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SIOUX CITY CAMERA CLUB

POLICIES, PROCEDURES

AND

COMPETITION MANUAL

Official Operating Policies and Competition Rules

Version 1.0

July 2026

Adopted by the Board of Directors

Sioux City, Iowa

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PART I — GENERAL POLICIES

Section 1. Purpose

The purpose of this Policies, Procedures & Competition Manual is to establish the policies, procedures, competition rules, administrative practices, and operational guidelines necessary for the efficient operation of the Sioux City Camera Club.

This Manual is intended to supplement the Constitution and By-Laws by providing detailed procedures and administrative requirements that may be modified as necessary to meet the changing needs of the Club.

Section 2. Authority

This Manual is adopted by the Board of Directors pursuant to the authority granted by the Constitution and By-Laws of the Sioux City Camera Club.

In the event of any conflict between this Manual and the Constitution or By-Laws, the Constitution shall govern, followed by the By-Laws.

Section 3. Administration

The Board of Directors shall be responsible for administering and interpreting this Manual.

The Board may establish, modify, suspend, or repeal policies and procedures contained herein, provided such actions do not conflict with the Constitution or By-Laws.

Section 4. Definitions

For purposes of this Manual, the following definitions shall apply:

Board of Directors – The governing body of the Sioux City Camera Club as defined in the Constitution.

Competition Coordinator – The individual appointed to maintain competition records, annual award records, and Photographer of the Year point totals.

Digital Judge Chair – The individual appointed by the President to coordinate judges and judging activities for digital competitions.

Print Judge Chair – The individual appointed by the President to coordinate judges and judging activities for print competitions.

Member in Good Standing – A member whose dues are current and who is entitled to all rights and privileges of membership as defined in the By-Laws.

Competition Year – The period beginning September 1 and ending August 31.

Altered Reality – A competition category in which the maker intends, and the viewer readily recognizes, that the image is not a representation of reality.

Section 5. Interpretation

Questions concerning the interpretation of this Manual shall be referred to the Board of Directors.

The Board of Directors shall have final authority regarding the interpretation and application of policies, procedures, competition rules, and administrative requirements contained in this Manual.

PART II — MEMBERSHIP PROCEDURES

Section 1. Membership Eligibility

Membership in the Sioux City Camera Club shall be open to any person interested in photography and supportive of the purposes and objectives of the Club.

Section 2. Membership Classifications

The current membership classifications are:

- Individual Membership
- Family Membership
- Student Membership

A student is defined as a person who is enrolled and attending an institution of learning.

The Board of Directors may establish administrative procedures necessary to administer membership classifications.

Section 3. Membership Records

The Club shall maintain an accurate roster of members.

Membership records may include:

- Member name
- Address
- Telephone number
- Email address
- Membership classification
- Membership status
- Member identification number

Membership records shall be maintained by the individual designated by the Board of Directors.

Membership information shall be used only for legitimate Club purposes.

Section 4. Member Responsibilities

Members are expected to:

- Conduct themselves in a courteous and respectful manner

• Support the objectives of the Club

• Comply with the Constitution, By-Laws, and this Manual

• Respect the rights and opinions of fellow members

• Promote a positive environment for learning and fellowship

Section 5. Membership Applications

The Board of Directors may approve membership application forms and procedures necessary for the efficient administration of membership.

Membership applications may be submitted in paper or electronic form as approved by the Board of Directors.

Section 6. Membership Communications

The Club may communicate with members through:

• Email

• Newsletters

• Website postings

• Social media

• Other communication methods approved by the Board of Directors

Members are responsible for providing current contact information to the Club.

Section 7. Membership Identification Numbers

The Club may assign identification numbers to members for administrative and competition purposes.

Member identification numbers shall remain with the member for as long as practical and may be used for competition submissions, recordkeeping, and reporting.

PART III — IMAGE ELIGIBILITY AND ALTERED REALITY

Section 1. Eligibility of Entries

All entries submitted in Club competitions must be the original work of the entrant.

The entrant must be the creator of the photograph and must possess all rights necessary to submit the image for competition.

Images must comply with the requirements of the competition category in which they are entered.

Section 2. Previously Awarded Images

Images that have previously received a First Place, Second Place, or Third Place award in a Sioux City Camera Club monthly competition may not be entered again in any Sioux City Camera Club competition category.

Images that have received an Honorable Mention award may be re-entered in future Sioux City Camera Club competitions.

Section 3. Duplicate Entries

An image may be entered multiple times in Sioux City Camera Club competitions, including both digital and print competitions, provided it has **not** received a First Place, Second Place, or Third Place award.

An image entered in a digital competition that has not received a First Place, Second Place, or Third Place award may subsequently be entered in a print competition.

Likewise, an image entered in a print competition that has not received a First Place, Second Place, or Third Place award may subsequently be entered in a digital competition.

Once an image has received a First Place, Second Place, or Third Place award, it may not be entered again in any Sioux City Camera Club competition category.

Section 4. Image Ownership

All photographic content used in an entry must originate from photographs created by the entrant unless otherwise specifically permitted by this Manual.

The entrant shall be responsible for ensuring that all submitted images comply with copyright laws and competition requirements.

Section 5. Identifying Marks

To preserve anonymous judging, no watermark, signature, copyright notice, logo, photographer's name, studio name, website address, social media information, border text, or any other identifying mark or information shall appear anywhere on the face of a competition image.

Any image containing identifying information on the face of the image may be disqualified from competition by the appropriate Judge Chair.

Section 6. Competition Categories

The Club shall conduct competitions in the following categories:

Digital

- Color Pictorial
- Black and White Pictorial
- Altered Reality

Print

- Color Pictorial
- Black and White Pictorial
- Altered Reality

Definitions and requirements for these categories are contained in Appendix A.

Section 7. Altered Reality

Altered Reality entries shall comply with the category definition contained in Appendix A and the standards contained in Appendix B.

The entrant must be prepared to demonstrate compliance with Altered Reality requirements if requested by the Board of Directors.

Section 8. Artificial Intelligence (AI)

Artificial Intelligence (AI) and other software-generated tools may be used in Altered Reality images in accordance with the Altered Reality definition contained in Appendix A and the standards contained in Appendix B.

Section 9. Verification of Compliance

Upon request, an entrant may be required to provide original image files, RAW files, layered working files, or other supporting materials necessary to verify compliance with competition rules and category requirements.

Failure to provide requested supporting materials may result in disqualification of the entry.

Section 10. Rule Interpretation

Questions regarding image eligibility, category placement, AI restrictions, Altered Reality requirements, or compliance with competition rules shall be referred to the Board of Directors.

The Board of Directors shall have final authority regarding all interpretations and eligibility determinations.

Section 11. Competition Policies

The following competition policies have been adopted by the Board of Directors:

- Photographs of another photograph are not permitted in Club competitions.
- Entering photographs of another person's artwork is discouraged.

PART IV — COMPETITION ENTRY PROCEDURES

Section 1. Monthly Competition Schedule

The Club shall conduct monthly competitions throughout the competition year except as otherwise provided in the By-Laws.

Print competitions shall be held during the following months:

- September
- November
- February
- April
- June

Digital competitions shall be held during the following months:

- October
- January
- March
- May
- July

The Board of Directors may modify the competition schedule when necessary for the efficient operation of the Club.

Section 2. Entry Limits

A member may enter up to nine (9) total images in a monthly competition.

No more than three (3) entries may be submitted in either the Color Pictorial, Black and White Pictorial, or Altered Reality category.

Altered Reality entries may be either color or black & white images.

Entry limits apply to the total number of entries submitted for that monthly competition.

Section 3. Submission Deadlines

Entries must be submitted no later than 5:00 p.m. on the second Saturday of each month.

Entries received after the deadline may be rejected at the discretion of the Competition Coordinator, Digital Judge Chair, or Print Judge Chair, as applicable.

Section 4. Digital Image Specifications

Digital entries shall comply with the following requirements:

File Format

• JPEG (.jpg)

Pixel Dimensions

• Longest side shall not exceed 1920 pixels.

File Size

• Maximum file size shall not exceed 750 KB.

Color Space

• sRGB

File Naming Convention

File names shall consist of five parts separated by commas and shall end with the .jpg extension.

Example:

01,SE000,DP,Beautiful_Sunset.jpg

File Name Components

01 = Sequential image number within the category

SE000 = Member identification number

DP = Category designation

Beautiful_Sunset = Image title

.jpg = File format

Category Designations

DP = Digital Color Pictorial

DB = Digital Black and White Pictorial

DA = Digital Altered Reality

Section 5. Submission of Digital Entries

Digital entries shall be submitted by email to:

digi.entries@gmail.com

The subject line shall include:

SCCC Digital Entries – [Month]

Example:

SCCC Digital Entries – October

Members are encouraged to verify that their entries have been successfully submitted prior to the submission deadline.

Section 6. Print Entry Specifications

Each print entry shall be clearly labeled on the back of the print in the upper left-hand corner.

The label shall include:

• Category

• Member Name and Member ID Number

• Print Title

• Club Name

• Telephone Number

Example:

Category: Color Pictorial Print

Name and Member ID: John Doe SE000

Title: Beautiful Sunset

Club: Sioux City Camera Club

Phone: 555-555-5555

Print Size Requirements

• Minimum print size: 8 inches x 10 inches

• Maximum print size: 11 inches x 14 inches

Mounting Requirements

• Prints shall be unmounted.

• Mats are not permitted.

• Backing boards are not permitted.

• Prints shall not be framed.

Prints must be presented in a manner suitable for judging and display.

Print Entry Submission

Print entries shall be delivered to the residence of the Print Judge Chair by the established entry deadline.

As an alternative, print entries may be given to the Print Judge Chair at any regular Club meeting held prior to the established entry deadline.

PART V — JUDGING PROCEDURES

Section 1. Purpose

The purpose of judging is to provide fair, constructive, and educational evaluation of photographic entries while recognizing excellence in photographic presentation, creativity, technical quality, and impact.

Judges are encouraged to provide comments that are helpful, respectful, and educational.

Section 2. Selection of Judges

The President shall appoint a Digital Judge Chair and a Print Judge Chair for each competition year.

The Judge Chairs shall be responsible for securing qualified judges for monthly competitions.

The Judge Chair shall not serve as a judge or jurist for any competition for which they are responsible.

Judges may be selected from:

- Camera clubs
- Photography organizations
- Professional photographers
- Photography educators
- Advanced amateur photographers
- Other individuals deemed qualified by the Judge Chair

Section 3. Number of Judges

Each monthly competition shall be judged by three (3) judges.

The Judge Chair shall provide judges with the competition rules, category definitions, and scoring procedures prior to judging.

Section 4. Judging Criteria

Awards and points shall be based upon three categories:

- Technique
- Composition
- Interest

Technique includes, but is not limited to:

• Focus

• Lighting

• Color rendition

• Exposure

• Print quality

Composition includes:

• Arrangement of all elements within the picture area so the subject matter is presented as a harmonious and well-balanced photograph.

Interest includes, but is not limited to:

• Originality

• Imagination

• Interpretation

• Subject matter

• Impact

• Mood

• Humor

• Emotional appeal

Section 5. Scoring Method

Each judge shall score every photograph in each of the three judging categories.

Scores shall range from one (1) to five (5) points in each category.

Technique: 1–5 points

Composition: 1–5 points

Interest: 1–5 points

The scores from all three judges shall be combined.

The total score for each photograph shall range from a minimum of nine (9) points to a maximum of forty-five (45) points.

Section 6. Determination of Awards

Photographs shall be ranked according to total points received.

Awards shall be determined based upon the final point totals.

The highest scoring photograph shall receive First Place.

The second highest scoring photograph shall receive Second Place.

The third highest scoring photograph shall receive Third Place.

Additional awards may be presented as Honorable Mention Awards in accordance with the By-Laws.

Section 7. Ties

There shall not be any ties.

If a tie exists, the Judge Chair shall request the judges to re-evaluate the tied photographs and determine the final placement.

Section 8. Judge Comments

Judges are encouraged to provide comments explaining their evaluations.

Comments should be constructive, educational, and respectful.

The purpose of comments is to help members improve their photographic skills and understanding of photographic presentation.

Section 9. Judge Eligibility

Judge Chairs and judges shall not enter any competition they are judging.

Section 10. Challenges and Appeals

Judging decisions are final.

Members may question whether an entry complies with competition rules or category definitions.

Questions regarding eligibility or category placement shall be reviewed by the Competition Coordinator and, if necessary, the Board of Directors.

The Board of Directors shall have final authority regarding eligibility and rule interpretations.

PART VI — MONTHLY AWARDS, ANNUAL AWARDS, AND PHOTOGRAPHER OF THE YEAR

Section 1. Monthly Awards

Approximately twenty-five percent (25%) of the entries in each category shall receive awards. The three highest-scoring entries shall receive First Place, Second Place, and Third Place awards. The remaining award recipients, up to approximately twenty-five percent (25%) of the entries, shall receive an Honorable Mention.

Section 2. Best of the Best Competition

The Club shall conduct an annual Best of the Best competition to recognize outstanding photographic achievement during the competition year.

The Best of the Best competition shall be conducted annually prior to the Annual Awards Banquet.

Section 3. Eligibility for Best of the Best Competition

All First Place, Second Place, and Third Place monthly award-winning entries shall automatically qualify for the annual Best of the Best competition.

The Competition Coordinator shall be responsible for maintaining records of qualifying entries.

Section 4. Annual Award Categories

Annual awards shall be presented in the following categories:

Digital

- Color Pictorial
- Black and White Pictorial
- Altered Reality

Print

- Color Pictorial
- Black and White Pictorial
- Altered Reality

Section 5. Annual Awards

Awards presented in each annual category shall consist of:

• First Place

• Second Place

• Third Place

No Honorable Mention awards shall be presented in the Annual Best of the Best competition.

Section 6. Photographer of the Year

The Club shall annually recognize the following awards for Photographer of the Year.

- Photographer of the Year Award
- Print Maker of the Year Award
- Digital Image Maker of the Year

The Photographer of the Year Awards shall be based upon cumulative points earned during the competition year from Sioux City Camera Club and N4C monthly competitions.

Section 7. Point System

Points shall be awarded as follows:

Sioux City Camera Club Monthly Competitions

• First Place — 4 points

• Second Place — 3 points

• Third Place — 2 points

Honorable Mention awards shall not receive Photographer of the Year points but shall receive a ribbon.

N4C Monthly Competitions

• First Place — 4 points

• Second Place — 3 points

• Third Place — 2 points

• Honorable Mention — 1 point

Only official competition results shall be used in calculating Photographer of the Year points.

Section 8. Calculation of Photographer of the Year

The Competition Coordinator or designated Club official shall maintain a record of all points earned throughout the competition year.

The member accumulating the highest total number of points shall be recognized as Photographer of the Year.

Section 9. Tie Breaking

In the event of a tie for Photographer of the Year, the following tie breakers shall be applied in order:

1. Most First Place awards.
2. Most Second Place awards.
3. Most Third-Place awards.
4. Most Honorable Mention awards.
5. If a tie still exists, the award shall be shared.

Section 10. Annual Records

The Club shall maintain records of monthly competition results, annual award recipients, and Photographer of the Year recipients.

These records may be published on the Club website, newsletters, annual reports, or other Club publications.

PART VII — CLUB ADMINISTRATION AND OPERATING PROCEDURES

Section 1. Purpose

The purpose of these administrative procedures is to provide guidance for the efficient operation of the Club and to establish consistent practices for managing Club activities and records.

Section 2. Club Meetings

Regular Club meetings shall normally include an educational program and the presentation and review of either the monthly print competition or the monthly digital competition.

The Board of Directors may modify the meeting agenda as necessary to accommodate guest speakers, workshops, field trips, special programs, Club business, or other activities that further the purposes and objectives of the Club.

Section 3. Competition Records

The Competition Coordinator or designated Club official shall maintain records of:

- Monthly competition entries
- Monthly competition results
- Annual award winners
- Photographer of the Year point totals
- Best of the Best qualifying entries

Competition records should be retained for historical and administrative purposes.

Section 4. Website and Electronic Communications

The Board of Directors may appoint a Webmaster or other individuals responsible for maintaining the Club website and electronic communications.

The website may be used to provide information regarding:

- Meetings
- Competitions
- Results
- Educational programs
- Field trips
- Workshops

• Membership information

• Other Club activities

The Board of Directors shall have final authority regarding information published on behalf of the Club.

Section 5. Financial Records Retention

Financial records shall be maintained in an organized manner and retained for a period determined by the Board of Directors.

The Treasurer shall ensure that financial records are available for review when requested by the Board of Directors.

Section 6. Club Property

All equipment, records, files, awards, supplies, electronic accounts, and other assets acquired by the Club shall remain the property of the Club.

Members entrusted with Club property shall exercise reasonable care and shall promptly return such property upon request.

Section 7. Awards and Supplies

The Board of Directors may authorize the purchase of awards, certificates, plaques, ribbons, supplies, and other materials necessary for Club operations.

The individual responsible for awards shall maintain an inventory sufficient to support scheduled competitions and annual awards.

Section 8. Suspension of Procedures

In unusual circumstances, the Board of Directors may temporarily suspend or modify administrative procedures contained in this Manual when such action is determined to be in the best interests of the Club.

No suspension or modification may conflict with the Constitution or By-Laws.

Section 9. Judge Chair Appointments

Prior to each competition season, the President shall request volunteers to serve as Judge Chairs. Any remaining vacancies shall be filled by establishing a rotating schedule in which experienced members serve as Judge Chair once or twice each year as needed to ensure all Judge Chair positions are filled before the competition season begins.

Section 10. Amendments to this Manual

This Policies, Procedures & Competition Manual may be amended by a majority vote of the Board of Directors.

Amendments shall become effective immediately unless otherwise specified by the Board.

The Board shall ensure that members are informed of significant changes affecting Club operations, competitions, or membership procedures.

APPENDIX A — COMPETITION CATEGORY DEFINITIONS

Color Pictorial

In Color Pictorial photography, the artistic quality of the presentation is emphasized. The subject itself is not restricted; all subjects qualify.

Pictorialism emphasizes beauty of subject matter, tonality, and composition as opposed to documentation. Thus, there is more freedom for artistic interpretation in Color Pictorial photography.

Limited use of brushes and textures is allowed in Color Pictorial. Still, there is a clear effort to represent reality; this distinguishes the Pictorial category from Altered Reality.

1. The Color Pictorial category is well-suited for use of modern digital techniques, including HDR, exposure blending, focus stacking, stitching, and related techniques that combine more than one image.
2. Images containing software-generated subjects, objects, textures, or other visual elements that create a scene not found in reality shall be entered in the Altered Reality category.
3. The Color Pictorial category is receptive to the use of modern photographic techniques and innovations, provided the intent of the photograph is to present an artistic interpretation of recognizably real subjects.

Black and White Pictorial

The Black and White Pictorial category is similar in character to Color Pictorial, except that the Black and White Pictorial category is for monochrome images.

Images are limited to monochromatic hues or shades of gray, although filters may be applied to give a hue or tint. Different photographic processes and toners give a different hue to a black and white photograph, including selenium, sepia, and split toning (duo-toning).

No fraction of the image shall be given a special color treatment.

The use of HDR, exposure blending, focus stacking, stitching, and related techniques that combine more than one image is acceptable.

Altered Reality

The primary distinction for the Altered Reality category is that the maker intends, and the viewer easily recognizes, that the image is not a representation of reality.

The Altered Reality image must have a photographic base of the maker's own creation.

Manipulation of the basic image or images can be done in camera and/or by computer.

The use of brushes and textures made by others is allowed in Altered Reality, as is the use of software to create unusual effects.

The makers of Altered Reality images should feel free to use a wide range of tools and resources, limited only by imagination.

All Altered Reality images must also comply with the source material and verification requirements contained in Appendix B.

APPENDIX B — ALTERED REALITY STANDARDS

Source Material Requirements

The photographic base of every Altered Reality image must originate from one or more photographs created by the entrant.

The following applies to Photoshop and all other software with similar features:

The insertion of any feature, texture, object, or item created using software tools to alter the photograph, resulting in a scene that does not exist in real life, shall be considered an Altered Reality image.

Artificial Intelligence (AI)

Artificial Intelligence (AI) and other software-generated tools may be used to create subjects, objects, backgrounds, textures, and other visual elements, provided the final competition image originates from photographic content created by the entrant.

Burden of Proof

Upon request, an entrant may be required to provide original image files, RAW files, layered working files, or other supporting materials necessary to verify compliance with competition rules and category requirements.

Failure to provide requested supporting materials may result in disqualification.

APPENDIX C — MEMBERSHIP DUES SCHEDULE

The current annual dues established by the Board of Directors are:

• Individual Membership — $30.00

• Family Membership — $40.00

• Student Membership — $20.00

A student is defined as a person who is enrolled and attending an institution of learning.

Prorated Membership Dues

Members joining after March 1 shall pay fifty percent (50%) of the applicable annual membership dues.

The current prorated dues schedule is:

• Individual Membership — $15.00

• Family Membership — $20.00

• Student Membership — $10.00

The Board of Directors may revise annual dues and prorated dues schedules as authorized by the By-Laws.

APPENDIX D — FORMS AND TEMPLATES

The Board of Directors may approve and maintain forms, templates, and administrative documents necessary for the efficient operation of the Club.

Examples include, but are not limited to:

- Membership Applications
- Competition Entry Instructions
- Competition Record Forms
- Judge Evaluation Forms
- Photographer of the Year Tracking Forms
- Annual Best of the Best Competition Forms
- Officer Transition Checklists
- Financial Reporting Forms
- Board Comment Forms
- Committee Reports
- Annual Awards Records
- Other administrative forms approved by the Board of Directors

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Administration of Forms

Forms and templates may be maintained in paper or electronic format.

The Board of Directors may revise forms and templates as necessary without amendment to this Manual, provided such revisions do not conflict with the Constitution, By-Laws, or Policies, Procedures & Competition Manual.

Electronic Records

The Club may maintain electronic versions of approved forms and records.

Electronic records shall be considered official Club records when maintained in accordance with procedures established by the Board of Directors.

Retention of Forms and Records

Administrative forms and records shall be retained for such periods as determined appropriate by the Board of Directors based upon operational, historical, and legal considerations.

Authority

Nothing contained in this Appendix shall be interpreted as limiting the authority of the Board of Directors to establish, revise, or discontinue administrative forms and templates necessary for the operation of the Club.