegate may attend the Board of Delegates meeting and exercise all the privileges of a regular member of the Board of Delegates.

Section 3. The officers of the Organization and the delegates from each member club shall constitute the Board of Delegates. The chairpersons of all Standing Committees shall be voting members of the Board of Delegates. Officers, unless delegates from their respective member clubs, shall be non-voting members of the Board of Delegates.

Section 4. The Past President and those so designated by the Board of Delegates shall be ex-officio members of the Board of Delegates and shall serve a term that coincides with that of the elected officers. Ex-officio members of the Board of Delegates shall have all the privileges of

Board membership except the right to vote unless they are delegates from their respective member clubs.

Section 5. The Board of Delegates shall conduct all business on behalf of the Organization.

Section 6. The elected officers of the Organization and the standing committee chairpersons shall constitute the Executive Committee.

(1) The Executive Committee shall have general supervision over the affairs of the Organization when the Board of Delegates is not meeting.

(2) The Executive Committee shall be subject to the orders of the Board of Delegates and none of the acts of the Executive Committee shall conflict with action taken by the Board of Delegates.

(3) The Executive Committee shall meet at least biannually

Section 7. The regular meetings of the Board of Delegates shall be held on the first Saturday of the months of August, November, February, and May unless otherwise ordered by the Officers.

Section 8. Special meetings may be called by the President upon the written request of three members of the Board of Delegates. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

Section 9. A quorum shall consist of delegates from fifty percent of the clubs who have reported the names of their delegates to the Secretary.

ARTICLE VI Standing Committees

Section 1. The following shall be standing committees: Executive Committee, Awards Committee, Competition Committee, Exhibits Committee, International Committee, Program Committee, Membership Committee, and Website and Social Media Committee. (Operational Procedures are in place for each of these committees.)

Section 2. The President shall appoint the chairpersons and members of the committees from the members of the Board of Delegates or from any member of a WACCO affiliated club.

Section 3. The Audit Committee, a special committee, shall be appointed by the President at the regular May meeting and shall be responsible for reviewing the Organization's financial records for the current fiscal year.

Section 4. The President shall be an ex-officio member of all committees except the Nominating and Audit Committees.

Section 5. Such other committees, standing or special, shall be appointed by the President as the Board shall from time to time deem necessary to carry on the work of the Organization.

Section 6. The proposed action of all committees shall be subject to the approval of the Board of Delegates.

ARTICLE VII
Governance

Section 1. These Bylaws shall be binding on the Organization until they are rescinded or amended. Upon adoption, these Bylaws will take precedence over all previous Amendments and Bylaws.

Section 2. These Bylaws can be amended at the request of the Board of Delegates by a two-thirds vote of member clubs.

Section 3. The actions of the Board of Delegates shall be consistent with these Bylaws.

Section 4. No operational procedures shall be in conflict with any of the Bylaws of this Organization.

Section 5. The rules contained in the current edition of Robert's Rules of Order Revised shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Organization may adopt.

ARTICLE VIII
Adoption

These Bylaws shall be deemed to have been adopted upon their approval by a two-thirds vote of member clubs.

ARTICLE IX
Dissolution

Upon dissolution of this Organization, the Executive Committee is authorized to dispose of all properties belonging to the Organization and pay all legitimate debts from the Organization's assets. The balance of the assets shall be given to one or more non-profit organizations, as determined by the Executive Committee.

OPERATIONAL PROCEDURES FOR THE OFFICE OF PRESIDENT

1. The President is responsible for making the necessary arrangements concerning location and time for the regularly scheduled Board of Delegates meetings.
2. The President shall send notification of all Board of Delegates meetings, by email, in a timely manner, indicating date, time, place, and soliciting items for the agenda.
3. The President shall call any special meeting of the Board of Delegates which has been properly requested.
4. The President shall be the presiding officer at all Board of Delegates meetings. As presiding officer, his/her duties include: to call the meeting to order at the specified time; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to speak; to state and to put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to authenticate, by his/her signature, when necessary, all the acts, orders and proceedings of the Board of Delegates.
5. The President shall submit a written report to be included with the minutes of the Board of Delegates meeting.
6. The President, if a delegate from a member Club, has all the voting privileges of a regular delegate. A President who is not a delegate may vote only when it is necessary to break a tie vote.
7. The President is the chairperson of the Executive Committee and shall convene the committee at least biannually
8. The President is an ex-officio member of all committees except the Nominating Committee and the Audit Committee.
9. The President appoints chairpersons for all committees and assigns members to all committees.
10. The President is responsible for appointing a person(s) to assume an office that has been vacated by an elected officer.
11. If the Treasurer is not available, the President may sign checks releasing funds for the payment of bills, approved by the Board of Delegates, that have been incurred by WACCO or WACCO committees.

OPERATIONAL PROCEDURES FOR OFFICE OF VICE PRESIDENT

1. If the President is absent, the Vice President will preside at the Board of Delegates meeting.
2. The Vice President is a member of the Competition Committee.
3. The Vice President will assume all other duties as assigned by the President.
4. The Vice President, if a delegate from a member club, has all the voting privileges of a regular delegate. If not a delegate, the Vice President is unable to vote, unless filling the role of President and then only if his/her vote is needed to break a tie.
5. The Vice President is responsible for maintaining a written record of all equipment and properties that are owned by this Organization. He/She is responsible for the storage and maintenance of the equipment owned by this Organization in accordance with Board policy. (see minutes of May 6, 1989, item J in back of booklet.)
6. The Vice President is responsible for submitting a written report to be included with the minutes for the regularly scheduled Board of Delegates meetings.
7. The Vice President is a member of the Executive Committee.

OPERATIONAL PROCEDURES FOR OFFICE OF SECRETARY

1. The Secretary shall preside at the Board of Delegates meeting if the President and Vice President are absent.
2. The Secretary is the recording officer of the Board of Delegates and the custodian of the records except those records specifically assigned to others, i.e. Treasurer.
3. The Secretary shall maintain a written record of all minutes for all Board of Delegates meetings and distribute copies of the minutes to the respective delegates and presidents of each member club in a timely fashion.
4. The Secretary is responsible for maintaining, on a quarterly basis, a roster of all member clubs. This roster should include the names, addresses, email addresses and phone numbers of each club's president, WACCO delegate and alternate. The roster should be passed around at each meeting for updates. These updates should be forwarded to the WACCO website Master each month.
5. The Secretary will create and maintain an attendance roster for each Board of Delegates meeting and determine if a quorum is present.
6. The Secretary, in conjunction with the President, shall prepare the agenda for the regularly scheduled Board of Delegates meetings.
7. The Secretary is responsible for receiving and presenting to the Board of Delegates all requests for membership in WACCO.
8. The Secretary is responsible for conducting the correspondence of the Board of Delegates unless otherwise directed.
9. The Secretary, if a delegate from a member club, has all the voting privileges of a regular delegate. If not a delegate, the Secretary is unable to vote, unless filling the role of President and then only if his/her vote is needed to break a tie.
10. The Secretary is responsible for submitting a written report to be included with the minutes for the regularly scheduled Board of Delegates meetings.
11. The Secretary is a member of the Executive Committee.
12. The Secretary will assume all other duties as assigned by the President.

OPERATIONAL PROCEDURES FOR THE OFFICE OF TREASURER

1. The Treasurer shall preside at the Board of Delegates meeting if the President, Vice President, and Secretary are absent.
2. The Treasurer will be responsible for maintaining and completing any financial records, reports and duties so designated by the Board of Delegates.
5. It shall be the responsibility of the Treasurer to prepare and submit an annual financial report to the members of the Board of Delegates at the regularly scheduled August Board of Delegates meeting.
6. In accordance with the parliamentary authority adopted by WACCO, the Treasurer will prepare and submit to the Board of Delegates, at regular meetings, a written report of the receipts and expenditures for each period between meetings.
7. The Treasurer will be responsible for the payment of all bills, approved by the Board of Delegates, that are incurred by WACCO and WACCO committees. This may be done either by direct payment or reimbursement.
8. The Treasurer will review all the expenditures and receipts from the previous fiscal year.
9. The Treasurer shall submit the financial records to an Audit Committee on an annual basis, sometime in July, dependent upon the receipt of the June bank statement.
10. The Treasurer will be responsible for the collection and banking of all dues and fees.
11. The Treasurer will be responsible for the banking of all monies collected by various committees of the Board of Delegates.
12. The Treasurer is a member of the Executive Committee.
13. The Treasurer, if a delegate from a member club, has all the voting privileges of a regular delegate. If not a delegate, the Treasurer is unable to vote, unless filling the role of President and then only if his/her vote is needed to break a tie.

OPERATIONAL PROCEDURES FOR EXECUTIVE COMMITTEE

Article V, Section 6. The elected officers of the Organization and the standing committee chairpersons shall constitute the Executive Committee.

1. Between the regular meetings of the Board of Delegates, the Executive Committee shall have general supervision of the affairs of WACCO. The Executive Committee shall be subject to the orders of the Board of Delegates and none of the acts of the Executive Committee shall conflict with action taken by the Board of Delegates.

2. The committee shall meet at least once biannually

3. It shall be the responsibility of the President to call the meetings of the committee. The President will honor the request of any two members of the Executive Committee to call a special meeting of the Executive Committee.

4. It shall be the duty of the committee to propose to the Board of Delegates candidates for ex-officio membership.

5. It will be the responsibility of the committee to develop a proposed budget that will be presented to the Board of Delegates at least biannually..

6. The committee will maintain an accurate record of all expenditures and provide receipts to the Treasurer for reimbursement or bills for payment.

7. In accordance with the parliamentary authority adopted by WACCO, the committee will prepare and submit to the Board of Delegates, at regular meetings, a written report of their activities with appropriate motions.

Operational Procedures For Awards Committee

Article VI. Section 1. The following shall be standing committees:

...Awards Committee.....

1. At the regular August Board of Delegates meeting the President shall appoint a chairperson and at least three other members of the Board of Delegates or from any member of a WACCO affiliated club, to serve on the Awards Committee.
2. The responsibility of the committee is to review applications for out- standing service to the WACCO Organization, the “WACCO Service Award” and the “Special Individual Awards” for out-standing efforts in the promotions of photography by an individual in their club or community.
3. For the WACCO Service Award, the committee will review the nominee’s qualification and the chairperson will forward the committee’s recommendations to the Board of Delegates for their approval. If approved by the Board, a certificate will be presented at the next Board of Delegates Meeting.
4. For the Special Individual Award, the committee will review the nominee’s qualification and the chairperson will forward the committee’s recommendations to the Board of Delegates for their approval. If approved by the Board, a certificate will be presented at the next Board of Delegates Meeting.
5. The committee shall not make policy or commitments for WACCO except upon specific instructions from the Board.

WISCONSIN AREA CAMERA CLUBS ORGANIZATION

WACCO SERVICE AWARD NOMINATION

I would like to nominate _____ of _____
Name Club

for outstanding service in WACCO. This person has served in the following manner:

Accomplishment Dates

Officer

Committee Work

Continuous Service

Special Services

Outstanding Contribution

I feel this person is deserving of the outstanding service award because

Signed _____

Date _____

Signed _____

Names Clubs

Wisconsin Area Camera Clubs Organization

WACCO Special Award Recognition Proposal Form

Purpose. The WACCO Special Awards is to recognize a person who is known for his/her outstanding efforts in promoting photography.

Eligibility Requirements – The award is open to any member in good standing of a WACCO member club. This award is for activities for their club or community. There is a separate award for WACCO activities.

Send completed form to Awards Chairman. The Awards Committee will review the purposed candidate’s qualifications. The chairperson will forward the award request with the committee’s recommendations to the Board of Delegates for final approval. If the Board of Delegates approves, the award will be presented at next Delegate meeting.

Nominee Name _____

Address _____

Phone _____

E-Mail _____

Proposer’s Name _____

Address _____

Phone _____

E-Mail _____

Endorser’s Name (Club President or Vice-President)

Address _____

Phone _____

E-Mail _____

OPERATIONAL PROCEDURES FOR THE COMPETITION COMMITTEE

Article VI, Section 1. The following shall be standing committees:
...Competition Committee....

- A. Committee Responsibilities
- B. Competition Divisions
- C. Rules for Entry
- D. Judging
- E. Awards
- F. Print Division Instructions
- G. Projected Divisions Instructions
- H. Competition Guidelines
- I. Operational Procedures During Competition
- J. Competition Complaints
- K. WI Print Circuit Rules
- L. WI Print Circuit Committee Procedures

A. COMPETITION COMMITTEE RESPONSIBILITIES

The Competition Committee, composed of the Vice-President and at least four Board of Delegates or WACCO affiliated club members, shall be appointed by the President at the regular August Board of Delegates meeting.

It shall be the duty of this committee to review and to submit to the Board of Delegates for approval any revisions to the Rules of Competition.

The committee will be responsible for conducting semi-annual competitions that will be held in Spring and Fall. At each competition the date of the next competition will be announced.

The committee will be responsible for making certain that each affiliated club has sufficient WACCO Competition Rules and entry forms.

In accordance with the parliamentary authority adopted by WACCO, prior notice must be given to the Board of Delegates regarding any motion to revise the rules of competition.

The committee will be responsible for obtaining a WACCO affiliated club(s) to host each competition. The host club schedule is done on a rotating basis, with notice given at each Delegates' meeting. The committee will provide the Host Club with the Board of Delegates approved Host Club Guidelines, Procedures and Worksheets.

The committee will advise the Host Club of the location and facilities for the competition or, if necessary, ask the Host Club to help in finding an appropriate facility.

It will be the responsibility of the committee to make the necessary arrangements for equipment and other needs for each competition.

- A matte screen 60" X 60".
- A projection stand.
- A digital projector.
- A computer for digital projection.
- A light box for prints.
- A scoring machine.
- Lights for scorers.
- Multiple outlet extension cords.
- Cotton gloves for print handling.

The committee will be responsible for securing three judges for each competition. Efforts should be attempted to secure judges from a variety of photographic backgrounds including PSA, commercial photography, and fine art photography.

On the day of competition, the judges shall be compensated for lunch and travel expenses at an amount approved by the Committee. Carpooling is to be encouraged.

The competition location and rules shall be forwarded to the judges prior to the day of competition. On the day of competition, rules and procedures for the competition will again be reviewed with the judges.

A letter of appreciation will be mailed to each Judge by the chairperson for the committee.

The committee will be responsible for providing an adequate number of appropriate trophies and sufficient ribbons for Honorable Mentions.

It is the responsibility of the committee to maintain an accurate and complete master file of award recipients and competition results.

The committee will be responsible for determining the categories and defining them for competition. At each competition, the categories to be used in the next two competitions will be announced and affiliated clubs will receive written notification of the categories to be used.

The committee will maintain an accurate record of all expenditures and provide receipts to the Treasurer for reimbursement and/or bills for payment.

It will be the responsibility of the committee to develop a proposed budget that will be presented to the Treasurer sometime during the month of September.

The committee chairperson shall appoint a member to serve as an alternate in the absence of the chairperson.

In accordance with the parliamentary authority adopted by WACCO, the committee will prepare and submit to the Board of Delegates, at regular meetings, a written report of their activities with appropriate motions.

This committee shall not make policy or commitments for WACCO except upon specific instructions from the Board of Delegates.

As an ex officio member of the committee, the President shall be invited to attend all committee meetings.

B. COMPETITION DIVISIONS

The competition will consist of the following divisions:

- Mono Nature Projected
- Color Nature Projected
- Designated Category Projected
- Mono Open Projected
- Color Open Projected
- Designated Category Projected
- Mono Small Print
- Color Nature Small Print
- Color Open Small Print

- Color Nature Large Print
- Color Open Large Print

Judging will not be held for Divisions with less than six (6) entrants. Entry fees and images will be returned to the member.

C. RULES FOR ENTRY

Revised: 8/2015

Revisions: digital image size to 2100 pixels on its longest dimension.

small print size

large print size

1. This competition is open to any member in good standing of a WACCO affiliated camera club(s).
2. Entries that have received a medal (gold, silver or bronze) are not eligible to be entered in future competitions.
3. Entries that have received an Honorable Mention (HM) are not eligible to be entered in the same media (projected or print) divisions in which the HM was won in future competitions. Once an image has received an HM in both projected and print, it is not eligible to be entered in future competitions.
4. An image is eligible to be entered once per competition.
5. Entry fee must accompany all entries. An entry fee is charged for each Division entered.
6. Entrants may have a maximum of three entries in each Division.
7. Being a member of more than one WACCO affiliated club does not entitle the entrant to submit more than three entries in any Division.
8. Score/Report Card should be completed with all information typed or printed. Score/Report Card must NOT be separated. A Score/Report Card must be completed for each Division entered.
9. Entry form, fees, Projected Division(s) images, and completed Score/Report Cards for all divisions must be received by stated deadline.
10. Best of Show winner is expected to participate as a judge at the next competition. Best of Show winner is not eligible to participate in the next competition.
11. No responsibility is assumed for loss or damage to entries while in transit or in Committee's possession. All possible care will be taken to prevent such loss or damage.

D. JUDGING

1. Three judges, as selected by the competition Committee, will be used for judging each competition. During judging each judge will assign a value of from "1" to "5" for each entry shown - the value of "5" being high and the value of "1" being low. The judges will receive WACCO judging procedures prior to the competition, and the procedures will be reviewed with them by the Competition Committee chairperson on the day of competition.
2. To determine the medal winners of each Division, the entries will be assembled according to the score received. If four (4) or more images exist in the top score groups, the placement will be picked from the top score groups. If less than four (4) images exist in the top score group, the next score group(s) will be included to guarantee four (4) or more images from which the medals will be picked. The method of re-judging will be on the "in or out" basis, with the number "1" signifying in and the number "0" signifying out. Any entry receiving three "1"s or two "1"s will be re-judged until the judges have selected their first, second and third place choices. Depending on the scoring system used, "1" and "0" can be replaced with "In" and "Out" .
3. From the first place winners in each medium (digital projected and print) a "Best of Projected" and a "Best of Print" will be selected, using the above mentioned "in or out" process.
4. The Best of Projected and Best of Print entries will compete for Best of Show, using the "in or out" process.
5. Monochrome Print is defined as "representations in black & white or in varying tones of only one color.
6. Judges are not permitted to handle prints, nor can they request to have the prints removed from the print box. All prints should be viewed under the light box from a distance of 4ft away.
7. THE DECISION OF THE JUDGES IS FINAL.

GUIDELINES DEFINING SCORES IN COMPETITIONS

Revision Date: December 2006

These suggested definitions are an attempt to make judging more consistent and to provide competition entrants with more information about the quality of their image. One of the purposes of competition is to learn how to improve one's photographic skills. With a specific set of criteria established for scores, it will help entrants to know how to improve the quality of their work.

The purpose of having a full range of scores is to differentiate between images to indicate the value of skills required to create an image. Judges are instructors and should be willing to tell someone that their image needs to be improved.

In our scoring system, 1 – 5, it is understood that the score of 3 is average and that 5 is excellent. To define the scores:

Score 1: These images have glaring technical faults, are in poor taste, or in the opinion of a judge does not meet the criteria for the division being judged, i.e. nature. These images are very over or under exposed, and/or they have been very poorly focused. Color balance may be incorrect. Color balance may be more difficult to measure, because color is often used creatively. However, images with people in them should have accurate skin tone. Improper color indicates a lack of knowledge about film and their color biases or the use digital color balance controls.

Score 2: These images have some technical problem. They are over or under exposed. They are out of focus in part of the image and/or have an unintentional shallow depth-of-field.

They are images with too much in them. Many images are cluttered and should be more than one image. This type of image is difficult to judge because it may be technically correct. However, the image is not “average” if the composition should be improved. The key word here is “should” not “may”. Cluttered images or images with only fair composition are not “average” and should not be given an average score.

Score 3: The image is technically correct. “Technically correct” means that exposure is correct and focus is sharp. What we mean by “average: is that the image is the type of image expected from a camera club member. Anyone competing in competition should be capable of setting the aperture, shutter speed and focusing. Setting aperture and shutter speed is simply a matter of reading a meter, either in camera or hand-held. However, most focusing errors are not purely focusing problems. They are depth-of-field problems. Judges should be able to understand this difference and have the ability to evaluate an image on its technical aspects. This criteria should make a “3” a measurable score.

It is important to point out that there are often “record shots” that appear in competition. These images are properly exposed and they are focused sharply. However, they are not the quality of image that should be entered in competition. Camera clubs exist to teach and improve the photographic skills of its members. This means that club members should become better photographers than the average snapshotter. This would indicate that a “record shot” should receive a score lower than “3”.

Score 4: These images have all the attributes required for a “3” with additional concepts involved with composition, color saturation, lighting and impact. Images with a score of “4” must have rich colors, with very good composition, lighting is creative and there is immediate impact.

Composition involves the placement of the items in the image. Composition should be accurate and creative. All elements of the image should work in harmony with each other. Every item in the image is necessary. There are no extraneous elements in the image. The rule of thirds should be applied. It may be broken, but only in a very knowledgeable and creative manner.

Color saturation must be evaluated. Images with good color saturation are candidates for a “4”. Images with acceptable and correct color should be a “3”.

Lighting involves the use of different lighting sources, the angle of the light, exposure techniques, and most importantly, the use of shadow and highlights. Effective lighting creates modeling, highlights, draws attention to items, and is never a distraction. Lighting can be very difficult to evaluate because it usually creates images with immediate impact. All light and tones should be shown in tonal ranges that work together. Light should never burn out a portion of the image. Dark areas should have detail where necessary and no part of the image should be a meaningless void.

Score 5: The “top” score, but certainly not defined as the score for a “perfect” image. There is no such thing as a “perfect” image. These images have excellent composition, excellent color, excellent lighting and strong impact.

Too many judges expect a “5” to knock them off their chair; to be the perfect image. This is not the case. This has led to a “5” becoming an unattainable score, resulting in too few “5’s” being given.

To Summarize:

Score of 1:

Glaring technical faults
Poor taste
Very over or under exposed image
Incorrect color balance
Does not meet the criteria of division being judged

Score of 2:

Some technical problems
Over or under exposed
Out of focus in part of the image
Unintentional shallow depth-of-field
Too much in the image
Record shot

Score of 3:

Technically correct
Correct exposure

Sharp focus

Score of 4:

Technically correct
Good to very good composition
Good to very good color
Effective and creative lighting
Impact

Score of 5:

Technically correct image
Very good to excellent (innovative) composition
Creative and excellent use of lighting
Excellent color
Strong impact

E. AWARDS

1. Based on the judges' initial score, Honorable Mention ribbons will be awarded to the top 20 percent or more of the entrants in each Division. The percentage will be determined by the Competition Chair on the basis of number of images and scores received.
2. Medals will be awarded to the 1st, 2nd and 3rd Place (gold, silver and bronze) entries in each division.
3. Judges will determine a Best of Projected from the 1st Place winners of the Projected Divisions. Winner receives an engraved plaque.
4. Judges will determine a Best of Prints from the 1st Place winners of the Print Divisions. Winner receives an engraved plaque.
5. Judges will determine a Best of Show from the Best of Projected and Best of Print images. Winner receives an engraved plaque.

PROFICIENCY AWARDS

Photographers earn Proficiency Awards in Projected and Print by earning HM's or better. Level I proficiency is earned after 25 HM's or better. Level II proficiency is awarded after 75 HM's or better. Level III, 150 HM's, Level IV 250, Level V 500.

Images are combined from the Projected divisions to earn a Proficiency in Projected. Images are combined from the Print divisions to earn a Proficiency in Print.

F. PRINT DIVISIONS INSTRUCTIONS

1. Prints may be delivered in person from 10:00 AM to 11:00 AM, the day of the competition and must be picked up after the judging. Reasonable care will be taken, but WACCO will not assume any liability for loss or damage.
2. Prints delivered after 11:00 AM will be refused entry. Entry fee will not be refunded.
3. Prints may be commercially or home processed.
4. **LARGE PRINTS:** Size of image should be larger than 8 ½ inches on its shortest dimension and cannot be larger than 20 inches on its longest dimension. Prints may be - commercial, home processed or digitally printed. All prints must be mounted. Prints may be matted. Mount and/or matte size must be 16" x 20". No framed prints accepted. Name and address of entrant, title and image number as it appears on the entry form must appear on all prints. Print information should appear on the back of the print mount along with an arrow indicating the top of the print. Print information must be legible. If mount is being reused, all previous titles and markings must be removed or obliterated. Velcro or other sticky attachments to back of mount are unacceptable. All prints must be picked up after the competition.
5. **SMALL PRINTS:** Prints with maximum dimensions of 8 ½ inches on one side and 12 inches on the other, commercial, home processed or digitally printed. All prints must be mounted. Prints may be matted. Mount and/or matte size must be 11" x 14". No framed prints accepted. Name and address of entrant, title and image number as it appears on the entry form must appear on all prints. Print information should appear on the back of the print mount along with an arrow indicating the top of the print. Print information must be legible. If mount is being reused, all previous titles and markings must be removed or obliterated. Velcro or other sticky attachments to back of mount are unacceptable. All prints must be picked up after the competition.
6. Monochrome prints are defined as "representations in black & white or in varying tones of only one color.
7. There are no Designated Special Categories for Prints. Nature and Open are the only designations.

G. DIGITAL PROJECTED DIVISIONS

1.
 1. The Digital Image should be a maximum of 2100 pixels at 100dpi on its longest dimension. (. It should be a Jpeg format with a maximum files size of 2.0 mb. Digital images must be submitted by email or CD to competition chair by posted deadline. The images should be put into folders labeled for the division entered. Image name should match title on score/report card.

EXAMPLE: 1_Tugboat.jpeg

2. Digital Images may be emailed to the competition chairperson at the email address on the entry form. Images for each Division should be sent as attachments, not in the body of the email. Images for each Division should be sent in separate emails. Images received after midnight on deadline date will not be accepted. Entry forms and score/report cards are still required to be mailed to address on entry form.

3. The Digital CD entries will not be returned.

Nature Division – rev. 8/2015

Nature photography is restricted to the use of the photographic process to depict all branches of natural history, except anthropology and archaeology, in such a fashion that a well-informed person will be able to identify the subject material and certify its honest presentation. Human elements shall not be present, except where those human elements are integral parts of the nature story such as nature subjects, like barn owls or storks, adapted to an environment modified by humans, or where those human elements are in situations depicting natural forces, like hurricanes or tidal waves. Scientific bands, scientific tags or radio collars on wild animals are permissible. Photographs of human created hybrid plants, cultivated plants, feral animals or domestic animals are also allowed. The Nature Divisions include all those subjects be they captive or free. The subject should not be moved to a studio setting, but should be depicted in its natural surroundings. Mounted specimens are ineligible, as is any form of manipulation that alters the truth of the photographic statement.

No techniques that add, relocate, replace, or remove pictorial elements except by cropping are permitted. Techniques that enhance the presentation of the photograph without changing the nature story or the pictorial content, or without altering the content of the original scene, are permitted including HDR, focus stacking and dodging/burning. Techniques that remove elements added by the camera, such as dust spots, digital noise, and film scratches, are allowed. Stitched images are not permitted. All allowed adjustments must appear natural. Color images can be converted to grey-scale monochrome.

Insects, Reptiles & Amphibians

The insect, reptile, and amphibian theme is restricted to those living creatures that are defined by science as an insect, reptile or amphibian. Common examples include; frogs, lizards, bees, butterfly's, spiders. The list is not complete however no mammals, birds, fish, or mounted subjects are allowed in this theme. The subject should be presented in its natural environment and should not be moved to a studio location.

Natural Landscapes

Subject matter is a landscape image that does not rely on closeup detail to impart the nature story. Images that include roads, fences, mown or cultivated fields, or any other human element are not allowed.

Birds

Birds are defined as animals with feathers and wings. Wild birds, waterfowl and domesticated birds are allowed in this theme. However no mammals, fish or mounted subjects are allowed. The subject should be presented in its natural environment and should not be moved to a studio location.

Animals

This category can include live wild, captive and/or domesticated animals. Images captured at zoos, game farms and the like are permitted. Birds, insects, reptiles and amphibians are excluded from this theme. The subject should be presented in its natural environment and should not be moved to a studio location.

Flowers

The flowers theme includes both wildflower and domesticated, cultivated flowers such as roses, tulips etc. The subject should be presented in its natural environment and should not be moved to a studio location. Images captured in green houses, botanical gardens and the like are allowed but no hand of man should be visibly present.

Open Divisions – rev. 8/2015

Any and all post-processing techniques are allowed in the Open divisions.

Photojournalism/Sports

Photojournalism images should reflect a newsworthy event and be depicted in an honest and objective manner. The sports image can be of any sporting event, professional, collegiate or amateur including children's events. Manipulation of these images is allowed only if it does not compromise the original intent of the image. However no elements not originally in the image can be introduced by artificial means.

Portraits

The portrait category is restricted to human subjects only. Portraits of animals, birds etc will not be allowed and will be disqualified.

Urbanscapes

The urbanscape image typically depicts scenes from city life as opposed to country or rural life. Allowable images include the grand cityscape, buildings, bridges, street scenes, etc.

Tabletop/Still Life

A tabletop/still life image usually depicts a static arrangement of objects.

Weather

Weather images typically depict conditions occurring in the atmosphere at a given time and place, with respect to variables such as temperature, moisture, wind velocity, and barometric pressure. The human element is allowable in situations depicting natural forces, like hurricanes or tidal waves.

Random

This category will be chosen by the competition committee and a description provided 3 months prior to the competition. This category comes into the rotation once every 6 competitions.

H. COMPETITION GUIDELINES

The Competition Committee will be responsible for the competition in accordance with the following guidelines:

The Host Club will designate a person to be the liaison between the Host Club and the Competition Committee and coordinate the activities of the Host Club.

It will be the Competition Chairperson's, or a person designated by the Chair, responsibility to receive entry forms, entry fees, and digital images and to prepare digital images for judging. This person will also be responsible for report cards and awards.

The Competition Committee will be responsible for sending information concerning the competition to each affiliated club.

Board approved WACCO Competition Rules

Name and address of the person receiving entries and fees.

Date, time and location of competition.

A reminder to all affiliated clubs that all checks should be made payable to WACCO.

Judging will not be held for Divisions with less than six (6) entrants. Entry fees and images will be returned to the member.

It will be the Competition Committee's responsibility to designate Digital Image and Print Division Coordinators whose duty will be to oversee the conduct and procedures for their respective Competition Division. The Competition Chairperson, or a person designated by the Chair, is responsible for completing the "Competition Worksheet".

The Host Club will be requested to provide people to fill the following duties for the competition:

(Some people could perform multiple roles throughout the day.)

Two people to record scores.
One person to assist Digital Coordinator.
Four print handlers.
Two people to assist Print Coordinator before and after print section.

The Competition Chairperson, or a person designated by the Chair, is responsible for an accurate record of award recipients and a summary of all competition results. This information should be sent out to the Delegates and Board within two weeks of the competition.

All bills and competition receipts should be given to WACCO Treasurer.

If there is any additional help needed, the Competition Committee Chairperson should be contacted.

It is recommended that the Host Club make some arrangements to provide the judges with something to drink during the competition. The Host Club should make known to all in attendance the whereabouts of the restrooms and other facilities.

I. OPERATIONAL PROCEDURES DURING COMPETITIONS

Pre-competition

The Competition Chairperson, or a person designated by the Chair, is responsible for the following:

1. Communicate to the host club its duties and responsibilities.
2. Reserving space for competition meet.
3. Coordinating with competition committee members respective job assignments, securing judges and ensuring that all equipment is available and in working order.
4. Receiving all entry forms, score/report cards and monies by posted deadline. No entries will be accepted after posted deadline for any reason. Mailed entries must be **received** at the posted address by posted deadline.
5. Receiving digital entries and preparing them for judging.

The Competition Chairperson, or a person designated, creates digital folders for each of the Projected Divisions. Within each of those folders, three (3) folders are created: Section 1, Section 2, and Section 3. Entrants' images are copied to appropriate folder and renamed with the section first and maker number next, and then the title as assigned by entrant. (Titles must be descriptive – numbers are not acceptable.) Entry forms are cut, making sure that each stack is in proper numerical order. Several copies of the files and folders are made on different media (CD's and flash drives) and brought

to the competition. Contact sheets are created for each section and brought to the competition.

Entry forms for prints are sorted by division. Entry forms are not cut.

During the competition, the Competition Chairperson will announce scores, complete Competition Worksheet and communicate with judges and audience.

No audience comments will be allowed. Offenders may be asked to leave. The Competition Chairperson may clarify orientation or focus of an image, and a judge's question as it pertains to the rules only. There will be no comments on a specific image allowed.

Immediately after a score is announced, that image is removed from viewing and the next image is displayed. It is the responsibility of the Division Coordinator to ensure that no image receives undue viewing time by the judges after the score is announced.

Digital Division

The Competition Committee will designate the Digital Division Coordinator who is responsible for setting up the computer and digital projector prior to the competition. The Division Coordinator will act as Projectionist and Focuser. The division coordinator will assist host club workers as needed.

The Host Club will provide 5 workers: 2 people to record scores, and 3 person to record scores on contact sheets and otherwise assist Division Coordinator.

The Nature section will be projected first, Open section last.

The Competition Committee Chairperson, or a person designated, will be responsible for determining the percentage of entrants to receive an Honorable Mention (H. M.), what score (and above) will determine an H.M. and announce this information to the audience.

A 1st, 2nd and 3rd Place are selected for each Division.

From the First Place winners in each Division the Best of Projected is selected.

Projector setup for WACCO Competition

Projector sizing min. 1024 x 768 or greater.

Screen 70 x 70.

Gamma Set at 2.2 on computer.

Projector should be calibrated before competition.

Set projector 10 feet from screen, so zoom is in the middle range.

Center projector on screen.

Make sure image is rectangular and not crooked or skewed.

Using Lightroom for projection

Import all images into Lightroom, making sure that organize by folder to keep all folders.

Use standard size previews.

Once imported select all files and remove star and color ratings.

Set sort files to filename.

Create the Collections as collection sets:

1 Mono Nature Projected

Best of Mono Nature

Nature Mono Division

2 Color Nature Projected

Best of Color Nature

Nature Color Projected

3 Special Nature Projected

Best of Nature Special

Nature Special Projected

4 Mono Open Projected

Best of Mono Open

Open Mono Projected

5 Color Open Projected

Best of Color Open

Color Open Division

6 Special Color Projected

Best of Special Open Projected

Special Open Projected

Best from each Division

Best of all Divisions

Scoring of Images

Use the second screen option in full screen mode. Turn on the second screen when ready to preview and score image.

Preview the 1st round of images by using arrow key and quickly advancing the image to show for a second or two.

Starting with the first image Start scoring the image using Star Rating, here are how the ratings are used:

5 star = score of 14 or 15

4 star = score of 13

3 star = score of 12

2 star = score of 11

1 star = score of 10

0 star = score 9 and below

A second person will record the scores on a proof page to double check that the right images are selected from Lightroom.

Go through all three rounds.

Once chairperson has decide what score will be judged for final images, then sort by that score and select those scores and above.

Select the images and put into the collection titled Section Division.

Score the images using in/out using 1 star for each in and no star for an out.
Select the 2 star images and above and restore till judges get a 1st, 2nd, 3rd.

Give the 1st place a green label, 2nd Place Yellow and 3rd Place Red

Put the Green label from each division into the Best from each Division Collection.

Once judges have selected the Best of all Divisions put that image into the Best of All Division Collection

Judge the Prints

With the Best of Prints in Lightbox, project the Best of Projected for judges to select the Best of Show.

Print Division

The Competition Committee will designate the Print Division Coordinator who is responsible for coordinating prints prior to the competition. The division coordinator will assist host club workers as needed.

Prior to Print Division judging:

The Host Club will provide 2 people to assist the Print Division Coordinator in preparing the prints for judging.

The Print Division Coordinator opens the package of prints, and puts the matching maker's entry card with the prints.

The first assistant checks to be certain that the necessary information is on the back of the prints (maker's name, name of maker's club, title of print and arrow indicating up), assigns entry number and registers number on card and on the back of the print (upper left corner of back of print), and checks that card and print information match.

The second assistant cuts the first entry card in half and places cards in two piles face down. Then he/she divides the prints into three piles per assigned number (1,2,3), and repeats the procedure with the next card and prints, maintaining numerical order.

The Print Division Coordinator makes certain that there are sufficient tables and space for the prints.

The Competition Chairperson is responsible to have scissors, stickers on which to mark entry numbers, markers and white cotton gloves available.

During Print Division judging:

During Competition:

The Competition Committee will designate the Print Division Coordinator who is responsible for setting up the light box and print handling tables prior to the competition. The Division Coordinator will assist host club workers as needed.

The Host Club will provide 6 workers: 2 people to record scores, and 4 print handlers.

The Competition Committee Chairperson will be responsible for completing the Competition Worksheet and for determining the percentage of entrants to receive an honorable mention (H.M.) and what score (and above) will determine an H.M. and announce this information to the audience.

A 1st, 2nd and 3rd Place are selected for each Division.

From the First Place winners in each Division the Best of Projected is selected.

Both sets of score cards are returned to the Competition Chairperson.

Prints will be taken to a closed room where two to three designated people will sort prints and organize them per maker's name. Only when sorting is completed will prints be made available to makers for pick up.

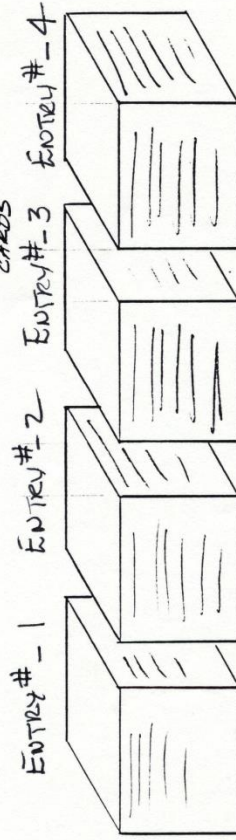
PRINT PROCESS. 9



1. CHECK FOR CORRECT INFORMATION ON PRINT & ENTRY CARD
2. ASSIGN ENTRY NO. TO PRINT & CARD



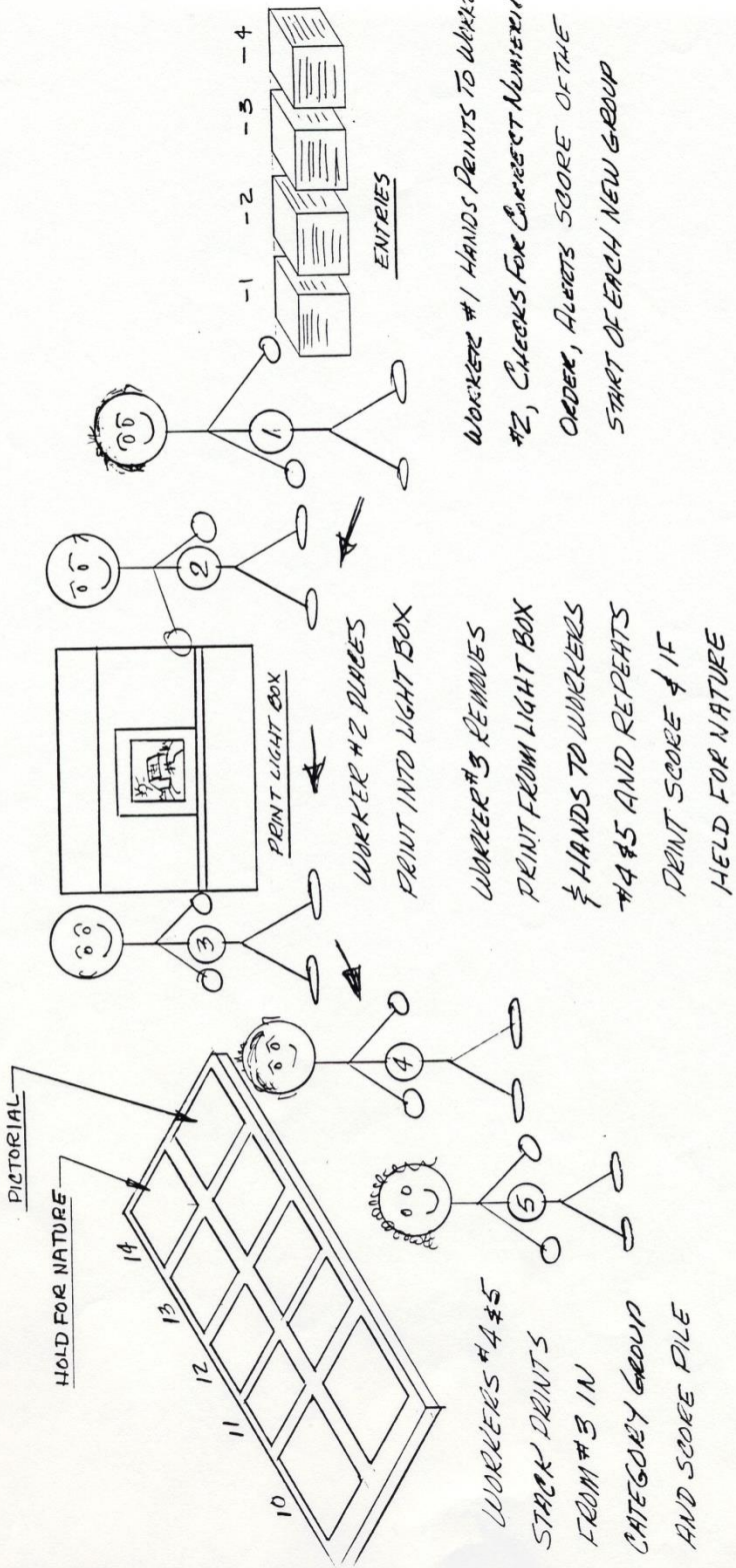
1. CUT CARDS IN HALF AND STACK NUMERICALLY.
2. STACK PRINT IN SAME NUMERICAL ORDER AS CARDS



1. OPEN PRINT PACKAGES
2. STAMP PRINTS WITH WACCO STAMP
3. PUT PROPER ENTRY CARDS WITH PRINTS



ENTRY CARDS CUT IN HALF



J. COMPETITION COMPLAINTS

In the event that any competitor has a complaint regarding a competition, a formal complaint may be submitted to the Competition Chairperson or to the WACCO Secretary using the WACCO Comment Report. The Comment Report should be submitted within one week of the competition.

The Competition Committee will review the Comment Report, come to a finding regarding that issue and submit its finding to the Executive Board for approval.

After review by the Executive Board, the competitor will be notified of the result of the investigation.

The complaint and conclusion will be presented to the Delegates at the next meeting as part of the Competition Committee's report.

K. WI PRINT CIRCUIT

- A. The circuit will consist of one (1) round which will run from November thru April.
1. All prints must be RECEIVED by chairperson by the November Delegates Meeting.
 2. Prints may be delivered to chairperson at the November Delegates' Meeting. Prints may be mailed to chairperson but must be RECEIVED by the date of the Delegates Meeting. Please allow adequate time (4-5 business days) for package to arrive.
 3. Prints will be returned to clubs' delegates at the May Delegates Meeting.
 4. Results of the Circuit will be announced at the May WACCO competition and posted on WACCO's website afterward.
- B. The circuit will consist of two (2) divisions – Color and Monochrome.
- C. General Guidelines:
1. A member of a participating club may submit only one (1) print in each division.
 2. Each club and print owner must assume his/her own risk of damage to prints.
 3. It is understood that each club will handle the prints with the utmost care.
 4. Subject matter in both divisions is open.
 5. Post production processes of any type are allowed.
- D. Prints submitted:
1. Size of paper should be between 8 - 12 inches on its longest dimension. The other dimension is limited to a maximum size of 8 ½ inches. Therefore, the largest image size that a print may be is 8 ½ x 12. Paper may be trimmed to remove excess.
 2. Square prints are limited to a maximum size of 8 ½ by 8 ½.
 3. Images that are larger than 8 ½ x 12 or 8 ½ x 8 ½ will be disqualified. Images submitted on paper larger than 8 ½ x 12 will be disqualified.
 4. Prints must be loose – no mounting allowed.
 5. Monochrome prints are defined as “representations in black & white or in varying tones of only one (1) color”. Prints that include a second color will be disqualified.
 6. Each print must have TITLE, photographer NAME and CLUB listed on the back of the print.
 7. Being a member of more than one WACCO affiliated club does not entitle the entrant to submit more than one (1) color print and one (1) monochrome print.
- E. Showing and judging of prints:
1. All prints must be shown to club members at a regular or special meeting.
 2. Participating clubs will judge all prints except those entered by their club.
 3. Each print should receive a score from 3-10 based on technique, composition and interest. An average score would be 6.
- F. Awards:

1. Medals will be awarded for First, Second and Third Place based on the overall scores.
2. Honorable Mention ribbons will be awarded based on the overall scores. The number of HM ribbons awarded will be determined by using 10% of the total number of entries.

G. Club and Delegate responsibilities:

1. Each club shall pay for any and all shipping costs incurred by their club while participating in the circuit.
2. Each club shall be responsible for timely shipping in order to ensure that prints arrive on time to the next scheduled voting club. Please review the included Club Delegate list and posted meeting date.
3. Each club shall be responsible for sending score sheets to designated committee member within 1 week of voting. Pre-printed mailing envelopes with are included with prints. Please make sure score sheets are returned to the competition committee in the envelope labeled with your club's name.
4. Delegate of mailing club should notify delegate of receiving club via email that the prints have been shipped. Providing a tracking number is highly recommended. Competition chair should be carbon copied on that email.
5. Delegate of receiving club should then notify mailing club and competition chair that prints were received.

H. Recordkeeping:

1. Chairperson will provide delegates with a copy of the score sheet to be used by voting members via email. Delegates can print as many copies as they need. This score sheet will be specific to each club, as it will X off that club's images. Clubs do not score their own images. A hard copy will be included along with the prints.
2. Responsibility for tallying individual score sheets lies with the Competition Committee.

Delegates are to send individual score sheets to the following Circuit Rep:

Competition Chair: Mary Dumont 6500 County Road G Caledonia, WI 53108 414-416-5633 maryldumont@gmail.com	Circuit Reps: Phil Unterholzner 206 Parkview Court Pewaukee, WI 53072 262-691-1538 punterholzner@yahoo.com	Circuit Reps: Jane Hirst 9114 Edge O Woods Drive Cedarburg, WI 53012 262-375-0737 jdirst@ameritech.net
Photo Pictorialists Racine Camera Club Wehr Nature Center Janesville	MidWisconsin UECPC Unlimited Visions	Image Makers East Troy Riveredge Retzer

L. WI PRINT CIRCUIT COMMITTEE PROCEDURES

1. Delegates will mail their individual score sheets to their designated circuit rep within one (1) week of scoring. A delegate may scan and email the individual score sheets to the competition chair if they have the capability and choose to do so.
2. The circuit reps will use an Excel spreadsheet to tally a clubs individual score sheets.
3. Circuit reps will send the completed Excel tally sheet via email to Mary. This should be sent as an Excel spreadsheet and not as a pdf file. Phil will be maintaining a separate Excel spreadsheet.
4. Before results are announced, Mary and Phil will compare results. Any discrepancies will be investigated.
5. It is expected that results are ready to be announced at the May delegates meeting. Prints will be returned to delegates at that meeting.

NOTE:

As we move to simplify the Circuit for the individual clubs, we welcome any suggestions or comments from the delegates.

Individual score sheets will be kept by the Competition Chair for one (1) year. Cumulative results of the Circuit will be maintained electronically for a minimum of 10 years.

OPERATIONAL PROCEDURES FOR THE EXHIBITS COMMITTEE

OPERATIONAL PROCEDURES FOR THE EXHIBITS COMMITTEE

Article VI, Section 1. The following shall be standing committees:

...Exhibits Committee....

1. At the regularly scheduled August Board of Delegates meeting, the President will appoint the chairperson for the Exhibits Committee along with at least 1 other members of the Board of Delegates or from any member of a WACCO affiliated club, to serve as members of the Exhibits Committee.
2. The primary function of the committee shall be to plan, on a regular basis, all exhibits for WACCO.
 - a. Exhibits should be open to all WACCO members.
 - b. An exhibit should only be juried in the event there is space or other constraints that limit the number of images allowed.
 - c. This committee shall not make policy, exhibit or monetary commitments for WACCO except upon specific instructions from the Board of Delegates.
3. It will be the responsibility of the committee to plan exhibits well in advance so they may be coordinated with other WACCO events and properly promoted.
4. It will be the responsibility of the committee to make the necessary arrangements for equipment and other needs for any given exhibit.
5. The committee will maintain an accurate record of all expenditures and provide receipts to the Treasurer for reimbursement or bills for payment.

OPERATIONAL PROCEDURES FOR THE INTERNATIONAL COMMITTEE

Article VI, Section 1. The following shall be standing committees: International Salon Committee

1. At the regularly scheduled August Board of Delegates meeting, the President will appoint the chairperson for the International Salon Committee along with at least 2 other members of the Board of Delegates or WACCO Club members to serve as members of the International Salon Committee.
2. The primary function of the committee shall be to plan, on a regular basis, all International Salons.
3. It will Partner with the Wisconsin Chapter of PSA (WCP) and it will share equally in the profits of the salon with WCP.
4. This committee shall not make policy, monetary commitments for WACCO except upon specific instructions from the Board of Delegates.
5. It will be the responsibility of the committee to plan International Salon well in advance so they may be coordinated with other WACCO events and properly promoted.
6. It will be the responsibility of the committee to make the necessary arrangements for equipment and other needs for any given Salon.
7. A budget will be made by the International Salon and approved by the Board of Delegates.
8. Rules for the salon will follow PSA rules for International Exhibitions.
9. The committee will maintain an accurate record of all expenditures and provide receipts to the Treasurer for reimbursement or bills for payment.

OPERATIONAL PROCEDURES FOR THE MEMBERSHIP COMMITTEE

Article VI, Section 1. The following shall be standing committees: ...Membership Committee....

1. At the regular August Board of Delegates meeting, the President shall appoint a Chairperson and at least one other members of the Board of Delegates or from any member of a WACCO affiliated club, to serve on the Membership Committee.
2. The Membership Committee shall maintain communication with non-affiliated clubs to encourage said clubs to affiliate with WACCO
 - a. The committee shall provide non-affiliated clubs with information regarding the organization's purposes and the structure of WACCO, i.e. Bylaws, Operational Procedures, etc.
 - b. The committee shall provide information regarding the process of affiliating with WACCO.
 - c. The committee shall provide non-affiliated clubs with information regarding services offered by WACCO, i.e. speakers, programs, etc.
 - d. The committee shall provide speakers to address non-affiliated clubs regarding membership.
 - e. The committee shall devise and update as necessary a promotional brochure to be given to non-affiliated clubs.
 - f. The committee shall maintain a listing of non-affiliated clubs and update it as appropriate.
3. The committee shall provide the secretary, in a timely manner, the name of any club requesting membership.
4. The committee shall serve as liaison between member clubs and the Board of Delegates.
 - a. Committee members shall periodically visit member clubs.
 - b. The committee shall periodically survey member clubs as to ways WACCO could better meet their needs.
5. The committee shall not make policy or commitments for WACCO except upon specific instruction from the Board of Delegates.
6. The chairperson shall appoint a committee member to serve as an alternate in the absence of the chairperson.
7. As an ex officio member of the committee, the President shall be invited to all committee meetings.
8. The committee will perform any other appropriate tasks delegated to it by the Board of Delegates.

9. In accordance with the parliamentary authority adopted by WACCO, the committee will prepare and submit to the Board of Delegates, at regular meetings, a written report of their activities with appropriate motions.

10. The committee will maintain an accurate record of all expenditures and provide receipts to the Treasurer for reimbursement or bills for payment.

OPERATIONAL PROCEDURES FOR THE NOMINATING COMMITTEE

1. The President will appoint the chairperson for the Nominating Committee along with at least two other members of the Board of Delegates to serve as members of the Nominating Committee. The President shall make these appointments at the regularly scheduled August Board of Delegates meeting in the year prior that elections are scheduled to take place.
2. The responsibility of the committee is to submit a slate of qualified candidates for the office of President, Vice President, Secretary, and Treasurer.
3. At the regularly scheduled November Board of Delegates meeting, the committee will ask for people who are interested in being nominated for an office.
4. All persons being nominated for office will be contacted by the committee to obtain their consent to place their name in nomination.
5. The committee will present a slate of qualified candidates to the Board of Delegates at the regularly scheduled February meeting.
6. It shall be the responsibility of the committee to present a brief written resume of each candidate at the time of nomination.
7. The committee will be responsible for printing the election ballots.
8. The committee will preside during the election of officers at the regularly scheduled May Board of Delegates meeting, prior to the election, the committee will ask for additional nominations from the floor.
9. The committee shall not make policy or commitments for WACCO except upon specific instructions from the Board.

OPERATIONAL PROCEDURES FOR THE PROGRAM COMMITTEE

Article VI, Section 1. The following shall be standing committees:

...Program Committee....

1. At the regularly scheduled August Board of Delegates meeting, the President will appoint the chairperson for the Program Committee along with at least two other members of the Board of Delegates or from any member of a WACCO affiliated club, to serve as members of the Program Committee.
2. The primary function of the committee shall be to plan, on a regular basis, all programs and tours for WACCO.
 - a. Programs should be diversified so that no one area of photography dominates the schedule.
 - b. Programs should fall into categories such as: workshops, seminars, entertainment, sponsoring of PSA conventions, etc.
 - c. This committee shall not make policy, program or monetary commitments for WACCO except upon specific instructions from the Board of Delegates.
3. It will be the responsibility of the committee to plan programs well in advance so they may be coordinated with other WACCO events and properly promoted.
4. It will be the responsibility of the committee to make the necessary arrangements for equipment and other needs for any given program.
5. The committee will maintain an accurate record of all expenditures and provide receipts to the Treasurer for reimbursement or bills for payment.
6. The chairperson shall appoint a committee member to serve as an alternate in the absence of the chairperson.
7. As an ex-officio member of the committee, the President shall be invited to attend all committee meetings.
8. In accordance with the parliamentary authority adopted by WACCO, the committee will prepare and submit to the Board of Delegates, at regular meetings, a written report of their activities with appropriate motions.

OPERATIONAL PROCEDURES FOR THE WEBSITE AND SOCIAL MEDIA COMMITTEE

Article VI Section 1. The following shall be standing committees:

...Website and Social Media Committee...

1. A Website and Social Media Committee, composed of the Vice President and at least two members of the Board of Delegates or from any member of a WACCO affiliated club, shall be appointed by the President at the regularly scheduled August Board of Delegates meeting.
2. It shall be the duty of this committee to disseminate information to the general public regarding the Organization's activities including any competitive events which the Organization sponsors.
3. The chair (person) will provide the secretary and the president a copy of the current passwords for the website and Facebook. If any changes to the passwords are made, a written copy shall be forwarded to the secretary and president.
4. This committee shall not make policy or commitments for WACCO except upon specific instructions from the Board of Delegates.
5. The committee shall disseminate information to the general public regarding WACCO's activities.
6. The committee will prepare info to Website and Social Media for various WACCO events when it is requested to do so by the event's organizing committee.
7. As an ex officio member of the committee, the President shall be invited to all committee meetings.
8. The committee will perform any other appropriate tasks delegated to it by the Board of Delegates.

W.A.C.C.O. EQUIPMENT

To be updated

News to Pass on to your members.

I wanted to share the information about Xtreme Raptor Day in the hopes that you could pass it on to your friends that are raptor enthusiasts! We have added a few birds since last we were together and of course our young eagle looks very different. All of our birds will be out rain or shine. The eagles only for 2 hours each. Please check it out!

Link to Schlitz Audubon's Facebook Page

<https://www.facebook.com/SchlitzAudubonNatureCenter>

Link to Xtreme Raptor Event on our Facebook

<https://www.facebook.com/events/1670456599837178/>

Best,

Diane

Schlitz Audubon Nature Center

Check Out Hunt's Photo and Video, they will be having some special on the weekend in about a week, we will keep you informed of details.