

Nashoba Valley Photo Club

Member Handbook

June 15, 2023

WELCOME!

Welcome to the Nashoba Valley Photo Club (NVPC). This handbook is provided to inform members and perspective members of many of the basic operational functions of the club. NVPC is a social club, dedicated to learning and sharing photography and making photography fun. The club will generally meet on Wednesdays, either in person or in a virtual meeting, from September through June. Currently, our meeting place is at the Reuben Hoar Library in Littleton, MA.

1. At in-person meetings, the doors generally open at 6:30 p.m. Please try to get to the meetings prior to 7:00 p.m. Salon Competition nights are typically the first Wednesday of the month (September - May.) Each Salon Competition typically has Digital and Print entries. Digital entries are submitted and judged prior to the night of the meeting. Print entries are judged live on the night of the meeting, and as such will NOT be accepted after the meeting has started.
2. Please carefully read the Constitution & By-laws (below) and Competition Rules (separate document). NVPC strives to follow the Photographic Society of America (PSA) rules and ethical guidelines in the making of a photograph. Please review these rules and guidelines in the Competition Rules.
3. Please consider updating your club profile to include a thumbnail image of yourself, as well as a link to your website, and all other contact information. In your profile you can elect not to receive Certificate or Plaque awards if eligible.
4. Please consider volunteering when help is requested.

THANK YOU!!

NVPC Memorial Service Award

This award was established in memory of past members who have contributed time and effort to make NVPC successful. It is considered the club's highest honor and it is a one-time lifetime award.

The winner is nominated by the Board of Directors applying the following criteria. The underlying concept of this award is to select a member of the club who has contributed his/her time and effort to the success of NVPC over a year or more. It can be someone who has served in several elected or coordinator roles over a period of several years, or it can be someone who has contributed a great deal of time, productivity, and enthusiasm, in a relatively short period of time. This service award exemplifies an effort to help improve the success of our club and the recipient of this award is chosen each spring by Board members. A special plaque is awarded at the annual banquet in June.

The following are previous recipients of this award:

Hank Mudgett	Tom Briere
Dick and Gale Kenyon	Donna Hackley
Eileen Dunn	Sandy Selesky
Steve McKenna	Charline Oelfke
Paul Buckley	Jenn Buliszak
Karen Johnson	Walter Harrington
Marian Harman	Meyer Franklin
Bob Bicknell	Linda Lecuyer
Michael Los	Robert Stevens
Mark Buliszak	James Coutr�
Norm Beaudette	Dan and Dianne Carey
Steve Bromley (2020)	Darcy Robinson
John Tabaczynski (2022)	Tom Carroll (2023)

CONSTITUTION OF THE NASHOBA VALLEY PHOTO CLUB (NVPC)

- ARTICLE 1 **NAME.** The name of this organization shall be "Nashoba Valley Photo Club" (NVPC).
- ARTICLE 2 **PURPOSES.** The purposes of the Club shall be to promote and share photography in the Nashoba Valley area.
- ARTICLE 3 **MEMBERSHIP.** Any person interested in photography may become a member of this club, as provided for in the Bylaws.
- ARTICLE 4 **OFFICERS.** Club officers of President, Vice President, Treasurer, and Representative to the New England Camera Club Council (NECCC) shall be elected by the membership in accordance with the Bylaws.
- ARTICLE 5 **MEETINGS.** Meetings of the Club membership shall be held not less than once monthly from September through the following June. The Club shall be guided by a Board of Directors composed of the elected officers, and three (3) Members at Large. The Board shall be chaired by the Club President and shall meet periodically throughout the year to discuss matters of interest to the Club and to plan Club activities.
- ARTICLE 6 **AMENDMENTS.** Amendments to this Constitution may be made after 30 days' notification to the membership and following a two-thirds affirmative vote of a quorum defined as at least one-half of the paid membership.
- ARTICLE 7 **BYLAWS.** Bylaws governing the transaction of Club business may be adopted, revoked, or amended after 14 days' notification to the membership and following a two-thirds affirmative vote of a quorum defined as at least one-third of the paid membership
- ARTICLE 8 **BOARD OF DIRECTORS MEMBERS AT LARGE.** There are three (3) Board of Director Members at Large. They shall be elected by the membership in accordance with the Bylaws.

BY-LAWS OF THE NASHOBA VALLEY PHOTO CLUB (NVPC)

- ARTICLE 1 **MEMBERSHIP.** Any person may join. Dues must be paid after two "guest" meetings. No one can compete before officially joining the club. Any member whose dues are in arrears for more than 2 consecutive meetings shall be notified that he/she will be dropped from the membership rolls at the time of the next meeting unless dues are paid in full before the next meeting.
- ARTICLE 2 **DUES.** The annual dues of the Club shall be established by the Club officers. The dues schedule shall be published with the program schedule and distributed to the membership prior to the first seasonal meeting in September. Dues fees shall be payable to the Treasurer in September or upon joining the Club.

ARTICLE 3 ELECTION OF OFFICERS AND BOARD OF DIRECTORS MEMBERS AT LARGE. Election of officers and Board of Directors Members at Large for the subsequent Club season shall take place during the first meeting in May. The President shall call for nominations from the floor for each office. The President will ask the nominees if they are fully aware of the responsibilities of the elected position. The responsibilities are defined in the by-laws and in the members' handbook and can be reviewed at this time. The President shall ask the nominees if they accept or decline the nomination. Voting shall be by show of hands or by ballot. Individuals receiving the greatest vote tally for each office shall be declared elected. The term of each office shall be one season (year). Installation of the newly elected officers and Board of Directors Members at Large shall take place during the June banquet meeting. Interim elections shall be held at the time of an officer's inability to continue, with the newly elected officer serving the uncompleted term of office.

ARTICLE 4 DUTIES OF OFFICERS AND BOARD OF DIRECTORS MEMBERS AT LARGE

President. The President shall be the chief executive officer of the Club. The duties of the President shall be to preside over all Club meetings and to ensure that all Club activities are conducted in accordance with the Constitution and By-laws of the Club. The President or Vice-President may serve as Programs Chair, being responsible for organizing and facilitating the annual program including subjects, schedule, speakers, judges, and competitions.

Vice-President. The Vice-President shall assume all authority and responsibilities of the President during the President's absence. The Vice President shall serve as the Club Banquet organizer and assist the President in other informational matters.

Treasurer. The Treasurer shall be responsible for all fiscal activities of the Club, including, but not limited to: collecting dues, maintaining the treasury and balance sheets, and making appropriate disbursements in a timely fashion in support of authorized Club transactions. The treasurer shall present a current report of fiscal posture of the club at each Club meeting. The Treasurer shall keep a current list of paid members and will make the annual donation to the J.V. Fletcher Library fund.

New England Camera Club Council Representative (NECCC Rep). The NECCC Rep shall serve as the liaison between the Club and NECCC. The NECCC Rep shall serve as the Club's expert on all phases of NECCC activities and shall interface with NECCC, in conjunction with the President, to achieve the purposes of the Club.

Board of Directors Members at Large. Board of Directors Member at Large shall gather requirements and feedback from the membership. Be an active participant in Board of Directors Meetings. May be asked by the President to take on a club role that is vacant, lead a club activity or chair a committee. One Member at large will be responsible for taking the minutes of Board meetings.

ARTICLE 5 COMPETITION RULES. The Board of Directors is responsible for the Competition Rules. The Board will notify the membership of its intent to make changes. The Board may conduct reviews with the membership as they determine appropriate and in the best interest of the club. Changes take effect after a Board vote with a 2/3 majority affirmative vote of the full Board.

Revision History

- There is no record of changes prior to June 2007.
- June 2007: The bylaw was revised to add rules for electronic (digital) competition. Various general paragraphs were changed to include digital competition. Various paragraphs were changed to correct grammatical errors without changing the meaning of the paragraph. In the paragraphs defining the Annual Awards, the award for "Best in ..." was changed from a plaque to a certificate.
- May 2008: The Constitution of the Nashoba Valley Camera Club was put back into the Handbook. It had been accidentally removed from the 2005 – 2006 version.
- June 2008: Sandy Selesky added as a recipient of the Marshall J. Van Etten Memorial Service Award.
- March 2009: The bylaw was revised to remove all references to slides and slide competition. Minor grammatical and formatting changes were also made.
- June 2009: Charline Oelfke added as a recipient of the Marshall J. Van Etten Memorial Service Award.
- October 2009: the bylaw was revised to eliminate the member classifications of B Class, A Class and Star Class. The Digital and Print Competitions were replaced by Digital and Print Salons, i.e., a gallery for the presentation of photographic work. A benchmark system for the measurement of member performance in the salons was incorporated. The annual awards were revised to be compatible with the benchmark system.
- June 2010: Jenn Buliszak added as a recipient of the Marshall J. Van Etten Memorial Service Award
- June 2011: Walter Harrington added as a recipient of the Marshall J. Van Etten Memorial Service Award
- June 2013: Meyer Franklin and Linda Lecuyer added as recipients of the Marshall J. Van Etten Memorial Service Award; WELCOME page revised; FOR THOSE WHO ALWAYS WANTED TO KNOW page updated.
- September 2013: Various changes to Competition by-laws were made. References to slides were removed. Award of ribbons was eliminated as well as award of certificates for benchmark achievement. The definition of mounted or matted print size was changed. Award of certificates and plaques was made contingent on recipient's election to receive or not to receive.
- September 2014: Added Michael Los to the list of recipients of the Marshall J. Van Etten memorial award.
- February 2016: Added Robert Stevens to the list of recipients of the Marshall J. Van Etten memorial award.
- August 2016: Amended Bylaws Attachment #1 revised reflecting the Adopted Bylaws of May 20, 2016 vote expanding and re-defining the Categories of Digital Salon entries and end of year awards. Revised "Welcome" page to reflect Bylaws changes and Digital Salon image resolution

dimensions for submissions. Added Mark Buliszak to the list of recipients of the Marshall J Van Etten Memorial award.

- September 2016: Updated max number of Digital Images and the Digital Image Benchmark requirement per June BOD Meeting.
- June 2017: Added Jim Coutré to the list of recipients of the Marshall J. Van Etten memorial award.
- January 2018: Restored and updated the Revision History notes to this document.
- April 4, 2018 Add Board of Director Members at Large, Moved Competition Rules from NVPC By-Laws to A Stand alone Document
- August 2018: Added Norm Beaudette to the list of recipients of the Marshall J. Van Etten memorial award.
- September 01, 2019: Added Dan and Dianne Carey to the list of recipients of the Marshall J. Van Etten memorial award.
- July 08, 2020: Added Steve Bromley to the list of recipients of the Marshall J. Van Etten memorial award. Added Club Choice to list of categories.
- June 15, 2021: Added Darcy Robinson to the list of recipients of the Marshall J. Van Etten memorial award.
- June 14, 2023 – Change name of “Marshall J. Van Etten Memorial Service Award” to Nashoba Valley Photo Club Memorial Service Award. Added John Tabaczynski, and Tom Carroll as recipients of the to Nashoba Valley Photo Club Memorial Service Award.