2025-26 Policy Document

I Purpose

Sidney Camera Club is incorporated pursuant to the BC Societies Act. This Act requires Directors of a Society to determine Club policies and manage or supervise the activities and internal affairs of the Club.

Board of Directors' Policy

The Directors of Sidney Camera Club have agreed to manage the Club organization and activities and fulfill the stewardship and accountability duties required under the Act

The roles for Executive Directors are set out in the Club Bylaws. This document will provide guidance not considered in the Bylaws, including definitions of Director-at large roles and responsibilities, and current policies determined by the Board.

II Membership

1. The annual membership fee will be determined by the Board each year before the start of the Club year.
   a) Potential new members can attend up to two (2) Club meetings free before they must commit to becoming members.
   b) Membership fees are reduced *pro rata* for new members joining mid year.
2. Former members who apply to renew their membership shall pay the same fees as existing members, except if they have not been a member for more than two (2) years, in which case they will be treated as new members.

II Financial

1. An annual budget should be developed by the Treasurer in consultation with the Board prior to the AGM. The final draft of the budget will be presented to the membership at the AGM for approval.
2. The Treasurer is authorized to spend up to the total amount of a line item in the approved budget. Additionally:
   a) The treasurer is authorized to spend up to $25.00
      i) over the total amount of a line item in the approved budget,
      ii) for an item not in the approved budget.
   b) Expenditures of more than $25.00 over the total amount of a line item in the approved budget and of more than $25.00 for an item not in the approved budget must be approved by the Board.

III Competitions

1. The Competitions Director shall recommend competitions, including judged events, for the program year to the Board.

2. Only members in good standing may submit images for evaluations, Club competitions, and presentations.
3. All images, and elements of images submitted to the Club website must be entirely from your own work.
4. There are no restrictions to the age of your image, unless specifically stated.
5. If you submit any of your images to a Club Gallery that is public, such as the "Home Page" gallery, your images will be visible to anyone who may be visiting our website. You can suppress your own images from public viewing with the options under "My Account/My Account Settings/Update Personal Profile and Organization Options". Choose the "Display for members only" option to have your images visible to members only.
6. For the purposes of our competitions, a photographic image is defined as being a captured image on a light-sensitive device (e.g. film camera, digital camera, smartphone, tablet, etc.) and recorded on film or in a digital format.
7. The Sidney Camera Club follows the general CAPA "Eligibility Criteria" for image submissions unless specifically stated elsewhere in this policy.
8. No watermarks are allowed on **any** Competition entries. They must be submitted without identification of the owner. Non-compliance may result in disqualification of the image.
9. Personal watermarks are OK on Gallery and Home Page submissions.
10. Members should read any information or rules about each Competition to be sure that your entry is in compliance with the subject or dimensions that may be required.
11. Individual Competitions or Image Requirements may deviate from these rules at the discretion of the Competition Committee.
12. The use of AI assisted editing software is permitted on your original images, as well as composites and other software techniques, unless specifically stated in the individual Competition rules.
13. Prohibited AI-generated Techniques:
    a) Images that have been created or modified using specific AI-generative techniques or AI-systems are not permitted for submission into our competitions. This includes:
        i. In-painting: Where AI fills in generated elements not captured by the photographer or removes and replaces elements from a photograph with AI-generated content.
        ii. Out-painting: Where AI extends beyond the original boundaries of the photograph using generated elements.
        iii. Image-to-image AI: Where AI transforms an entire photograph based on text prompts or style references.
        iv. Text-to-image: Where images are generated from scratch based on text entered into a prompt description.
14. These restrictions apply whether or not text prompts are used in the AI generation process.
15. Permitted AI-assisted Adjustments.
    a) Presets and AI-assisted adjustment tools are permitted in CAPA competitions when they adjust existing pixels without generating or removing content.
    b) Regular Presets: Saved combinations of development adjustments (exposure, contrast, color grading, etc.) that modify existing pixel values are fully compliant. Whether adjustments are made manually or applied via preset, the result is identical—no pixels are added, removed, or generated.
    c) Adaptive Presets: Adaptive presets that use AI technology are also permitted. The AI analyzes the image to create intelligent masks and determine optimal adjustment values, essentially automating subject/area selection and slider positioning. The adjustments themselves still operate on existing pixels through traditional development tools (exposure, highlights, shadows, upsize,

denoise, sharpen, etc.). No new content is generated, the AI functions as a sophisticated selection and adjustment tool, not as a generative tool.

d) The key distinction: Tools that adjust existing pixels are permitted. Tools that generate or remove content require Content Credentials or are prohibited. Presets that add pixels or elements not captured by the submitting photographer are not permitted. However, they are not permitted if they add synthetic pixels or elements not captured by the submitting photographer

16. Competition rules to be aware of:
    a) If your image has won an award in one of our "Theme Competitions", you may not enter the same, or essentially the same image into a future Theme Competition; but you are allowed to enter it into any of our galleries, external competitions, or our "special" competitions", such as the Mary Winspear Display or the Point of View Competition.
    b) Images that are submitted to our competitions may be used to participate in our Club's submissions to external competitions. Please advise the competition managers if this is an issue for you.
    c) If you belong to more than one camera Club competing in the same external photo challenges, you must choose which Club will include your image in their submissions.
    d) You cannot use the identical, or substantially identical, image for both Club and individual entries into the same external competition.

IV Liaison

1. The Club has established a strong partnership with the Peninsula Celebrations Society (PCS) and supports several of the PCS events. These include:
    a) The *Polar Bear Swim*. Club member volunteers take photographs of the swim and make these photos available to the PCS via a dedicated gallery on the Club website. The swim takes place at Glass Beach in Sidney on January 1st. Members are asked to include their names and Sidney Camera Club in the captions on their photos, which helps to publicize the Club.
    b) The *Canada Day Family Fun Fair* on July 1st at Iroquois Park in Sidney. The Club sets up and mans a photo booth with a Canada Day backdrop. Club members take photos of visitors using the visitors' own mobile phones or cameras.
    c) *Treat Street* on Halloween on October 31st on Beacon Avenue in Sidney. As with the Canada Day event, the Club sets up and mans a photo booth, with a Halloween backdrop. Club members take photos of visitors using the visitors' own mobile phones or cameras.
    d) *Sidney Sparkles Parade* on Beacon Avenue and 2nd street in Sidney, usually held in early December on Beacon Avenue in Sidney. Club members who volunteer to take photos at the parade make these photos available to PCS via a dedicated gallery on the Club website. Members are asked to include their names and Sidney Camera Club in the captions on their photos, which helps to publicize the Club.
    e) *Photos with Santa* takes place from early to mid-December at an outdoor location on Beacon Avenue in Sidney. PCS invites Santa and Mrs. Claus to attend who then greet families and pets. Club members take photos of the visitors with Santa using the subjects' own mobile phones.
    f) Mary Winspear Centre (MWC) and the Shoal Centre provide space for Club activities and wall space to display ten (10) images selected by the members year by year. Images selected for display for the MWC in year 1 are relocated at the Shoal for the following year and new images are selected for the MWC in year 2, and so on. The Club provides the frames for these exhibitions.
3. Providing Photographic Services to External Organizations or Individuals: From time to time the Club will receive requests from external organizations or individuals to provide photographic services for an event. The Club will respond to these requests adhering to the following guidelines:

a) The requests shall be responded to and coordinated on an event-by-event basis by a Club Director charged with that responsibility.
b) The request, if from an organization, must be from a NPO (Non-Profit Organization). In no instance should the Club be perceived as performing photographic services that rightfully should be contracted to a professional photographer.
c) The request can be accommodated by the resources (human and/or non-human) available within the Club.
d) The Club receives recognition in the event marketing materials distributed by the requesting organization.

V Programming

1. The program Director is responsible for the content of every Club meeting, in person and zoom excluding those meetings which include judging of competitions.
2. Tasks include:
   a) choosing, scheduling, and preparing non-Club presenters (from outside the Club) and for presentations from Club members.
   b) designing and scheduling the program for each meeting using non-Club and Club member presenters; image show and shares from location shoots; other show and share galleries; results from internal and external competitions.
   c) entering the program on the website calendar
3. The Board, by the beginning of the budget year can determine the number of non-Club speakers by dividing the available funds with the per-speaker fee ($100).
   a) The program Director can then approach potential speakers and presentation dates scheduled. This process may take a few months.
   b) For each confirmed speaker, the program Director can discuss possible topics the speaker is enthusiastic about and will also be of interest to Club members. In addition, for zoom presentations it may be necessary to conduct a dry run with the speaker.
4. The program Director will coordinate with the location-shoots Director, the webmaster, and the competition committee.
5. The program Director will send the president a draft agenda prior to each meeting to be amended, as necessary.

VI Location Shoots

1. Location shoots are usually offered once a month during the program year.
2. The Location Shoot Director(s):
   a) Organize a shoot by contacting venues for information and then making a booking if required and making a reservation for the associated social event.
   b) Creates the Event on the website to announce, describe and allow registration.
   c) Sends an announcement of the shoot to the newsletter editor for inclusion in the newsletter.
   d) Requests that the webmaster
      i) Include a description of the event on the Home Page.
      ii) Create a Gallery for participants to submit images after the shoot.
3. Only members can participate in location shoots.
4. Participants must register online for the event and the associated social event.
5. Members can invite one guest to the social event held in conjunction with the location shoot.

VII Social Events

1. The Social Director plans and organizes Club events such as the Christmas party and the summer event.
2. Social events are planned on a cost-recovery basis.
2. Members who have paid a fee for a Club cost-recovery event who cannot attend the event are eligible for reimbursement of the fee as follows:
   a) Up to full reimbursement shall be paid, on a notification first received first served basis, if the member(s) notify, via email, the event convenor and Club treasurer less than five (5) days prior to the event.
   b) The reimbursement will come from any surplus funds once the cost recovery calculation for the event is completed.

VIII Communications

1. The Communications Director and Webmaster serve as a primary contact for written member inquiries, questions or concerns, and is responsible for compiling and distributing pertinent information between the Board and the membership. This is facilitated primarily via a weekly emailed newsletter as well as timely reminders of upcoming events.
2. The Communications Director sends out the welcoming letter and Club information to new members.

IX Website

1. The assigned Director (Webmaster) shall be responsible for the maintenance of the website and arrange payment for website services.
2. All changes to the Club website shall be coordinated by the Webmaster.
3. Requests for assistance in using the website should be directed to the Webmaster, who will provide guidance or refer the individual to an appropriate source for help.

X Media

1. The Media Director is responsible for:
   a) The safekeeping, care, and maintenance of the equipment, including periodic maintenance such as software updates, charging, calibration, etc. except the projection screen, which is fixed at the meeting venue.
   b) Setting up and operating the equipment at Club meetings.
   c) As necessary, the Media Director shall recommend to the Board the purchase of new or replacement equipment.
2. Media equipment List
   a) *ASUS* laptop,
   b) wireless mic and speakers,
   c) *Epson* projector,
   d) and a wall-mounted retractable projection screen.
3. Club equipment is not for personal use.
4. Only designated members can access the Club equipment.
5. The ost must be approved by the Board when Club equipment requires repair or replacement.