**St Andrews Photographic Society**



**Members Handbook**

***A handy reference guide to help you get the most out of your Society membership***

**Issue 4 – September 2018**

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# Introduction

The purpose of this Handbook is to provide members of the Photographic Society with a clear understanding of the activities and services available to them. The Society aims to provide a forum for members to meet and to help members improve their photographic skills and techniques. Members are encouraged to take part in all Society activities and to compete in competitions, both in St Andrews and elsewhere.

This is issue 4 of a handbook first issued in August 2005. Comments and suggestions for future editions are welcome.

# Activities of the Society

The Society holds a regular programme of meetings during the Winter months. These are listed on the membership card and on the Society website. Other activities are announced at meetings, on the Society notice-board in the Art Club Rooms, on the website, by email and on the Society social media pages. When possible, advance notice will also be given in the Town News column of the *St Andrews Citizen*. Summer activities are announced on the website, by email and on the Society social media pages.

**Meetings** – normally take place at 7.30pm on Wednesday evenings in the Art Club Rooms, 14c Argyle Street, St. Andrews, from mid-September to the end of March, with a break for Christmas. Dates and speakers/events are shown in the Syllabus provided to all members and published on the website. Members are encouraged to arrive in good time for meetings and to assist in setting up and clearing away afterwards. Refreshments (tea or coffee and a biscuit) are available after the formal part of the meeting, and the meetings normally close at around 9:30pm.

Activities at meetings include:

* **Guest speakers** talking on various aspects of photography, usually with a presentation of projected images or prints, and sometimes with an audio-visual presentation. Occasionally speakers will give demonstrations of photographic methods and techniques, both traditional and digital.
* **Competitions** for prints and projected images, both within the Society and with other clubs, including:

**Internal Competitions.** All members are eligible to enter the Internal Competitions but entry is optional and no one should feel under any pressure to enter. Inexperienced members may elect to be judged in a "beginner’s" class. Trophies are awarded annually to the overall winners of the Society competitions.

**External Competitions** against other clubs. All members are eligible to enter and are encouraged to do so although entry is optional and no one should feel any pressure to enter. A selection panel decides the Society entries to these competitions and normally consists of the President, Vice-President and the Competition Secretaries. Occasionally other more experienced members may be invited onto the selection panel for the benefit of the Society.

* **National and International Competitions.** Details of these are announced by the External Competition Secretary.
* **Image Critiques.** These are opportunities for members to bring their images (prints or projected images), for discussion and informal comment by other members. Such meetings are normally led by one or more experienced members.
* **Workshops.** The Society occasionally arranges workshops and demonstrations of specific skills covering topics such as basics of photography, print mounting, studio work, digital imaging and other requested subjects. These evenings may also include short presentations by individual members.
* **Displays** of successful entries from national and international competitions.

**External Photographic Events** – Field trips and outings to places of photographic interest are organized, usually between May and July. These are publicised by e-mail, on the Society website and social media pages. Suggestions from members for places to visit are welcome.

**Tuition** – Since the regular meetings do not usually allow much time for tuition, separate workshops on specific topics are arranged from time to time, usually at a different venue. New members are encouraged to participate and to suggest topics that meet their needs and interests.

**Expert Advice** –Among the Society’s membership are experienced photographers having knowledge on many photographic topics. These include the taking of photographs in varying conditions, composition, the use of different cameras and lenses, darkroom techniques, and modern digital techniques. Members seeking guidance on any aspect of photographic skills, the attaining of photographic honours, or the type of equipment to buy should initially approach a committee member for advice on whom to consult.

**Exhibitions** – Each, year, venue permitting, the Society organises a public exhibition of members’ prints. The objectives are to raise the status of the Society in the local community, to attract new members and to offer prints for sale. Prints for exhibition should normally be suitable for display in the standard 40 x 50 cm mounts. Each member may submit up to 4 prints which should be numbered in order of priority. A small fee may be payable to help towards costs. Volunteers from the Society are required to assist with the setting up, supervision and taking down of the exhibition. Selection based on priority may take place if too many entries are received for the space available. All prints are considered for the Wilson Quaich, awarded to the best print chosen by an external judge.

The **Annual General Meeting** is held at the last meeting of the season at the end of March, to review the Society’s progress and financial accounts, elect the Committee, appoint an Independent Examiner for the accounts and deal with issues raised by members. The AGM is followed by the annual prize-giving when the winners in the Society’s competitions receive their trophies.

**Website** – The Society maintains a website which gives details of the current programme and other activities, gives advice on technical matters and acts as a showcase for members' photographs. The address is: http://www.standrewsphotographicsociety.com.

# Membership & Subscriptions

Membership subscriptions are levied to cover the cost of providing the various facilities offered by the Society to its members. The main costs are for the meeting room, speakers, judges and equipment. The Committee endeavours to keep all costs to a minimum.

Membership subscriptions are payable in full in September or October at the start of each season. The current fees are shown in the Programme and the subscription fees are reviewed at the AGM each year. There are concessions for full time students, people on means tested benefits and those suffering financial hardship, but the Committee will also entertain written applications from existing or intending members. New members joining during the second half of the season (January-March) will be charged half the normal subscription. Previous members now living overseas may re-join the Society as an Overseas Member at a reduced rate. Junior members, young people under the age of 18, are welcome as members of the Society provided they are accompanied by a parent, guardian or responsible adult. A responsible adult should have been checked by “Disclosure Scotland”.

Payment should be made to the Treasurer by cash or cheque and a numbered membership card containing the syllabus will be issued. The membership number is used for anonymous entries to internal competitions. Anyone considering membership may attend for up to 3 meetings on a trial basis before being expected to pay the subscription.

Enquiries about membership may be made in person at any meeting or by using the enquiry form on the website.

# Society Organisation

Communications

The President, Vice-President or Secretary provides information on forthcoming events and other news items at the beginning of each meeting. Further details and other information for members is sent by e-mail and reported on the Society’s website and social media pages. The Society notice-board contains information on issues such as the Society competition rules, the Society constitution, competition results, other photographic competitions, etc. The notice-board is maintained by the Society Secretary and Competition Secretaries.

Society Management

The Constitution defines the purpose of the Society; it contains rules for the election of officers and the holding of the Annual General Meeting. [See Appendix B and the Society notice board].

The Society’s Constitution requires the annual election of a committee consisting of President, Vice-President, Treasurer, Secretary, two Competition Secretaries and four ordinary members. For the sake of continuity, the immediate past President is automatically a member of the committee. Other (non-voting) members may be co-opted. The Committee is responsible for the smooth running and administration of the Society.

Running the Society - Officers and Volunteers:

* **President** – chairs Society meetings and Committee meetings, represents the Society in its interface with the local community, and provides general direction for the officers and volunteers in the day to day running of the Society.
* **Treasurer** – maintains the Society’s accounts and produces the annual Income and Expenditure Report, collects membership subscriptions, pays all bills and advises on the Society’s on-going financial viability and level of subscriptions needed for the next season. At the start of the season, the Treasurer provides all paid-up members with a membership card containing the syllabus for the season.
* **Secretary** – handles the administrative aspects of the Society, including compliance with the Society’s Constitution and the organisation of the Annual General Meeting, arranges the Syllabus, liaises with other Societies through the Federations of which the Society is a member, deals with the correspondence sent to the Society, takes the minutes of the committee meetings and the AGM.
* **Vice President** – deputises for the President to whom he/she provides general support.
* **Internal Competition Secretary** - collects entries for internal competitions from members, ensures that they are delivered to the judge on time, keeps a record of marks awarded and publishes the results.
* **External Competition Secretary** - collects potential entries for external competitions from members, organises the selection of those to be used as the Society's entry, ensures that they are delivered to the organiser or judge on time, keeps a record of marks awarded and publishes the results.
* **Technical Officer** (co-opted)is responsible for maintaining and facilitating the technical aspects of meetings, principally projection.
* **Publicity Officer** (co-opted)– arranges publicity for the Club and its events in local newspapers and other media as appropriate, including sending a report on each meeting to the *St Andrews Citizen* for use in the Town News column and updating the News on the Society website.
* **Assistant Competition Secretary** (co-opted) - assists the Internal and External Competition Secretaries as required.
* **Website Co-ordinator** (co-opted) - responsible for updating the website as required.
* **Refreshments rota.** Members are invited to volunteer for the refreshments rota, perhaps once a year. This involves the responsibility of laying out cups, biscuits, bringing milk and making tea/coffee at the end of the meetings.

# Competitions and Rules

Each season the Society runs a number of competitions for prints and projected images. All members are eligible to enter these competitions. **Internal Competitions** are held several times each season and marks are accumulated over the season. **External Competitions** include inter-club and national competitions. In addition, there are some **Annual Competitions** with specific rules, given below. There are some standard rules that are common to most competitions.

Standard Rules and Procedures for Competitions

* **Prints** may be monochrome or colour and may be produced from film or digital camera. Prints may be derived from any photographic process, including prints produced by photo-labs, by the author in the darkroom or through digital imaging. Unless specifically stated below, the maximum size of prints for all competitions is 50cm x 40cm including the mount. There are no restrictions on the type of mounts that can be used, but prints should not be framed. The title and other identification should be placed on the back of the mount. If the author is a beginner, this should also be stated.
* **Digital images for projection** should be submitted on a USB stick containing only the competition entries and no other files, or via email to the respective internal or external competition secretary. If more than two files are submitted by a member then the competition secretary may select two files at random to go forward.

**Submit images as jpg files with sRGB colour space. They should be no wider than 1600 pixels and no higher than 1200 pixels**. (More detailed advice on digital image preparation can be found in Appendix C and on the Society website.)

* **Identification - Prints.** For internal competitions, print entries should bear the author's membership number but no name. This is to ensure that the judge has no knowledge of the author's identity. For external competitions, entries should bear the author's name and club (i.e. "St Andrews"), preferably in a form which can easily be covered up by an organiser.
* **Identification - Projected Images.** For Internal Competitions, file names should consist of the author's membership number followed by the title (e.g. 026\_EarlyMorningLight.jpg). *Note particularly that the membership number should be 3 digits, e.g. 026 and not 26.* For other competitions, the file naming rule may be different. Advice will be given for inter-club competitions, and for national competitions, see www.scottish-photographic-federation.org.
* **Titles.** All prints must show the title of the work on the back. Projected images must have the title as part of the file name (see above). If desired, the title may be "No Title", although this is discouraged because of potential ambiguity. Titles will be read out prior to the judge's comments on each photograph. In some instances, titles can be instructive in indicating what the photographer is seeking to achieve or give clues as to the subject matter where this is unclear or obscure. Humour in titles is permitted.
* **Submission**. Entries should be given to the appropriate Competition Secretary by the entry date given for each competition in the syllabus. This is normally three weeks before the competition date for internal competitions and three to four weeks for external competitions. Advance submission is to allow time for judges to prepare comments and marks.
* **Originality**. Each image must be the original work of the member. Generally, images may not be entered more than once. This means that an image entered in one category (monochrome print, colour print or projected image) may not be entered in another category on the same or a subsequent occasion. An image may be entered more than once where it has been significantly altered from the original. An image first entered in one of the Internal Competitions may also be entered in an annual competition, e.g. the Summer Challenge and vice versa. An image may be entered in more than one of the Annual Competitions (e.g. Summer Challenge and Annual Exhibition), but not more than once in the same Annual Competition.
* **Manipulation.** Creative manipulation, whether using darkroom or digital techniques, is normally permitted. Images entered must be entirely the work of the photographer. Composite Images are permitted provided all component images meet this requirement. For the avoidance of doubt, use of images from any source including, but not limited to, royalty free image banks, textures and clipart are not permitted. By submitting an entry, the entrant certifies the work as their own.

Where a competition has a Nature or Wildlife section, manipulation of entries is restricted to those defined by each competitions rules. By submitting an entry in either category, the entrant certifies their image complies with these rules. Guidelines for each category can be found on the SPF and PAGB websites.

All competitions are judged by independent judges who are expected to provide a constructive critique of each image before awarding a mark or deciding the winning entries. In all competitions the judge’s decision is final and attempts to influence his/her marking are strictly prohibited.

Internal Competitions

Four of these competitions usually take place during the season. There are three categories for entries, namely: Monochrome Prints, Colour Prints and Projected Images. Two entries per member are allowed in each category. For the purposes of these competitions only, all members are divided into 2 classes, beginners and experienced, for all categories.

A ‘beginner’ is a member who has little or no experience in photographic competitions. He/she will cease to be a ‘beginner’ on winning a trophy or after competing for 2 years in this class.

The annual winner in each category is the member with the highest aggregate of the best 6 marks out of a possible 8. In the event of a tie the marks for the other 2 entries will be taken into account.

Annual Competitions

The judge in these competitions usually announces the winner (and possibly runners-up) and does not award marks to all entries.

* **Margaret Coull Trophy** - This takes place once each season and is for photographs on a specific theme. Rules may vary from year to year
* **It's a Knockout *-*** A light-hearted competition in which randomly selected images are projected two at a time. The audience decides the winner from each pair by a show of hands. This continues through a series of rounds until only the winner remains.

External Competitions

The Society participates in a number of competitions each season with other clubs in the local area and in SPF Competitions. The venues rotate around the clubs. When competitions are held at the other clubs, Society members are encouraged to attend them. The External Competition Secretary can provide directions to the meeting places of the other clubs. Sharing of transport is encouraged.

As these are competitions between clubs and not individuals, the External Competition Secretary, assisted by the selection panel, decides on the Society's entry. Members are encouraged to make their prints and projected images available for consideration, particularly those which have done well in recent internal competitions. Any prints and projected images which are provided for use in these competitions should be titled and identified according to the rules for external competitions given in the previous section. The competitions are: -

* **Four-way Competition** - An annual competition between the clubs of Dundee, Perth, Glenrothes and St Andrews (6 colour prints, 6 monochrome prints, 8 projected images per club).
* **Inter-Fife Competition** - An annual competition between the clubs of Cupar, Dunfermline, Glenrothes, Kirkcaldy and St Andrews (8 monochrome prints, 8 colour prints, 8 projected images per club).
* **Three-way projected image** **competition** -An annual competition between the clubs in Cupar, Kinross and St Andrews (15 projected images per club, at most 3 from any member).
* **SPF Club Projected Image** **Championship** -An annual projected image competition between Scottish clubs (two rounds, each with 8 images per club).
* **SPF Print Championship** - this annual competition is open to all individuals, entering through an affiliated club. Club results are based on the best 10 prints from a club (at least 4 monochrome, at least 4 colour).

# SPF and PAGB Affiliations

**Scottish Photographic Federation (SPF) Membership.** The SPF aims to promote co-operation between member clubs and to further the interests of photography through mutual effort and inter-club activities. It organises inter-club competitions and exhibitions. It publishes regular newsletters with useful information on current photographic issues which are made available to Club members. It provides a list of local judges and lecturers. It provides training for judges who, if successful, are added to the Federation’s list.

The SPF is run by officials from the member clubs and 2 members from each club are entitled to attend meetings. Contact the Federation Delegate if you are interested in attending.

Members are encouraged to attend and participate in SPF events.

The Society pays an annual subscription to the SPF, based on the number of members. As well as giving access to all the SPF services, it provides automatic affiliation to the PAGB (see below).

**SPF Competitions and Exhibitions.** The Federation has its own competitions in which all member clubs can compete. Prints and projected images are chosen through a selection process organised by the External Competition Secretary. The SPF compiles print and projected image portfolios from the best entries in two further championships. These portfolios are made available to member clubs. Showings of both are normally included in the Society's syllabus so that members have an opportunity to see what are considered to be the best photographs in Scotland each year.

**Photographic Alliance of Great Britain** (**PAGB) Affiliation.** The PAGB comprises the Federations and Associations of Photographic Societies in Great Britain and Northern Ireland. The purpose of the PAGB is to promote and co-ordinate the interests of the Federations and Societies and to co-operate with other national and international photographic organisations. A Society is affiliated to the PAGB through membership of the SPF. The PAGB provides a list of lecturers offered by the various Federations, sets standard booking conditions, offers a recorded lecture service for speakers unable to visit clubs, provides a list of judges accredited by the Federations, holds annual competitions between the top clubs in each Federation, and organises and provides patronage for national photographic events and exhibitions. It also confers awards for photographic merit in prints and projected images – Credit (CPAGB), Distinction (DPAGB) and Master (MPAGB). The APAGB is for meritorious service to member societies, through a long period of judging, lecturing or service at the Federation level.

The PAGB also negotiates a Public Liability Insurance Policy for Camera Clubs. The Society buys into this policy at a rate which depends on the number of members. Trustee Indemnity Insurance is also available to clubs through the PAGB.

**Photographic Qualifications.** There are three principal routes for amateur photographers to obtain letters after their name. One is by joining the Royal Photographic Society and preparing a panel of prints or projected images. Another is through the PAGB, with the support of the SPF, by submitting an entry of 10 projected images or prints to a panel of 6 judges. The third is through FIAP, the International Federation of Photographic Art, by accumulating certain number of acceptances and awards in International Salons.

**International Salons** are usually held annually in Scotland. The SPF runs the Scottish Salon (prints and projected images) in May/June, mounted in different towns in different years. The Edinburgh International Exhibition of Photography (prints) is held during the International Festival in August/September. A full list of International Salons can be found on the Federation Internationale De L’art Photographique (FIAP) website. These shows present the best amateur photography in the world and are well worth visiting. Advice on entering such exhibitions can be obtained from either Competition Secretary or a number of other members.

## Appendix

## A - Data Protection Policy

**In accordance with the Data Protection act 2018 (DPA18) all members are asked to read this Appendix.**

Information about Club members is held on computers to facilitate the running of the Society. Computerised membership records contain name, address, telephone number and e-mail address of each member.

The Society Membership Secretary/Treasurer is designated responsible for the accuracy and safe keeping of the data held by the club. This data may also be used by appropriate officers of The Society (e.g. President, Competition Secretaries) in order to contact members and facilitate legitimate business of The Society.

Competition Secretaries maintain a record of competition results.

The Society is required to ask each member whether he/she objects to his/her name being entered in this way on computerised records. We are required not to disclose any data to anyone outside The Society and will never use data for the purposes of marketing. The Society gives its assurance that these requirements will be observed at all times, but if you have any objection to having your details recorded on computer, you must advise the Membership Secretary/Treasurer in writing.

The Society will delete information concerning an individual within a reasonable period, once the relationship between the Society and the individual has come to an end. Likewise, all past Officers of The Society will be asked to delete from their records any data relating to club members and confirm having done so in writing to the Membership Secretary/Treasurer. At no time are Officers of The Society permitted to use members data for their own purposes and must make every effort to keep it secure.

## B - Society Constitution

1. The Society shall be called the St Andrews Photographic Society, and membership shall be open to all persons aged 18 years and over, interested in photography.
2. “Junior members”, those under the age of 18, will be admitted provided they are accompanied by a parent, guardian or responsible adult. A responsible adult should have been checked by “Disclosure Scotland”. The junior member should not be left alone with any non-parent, non-guardian or non-responsible adult in the club. Junior members may not participate in any field trips or outings unless accompanied by a parent, guardian or responsible adult.
3. The aims of the Society are to promote an interest in photography and to encourage the enjoyment and practice of photography as an educational and leisure pursuit to the benefit of the local community.
4. The rates of subscription payable for the coming year shall be determined at the Annual General Meeting. This shall be held not later than 31st March each year. Accounts shall be closed on January 31st each year in advance of the AGM.
5. The Officers shall consist of a President, a Vice-President, an Honorary Secretary, two Competition Secretaries and an Honorary Treasurer. Assistant Officers may be co-opted as required. Officers shall be elected annually at the Annual General Meeting, to hold office from the date of that meeting.
6. The affairs of the Society shall be managed by a Committee consisting of the Officers and the immediate past President, together with four Ordinary Members/Assistant Officers elected at the Annual General Meeting.
7. All Officers shall be eligible for re-election each year, except for the President, who may normally stand for re-election for a second, consecutive year. Former Presidents are eligible to stand again for the office of president after an interval of four years. Ordinary Members of the Committee shall not serve in this capacity for a consecutive period of more than three years.
8. The Society shall meet on Wednesday evenings of each month from September to March inclusive, or on such other occasions as may be arranged by the Committee.
9. At Committee meetings, four shall form a quorum and, at special general meetings which may be called for a specific purpose, twenty-five per cent of the membership of the Society. Overseas members are not included in this number.
10. The Secretary shall keep the minutes of all Committee and General Meetings and conduct the business of the Society. The Treasurer shall collect all subscriptions and moneys owing. The Treasurer shall submit at the AGM a Balance Sheet for the previous year duly inspected by an honorary auditor who shall have been appointed at the previous AGM. The Bank Account of the Society shall be operated by the Treasurer. Two out of four nominated officers shall have the authority to sign cheques in the Treasurers absence.
11. The Committee shall have the power to expel any member from the Society following a breach of its Code of Conduct and to strike off the list of members any member whose subscription is in arrears.
12. The Committee shall make rules governing the use of the Society's rooms and equipment.
13. A Special General Meeting may be called on a request being made by five members to the Secretary (excluding overseas members). Notice of the proposed agenda must be circulated to members at least fourteen days before the date of such meetings.
14. The Constitution of the Society shall not be altered except by the vote of two-thirds of the members present at the AGM or Special General Meeting. Overseas members are not included in this number. Notice of any proposed changes must be given to members at least 14 days before the date of such meetings.
15. The Society may be wound up by a two thirds majority of the members voting at a general meeting. Should the Society be wound up, no member shall benefit financially from the disposal of the Society’s assets, but the Society’s assets may be transferred to a properly constituted organisation with similar aims, or, failing the identification of such a body, the Society’s assets shall be transferred to the Scottish Photographic Federation.

Revised at the AGM 2018

## C- Code of Conduct

Members are reminded the St Andrews Photographic Society has been built and developed over the years by its members for the benefit of all members and for the advancement of photography. It is the responsibility of everyone involved with the club to ensure that it continues to develop and progress and that no person is allowed to degrade or damage the property or interests of the club or bring the club into disrepute.

The Committee is a voluntary body elected by its membership at the AGM each year and its commitment to the club and its membership should be respected. It should be noted that the Committees decisions are made for the benefit of the club in general and not for their own convenience.

Being a member of the Society entitles and obligated you to certain rights and responsibilities, as it does guests and visitors. Members of and visitors to the Society are required under this Code of Conduct to behave at all times in a way which upholds the values and good reputation of the club.

**Members Responsibilities**

* Treat everyone with respect, courtesy and without harassment and discrimination. All members must respect the right, not to be harassed, discriminated against or bullied by any means, regardless of age, gender, disability, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. For the purposes of this code of conduct harassment is defined as per the Equality Act 2010.
* Behave honestly and with integrity.
* Support the dignity and self-esteem of an individual.
* Focus comments or criticism appropriately, avoiding public criticism of other members through social media and club forums exercising discretion at all times.
* Respect the copyright which governs the legally enforceable rights to creative and artistic works. Never incorporate another person’s work into your own work without their written permission, nor share another person’s intellectual property via social media or any other electronic medium, without the credit of full ownership given to that member. Every component of an author’s image must be entirely their own work in order to adhere to competition rules both internal and external.
* Comply at all times with the rules, regulations and policies of the Society.
* Attempt to resolve any differences of opinion or disputes amicably, in the first instance, through discussion.
* Operate within the law.

**Breaches of the Code of Conduct**

St Andrews Photographic Society, through the Committee, reserve the right to make decisions and enforce fair and reasonable measures following a breach of the Code of Conduct. Any complaint made against the Society, it’s officers or individual members shall be made in writing to the Secretary or President who will make an initial investigation and report, to place before the Committee at its next meeting. The outcome will be reported to the person making the complaint.

The Committee can request a member to appear before it where a charge or accusation has been made regarding a breach of the Code of Conduct. The member shall be given full and reasonable opportunity to make a defence and bring witnesses to a later meeting. A member who has been expelled or asked to resign by the Committee shall have the right to appeal at a Special General Meeting of the Society called for this purpose. Any member expelled during the season will not be entitled to a refund of membership fees. All Committee proceedings and those of any Special General Meeting called at the request of the member under this rule, shall be treated as privileged and confidential. Proceedings may not be made public without the full consent of all parties concerned.

## D - Preparation of Digital Images for projection

1. Digital images are projected using a Canon XEED WU1450 projector, the resolution of which is 1600 x1200 pixels. The projector is profiled periodically, to ensure accurate colour representation. To benefit from this, images should ideally be prepared on a computer with a profiled monitor screen.

2. Images should be re-sized to give the best fit to the projector. This means that

EITHER the image width should be 1600 pixels (landscape format, aspect more than 4:3)

OR the height should be 1200 pixels (portrait format or landscape format with aspect less than 4:3).

If the aspect ratio is exactly 4:3, the image size should be 1600 x 1200 pixels.

3. Images should be in RGB mode with 8 bits per channel, or 8-bit Grayscale mode.

4. The image colour space should be sRGB and the image file should have an embedded sRGB profile. If this is not adhered to, there is no guarantee that projected colours will be accurate.

5. Files must not contain layers.

6. Images should be saved in JPG format, high quality.

7. Image files should be supplied to the event organisers on a USB stick or by email containing only the competition entries and no other files

8. File naming. The standard naming convention for internal competitions is:

3-digit membership number, underscore, Title, extension (.JPG or .jpg)

Examples:

CORRECT:

001\_Frosty morning.jpg

020\_Frosty morning.jpg

079\_Frosty morning.JPG

079\_Frosty\_morning.jpg

WRONG:

9\_Frosty morning.JPG (single digit membership number)

79\_Frosty morning.JPG (two-digit membership number)

079Frosty morning.JPG (no underscore character)

079 Frosty morning.JPG (space instead of underscore character)

079\_Frosty morning.tif (wrong file format)

079\_Frosty morning.psd (wrong file format)

079\_Frosty morning (no extension)

Frosty morning\_079.JPG (does not start with membership number)

Member 079\_Frosty morning.JPG (does not start with member number)

Mem no 079\_Frosty morning.JPG (does not start with member number)

079.Frosty morning.JPG (dot instead of underscore character)

079 - Frosty morning.JPG (spaces and dash instead of underscore)

9. File naming for external competitions is different from the above. Specific advice will be given for each competition.

10. More advice on image file preparation can be found on the Society website:

**http://www.standrewsphotographicsociety.com**

There is advice on image re-sizing and setting the colour space and embedded profile. If you are still unsure about how to do any of this, please speak to one of the committee or event organisers.

**E – Society Equipment**

The Society has various items of equipment which can be borrowed by members. These include a guillotine, mount cutter, light boxes, a Colourmunki colour calibration system, frames for exhibition, slide projector, 6’x6’ screen and a still life table with seamless background.

## F - History of the St Andrews Photographic Society

**Origins**

St Andrews was a centre for research during the earliest developments in photography, due to the presence in the University of Sir David Brewster, a physicist with a special interest in optics, and Principal of The United College of St Salvator and St Leonard. Brewster was a friend and collaborator of William Henry Fox Talbot, the inventor in 1839 of the first successful negative/positive process, known as the Calotype. Brewster was also Vice-President of the St Andrews Literary and Philosophical Society, established in 1838. Although this was never a Photographic Society, Brewster did present papers to it on optics and early work on photography. Out of this grew a circle of pioneer photographers including Dr John Adamson, Thomas Rodger who became the first professional photographer in the town in 1849, and Robert Adamson who collaborated with the artist David Octavius Hill in and around Edinburgh to lay the foundations of documentary photography.[[1]](#footnote-1)

A St Andrews Photographic Society came into existence around 1907 and local directories record the names of the Office Bearers in 1909 and 1913. Little else is known and it seems to have ceased during the 1914-18 War.[[2]](#footnote-2)

**The Modern Society** by Samuel S B Taylor, Hon. Sec. St Andrews Photographic Society, 1996-2001:

The Society was **founded in 1958-1959** according to founder member, Dr David Thirkell (University Biochemistry Dept.) and Ian Kinghorn (Biochemistry technician and son of George) who joined the club a year or so later. Other founding members included first president Dr David Jack (University Physics Dept.), club secretary Colin Brown (Wilson's ironmongers), the treasurer (?) Ned Hunter (Inland Revenue) and a strong membership of around 60 including Dr Thirkell, Eric Carstairs (Bute Medical), David Niven (butcher and burgh Provost), George Kinghorn (technical subjects teacher) and, George Robertson (draughtsman and architect), Norman MacLeod (teacher), Jim Christie (Guardbridge), Peter Lucas (farmer), Polish soldier Ernest Makrenko, farmer Jim Weir, John Evans, Flight Lieutenant Peter Williams of Leuchars. Ian Joy (professional photographer) joined but not his fellow professionals George Cowie and his son Andrew who felt it would be unfair to compete against non-professionals. They none the less helped the club considerably.

Others who joined in the early 60s included teachers Donald Chisholm, Anne Cantley and Douglas Dredge (Morgan Academy), professors Mike Laverack (Gatty Marine) and Bob Crawford (University Botany), jeweller Vic Chapman, Cupar radio station engineer Fred Simmonite. Then came a flow of University staff: Professors Sam Taylor (French), Jan Mulder (Linguistics), Richard Cormack (Statistics), Drs. Gordon Woolley (Chemistry), Alan Robertson (Modern History), Ron Hilditch (Astronomy) and Sandy Edwards and David Ogden (Bute Medical), research student David Maitland, Eric Malcolm (Bell Street Technical College). Professor Augusto (Gus) Serafini-Fracassini kept alive the University Biochemistry connection which had been a determining influence in the club. There were more teachers: Scottish poet Brian Johnstone, George Scott (Bell Baxter), Anne Young (Madras). There were civil servants such as Cathie Lawrie, Robin Russell of the White Fish Authority, Ian Sturrock (Central Motors), Peter Harris, Doctors Anne & Duncan Davidson (a Ninewells consultant) and Matthew Dickson. Few women had joined in the early years given the primitive premises and dominantly male membership. After Anne Cantley, who joined briefly in the late 50s, Heather Walshaw was one of the earliest, joining in the 70s., followed by the first female president Sylvia Cairns, writer Cathie Forrest, teacher Mary Macintyre, Mrs Gibbon, Mrs Field, Liz Pert-Davies, Eileen Black. Now the membership is well balanced. This is no roll-call of membership, which would extend to pages, but a sample showing the wide social and professional scatter of members, and the different expertise’s they brought in.

Meetings were initially held in the main floor rooms of Kinburn House, moving after 2-3 years to the attic, and 2-3 years later to the damp basement where it stayed for some years. Membership fell from the 40s to the teens when the society was confined to the basement. It later moved for comfort to public rooms in the Rusacks Hotel, then the Scores Hotel, Buchanan Building (Union St.) and Art Club premises in Logies Lane. The friendly umbrella of the Art Club then continued, and we moved with the artists to their new premises off Argyle Street. Like other St Andrews clubs, the Society receives no public or external funding and later premises have denied us darkroom facilities, though the swing to digital processing is making everyman's computer a darkroom.

Local photographers George Cowie and Ian Joy gave talks in those early days, as did Mrs Ritchie (wife of university secretary "Piggie" Ritchie) who demonstrated close-ups of flowers using crude equipment and lengths of measuring chain. Eric Carstairs trained the club in developing and printing. John Evans gave talks on printing techniques. Alfred Gregory the famous Everest expedition photographer gave a memorable lecture in the Town Hall. George Kinghorn demonstrated making silhouettes of members against an illuminated screen. In those early days, Cupar specialised in ciné work and those like Peter Lucas who specialised in ciné moved over. However, he demonstrated his 16mm filming of work on the Forth Bridge. St Andrews mostly engaged in black and white art-work, colour processing being too difficult or expensive for most people. In later years the Scottish Photographic Federation was created as an umbrella and information base for local clubs, listing lecturers and judges and instituting competitive Scottish portfolios.

The society's books have unfortunately gone walkabout, but they were scrupulously kept from the earliest days and accounts fully audited. The club was well organised according to *Amateur Photographer* guidelines which appeared in the 70s.

The club still has members regularly competing in national and international exhibitions, and its membership, for some years steady at 40, has recently climbed to over 60, drawing members from the East Neuk, Cupar and Tayside. It has played a significant role in promoting a major improvement in local postcards and supporting local charities. Local churches have benefited, as have the Botanic Gardens, Scottish Wildlife Trust, harbour maintenance, university publicity material, Preservation Trust activities, St Andrews' week programmes, promotion of St Andrews' role in the history of photography and the development of local tourism have all been helped. Club members have seriously supported St Andrews' cultural exchanges with Upper Arlington (USA) and Loches (Touraine France) through photographic portfolios and travelling exhibitions. As with many other societies in the burgh, the Photographic's role in the community is growing.

1. Tom Normand. *Scottish Photography: A History.* [↑](#footnote-ref-1)
2. Betty Willsher. *St Andrews Citizens: Their Societies, Past and Present.* [↑](#footnote-ref-2)