



Kamloops  
Photo Arts Club

# MEMBERS HANDBOOK



**This is a living document and will be revised as required.**

**Please e-mail any comments, corrections  
or proposed additions to:**

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## **WHAT IS THE KAMLOOPS PHOTO ARTS CLUB**

The Kamloops Photo Arts Club (KPAC) is a non-profit society of photography enthusiasts, both amateur and professional. KPAC promotes an appreciation of photography and encourages fellowship and support amongst camera, image, and processing hobbyists. The KPAC Executive members are elected volunteers and depend on the voluntary support of all club members.

Weekly programs help aspiring and practiced photographers develop an artistic, creative and thoughtful approach to photography. A 'Showcase' meeting is held each month for members to share their photographic images. Showcases have suggested topics to encourage members to step out of their comfort zone, focus on the topic and exercise their creativity. All members regardless of their skill levels are encouraged to participate.

KPAC maintains a website at [www.kamloopsphotoarts.ca](http://www.kamloopsphotoarts.ca). Be sure to check the website frequently for topics of interest, member's galleries, meeting information and upcoming events. There are also detailed instructions for submitting images for the website, competitions and monthly showcase.

Our active meeting year begins in September and ends in June. We meet most Wednesdays from 7:00 pm to 9:00 pm, usually at the Henry Grube Education Centre, 245 Kitchener Crescent, Room 1B. Check the website for any meeting changes.

KPAC is a member club of the Canadian Association for Photographic Art (CAPA). For more information about CAPA, visit [www.capacanada.ca](http://www.capacanada.ca). KPAC is also a member of the Kamloops Arts Council (KAC). For more information about KAC, visit [www.kamloopsarts.com](http://www.kamloopsarts.com).

## **HISTORY OF THE KAMLOOPS PHOTO ARTS CLUB**

The Kamloops Photo Arts Club, originally known as The Kamloops Interior Camera Club, was organized in 1980 by a group of dedicated photographers and the first meeting was held in October 1982. Their goal was to discuss and improve their mutual interests in photography.

The club became a member of the Canadian Association for Photographic Art in 1982 and still takes part in most Canada wide competitions each year.

One of the early club projects, in 1986, was to produce a major slide show "A Day in the Life of Kamloops", where 35 photographers took 4500 pictures in a 24 hour period. When completed, it became a 20 minute slide show of 420 pictures. Since then, the club has become involved in several community projects each year. One major event is a one day seminar through Kamloops Parks and Recreation that teaches basic digital camera techniques.

With the introduction of digital photography in the early 1990's, KPAC emerged from the darkroom and embraced a computerized future. Computer software, mainly Photoshop and Lightroom, became the digital darkroom and presented a whole new world for photo processing. Some members have become very proficient in the new technology and happily pass on their knowledge to their fellow members.

KPAC had a stellar year in 2006 garnering three prestigious Club awards and three individual awards. Jubilation bubbled over when the club placed second in the North Shore Photographic Challenge and Brock Nanson took top honours with the Gold Medal. KPAC took another close second in the Lion's Gate 75<sup>th</sup> Anniversary Show. Nationally the club placed fourth in a (CAPA) Canadian Association of Photographic Arts competition with members Myles Clough and Norm Dougan's images scoring in the top 10.

KPAC became a registered society in 2007, after 25 years in existence, thanks to Frank Dwyer who was then President. Club membership averages 80 members.

## MEMBERSHIP CONTACT LIST

Members are asked to keep the Membership Chairman advised of any changes to their e-mail address. A current membership list is maintained on the club website under the "Contact Us" tab. KPAC is also on Facebook.

### KPAC Executive

The club elects the Executive at the Annual General Meeting each May. The Executives are all volunteers and depend on all members to support club activities. Members are encouraged to share their ideas with the Executive. The following is the contact information for the KPAC Executive.

#### KPAC EXECUTIVE

POSITION	CONTACT INFORMATION
President	<a href="mailto:president@kamloopsphotoarts.ca">president@kamloopsphotoarts.ca</a>
Vice President	<a href="mailto:vice-president@kamloopsphotoarts.ca">vice-president@kamloopsphotoarts.ca</a>
Recording Secretary	<a href="mailto:secretary@kamloopsphotoarts.ca">secretary@kamloopsphotoarts.ca</a>
Treasurer	<a href="mailto:treasurer@kamloopsphotoarts.ca">treasurer@kamloopsphotoarts.ca</a>
Membership Director	<a href="mailto:membership@kamloopsphotoarts.ca">membership@kamloopsphotoarts.ca</a>
Program Directors	<a href="mailto:program@kamloopsphotoarts.ca">program@kamloopsphotoarts.ca</a>
Competitions Director	<a href="mailto:competitions@kamloopsphotoarts.ca">competitions@kamloopsphotoarts.ca</a>
Receiver of Images	<a href="mailto:photos@kamloopsphotoarts.ca">photos@kamloopsphotoarts.ca</a>
Receiver of Images - Gallery	<a href="mailto:galleries@kamloopsphotoarts.ca">galleries@kamloopsphotoarts.ca</a>
Social/ Field Trips Director	<a href="mailto:field-trips@kamloopsphotoarts.ca">field-trips@kamloopsphotoarts.ca</a>
Webmaster	<a href="mailto:webmaster@kamloopsphotoarts.ca">webmaster@kamloopsphotoarts.ca</a>
CAPA Representative	<a href="mailto:capa-rep@kamloopsphotoarts.ca">capa-rep@kamloopsphotoarts.ca</a>
Director at Large	<a href="mailto:dir-at-large@kamloopsphotoarts.ca">dir-at-large@kamloopsphotoarts.ca</a>

#### OTHER CONTACTS

General Information	<a href="mailto:info@kamloopsphotoarts.ca">info@kamloopsphotoarts.ca</a>
Suggestion Box	<a href="mailto:suggestion-box@kamloopsphotoarts.ca">suggestion-box@kamloopsphotoarts.ca</a>
CAPA Director-Southern Interior	<a href="mailto:lynda-miller@shaw.ca">lynda-miller@shaw.ca</a>
CAPA Director -Pacific Zone	<a href="mailto:pacific@capacanada.ca">pacific@capacanada.ca</a>

## **DUTIES OF THE EXECUTIVE**

In order to help members know what the KPAC Executive Committee does, the following is a list of duties performed by members of the Executive Committee.

### **President**

- Will provide direction and purpose to the club through the Executive.
- Will delegate to members of the Executive or "Directors at Large" duties and responsibilities as necessary for the smooth and efficient administration of the club and its activities.
- Will chair general and executive meetings.
- Will call general and executive meetings.

### **Vice President**

- Will chair general and executive meetings in the absence of the President.
- Will assist other executive members as needed.

### **Secretary**

- Will prepare and keep accurate minutes of executive and general meetings.
- Will file club documents in accordance with the Societies Act.
- Conduct club correspondence. (i.e. letters to other clubs, individuals and groups)
- Issue notices of meetings of the club and directors.
- Keep custody of the records and documents of the club, except those kept by the treasurer.

### **Treasurer**

- Coordinate and compile budgets for club.
- Ensure books accurately reflect the club's financial position.
- Monitor payments made on various accounts.
- Prepare financial statements.
- Keep the financial records, including books of account, necessary to comply with the Society Act.

### **Membership Director**

- Maintain a register of the members.
- Maintain the membership application form.
- Prepare name tags for the members.



## **Program Directors**

- Prepare a schedule of programs for each club meeting that supports the objectives of the club.
- Co-ordinate with guest speakers to ensure the requirements of both the club and the guest speaker are met.
- Post program information on the club website in a timely manner.

## **Competitions Director**

- Be aware of the requirements for any competitions the club may enter.
- Manage the judging and selection of entries for competitions.
- Submit competition entries and co-ordinate with the host club.
- Encourage all members to participate in competitions the club may enter.

## **Receiver of Images**

- Receive and manage images submitted for showcases and competitions.
- Display images as required for club meetings and activities.
- Manage the club computer and projection equipment.

## **Social and Field Trip Director**

- Develop a program of social events to promote camaraderie, friendships and recreation for club members.
- Plan, schedule and co-ordinate the organization of social events.

## **Web Mistress/Master**

- Maintain the club website and update it as necessary.
- Set up e-mail addressing for KPAC members based on updates supplied by the Membership Director
- Monitor the KPAC executive e-mail accounts for spam and take appropriate actions.
- Maintain the images submitted for the member web galleries.
- Update the galleries when required.

## **CAPA Representative**

- Co-ordinate with CAPA and make the club aware of activities and events of interest to club members.
- Liaison with CAPA Regional Director regarding KPAC activities needs and requests.
- Attend Pacific Zone meetings and report back to KPAC.
- Submit material to Pacific Zone Newsletter quarterly.
- See that KPAC contact info is kept current on the CAPA website.
- Present CAPA Awards to members.

## **Directors at Large**

- Perform special duties as assigned by the Club President.
- Assist with club events.

Photo: Club members –January 2015



## MONTHLY SHOWCASE

The last meeting of most months is Showcase and gives members of all skill levels an opportunity to use their imagination and show their work. Each Showcase has a suggested theme. Showcase themes are published on the club website several months in advance so you can plan ahead.

*ALL* members are encouraged to participate and show their images and not be intimidated by the more advanced members. Some novice members have submitted excellent photographs. Remember, even the most advanced photographers were beginners at one time. Showcase also provides an opportunity to see your images on a large screen.

### Showcase Submission Instructions

You must be a KPAC member in good standing to submit images to Showcases. You may submit up to 6 image files for showcases.

**Submitting Showcase Images:** E-mail images to [photos@kamloopsphotoarts.ca](mailto:photos@kamloopsphotoarts.ca) no later than the Monday midnight before the showing.

The e-mail title should be KPAC <showcase title>  
For example: KPAC Botanical Showcase

In the body text, identify the number of images included as attachments and your name. The person receiving your images will acknowledge that your images are received.

If you do not want to (or cannot) send your images by e-mail, copy the files to a USB drive or CD and bring it with you to the meeting prior to the showcase. Present the USB drive or CD to the Image Receiver for uploading to the Club laptop computer.

**NOTE:** The Receiver of Images *WILL NOT* resize, adjust or rotate your images. Also, the Receiver of Images *WILL NOT* select the best images if you submit more than the number of images allowed. If you submit more than **six** images, the first **six** images will be used and the others discarded.

**Your image files should meet the following requirements:**

**Image size:** The club projector is capable of displaying high quality images, but images must be restricted to 1400 horizontal x 1050 vertical unless otherwise specified. (Larger images may be too large for a single e-mail).

**NOTE:** Changing the image resolution to between 100 and 200 DPI will make the files smaller. Be sure to check your images for quality before you send them.

**Image Type:** Highest quality JPG (jpeg)

**Color space:** SRGB

**File name:** <your last name> <your first name>\_<image title>.jpg

Example: Smith John\_Birds in Flight.jpg

Your file name must follow this format to help the Receiver organize them quickly for display at the meetings. (NOTE: < > are not part of the file name, only used to illustrate word groups.)



Club outing to Lillooet, June 2012 (photo by Olga Noakes)

## KPAC MEMBERS WEB GALLERY

### Web Gallery Submission Instructions

You must be a paid-up KPAC member to submit images for member web galleries. You may submit up to 36 image files for your web gallery. It is suggested that you first send a request email to verify your images can be received.

#### To submit images for your KPAC web gallery.

1. Attach them to an email addressed to: **galleries@kamloopsphotoarts.ca**
2. Use "Web Gallery <your name>" in the subject line.
3. Ensure that your image files meet the following requirements:
  - **Image size:** To fit the screen ...
    - Images must fit within an 800 x 533 box
    - Images that do not comply will be resized before uploading
  - **Bio image:** Your Bio image if you want one must be titled Bio.jpg
  - **Bio text:** Your Bio text should be kept short, no more than 110 words
  - **Exif data:** When displayed full size the program reads the image title or description for the displayed name.
  - **Web Browsers:** Pages do display differently in browsers, should you see any problem with your gallery please let us know.

If you do not want to (or cannot) send your images by e-mail, copy the files to a USB drive or CD and bring it with you to the meeting. Present the USB drive or CD to the Image Receiver for uploading to the Club laptop computer.

Some members may wish to use their own websites or online cloud, Sky or other virtual drives to provide images for Showcase or Competitions. This is *NOT* acceptable as the Receiver of Images is dealing with 40 or more emails and this adds to already heavy workload.

Members are encouraged to create a gallery and update it frequently with different photos.

## CLUB COMPETITIONS

Joining competitions can make us better photographers. We recognize though that competition judging is not perfect. The best photo (as some of us might interpret it) does not always win, but experience has shown that the top choices are usually excellent. We see competition as a way to improve individual photography and, hopefully, have fun. If it becomes too serious some of the enjoyment is lost.

As a member club of CAPA Canada (the Canadian Association for Photographic Art) we participate in several competitions. Visit the CAPA website at [www.capacanada.ca](http://www.capacanada.ca) Click on the link for competitions and download or read the competition guide. There are various club events including Theme, Nature, Open and Altered Reality categories. Note the sections referring to club competitions and digital requirements. CAPA also has individual members and events that do not concern us as a club.

Our club has a selection process about a month before the competition event where the images representing our club are picked by secret ballot. Voting is open to all current club members who wish to participate. A scale of 1 to 10 is used. All images start with 5 points and points are deducted for flaws or added for merit. Truly outstanding images may rate 9 or 10 points. Members may submit a maximum of 2 images per competition. A member can have only one of his or her images selected to represent the club.

In general, contest-worthy images should have sharp subject focus (for people or animals this means the eyes), though focus can be selective. Good contrast, a strong central subject and originality are important. Do not put borders or lines around your image and remember that text is not permitted anywhere on the image, whether copyright symbol, title or otherwise. Take note that the contest host club usually has a right to make use of images for promotion or other purposes (for example CAPA in its magazine or on websites).

**NOTE:** KPAC no longer enters all CAPA Club Competitions. See the KPAC Event Calendar for selected competitions. Competitions will be announced early in the club year.

## **KPAC Picture Judging**

This is an exciting event that occurs monthly during the club year. On those nights you will see some of the best photography that our club has to offer.

Each club member may submit a *maximum of 2 images*. We will see each image at least three times. It is said that first impressions count for a lot so the images will be presented for about 5 seconds as an initial viewing. This is intended to provide you, the judges, with an overview of the images that will be evaluated tonight – better images will tend to leap out at you during this process. This will also give you an initial sense of where the images would fall in a relational ranking to each other.

The second viewing will be longer. This will give you time to consider and evaluate the individual images from technical and artistic perspectives. This is where you would mark your score on the scoring form provided.

There will be a third, shorter run through of each image to allow you to confirm the scoring you've put down. *If you wish to change the score, just put an X through the first score then write in the new score.* Once scoring is completed and if time allows, each image will be shown and the photographer may discuss his image and answer questions.

Your job is to select, from all of the excellent images that we see, the best of the best of Kamloops Photo Arts Club images. This process will be accomplished by assigning scores from 1 to 10 for each image presented for your consideration. The selections that you make will be sent to another club for evaluation among all of the participating clubs' "best of" images for an eventual ranking between all clubs. CAPA competitions allow 6 images from each club. Other competitions vary.

### **Judging the Pictures**

So – how should we judge a picture? Let's briefly consider the analogy of a hotel ranking system. We've all heard of 5-star hotels although most of us rarely have had the opportunity to stay in them (if at all). So, even though you may not have stayed at the Morocco Hilton, if it has a 5-star rating, you can be reasonably certain that it's somewhat better than the Super 8 Motel in downtown Surrey with a 2-star rating.

It's the same thing with the images that we see on selection night. 10 point images may be few and far between, but you'll know one when you see it. Ranking a picture may be a bit difficult due to the subjective nature of the judging process. Here's where you look for critical things like focus (sharpness where the image needs it), contrast, and artistic merits such as composition. As Ansel Adams is reputed to have said, "There's nothing worse than a sharp image of a fuzzy concept".

All images must have scores between 1 and 10, with 10 being the best. Pictures would score low based on artistic appeal and technical defects only. For instance, a picture taken at high noon of an ordinary view of Mount Paul may only score 5 or 6. However, if you happen to capture a somewhat blurry picture of Mount Paul erupting and exploding at high noon (think Mount St. Helens), it may deserve a 10.



In other words, technical factors being equal, images that have a higher "wow factor" should score higher than those that have a relatively low "wow factor".

The method of scoring recommended by CAPA and KPAC is as follows: Every image starts with 5 points. Deduct points for focus or other technical reasons. Add points for composition, lighting and the "wow factor".

**CAPA Point Scoring System**

<b>Points</b>	<b>Base your evaluation on these considerations</b>
<b>3-4</b>	Extremely poor to poor with very serious faults.
<b>5</b>	Fair, possibly with minor faults.
<b>6-7</b>	Good – displays average technical qualities and average impact.
<b>8</b>	Excellent image – above average in technical qualities and impact.
<b>9</b>	Exceptionally good – very high technical qualities and high impact.
<b>10</b>	Demonstrates the "wow" factor – outstanding impact and technical aspects.

Note: Scores of 1-2 should never be used. The image would have to be extremely bad to rate this low a score.

Consider attending a CAPA Judges Course to improve your scoring techniques and help with your own photography.

**But My Picture Wasn't Chosen**

If your image is not selected for advancement tonight, do not despair. Photography is a learning process. The images that you see on selection nights will help you learn to take better images yourself. Once we learn whose images were selected for the competition, feel free to ask the person who created it how the photograph was taken or what Photoshop techniques were used to enhance the image. We are all a sharing group of easily approachable people, so don't be afraid to step up and ask questions – it can only make you a better photographer. It seems that some pictures do well in some competitions but not others. One KPAC member did well with a photo that almost didn't make "the cut" at the club selection night.

**Competition Submission Instructions**

You must be a KPAC member in good standing to submit images to KPAC for competitions. You may submit up to 2 image files for each competition. Submit your images as described below no later than midnight the Monday before the competition selection (or as directed by the Competitions Director). Late submissions are not accepted. Novice members are encouraged to participate and not be intimidated by members with higher skill levels. Novice members have submitted some stunning images.



Give some thought to the image titles. CAPA rules allow a maximum of 4 words in the title. The title of each image will be displayed or read as the image is shown for judging.

The following images were selected to represent KPAC in competitions



*"Pesky Fly"* by Norm Dougan



*"Storm Across The Bay"* by Rodger Hort



*"Blizzard"* by Ferne Dalton



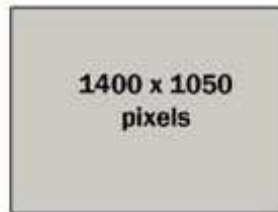
*"Silent"* by Jamie Allen

**Ensure that your image files meet the following requirements:**

**Image size:** All images must be sized to a *maximum* of 1400 pixels wide and a *maximum* of 1050 pixels tall. In other words, they must fit in a 1400x1050 box.

**For Example:**

- 1400 pixels wide and 1400 pixels tall *is not* acceptable. The vertical height exceeds 1050 pixels.
- 1400 pixels wide and 900 pixels tall *is* acceptable. The vertical height does not exceed 1050 pixels.



**CORRECT, both images are within 1400 x 1050 pixels.**



1400 x 900  
pixels



1000 x 1050  
pixels

**WRONG**  
Taller than 1050 pixels



1400 x 1400  
pixels

**WRONG**  
Wider than 1400 pixels



1920 x 1050  
pixels

**NOTE:** Changing the resolution (dots per inch) of your image to between 100 to 200 DPI will make the file smaller. Be sure to check your image for quality.

**Image Type:** Highest quality JPG (jpeg)

**Color space:** SRGB

**File name:** <image title>\_<your last name> <your first name>.jpg

Example: Birds in Flight\_Smith John.jpg

You may use any mixture of upper and lower case in your file name.

Give some thought to the image title as it will be shown or read when the image is displayed for judging. CAPA allows a maximum of four words in the title.

The Competitions file name convention is different from the Showcase submission file name convention. In showcases, we want all photos from the same photographer to be grouped together, whereas in Competitions, we want the photos to be displayed randomly. (Photos are displayed in alphabetical order by file name.) Please ensure that you comply with this file name convention for Competition submissions to help the KPAC Image Receiver process your submissions quickly and efficiently.

**Submitting Images:** To submit images to KPAC for competitions, attach them to an email addressed to **competitions@kamloopsphotoarts.ca**.

The e-mail title should be KPAC <competition title>

For example: KPAC Nature Competition

Be sure to include your name and number of images submitted in the body of the e-mail. This is required to ensure the submissions can be tracked in case of a file naming error.

If you do not want to (or cannot) send your images by e-mail, copy the files to a USB drive (thumb drive) and bring it with you to the last meeting before the selection takes place and give it to the Image Receiver for uploading to the Club laptop computer. The same file name and image size rules apply.

**NOTE:** The Receiver of Images *WILL NOT* resize, adjust or rotate your images. Also, the Receiver of Images *WILL NOT* select the best images if you submit more than the number of images allowed. If you submit more than the maximum of 2 images, the first 2 will be used and the others discarded.

**NOTE: Competition Rules for Nature Photography.**

*(Excerpt from CAPA Competitions Guide)*

Nature photography depicts living, untamed animals and uncultivated plants in a natural habitat, geology and the wide diversity of natural phenomena, from insects to icebergs.

Images entered in Nature meeting the Nature Photography Definition above can have landscapes, geologic formations, weather phenomena, and extant organisms as the primary subject matter. This includes images taken with the subjects in controlled conditions, such as zoos, game farms, botanical gardens, aquariums and any enclosure where the subjects are totally dependent on man for food.

Any manipulation or modification to the original image is limited to minor retouching of blemishes and must not alter the content of the original scene.



The hosts and judges of the Spring 2011 CAPA Open Competition hosted by KPAC.

# **FIELD TRIP GUIDE**

## **Introduction**

This *Field Trip Guide* is designed as a ready reference for leaders of field trips. It is intended for use by leaders when planning and leading field trips.

A major consideration for a successful field trip is the safety and well-being of the participants.

This guide includes a check-list for field trip leaders.

We suggest that directors and field trip leaders keep the guide handy and add to it from their own experience.

## **Field Trip Leaders Responsibilities**

### **Planning the trip**

- Learn about the area by carrying out a reconnaissance trip if the ground is unfamiliar.
- Provide difficulty rating and estimated trip duration when publishing details of the trip.
- Note any requirements for reservations, fee collections or trespass releases.
- Have in mind an emergency plan in case a participant is taken ill or is injured.
- A First Aid course, including CPR, is highly recommended for trip leaders.

### **Before the trip begins**

- Keep a list of persons and agencies to contact and keep information current.
- Carry a First Aid kit and a cell phone, if possible.
- Be prepared to describe the estimated trip duration to potential participants.
- Choose a meeting place and exact spot where it is safe to congregate.

### **At the meeting place**

- When all participants are assembled, explain the proposed distance and level of difficulty of the trip.
- Ensure participants are members of KPAC and have had time to read and sign the required "Waiver of Liability".
- Non-members may not participate in photographic outings or field trips.
- Record a list of trip participants and emergency contact numbers.
- Make sure each participant has the minimum personal essentials, such as appropriate footwear, suitable clothing and a whistle (if possible).
- Describe the purpose of the trip and possible hazards that may be encountered.
- Explain the "buddy" system to minimize the chance of someone wandering off and getting lost.
- Give the trip leaders cell phone number to participants for emergencies.
- Set a meeting place and time to meet in case anyone gets separated.
- Make sure any questions are answered.
- Take a head count before starting out.

## **During the Trip**

- Count heads periodically.
- The leader has the final word on any change of plan and has the responsibility to alter or even abort the trip if deemed advisable.
- Try to keep everyone together and ensure no one lags far behind.

## **After the trip**

- Make sure all participants are accounted for.
- Complete an Incident Report if an accident has occurred.
- Invite comments and suggestions for future trips.
- Note any changes of procedure or equipment for future trips in the area.

## **Special Situations**

### **Lost persons**

If a missing person has not been found after an immediate search, contact the RCMP.

### **First Aid and Injuries**

- It is strongly recommended that all persons planning to lead field trips take a First Aid course. Whenever possible a qualified first aid person should participate in the trip.
- Once an incident with injury or illness occurs, the delegated first aid attendant is considered *in charge of the situation* and makes all decisions regarding patient care and transport until emergency services arrive.
- If there is an injury or illness during a trip take the following steps:
  - a) Secure the site and prevent further injury to the victim and others.
  - b) Evaluate the victim's condition and decide whether outside help is required.
  - c) If outside help is required and a cell phone is available within service range, call 911. Alternately, and in most instances, send at least two persons for help with the firm command, "you and you – named- , go for help and report back to me."
  - d) Be certain that they can provide a clear account of location, condition of the victim and number in the group.
  - e) If a cell phone cannot be used, send at least two people with coinage and details of the victim and situation to find a telephone. At least one should wait at the phone to act as a communication link. Ensure that at least one person returns to the incident scene and advises the trip leader that help is on the way.
  - f) Record the time and nature of the incident, the condition of the victim and the type of first aid applied.



## **Risk Management – Directors’ Responsibilities**

### **Development of an effective field trip organization**

It is the responsibility of the Directors to ensure that the club has an effective procedure in place for the planning, scheduling and leadership of any field trips which are specifically authorized by the club.

These should be clearly distinguished from trips which may be undertaken by club members as individuals for which the club will not be responsible.

One individual should be designated to coordinate the field trip policies and implementation.

The Directors should take steps to satisfy themselves that field trip leaders have basic outdoor skills and experience in the areas where they propose to lead field trips.

The Directors should ensure that the club publishes its policy for field trip procedures and makes it available to its field trip leaders.

The Directors should arrange for the details of any field trips authorized by the club to be published with sufficient information so that prospective participants can judge whether it is appropriate for their experience and physical ability.

### **Incident report**

The Directors and the designated field trip coordinator should make sure that full details are recorded for any incident which results in personal injury. It is recommended that the following information be recorded

- Date and time of incident
- Location of incident
- Name of injured person and contact details
- Details of injury or property damage
- Details of treatment (first aid) given and by whom
- Name and contact information of supplier of treatment
- Name and contact details of trip leader
- Names and contact information of any witnesses

### **First Aid kit**

Suggested contents of a trip leader’s basic First Aid kit:

- Band-aids
- Triangular bandages (2 or more)
- Adhesive tape and tensor bandage
- Safety pins
- Tweezers
- Scissors
- Non-latex rubber gloves (at least 2 pair)
- Several individually wrapped wound cleaning towelette.
- First Aid handbook

## Field Trip Participant Responsibilities

- Arrive at the meeting place on time.
- Bring a signed Waiver of Liability form.
- Have adequate water and a snack.
- Have an accurate watch or time piece
- Dress appropriately for the weather and trip location
- Do not wander off alone.
- If the group splits up for any reason, use the “buddy system”.
- Carry a whistle if possible.
- Carry a flashlight if it will be dark
- Comply with all instructions from the trip leader
- If you are dispatched to go and seek help, report back, even if you are thwarted for any reason whatsoever.



Al Fedorak, Sherri & Jamie Allen and Linda McRae at the 2011 Hedley weekend.



## SAFETY WHILE PHOTOGRAPHING IN URBAN AREAS

- Always do photography at night or in poor light with a companion. You should never be out alone with a camera if it is dark out. Keep in verbal touch if you are preoccupied. Try to avoid walking alone, even when returning to your car. If you are the last to leave a building and responsible for locking up, try to have someone stay with you. In downtown areas, near bars or liquor stores, alleyways and such it is suggested to travel and practice photography in groups of four or more.
- Walk on streets and open areas, especially well lighted areas. Avoid dark, unlit areas, and especially alleyways as much as possible. Never go off alone in forested areas or in large parks.
- Wear reflective or light colored clothing. It can be difficult for drivers to see someone walking along the roadside, especially in dim areas. Wearing light clothing or reflectors can save your life.
- Carry a cell phone. Make sure you, or a companion, has a cell phone at all times when doing night photography so that you can call 911 if the need arises. Consider carrying a noise maker, whistle or personal alarm.
- Walk on the side of the road opposing traffic, if you must walk in an area where there is no sidewalk.
- Carry a flashlight.
- Walk directly to the nearest house or business if you feel you are being followed by someone either on foot or by vehicle. Call 911 immediately if you feel you are in danger. An alternative is to shout or blow your car horn if you are alone in your automobile.
- To state the mostly obvious, do not photograph outside a casino, bar or other night spot.
- If you are mugged, for your camera, your valuables or equipment, and especially if the assailant has a knife or other weapon, surrender your camera. At the same time note every detail about the person who is robbing you. A camera is not worth your life. (Tip: if your camera has the capability, ensure your name and other copyright information is recorded in your camera menu. Also, record the serial number of your camera and keep that information in a secure place.)
- Always, be very conscious of traffic especially when preoccupied with photography. Do not back up into an oncoming car.
- Read about street photography before you try it out. It is a great tradition in photography but there are some risks involved.



Watch out for joggers!

Katie leaps over the crowd at  
Brad Wroblewski Workshop in 2010

# CONSTITUTION AND BYLAWS

*NOTE: The original, signed document as of 2007 is on file with the Club papers. **The following version has been reformatted, grammar and spelling corrected and updated as necessary.***

## Part 1 – Interpretation

1. In this constitution and bylaws, unless the context otherwise requires:
  - a) "directors" means the directors of the society for the time being;
  - b) "Society Act" means the Society Act of British Columbia from time to time in force and all amendments to it;
  - c) "Registered address" of a member means the member's address as recorded in the register of members.
2. The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.
3. Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.

## CONSTITUTION

1. The name of the society is **The Kamloops Photo Arts Club**.
2. The purpose(s) of the society (are):
  - a) To encourage fellowship and support amongst camera/image processing enthusiasts.
  - b) To help aspiring photographers develop a more artistic and thoughtful approach to photography.
  - c) To promote an appreciation of photography in the community.

## BYLAWS

### Part 2 – Membership

1. The members of the society are the applicants for incorporation of the society, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be member.

2. A person may apply to the directors for membership in the society and on acceptance by the directors is a member.
3. Every member must uphold the constitution and comply with these bylaws. On being admitted to membership, every member is entitled to have a copy of this document. If requested by the new member or by any member at any time, the secretary must provide a copy of the constitution and bylaws of the society.
4. The amount of the first annual membership dues must be determined by the directors and after that the annual membership dues must be determined at the annual general meeting of the society.
5. A person ceases to be a member of the society
  - a) delivering his or her resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society,
  - b) on his or her death or, in the case of a corporation, on dissolution,
  - c) on being expelled, or
  - d) on having been a member not in good standing for 12 consecutive months.
6. Expulsion of a member of the society.
  - a) A member may be expelled by a special resolution of the members passed at a general meeting.
  - b) The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
  - c) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
7. All members are in good standing except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing by the member to the society, and the member is not in good standing so long as the debt remains unpaid.

### **Part 3 – Meetings of Members**

1. General meetings of the society must be held at the time and place, in accordance with the Society Act, that the directors decide.
2. Every general meeting, other than an annual general meeting, is an extraordinary general meeting. ***Except where a vote on any matter will***

***be held at a general meeting, a week's notice must be given of intent to hold a vote on the matter - including a concise description of the particular business pending.***

3. The directors may, when they think fit, convene an extraordinary general meeting.
4. Notice of a General Meeting
  - a) Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.
  - b) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
5. The first annual general meeting of the society must be held not more than 15 months after the date of incorporation and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

#### **Part 4 – Proceedings at General Meetings**

1. Special business is
  - a) all business at an extraordinary general meeting except the adoption of rules of order, and
  - b) all business conducted at an annual general meeting, except the following:
    - I. the adoption of rules of order;
    - II. the consideration of the financial statements;
    - III. the report of the directors;
    - IV. the report of the auditor, if any;
    - V. the election of directors;
    - VI. the appointment of the auditor, if required;
    - VII. The other business that, under these bylaws, ought to be conducted at an annual general meeting or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.

## 2. Quorum

- a) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.
  - b) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
  - c) A quorum is 3 members present or a greater number that the members may determine at a general meeting.
3. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
4. Subject to bylaw 19, the president of the society, the vice president or, in the absence of both, one of the other directors' present, must preside as chair of a general meeting.
5. If at a general meeting
- a) If there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting, or
  - b) The president and all the other directors present are unwilling to act as the chair, the members present must choose one of their number to be the chair.

## 6. Adjournment

- a) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- b) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
- c) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.

## 7. Resolutions

- a) A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.
- b) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member, and the proposed resolution does not pass.

## 8. Voting

- a) A member in good standing present at a meeting of members is entitled to one vote.
  - b) Voting is by show of hands.
  - c) Voting by proxy is not permitted.
9. A corporate member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative must be considered as a member for all purposes with respect to a meeting of the society.

## **Part 5 – Directors and Officers**

### 1. Actions exercised by Directors

- a) The directors may exercise all the powers and do all the acts and things that the society may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in a general meeting, but subject, nevertheless, to
  - i. all laws affecting the society,
  - ii. these bylaws, and
  - iii. rules, not being inconsistent with these bylaws, that are made from time to time by the society in a general meeting.
- b) A rule, made by the society in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.

### 2. Directors of the Society

- a) The president, vice president, secretary, treasurer and one or more other persons are the directors of the society. The directors may establish such committees as they see fit, excepting that there will be a standing program committee.

- b) The number of directors must be 5 or a greater number determined from time to time at a general meeting.
3. Election of Directors
- a) The directors must retire from office at each annual general meeting when their successors are elected.
  - b) Separate elections must be held for each office to be filled.
  - c) An election may be by acclamation; otherwise it must be by ballot.
  - d) If a successor is not elected, the person previously elected or appointed continues to hold office.
4. Temporary Directors
- a) The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.
  - b) A director so appointed holds office only until the conclusion of the next annual general meeting of the society, but is eligible for re-election at the meeting.
5. Resignation of a Director
- a) If a director resigns his or her office or otherwise ceases to hold office, the remaining directors must appoint a member to take the place of the former director.
  - b) An act or proceeding of the directors is not invalid merely because there is less than the prescribed number of directors in office.
6. The members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.
7. A director must not be remunerated for being or acting as a director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society.

## **Part 6 – Proceedings of Directors**

1. Meetings of Directors
- a) The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

- b) The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office.
- c) president is the chair of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.
- d) A director may at any time, and the secretary, on the request of a director, must, convene a meeting of the directors.

## 2. Delegation of Powers

- a) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.
  - b) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.
3. A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair of the meeting.
4. The members of a committee may meet and adjourn as they think proper.
5. For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
6. A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, telegram, telex or cable, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
- a) a notice of meeting of directors is not required to be sent to that director, and



- b) any and all meetings of the directors of the society, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.
7. Voting to resolve questions
- a) Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.
  - b) In the case of a tie vote, the chair does not have a second or casting vote.
8. A resolution proposed at a meeting of directors or committee of directors need not be seconded, and the chair of a meeting may move or propose a resolution.
9. A resolution in writing, signed by all the directors and placed with the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors.

## **Part 7 – Duties of Officers**

1. The President
  - a) presides at all meetings of the society and of the directors.
  - b) is the chief executive officer of the society and must supervise the other officers in the execution of their duties.
2. The vice president must carry out the duties of the president during the president's absence.
3. The secretary must do the following:
  - a) conduct the correspondence of the society. **Regularly check the postal box.**
  - b) issue notices of meetings of the society and directors;
  - c) keep minutes of all meetings of the society and directors;
  - d) have custody of all records and documents of the society except those required to be kept by the treasurer. **The secretary is the custodian of the club's constitution, by-laws and regulations.**
  - e) have custody of the common seal of the society, should the members be resolved to have one.
  - f) keep a copy of the list of members as established and maintained by the treasurer.

4. The treasurer must
  - a) keep the financial records, including books of account, necessary to comply with the Society Act, and
  - b) render financial statements to the directors, members and others when required.
  - c) prepare annual statements that take the form of a balance sheet with income and expense statements. These shall be available to any member.
5. Secretary Treasurer
  - a) The offices of secretary and treasurer may be held by one person who is to be known as the secretary treasurer.
  - b) If a secretary treasurer holds office, the total number of directors must not be less than 5 or the greater number that may have been determined under bylaw 25 (2).
6. In the absence of the secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.

#### **Part 8 – Seal**

1. The directors may provide a common seal for the society and may destroy a seal and substitute a new seal in its place.
2. The common seal must be affixed only when authorized by a resolution of the directors and then only in the presence of the persons specified in the resolution, or if no persons are specified, in the presence of the president and secretary or president and secretary treasurer.

#### **Part 9 – Borrowing**

1. In order to carry out the purposes of the society the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.
2. A debenture must not be issued without the authorization of a special resolution.
3. The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

## **Part 10 – Auditor**

1. This Part applies only if the society is required or has resolved to have an auditor.
2. The first auditor must be appointed by the directors who must also fill all vacancies occurring in the office of auditor
3. At each annual general meeting the society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
4. An auditor may be removed by ordinary resolution.
5. An auditor must be promptly informed in writing of the auditor's appointment or removal.
6. A director or employee of the society must not be its auditor.
7. The auditor may attend general meetings.

## **Part 11 – Notices to Members**

1. A notice may be given to a member either personally, **by e-mail** or by postal mail to the member at the member's address, but in any event one of the **three. Notices sent by e-mail must have a notification of receipt function – by automatic means or otherwise - requesting the recipient to confirm by e-mail that they have received notice.**
2. A notice sent by e-mail is deemed to have been given, whether or not receipt of such e-mail is acknowledged, provided a notice of the meeting has been posted on the club web site. A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
3. Notice of a General Meeting
  - a) Notice of a general meeting must be given to every member shown on the register of members on the day notice is given and the auditor, if Part 10 applies.
  - b) No other person is entitled to receive a notice of a general meeting.

## Part 12— Bylaws

1. On being admitted to membership, each member is entitled, ***upon request***, to receive a copy of the constitution and bylaws of the society. The society must provide this copy without charge.
2. This constitution and the supporting bylaws or regulations must not be altered or added to except by special resolution.
3. Changes to the constitution and bylaws may only be made at the annual general meeting of the club provided that notice of the desired changes has been provided in writing to all members at least thirty (30) days prior to the annual general meeting. Notice in writing may include e-mail notification, provided the notice has been also posted on any web site the club may maintain at the time.

## Part 13 – Expenditures –

1. The directors may make expenditures of up to \$400.00 (four-hundred dollars) without a vote of the membership. Expenditures exceeding \$400.00 shall be authorized by a simple majority (51%) of the member in attendance at a meeting. Whenever a vote will be taken on expenditures over \$400.00, fourteen days notice of such vote shall be provided to the membership. (*This amount was changed from \$200 at the 2014 AGM.*)
2. Signing authority shall be given to three of the directors, one of whom must be the Treasurer and one of whom must be the President, to sign for expenditures on behalf of the club. Two signatures are required on cheques, or other forms of withdrawal, drawn from the club’s bank account.

Annual Potluck Picnic and BBQ - 2011



## **KPAC ANNUAL EVENTS AND ACTIVITIES**

- Weekend Workshops - i.e. LightRoom / PhotoShop
- CAPA Workshops – i.e. Judging Seminar / In Search of a Better Photo
- Christmas Social with Spouses and Friends – December (Non-alcoholic)
- Day Field Trips – i.e. Battle Bluff, Wolf Ranch with Instruction sessions
- One Day Photography Course – Club members instruct and assist.
- Weekend Away Campout – every June - i.e. 2011 Hedley, 2015 Wells Gray
- Community Events (Service) – i.e. Walk for Memories
- Kamloops Arts Council – Art Walk / Juried Art Show / Exhibit Opportunity
- PhotoLife Magazine subscription discount
- Summer Social with Family & Friends – August Potluck Picnic and BBQ
- Photo Op's – Please alert your fellow members if you know of any. i.e. Bird migrations, Highland Games, special community events.

### **WEBSITES:**

#### **Canadian Photographic Laws:**

<http://ambientlight.ca/laws.php>

#### **CAPA (Canadian Assoc. for Photographic Art)**

<http://www.capacanada.ca>

#### **NAPP (National Assoc. of Photoshop Professionals)**

<http://www.photoshopuser.com/>



Sam, the official greeter, at the 2011 Picnic and BBQ.

## **FIELD TRIP CHECKLIST**

- Route and destination checked for potential safety hazards.
- Date checked \_\_\_\_\_
- Send Waiver of Liability to all participants (e-mail or handout). Give any “late comers” time to read it.
- Obtain Emergency contact information from all participants.
- Ensure that all participants are members of KPAC.
- Cell phone.
- First Aid Kit.
- Qualified First Aid person available.
- Meeting place and time given to all participants.
- Received Waiver of Liability from all participants.
- Check for appropriate clothing, footwear (and whistle if possible).
- Describe possible safety hazards.
- Have a flashlight if it’s an evening activity
- Explain the “buddy system” and assist to pair people if necessary.
- Ask for any questions.
- Have fun!!

## FIELD TRIP INCIDENT REPORT FORM

Person making report: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of incident \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_

Weather conditions: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Description of incident (state no **opinion** as to cause). Use back of page if more space is required.

Identity of ill, injured, or affected person?

Name: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

Description of injury or illness

First aid given: \_\_\_\_\_

By whom: \_\_\_\_\_

Were emergency services contacted? Yes \_\_\_ No \_\_\_

If so, who was contacted: Ambulance \_\_\_ RCMP \_\_\_ other \_\_\_\_\_

***A copy of this report must be submitted to the Club President as soon as possible.***

## **MODEL RELEASE FORM**

KPAC website has a sample Model Release Form in the Downloads section. You just have to add your name and contact information. This is a good item to keep in your camera bag. Click on the following link to obtain a copy of the sample form.

**<http://www.kamloopsphotoarts.ca/wp-content/uploads/2011/04/model-release-form.doc>**

An example of the model release form is on the next page.





**Photographers name**

Photographers address

Tel: 250-123-4567

Cell: 250-890-1234

Fax: 250-567-8901

E-mail: e-mail address  
website

**Model Release**

In consideration of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), and/or other valuable consideration, receipt of which is acknowledged, I,

\_\_\_\_\_ (print Model's name) do hereby give \_\_\_\_\_ (the Photographer), his or her assigns, licensees, successors in interest, legal representatives, and heirs the irrevocable right to use my name (or any fictional name), picture, portrait, or photograph in all forms and in all media and in all manners, without any restriction as to changes or alterations (including but not limited to composite or distorted representations or derivative works made in any medium) for advertising, trade, promotion, exhibition, or any other lawful purposes, and I waive any right to inspect or approve the photograph(s) or finished version(s) incorporating the photograph(s), including written copy that may be created and appear in connection therewith. I hereby release and agree to hold harmless the Photographer, his or her assigns, licensees, successors in interest, legal representatives and heirs from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking of the photographs, or in any processing tending toward the completion of the finished product, unless it can be shown that they and the publication thereof were maliciously caused, produced, and published solely for the purpose of subjecting me to conspicuous ridicule, scandal, reproach, scorn, and indignity. I agree that the Photographer owns the copyright in these photographs and I hereby waive any claims I may have based on any usage of the photographs or works derived therefrom, including but not limited to claims for either invasion of privacy or libel. I am of full age\* and competent to sign this release. I agree that this release shall be binding on me, my legal representatives, heirs, and assigns. I have read this release and am fully familiar with its contents.

Witness: \_\_\_\_\_ Signed: \_\_\_\_\_  
Model

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_, 20 \_\_\_\_\_

Consent (if applicable)

I am the parent or guardian of the minor named above and have the legal authority to execute the above release. I approve the foregoing and waive any rights in the premises.

Witness: \_\_\_\_\_ Signed: \_\_\_\_\_  
Parent or Guardian

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_, 20 \_\_\_\_\_

\* Delete this sentence if the subject is a minor. The parent or guardian must then sign the consent.

## HANDBOOK REVISION HISTORY

August 5, 2011	-Initial release.
August 22, 2011	-Added photos from the Annual Picnic and BBQ
August 31, 2011	-Changed the Receiver of Images -Added the Field Trip Guide
September 1, 2011	-Removed Safety Director from Executive list. -Added photo from Wrobleski workshop.
October 11, 2011	-Added the section on judging photographs. -Changed e-mail address for handbook changes.
October 20, 2011	-Added instructions for image titles when submitted for competition.
January 23, 2012	-Revised the Competition Section. -Revised the deadlines for Showcase and Competitions -Changed the Receiver of Images. -Added History of KPAC.
August 10, 2012	-Revised Executive Members -Revised Competitions section to include changes to CAPA and KPAC competitions.
September 4, 2012	-Changed Web Mistress name in Executive list. -Added note that Showcase images may be up to 1920x1080 pixels.
September 6, 2012	-Removed Safety Director's duties and mention of non-CAPA competitions.
March 1, 2013	-Changed Membership Director contact. Corrected some spelling and grammatical errors.
August 28, 2013	-Updated the KPAC Executive list.
January 21, 2014	-Updated the KPAC Executive list -modified the file naming convention for competition entries (removed an underscore from the photographer's name).
May 12, 2014	Change submission instructions for Showcase and Competitions to reflect the use of our new projector and new CAPA size limits.
Jan 31, 2015	Changed maximum expenditure authorized by Executive Committee to \$400 from \$200 as passed at the 2014 AGM.
Feb 4-5, 2015	Updated several pages to conform to current club standards and to correct errors. Added the recent group photo to the bottom of page 6.
Nov 3, 2015	Changed the maximum number of showcase entries from 4 to 6.
Oct 13-14, 2016	-Some minor changes and updates. -Heading note for Bylaws has been changed to allow for changes instituted since the original document was created. -Changed email address for competition entries as well as Nature definition.