



WACCO

**BY-LAWS
AND
OPERATIONAL
PROCEDURES**

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BY-LAWS OF THE
WISCONSIN AREA CAMERA CLUBS ORGANIZATION

ARTICLE I
Name

The name of this Organization shall be the Wisconsin Area Camera Clubs Organization.

ARTICLE II
Purpose

The purpose of this Organization shall be to promote the art and science of photography and its various branches through study and entertainment.

ARTICLE III
Membership & Fees

Section 1. The membership of this Organization shall be open to any organized camera club within the State of Wisconsin.

Section 2. Any organized camera club within the State of Wisconsin shall become eligible for membership upon notifying the Secretary of their desire to affiliate. At the next regular meeting of the Board of Delegates, the Secretary shall make a motion to accept the club for membership, and the Board of Delegates shall vote upon the admission. A two-thirds vote, of delegates present, shall elect to membership. Any club so elected shall be declared a member of the Organization upon payment of the initiation fee and the annual dues for the first year.

Section 3. There shall be an initiation fee which shall be established by the Board of Delegates.

Section 4. There shall be annual dues payable by each member club. The annual dues will be set by the Board of Delegates at the regular August meeting. The annual dues shall be payable by November first of each year. The Treasurer shall notify member clubs two months in arrears, and those whose dues are not paid within two months thereafter shall be automatically dropped from membership in the Organization.

Section 5. The Board of Delegates may request an additional assessment to carry out the Organization's purpose. Notification to all members of the Board of Delegates of such intent shall be given in advance with the call of the meeting. Such an assessment shall require a three-fourths vote by the delegates present.

ARTICLE IV
Officers

Section 1. The elected officers of the Organization shall be: President, Vice President, Secretary and Treasurer. These officers shall carry out the duties and responsibilities as prescribed by these Bylaws, the operational procedures for each respective officer, and by the parliamentary authority adopted by the Organization.

Section 2. At the regular Board of Delegates meeting held in February, the Nominating Committee shall nominate candidates for the offices to be filled. The election shall occur at the regularly scheduled Board of Delegates meeting in May. Before the election at the May meeting, additional nominations from the floor shall be permitted.

Section 3. The Board of Delegates may authorize the use of an absentee ballot for the election of officers.

Section 4. The President, Vice-President, Secretary and Treasurer shall be elected by ballot. They will take office the first of August. Their term of office shall be for two years or until their successors are elected. Elected officers shall not serve more than two consecutive terms in the same office.

Section 5. Succession of officers shall be as outlined in the respective operational procedures.

Section 6. Neglect of duty or misconduct in office shall be grounds for removal of any elected officer. Prior notification to all members of the Board of Delegates of such intent shall be given in advance, with the call of the meeting. A motion to remove from office shall require a three-fourths vote of the delegates present.

ARTICLE V
Organization

Section 1. Each member club shall be entitled to two delegates on the Board of Delegates.

Section 2. Each club may select an alternate delegate. In the absence of a delegate, the club's alternate delegate may attend the Board of Delegates meeting and exercise all the privileges of a regular member of the Board of Delegates.

Section 3. The officers of the Organization and the delegates from each member club shall constitute the Board of Delegates. Officers, unless delegates from their respective member clubs, shall be non-voting members of the Board of Delegates.

Section 4. The Past President and those so designated by the Board of Delegates shall be ex-officio members of the Board of Delegates and shall serve a term that coincides with that of the elected officers. Ex-officio members of the Board of Delegates shall have all the privileges of Board membership except the right to vote unless they are delegates from their respective member clubs.

Section 5. The Board of Delegates shall conduct all business on behalf of the Organization.

Section 6. The elected officers of the Organization and the standing committee chairpersons shall constitute the Executive Committee.

(1) The Executive Committee shall have general supervision over the affairs of the Organization when the Board of Delegates is not meeting.

(2) The Executive Committee shall be subject to the orders of the Board of Delegates and none of the acts of the Executive Committee shall conflict with action taken by the Board of Delegates.

(3) The Executive Committee shall meet at least once between each regular Board of Delegates meeting.

Section 7. The regular meetings of the Board of Delegates shall be held on the first Saturday of the months of August, November, February, and May unless otherwise ordered by the Officers.

Section 8. Special meetings may be called by the President upon the written request of three members of the Board of Delegates. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

Section 9. A quorum shall consist of delegates from fifty percent of the clubs who have reported the names of their delegates to the Secretary.

ARTICLE VI Standing Committees

Section 1. The following shall be standing committees: Executive Committee, Public Relations Committee, Competition Committee, Program Committee, Membership Committee, and Nominating Committee. (Operational Procedures are in place for each of these committees.)

Section 2. The President shall appoint the chairpersons and members of the committees from the members of the Board of Delegates.

Section 3. The Audit Committee, a special committee, shall be appointed by the President at the regular May meeting and shall be responsible for reviewing the Organization's financial records for the current fiscal year.

Section 4. The President shall be an ex-officio member of all committees except the Nominating and Audit Committees.

Section 5. Such other committees, standing or special, shall be appointed by the President as the Board shall from time to time deem necessary to carry on the work of the Organization.

Section 6. The proposed action of all committees shall be subject to the approval of the Board of Delegates.

ARTICLE VII Governance

Section 1. These Bylaws shall be binding on the Organization until they are rescinded or amended. Upon adoption, these Bylaws will take precedence over all previous Amendments and Bylaws.

Section 2. These Bylaws can be amended at the request of the Board of Delegates by a two-thirds vote of member clubs.

Section 3. The actions of the Board of Delegates shall be consistent with these Bylaws.

Section 4. No operational procedures shall be in conflict with any of the Bylaws of this Organization.

Section 5. The rules contained in the current edition of Robert's Rules of Order Revised shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Organization may adopt.

ARTICLE VIII Adoption

These Bylaws shall be deemed to have been adopted upon their approval by a two-thirds vote of member clubs.

ARTICLE IX Dissolution

Upon dissolution of this Organization, the Executive Committee is authorized to dispose of all properties belonging to the Organization and pay all legitimate debts from the Organization's assets. The balance of the assets shall be given to one or more non-profit organizations, as determined by the Executive Committee.

OPERATIONAL PROCEDURES FOR THE OFFICE OF PRESIDENT

1. The President is responsible for making the necessary arrangements concerning location and time for the regularly scheduled Board of Delegates meetings.
2. The President shall send notification of all Board of Delegates meetings, by mail, in a timely manner, indicating date, time, place, and soliciting items for the agenda.
3. The President shall call any special meeting of the Board of Delegates which has been properly requested.
4. The President shall be the presiding officer at all Board of Delegates meetings. As presiding officer, his/her duties include: to call the meeting to order at the specified time; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to speak; to state and to put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to authenticate, by his/her signature, when necessary, all the acts, orders and proceedings of the Board of Delegates.
5. The President shall submit a written report to be included with the minutes of the Board of Delegates meeting.
6. The President, if a delegate from a member Club, has all the voting privileges of a regular delegate. A President who is not a delegate may vote only when it is necessary to break a tie vote.
7. The President is the chairperson of the Executive Committee and shall convene the committee at least once between each regularly scheduled Board of Delegates meeting.
8. The President is an ex-officio member of all committees except the Nominating Committee and the Audit Committee.
9. The President appoints chairpersons for all committees and assigns members to all committees.
10. The President is responsible for appointing a person(s) to assume an office that has been vacated by an elected officer.
11. If the Treasurer is not available, the President may sign checks releasing funds for the payment of bills, approved by the Board of Delegates, that have been incurred by WACCO or WACCO committees.
12. The President shall appoint a person(s) on an annual basis to serve as Audio-Visual librarian.
13. The President will assist in the presentation of awards at semi-annual competitions.

OPERATIONAL PROCEDURES FOR OFFICE OF VICE PRESIDENT

1. If the President is absent, the Vice President will preside at the Board of Delegates meeting.
2. The Vice President is a member of the Competition Committee.
3. The Vice President will assume all other duties as assigned by the President.
4. The Vice President, if a delegate from a member club, has all the voting privileges of a regular delegate. If not a delegate, the Vice President is unable to vote, unless filling the role of President and then only if his/her vote is needed to break a tie.
5. The Vice President is responsible for maintaining a written record of all equipment and properties that are owned by this Organization. He/She is responsible for the storage and maintenance of the equipment owned by this Organization in accordance with Board policy. (see minutes of May 6, 1989, item J.)
6. The Vice President is responsible for submitting a written report to be included with the minutes for the regularly scheduled Board of Delegates meetings.
7. The Vice President shall oversee the operations of the Audio-Visual Librarian(s) and report to the Board of Delegates at each regular meeting.
8. The Vice President is a member of the Executive Committee.

OPERATIONAL PROCEDURES FOR OFFICE OF SECRETARY

1. The Secretary shall preside at the Board of Delegates meeting of the President and Vice President are absent.
2. The Secretary is the recording officer of the Board of Delegates and the custodian of the records except those records specifically assigned to others, i.e. Treasurer.
3. The Secretary shall maintain a written record of all minutes for all Board of Delegates meetings and distribute copies of the minutes to the respective delegates in a timely fashion.
4. The Secretary is responsible for maintaining, on an annual basis, a roster of all delegates from member clubs.
 - A. At the May Board of Delegates meeting, the Secretary will provide each club with a form for reporting the names, addresses, and telephone numbers of next year's delegates, alternate and president.
 - B. With the above information, the Secretary shall provide an updated Roster of Delegates at the August meeting.
5. The Secretary will create and maintain an attendance roster for each Board of Delegates meeting and determine if a quorum is present.
6. The Secretary, in conjunction with the President, shall prepare the agenda for the regularly scheduled Board of Delegates meetings.
7. The Secretary is responsible for receiving and presenting to the Board of Delegates all requests for membership in WACCO.
8. The Secretary is responsible for conducting the correspondence of the Board of Delegates unless otherwise directed.
9. The Secretary, if a delegate from a member club, has all the voting privileges of a regular delegate. If not a delegate, the Secretary is unable to vote, unless filling the role of President and then only if his/her vote is needed to break a tie.
10. The Secretary is responsible for submitting a written report to be included with the minutes for the regularly scheduled Board of Delegates meetings.
11. The Secretary is a member of the Public Relations Committee.
12. The Secretary is a member of the Executive Committee.
13. The Secretary will assume all other duties as assigned by the President.

OPERATIONAL PROCEDURES FOR THE OFFICE OF TREASURER

1. The Treasurer shall preside at the Board of Delegates meeting if the President, Vice President, and Secretary are absent.
2. The Treasurer will be responsible for maintaining and completing any financial records, reports and duties so designated by the Board of Delegates.
3. During September, the Treasurer will obtain from each officer and committee chairperson a list of their proposed income and expenditures for the next fiscal year.
4. The Treasurer will be responsible for establishing a budget for the next fiscal year to be submitted for approval by the Board of Delegates at the regular November meeting.
5. It shall be the responsibility of the Treasurer to distribute copies of the budget to the members of the Board of Delegates at the regularly scheduled November Board of Delegates meeting.
6. In accordance with the parliamentary authority adopted by WACCO, the Treasurer will prepare and submit to the Board of Delegates, at regular meetings, a written report of the receipts and expenditures for each period between meetings.
7. The Treasurer will be responsible for the payment of all bills, approved by the Board of Delegates, that are incurred by WACCO and WACCO committees. This may be done either by direct payment or reimbursement.
8. The Treasurer will review all the expenditures and receipts from the previous fiscal year.
9. The Treasurer shall submit the financial records to an Audit Committee on an annual basis, sometime in July, dependent upon the receipt of the June bank statement.
10. The Treasurer will be responsible for the collection and banking of all dues and fees.
11. The Treasurer will be responsible for the banking of all monies collected by various committees of the Board of Delegates.
12. The Treasurer is a member of the Executive Committee.
13. The Treasurer, if a delegate from a member club, has all the voting privileges of a regular delegate. If not a delegate, the Treasurer is unable to vote, unless filling the role of President and then only if his/her vote is needed to break a tie.

OPERATIONAL PROCEDURES FOR EXECUTIVE COMMITTEE

Article V, Section 6. The elected officers of the Organization and the standing committee chairpersons shall constitute the Executive Committee.

1. Between the regular meetings of the Board of Delegates, the Executive Committee shall have general supervision of the affairs of WACCO. The Executive Committee shall be subject to the orders of the Board of Delegates and none of the acts of the Executive Committee shall conflict with action taken by the Board of Delegates.

2. The committee shall meet at least once between each regular meeting of the Board of Delegates.

3. It shall be the responsibility of the President to call the meetings of the committee. The President will honor the request of any two members of the Executive Committee to call a special meeting of the Executive Committee.

4. It shall be the duty of the committee to propose to the Board of Delegates candidates for ex-officio membership.

5. It will be the responsibility of the committee to develop a proposed budget that will be presented to the Treasurer sometime during the month of September.

6. The committee will maintain an accurate record of all expenditures and provide receipts to the Treasurer for reimbursement or bills for payment.

7. In accordance with the parliamentary authority adopted by WACCO, the committee will prepare and submit to the Board of Delegates, at regular meetings, a written report of their activities with appropriate motions.

OPERATIONAL PROCEDURES FOR THE COMPETITION COMMITTEE

Article VI, Section 1. The following shall be standing committees:

...Competition Committee....

- A. Committee Responsibilities
- B. Division Descriptions
- C. Judging Procedures
- D. Guidelines Defining Scores Used in Judging Competitions
- E. Awards
- F. Rules of Entry
- G. Competition Guidelines
- H. Host Club Operational Procedures and Worksheets
- I. Complaints

A. COMPETITION COMMITTEE RESPONSIBILITIES

1. The Competition Committee, composed of the Vice-President and at least four Board of Delegates members, shall be appointed by the President at the regular August Board of Delegates meeting.
2. It shall be the duty of this committee to review and to submit to the Board of Delegates for approval any revisions to the Rules of Competition.
3. The committee will be responsible for conducting semi-annual competitions that will be held in Spring and Fall. At each competition the date of the next competition will be announced.
4. The committee will be responsible for making certain that each affiliated club has sufficient WACCO Competition Rules and entry forms.
5. In accordance with the parliamentary authority adopted by WACCO, prior notice must be given to the Board of Delegates regarding any motion to revise the rules of competition.
6. The committee will be responsible for obtaining a WACCO affiliated club(s) to host each competition. The host club schedule is done on a rotating basis, with notice given at each Delegates' meeting. The committee will provide the Host Club with the Board of Delegates approved Host Club Guidelines, Procedures and Worksheets.
7. The committee will advise the Host Club of the location and facilities for the competition or, if necessary, ask the Host Club to help in finding an appropriate facility.

8. It will be the responsibility of the committee to make the necessary arrangements for equipment and other needs for each competition.
 - a) Provide a suitable projector.
 - b) A matte screen 60" X 60".
 - c) A projection stand.
 - d) Pre-projection slide trays.
 - e) Post-projection slide trays.
 - f) A digital projector.
 - g) A computer for digital projection.
 - h) A light box for prints.
 - i) A scoring machine.
 - j) Lights for scorers.
 - k) Multiple outlet extension cords.
 - l) Cotton gloves for print handling.

9. The committee will be responsible for securing three judges for each competition.
 - a) Efforts should be attempted to secure judges from a variety of photographic backgrounds including PSA, commercial photography, and fine art photography.

 - b) On the day of competition, the judges shall be compensated for lunch and travel expenses at an amount approved by the Committee. Car pooling is to be encouraged.

 - c) The competition location and rules shall be forwarded to the judges prior to the day of competition. On the day of competition, rules and procedures for the competition will again be reviewed with the judges.

 - d) A letter of appreciation will be mailed to each Judge by the chairperson for the committee.

10. The committee will be responsible for providing an adequate number of appropriate trophies and sufficient ribbons for Honorable Mentions.

11. It is the responsibility of the committee to maintain an accurate and complete master file of award recipients and competition results.

12. The committee will be responsible for determining the categories and defining them for competition. At each competition, the categories to be used in the next two competitions will be announced and affiliated clubs will receive written notification of the categories to be used.

13. The committee will maintain an accurate record of all expenditures and provide receipts to the Treasurer for reimbursement and/or bills for payment.

14. It will be the responsibility of the committee to develop a proposed budget that will be presented to the Treasurer sometime during the month of September.
15. Subcommittees can be established by the committee in compliance with the Board of Delegates adopted Operational Procedures for Subcommittees.
16. The committee chairperson shall appoint a member to serve as an alternate in the absence of the chairperson.
17. In accordance with the parliamentary authority adopted by WACCO, the committee will prepare and submit to the Board of Delegates, at regular meetings, a written report of their activities with appropriate motions.
18. This committee shall not make policy or commitments for WACCO except upon specific instructions from the Board of Delegates.
19. As an ex officio member of the committee, the President shall be invited to attend all committee meetings.

B. COMPETITION DIVISION DESCRIPTIONS

General Slide This Division is made up of a designated category and an open category. All slides not designated by the entrant for a specific category are judged in the Open category. The designated subject is rotated for each competition between the following subjects:

- | | | |
|--------------|-------------------------|---------------------|
| 1. Portraits | 2. Domesticated Flowers | 3. Weather |
| 4. Tabletop | 5. Scapes | 6. Photo Journalism |

Nature Slide This Division is made up of a designated and an open nature category. The designated subject is rotated for each competition between the following subjects:

- | | | |
|--------------------|--------------------|-----------------------|
| 1. Insects/Spiders | 2. Mushrooms/Fungi | 3. Wild Flowers |
| 4. Birds | 5. Wild Animals | 6. Natural Landscapes |

It is the decision of the entrant if a slide will be judged in the designated category. All other slides will compete in the Open Category. For the purpose of defining nature, we will use the following definition:

The Nature Photography Section is restricted to the photographic process to depict observations from all branches of natural history, including botany, zoology, physics, chemistry, meteorology, paleontology, in such a fashion that a well informed person will be able to identify the subject material and to certify to its honest presentation. The story telling value of the photograph should be weighed more than the pictorial quality. Human elements should not be present. On the rare occasion where human elements enhance the nature story, they should be unobtrusive. Photographs of artificially produced hybrid plants or domesticated animals, mounted specimens,

derivations, or any form of photographic manipulation that alters the truth of the photographic statement are ineligible.

(Exceptions: detailed micro or macro photographs, and scientific banding on wild animals.)
Descriptive titles are recommended for nature pictures.

Large Color Print Division are color prints of 8 x 12 to 16 x 20, mounted on an 16 x 20 mount and made up of Nature and Open Categories. All prints will be judged in the Open Category unless the entrant classifies it for the Nature Category.

Large Monochrome Print Division are monochrome prints of 8 x 12 to 16 x 20, mounted on an 16 x 20 mount and are made up of Nature and Open Categories. All prints will be judged in the Open Category unless the entrant classifies it for the Nature Category.

Small Color Print Division are color prints with maximum dimensions of 8 ½ inches on one side and 11 inches on the other mounted on an 11 x 14 mount and made up of Nature and Open Categories. All prints will be judged in the Open Category unless the entrant classifies it for the Nature Category.

Small Monochrome Print Division are monochrome prints with maximum dimensions of 8 ½ inches on one side and 11 inches on the other mounted on an 11 x 14 mount and are made up of Nature and Open Categories. All prints will be judged in the Open Category unless the entrant classifies it for the Nature Category.

General Digital Image Division are digital images either scanned from a negative, slide or print or from a digital camera and are projected using a digital projector. This Division is made up of a designated category and an open category. All images not designated by the entrant for a specific category are judged in the Open category. The designated subject is rotated for each competition between the following subjects:

- | | | |
|--------------|-------------------------|---------------------|
| 1. Portraits | 2. Domesticated Flowers | 3. Weather |
| 4. Tabletop | 5. Scapes | 6. Photo Journalism |

NOTE: With the exception of Photo Journalism, digital manipulation of an image is allowed in the Open Digital category.

Photo Journalism entries shall consist of pictures or sequences with informative content and emotional impact. The journalist value of the photograph shall be considered over pictorial quality. In the interest of credibility, photographs that misrepresent the truth, such as manipulation to alter the subject matter, or situations which are set up for the purpose of photography, are unacceptable. No elements may be moved, cloned, added, deleted, rearranged or combined. Permitted manipulation includes resizing, cropping, selective lightening or darkening, and restoration of original color of the scene.

Nature Digital Image Division are digital images either scanned from a negative, slide or print or from a digital camera and are projected using a digital projector. This Division is made up of a designated and an open nature Category. The designated subject is rotated for each competition between the following subjects:

1. Insects/Spiders
2. Mushrooms/Fungi
3. Wild Flowers
4. Birds
5. Wild Animals
6. Natural Landscapes

It is the decision of the entrant if an image will be judged in the designated category. All other images will compete in the Open Category. For the purpose of defining nature, we will use the following definition:

The Nature Photography Section is restricted to the photographic process to depict observations from all branches of natural history, including botany, zoology, physics, chemistry, meteorology, paleontology, in such a fashion that a well informed person will be able to identify the subject material and to certify to its honest presentation. The story telling value of the photograph should be weighed more than the pictorial quality. Human elements should not be present. On the rare occasion where human elements enhance the nature story, they should be unobtrusive.

Photographs of artificially produced hybrid plants or domesticated animals, mounted specimens, derivations, or any form of photographic manipulation that alters the truth of the photographic statement are ineligible. No elements may be moved, cloned, added or deleted, rearranged or combined. No manipulation or modification is permitted except resizing, cropping, selective lightening or darkening, and restoration of original color of the scene.

(Exceptions: detailed micro or macro photographs, and scientific banding on wild animals.)
Descriptive titles are recommended for nature pictures.

Nature Slide and Digital Image Order and Definitions

Insects/spider Insects are minute invertebrate animals that typically have the body divided into a head, a thorax of 2 segments; and in development, usually pass through metamorphosis. There is usually 2 pairs of wings, sometimes 1 pair or none. Spiders are any of one of a large family of arachnids forming an order having an unsegmented abdomen and are capable of spinning silk in the construction of webs for capture of prey such as flies or other insects.

Fungi/Mushroom The non flowering plants subdivision of the Thallophyta which are devoid of chlorophyll, reproduce chiefly by asexual means, and obtain nourishment either as a parasite on living organisms or as a saprophyte on dead organic matter. They include molds, mildews, rusts, mushrooms, and puffballs.

Wild Flower Wild flowers are NOT cultivated. Cultivated flowers, such as roses and tulips are not eligible for competition in this category.

Birds Birds are warm-blooded, feathered, egg-laying vertebrate having fore limbs modified as wings. Chickens or other domesticated fowl are not eligible for competition in this category, nor are they eligible in the nature division.

Wild Animal Animals are living organisms other than plants. Wild animals inhabit the forests, deserts, etc., and are NOT domesticated, tamed or bred for specific characteristics. Domesticated animals are not eligible for competition in this category, nor are they eligible in the nature division. Insects, Spider and Birds are not eligible for competition in this category of competition because of their special designation in other competitions.

Natural Landscape (New) No hand of man (roads, trails, light poles, buildings, etc.)

General Slide and Digital Image Order and Definitions

Portraits (Animal or Human) A photo of an animal or person usually showing the face.

Domesticated Flowers A cultivated flower such as, but not limited to, Roses, Tulips, Etc.

Weather A condition of the atmosphere with respect to heat or cold, wetness or dryness, calm or storm, clearness or cloudiness.

Table Top An image of static arrangements of objects.

Scapes/Scenic A photo representing a view of scenery, (land, sea or air).

Photojournalism/Sports Photojournalism (or PJ) is devoted to recording current events or situations to preserve them for the future. News, features, man and man's environment, human interest...all are included.

Slide Instructions

All slides must be 2" x 2" mounts only. Slides should be "spotted" in the lower left-hand corner when held upright for viewing. Name and address of entrant, title and image number as it appears on the entry form must appear on all slides. Slide entries are to be mailed to the WACCO P.O. Box with completed entry form, fees, and self-addressed envelope or address label for the return of your slides by the host club.

Election of General Slide Class B will be made by placing the letter "B" in the General Slide box on the Entry Form & Report Card (Any other mark will place the slides in Class A).



Large Print Instructions

Prints may be 8" x 12" to 16" x 20" - commercial, home processed or digitally printed. All prints must be mounted. Prints may be matted. Mount and/or matte size must be 16" x 20". No framed prints accepted. Name and address of entrant, title and image number as it appears on the entry form must appear on all prints. Print information should appear on the back of the print mount along with an arrow indicating the top of the print. Print information must be legible. If mount is being reused, all previous titles and markings must be removed or obliterated. Velco attachments to back of mount are unacceptable. Entry forms for prints must be received by the host club on the same deadline date as for slides. You may mail your prints to the host club or bring them in person on the day of the competition as outlined on the reverse. All prints must be picked up after the competition. If this is inconvenient, contact the host club or Competition Chairman and make other arrangements in advance.

Monochrome Print – Representations in black & white or in varying tones of only one color.

Small Print Instructions

Prints with maximum dimensions of 8 ½ inches on one side and 11 inches on the other, commercial, home processed or digitally printed. All prints must be mounted. Prints may be matted. Mount and/or matte size must be 11" x 14". No framed prints accepted. Name and address of entrant, title and image number as it appears on the entry form must appear on all prints. Print information should appear on the back of the print mount along with an arrow indicating the top of the print. Print information must be legible. If mount is being reused, all previous titles and markings must be removed or obliterated. Velco attachments to back of mount are unacceptable. Entry forms for prints must be received by the host club on the same deadline date as for slides. You may mail your prints to the host club or bring them in person on the day of the competition as outlined on the reverse. All prints must be picked up after the competition. If this is inconvenient, contact the host club and make other arrangements in advance.

Monochrome Print – Representations in black & white or in varying tones of only one color.

Digital Image Instructions

The Digital Image should be a maximum of 1024 (Width) x 768 (Height) pixels or 7.68" (Height) X 10.24" (Width) @ 100 dpi. It should be a Jpeg format with a maximum files size of 1.4 mb. They must be on a CD which should have your Name, Phone number and E-mail address on it. The images should be put into folders labeled for the division entered (General or Nature). Each image should be labeled with Category, Entry #, Title. Where the category would be G for General and N for Nature, the entry # from the report card and title of the image with a dash between each item as shown.

EXAMPLE: G_1_Milwaukee Art Museum.jpeg

The Digital entry CD's are to be mailed to the WACCO P.O. Box with completed entry form, fees, and will not be return unless requested.

C. JUDGING PROCEDURES

1. Three judges, as selected by the competition Committee, will be used for judging each competition. During judging each judge will assign a value of from "1" to "5" for each entry shown - the value of "5" being high and the value of "1" being low. Entries not marked or wrongly marked for a designated category will be considered part of that Division's Open Category. The judges will receive WACCO judging procedures prior to the competition, and the procedures will be reviewed with them by the Competition Committee chairperson on the day of competition.
2. Honorable Mention ribbons will be awarded to the top 20 percent or more of the entrants in each Division. The percentage will be determined by the Division coordinator on the basis of scores received.
3. Entries receiving Category or Division medals will not receive ribbons. To determine a first place winner and an alternate of a Category, the entries will be assembled according to the score received. If four (4) or more images exist in the top score groups, the first place and alternate will be picked from the top score groups. If less than four (4) images exist in the top score group, the next score group(s) will be included to guarantee four (4) or more images from which the first place and alternate will be picked. The method of rejudging will be on the "in or out" basis, with the number "1" signifying in and the number "0" signifying out. Any entry receiving three "1"s or two "1"s will be rejudged to determine the winner and alternate.
4. From the first place winner in each of the Categories, the Best of Division will be selected. The alternate in the Category from which the Best of Division is selected then becomes the first place winner in that Category. All other alternates will be awarded Honorable Mention ribbons. A "Best of Show" will be selected from the Best of Division winners. The Best of Show receives a plaque and the WACCO Traveling Trophy. The Traveling Trophy must be returned to the Competition Chairperson at the next competition. The Delegate of the club to which the winning member belongs is responsible for returning the trophy in a timely manner.
5. THE DECISION OF THE JUDGES IS FINAL.

D. GUIDELINES DEFINING SCORES USED IN JUDGING COMPETITIONS

1. Score of 1: These images have glaring technical faults, are in poor taste, or, in the opinion of a judge, do not meet criteria for the division being judged, i.e. Nature.

Glaring technical faults

Poor taste

Very over or under exposed

Very poor focus/depth of field

Incorrect color balance

Does not meet criteria of division being judged (ie, digital manipulation in nature categories)

2. Score of 2: These images have some technical problems. They are over or under exposed. They are out of focus in part of the image and/or have an unintentionally shallow depth-of-field. They are images with too much in them.

Some technical problems

Over or under exposed

Out of focus in part of the image

Unintentionally shallow depth-of-field

Too much in the image

Record shot.

3. Score of 3: The image is technically correct. "Technically correct" means that exposure is correct and focus is sharp. What we usually mean by "average" is that the image is the type of image expected from a camera club member. It is more than a record shot.

Technically correct

Correct exposure

Sharp focus

4. Score of 4: These images have all the attributes required for a "3" with additional concepts involved with composition, color saturation, lighting and impact. Images with a score of "4" must have rich colors, very good composition, creative lighting, and immediate impact.

Technically correct image.

Good to very good composition

Effective and creative lighting

Good to very good color saturation

IMPACT

5. Score of 5: The "top" score, but certainly not the score for a "perfect" image. There is no such thing as a "perfect" image. These images have creative and excellent color saturation; excellent, effective use of lighting; and strong impact.

TOP score

Technically correct image

Very good to excellent composition

Creative and excellent use of lighting

Excellent color saturation

Strong IMPACT

E. AWARDS

CATEGORY In each Division, a "Best of..." in each Category and an alternate will be selected.

DIVISION In each division, a Best of Division will be selected from the winners of the Categories in the respective Division. The alternate in the Category from which the Best of Division is selected then becomes the first place winner in that Category.

BEST OF SHOW From Division winners, a Best of Show winner will be selected to become the recipient of the WACCO traveling trophy. The plaque will be awarded upon return of travelling trophy.

WACCO TRAVELING TROPHY This trophy will be awarded at every competition to the Best of Show. The recipient will have possession of the trophy until the next competition. In addition, the recipient will receive a "Best of Show" plaque.

AWARDS The Best of Divisions receive a gold medal, the Best of Category receive a silver medal, and the Alternate Category receives a bronze medal.

HONORABLE MENTION RIBBONS (H.M.) Ribbons will be awarded to 20% or more of the entrants in each Division.

F. RULES FOR ENTRY

1. This competition is open to any member in good standing of a WACCO affiliated camera club(s).
2. Entries must not have received an Honorable Mention (H.M.) or other award in the same medium (projected or print) in any previous WACCO competition.
3. Entry fee must accompany all entries. An entry fee of is charged for each Division entered.
4. Entrants may have a maximum of four entries in each Division. Each Division entered requires an entry fee.
5. Being a member of more than one WACCO affiliated club does not entitle the entrant to submit more than four entries in any Division.
6. Entry Form/Report Card should be completed with all information typed or printed. Entry Form/Report Card must NOT be separated. Complete form (with top and bottom portion intact and completed) should be sent with the entry fee.
7. Name and address of entrant, title and item number as it appears on the entry form must appear on all slides and prints. Print information should appear on the back of the print mount along with an arrow indicating the top of the print.

8. All slide entries must be 2"x2" mounts only. Glass, plastic or cardboard mounts will be accepted. Slides should be "spotted" in the lower left hand corner when held upright for viewing. Slide entries are to be mailed to designated individual/location with completed entry form and fee.
9. Slide entries will NOT be returned on the day of competition. Entries will be returned to the entrant as soon as possible unless prior arrangements have been made.
10. Prints may be commercially or home processed.
11. Large Color Prints and Large Monochrome Prints: All prints must be mounted. Prints may be matted. Mounts must be 16x20. Prints sizes can be 8"x12" up to 16"x20." Framed Prints will not be accepted.
12. Small Prints: All prints must be mounted on an 11x14 mount. Print size is not to exceed maximum dimensions of 8 ½ inches on one side and 11 inches on the other. Prints may be matted. Framed Prints will not be accepted.
13. Digital CD entries should be labeled with Name, phone number and email. Each image should be labeled with Category-Entry #-title and placed in a folder designated for each category.
14. The designated individual on or before the set deadline MUST receive completed print entry forms, with the entry fee. Prints may be delivered the day of the competition prior to the listed starting time. The maker or designated person MUST pick up prints after the competition unless arrangements have been made with the Committee to pick up at a later date or postage has been provided for return mailing.
15. Slides received after the closing date and prints received after competition starting time do not have to be judged and the Committee can use whatever portion of the entry fee is necessary to cover the cost of returning the entry.
16. No responsibility is assumed for loss or damage to entries while in transit or in Committee's possession. All possible care will be taken to prevent such loss or damage.
17. The Digital CD entries will not be returned.

G. COMPETITION GUIDELINES

The Competition Committee will be responsible for the competition in accordance with the following guidelines:

1. The Host Club will designate a person to be the liaison between the Host Club and the Competition Committee and coordinate the activities of the Host Club.

2. It will be the Competition Chairperson's, or a person designated by the Chair, responsibility to receive entry forms, entry fees, and slides and to prepare slides for judging. This person will also be responsible for returning slide entries, report cards, and H.M. ribbons.

3. The Competition Committee will be responsible for sending information concerning the competition to each affiliated club.

- a) Board approved WACCO Competition Rules along with the name and address of the person receiving entries and fees.
- b) Competition Categories.
- c) Date, time and location of competition.
- d) A reminder to all affiliated clubs that all checks should be made payable to WACCO.

4. Judging will not be held for Divisions with less than six (6) entrants. Entry fees and images will be returned to the member.

5. It will be the Competition Committee's responsibility to designate Slide, Digital Image and Print Division Coordinators whose duty will be to oversee the conduct and procedures for their respective Competition Division. The Competition Chairperson, or a person designated by the Chair, is responsible for completing the "Competition Worksheet".

6. The Host Club will be requested to provide people to fill the following duties for the competition:

(Some people could perform multiple roles throughout the day.)

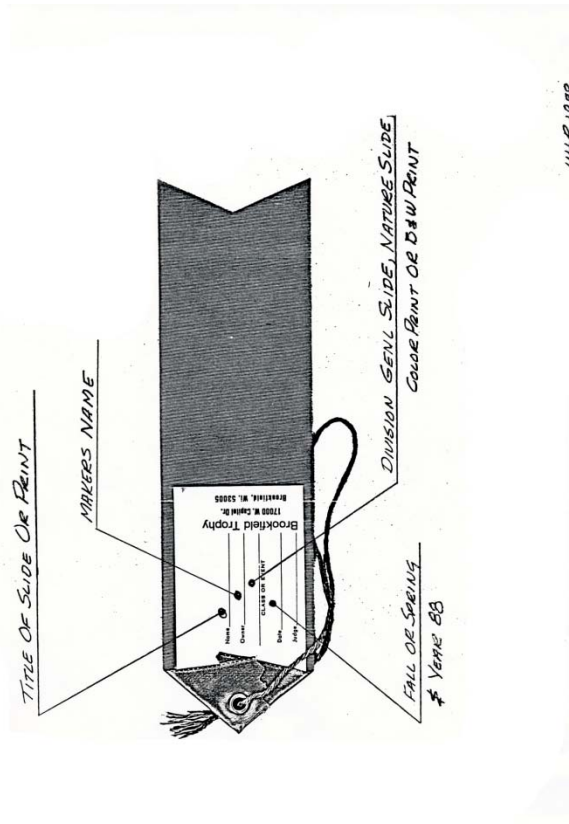
- a) Two people to record scores.
- b) Two slide handlers.
- c) One person to assist Digital Coordinator.
- d) Four print handlers.
- e) One score re-setter.
- f) Two people to assist Print Coordinator before and after print section.

7. The Competition Chairperson, or a person designated by the Chair, is responsible for an accurate record of award recipients and a summary of all competition results. This information should be sent out to the Delegates and Board within two weeks of the competition.

8. All bills and competition receipts should be given to WACCO Treasurer.

9. If there is any additional help needed, the Competition Committee Chairperson should be contacted.

10. It is recommended that the Host Club make some arrangements to provide the judges with something to drink during the competition. The Host Club should make known to all in attendance the whereabouts of the restrooms and other facilities.



One of these sheets must be completed for each division you are entering.

WACCO Competition Score Card

Score Card 20 09 Spring Fall

Name _____ Phone _____
 Address _____ Email _____
 City _____ Club _____

Division Entered (check one)

General Exhibitor		Novice Exhibitor	
General Slide <input type="checkbox"/>	Nature Slide <input type="checkbox"/>	Projected Digital Nature Image <input type="checkbox"/>	
General Digital Image <input type="checkbox"/>	Nature Digital Image <input type="checkbox"/>	Projected Digital Open Image <input type="checkbox"/>	
Large Color Print <input type="checkbox"/>	Small Color Print <input type="checkbox"/>	Small Print Open <input type="checkbox"/>	
Large Mono Print <input type="checkbox"/>	Small Mono Print <input type="checkbox"/>		

See Entry Form for category Code letters. Images without codes will be placed in the Open category.

Image #	Title	Code	Score	Award
1				
2				
3				
4				

To be completed by Competition Committee

HM Acceptance Score _____ Entry # _____

Do not separate Do not separate Do not separate Do not separate
This should be an exact duplicate of the above Score Card information.

WACCO Competition Report Card

Report Card 20 09 Spring Fall

Name _____ Phone _____
 Address _____ Email _____
 City _____ Club _____

Division Entered (check one)

General Exhibitor		Novice Exhibitor	
General Slide <input type="checkbox"/>	Nature Slide <input type="checkbox"/>	Projected Digital Nature Image <input type="checkbox"/>	
General Digital Image <input type="checkbox"/>	Nature Digital Image <input type="checkbox"/>	Projected Digital Open Image <input type="checkbox"/>	
Large Color Print <input type="checkbox"/>	Small Color Print <input type="checkbox"/>	Small Print Open <input type="checkbox"/>	
Large Mono Print <input type="checkbox"/>	Small Mono Print <input type="checkbox"/>		

See Entry Form for category Code letters. Images without codes will be placed in the Open category.

Image #	Title	Code	Score	Award
1				
2				
3				
4				

To be completed by Competition Committee

HM Acceptance Score _____ Entry # _____

[Type text]

[Type text]

1. Entry Number
2. Score
3. Honorable Mention Score
4. Award – HM, Best of Category, Division or Show

H. OPERATIONAL PROCEDURES DURING COMPETITIONS

Pre-competition

The Competition Chairperson, or a person designated by the Chair, is responsible for the following:

1. Communicate to the host club its duties and responsibilities.
2. Reserving space for competition meet.
3. Coordinating with competition committee members respective job assignments, securing judges and ensuring that all equipment is available and in working order.
4. Receiving all entry forms, score/report cards and monies by posted deadline. No entries will be accepted after posted deadline for any reason. Mailed entries must be **received** at the WACCO PO Box by posted deadline.
5. Receiving all slides and digital entries and preparing them for judging.

The Competition Chairperson, or a person designated, opens slides and assigns a number (maker number first; slide number second) to the set of slides by recording it on the entry form, takes the money and records payment of fee. (On each slide should be written the maker's name, maker's club name and title of slide.) He/she will check to be sure that slides and titles match, (Titles must be descriptive – numbers are not acceptable.) He/she then registers the assigned number on the respective slides, puts the slides in the pre-projection trays in the proper order and cuts the entry forms, making sure that each stack is in proper numerical order.

The Competition Chairperson, or a person designated, creates two digital files: Open and Nature. Within each file, four (4) folders are created: Section 1, Section 2, Section 3 and Section 4. Entrants' images are copied to appropriate folder and renamed with the maker number first, section number next, and then the title as assigned by entrant. (Titles must be descriptive – numbers are not acceptable.) After all images are placed in appropriate folders, each image is assigned a sequential number starting with 001. This is to aid in retrieving digital images for judging. Entry forms are cut, making sure that each stack is in proper numerical order. Several copies of the files and folders are made on different media (CD's and flash drives) and brought to the competition. Contact sheets are created for each section and brought to the competition.

6. Entry forms for prints are sorted by division. Entry forms are not cut.

Competition

During the competition, the Competition Chairperson will announce scores, complete Competition Worksheet and communicate with judges and audience.

No audience comments will be allowed. Offenders may be asked to leave. The Competition Chairperson may clarify orientation or focus of an image, and a judge's question as it pertains to the rules only. There will be no comments on a specific image allowed.

Immediately after a score is announced, that image is removed from viewing and the next image is displayed. It is the responsibility of the Division Coordinator to ensure that no image receives undue viewing time by the judges after the score is announced.

Slide Division

1. The Competition Committee will designate the Slide Division Coordinator who is responsible for setting up the screen, projector, and slide handling area prior to the competition. The Division Coordinator will act as Projectionist and Focuser. The division coordinator will assist host club workers as needed.
2. The Host Club will provide 5 workers: A score machine resetter, 2 people to record scores, and 2 people to sort slides after projection.
3. Nature slides will be projected first, General slides last.
4. The Competition Committee Chairperson, or a person designated, will be responsible for determining the percentage of entrants to receive an Honorable Mention (H. M.), what score (and above) will determine an H.M. and announce this information to the audience.
5. A First Place and alternate are selected for each Category.
6. From the First Place winners in each Category the Best of Division is selected.
7. The alternate behind the slide selected for Best of Division moves up to First Place in that Category.
8. Both sets of score cards are returned to the Competition Chair.

Digital Division

1. The Competition Committee will designate the Digital Division Coordinator who is responsible for setting up the computer and digital projector prior to the competition. The Division Coordinator will act as Projectionist and Focuser. The division coordinator will assist host club workers as needed.
2. The Host Club will provide 4 workers: A score machine resetter, 2 people to record scores, and 1 person to record scores on contact sheets and otherwise assist Division Coordinator.
3. The Nature section will be projected first, Open section last.
4. The Competition Committee Chairperson, or a person designated, will be responsible for determining the percentage of entrants to receive an Honorable Mention (H. M.), what score (and above) will determine an H.M. and announce this information to the audience.
5. A First Place and alternate are selected for each Category.
6. From the First Place winners in each Category the Best of Division is selected.

Print Division

Prior to Print Division judging:

The Host Club will provide 2 people to assist the Print Division Coordinator in preparing the prints for judging.

1. The Print Division Coordinator opens the package of prints, and puts the matching maker's entry card with the prints.
2. The first assistant checks to be certain that the necessary information is on the back of the prints (maker's name, name of maker's club, title of print and arrow indicating up), assigns entry number and registers number on card and on the back of the print (upper left corner of back of print), and checks that card and print information match.
3. The second assistant cuts the first entry card in half and places cards in two piles face down. Then he/she divides the prints into four piles per assigned number (1,2,3,4), and repeats the procedure with the next card and prints, maintaining numerical order.
4. The Print Division Coordinator makes certain that there are sufficient tables and space for the prints.
5. The Competition Chairperson is responsible to have scissors, stickers on which to mark entry numbers, markers and white cotton gloves available.

During Print Division judging:

1. The Competition Committee will designate the Print Division Coordinator who is responsible for setting up the light box and print handling tables prior to the competition. The Division Coordinator will assist host club workers as needed.
2. The Host Club will provide 7 workers: A score machine resetter, 2 people to record scores, and 4 print handlers.

3. The Competition Committee Chairperson will be responsible for completing the Competition Worksheet and for determining the percentage of entrants to receive an honorable mention (H.M.) and what score (and above) will determine an H.M. and announce this information to the audience.
4. The First Place and alternate are selected for each Category.
5. From the First Place winners of each Category the Best of Division is selected.
6. The alternate behind the print selected for Best of Division moves up into the First Place for that Category.
7. Both sets of score cards are returned to the Competition Chairperson.
8. Prints will be taken to a closed room where two to three designated people will sort prints and organize them per maker's name. Only when sorting is completed will prints be made available to makers for pick up.

i. COMPETITION COMPLAINTS

1. In the event that any competitor has a complaint regarding a competition, a formal complaint may be submitted to the Competition Chairperson or to the WACCO Secretary using the WACCO Comment Report. The Comment Report should be submitted within one week of the competition.
2. The Competition Committee will review the Comment Report, come to a finding regarding that issue and submit its finding to the Executive Board for approval.
3. After review by the Executive Board, the competitor will be notified of the result of the investigation.
4. The complaint and conclusion will be presented to the Delegates at the next meeting as part of the Competition Committee's report.

1.

PRINT PROCESS. 9

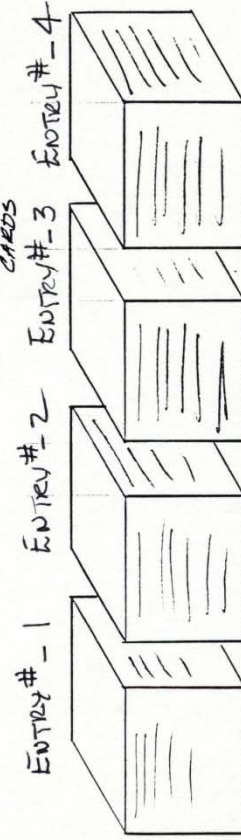


1. OPEN PRINT PACKAGES
2. STAMP PRINTS WITH WACC STAMP
3. PUT PROPER ENTRY CARDS WITH PRINTS

1. CHECK FOR CORRECT INFORMATION ON PRINT & ENTRY CARD
2. ASSIGN ENTRY NO. TO PRINT & CARD

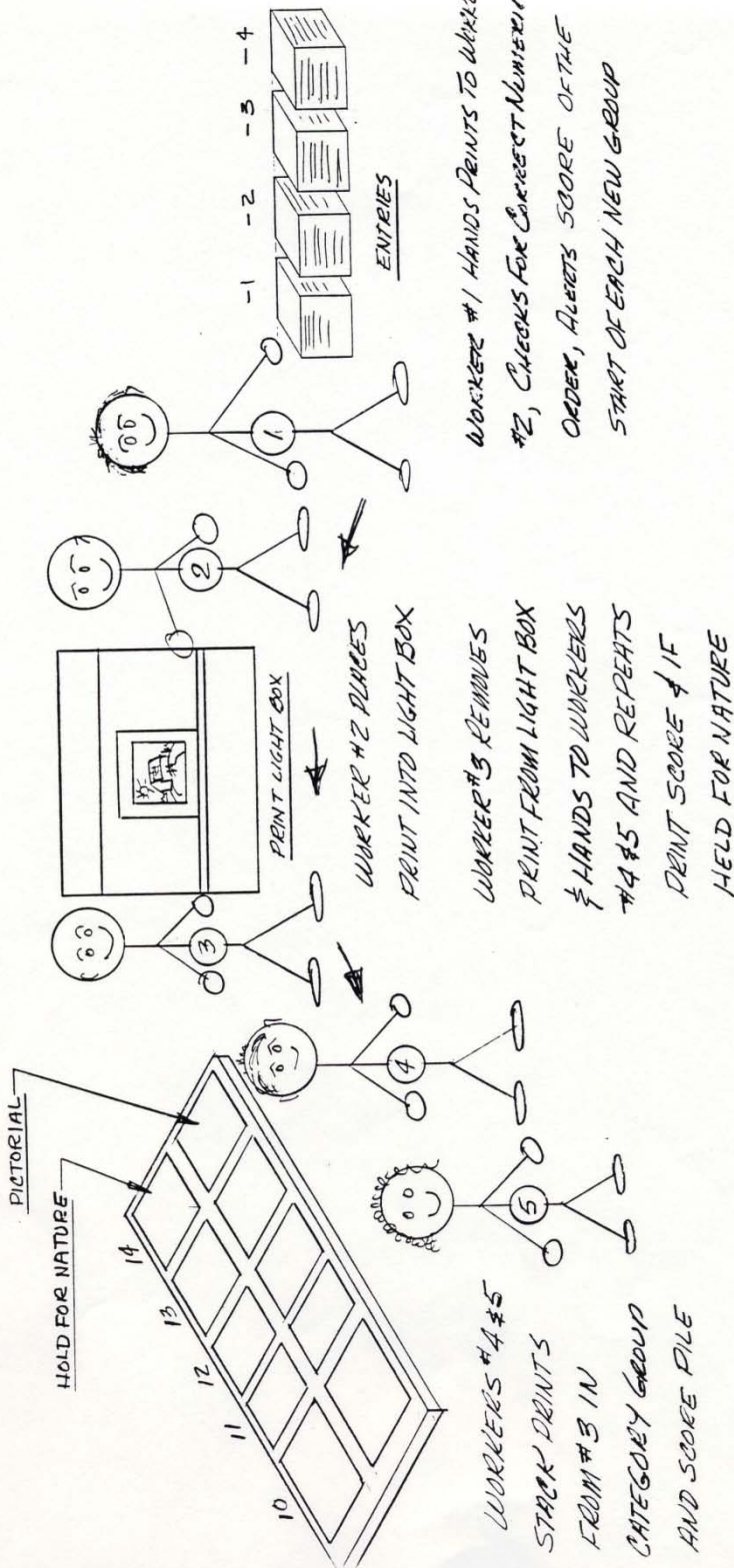


1. CUT CARDS IN HALF AND STACK NUMERICALLY.
2. STACK PRINT IN SAME NUMERICAL ORDER AS CARDS



ENTRY CARDS CUT IN HALF

PRINTS STACKED BY ENTRY NUMBER & PRINT NUMBER



7. For the Slide and Digital Image Competition, the Host Club should provide a minimum of 5 workers:

- a) Score reader/ score machine resetter
- b) Two persons to record scores on entry forms
- c) Two persons to sort slides: one person to pass slides from the projectionist; one person to place slides in the proper categories according to score received.

8) For the Print Competition, the Host Club should provide a minimum of 7 workers:

- a) Before Print Judging: Minimum two (2) people to organize prints for competition.
- b) Score reader/score machine resetter.
- c) Two persons to record scores on entry form.
- d) Four (4) people: Two to pass prints through the light box, two people to stack judged prints per score and category.
 - e) After Print Judging: Two people to sort prints by maker for pick up.
 - f)

9. Each Division Coordinator is responsible for an accurate record of award recipients and a summary of all competition results in their Division. This will be forwarded to the Competition Committee Chairperson who should provide the information to the WACCO secretary and all participating clubs.

10. All bills and competition receipts should be given to WACCO Treasurer.

11. If there is any additional help needed, the Competition Committee Chairperson should be contacted.

12. It is recommended that the Host Club make some arrangements to provide the judges with something to drink during the competition. The Host Club should make known to all in attendance the whereabouts of rest rooms and other facilities.

OPERATIONAL PROCEDURES FOR THE MEMBERSHIP COMMITTEE

Article VI, Section 1. The following shall be standing committees: ...Membership Committee....

1. At the regular August Board of Delegates meeting, the President shall appoint a Chairperson and at least two other members of the Board of Delegates to serve on the Membership Committee.
2. The Membership Committee shall maintain communication with non-affiliated clubs to encourage said clubs to affiliate with WACCO
 - a. The committee shall provide non-affiliated clubs with information regarding the organization's purposes and the structure of WACCO, i.e. Bylaws, Operational Procedures, etc.
 - b. The committee shall provide information regarding the process of affiliating with WACCO.
 - c. The committee shall provide non-affiliated clubs with information regarding services offered by WACCO, i.e. audio-visual library, speakers, programs, etc.
 - d. The committee shall provide speakers to address non-affiliated clubs regarding membership.
 - e. The committee shall devise and update as necessary a promotional brochure to be given to non-affiliated clubs.
 - f. The committee shall maintain a listing of non-affiliated clubs and update it as appropriate.
3. The committee shall provide the secretary, in a timely manner, the name of any club requesting membership.
4. The committee shall serve as liaison between member clubs and the Board of Delegates.
 - a. Committee members shall periodically visit member clubs.
 - b. The committee shall periodically survey member clubs as to ways WACCO could better meet their needs.
5. The committee shall not make policy or commitments for WACCO except upon specific instruction from the Board of Delegates.
6. The chairperson shall appoint a committee member to serve as an alternate in the absence of the chairperson.
7. As an ex officio member of the committee, the President shall be invited to all committee meetings.
8. The committee shall project a budget for the fiscal year and submit it to the Treasurer during the month of September
9. The committee will perform any other appropriate tasks delegated to it by the Board of Delegates.

10. Subcommittees can be established by the committee in compliance with Board of Delegates adopted Operational Procedures for Subcommittees.

A. If a sufficient number of Delegates to serve as committee members are not found, the chairperson shall first request the President to appoint additional members.

B. If the President is unable to appoint a sufficient number of Delegates to the committee, a subcommittee may be appointed.

11. In accordance with the parliamentary authority adopted by WACCO, the committee will prepare and submit to the Board of Delegates, at regular meetings, a written report of their activities with appropriate motions.

12. The committee will maintain an accurate record of all expenditures and provide receipts to the Treasurer for reimbursement or bills for payment.

OPERATIONAL PROCEDURES FOR THE NOMINATING COMMITTEE

Article VI, Section 1. The following shall be standing committees:

...Nominating Committee...

1. The President will appoint the chairperson for the Nominating Committee along with at least two other members of the Board of Delegates to serve as members of the Nominating Committee. The President shall make these appointments at the regularly scheduled August Board of Delegates meeting in the year that elections are scheduled to take place.

2. The responsibility of the committee is to submit a slate of qualified candidates for the office of President, Vice President, Secretary, and Treasurer.

3. At the regularly scheduled November Board of Delegates meeting, the committee will ask for people who are interested in being nominated for an office.

4. All persons being nominated for office will be contacted by the committee to obtain their consent to place their name in nomination.

5. The committee will present a slate of qualified candidates to the Board of Delegates at the regularly scheduled February meeting.

6. It shall be the responsibility of the committee to present a brief written resume of each candidate at the time of nomination.

7. The committee will be responsible for printing the election ballots.

8. The committee will preside during the election of officers at the regularly scheduled May Board of Delegates meeting.

9. Prior to the election, the committee will ask for additional nominations from the floor.
10. The committee may not establish a subcommittee.
11. The committee shall not make policy or commitments for WACCO except upon specific instructions from the Board.

OPERATIONAL PROCEDURES FOR THE PROGRAM COMMITTEE

Article VI, Section 1. The following shall be standing committees:

...Program Committee....

1. At the regularly scheduled August Board of Delegates meeting, the President will appoint the chairperson for the Program Committee along with at least four other members of the Board of Delegates to serve as members of the Program Committee.
2. The primary function of the committee shall be to plan, on a regular basis, all programs and tours for WACCO.
 - a. Programs should be diversified so that no one area of photography dominates the schedule.
 - b. Programs should fall into categories such as: workshops, seminars, entertainment, sponsoring of PSA conventions, etc.
 - c. This committee shall not make policy, program or monetary commitments for WACCO except upon specific instructions from the Board of Delegates.
3. It will be the responsibility of the committee to plan programs well in advance so they may be coordinated with other WACCO events and properly promoted.
4. It will be the responsibility of the committee to make the necessary arrangements for equipment and other needs for any given program.
5. It will be the responsibility of the committee to develop a proposed budget that will be presented to the Treasurer sometime during the month of September.
6. The committee will maintain an accurate record of all expenditures and provide receipts to the Treasurer for reimbursement or bills for payment.
7. Subcommittees can be established by the committee in compliance with the Board of Delegates adopted Operational Procedures for Subcommittees.
 - A. If a sufficient number of Delegates to serve as committee members are not found, the chairperson shall first request the President to appoint additional members.
 - B. If the President is unable to appoint a sufficient number of Delegates to the committee, a subcommittee may be appointed.

8. The chairperson shall appoint a committee member to serve as an alternate in the absence of the chairperson.

9. As an ex-officio member of the committee, the President shall be invited to attend all committee meetings.

10. In accordance with the parliamentary authority adopted by WACCO, the committee will prepare and submit to the Board of Delegates, at regular meetings, a written report of their activities with appropriate motions.

OPERATIONAL PROCEDURES FOR THE PUBLIC RELATIONS COMMITTEE

Article VI, Section 1. The following shall be standing committees:

...Public Relations Committee...

1. A Public Relations Committee, composed of the Secretary and at least two members of the Board of Delegates, shall be appointed by the President at the regularly scheduled August Board of Delegates meeting.

2. It shall be the duty of this committee to disseminate information to the general public regarding the Organization's activities including any competitive events which the Organization sponsors.

3. This committee shall not make policy or commitments for WACCO except upon specific instructions from the Board of Delegates.

4. The chairperson shall appoint a committee member to serve as an alternate in the absence of the chairperson.

5. The committee shall disseminate information to the general public regarding WACCO's activities.

a. The committee will prepare press releases for various WACCO events when it is requested to do so by the event's organizing committee.

b. The committee will prepare advertising tools for various WACCO events when it is requested to do so by the organizing committee.

c. The committee will disseminate any advertising documents it has prepared.

d. Any postal and/or telephone expenses incurred will be submitted to the Treasurer with a receipt for reimbursement.

6. As an ex officio member of the committee, the President shall be invited to all committee meetings.

7. The committee shall project a budget for the fiscal year and submit it to the Treasurer during the month of September.

8. The committee will perform any other appropriate tasks delegated to it by the Board of Delegates.
9. Subcommittees can be established by the committee in compliance with Board of Delegates adopted Operational Procedures for Subcommittees.
 - a. If a sufficient number of Delegates to serve as committee members are not found, the chairperson shall first request the President to appoint additional members.
 - b. If the President is unable to appoint a sufficient number of Delegates to the committee, a subcommittee may be appointed.
10. In accordance with the parliamentary authority adopted by WACCO, the committee will prepare and submit to the Board of Delegates, at regular meetings, a written report of their activities with appropriate motions.
11. The committee shall advertise the availability of Audio-Visual programs.
 - a. The titles of the available programs shall be published.
 - b. The terms and conditions under which they may be borrowed shall be made known.

OPERATIONAL PROCEDURES FOR SUBCOMMITTEES

Subcommittees may be created by the chairperson of a standing or special committee.

1. A subcommittee must be chaired by a member of the respective standing or special committee.
2. Membership on subcommittees is open to any member of a WACCO affiliated club.
3. Subcommittee members will be appointed by the chairperson of the respective standing or special committee in conjunction with the appointed subcommittee chairperson.
4. It shall be the responsibility of the subcommittee chairperson to outline the tasks and objectives to be accomplished by the subcommittee.
5. The overall responsibility to make sure that the responsibilities and objectives of the appointed subcommittees are completed in a timely manner shall remain with the chairperson of the respective standing or special committee.
6. Subcommittee reports will be contained within the body of the written report submitted to the Board of Delegates by the respective standing or special committee.

OPERATIONAL PROCEDURES FOR THE AUDIO-VISUAL LIBRARIAN

“...be it resolved that the President annually appoint a person from a member club as the Audio-Visual Librarian whose duties shall include the handling and maintenance of these programs, the writing of the rules to be presented to the Board for approval regarding the use of these programs and the presentation at all regular Board meetings on the use of the materials.”

1. At the August meeting, the President shall appoint a person(s) from a member club to serve as the Audio-Visual Librarian.
2. The Audio-Visual Librarian shall be directly responsible to the President and all powers and funds shall come through the office of the President.
3. The Audio-Visual Librarian shall be responsible for the handling of the slide-tape programs including:
 - a. Provide a safe storage area for the programs.
 - b. Receive requests for and schedule the use of the programs.
 - c. Provide for the shipment of programs as requested. Whenever possible the programs will be shipped via United Parcel Service. If the U.S Mail is used the programs must be insured for a minimum of (\$100.00) one hundred dollars.
 - d. Collect postage fees and rental fees when applicable.
 - e. Receive returned programs and check them for completeness.
 - f. Periodically check slides and tapes for usability.
4. During the month of September, the Audio-Visual Librarian shall project a budget for the fiscal year and submit it to the President for inclusion in the Presidential budget request.
5. The Audio-Visual Librarian will submit an Audio-Visual Activity Form to the Vice-President prior to each regularly scheduled Board meeting.
 - a. The Vice-President will include this report as part of the Vice-President's Report.
 - b. The report will contain the number of programs used by member clubs and the number of programs used by non-member clubs, a fiscal accounting of all funds spent and received, and any additional comments or concerns that the Audio-Visual Librarian wishes to place in the report.
 - c. A copy of this report will be presented to the Secretary for filing with the minutes of the Board meeting.
6. The Audio-Visual Librarian will maintain an accurate record of all expenditures and provide receipts or bills to the President who will approve and forward them to the Treasurer. All income shall also be forwarded to the President who shall submit these monies to the Treasurer.
7. The Audio-Visual Librarian shall not make policy or commitments for WACCO except upon specific instructions from the President.
8. A listing of all available programs shall be created by the Audio-Visual Librarian and shall be attached to these Operational Procedures.
 - a. New clubs shall receive this listing with their copy of these Operational Procedures.
 - b. The Audio-Visual Librarian may send out additional copies of this listing when specifically requested by a club, organization or individual.
 - c. It shall not be the responsibility of the Audio-Visual Librarian to advertise or otherwise promote the use of the audio-visual programs.

9. The Audio-Visual Librarian shall obtain from the secretary an annual updated list of WACCO affiliated clubs and their presidents (including president's address and phone number)

AUDIO-VISUAL LIBRARY

Beginning Level

The Camera-How It Works	71 slides, 8 minutes
Film-How It Works	80 slides, 19 minutes
Basic Picture-Taking Techniques	80 slides, 16 minutes
The Beginnings of Photographlc Composltion	80 slides, 20 minutes

Advanced 35mm Photography

An Introduction	80 slides, 23 minutes
The Language of Light	80 slides, 20 minutes
Photographers and the Film They Chose	80 slides, 20 minutes
Using Flash Effectively	80 slides, 21 minutes
Existing Light Photography	80 slides, 22 minutes
Effective Use of Lenses	80 slides, 22 minutes
Imaginative Use of Filters	80 slides, 23 minutes

Darkroom Work

Processing Black-and-White Film	74 slides, 18 minutes
Beginning Black-and-White Printing	80 slides, 19 minutes
Advanced Black-and-White Printing	80 slides, 24 minutes

General Interest

Prize-Winning Photos...What Makes Them Click	80 slides, 18 minutes
Photographing People	80 slides, 17 minutes
Invitational to the 1987 PSA Milwaukee Regional Convention	2 copies

Each program includes 2x2 inch color slides in a Kodak carousel tray, a cassette tape and a script booklet.

WACCO member clubs may order programs for loan, free of charge but will be charged for the postage. Non-member clubs and/or individuals will be charged a \$5.00 rental fee plus the postage expenses. For further information, write to the

WACCO Audio-Visual Librarian, P.O. Box 26304, Milwaukee, WI 53226.

AUDIO-VISUAL LIBRARY

Jon Moscicki, AV Librarian
10600 N. Lancaster Avenue, Milwaukee, WI 53225
(414) 464-6479

Kodak Slide-Tape Collection

Beginning Level:

The Camera - How It Works	71 slides, 8 minutes
Film - How It Works	80 slides, 19 minutes
Basic Picture-Taking Techniques	80 slides, 16 minutes
The Beginnings of Photographic Composition	80 slides, 20 minutes

Advanced 35mm Photography:

An Introduction	80 slides, 23 minutes
The Language of Light	80 slides, 20 minutes
Photographers and the Film They Chose	80 slides, 20 minutes
Using Flash Effectively	80 slides, 21 minutes
Existing Light Photography	80 slides, 22 minutes
Effective Use of Lenses	80 slides, 22 minutes
Imaginative Use of Filters	80 slides, 23 minutes

Darkroom Work:

Processing Black-and-White Film	74 slides, 18 minutes
Beginning Black-and-White Printing	80 slides, 19 minutes
Advanced Black-and-White Printing	80 slides, 24 minutes

General Interest:

Prize-Winning Photos...What Makes Them Click	80 slides, 18 minutes
Photographing People	80 slides, 17 minutes

Each program includes 2x2" color slides in a Kodak carousel tray, a cassette tape, and a script booklet.

Video Library

Advanced Existing Light Photography	30 minutes
Includes parades, fireworks, indoor displays, neon lights, etc.	
Nature Photography	30 minutes
Includes equipment, techniques, camouflage, birds, swans, moose, elk, and other wildlife in Grand Teton National Park.	
Scenic Photography	30 minutes
Includes composition and framing for a feeling of depth and expanse, camera angles, and effects of focal length.	
Glamour Photography	30 minutes
Includes full lengths, close-ups, shadows, props, reflectors, etc.	

WACCO member clubs may use programs or video tapes free of charge - but will be charged for the postage. Non-member clubs and/or individuals will be charged a \$5 rental fee plus the postage expenses. Programs and tapes may be picked up and returned at no expense.

Monte Zucker Video Collection

Volume 1

Posing and Lighting

The Bride and Groom

Don Blair, Monte Zucker, Clay Blackmore

Volume 5

100 Years of Combined
Photographic Experience

Volume 2
Posing and Lighting
The Bride and Groom
Don Blair, Monte Zucker, Clay Blackmore

Volume 6
100 Years of Combined
Photographic Experience

Volume 3
Posing and Lighting The Bride
And Groom with Their Families
Don Blair, Monte Zucker, Clay Blackmore

Volume 7
100 Years of Combined
Photographic Experience

Volume 4
Posing and Lighting
Outdoors with Sunlight and Strobe
Don Blair, Monte Zucker, Clay Blackmore

Volume 5
100 Years of Combined
Photographic Experience

Volume 8
Sunpack Presents: New Concepts In Flash Photography
Monte Zucker & Clay Blackmore

WACCO member clubs may use videotapes free of charge - but will be charged for the postage.
Non-member clubs and/or individuals will be charged a \$5.00 rental fee plus the postage
expenses. Programs and tapes may be picked up and returned at no expense.

GENERAL RULES FOR WACCO

AUDIO VISUAL LIBRARY

1. WACCO member clubs may use the programs free of charge.
2. Non-WACCO member clubs and/or individual persons will be charged a \$5.00 fee, plus mailing costs, to use the programs.
3. WACCO and non-WACCO member clubs will be responsible for returning programs to the Librarian or forwarding the program to the next club scheduling the program by the date indicated.
4. Programs may be picked up and returned to the Librarian by appointment only, or they may be received from and returned to the Librarian by United Parcel Service (UPS). Clubs are responsible for paying all postage. (Note: UPS does not deliver to a Post Office Box. In the event that delivery is to be made to a Post Office Box, or if shipment by UPS is not feasible, shipment must be made by U.S. Priority Mail with the program being insured by \$100.00.)
5. Program materials (slides, cassette tape, and script booklet) must be returned intact. It should be noted if you have experienced any difficulties with any of the materials.
6. When requesting the use of a program, a first choice date and an alternate date should be given. Requests should be made at least three weeks in advance so that availability can be determined and delivery made.
7. Clubs will receive a letter of confirmation that will indicate an approximate delivery date and include instructions for the program's return (or instructions where to forward the program). Programs must be returned (or forwarded) by the date indicated in the letter of confirmation.
8. Two postcards will also be included with the confirmation letter. The first postcard must be returned when the program arrives. The second postcard must be returned when you send the program back. The second postcard should indicate the date and the method (preferably UPS) the program was returned and the receipt number. (This is important information in the event a search for a missing program must be made.)

DELEGATE GUIDELINES

MOTION: Whereas it is necessary for the WACCO Secretary to have an accurate and complete roster of all members of the WACCO Board of Delegates, it is moved that the following guidelines regarding Delegates be adopted as Special Rules of WACCO.

ARTICLE III SECTION 1. "...Each member club shall have two delegates to the Organization.."

1. Each member club shall choose two delegates to the Board of Delegates.
2. Each member club can use whatever method they desire in selecting their WACCO delegates.
3. By July 1 of each year, the President of each member club will be responsible for reporting the names, addresses and telephone numbers of his/her club's delegates to the WACCO Secretary. The Secretary will provide a reminder letter and form for this reporting.
4. Delegates will serve a one-year term that will coincide with that of the officers (August to July).
5. There will be no limit on number of terms a person can serve as a delegate.
6. Should it become necessary for a member club to change delegates during a membership year, the president of the club will be responsible for reporting the change along with name, address, and telephone number of the new delegate to the WACCO Secretary.
7. Clubs are encouraged to select an alternate delegate who will attend Board of Delegates meetings only in the absence of one of the delegates.
8. Only the delegates from each member club and any ex officio members of the Board will receive official communications from WACCO. It is the delegate's responsibility to share with their club the information and to notify the alternate of the need to attend a meeting in their absence.
9. WACCO assumes no financial responsibility for the expenses of attending Board meetings.
10. The Secretary will prepare a roster of Board of Delegates members for distribution at the August meeting and will provide updates to that as necessary.
11. In order to insure that each member club is fully represented, clubs are requested to make every effort to have two delegates present at all Board meetings.

WACCO
AUDIO-VISUAL USAGE REPORT

FROM:

TO:

MEMBER CLUB

PROGRAMS USED

DATE

1.

2.

3.

4.

5.

6.

7.

8.

9.

Submitted by: _____
Audio-Visual Librarian

WISCONSIN AREA CAMERA CLUBS ORGANIZATION

WACCO SERVICE AWARD NOMINATION

I would like to nominate _____ of _____
Name Club

for outstanding service in WACCO. This person has served in the following manner:

Accomplishment Dates

Officer

Committee Work

Continuous Service

Special Services

Outstanding Contribution

I feel this person is deserving of the outstanding service award because

Signed _____

Date _____

Signed _____
Names Clubs

W.A.C.C.O. EQUIPMENT

1. Leitz projector #310306 / 120MM & 200MM Lens
2. Ansco projector
3. Judging System # 600
4. Multiple electric outlet strip
5. 25 ft. 3 wire extension cord
6. Two pair scissors
7. Six pair cotton gloves
8. WACCO print stamp / pad & ink
9. One metal slide tray
10. Competition ribbons 708 as of April 30, 1989
11. Competition entry cards
12. Score reader lights 2
13. 8 x 8 Screen
14. 6 wooden sorting trays