

THE PHOTOGRAPHIC GUILD  
OF NOVA SCOTIA

MEMORANDUM OF  
ASSOCIATION

BY-LAWS AND  
REGULATIONS

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**MEMORANDUM OF ASSOCIATION**

1. The name of the society is The Photographic Guild of Nova Scotia.
2. Background:

The following persons did, on the 8th day of December, 1947, in the City of Halifax, Nova Scotia, constitute themselves into an organization for the advancement of colour photography, thereby becoming its charter members.

Wayne Baird	Barbara Schwartz
Edward A. Bollinger	Cyril F. Smith
Seymour Crawley	George Sylvester
Harold R. Davis	Clifford Wright
Russell E. Heffler	Peggy Wright
Sydney Randall	

This organization became known as The Colour Photographic Guild of the Maritimes and it was later changed to The Photographic Guild of Nova Scotia, hereinafter referred to as "The Guild".

3. The objects of the Society are:
  - (a) To foster and encourage the art and science of photography in whatever phases of such as the members may from time to time decide and to do all such things as are conducive or incidental thereto.
  - (b) To receive monies, whether as membership fees, contributions, gifts, donations or otherwise, and to expend the same for the advancement of The Guild and its objects.
  - (c) To acquire by way of grant, gift, purchase, bequest, devise, or otherwise, real and personal property and to use and apply such property to the realization of the objects of The Guild.
  - (d) To buy, own, hold, lease, mortgage, sell and convey such real property as may be necessary or desirable in carrying out the objects of The Guild.

Provided that nothing herein contained shall permit The Guild to carry on any trade, industry, or business and The Guild shall be carried on without purpose of gain to any of the members and that any surplus or any accretions of The Guild shall be used solely for the purposes of The Guild and the promotion of its objects.

Provided further that if for any reason the operations of The Guild are terminated or wound up, or are dissolved and there remains, at that time, after satisfaction of all its debts and liabilities, any property whatsoever, the Directors shall transfer such property to some other organization in Canada, having objects similar to those of The Guild.

4. The activities of The Guild are to be carried on in Nova Scotia but The Guild may affiliate with other National and International Organizations with similar objects of The Guild.
5. The registered office of The Guild is: 230 High Street, Bedford, Nova Scotia, B4A 1M6. We, the several persons whose names, addresses, and occupations are subscribed, desire to be formed into a Society, in pursuit of this Memorandum of Association.

Dated at Halifax this 6th day of May, AD, 1991.

<u>Names</u>	<u>Address &amp; Occupation</u>
Patrick J. Wall	64 Hardisty Court, Dartmouth - Radiation Officer
Archie McCulloch	2231 Armcrescent West, Halifax - Scientist
Ernest Smith	70 Nestor Crescent, Dartmouth - Airworthiness Inspector
Atze Douma	22 Lorne Avenue, Dartmouth - Professional Engineer
Susan Coulter	Site 34, Box 10, R.R. #2, Tantallon - Homemaker

Witness to the above signatures:

Larry Keddy, P.Eng., of Scotts Bay, Kings County, Nova Scotia.

## BY-LAWS

### GENERAL

1. In these by-laws unless there be something in the subject or context inconsistent therewith:
  - (a) "Society" means The Photographic Guild of Nova Scotia.
  - (b) "Registrar" means the Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act.
  - (c) "Special Resolution" means a resolution passed by a minimum of three-fourths of the members present at a meeting duly called and convened for the purpose of passing said resolution.

### MEMBERSHIP

2. The subscribers to the Memorandum of Association and such other persons as shall be admitted to membership in accordance with these by-laws, and none other, shall be entered by the Treasurer in the Registry of Members accordingly.
3. For purposes of registration, the number of members of The Guild is unlimited.
4. Every member of The Guild shall be entitled to attend any meeting of The Guild and to vote at any meeting of The Guild and to hold any office, but there shall be no proxy voting.
5. Membership in The Guild shall not be transferable.
6. The following shall be admitted to membership in The Guild: any individual who upholds the objects of The Guild and contributes to the support of The Guild an amount determined annually by the Executive Committee.
7. No formal admission to membership shall be required and the entry in the Registry of Members by the Treasurer of the name and address shall constitute an admission to membership in The Guild.
8. Membership in The Guild shall cease upon the death of a member, or if, by notice in writing to The Guild, he/she resigns his/her membership, or if he/she ceases to qualify for membership in accordance with these by-laws.
9. On due notice in writing by the Treasurer, membership shall be terminated for any member whose dues are six (6) months in arrears.

10. On recommendation of the Honours and Awards Committee, the Executive Committee may appoint Honourary, Life, and Associate members. Such members shall enjoy full membership privileges but shall be exempt from payment of annual dues.

### **FISCAL YEAR**

11. The fiscal year of The Guild shall be the period from April 1 in any year to March 31 in the year next following.

### **MEETINGS**

12. Regular periodic meetings, no quorum necessary, shall be held during the year as determined by the Executive Committee.
13.
  - (a) An annual general meeting of The Guild shall be held within three months after the end of each fiscal year of The Guild.
  - (b) An extraordinary general meeting of The Guild may be called by the President or by the Directors at any time, and shall be called by the Directors if requested in writing by at least ten per cent (10%) in number of the members of The Guild.
14. Seven (7) days' notice of an annual general meeting or extraordinary meeting, specifying the place, day and hour of the meeting and, in case of special business, the nature of such business, shall be given to the members. Notice shall be given in writing or through regular or electronic mailing to each member at his/her last known address. Such notice shall be deemed to have been given seven days from the date of mailing. The non-receipt of any notice by any member shall not invalidate the proceedings at any general meeting.
15. At each annual general meeting of The Guild, the following items of business shall be dealt with and shall be deemed to be ordinary business:
  - Minutes of preceding annual general meeting
  - Business arising out of the minutes
  - Correspondence
  - President's report
  - Treasurer's report to include consideration of the financial statements consisting of balance sheet and operating statement, and the report of the audit committee thereon
  - Reports of Committees
  - Election of Directors for the ensuing year
  - New business
  - AdjournmentAll other business transacted at an ordinary or annual general meeting shall be deemed to be special business and all business shall be deemed special that is transacted at an extraordinary general meeting of The Guild.
16. No business shall be transacted at any meeting of The Guild unless a quorum of members is present at the commencement of such meeting and such quorum shall consist of fifteen per cent (15%) in number of the members of The Guild.
17. If within one-half hour from the time appointed for the meeting, a quorum of members is not present, the meeting, if convened upon the requisition of the members, shall be dissolved. In any other case, it stands adjourned to such time and place as a majority of the members then present shall direct and if at such adjourned meeting a quorum of members is not present, it shall be adjourned sine die.
18.
  - (a) The President of The Guild shall preside as Chair at every general meeting of The Guild.

- (b) If there is no President or if at any meeting he/she is not present at the time of holding the same, the Vice-President shall preside as Chair.
- (c) If there is no President or Vice-President or if at any meeting neither the President nor Vice-President is present at the holding of the same, the members present shall choose someone of their number to act as Chair.
19. The Chair shall have no vote except in the case of equality of votes. In the case of equality of votes, he/she shall have a casting vote.
20. The Chair may, with the consent of the majority of members present, adjourn any meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place unless notice of such new business is given to the members.
21. At any such meeting, unless a poll is demanded by at least three (3) members, a declaration by the Chair that a resolution has been carried and an entry to that effect in the book of proceedings of The Guild shall be sufficient evidence of the fact, without proof of the number or proportion of the members recorded in favor of or against such resolution.
22. If a poll is deemed in the manner aforesaid, the same shall be in such manner as the Chair may prescribe and the result of such poll shall be deemed to be the resolution of The Guild in the general meeting.

#### **VOTES OF MEMBERS**

23. Every member shall have one (1) vote and no more.

#### **DIRECTORS**

24. The Directors of The Guild shall be a President, Vice-President, Recording Secretary, Newsletter Editor, Treasurer and Immediate Past President.
25. Any member of The Guild shall be eligible to be elected a Director of The Guild.
26. Directors shall be elected by a majority vote of members at each annual general meeting of The Guild.
27. The members shall elect the Directors from among their members.
28. The Nominating Committee shall, at the annual general meeting, present a slate of candidates who have consented to fill the Directors' positions for the following fiscal year. Other nominations shall be accepted from the floor at the annual general meeting but no later.
29. At the first annual general meeting of The Guild and at every succeeding annual general meeting, all the Directors shall retire from office but shall hold office until the dissolution of the meeting at which their successors are elected. Retiring Directors shall be eligible for re-election excepting the President who shall not hold office for more than two (2) consecutive terms.
30. In the event that a Director resigns his/her office or ceases to be a member of The Guild, whereupon his/her office as Director shall ipso facto be vacated, the vacancy thereby created may be filled for the unexpired portion of the term by the Board of Directors from among the members of The Guild.

31. The Guild may, by special resolution, remove any Director before the expiration of the period of office and appoint another person in his/her stead. The person so appointed shall hold office during such time only as the Director in whose place he/she is appointed would have held office if he/she had not been removed.
32. Meetings of the Board of Directors shall be held as often as the business of The Guild may require and shall be called by the Recording Secretary. A meeting of Directors may be held at the close of every ordinary or annual general meeting of The Guild without notice. Notice of all other meetings, specifying the time and place thereof, shall be given orally or in writing to each Director within a reasonable time before the meeting is to take place, but non-receipt of such notice shall not invalidate the proceedings at any meeting of the Board of Directors.
33. No business shall be transacted at any meeting of the Board of Directors unless at least four (4) of the Directors are present at the commencement of such business.
34. The President or, in his absence the Vice-President or, in absence of both of them, any Director appointed from among those Directors present shall preside as Chair at the meetings of the Board.
35. The Chair shall be entitled to vote as a Director and, in the case of an equality of votes, he/she shall have a casting vote in addition to the vote to which he/she is entitled as Director.

#### **POWERS OF DIRECTORS**

36. The management of the activities of The Guild shall be vested in the Directors who, in addition to the powers and authority by these by-laws or otherwise expressly conferred upon them, may exercise all such powers and do all such acts and things as may be exercised or done by The Guild and are hereby or by statute expressly directed or required to be exercised or done by The Guild in general meeting. The Directors shall appoint an Executive Committee, consisting of the Directors and such other persons as the Directors decide.

#### **EXECUTIVE COMMITTEE**

37. The Executive Committee shall be composed of the Directors and the following standing Committee Chairs:
  - Entry Chair
  - Judging Chair
  - Program Chair
  - CAPA Representative
  - PSA RepresentativeThe Executive Committee's duties shall include the establishment of such regulations as deemed necessary for the attainment of The Guild's objects.
38. The Executive Committee may appoint a Chair for each of the following Committees:
  - Honours and Awards
  - Nominating
  - Constitution, By-Laws and Regulations
  - Projection and Equipment
  - Public Relations
  - Hospitality
  - Seminars
  - Audio Visual
39. There shall be other such committees as may be established by the Executive Committee.

40. The President and Recording Secretary shall be ex-officio members of all committees, excepting the auditing and nominating committees.

### **ELECTION OF DIRECTORS**

41. The members shall elect one of their number to be President of The Guild. The President shall have general supervision of the activities of The Guild and shall perform such duties as may be assigned to him/her by the members from time to time. The Immediate Past President shall remain a Director until the expiration of the term of the President elect.
42. The members shall also elect from their number a Vice-President. The Vice-President shall perform the duties of the President during the absence, illness or incapacity of the President, or during such period the President may request him/her to do so.
43. (a) The members shall also elect from their number a Recording Secretary, a Treasurer and Newsletter Editor of The Guild to carry out such duties as the members may assign.  
  
(b) The Directors may appoint a temporary substitute for the Recording Secretary who shall for the purpose of these by-laws, be deemed to be the Recording Secretary.

### **AUDIT OF ACCOUNTS**

44. Annually, the Directors will appoint two of their members to serve on an audit committee.
45. The Treasurer of The Guild shall make a written report to the members as to the financial position of The Guild and the report shall contain a balance sheet and operating account. The Audit Committee shall make a written report to the members upon the balance sheet and operating account, and in every such report, he/she shall state whether, in his/her opinion, the balance sheet is a full and fair balance sheet containing the particulars required by The Guild and properly drawn up so as to exhibit a true and correct view of The Guild's affairs, and such report shall be read at the annual meeting. A copy of the balance sheet, showing the general particulars of The Guild's liabilities and assets and a statement of income and expenditure in the preceding year, shall be filed with the Registrar within fourteen (14) days after the annual meeting in each year, as required by law.

### **MISCELLANEOUS**

46. The Guild has the power to repeal or amend any of these by-laws by special resolution passed in the manner prescribed by law.
47. The Guild shall file with the Registrar, with its annual statement, a list of its Directors with their addresses, occupations and dates of appointment or election, and within fourteen (14) days of a change of Directors, shall notify the Registrar of the change.
48. The Guild shall file with the Registrar a copy of every special resolution within fourteen (14) days after the resolution is passed.
49. The seal of The Guild shall be in the custody of the Recording Secretary and may be affixed to any document upon resolution of the Board of Directors.
50. Preparation of minutes, custody of the books and records, and custody of the minutes of all the meetings of The Guild and of the Board of Directors shall be the responsibility of the Recording Secretary.
51. The books and records of The Guild may be inspected by any member at any reasonable time within two (2) days prior to the annual general meeting at the registered office of The Guild.

52. Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of The Guild by the President or the Vice-President and the Secretary, or Treasurer, or otherwise as prescribed by resolution of the Board of Directors.
53. The borrowing powers of The Guild may be exercised by special resolution of the members.

## REGULATIONS

The following constitute the Regulations drawn up in accordance with Article 36 of The Guild By-laws.

### 1. MEMBERSHIP APPLICATIONS

All membership applications shall be referred to the Treasurer.

### 2. TYPES OF MEMBERSHIP

- (a) Regular membership is available to all persons, 16 years or older, upon payment of annual dues as described in Section 3 of the Regulations.
- (b) Life membership shall be awarded to Guild members who are aged 65 or greater and who have 15 years paid-up Guild membership. There shall be no further payment of dues.
- (c) Honourary membership shall be awarded, at the discretion of the Executive Committee, to members of The Guild, who have made outstanding contributions or have given long and substantial service to The Guild. There shall be no further payment of dues.
- (d) Associate membership shall be awarded, at the discretion of the Executive Committee, to non-members of The Guild, who have made outstanding contributions to The Guild. There shall be no payment of dues.

### 3. DUES

The annual dues are payable on the first of September of each year. New members joining after the first of February shall pay one-half of the annual membership dues.

- (a) Individual dues are determined by the Executive Committee.
- (b) Husband and wife dues are \$5.00 more per couple than are individual dues.
- (c) Senior citizen (aged 65 or over) dues are five dollars less than established in Section 3(a) and (b) of the Regulations.
- (d) Student dues, applicable to all full time students, are half the regular membership dues.
- (e) Dues not paid by October 31st are considered in arrears, membership is suspended and the individual is no longer eligible to enter competitions, to receive a hard copy of the newsletter, or any other benefit of Guild membership.

### 4. FUND RAISING

- (a) As a Society, The Guild may not engage in any trade, industry, or business for profit. No individual Guild member may profit from Guild activities. However, in order to raise funds for the purpose of carrying out the objectives of the Guild, the Guild may conduct sales or auctions of photographic images, seminars, conferences and workshops, or other activities that may generate funds. Funds accruing from these activities, as well as gifts and endowments received by the Guild, shall be held in a Capital Fund.
- (b) The Capital Fund should not be used for general operating expenses of the Guild without the express consent of the Guild Executive Committee. Capital Funds will normally be used for capital equipment purchases and major repairs, as a form of self-insurance for Guild assets, to underwrite major projects in (a) above, and acquisition of a permanent facility for Guild activities.
- (c) The Capital Fund, when not in use, shall be invested in secure and prudent investments under the direction of an Advisory Committee consisting of the President, Treasurer, and at least one other member of the Executive Committee.

## 5. IMAGE CUSTODY AND COPYRIGHT

### (a) Damage or loss of images

While every precaution will be taken to prevent loss of or damage to members' images, neither the Entry Chair nor any member of The Guild Executive Committee may be held responsible for damage to or loss of any image while it is in the custody of The Guild.

### (b) Guild Archives

Unless specifically noted by the member, Trophy winning and/or high scoring images will be duplicated and retained in the Guild archives for future Guild Exhibitions or shows.

### (c) COPYRIGHT AND USE OF MEMBERS' PHOTOGRAPHS

The copyright to any member's original or duplicate images in the possession of The Guild will remain the property of the member and will not be used by The Guild for commercial purposes, donated, or otherwise displayed without the permission of the member.

Unless indicated in writing, submission of an image for CAPA or PSA competition implies permission for these organizations to use the member's image for CAPA/PSA non-profit exhibitions, publications and promotions and to post a low resolution version of the image on their websites.

## 6. MEETINGS

Regular meetings shall be called to order at 7:30 p.m. normally on the first and third Sunday and second Monday of each month from September to May, subject to change at the discretion of the Executive Committee. Other meetings shall be as announced in the program and/or the newsletter/email.

## 7. COMPETITIONS

**PURPOSE:** Competitions are an integral and essential part of a photographic society's activity. Through competition, a member can observe the full variety of work produced by other members, compare his/her own work against the standard of others, and view different techniques and approaches to the art of photography. This is greatly enhanced when competitions are representative of not only internal Guild members work, but also national and international standards of photographic endeavor.

## 8. COMPETITION DEADLINE

In order to commence regular meetings on time, all slides submitted for competition must be received by the Guild Entry Chair no later than 7:20 p.m. on the date of the judging. Slide titles and digital entries must be uploaded to the Digital Coordinator **two days** before the competition. Digital Silent slide and digital Audio-visual essays must be submitted **one week** before the competition. Any exceptions to this regulation will be as determined by The Guild Executive and will be posted on the website and disseminated at meetings as well as via e-mail.

## 9. JUDGING

- (a) Competition entries shall be judged at The Guild by a panel of three judges as selected by the Judging Chairperson. The judging shall be carried out with the use of an electronic voting machine so that all present can see the points awarded each image as it is displayed.
- (b) The description of the category as provided in Section 12 will be read to the judges prior to the showing of each category.
- (c) Scoring will be as follows: 2 - a poor image which is technically flawed; 3 - an average image which is technically sound; 4 - a very good image; 5 - an exceptional image in the top few percent of all images viewed.

- (d) In selecting images to be sent away to CAPA or PSA competitions, if a specific number of images which are tied on a single score need to be chosen, the elimination procedure will be as follows: the images from which the selection is to be made are previewed, then re-judged on an acceptance/elimination (1/0) basis using the electronic scoreboard to select images for consideration. Only if there is no decision after repeated attempts using this procedure will the judges be permitted (at the discretion of the Judging Chairperson) to confer in order to select the required number of images.
- (e) When a judge has an image in any competition, the image is scored by the other 2 judges and given the aggregate of the points awarded, plus the average of those points rounded to the next highest figure. When a judge has an image amongst those from which a specific number must be selected as described in 9(d), an alternate judge must be chosen to stand in during the entire acceptance/elimination process.
- (f) During the judging there shall be no discussion among the judges except at the discretion of the Judging Chairperson and no audience participation in any form will be permitted.

## 10. COMPETITION POINTS

- (a) Each year points may be awarded for each entry in The Guild, CAPA or PSA competitions, as judged by The Guild. The points obtained shall be the cumulative points awarded by three (3) judges at each competition on the following basis: individual entry, 6 - 15 points; silent essay, 0 - 30 points; sight and sound essay, 0 - 70 points. Guild competitions are limited to seven (7) individual projected entries per competition with a maximum of 2 images per category. A maximum of four prints, no more than two per category may also be submitted. CAPA and PSA competitions are also limited to a maximum of 2 entries per category. The Photographer of the Year Trophy and Novice of the Year Trophy shall be awarded to the Guild member who has received the highest cumulative score for essays (silent and audiovisual) plus their top 75 scores in competitions judged at Guild meetings (excluding Shubenacadie Wildlife Exhibit selection) during the competition year.
- (b) The Guild shall allow its members to compete in externally judged CAPA, PSA and other competitions as determined by the Executive. The six, or four depending on the category, images receiving the highest aggregate points in The Guild judging of CAPA and PSA competitions shall be entered in competition external to The Guild under rules established by CAPA and PSA. Only one image per entrant per category is allowed in each CAPA external competition, whereas two images per entrant per category are permitted in each PSA external projected image competition. PSA Electronic Imaging Division (EID), Digital Nature, Photo-Travel and Print competitions allow one image per maker. The points obtained shall be on the following basis: the points awarded externally adjusted to the fifteen point scale and an additional ten points if the slide receives a ribbon or other individual award. The Guild member who annually receives the most points in external competitions (CAPA and PSA only) shall be awarded the Gordon Lay Trophy. Any points awarded images returned after the end of The Guild year shall be included in the following year's Gordon Lay Trophy competition.
- (c) Points for print competitions will accrue towards the Carsand Mosher Trophy.
- (d) The Entry Chair shall accurately record the points awarded to each member in all types of competitions. The Statistician shall maintain an accurate record of the scores. In addition, the cumulative points awarded to each member shall be available on a monthly basis.

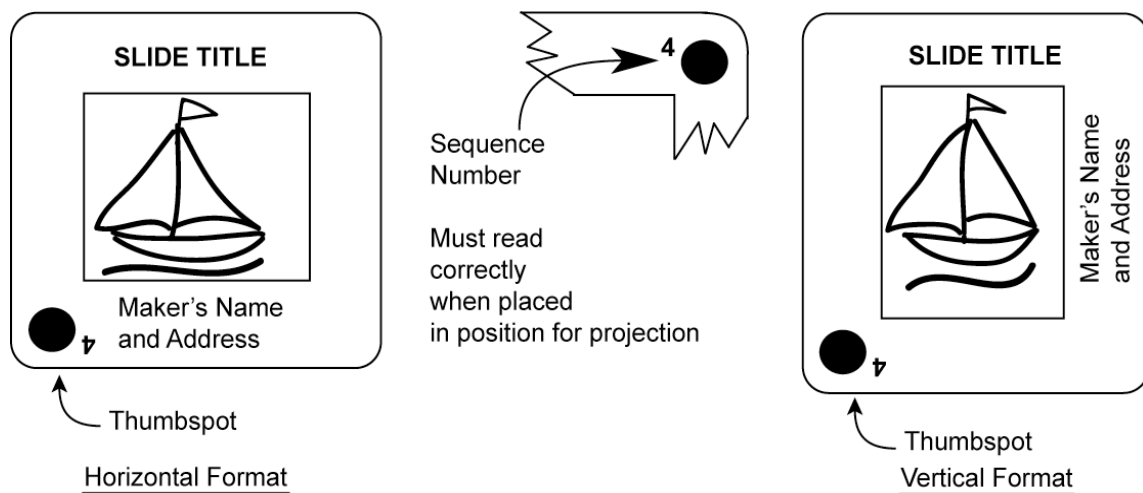
## 11. PREPARING AN IMAGE FOR COMPETITION

### 1. Slides (Colour Transparencies)

All slides entered in competition must have a title and be identified with the maker's name, address and postal code, all of which must appear in the correct location on the slide mount. Self-stick adhesive labels, but not the type which must be wetted, with your name and address may be used. To mark on plastic mounts, it is necessary to use a fine point permanent marker. A thumb spot must be placed in the lower left hand corner where the thumb of the left hand would be if the slide were being held for viewing in the correct orientation. The thumb spot may be made with a stick-on material or the tip of a new pencil eraser dipped on a stamp pad. All dust should be removed from the slide and the fit of the slide in the mount examined.

Examples of appropriately prepared slides are as follows:

I.E.:



### 2. Digital Entries

Images may be captured either using a digital camera or scanned from slides or negatives. All images must be the work of the maker. If entered in the Guild competition, they must be NEW images, not previously entered in any format in any competition (Guild, CAPA, PSA). A maximum of two images per category may be submitted.

The digital projector will be calibrated to maintain consistent conditions for projection and judging. Judges are expected to apply the same standards to all media. A spot meter will be used to balance

the light output of the digital projector with that of the slide projector. It is important for members to calibrate their monitors to these conditions so they will not be surprised upon viewing their projected image. The images on the calibration page will be used during setup for Guild competitions.

#### Codes for Categories

- P - Pictorial
- N - Nature
- C - Creative
- H - Humour
- T - Travel
- PJ - Photojournalism

- PT - Portraiture

### File Format and Labeling

Each digital image should be submitted in the following format:

- 1 Images must be submitted as JPEGs. Mac users must add .jpg or .jpeg extension.
- 2 Use maximum image quality. (12 in Photoshop)
- 3 Convert files to sRGB colour space if required.
- 4 Images must be in the proper orientation for viewing when projected.
- 5 The maximum image size is 1024 x 768, (height x width). Vertical images can have a maximum height of 768 pixels tall.
- 6 File name must include category, last name, first initial and name of image. Category coded as above i.e. P (Pictorial) or S (Slide set). Slide sets must use sequential numbering in the file name. Do not use spaces or illegal characters (/,\*,\,etc)

File Name Examples:

- P-SteeperP\_Golden-Rainbow-Saint-John.jpg
- C-DelucaR\_Golden-Boat.jpg

Slide Set Example

- S-GhizG\_01-Artic-Wolf-on-the-Run.jpg
- S-GhizG\_02-Bobcat.jpg
- S-GhizG\_03-Artic-Hare.jpg
- S-GhizG\_04-Buffalo-at-Dawn.jpg

### Method of Submission

Images **MUST** be submitted two days (**one week** for essays) before the scheduled competition to ensure that the Digital Coordinator has sufficient time to compile the images.

Upload: Follow the directions on the submissions page.

<http://photoguild.ns.ca/competition/login.php>

You will receive confirmation of your submission by two days before the competition.

## 12. PROJECTED IMAGE COMPETITION CATEGORIES

In the following sections, the generic term "slide" means a projected image resulting from either a colour transparency or a digital file unless otherwise noted. All portions of the image, or combined images, must be the work of the entrant. Images may be captured on film emulsion or acquired either by using a digital camera or scanned from slides or negatives.

In the Nature, Photojournalism and PhotoTravel Categories, whether submitting slides or digitally acquired images, the images must follow the principles of "digital realism". Makers may perform any enhancements and modifications that improve the presentation of the image that could have been done at the time the image was taken but that does not change the truth of the original image. No elements may be moved, cloned, added, deleted, rearranged or combined. No manipulation or modification is permitted except resizing, cropping, selection lightening or darkening, and restoration of original colour of the scene. No special effect filters can be applied. Any sharpening must appear natural.

The following categories are open for competition during the year:

- (a) **Pictorial:** The Pictorial category is an open category and may include any subject. All portions of the image, or combined images, must be the work of the entrant.

- (b) **Nature:** The Nature category is restricted to use of the photographic process to depict observations from all branches of natural history, except anthropology and archeology, in such a fashion that a well informed person will be able to identify the subject material and to certify as to its honest presentation. The story telling impact of the photograph must be weighed more than the pictorial value. Human elements shall not be present, unless those human elements enhance the nature story. The presence of scientific bands on wild animals is acceptable. Photographs of artificially produced hybrid plants or animals, mounted specimens, or obviously set arrangements are ineligible, as is any form of manipulation, manual or digital, that alters the truth of the photographic statement.

All images used in Nature competitions must be considered “**Digital Realism**”. No elements may be moved, cloned, added, deleted, rearranged or combined. No manipulation or modification is permitted except resizing, cropping, selection lightening or darkening, and restoration of original colour of the scene. No special effect filters can be applied. Any sharpening must appear natural.

- (c) **Creative:** The Creative category depicts a departure from realism often through the use of derivations, montages, motion blur, patterns, selective focus, zoom exposures and other techniques. The purpose of such techniques is to alter reality to the point that the picture is essentially surreal or abstract. All portions of an image, or combined images, must be the work of the entrant.
- (d) **Photo-Travel:** The Photo-Travel category contains images that capture the feeling of a time and place and portray a land, a people or a culture in its natural state. Ultra close-ups that lose their identity, model shots or manipulated slides do not qualify. Photo-Travel slides have no geographical limitations. All images used in Photo-Travel competitions must be considered “**Digital Realism**”.
- (e) **Photojournalism:** The Photojournalism category contains images that consist of pictures or sequences with informative content and emotional impact, including human interest, documentary and spot news. Human Interest images depict a person or persons in an interactive, emotional, or unusual situation, **excluding sports ACTION**. The journalistic value of the photograph shall be considered over the pictorial quality. In the interest of credibility, photographic manipulations that misrepresent the truth or situations that are set up for the purpose of photography are unacceptable in photojournalism competition. All images used in Photojournalism competitions must be considered “**Digital Realism**”.
- (f) **Portraiture:** The Portraiture category was created to encourage members to improve their portrait images. The category, which includes figure studies, shows a planned portrayal of the subject including the use of creative techniques. The photographer must be in control of all aspects of the setting. Images made in situations where another individual controlled any aspect of the setting are ineligible.
- (g) **Humour:** The Humour category contains images that tend to make the viewer laugh. Titles are an integral component of this category as they are read out loud just before the image is projected for judging. An image in which there is an attempt to maliciously embarrass an individual will not be accepted.

**Theme:** The Theme category contains images that fit the description of the particular theme as specified by CAPA or by The Guild. Portrayal of the theme is an integral aspect of judging in this category.

**Mayor of Halifax Regional Municipality Competition:** This is an annual theme competition based on a subject chosen by the Mayor’s office or Guild Executive.

**Nova Scotia Bird Society Competition:** This is an annual competition open only to members of the Photographic Guild of Nova Scotia.

1. Up to two colour transparencies, or digital images, may be submitted by each photographer. See **Section 11.2** for digital file specifications.
2. The image of a wild bird must have been photographed in Nova Scotia. The bird must not have been caged or otherwise restrained when photographed.
3. Species winning in previous years are not eligible for this trophy.
4. Images must not have been submitted in any other Nova Scotia Bird Society Competition.
5. Images will be judged on technical excellence, but also on originality, scientific interest, aesthetic appeal and artistic composition. At least one of the judges will be a member of the Nova Scotia Bird Society. There will be one winner declared with no 2<sup>nd</sup> place.
6. The Nova Scotia Bird Society may copy all of the entries and use them for educational purposes, publish them in its newsletter, and display them at meetings of the Society, with credit being given to the photographer. Copyright remains with the photographer.
7. A brief account should be enclosed with each entry, giving the circumstances in which each photograph was obtained, technical details (focal length, exposure, make of camera and film), locality, and date. The photographer's name and address should also appear on each slide mount or be included in the **FileInfo** for each digital image.
8. Digital Entrants must provide with their entry a CD, labelled with their name and address, containing both a high resolution file and a low resolution file of their image(s).
  - a) The high resolution file should be at the maximum resolution supported by your digital camera or scanner. ie a 6MP camera will be approximately 3000x2000 pixels. The dpi setting does not matter as this will be determined when the image is used for printing. Colour space should be sRGB or AdobeRGB 98 and the ICC profile embedded when the file is saved. (The maximum resolution should not exceed 4096 x 2730 (11MP) pixels as this is the maximum resolution used by a film recorder.)
  - b) A low resolution version of the file should also be included for use with a digital projector. The image should be a maximum of 1024 x768 pixels (Width x Height). The dpi setting does not matter when an image is projected. Colour space should be converted to sRGB and the ICC profile embedded when the file is saved.
9. Entries are submitted at the photographer's risk.
10. Entry of an image in this competition indicates agreement by the maker to abide by these rules.

**Atlantic Geoscience Society Competition:** This is an annual competition open only to members of the Guild.

1. Geological subjects can include rocks, sediments, geological processes (rivers, glaciers, landslides, etc), minerals and fossils, as well as landscapes. Clouds and other meteorological phenomena are not considered geological, nor are human artifacts, though other aspects of archeological sites may be appropriate. Appropriate human interest in the image is encouraged (e.g. people as scales, quarrying activity, associated buildings). The title of each slide should reflect the geological feature that the photographer has in mind.
2. Up to two colour transparencies or digital images may be submitted by each photographer. See **Section 11.2** for digital file specifications.
3. Images must not have been submitted in any previous AGS competition.
4. As a minimum, each entry should have a title, a specific location, and photographer's name and address. The date (month-year) of the image would also be useful. If images are submitted digitally, this information must be included in the File Info for each digital image.
5. Digital entrants must provide with their entry a CD, labelled with their name and address, containing both a high resolution file and a low resolution file of their image(s).

- a) The high resolution file should be at the maximum resolution supported by your digital camera or scanner. ie a 6MP camera will be approximately 3000x2000 pixels. The dpi setting does not matter as this will be determined when the image is used for printing. Colour space should be sRGB or AdobeRGB 98 and the ICC profile embedded when the file is saved. (The maximum resolution should not exceed 4096 x 2730 (11MP) pixels as this is the maximum resolution used by a film recorder.)
  - b) A low resolution version of the file should also be included for use with a digital projector. The image should be a maximum of 1024 x768 pixels (Width x Height). The dpi setting does not matter when an image is projected. Colour space should be converted to sRGB and the ICC profile embedded when the file is saved.
6. Images will be judged primarily on scientific interest and technical excellence, but originality, aesthetic appeal and artistic composition will also be important considerations. At least one of the judges will be a member of the AGS. The top scoring geological image will receive the Atlantic Geoscience Trophy. The best image from the Atlantic Provinces will be awarded the "Last Billion Years Award". (If the best overall image is from the Atlantic Provinces, it will be the winner of both awards.)
  7. The AGS may duplicate all entries and return the originals through The Guild. The AGS may use them for educational purposes, publish them in its newsletter, place them on one of its educational websites and display them at meetings of the Society, with credit given to the photographer. Copyright remains with the photographer.
  8. Entries are submitted at the photographer's risk. The AGS will take all reasonable care of the images while in its possession.
  9. Entry of an image in this competition indicates agreement by the maker to abide by these rules.

### **13. RE-ENTRY OF IMAGES IN COMPETITION**

- (a) Annual Trophy competition: A slide or print that has won a trophy in the Annual Trophy competition may not subsequently compete for the same trophy.
- (b) Any slide or print or closely similar image can only be entered in competition four times throughout any one Guild year.
- (c) All individual slides or prints entered in Guild competition shall be new images not previously entered in any competition (Guild, CAPA or PSA). However individual images entered as part of Silent Slide Essay and Sight and Sound Competitions may be entered as new images in Guild competitions. Any image previously entered as a slide is still eligible to be entered in print competition.
- (d) A slide or print in the case of CAPA or PSA that has been selected to be sent away to external CAPA or PSA competitions may not be re-entered in the same category of competition of that external body. Images that have been sent away to CAPA may not be re-entered in CAPA competitions with the exception that theme images may be entered in Pictorial and vice versa. For example, a slide that was selected to be sent away to CAPA Pictorial competition may not be re-entered in the CAPA Pictorial category, but may be re-entered in PSA Pictorial or PSA Nature (if appropriate).
- (e) A slide or print that has been entered in a CAPA or PSA competition category and not selected to be sent away may be re-entered in the same competition category only in a subsequent Guild year.

### **14. PRINT COMPETITIONS**

- (a) Guild print competitions will be as scheduled in the program. There are normally two CAPA and four PSA print competitions per year.
- (b) Print competitions will be judged in the manner as described in Regulation 9.

- (c) For Guild, two prints per maker may be entered in each competition for a maximum of two prints.
- (d) For CAPA, two prints per maker may be entered in each competition. They may be colour or monochrome and maker or trade processed. Six prints will be selected for external judging. CAPA permits one print per maker for Inter-Club competitions. Prints sent away to CAPA may not subsequently be re-entered in any CAPA print competition judged within The Guild.
- (e) For PSA, two prints per maker may be entered in each category, for a maximum of four prints. Prints may be entered in "Large" or "Small" colour and monochrome categories. Four prints by different makers will be selected in each category. Prints sent away to PSA may not subsequently be re-entered in future PSA print competitions unless recalled for the "Best of the Best" competition at the end of the judging year.

## 15. PREPARING A PRINT FOR COMPETITION

As there are three types of print competitions supported by The Guild, a single set of entry requirements is necessary to enable a print to be entered and acceptable in all Guild, CAPA and PSA Inter-Club competitions. This will also result in economies for makers. The entry requirements are as follows:

- (a) The maker's name and full address and the print title of the print must appear on the back of the mounted print in the upper right hand corner.
- (b) Size: Minimum size is 8" x 10" (or 80 sq. in.). Maximum size is 16" x 20".
- (c) Mounting: Unmounted prints are preferred, however if mounted, the maximum size of mount is 16" x 20". Mounting on 4-ply poster board is preferred. Foam core is not desirable due to bulk in mailing.
- (d) Over-matting. Entries MUST NOT be over-matted. If creating a digital mat, the actual image must meet the minimum dimension requirements outlined in 15b.
- (e) Prints may be maker or trade processed for all competitions.
- (f) Colour or monochrome: For PSA, Guild and CAPA, both Colour and monochrome are permitted. Prints with an overall tone (ie sepia) or colour throughout are considered monochrome. PSA (unlike CAPA) allows the selective use of one colour in a Black & White print.

## 16. SILENT SLIDE ESSAY

- (a) A silent slide essay shall consist of not more than twelve (12) inter-related projected images, including title slide(s) if used, which together develop a story, theme, or idea. There are generally two types of photographic essays: regular essays which include everything except travelogues, and travelogues. For the silent slide essay competition, both types of essays are judged on an equal basis. Although there is a maximum of 12 images per entrant, if, for example, only 10 images are needed to tell the story, it may actually detract from the story to include 12 images. This may be particularly so if the additional images do not add value to the essay. It is important that the images show continuity (something that provides a connected impression), so that the slides connect with each other. The impact/interest of the story, theme, or idea expressed in the essay should be highly weighted in the overall score. Likewise, the photographic quality and variety of images are important considerations in judging the essay. It is recommended that horizontal and vertical images not be mixed in the essay unless they are necessary to tell a story, express an idea, or demonstrate a technique. **The essay is not accompanied by music or narrative of any kind.**

- (b) Each silent slide essay must have a title for use in recording the member's entry. The title of the essay itself is very important as it can help or hinder the scoring of the essay as titles are read out loud before each essay is judged. If the title of the essay helps to develop the idea, or demonstrates a technique, or expresses the visual story, it should help to add to the impact of the essay. If the title does not describe the essay's contents well, then the essay will probably suffer when scored. Title slides are not essential. However, if title slides are used and they are good quality titles that add impact to the essay, they may help gain a higher score than a similar essay without a title slide or one with a poor quality title. **Slide titles may be one image or combined with another image as one of the maximum of 12 images.**
- (c) The slides, including title slides if used, must be the work of the entrant. Film images shall be 2" x 2" in size and may be any type of mount that will fit easily into an 80 slide Kodak or like carousel tray. Each slide must bear the maker's name and have a thumb spot in the lower left corner as the slide is hand held for viewing. A number indicating the slide's sequence in the tray should be on adjacent to the thumb spot printed so that it reads correctly in the projection position.
- (d) If a silent slide essay is to be submitted in external competition, it shall conform to the rules of that competition.
- (e) Analogue Silent slide essays shall be submitted for judging on the night of the competition at least one-half hour before the start of the meeting and the title of the essay should be e-mailed **two days in advance** to the digital coordinator. Digital entries must be given to the Digital Coordinator **one week in advance** to allow sufficient time for processing. Makers creating their own ProShow Gold essays should use 7 seconds per slide and a 2 second AB dissolve.

## 17. SIGHT AND SOUND ESSAY

### (a) General

- (1) A sight and sound essay consists of any number of projected images which can be presented within a **six minute** period accompanied by music and/or narrative which develops a story or idea on a travel subject or on a subject other than travel which tells of some activity, experience, natural or man made process or is an enlargement of an idea or philosophy.
- (2) A sight and sound or travel essay may be either; a travelogue dealing with a tour, trip, journey, excursion, or any time-travel sequence which goes from one place to another; or a travel essay consisting of an in-depth study of a travel subject including pictorial coverage of a city, country, geographic area, ethnic group, or topic of a demographic nature.
- (3) A sight and sound essay dealing with a subject other than travel will be considered a photo essay.
- (4) The music and/or narrative accompanying the images shall be recorded on a minidisk or computer in accordance with section 17d of these rules.
- (5) An individual entry shall be the work of one person, a husband-wife team, or a family, and only one person need be a Guild member.
- (6) A group entry shall be the joint effort of two or more Guild members without restriction as to the number of images entered by each.
- (7) Where a sight and sound essay is to be entered in an external competition it shall conform to the rules of that competition.

- (8) The maker's name should not be announced in the script or the soundtrack, nor should any credit slide reveal the maker's identity. If desired, a dummy slide with the words "maker's name" may be inserted, to be replaced by a proper credit slide if the essay is to be shown at a Guild or other event. Makers are permitted to use their own voice for narration.

(b) Images

- (1) The images must be the work of the entrant(s) only. If colour transparencies, they shall be 2" x 2" size and may be in ready mounts, glass or other type of mount, provided they fit easily into an 80-slide Kodak carousel tray. (Most European mounts will not function properly in these trays.)
- (2) Each colour transparency must bear:
  - (a) Maker's name
  - (b) A thumb spot in the lower left corner when the slide is hand held for viewing
  - (c) A number indicating the correct sequence. This should be on or adjacent to the thumb spot and placed so that it reads correctly in the projection position.
- (3) Digital entries must comply with guidelines outlined in Section 11.2. Digital Entrants must also submit **one week in advance** to the Digital Coordinator:
  - i) Their essay as a ProShow Gold file. I.e. MyShow.psh
  - ii) Their essay as an executable file. I.e. MyShow.exe
  - iii) The images files numbered, sized correctly and saved in the proper orientation for viewing.
  - iv) Any audio files
  - v) Any title slides

- (c) Script - While it is not necessary for a script to be entered with the essay, if the essay is to be submitted in an external competition, the rules of that competition shall govern.

(d) Recording Media

- (1) Non-professional assistance may be used in preparing the recording media.
- (2) Prospective participants should consult the Audio-Visual Chair for appropriate information at least six weeks in advance of the competition. At least four weeks in advance of judging a written notice, on a form available at regular meetings of The Guild, of intent to enter the sight and sound essay competition must be presented to the Audio-Visual Chair. The Audio-Visual Chair shall, if necessary, arrange a mutually convenient time for use of The Guild's audio-visual equipment, which includes projectors, lenses, stereo recorder with synchronization channel, program memory dissolve, amplifier and speakers. The equipment is available to all Guild members under the direction of the Audio-Visual Chair who is charged with its care.
- (3) During the projection of the essay, the soundtrack will be played on standard four track, two channel stereo equipment or other recording media. Where the maker uses multi-track recording equipment, the sound must be recorded on tracks one and two with the change signals recorded on track four. If a sight and sound essay is submitted in an external competition, the soundtrack shall be recorded in accordance with the rules of that competition.
- (4) For slide images, **COMPLETE directions**, typed on a card, must be provided to enable the projectionist to show the entry to the best advantage. Directions must include the essay title and the time duration of the recording along with sound levels in recorded tracks as well as the artist and title of music used for the soundtrack. Title of the entry must be given to the coordinator **two days** before the competition.

(e) Judging

(1) Basic guidelines for the judges:

- Photography 40%
- General appeal 30%
- Production 30%

(2) Photography will be judged according to the generally accepted rules of judging.

(3) General appeal will include originality, success in conveying the story or idea, commentary and/or music and overall planning.

(4) Production will include continuity, editing, titles and technique.

(f) Responsibilities of Maker - It should be understood that the responsibility of the Audio-Visual Chair does not extend to the actual preparation of the Sight and Sound Essay. All aspects of essay preparation (i.e. choice and sequence of slides, thumb-spotting, script preparation, recording of narrative, sound mixing, special sound effects, choice of music, recording of synchronization signals, etc., are the responsibility of the maker.

(g) The Sight and Sound Essay Competition is limited to one entry per individual or joint entry.

(h) Points for essays having more than one maker will be divided evenly amongst participants.

**18. AWARDS****i) Competition Awards**

There are two awards available to members of The Guild who submit images for judging in any competition. These awards are presented at Guild meetings throughout the year on the following basis.

(a) The Photographic Guild of Nova Scotia Merit Award is presented to the maker of each image receiving eleven points.

(b) The Photographic Guild of Nova Scotia Honour Award is presented to the maker of each image receiving twelve or more points.

**ii) Distinction Awards**

As an **ongoing** measure of individual progress and achievement within the Guild, entries submitted in Guild only competitions (not CAPA or PSA) will earn points towards distinctions. These must be **new images** or essays not previously seen in any competition (Guild, CAPA or PSA). Categories include pictorial, creative, nature, travel, photojournalism, portrait, humour, print, Guild Assignments, Silent Slide, and Sight & Sound essays. Images or essays that are closely similar to previous entries are ineligible for distinctions.

A certificate will be presented upon reaching each level of distinction. Members earning Diamond Distinctions will be recognized with a pin at the Annual Awards Banquet.

**Point accumulation**Individual images

Score of 9 = 0.5 point

Score of 10 = 2 points

Score of 11 = 3 points

Score of 12 = 4 points

Score of 13 = 5 points

Score of 14 = 7.5 points

Score of 15 = 10 points

Essays

Silent Slide points awarded (30 pts possible)

Sight &amp; Sound points awarded (70 pts possible)

**Distinctions**

Novice – entry level	100 points
Bronze	200 points
Silver	300 points
Gold	500 points
Platinum	750 points
Diamond	1000 points
Double Diamond	2000 points
Triple Diamond	3000 points

**19. TROPHIES**

There are several trophies and special awards available to members of The Guild that are awarded on an annual basis at the Annual Banquet in May. The name of the winner and year of receipt shall be engraved on each trophy, which shall be held by the winner until required for the next annual presentation. With each trophy, a PGNS Medal shall be presented for retention by the winner as a personal and lasting record of achievement. The establishment of criteria for new trophies and awards and naming of such trophies and awards shall be at the discretion of and approved by the Executive Committee. Trophies and special awards are awarded in two separate and distinct areas of competition as follows:

**Cumulative Point Trophies**

For points received in competitions throughout the year, the following trophies and awards are available:

- (a) **Photographer of the Year Trophy:** The Guild member receiving the highest cumulative points for their essays (silent and audiovisual) and their top 75 scores in competitions judged by The Guild during the year shall become "The Photographer of the Year" and is presented with the Wamboldt-Waterfield Trophy and a PGNS Gold Medal. The runners-up shall receive the following awards: 2nd place - Silver medal; 3rd place - Bronze medal; 4th place - Pewter medal; 5th place - PGNS Certificate of Merit.
- (b) **Gerald Shea Memorial Trophy:** The Guild member, with two years or less membership in The Guild, receiving the highest cumulative points for their essays (silent and audiovisual) and their top 75 scores in competitions judged by The Guild during the year shall be presented with the Gerald Shea Memorial Trophy and a PGNS Silver medal. The 2nd place winner shall receive a Certificate of Merit.
- (c) **Gordon Lay Trophy:** The Guild member receiving the highest cumulative points for The Guild during the year in external CAPA and PSA competitions shall receive the Gordon Lay Trophy and a PGNS Silver medal. The 2nd place winner shall receive a Certificate of Merit.
- (d) **Fred Greene Trophy:** The Guild member receiving the highest number of points in the Annual Sight & Sound Essay competition shall receive the Fred Greene Trophy and a PGNS Silver medal. The 2nd place winner shall receive a Certificate of Merit.
- (e) **Markus Stasiulis Trophy:** The Guild member receiving the highest number of points in the Silent Slide Essay competition shall receive the Markus Stasiulis Trophy and a PGNS Silver medal. The 2nd place winner shall receive a Certificate of Merit.
- (g) **Robert K. Mann Trophy:** The Guild member receiving the highest number of points in the competition whose theme has been chosen by the Guild Executive shall receive the Robert K. Mann Trophy and a PGNS Bronze medal. The 2nd place winner shall receive a Certificate of Merit.
- (h) **Schooner Cove Trophy:** The Guild member receiving the highest cumulative score for "Guild only" (not PSA, or CAPA, JWW, AGS, NS Bird, HRM and Shubie), competitions including Guild Assignments, Silent Slide and Sight & Sound Essay during the September to

- May competition season shall receive the Schooner Cove Trophy and a PGNS Pewter medal. The 2<sup>nd</sup> place winner shall receive a Certificate of Merit.
- (i) **John Wm. Webb Slide Trophy:** The Guild member receiving the highest cumulative score for slides submitted in "Guild" nights, John Wm. Webb Slide night, PSA Nature and CAPA Pictorial and Nature slide shall receive the John Wm. Webb Slide Trophy and a PGNS Pewter Medal. The 1<sup>st</sup> and 2<sup>nd</sup> runner up shall receive Certificates of Merit.
  - (j) **Tim Randall Trophy:** The Guild member receiving the highest cumulative points in Pictorial competitions (excluding CAPA slide), judged during the year by The Guild shall receive the Tim Randall Trophy and a PGNS Silver medal. The 2nd place winner shall receive a Certificate of Merit.
  - (k) **Cyril Smith Trophy:** The Guild member receiving the highest cumulative points in Nature competitions (excluding CAPA and PSA slide) judged during the year by The Guild shall receive the Cyril Smith Trophy and a PGNS Silver medal. The 2nd place winner shall receive a Certificate of Merit.
  - (l) **Carsand Mosher Trophy:** The Guild member receiving the highest cumulative points in Print competitions judged during the year by The Guild shall receive the Carsand Mosher Print Trophy and a PGNS Silver medal. The 2nd place winner shall receive a Certificate of Merit.
  - (m) **Keith Vaughan Trophy:** The Guild member receiving the highest cumulative points in Photojournalism competitions judged during the year by The Guild shall receive the Keith Vaughan Photojournalism Trophy and a PGNS Silver medal. The 2nd place winner shall receive a Certificate of Merit.
  - (n) **Betty and Ken Fraser Trophy:** The Guild member receiving the highest cumulative points in Humour competitions judged during the year by The Guild shall receive The Betty and Ken Fraser Trophy and a PGNS Bronze medal. The 2nd place winner shall receive a Certificate of Merit.
  - (o) **Mervyn Kumar-Misir Trophy:** The Guild member receiving the highest cumulative points in CAPA Theme/Guild Assignment competitions judged during the year by The Guild shall receive the Mervyn Kumar-Misir Trophy and a PGNS Pewter medal. The 2nd place winner shall receive a Certificate of Merit.
  - (p) **Betty Orchard Memorial Trophy:** The Guild member receiving the highest cumulative points in Portrait competitions judged during the year by The Guild shall receive the Betty Orchard Memorial Trophy and a PGNS Bronze medal. The 2nd place winner shall receive a Certificate of Merit.
  - (q) **Gilbert Van Ryckevorsel Trophy:** The Guild member receiving the highest cumulative points in Creative competitions judged during the year by The Guild shall receive The Gilbert Van Ryckevorsel Trophy and a PGNS Silver medal. The 2nd place winner shall receive a Certificate of Merit.
  - (r) **Barb and Paul Bingham Trophy:** The Guild member receiving the highest cumulative points in Photo-Travel competitions judged during the year by The Guild shall receive the Barb and Paul Bingham Trophy and a PGNS Bronze medal. The 2nd place winner shall receive a Certificate of Merit.
  - (s) **CAPA Award:** The Guild member receiving the highest cumulative points in CAPA Digital and Print competitions judged during the year by The Guild shall receive a CAPA Rosette and a PGNS Pewter medal. The 2nd place winner shall receive a Certificate of Merit.
  - (t) **CAPA Slide Award:** The Guild member receiving the highest cumulative points in CAPA Slide competitions judged during the year by The Guild shall receive a CAPA Rosette. The 2nd place winner shall receive a Certificate of Merit.

- (u) **Volunteer(s) of the Year Award:** The Volunteer(s) of the Year Award will be presented annually to The Guild member(s) selected by The Guild Executive in recognition of their service to The Guild and its members during The Guild year. The recipient(s) shall receive a PGNS pewter medal.

Other Awards: The Guild may present other awards (i.e. CAPA Pewter Medal) as determined by the Executive Committee in recognition of a member's photographic accomplishments or service.

### **Annual Trophies**

Each Guild member, upon appropriate notice of the Annual Trophy competition, may submit a maximum of four images in each of the Pictorial, Nature, Creative, Photojournalism, Portrait, Photo-Travel, and Humour categories and four prints in the Print competition. Only those entries which competed in Guild, CAPA or PSA competitions during the current Guild year, and which received ten or more points or entries from the previous year which were away to Guild sponsored CAPA or PSA external competitions at the time of the preceding Annual Trophy competition, are eligible for this competition. Winning entries shall be shown at the Annual Banquet at which time appropriate trophies will be presented. No image that has won a trophy, can be entered again in the same competition in subsequent years.

For points received in the Annual Trophy competition held in May, the following trophies are available:

- (a) The **Reid Sweet Trophy** and a PGNS Bronze medal will be presented to the winner of the Pictorial Category. The 2nd place winner shall receive a Certificate of Merit.
- (b) The **Camera Shop Trophy** and a PGNS Bronze medal will be presented to the winner of the Nature category. The 2nd place winner shall receive a Certificate of Merit.
- (c) The **Abbotts Trophy** and a PGNS Bronze medal will be presented to the winner of the Creative category. The 2nd place winner shall receive a Certificate of Merit.
- (d) The **Atlantic Photo Trophy** and a PGNS Bronze medal will be presented to the winner of the Photojournalism category. The 2nd place winner shall receive a Certificate of Merit.
- (e) The **Frederick Joyce Trophy** and a PGNS Bronze medal will be presented to the winner of the Portrait category. The 2nd place winner shall receive a Certificate of Merit.
- (f) The **Sam Yanofsky Trophy** and a PGNS Bronze medal will be presented to the winner of the Humour category. The 2nd place winner shall receive a Certificate of Merit.
- (g) The **Doris and Laurie Hancock Trophy** and a PGNS Bronze medal will be presented to the winner of the Print category. The print must be the work of the maker. The 2nd place winner shall receive a Certificate of Merit.
- (h) The **Robert Thorpe Memorial Trophy** and a PGNS Pewter medal will be presented to the maker of the Best Botanical Image, selected from the nature category.
- (i) The **Peter Herschorn Trophy** and a PGNS Pewter medal will be presented to the maker of the Best Seascape/Landscape Image, selected from the Pictorial category.
- (j) The **Mary Primrose Trophy** and a PGNS Pewter medal will be presented to the maker of the Best Wildflower Image, selected from the nature category.
- (k) The **Michael Walsh Trophy** and a PGNS Bronze medal will be presented to the winner of the Photo-Travel category. The 2nd place winner shall receive a Certificate of Merit.
- (l) The **Nova Scotia Bird Society Trophy** and a PGNS Bronze medal will be presented to the winner of the annual Bird Society Competition.

- (m) The **Atlantic Geoscience Society Trophy** and a PGNS Bronze medal will be presented to the winner of the annual Atlantic Geoscience Society Competition. The winner of the Last Billions Years Award will be presented a PGNS Pewter Medal.
- (n) The **Mayor of Halifax Regional Municipality Trophy** will be presented to the winner of the annual Mayor's Trophy Competition.

## 20. WEBSITE POLICY

The Guild website must support the Guild's objective to foster and encourage the art and science of photography.

As a non-profit society, use of the Guild website for personal gain is not permitted. An approved sponsor's logo and URL link is permitted. Members may include an email and URL link to their web site.

There is no inherent right to display members' images on the web site.

The following types of images pages should be maintained on the Guild website.

- a) Trophy and Award winning images: This section is where the Guild will display its finest work, including Guild Trophy winners, and CAPA/PSA Medal, Award and HM winners from inter-club competitions.
- b) Gallery of Members Images: This section should highlight good images representing Guild members' competition images. Ideally, the images will have received 11 or more points in Guild competitions. This requirement is intended to encourage members to be active in Guild competitions. Normally, these images will be shown for a maximum of 90 days in order to allow as many Guild members as possible to display their images.
- c) Theme or Special Interest: These web pages are at the discretion of the Webmaster in conjunction with the member desiring to display their images. Proposals for display should be reviewed with the Webmaster to ensure the submission meets the web site technical criteria. Any disagreement regarding the display of members' images shall be referred to the Guild Executive.

**21. RESPONSIBILITIES OF GUILD EXECUTIVE COMMITTEE & CHAIRS**

**PRESIDENT** - The Guild's President is the Executive head of The Guild, and, when present, shall preside at all meetings of The Guild and the Executive Committee. He/she shall be responsible for the enforcement of the By-laws and Regulations of The Guild. He/she shall consult with the Executive Committee of The Guild and keep them informed of the affairs of The Guild and its activities.

**VICE-PRESIDENT** - The Guild's Vice-President shall have such duties and powers as may be prescribed by the Executive Committee or delegated by The Guild's President. In the absence of the President, he/she shall perform The Guild President's duties.

Responsibilities:

1. Co-ordination of Spring and Fall public shows.
2. In the absence of the President, to act as a signing officer.

**PAST-PRESIDENT** - The Guild's Past-President shall have such duties and powers as may be prescribed by the Executive Committee or delegated by The Guild's President.

Responsibilities:

1. Chair the Nominating Committee for election of incoming Directors.
2. In the absence of the President, to act as a signing officer.

**NEWSLETTER EDITOR** - The Guild's Newsletter Editor performs those duties delegated by the President and/or prescribed by the Executive Committee of The Guild.

Responsibilities:

1. To communicate with members of The Guild through the publication of The Guild's Newsletter, Bluenose Focus.
2. To inform all members of all Special or Annual Meetings.
3. To maintain an accurate mailing list of Guild members through liaison with The Guild's Treasurer.

**RECORDING SECRETARY**- The Guild's Recording Secretary performs those duties delegated by The Guild President and/or prescribed by the Executive Committee.

Responsibilities:

1. To take minutes of all meetings of the Executive Committee and The Guild's Annual and/or Special Meetings and maintain a record of such meetings.
2. To maintain an up-to-date copy of the Constitution, By-laws and Regulations.
3. To maintain a supply of The Guild's stationery.
4. To issue, in writing, appreciation to all guests who contribute to The Guild's programs.
5. In the absence of the Treasurer, to act as a signing officer.

**TREASURER** - The Guild's Treasurer is charged with the custody of the funds of The Guild and their proper disbursement, under rules prescribed by the Executive Committee.

Responsibilities:

1. To act as a signing officer of The Guild.
2. To maintain the custody of the funds of The Guild and to issue such funds as directed by the Executive.
3. To prepare annual financial reports & other statements as directed by The Guild.
4. To maintain an up-to-date membership list.

**ENTRY CHAIR** - The Entry Chair shall be responsible for maintaining a record of images entered during any competition.

Responsibilities:

1. To ensure that all competition slides/prints are recorded prior to the commencement of The Guild's meeting by:
  - (a) Providing appropriate slide receptacles, trays and record sheets;
  - (b) Arranging personnel to record competition entries;
  - (c) Delivering completed slide trays to projectionist.
2. To forward validated competition results to the Statistician in a timely fashion.

**JUDGING CHAIR** - The Guild's Judging Chair is responsible for the selection of judges for each competition.

Responsibilities:

1. To select and notify at least one week in advance, three judges for each competition, and to ensure that the judging for the Annual Trophy competitions will be by three non-Guild members.
2. In event of a dispute, to advise and provide the judges any necessary clarifications.

**PROGRAM CHAIR** - The Guild's Program Chair is responsible for arranging the annual program of The Guild.

Responsibilities:

1. To arrange dates, times, locations and activities of all regular, periodic meetings and field trips of The Guild.
2. To provide by July 1, each year, the proposed annual program to the Executive Committee for review and approval.
3. To ensure that all continuing members receive a copy of the annual program at least one week in advance of the first scheduled meeting.
4. To arrange the publication of The Guild's annual brochure.
5. To ensure that all new members receive a copy of the annual program.
6. To remind scheduled guests at least one week in advance of their intent to participate in a meeting and to confirm that they will attend.
7. To arrange an alternative program in event of cancellation of any event.

**GUILD REPRESENTATIVE - CANADIAN ASSOCIATION FOR PHOTOGRAPHIC ART**

The Guild's CAPA representative is responsible for all matters requiring liaison or contact between The Guild and the Canadian Association for Photographic Art and/or its affiliates, as directed by The Guild's Executive Committee

Responsibilities:

1. To ensure The Guild's annual CAPA membership dues and any annual, or other fees, where applicable, for The Guild's participation in various divisions of CAPA, as directed by The Guild's Executive, are paid up to date.
2. To advise the Program Chairperson, prior to June 15, of all competitions open to The Guild in the various divisions of CAPA in which The Guild has an interest.
3. When The Guild participates in any CAPA competition:
  - (a) To collect from The Guild Projectionist the selected images as judged for the competition.
  - (b) To package and mail the entry.
  - (c) To receive the returned entry.
  - (d) To advise The Guild Statistician of points/awards each entry received.
  - (e) To announce the scores, present any award received to its winner and return the entry images to the makers at regular meetings.
4. To maintain and submit to The Guild's Treasurer a detailed accounting of all expenditures incurred in carrying out these duties and responsibilities.

5. To receive all CAPA correspondence and keep The Guild Executive Committee informed, or where appropriate, announce at regular meetings of The Guild, items that may be considered interesting or of benefit to The Guild.

#### **GUILD REPRESENTATIVE - PHOTOGRAPHIC SOCIETY OF AMERICA (PSA)**

The Guild's PSA Representative is responsible for all matters requiring liaison or contact between The Guild and the Photographic Society of America (PSA) and/or its affiliates, as directed by the Executive Committee.

##### Responsibilities:

1. To ensure The Guild's annual PSA membership dues, and any annual or other dues, where applicable, for The Guild's participation in various divisions of PSA, as directed by The Guild's Executive Committee, are paid up to date.
2. To advise the Program Chairperson, prior to June 15, of all competitions open to The Guild in the various divisions of PSA in which The Guild has an interest.
3. When The Guild participates in any PSA divisional competition:
  - (a) To collect from the Projectionist the images selected to compete in the PSA Divisions.
  - (b) To package and mail the entry.
  - (c) To receive the returned entry.
  - (d) To advise The Guild Statistician of points, ribbons or awards each entry received.
  - (e) To announce the scores, present any award received to its winner and return the entry images to the makers at regular meetings.
4. To maintain and submit to The Guild's Treasurer a detailed accounting of all expenditures incurred in carrying out these duties and responsibilities.
5. To receive all PSA correspondence and literature, such as the PSA Monthly Journal and keep The Guild Executive informed, or where appropriate, announce at regular meetings of The Guild, items which may be considered interesting or of benefit to The Guild.

**AUDIO-VISUAL CHAIR** - The Audio-visual Chair shall be responsible for assisting The Guild's members with preparation of audio-visual programs when requested.

##### Responsibilities:

1. To act as resource to assist members in assembling audio-visual projects.
2. To operate the audio-visual equipment at Guild meetings, in cooperation with the projection and equipment chairperson.

**DIGITAL COORDINATOR** - The Digital Coordinator shall be responsible for coordinating digital entries for competitions and assisting The Guild's members with preparation of digital audio-visual programs when requested.

##### Responsibilities:

1. To ensure that all digital entries are recorded prior to the commencement of The Guild's meeting by:
  - (a) Uploading received entries onto the Guild laptop and e-mailing acknowledgement of receipt of the entries;
  - (b) Arranging record sheets to record competition entries;
  - (c) Organizing entries for projection
2. To forward competition results to the Entry Chair.
3. Provide CAPA/PSA Representatives with the digital entries for external competitions.
4. To act as resource to assist members in assembling digital audio-visual projects.
5. To operate the digital audio-visual equipment at Guild meetings, in cooperation with the projection and equipment chairperson.

- a **FIELD TRIP COORDINATOR** - The Guild's Field trip Coordinator shall be responsible for all matters requiring liaison or contact with any person or organization conducting or participating in Guild sponsored photographic fieldtrip.

Responsibilities:

1. Ensure that details of the field trip are obtained from the field trip leader and available for dissemination to the membership well in advance of the field trip.
2. Ensure that blank waiver forms are made available to the field trip leaders.
3. Within 14 days of field trip, collect and retain field trip waiver forms from the field trip leaders.

**FIELD TRIP LEADER** - The leader will be responsible for providing the details of the trip to the Field Trip Coordinator.

Responsibilities:

1. The Field Trip Leader shall be responsible for obtaining the blank waiver forms from the Coordinator and ensuring they are completed and signed before the trip begins.
2. Within 14 days, all waivers for the trip shall be returned to the Field Trip Coordinator and retained in the Guild's records.

**HONOURS AND AWARDS CHAIR** - The Guild's Honours and Awards Chair is responsible for the presentation of The Guild's trophies and other awards.

Responsibilities:

1. To prepare and present Merit and Honour Awards for each Guild competition every two months.
2. To prepare and present trophies and other awards at the Annual Banquet.
3. To recommend persons to the Executive Committee for appointment as Honourary, Life or Associate Members.
3. To maintain a record of all honours and awards presented by The Guild.

**HOSPITALITY CHAIR** - The Guild's Hospitality Chair shall be responsible for providing hospitality service for Guild meetings.

Responsibilities:

1. To provide refreshment service at meetings and maintain associated equipment.
2. To coordinate The Guild's Christmas social and Annual Awards Banquet.

**HOST CHAIR**- The Guild's Host Chair shall be responsible for guests at Guild meetings.

Responsibilities:

1. To act as receptionist by maintaining The Guild's guest book and introducing the guests to members.

**PROJECTION AND EQUIPMENT CHAIR** - The Guild's Projection and Equipment Chair shall be responsible for the operation and care of The Guild's equipment.

Responsibilities:

1. To operate The Guild's equipment at each Guild meeting.
2. To set up equipment at least 15 minutes prior to the commencement of each meeting.
3. To maintain The Guild's equipment in good operating order.
4. To provide for a substitute projectionist when the occasion warrants.

**PUBLIC RELATIONS CHAIR** - The Guild's Public Relations Chair shall be responsible for publicizing and promoting The Guild and its activities.

Responsibilities:

1. To act as liaison between The Guild and news media and maintain a current listing of these contacts.
2. To publicize and promote Guild activities with special emphasis on public shows and seminars.

**SEMINAR COORDINATOR** - The Guild's Seminar Coordinator shall be responsible for all matters requiring liaison or contact with any person or organization conducting, or participating in, a Guild sponsored photographic seminar.

Responsibilities:

1. To ensure that all requirements specified by the person or organization being sponsored can be satisfied and that such requirements are met.
2. To arrange for adequate and suitable accommodation for the seminar.
3. To arrange for the printing of advertising, registration forms or other associated material and distribution of the same in conjunction with the Public Relations Chairperson.
4. To ensure that all expenses are paid as required and that, if applicable, all necessary arrangements have been made to turn over to The Guild's Treasurer all monies received as a result of the seminar.
5. To submit an itemized account of all expenditures necessary for the seminar to The Guild's Treasurer within two weeks after the seminar is concluded.

**STATISTICIAN** - The statistician shall be responsible for maintaining a statistical record of images entered in any competition.

Responsibilities:

1. To maintain a record of the points achieved by each Guild member in each competition and to arrange for such record to be on display on a monthly basis.
2. To legibly scan and forward official score sheets to the CAPA and PSA Representatives, and Newsletter Editor.
3. To forward statistical information to the Honours and Awards Chairperson at the end of each Guild year.
4. To keep an archive of scanned score sheets in duplicate on DVD or CD and retain hard copies of the most current files for three years.

<b>APPENDICIES</b>
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**A. PAST PRESIDENTS**

1947 - 48	Russell E. Heffler	1985 - 87	Keith Vaughan
1948 - 49	Cliff Wright	1987 - 89	Terry Carroll
1949 - 50	Harold R. Davis	1989 - 91	Larry Keddy
1950 - 51	Roy Isnor	1991 - 93	Pat Wall
1951 - 52	Donald Leonard	1993 - 95	Archie McCulloch
1952 - 53	Ralph K. Thompson	1995 - 97	Gilbert Van Ryckevorsel
1953 - 54	Russell E. Heffler	1997 - 99	Michael Walsh
1954 - 55	Robert K. Mann	1999 - 01	Robert Deluca
1955 - 56	Lloyd R. Hirtle	2001 - 02	Paul Bingham
1956 - 57	Gordon R. Lay	2002 - 04	Joyce S. K. Chew
1957 - 58	Dr. W. David Jamieson	2004 - 06	Peter Steeper
1958 - 59	William Wood	2006 - 08	Jen Fried
1959 - 60	Peggy Wright	2008 - 09	Elio Dolente
1960 - 61	Fred Joyce	2009 - 10	Dean Hirtle
1961 - 62	Winston Alexander		
1962 - 63	Dr. Horace E. Read		
1963 - 64	Henry Peters/ Robert L. Thorpe		
1964 - 65	Robert Thorpe/ Charles L. Illsley		
1965 - 67	Joan N. Abbott		
1967 - 68	F. S. Bruce-Williams		
1968 - 70	Arthur H. Abbott		
1970 - 72	Rosemary I. Allen		
1972 - 74	Gordon McGowan		
1974 - 76	Laurie Davidson		
1976 - 77	Alex Wilson		
1977 - 79	Sam J. Yanofsky		
1979 - 81	Mervyn Kumar-Misir		
1981 - 83	Teunis Obdam		
1983 - 85	Fred Greene		

**B. HONOURARY MEMBERS**

Terry Carroll	Dartmouth, N.S.	Ralph Thompson	Queen's Co., N.S.
Oliver Crossley	(Deceased)	Pat Wall	Dartmouth, N.S.
Fred Greene	Halifax, N.S.	William Wood	(Deceased)
Fred Joyce	Dartmouth, N.S.	Sam Yanofsky	Halifax, N.S.
Mervyn Kumar-Misir	Halifax, N.S.		
Gordon Lay	(Deceased)		
Archie McCulloch	Fall River, N.S.		
Tim Randall	(Deceased)		
Cyril Smith	(Deceased)		
Gerald Shea	(Deceased)		
Helen Shea	Coquitlam, B.C.		

**C: LIFE MEMBERS**

Phyllis Blades	Dartmouth, NS	Cecil Harvie	Dartmouth, NS
Paul Brunelle	Dartmouth, NS	Peter Herschorn	Halifax, NS
Margaret Cox	Halifax, NS	Larry Keddy	Kentville, NS
Bob Deluca	Halifax, NS	Ruth Keddy	Kentville, NS
Marion Deluca	Halifax, NS	Edith Lay	Victoria, BC
G. A. T. Elliott	Halifax, NS	Teunis Obdam	Dartmouth, NS
Arnold Fineberg	Halifax, NS	Ernie Smith	Dartmouth, NS
Betty Fraser	Halifax, NS	Shirley Robertson	Halifax, NS
Norma Gregg	Halifax, NS	Hilda Yeadon	Halifax, NS
Milton Gregg	Halifax, NS		

**D. ASSOCIATE MEMBERS**

Wally Hayes	Dartmouth, N. S.
Sherman Hines	Toronto, Ontario
Gordon McGowan	Mahone Bay, N. S.
Freeman Patterson	Shamper's Bluff, N.B.
Stephen Scott Patterson	Halifax, NS

**E. HALIFAX INTERNATIONAL EXHIBITION OF PHOTOGRAPHY**Past Chairs

1949	W. Roy Isnor	1995	Terry Carroll & Fred Greene
1951	Russell E. Heffler	1997	Terry Carroll
1957	William Wood	1999	Fred Greene & Archie McCulloch
1963	William Wood	2001	Fred Greene
1968	Arthur H. Abbott	2004	Fred Greene
1987	Fred Greene		
1989	Keith Vaughan		
1991	Terry Carroll		
1993	Terry Carroll		

**F. PHOTOGRAPHER OF THE YEAR**

1971	Mervyn Kumar-Misir	1994	John Webb
1972	Mervyn Kumar-Misir	1995	Keith Vaughan
1973	Gordon MacGowan	1996	Stephen Patterson
1974	Gordon MacGowan	1997	John Webb
1975	Gordon Lay	1998	Paul Bingham
1976	Gordon Lay	1999	Keith Vaughan
1977	Mervyn Kumar-Misir	2000	James Wood
1978	Mervyn Kumar-Misir	2001	Fred Greene
1979	Teunis Obdam	2002	Fred Greene
1980	Fred Greene	2003	Keith Vaughan
1981	Fred Greene	2004	Fred Greene
1982	Fred Greene	2005	Fred Greene
1983	Fred Greene	2006	Fred Greene
1984	Fred Greene	2007	Jen Fried
1985	Fred Greene	2008	Jen Fried
1986	Fred Greene	2009	Keith Vaughan
1987	Fred Greene		
1988	Keith Vaughan		
1989	Keith Vaughan		
1990	Keith Vaughan		
1991	Bob Semple		
1992	Keith Vaughan		
1993	Fred Greene		

## **G. Photographic Guild of Nova Scotia - Member Privacy Statement**

Personal information is protected in accordance with the provision of the Personal Information Protection and Electronic Documents Act (Canada) ("PIPEDA"). The Photographic Guild of Nova Scotia (PGNS) is responsible for members' personal information under its control and has designated its Registered Agent as its compliance officer as required by PIPEDA.

The following information may be retained by the PGNS and used in its operations. The information may be retained for the lifetime of the member. Unless otherwise notified, the PGNS assumes member consent of the following usage of personal information.

### **PGNS Usage:**

The PGNS retains member's name, address, telephone and e-mail information for the purposes of certifying membership, eligibility for Life membership and contacting members about PGNS programs.

The PGNS web site displays elected Executive members' names, telephone and e-mail addresses as contact for the PGNS.

### **Third Party Disclosure:**

As required by legislation, the name, address and occupation of elected Executive members are submitted annually to the Registrar of Joint Stock Companies of Nova Scotia.

Members' names are also forwarded to Carsand Mosher Photographic and Atlantic Photo Supply as verification of membership and entitlement to discount on purchases. This information is not to be used for solicitation purposes or shared with any other commercial party.

Members' e-mail addresses are circulated to PGNS members and other Guild supporters who are included in e-mail communications of interest to members. Whenever possible, the BCC function will be used when sending out e-mail communications.

## **H. PGNS Ethical Standards Policy**

1. a. All images or portions of the images submitted for competition, whether captured by film emulsion or acquired digitally shall be the work of the entrant. The use of clip art is not acceptable.

b. Any image entered in internal (Guild) or for external (CAPA, PSA) competition shall not be re-entered in competition by using a different title or a like in-camera duplication or a reproduction duplication.

2. Materials submitted for possible publication in the Bluenose Focus and/or PGNS Website shall be solely the work of the author(s). Quotations from other material shall be appropriately cited with credit given for all illustrations used, and permission to use copyrighted material must be obtained by the author(s).

3. Any member of The Guild may bring to the attention of the Executive any issue related to questionable or unethical practices. Upon receipt of the complaint, the Board of Directors will take it to the Ethics Committee to be dealt with.

### **I. Role of PGNS Ethics Committee**

The PGNS Ethics Committee shall be established by the PGNS Board of Directors and will be comprised of a chair and two committee members. These members will be selected from Past Presidents of the Guild, or from the Guild's most credible long serving and respected members. This committee will report directly to the PGNS BOD [Board of Directors].

On the direction of the PGNS BOD, the Ethics Committee will investigate any unethical behaviour by a PGNS Member, which will include but not be limited to:

- a) An act of plagiarism.
- b) Investigate repeated occurrences of a member re-titling competition images.
- c) The Ethics Committee will have the authority to ask such a member to produce the suspect image(s) in order for the Ethics Committee to compare the title(s) used to the image(s) content.
- d) When deemed necessary the Ethics Committee will recommend the appropriate action to the PGNS Board of Directors.

After each and every Guild competition, the official original "hard copy" of all the score sheets is to be forwarded by the Guild's Entry Chair to the Guild Statistician where they will be kept in an appropriate binder as the Guild's permanent competition record. This official permanent record is not to leave the site of the Statistician except for use by the Guild's BOD and Ethics Committee. The official score sheets will be scanned by the Statistician such that they are legible and sent on to the CAPA and PSA Representatives, Honours and Awards Chair and Newsletter Editor. The scanned records will be burned onto CD or DVD in duplicate. The Statistician will keep the most current hard copies of the score sheets for three years.