

Mount Gravatt Photographic Society

Member Handbook

Welcome to the Mt Gravatt Photographic Society Inc. (MGPS). I am pleased that you have decided to join the club and commit yourself to photography.

We are one of the largest photographic clubs in Queensland. Our members are from all walks of life with a wide variety of photographic skills and experience. No matter which area of photography you are interested in and what level your skills are at, you will always get the support and guidance required to help you develop your skills and creativity. Please do not hesitate to ask our friendly members if you have any questions.

To start with, I encourage you to:

- attend club meetings regularly.
- participate in monthly competitions.
- participate in outings and other practical activities.
- participate in the various special interest groups.

These activities will not only help you develop your skills, but also assist you to form a routine and gain space for your photographic interest in your already busy life.

Once you are comfortable with your new routine with the club, you may think about helping others and taking voluntary club positions.

While this Members Handbook explains how the Club is run, you will find the latest information on your club activities in our regular newsletter "Exposure" and on our website: www.mgps.org.au

Welcome and happy shooting.

President MGPS

Ian Sweetman

2022

Table Of Contents

1.	MGPS Overview	4
2.	MEMBERSHIP	5
2.1.	Membership Classes	5
2.2.	Annual Membership Fees	5
2.3.	Meeting Fees	6
3.	Club Meetings.....	6
4.	Club Management and Organisation.....	6
4.1.	Management Committee	7
4.2.	DUTIES OF MANAGEMENT COMMITTEE MEMBERS	7
4.3.	Duties for Non-Committee Appointed Positions.....	9
5.	Club Information Resources	12
5.1.	Web Site	12
5.2.	Newsletter (Exposure).....	12
5.3.	Email distribution lists	12
5.4.	Facebook	13
6.	Special interest groups	13
6.1.	Digital Group:.....	13
6.2.	Monochrome Group:.....	13
6.3.	Other Groups and Training.....	14
7.	Monthly Club Competitions.....	14
7.1.	Competition Grades.....	14
7.2.	Initial Grading	15
7.3.	Competition Number.....	15
7.4.	Grade Promotions	15
7.5.	Entering the Club's Monthly Competition.....	15
7.6.	Projected Digital Image Entries	16
7.7.	Print Entries	17
7.8.	Scoring	17
7.9.	Use of Competition Entries.....	18
8.	Other Club and Inter-Club Competitions.....	18
8.1.	Annual Competition Photo of the Year	18
8.2.	Hunt and Shoot.....	19
8.3.	Inter-Club Competitions	19
8.4.	Points Allocation.....	20

Mount Gravatt Photographic Society - Member Handbook

8.5.	Competition Data	21
8.6.	Awards.....	21
9.	Library.....	22
9.1.	MGPS Library Rules:	22
10.	Membership Badges.....	22
11.	Associations.....	23
11.1.	Photographic Society of Queensland (PSQ).....	23
11.2.	APS (Australian Photographic Society)	23
11.3.	Member Associations	23
12.	Advertising Guidelines.....	24
12.1.	Nature of advertisements.....	24
12.2.	Advertisers.....	24
12.3.	Media.....	24

1. MGPS Overview

The Mount Gravatt Photographic Society Inc (MGPS) is a community based, non-profit camera club that is affiliated with the Photographic Society of Queensland (PSQ).

Incorporated Association – The Mount Gravatt Photographic Society Inc is an Incorporated Association in accordance with the Associations Incorporated Act 1981, registration number IA06777.

Aims – The aims of the MGPS are to:

- foster a love for the art of photography amongst its members and in the community;
- assist members to develop their vision and technique in photography;
- encourage interaction between beginning and experienced photographers;
- offer lectures on different aspects of photography;
- arrange photographic activities for members;
- organise photography competitions within the Society and to participate in competitions with other bodies.

History – Our club was formed in 1967 by a group of enthusiastic amateur photographers in Brisbane's southern suburbs. The original formation was established to run the photographic section of the annual Mt Gravatt Show. The first meeting to form the club was held at the Mt Gravatt Show Society hall on 13 February 1967.

The club's original aims were to stimulate an interest in photography and to assist members to improve their photographic technique. This was to be achieved through practical demonstrations, lectures and competitions. These aims were soon formalised within the present objectives. The club originally had only seven members but has now grown to well over 100 members and is one of the largest photographic clubs in Queensland.

Our club has successfully run national and inter-club competitions, salons and conferences over the years.

The MGPS is affiliated with the Photographic Society of Queensland (PSQ). Several MGPS members are PSQ approved photographic judges. Current members that have received PSQ judge's accreditation include Warren Veivers, John North, Gordon Dixon, Graham Martin, Dan Demy-Geroe, Gang Wei, John Doody and Sue Gordon.

In February 1999, MGPS launched its website on the internet. This has allowed the club to display a general information gallery.

In May 2013 a private Facebook group for MGPS members was created.

In September 2021 MGPS introduced Honorary Life Memberships to recognise dedicated service to the club through long-standing service to club members. Current Honorary Life Members include Gordon Dixon, Graham Martin, Warren Vievers, David Knell and John North.

Activities – Club activities range from half day outings to weekends at interesting locations in South East Queensland and Northern New South Wales. You are encouraged to attend.

Addresses:

- Postal:** PO Box 234 Mount Gravatt Qld 4122
- Web:** <http://www.mgps.org.au>
- Email:** info@mgps.org.au
- Facebook:** <https://www.facebook.com/groups/431815370247369/>

2. MEMBERSHIP

2.1. Membership Classes

- (i) MGPS has the following membership classes
 - (a) Ordinary Membership
 - (b) Associate Membership
 - (c) Honorary Life Membership
- (ii) Membership in MGPS is outlined in Section 5 of the Association Rules.

2.2. Annual Membership Fees

- (i) Annual Membership Fees shall be:
 - (a) Ordinary Membership - \$50 per annum
 - (b) Associate Membership - \$35 per annum
 - (c) Honorary Life Membership – No annual fee is payable
- (ii) Note: Only one associate membership fee shall be payable for each ordinary member's family, regardless of the number of associate members from that family. If an ordinary member and spouse have already both paid for ordinary membership, then the fee for any child shall be free.

- (iii) New members joining after the 1st October may be eligible to pay a pro-rata amount of the fee applicable for their class of membership as determined by the management committee.
- (iv) Pensioners and full-time students are eligible to receive a concession of 50% off the Full membership fee.
- (v) All annual subscriptions shall be paid to the Treasurer within two months of the close of the Society's financial year. If subscriptions are not paid within this time, membership may lapse.

2.3. Meeting Fees

- (i) Meeting Fees are payable at each club meeting you attend
- (ii) The meeting fees are:
 - (a) Non-concession meeting fee - \$4.00 per meeting
 - (b) Concession meeting fee - \$3.00 per meeting
- (iii) Concession fees are available to pensioners and full-time students
- (iv) Visitors to be club can attend two meetings free before they must apply to become a member.

3. Club Meetings

- (i) There are two regular club meetings per month with the exception of the Christmas break.
 - (a) the 2nd Wednesday of each month (except January)
Activities include guest speakers, lectures, demonstrations, workshops etc.
 - (b) the 4th Wednesday of each month (except December)
Activities include the judging of the prints and digital images in the monthly club competition.
Print and Digital entries are due on this night for the following monthly competition.
- (ii) These meetings are held at the St Bartholomew Church Hall, Mountain Street, Mount Gravatt.

4. Club Management and Organisation

The running of the club consists of the management committee and non-committee appointed positions which assist with the running of club meetings.

4.1. Management Committee

- (i) The Management Committee shall consist of these officers:
 - (a) President
 - (b) Vice-President
 - (c) Secretary
 - (d) Treasurer
 - (e) Competitions Officer
 - (f) Activities Officer
 - (g) Records Officer
 - (h) Newsletter Editor
 - (i) Committee Member
- (ii) Committee Members as determined by rule 17 in the association rules.

4.2. Duties Of Management Committee Members

- (i) President
 - (a) The president shall be the recognised head of the Society and shall sign all documents requiring his/her signature as the official head.
 - (b) The president shall preside at all general, special and annual general meetings and at all management committee meetings and shall preserve order at the same.
 - (c) The president shall sign all minutes of meetings provided the same have been duly confirmed.
 - (d) The president on behalf of the management committee shall prepare and present to the annual general meeting a full written report of the Society's activities for the preceding 12 months.
 - (e) The president cannot serve more than three (3) consecutive years in the position
- (ii) Vice-President
 - (a) In the absence of the president, the vice-president shall act in his/her place with the full power of the President
- (iii) Secretary
 - (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
 - (b) keeping minutes of each meeting; and

- (c) keeping copies of all correspondence and other documents relating to the association; and
 - (d) maintaining the register of members of the association.
- (iv) Treasurer
- (a) The treasurer shall keep all books of account as determined by the management committee.
 - (b) The treasurer shall present a financial statement at each meeting as requested.
 - (c) The treasurer shall present to the annual general meeting a duly audited statement of receipts and expenditure and a balance sheet of the Society's affairs.
 - (d) The treasurer shall maintain the Society's general account and equipment account.
 - (e) The treasurer shall maintain a temporary account as may be required from time to time where instructed by the management committee. Eg PSQ or SEQ temporary account.
 - (f) On being requested by any financial member, the treasurer shall produce all such books and documents of the Society.
 - (g) The treasurer shall ensure that all expenses payable by the Society are always kept paid and up to date.
 - (h) The treasurer shall prepare and arrange any PAYG forms for the Australian Taxation Office.
- (v) Competitions Officer
- (a) Communicate with judge and ensure that the Society's club competition entries are made available to the judge as soon as possible after the close of entries.
 - (b) Prepare prints and spreadsheet for Judge.
 - (c) Arrange for return of entries and arrange writing up Merit and Honour cards.
 - (d) Forward the results of all competitions to the Records Officer without delay
- (vi) Activities Officer
- (a) Arrange the Society's club night programming.
- (vii) Records Officer
- (a) Issue member competition numbers and add them to the register of members.

- (b) Record data for all competitions within and outside the Society and aggregate each member's points.
- (c) Communicate the results of all competitions to the Newsletter Editor, the Society Facebook page and/or to members by email as appropriate.
- (d) Ensure the results of all competitions are made available to the President to arrange an announcement at a Society's club night.

(viii) Newsletter Editor

- (a) Organise information and articles for the newsletter "Exposure".
- (b) Edit and publish the newsletter regularly.

(ix) Committee Member

- (a) Assist the management committee in the execution of their duties.

4.3. Duties for Non-Committee Appointed Positions

(i) Projectionist

- (a) Prepare digital competition entries.
- (b) Setup and use the Society's computers and projection equipment at the Society's club meetings or other activities as required.

(ii) Assistant Treasurer

- (a) In the absence of the Treasurer, the Assistant Treasurer shall act in his/her place with the full powers of Treasurer, including taking his/her place on the management committee.

(iii) Competitions Assistant 1

- (a) Appoint a judge at least two months in advance

(iv) Competitions assistant 2:

- (a) Organise Trophies and Medals for, Hunt and Shoot, Annual Competition, end of year highest aggregate point (July to June) awards.

(v) Equipment Coordinator

- (a) Maintain a register of the Society's equipment.
- (b) Arrange for the safe keeping of the Society's equipment and for production of the necessary equipment required for each meeting as requested.

- (c) Report all damage, breakages, losses, or maintenance required to the management committee so that appropriate action may be taken to maintain the equipment in good working order.
 - (d) Supervise the borrowing of any of the Society's equipment by members and keep a suitable book recording borrowings and return of equipment.
- (vi) Librarian
- (a) Provide access, to the Society's library books etc. at the Society's meetings, for members.
 - (b) Maintain a register of borrowings and return of library items.
 - (c) Ensure that the items in the library are kept in a good state of repair.
 - (d) Ensure new books or videos are given a catalogue number and to update the list of library items accordingly.
- (vii) Welcoming Desk Coordinator x 2
- (a) Collect attendance fees and maintain a register of attendees.
 - (b) Make visitors and new members feel at ease and introduce them to members.
 - (c) Provide new members with information and forms about the Society and its activities.
 - (d) Inform the meeting chairperson of visitors present before the meeting opens.
- (viii) Welcoming Door Greeter x 3
- (a) Greet visitors and introduce yourself at the front door and guide them to front desk.
 - (b) Answer any questions they may have about the club or direct them to a member who can help them.
 - (c) Introduce them to a member to sit with for the night.
- (ix) PSQ Liaison
- (a) Attend all PSQ committee meetings.
 - (b) Relay to the PSQ the Society's interests.
 - (c) Supply a report to the management committee.
 - (d) Promote attendance to PSQ Conventions.

(x) Web Site Coordinator

- (a) Ensure that the Society web page is fully operational and that all relevant information regarding the Society's activities is up to date.
- (b) Arrange for new images to be placed on the site on a regular basis.
- (c) Maintain and update the site for member's emails.

(xi) Hunt and Shoot Coordinator

- (a) Plan and organise the annual Hunt and Shoot event.

(xii) Interest Group Coordinators

- (a) Monochrome Group Coordinator
- (b) Digital Group Coordinator

Coordinators should ensure that members are notified of:

- (a) the location of next meeting.
- (b) the time of next meeting.
- (c) what they are required to bring if they attend.

Coordinators are required to:

- (a) develop a program for the year.
- (b) supply a monthly report to the management committee

(xiii) Club Activities Organiser

- (a) Help arrange activities and coordinate with the Activities Officer as necessary
- (b) Co-ordinate the monthly club photoshoot.

(xiv) Inter-Club Competitions Coordinator

- (a) Ensure that members are advised of up-and-coming Inter-club competitions in a timely manner.
- (b) Ensure that the Society's Inter-Club competition entries are made available to the selection panel as soon as possible after the collection of entries.
- (c) Ensure that the selected entries are made available to the Club organising the competition prior to the close of entries.
- (d) Arrange for the attendance of a member to represent the Society at the judging and to collect work.
- (e) Forward the results of all competitions to the Records Officer without delay.

- (f) Ensure that all entries are made available to members for collection.
Note: It shall remain the responsibility of the members to collect their work from the Inter-Club Competitions Coordinator.

5. Club Information Resources

5.1. Web Site

<https://www.mgps.org.au/>

Here you will find general information about meetings, competitions, and activities along with the newsletter, contact details, and links to other resources. Current copies of official club documentation including this handbook are also available here.

5.2. Newsletter (Exposure)

MGPS has a newsletter that is published regularly providing useful information such as:

- (a) Club and inter-club Competitions
- (b) National and International competitions
- (c) Year to date member competition points
- (d) Upcoming Club activities
- (e) Upcoming Club speakers
- (f) Reports on Club activities
- (g) Promotional articles
- (h) Other photography articles

Past editions of the newsletter are archived on our website and can be accessed at the following web address:

<http://www.mgps.org.au/club/index.php/newsletter>

5.3. Email distribution lists

- (i) MGPS holds, and uses, your email address solely for the purpose of communicating information about club and associated photographic activities to you.
- (ii) MGPS uses several email distribution lists.
- (iii) Your details will be added to these lists based on the information provided by you on your membership application form.
- (iv) In each of the emails sent out from the email lists there is an un-subscribe link.

- (v) Alternatively, you may advise the club by email at info@mgps.org.au if you wish to be removed from the emailing lists.

5.4. Facebook

<https://www.facebook.com/groups/431815370247369/>

Your club has a private Facebook group for members to

- (a) interact between meetings and outings by arranging events and activities,
- (b) asking and answering questions,
- (c) posting photos,
- (d) seek and offer constructive criticism.

6. Special interest groups

MGPS has several special interest groups that meet on a regular basis. Currently these include the Digital, and Monochrome groups. These groups meet at the times and places indicated below. Always check the club's website for confirmation. To participate in a group you must be a financial member.

We do allow one visit only if you are not a member.

6.1. Digital Group:

- (i) Meets on the 4th Monday of each month, at 7.00 as an online meeting
- (ii) Any financial members of the MGPS interested in the digital aspects of photography can attend.
- (iii) **Aims:**
 - (a) To promote, encourage and improve the creative art of digital photography by exploring the principles, techniques and tools involved in the capture, post processing and presentation of various types of digital images.
 - (b) Presentations involving different editing programs and techniques are held.
- (iv) A link will be sent to members prior to the meeting
- (v) The group coordinator may be contacted via email at: digital@mgps.org.au

6.2. Monochrome Group:

- (i) Meets on the 3rd Thursday of each month, at 7.00 as an online meeting
- (ii) Any financial members of the MGPS interested in monochrome photography may attend.

7.2. Initial Grading

- (i) You are invited to submit 10 printed or digital images that are representative examples of your current work for assessment. You will be assigned an initial competition grade and your club competition number.
- (ii) Members should bring their 10 images to a monthly club meeting and ask a welcoming officer at the door to be introduced to the assessors.

7.3. Competition Number

- (i) After receiving a grading the Records Officer will allocate a club competition number to you. Your competition number must be used to identify your entries in the competitions throughout the year.
 - (a) The range 001 – 099 signifies A or A Gold Grade.
 - (b) The range 100 – 199 signifies AB Grade.
 - (c) The range 200 – 299 signifies B Grade.
- (ii) As you change grades you will be issued with a new club competition number in the applicable range by the Records Officer.

7.4. Grade Promotions

- (i) Promotion from one grade to a higher grade will be based on:
 - (a) the members performance as determined by average points per submission in print and/or digital competitions over the previous year; and
 - (b) the management committee's judgement that a member has progressed beyond their current grade.
- (ii) A member may decline promotion for the first year of qualification.
- (iii) Members may make an official application to the management committee to have their grading reconsidered.

7.5. Entering the Club's Monthly Competition

Once you have been assigned a club competition number you may submit entries into the print and digital divisions.

- (i) The set category is a nominated subject. Images submitted in the set category must conform to the subject definition published on the MGPS website monthly competition guidelines page.
- (ii) The open category may consist of images from any genre.
- (iii) For the judging months of January to November you may enter 1 set and 1 open image into both the digital and print sections. A maximum of 4 images may be entered into any one club monthly completion.

- (iv) Entries must be submitted by the 4th Wednesday of the month prior to the judging occurring.
- (v) Images may be colour or monochrome.
- (vi) Entries must originate as photographs (image-capture of objects via light sensitivity) made by the entrant on photographic emulsion or acquired digitally. All digital post processing must be made by the entrant. By submitting an entry you certify that the image results solely from your own work and does not include any third party imagery, graphics, or textures.
- (vii) Failure to submit entries as prescribed may lead to them being rejected.
- (viii) An image that is consistent with the set category may be entered into the open category.
- (ix) The same or a derivative of an image that has been awarded an Honour or a Merit cannot be entered into another club monthly competition apart from the annual competition held in December.
- (x) The same image may not be concurrently entered into both the digital and print competitions
- (xi) Care of Members Entries
 - (a) All care shall be taken with entries, but no responsibility can be accepted by the Society for any loss or damage during any competition.
 - (b) It shall remain the responsibility of the members to collect their work from the Competitions Officer.
- (xii) Image Capture
 - (a) Entries must originate as photographs (image - capture of objects via light sensitivity) made by the entrant on photographic emulsion or acquired with a digital cameras.
 - (b) All images, including digital images, must not incorporate elements produced by anyone else.

7.6. Projected Digital Image Entries

- (i) Entries close on the 4th Wednesday of the month at 9pm.
- (ii) Entries need to be uploaded via the club digital entry system which is available on the club's website: www.mgps.org.au
- (iii) Projected digital image (PDI) size details are as follows:
 - (a) Each image must have a maximum horizontal dimension of 1920 pixels, a maximum vertical dimension of 1080 pixels and have a file size not exceeding 2mb (2,000kb).
 - (b) Each image must be in JPEG format.
 - (c) Images must not include any names or identifying text.
 - (d) A PDI entry cannot be altered after PDI submissions have closed.

7.7. Print Entries

- (i) Entries close on the 4th Wednesday of the month at the club meeting
- (ii) Prints can be mounted or submitted unmounted
- (iii) Print size
 - (a) Each entry's overall dimensions must not exceed 40cm x 50cm (16in x 20in).
 - (b) The minimum print size is 20cm (8in) along the shortest side
 - (c) Maximum and minimum sizes of prints include mounting if used
- (iv) Print Entry Labelling
 - (a) Prints must be labelled in pencil or biro. The use of felt or ink pens is not permitted.
 - (b) Prints must have your competition number, image title and category (Open or Set) clearly marked on the back. Any print showing your name will not be accepted.
 - (c) All Prints must have an arrow indicating the top of the print.
 - (d) Mounted prints must not contain any exposed adhesive, Velcro, pins or tape nor must they be labelled or constructed in a manner that is potentially damaging to other prints. The simplest way to avoid this is to mount prints with a full backing sheet with no exposed tape.
 - (e) Prints mounted in a manner that will potentially damage another image will be rejected.
- (v) Projected digital image (PDI) has to be uploaded for every print entry:
 - (a) Entries need to be uploaded via the club digital entry system which is available on the club's website: www.mgps.org.au
 - (b) Each image must have a maximum horizontal dimension of 1920 pixels, a maximum vertical dimension of 1080 pixels and have a file size not exceeding 2mb (2,000kb).
 - (c) Each image must be in JPEG format.
 - (d) Images must not include any names or identifying text.
 - (e) A PDI entry cannot be altered after PDI submissions have closed.

7.8. Scoring

- (i) In each monthly club competition images will be assessed by the judge and awarded an Acceptance, a Credit, a Merit or an Honour in accordance with the merit award system.
- (ii) The judge may assess an entry that is inconsistent with the subject definition as being out of category and no points will be awarded.
- (iii) You will receive points as outlined in .
- (iv) The competition judge will select "The best image of the night". An award will be presented to the winner.

- (v) The members with the 1st, 2nd and 3rd highest aggregate points totals over the competition year (July to June judging nights) in each grade and division will be awarded trophies and medallions as soon as possible after the end of the competition year.
 - (a) 1st place a trophy,
 - (b) 2nd and 3rd a medallion.
- (vi) Members who accumulate sufficient points over their time in the Club will become eligible for bronze, silver and gold status awards. National and International competition results will also contribute to these awards. It is your responsibility to notify the Records Officer of such National and International competition results.

7.9. Use of Competition Entries

- (i) By entering images into the club's competitions, you acknowledge that your images may be displayed on the club's web site,
- (ii) At all times the club will give credit to the author,
- (iii) no images will be used for commercial purposes, and
- (iv) you retain the copyright to your images.

8. Other Club and Inter-Club Competitions

8.1. Annual Competition Photo of the Year

- (i) The Annual Competition is held each year and prize winners are announced at the Christmas function in December.
 - (a) The competition is seen as establishing the Photo of the Year (POTY) in each section.
 - (b) The competition is conducted in two grades - A (for A and A Gold members) and B (for AB and B grade members)
 - (c) Only images captured within the past 12 months from entry date are eligible. This gives 'image of the year' significance
 - (d) Print and digital images are due on the FIRST Wednesday meeting in November.
 - (e) You are permitted to enter one image in each section.
 - (f) Images that have received an Honour or a Merit may be submitted into this competition.
 - (g) For Print images mark your image with your competition number, your grade, the section number you wish the image to be judged in, the image title, and an arrow indicating top of the image.
- (ii) Section (all sections are open subject)
 - (a) Colour Print

- (b) Monochrome Print
- (c) Colour Digital Image
- (d) Monochrome Digital Image Sections
- (iii) First, second, third and HC (at the judge's discretion) are awarded in each section
- (iv) Champion Print of the Year and Champion Digital Image of the Year are selected from the four respective winning images.

8.2. Hunt and Shoot

- (i) This is a fun activity for club members.
- (ii) The event is usually held annually.
- (iii) The Hunt and Shoot coordinator select a location (which may change each year), a time and place to meet.
- (iv) On the day, you will be given a list of 10 subjects. Using a blank memory card, you may then take up to 20 photos in total and specify one image to be considered for each subject. Images may not be deleted from your memory card. The memory card is then handed in to the organisers who will upload your photos.
- (v) The winner of each subject and a Grand Winner is announced at a subsequent club meeting.
 - (a) A trophy is awarded to the Grand Winner
 - (b) The Grand Winners membership fees for the following year will be waived
 - (c) A prize is given to each subject winners as determined by the management committee

8.3. Inter-Club Competitions

- (i) Members work will be entered into Inter-club competitions
- (ii) Competitions include
 - (a) PSQ
 - (b) Rivercity
 - (c) Other inter-club competitions as approved by the management committee
- (iii) Members may enter work that has been entered in monthly club competitions with the exception that they may not enter work that has been previously entered into these competitions unless expressly allowed by the rules of that competition.

- (iv) While competition entries will primarily come from members entries submitted into the monthly competition, the management committee reserves the right to ask members to submit additional entries for consideration.
- (v) The number of entries a member may put forward for selection depends on the competition and is set by the selection panel.
- (vi) A selection panel, nominated by the management committee, shall be responsible for the selection of all Interclub competition digital projected images and prints.

8.4. Points Allocation

- (i) All prints and digital images entered in competition within and outside of MGPS shall be allowed the following points as per Table 1

Table 1 Competition Points Allocation

Competition	Champion	Honour	1st	2nd	3rd	Merit	Credit	Accept	Entry	Out of Category
MGPS – Monthly		12				9	6	3		0
MGPS - Annual	30		20	15	10	5#				
MGPS – Interclub *	40		20	16	12	9#			3	
Approved Minor Salon**	25		10	8	6	4#		2	1	
State Salon ***	50		30	24	18	12#		6	1	
National Salon	70		40	32	24	16#		8	1	
International Salon	100		50	40	30	20#		10	1	

* Includes – Metropolitan, PSQ etc.

** Includes - Folios, Ipswich Show, Mt Gravatt Show, Brisbane RNA etc.

*** Includes – SEQ

Includes High Commended where applicable.

- (ii) All points are to be cumulative.

8.5. Competition Data

- (i) Current Competition Data
 - (a) Competition data maintained by the Society for the previous 2 years is current data.
 - (b) This data will be made available to financial members upon request and
 - (c) it is the member's responsibility to ensure the accuracy of this data.
- (ii) **Non Current Competition Data**
 - (a) Competition Data that is over 2 years old will be considered by the Society as being non-current
 - (b) while these records are held for the life of the Society, the Society makes no representation of the accuracy or the fullness of such data.
 - (c) Any request by financial members for non-current information will be made at the discretion of the Management Committee

8.6. Awards

- (i) **Annual Aggregate Competition Trophies and Medallions**
 - (a) shall be presented to the members with highest points in print and digital divisions accumulated in each Grade as part of the MGPS Monthly Competition as soon as practical after the end of the competition year.
 - (b) A Trophy for 1st place, and
 - (c) Medals will be awarded to 2nd and 3rd place winners
- (ii) **Annual Competition**
 - (a) a trophy, is awarded for the:
 - Champion Print of the Year
 - Champion Digital Image of the Year
 - (b) Medals are awarded to first, second, third in each category:
 - Colour Print of the Year
 - Monochrome Print of the Year
 - Colour Digital Image of the Year
 - Monochrome Digital Image of the Year
 - (c) Certificates are awarded to all winning entries including those achieving highly commended in each category.
- (iii) **Bronze, Silver and Gold status awards**
 - (a) **The Bronze Award** - shall be presented to members on obtaining 150 points in the MGPS competitions.
 - (b) **The Silver Award** - shall be presented to members on obtaining 300 points in the MGPS competitions.

- (c) **The Gold Award** - shall be presented to members on obtaining 500 points, of which a minimum of 400 points must be earned in the MGPS competitions.
- (d) **The Master Photographer Award** - shall be presented to members on obtaining 1000 points, of which a minimum of 500 points must be earned in the MGPS competitions.
- (e) **The Master Photographer Award** - First Gold Star shall be presented to members on obtaining 1500 points, of which a minimum of 750 points must be earned in the MGPS competitions.
- (f) **The Master Photographer Award** - Second Gold Star shall be presented to members on obtaining 2000 points, of which a minimum of 1000 points must be earned in the MGPS competitions.
- (g) **Honour Awards** shall be awarded to members on obtaining a minimum of 2500 points.
- (h) At least 50% of points for all the MGPS Awards must be gained in the MGPS competitions except where otherwise specified.

9. Library

9.1. MGPS Library Rules:

- (i) Only financial MGPS members can borrow books and videos.
- (ii) Books can be borrowed for a maximum period of TWO months at any one time and videos for one month.
- (iii) Hardware (such as the Spyder monitor calibrator) may only be borrowed for a TWO week period or for the length of time between consecutive club monthly meetings.
- (iv) Members are asked to return items promptly as the club has a limited collection and others may wish to borrow the item.
- (v) Loans can be made through the Librarian on any club monthly meeting night by entering the relevant details into the Library Loans Register. If the Librarian is unavailable, please see a management committee member. All returns must also be recorded in the register.
- (vi) Each member may borrow a maximum of three items at any one time.
- (vii) Members must take care of items to avoid loss or damage.
- (viii) Members are asked to recommend new library purchases to the club's Librarian.

10. Membership Badges

- (i) Club badges are issued to each member on the following basis:
 - (a) Gold Metal Badge – Honorary Life Member

- (b) Gold Badge – an Experienced Member
 - (c) Black badge with gold writing – a Committee Member
 - (d) White badge with black writing – a Club Member
- (ii) You are encouraged to wear your badge at club meetings.

11. Associations

11.1. Photographic Society of Queensland (PSQ)

- (i) The PSQ represents affiliated camera clubs in Queensland. The MGPS is one of approximately 45 Queensland photography clubs.
- (ii) The PSQ Convention is held annually at a date to be announced and alternates between Brisbane and country venues.
- (iii) Previous PSQ conventions have included a competition for small and large monochrome and colour prints, and digital images.

11.2. APS (Australian Photographic Society)

- (i) The APS is a national body of photographers that provides services to its members and sets standards for the accredited photographic competitions it endorses.
- (ii) It is open to individuals.
- (iii) The APS has an annual convention, APSCON, whose location rotates between the states.
- (iv) Individuals may subscribe to the Australian Photography and Digital magazine delivered monthly as well as have the opportunity to be involved in Print, Digital and Audio-Visual Folios.
- (v) Distinctions – LAPS, AAPS, FAPS, etc. –are awarded by APS.

11.3. Member Associations

- (i) Financial members of The Mount Gravatt Photographic Society Inc. who also conduct a photographic business may,
 - (a) with the approval of the management committee,
 - (b) advertise their activities in the club's newsletter
 - (c) advertise their activities by placing fliers on the front table at the club's monthly meetings
 - (d) advertise their activities in the club's Facebook group
 - (e) any advertisement is subject to the club's advertising guidelines

12. Advertising Guidelines

12.1. Nature of advertisements

- (i) All advertisements in Society publications, on the Society website, at Society events or using Society social media accounts are to be of a photography related nature only.
These advertisements may include but are not limited to items such as photographic services, photographic training courses and tours, photographic equipment including computer equipment and software used in the processing of photographic images.
- (ii) Information regarding society activities and events shall not be considered an advertisement.
- (iii) Announcements from affiliations such as PSQ & APS and sister clubs shall not be treated as advertisements.
- (iv) Advertisements for non-photography related items or services are not permitted.

12.2. Advertisers

- (i) Society members with or without photography businesses may advertise free of charge.
- (ii) An associated photography organisation may advertise free of charge.
- (iii) Other individuals and organisations may advertise for a set period with the approval of the Management Committee for an agreed consideration or donation.
Each such advertisement requires management Committee approval for subsequent inclusion in the society newsletter or other society publication.

12.3. Media

- (i) Newsletter
 - (a) Advertisements shall be positioned at the editor's discretion.
 - (b) Each advertisement shall not be larger than 1 page.
 - (c) All advertisements shall be clearly marked or indicated as advertisement.
 - (d) Members may advertise photography related equipment for sale in the 'MGPS Market Place' section of the newsletter free of charge.
- (ii) At Club Meetings
 - (a) For meeting time control purpose, verbal advertisements are not allowed, unless otherwise agreed by the Management Committee.
 - (b) All advertisements shall be placed in the "auto show" version of the slides, which will be automatically shown before the meeting and during the break.

- (c) Advertisements shown in the “auto show” can only be shown at a maximum of 2 meetings.
- (d) Each advertisement will be contained in one slide and marked as "advertisement".
- (e) Flyers may be placed on the meeting registration table.
- (iii) Website
 - (a) No advertisements shall be shown on the MGPS website.
- (iv) Social Media
 - (a) Society accounts using electronic media such as Facebook, Twitter, Instagram etc shall be deemed to be use of social media.
 - (b) Where the social media account is private and can only be viewed by financial members of the society:
 - Society members may place announcements for the activities of their photography business and/or events.
 - Notices for events other than those operated by the society shall be prefaced with the following declaration -
“Please note that this is not an MGPS sponsored event and is provided for member information only. MGPS makes no representation to the quality or value of this event.”
 - Notices for events other than those run by the society or it’s members shall not be posted unless approved by the Management Committee.
 - (c) Information regarding society activities shall not be placed on social media accounts other than those supported by the society without approval of the Management Committee.
 - (d) Society members may post information regarding upcoming photographic competitions and exhibitions for the interest of members.
 - (e) Society members should be clear that any opinions/recommendations expressed are the opinions/recommendations of the individual and are not representative of the society.
 - (f) Where a society social media account is not private and is publicly viewable no advertisements other than society notices shall be permitted without Management Committee approval.

13. Management of MGPS Software, Hardware and Systems.

13.1. Purpose.

The purpose of this policy is to provide the overarching minimum guidelines by which all software and systems owned and/or operated by MGPS shall be managed.

This policy is designed to ensure that sufficient resources and access to the various software and systems owned and/or operated by MGPS is in place such that those resources are always available for MGPS business.

13.2. Which Systems?

This policy shall apply:

- (i) to all computer equipment including laptop, desktop or tablet devices owned or operated by MGPS and all software utilised on this equipment.
- (ii) to all financial systems utilized by MGPS.
- (iii) to all software and online subscriptions owned by MGPS.
- (iv) to all current and future MGPS software and systems.

13.3. Administrators.

- (i) All software, hardware and other systems that requires the use of an Administration level user shall always have two current MGPS members assigned with Administration level privileges.
- (ii) Where the systems in question do not provide for multiple users as Administrator then a single account shall be utilised with two current MGPS members having access to the account with shared knowledge of the account credentials.
- (iii) When a new member is provided access to a shared account the passwords shall be changed.
- (iv) Users shall only be provided access levels appropriate to the position they are undertaking.

13.4. Passwords

- (i) All MGPS accounts and systems shall be secured to prevent unauthorised use.
- (ii) Passwords used by MGPS members to secure accounts shall conform to minimum requirements of the system in use and where available the use of multi factor authentication is recommended.
- (iii) The use of an encrypted password generator with appropriate rules to ensure adequately secure passwords are used is recommended.

13.5. Subscriptions

Software or system subscriptions should be maintained using the contact details of a current MGPS Management Committee member.

13.6. 6. Registry.

- (i) A registry shall be maintained with a list of all software, hardware and other systems with the names of the MGPS Members with accounts and the access level provided.
- (ii) The registry shall include all software and system subscriptions and the name of the person the subscription is held in and the expiration date.