



Members Handbook

2026

Club Facilities

Meeting Room for Lectures, Competitions, demonstrations and discussion.

Studio Lighting equipment for hire

Club Activities

Lectures

Competitions

Inter Club Competitions

Instruction Forums

Field trips/outings

Council Positions and Job Descriptions

President

Spokesman for the Society, Chair committee meetings. Introduce speakers.

Vice President

To support the president act in his/her absence. Give vote of thanks.

General Secretary

To write and receive all correspondence. To record minutes of committee meetings.

Treasurer

To manage all money transactions for the society. Reimburse visiting lecturers and judges.

Membership Secretary.

To receive subscriptions, issue receipts and syllabus. Allocate competition numbers. Maintain details of members names, addresses, tel. nos. email addresses.

Syllabus Secretary

To book speakers, compile syllabus in conjunction with committee and competition secretaries.

Competition Secretary (Prints)

To agree dates for competitions with outside parties and Syllabus Secretary. To arrange judges and deliver competition prints.

Competition Secretary (Digital Images)

To agree dates for competitions with outside parties and Syllabus Secretary. To arrange judges and deliver competition digital images files.

Equipment Convener

To facilitate hire of studio equipment and provide same for use of club Studio nights.

Ordinary Members

The members will elect 2 ordinary members who will assist committee members when required.

Scottish Photographic Federation

The club to nominate 1 delegate to attend the SPF AGM.

Renfrewshire Inter Club Competition

The club to nominate 1 delegate to attend the AGM.

Competitions and Exhibitions

The club will run the following competitions during the course of the year.

2 league competitions for mono & colour prints. Categories - Beginners & Advanced

2 league competitions for digital images. Categories - Beginners & Advanced.

The Jack Yule Trophy. Four images never been seen before.

The Clive Turner Trophy. Two images never seen before for the Beginners section and incorporated into the Annual Digital. (see Note 1)

Ian Milliken Trophy. Two Mono digital images and incorporated into the Annual Digital. (see Note 1)

Balderstone Trophy. Two prints and incorporated into the Annual Print. (see Note 1)

Dreghorn Trophy. Two prints of Paisley and incorporated into the Annual Print.

Jack Baird Trophy. Two Nature/Wildlife prints and incorporated into the Annual Print.

Annual exhibition of Digital Images. Categories - Beginners & Advanced

Annual exhibition of Mono & Colour Prints. Categories - Beginners & Advanced.

Note 1 – The Clive Turner, Ian Milliken and Balderstone trophies are all set subject competitions. The subject for each competition shall be chosen by the committee prior to the AGM and announced to the members at the AGM.

Members are encouraged to contribute images to represent the club in SPF sponsored events. These external club activities provide opportunities to display works to a wider audience and enhance the club's standing in the world of photography.

Examples

Scottish Photographic Federation

Projected Images Championship

Club Print Championship.

Print & Digital Images Portfolio

Renfrewshire Inter Club Competition

Digital Images competition held between the Renfrewshire clubs.

Competitions and Exhibitions open to individuals:

Edinburgh International Exhibition www.edinburghphotographicsociety.co.uk/

Dingwall National Projected Images Exhibition www.dingwallcameraclub.com/

Rules and Classes for Club Competitions

All PDIs and Prints submitted to club competitions must solely be the work of the author. Copyright free, free to download and third-party images used wholly or in part are not allowed. All images must comply with current SPF definitions. The author takes full responsibility for works submitted.

Bimonthly Competitions (Prints)

There are 2 Bimonthly league competitions held in the year comprising 2 separate sections, Monochrome and Colour. Entrants may submit up to 3 prints in each section.

Categories are Beginner & Advanced. (Definitions explained elsewhere in the handbook)

Points are awarded in the range from 12-20. 1st - 20 points, 2nd - 19 points, 3rd - 18 points Highly Commended - 17 points Commended - 16 points. Unplaced entries will score between 15 and 12 points.

The league winners are decided by accumulating the highest points from best 3 entries in each Bimonthly competition. In the event of a draw the print with the highest points will determine the winner.

1	Monochrome Prints	Beginners	Open Subject
2	Colour Prints	Beginners	Open Subject
3	Monochrome Prints	Advanced	Open Subject
4	Colour Prints	Advanced	Open Subject

Bimonthly Competitions (Digital Images)

There are 2 Bimonthly league competitions held in the year. Entrants may submit up to 3 images in each section.

Categories are: Beginner & Advanced.

Points are awarded in the range from 12-20 1st - 20 points, 2nd - 19 points, 3rd - 18 points Highly Commended - 17 points Commended - 16 points. Unplaced entries will score between 15 and 12 points.

The league winners are decided by accumulating the highest points from best 3 entries in each Bimonthly competition. In the event of a draw the image with the highest points will determine the winner.

Colour & monochrome images are accepted

5	Digital Images	Beginners	Open Subject
6	Digital Images	Advanced	Open Subject

Restrictions Bimonthly Competitions

Same or similar images used in previous Bimonthly competitions are ineligible.

Mono, colour or a digital image from a single or similar file can only be used once in any year. i.e. if a mono image is entered in a Bimonthly competition. A colour version or a projected digital image from the same or similar file cannot be used in a Bimonthly competition in the same year.

The alternative can be used in a Bimonthly competition in subsequent years.

Jack Yule Competition

Four digital images previously unused in any club competition. The author of the set of images gaining the most marks will be declared the winner. Open to both beginners and advanced members. Points are awarded in order of merit for each image.

7	Jack Yule Comp	4 Digital Images never used before.	Open
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Entries used in the Jack Yule Competition are eligible for future digital images competitions.

Annual Exhibition (Digital Images)

Entrants may submit up to 3 images in Sections 9 & 10. No points are awarded, judge will award 1st, 2nd & 3rd places plus any "Highly Commended" or "Commended" as he/she sees fit to select. Images used in Bimonthly competitions are eligible. Images used in previous Annual Exhibitions are ineligible.

Entrants may submit up to 2 monochrome images in Section 11. Same or similar images used in a previous (Section 11) competition are ineligible. Judge will select winner only.

8	Clive Turner Trophy	Beginners	Set Subject (see Note 1)
9	Digital Images	Beginners	Open Subject
10	Digital Images	Advanced	Open Subject
11	Ian Milliken	Open	Set Subject (see Note 1)

Annual Exhibition (Prints)

Entrants may submit up to 2 prints in sections 12 to 17. No points are awarded, judge will award 1st, 2nd & 3rd places plus any "Highly Commended" or "Commended" as he/she sees fit to select. Two images mono or colour can be submitted in sections 16 & 17. Judge will select the winner only.

Images used in Bimonthly competitions are eligible. Images used in previous Annual Exhibitions are ineligible.

12	Monochrome Prints	Beginners	Open Subject
13	Colour Prints	Beginners	Open Subject
14	Monochrome Prints	Advanced	Open Subject
15	Colour Prints	Advanced	Open Subject
16	Balderstone Trophy	Open	Set Subject (see Note 1)
17	Prints of Paisley	Open	Any picture which depicts Paisley

Restrictions & Definitions

Restrictions - Annual Exhibition

1. Same or similar Images used in any previous Annual Exhibitions are ineligible.
2. Same or similar images cannot be used in both Annual Digital Images and Prints competitions in any one year.
3. Same or similar Mono and Colour images cannot be used in more than one section in any one year

Definitions All Competitions

Beginner

1. A new member starting out in photography who has never won a competition at this or any other photographic club.
2. Where a new member is unsure of his/her status Paisley Photographic Society Committee will assess the standard from a selection of the author's work prior to entering club competitions. The onus is on the individual to seek advice before entering club competitions.

Advanced

1. A new member who was an advanced member of another club. Anybody can opt to go direct into the advanced section.
2. The winner of the Beginners Digital Image League and Prints League will be invited to the advanced section in the following year. Digital Image League and Prints League will be treated separately.
3. Winner of the Beginners Annual Mono or Colour Competition in 2 separate years is promoted to the Advanced section.

Print Sizes

1. Prints should be at least 20cm long one side and mounted on 3mm (nominal) thick card mount.
2. Maximum mount size 50cm x 40cm.
3. Each entry must have a label on the back bottom left hand corner with the Competition and year, category (Beginner, Advanced), Mono or Colour, Section Number, Competition Number and Title. Labels provided by the club

Digital Images

Resize file to 1600 pixels by 1200 pixels

Details on how to resize files are included further on in this booklet.

Trophies

Bimonthly Competitions				
No	Format	Subject	Category	Trophy
1	Mono Prints	Open Subject	Beginners	Society Plaque
2	Colour Prints	Open Subject	Beginners	Society Plaque
3	Mono Prints	Open Subject	Advanced	Society Plaque
4	Colour Prints	Open Subject	Advanced	Society Plaque
5	Digital Images	Open Subject	Beginners	Society Plaque
6	Digital Images	Open Subject	Advanced	Society Plaque
Annual Competition				
7	Digital Images	4 unseen images	Open	Jack Yule Trophy

Annual Exhibitions (Digital & Print)				
No	Format	Subject	Category	Trophy
8	Digital Images	Set Subject	Beginners	Clive Turner Trophy
9	Digital Images	Open Subject	Beginners	Society Plaque
10	Digital Images	Open Subject	Advanced	Society Plaque
11	Digital Images Mono	Set Subject	Open	Ian Milliken Trophy
12	Mono Prints	Open Subject	Beginners	Best Mono Shield
13	Colour Prints	Open Subject	Beginners	Best Colour Shield
14	Mono Prints	Open Subject	Advanced	Best Mono Shield
15	Colour Prints	Open Subject	Advanced	Best Colour Shield
16	Prints	Set Subject	Open	Balderstone Trophy
17	Prints	Set Subject	Open	Dreghorn Trophy

Premier Trophies			
No	Section	Category	Trophy
18	Best Landscape in Exhibition	Open	Jim McDonald Quaich
19	Best Portrait in Exhibition	Open	Lizars Trophy
20	Best Monochrome Print Overall	Open	Best Mono Shield
21	Best Colour Print Overall	Open	Woodrow Trophy
22	Best Nature/Wildlife	Open	Jack Baird Trophy
23	Best Print in Exhibition	Open	Horsburgh Trophy

How to size your file for club competitions

These notes are supplied only as basic guidance to anyone who wishes to enter club competitions and complies with SPF requirements.

There are several different ways to do everything in Photoshop and several different image editing programmes available.

Using Photoshop and Elements

If image has been created in layers they must be flattened before re-sizing.

- LAYER > FLATTEN
- a) FILE > OPEN
"left mouse click" on selected file and click open.
- b)
- c) IMAGE > MODE > RGB Colour & 8 BITS
(In Elements – If you are not prompted to open convert to 8 bits)
- d) IMAGE > IMAGE SIZE
(In Elements – IMAGE > RESIZE > IMAGE SIZE)
Tick all three boxes Scale Styles, Constrain Proportions and Resample Image and choose one of the Bicubic options
(If you are not sure just select Bicubic)
(Note – older versions of Photoshop only have two boxes, tick both of these and carry on as above)
- e) Still in the image size palette you require to set the PIXEL DIMENSIONS
If in landscape (horizontal) format in Pixel Dimensions > WIDTH > type 1600
The height will automatically be filled in

If in Portrait (vertical) format the in Pixel Dimensions > HEIGHT > 1200
The width will automatically be filled in
Left click the mouse OK.
- f) The file can now be saved
FILE > SAVE AS
- g) Create a "NEW FOLDER" by left mouse clicking on the folder icon. (If you are not sure which icon hold your cursor over the icon to find the right one) & type your Name, (just type where you see "New Folder" appear) as the new folder name and then press the RETURN key.
- h) Type in your filename (as in f) select Jpg from the format drop down list. Embed Colour Profile: sRGB IEC61966-2.1 should be checked.
Click SAVE
When the next box comes up (JPEG Options) select Maximum quality (12) and large file. Click OK and your correctly size file will be saved in the folder that you specified above.
- i) You can now continue to do your remaining images following steps a) to e) & g) and place them in the folder you created at step (g)

Using Lightroom

From the library module highlight one or more files

Click File > Export (The export dialog box will appear).

Tick Put in Subfolder and name the subfolder. File settings should be as follows:

Image Format – JPEG

Quality – 100%

Colour Space - sRGB IEC61966-2.1

Bit Depth – 8 bits/component

Image sizing should be as follows:

Tick Resize to Fit: Width and Height should be selected

W: 1600 H:1200

Click Export

How to submit your images for competition

The requirements are:

- 1 Images must be presented on a USB memory stick or as a zipped email attachment or sent via WeTransfer
- 2 Images must be stored in a folder named only with your competition number and name
- 3 Images must be named sequentially with the image name in Title Case. The first letter in each word is capitalised. No punctuation should be used other than spaces.
- 4 Images sizes must conform to Para e above. i.e. maximum 1600*1200px

Example: An entrant whose name is John Smith with a competition number 76 who is entering 4 images into the competition should title the images as follows:

1 Title 1

2 Title 2

3 Title 3

4 Title 4

Place images in the folder **76 John Smith**. If emailing save the folder as a zip file.

Windows: Right click the folder select – **Send To – Compressed (zipped) Folder**.

Mac: **Compress**

A zip folder will be created.



Constitution

1 Society Objectives

- 1.1 The name of the society will be "Paisley Photographic Society"
- 1.2 The object of the society will be the promotion between its members of the following:
 - 1.2.1 The study and practice of the art of photography.
 - 1.2.2 To organize classes, lectures, demonstrations and club outings covering photographic topics.
 - 1.2.3 To hold exhibitions and include any other related activities to the benefit of the members.

2 Management of the Society

- 2.1 The affairs of the society will be managed by a committee consisting of the following positions:
 - President
 - Vice President
 - General Secretary
 - Treasurer
 - Membership Secretary
 - Competition Secretary (Prints)
 - Competition Secretary (Digital Images)
 - Syllabus Secretary
 - Property/Equipment Convener
 - Beginners Liaison Officer
- 2.2 The committee may co-opt additional members to the committee, as the need arises.
- 2.3 In the absence of the President the Vice President will chair the meeting otherwise the committee shall elect its own Chairperson.
- 2.4 Committee meetings of the society will be held bi-monthly between August and April when 6 (60%) of the members will form a quorum. August, October, December, February, April.

- 2.5 Should there be any occasion when the committee is evenly divided on any particular issue the President or acting Chairperson shall have a deliberate and casting vote.
- 2.6 The committee reserve the right to decide whether a member should be classified as Beginner or Advanced for the purpose of entering the internal competitions of the Society.
- 2.7 The President is elected at the AGM for a period of 2 years.

3 Membership

- 3.1 Membership of the Society shall be available to any individual interested in the objectives detailed above.
- 3.2 Members must be at least 18 years of age.
- 3.3 Each member will be at liberty to introduce a visitor at any lecture or excursion provided that the visitor shall not be introduced on more than three occasions.
- 3.4 Visitors interested in applying for membership of the society may visit on a maximum of three occasions.
- 3.5 Where the committee has reasonable cause to believe a member has contravened the rules of the society or acted in a manner contrary to the best interests of the Society, it shall request the member attends a meeting of the committee convened for the purpose of investigating the matter further. The member shall have the opportunity at such a meeting to state a position and produce evidence in support of that position. The meeting may be postponed to a future date to allow the member time to prepare a response and to gather evidence in support of that position. Once in receipt of all evidence concerning the matter, the committee shall by majority vote determine how to resolve the matter. Where the member has not presented evidence to support their position then a determination may result in the membership of the member being withdrawn as defined in 3.6 below
- 3.6 The committee reserves the right to refuse or withdraw membership on condition that this right shall not be exercised unreasonably.

4 Annual General Meeting

- 4.1 The Annual General Meeting shall be held in April each year. At this meeting a report of the proceedings during the last year shall be given in writing by the General Secretary and other committee members.
- 4.2 A quorum shall consist of 25% of the membership of the Society.
- 4.3 All committee members (as defined in 2.1 above) will be elected by members at the AGM following a proposal by one member seconded by another member. An existing committee member may put himself or herself forward for re-election to the same committee position and, in the absence of a proposal to elect another candidate to that committee position, the existing committee member will continue in that position for the following session. The Vice-President will in practice succeed the President upon the

expiry of the term of office of President unless a proposal is made to elect another candidate as President at the AGM.

- 4.4 No alterations or additions to the constitution shall be made except by the majority vote of the membership present at the AGM or at a special meeting called for that purpose.
- 4.5 The Annual Subscription and other fees shall be discussed and fixed at the AGM each year.
- 4.6 A Financial Statement prepared by the Treasurer and audited up to the 28th February shall be submitted and explained by the Treasurer.
- 4.6.1 At least one auditor should be elected at the AGM each year following a proposal by one member seconded by another member. An existing member serving as an auditor may offer themselves for re-election in the absence of a proposal to elect another candidate as auditor.
- 4.7 Financial year to cover 1st March to 28th February the following year. Subscriptions are due in September.
- 4.8 Members proposing alterations to the constitution must give notice in writing to the General Secretary in good time (28 days) for the inclusion by the General Secretary in the Notice of Meeting issued not less than fourteen days prior to the date of the meeting.
- 4.9 SPF and RICC delegates, Press Officer and Projectionist to be elected at AGM. Post holders do not necessarily need to be committee members. SPF & RICC Delegates are required to report on SPF and RICC activities.

5.0 **Data Protection Policy**

Paisley Photographic Society is established with the objects set out in its constitution and is a data controller within the UK.

The personal information referred to in this Policy may include name, contact details, service records, records of entries to events, photographs at events, and such other information as may be necessary for the effective management of the legitimate interests of the Club. Any person wishing to verify the information held by the Club may apply to the Treasurer.

The Club collects and holds personal information about:

1. The Committee and its Members; others who assist, and those offering their services to other Clubs or the SPF*/PAGB* communities (*e.g. as Judges or Lecturers*). This information is used to facilitate administration of the Club, its services and events.

The information (*Name, Photo Distinctions, Address, Telephone Number, email address (& Club if applicable)*) is compiled electronically, or as a PDF, and only available to Committee Members.

Limited data (Usually *Name, Club and email address*) is used electronically by the Committee; for secure website log-in, and to circulate information for administration or event purposes. e.g. emails re events, details of Competitions, and/or information.

The contact details of Club officials allocated to provide particular services may be published generally, including on our website, and on event paperwork or in the Club syllabus/flyer as permitted.

Additionally, information will be held on prospective members for administration purposes for a limited time

2. Photographers, as Image Makers, participating in the activities of the Club, including external events. (*Normally for Club entries; only Name, Photo Distinctions, Club are required to go with submitted photographs*) (*in addition email address and phone number are required for Club Competition Secretaries*)

This information is managed subject to the event or competition rules, and includes participation in SPF, PAGB events.

Any photographs submitted may be selected to represent the Club. By virtue of submitting an entry the entrant certifies the work as their own and permits the Club to reproduce all or part of the entered material free of charge for publication and /or display in media related to the Competition, including on website or by circulation to the Clubs. The Photographer of each image will normally be credited with any use. The Club assumes no liability for any misuse of copyright.

By entering, the Photographer consents to the retention by the Club of information identifying the Photographer as the creator of an Image. Where a Federation or Club is the Entrant on behalf of multiple Photographers, then the Entrant warrants that each Photographer has consented to the retention of identifying information as if the Photographer had entered in person.

3. Others necessary for the conduct of the business of the Club. This information is used to satisfy a requested service or a contractual requirement and may be retained to confirm the outcome.

The Club may retain historical archives for example but not limited to, records of meetings, handbooks, catalogues, prints and images, awards and other event results.

*** SPF – Scottish Photographic Federation; PAGB – Photographic Alliance of Great Britain
Rules for Members**

- a) Non-members are not allowed to use the Society equipment.

- b) Members using the Society's equipment must enter their name, the apparatus used, and any comment found necessary in the book provided for that purpose.
- c) Before using any of the Society's equipment each member must familiarize themselves with the instructions provided for the equipment and prove themselves competent to use such equipment. If in any doubt guidance must be obtained from the Property/Equipment Convener or any committee member.
- d) No Professional or Semi Professional work shall be carried out on Society premises.
- e) The following checks must be carried out before leaving the premises.
 - 1 No rubbish is left lying around.
 - 2 No water is left running.
 - 3 All electric plugs are removed.
 - 4 All lights are switched off.
 - 5 All lockable doors including cupboard doors are secured.
- f) Any breakages or damages must be reported to the Property/Equipment Convener and recorded in the book provided.
- g) Smoking is not permitted anywhere on the premises.
- h) Members found breaking any of these rules will be subject to disciplinary proceedings as set out in sections 3.5 and 3.6 of the Constitution.
- i) If an emergency crops up members must notify the committee at the earliest convenience.



PAISLEY
PHOTOGRAPHIC
Society

**Meetings: Tuesdays between 19.30 to 21.30
September to April. See Syllabus for details**

**Venue: Methodist Central hall
Lesser Hall (Enter by side door 2 Smithhills Street)
2 Gauze Street
Paisley
PA1 1EP**

**Members of the Scottish Photographic Federation &
the Photographic Alliance of Great Britain**