

Leeds and District AV Group

Club rules and Guidelines:

The committee is responsible for producing the rules and guidelines under which the club will operate. Any changes to this document will be brought to an AGM or SGM at which a simple majority of those attending will be sufficient to approve such change.

1. Meetings

- i. The club will meet each year from as close to the start of September as is practicable to the end of May
- ii. Meetings will be held at approximately two weekly intervals
- iii. At the committee's discretion, there may be only one meeting in January

2. Duties of the Committee

- i. The committee will arrange PUBLIC LIABILITY insurance for a figure to be determined by the committee in the context of the group's activities.
- ii. They shall be responsible for appointing an auditor.
- iii. The president and her/his committee is responsible for drawing up a programme for each season which will cover such items as Showcases of members' work, lectures, workshops, critique sessions, competitions and social events.
- iv. In drawing up a programme all reasonable attempts will be made to meet the needs of and/or requests from members
- v. The committee should appoint one of its members to form a representative panel, which may include non-committee members, to select sequences for external shows or battles against other groups.

3. General guidance concerning sequences submitted for appraisal, competitions or for public showing

- i. Sequences will only be accepted from current full or associate members of the club
- ii. Sequences must be the sole work of the member or any substantial contribution by another person must be fully acknowledged.
- iii. Sequences in general should be no more than 12 minutes in duration.
- iv. Any sequence submitted must be in the form of an executable file which will run on any computer running the Windows operating system without the need for additional software. Each sequence should run on a double click of the mouse without any intervening run button and once completed should return the user to the desktop.
- v. The group's preferred software for the production of sequences is WnSoft's Pictures to Exe. Any member proposing to use alternative software should discuss its use with a committee member before proceeding.
- vi. It is strongly recommended that sequences be made to an aspect ratio of 16:9 with an image size ("resolution") of 1920 pixels by 1080 pixels.
- vii. No sequence may be entered in the same competition more than once.
- viii. It is the entrant's own responsibility to ensure that any material recorded on the soundtrack or images/video clips shown are suitably covered against copyright infringement. Authors are advised to consider IAC membership.
- ix. The copyright of the sequence itself remains with the member submitting the sequence at all times.
- x. The club has the right to retain a copy of any sequence submitted as an entry to a competition or on a critique evening for archival purposes and for possible use in club

promotional events, exhibitions, or battles with other clubs. These archived sequences may not be used by any individual club member for any purpose without the express permission of the author of the sequence.

4. Theme Night or Doug Mackrell Trophy evening.

To be determined

5. The Ralph Smith Audio-Visual Trophy

To be determined

6. The Premier Trophy

To be determined

7. The Exclusive Trophy

To be determined

8. The Roger Price Shield:

- i. The Roger Price Shield will be awarded each year as recognition of a member's **Exceptional Service to the Leeds and District AV Group**
- ii. The recipient shall be the member who **has made a particular contribution during the current season or a sustained contribution over several seasons to any aspect of the operation of the Leeds and District Audio Visual Group**
- iii. The recipient of the award will be determined by the President in discussion with his/her committee
- iv. The shield will be presented to the winning member at the annual dinner by the president.
- v. Any member in receipt of any other Leeds AV Group trophy/award during the current season shall not be eligible for this award.

M A White
Hon Sec. March 2017.