

WHANGANUI CAMERA CLUB INC.

# Handbook



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# 1 Introduction

This Members' Handbook will be helpful to new members of our Club who would like to know how everything functions in the Club through our regular meetings.

Enjoyment of our photography is paramount and through looking and listening to comments from judges of competitions as well as in friendly discussions with members, we all learn more in this changing form of recording and art.

With all visual media opinions vary considerably, so we need to listen and respect differing views that often lead to a better understanding of what we are trying to achieve.

Becoming one of the best photographers takes time.

Vonnie Cave

*Patron*

## 1.1 Who we are and what we do

The Club is a group of amateur photographers who are passionate about making photographs and who enjoy sharing their images, knowledge, and ideas with others.

The objectives of the Club are to foster and encourage the study, enjoyment and practice of photography in all its forms in the Whanganui region and throughout New Zealand and to promote and arrange workshops, salons, seminars, lectures and discussions to educate members and the community about photography in all its forms. (Ref; Constitution and Rules of the Wanganui Camera Club Inc)

We hold meetings twice a month for this purpose and members can participate in competitions, field trips, special interest groups, social events, as well as the Club's annual exhibition.

## 1.2 'Staying in Touch'

The Club has a website ([www.whanganuicameraclub.com](http://www.whanganuicameraclub.com)) on which club information, our year's programme, the club and competition handbooks,

resources and gallery are all available. We use emails for Club newsletters and general information for those who do not use Facebook.

The Club also has three Facebook pages, one public (Whanganui Camera Club) and two members only ones on which members can post and view photos, share ideas and receive club information. (WCC Photos and WCC Notices)

Regular newsletters and notices are sent to members by email to keep them up to date with current activities.

## 2 Historical background

Wanganui Camera Club has a long history. The earliest accounts of the activities of the Club were recorded in the *Wanganui Chronicle* where it gave notice of the 'newly formed Camera Club meeting on 26 July 1894, at 7.30 pm in the New Zealand Insurance Company buildings.' On 8 November 1899 the *Chronicle* stated that 'members of the Wanganui Camera Club were meeting at 8 pm in the Museum'.

The Club was dissolved and reformed several times due to the intervention of the two World Wars.

The present Club was formed in 1949 with twelve members, and it has continued to function ever since.

There have been several venues for the Club. The first meetings were possibly held at the Weigh Bridge at the wharf and then the Club held meetings upstairs above Gemmell's Shoe Store in Victoria Avenue. Eventually the Club moved to the Children's Garden Circle in Bell Street, and in 1965 with a peak membership of over 100, it built its own clubrooms at Cook's Gardens which it shared with the Chess Club. Later the Club was forced to sell the clubrooms to make way for the velodrome. With the money from the sale invested, the club rented a meeting room from Christ Church in Wicksteed Street. Eventually the club outgrew the rooms and relocated to the Laird Park Bowling Club.

Early in 2016 our current agreement with Laird Park was under review. At that same time an opportunity arose to purchase the Gonville Women's Bowling Club premises at 2 Handley Street for a very reasonable price.

The Wanganui District Council approved a new nine year land lease and an application for a rates subsidy. The building was purchased and a red ribbon cutting ceremony was held on Wednesday 1st June 2016 to celebrate. Since moving into our new clubrooms, members have worked together to renovate and make the rooms suitable for purpose.

Although a regional club, the Wanganui Camera Club was recognised and well-regarded nationally. Some of its members became the Foundation Members of, gained photographic Honours and held top positions in the Photographic Society of New Zealand which was formed in 1952. One of the club's and PSNZ's earlier presidents, Dr Bob Anderson Hon PSNZ, co-authored the publication *Camera in New Zealand* in 1967, which provided a glimpse of amateur photography in New Zealand.

In 2003 Beverley Sinclair edited the History of PSNZ celebrating its first 50 years. The PSNZ articles and Incorporation were signed at the 1957 Convention hosted by Wanganui Camera Club

Members Yvonne Cave FPSNZ Hon FPSNZ ARPS and the late Arthur Bates APSNZ Hon FPSNZ ARPS published books, in which photography plays a major part. Over the years members have gained recognition nationally and internationally for their images.

The Wanganui Salon, a selected exhibition of photographs, was first held in 1956 and exhibited each year in the Sarjeant Gallery. It gained national recognition and the annual Wanganui Salon Convention held on the first weekend in October was attended by photographers from all over New Zealand. After the 35th Salon in 1992 it became a smaller Festival of Photography open to photographers in the Whanganui Region and is exhibited annually in the Community Art Centre, Taupo Quay. In the early 2000s this exhibition became the Wanganui Camera Club Annual Exhibition restricted to club members only.

## **2.1 Affiliation to the Photographic Society of New Zealand**

The Wanganui Camera Club is affiliated to the PHOTOGRAPHIC SOCIETY OF NEW ZEALAND (PSNZ), the national body, and a portion of

each club member's subscription is paid to them as a levy. Direct Individual membership is also available.

PSNZ publishes its own annual *NZ Camera*, issues a newsletter *CameraTalk*, has its website at [www.photography.org.nz](http://www.photography.org.nz) and organises conventions, competitions, exhibitions; appoints judges, and generally looks after the interests of amateur photographers on a national level. It celebrated its 60th Anniversary in 2013. National Conventions are held annually, usually alternating between the North and South Islands. Regional Conventions are organised by clubs for PSNZ and are usually held in September or October, during a weekend. The three regions are Northern, Central and Southern, Wanganui being in the Central Region. Other PSNZ benefits include: weekend seminars arranged by individual affiliated clubs; national and international Photographic Circles of photo-friends; Photographic Honours and the annual *NZ Camera*, a publication of members' photos each year. For more information on PSNZ activities and membership check out their website.

## **3 Club Activities**

### **3.1 Twice-Monthly Meetings**

On the second and fourth Wednesday of the month the club meets at the Handley Street Club Rooms at 7.30pm. Meetings start with club notices followed by a presentation/activity on some aspect of photography and /or judging results of the current competition. The evening includes a short supper break and social time.

Club nights feature lectures by experienced photographers, together with demonstrations and discussions. In addition, instruction courses are held from time to time in photographic techniques on various aspects of photography. Regular monthly competitions provide an incentive for members to go out and take photos, and receive regular feedback.

### **3.2 Special Interest Groups**

Special Interest Groups (SIG) hold informal meetings, usually once a month. Such groups can include: Appreciation, Tutorials, Digital Image

Processing Clinics, Daytime Photo shoots, Nature Photography, Audio Visual and PSNZ Honours. They are a great way for members to socialise, get to know one another, view, discuss and receive feedback on images.

Information on any SIGs will be posted on the website and included in Club notices in advance so members can participate.

On each meeting night at 6.45pm there is an informal get-together prior to the main club meeting for the Shutterbugs group. This provides an opportunity for newer members to meet one another, join in discussion and ask questions. Topics include: entering competitions, club activities, photo-shoots, and basic knowledge of how cameras work. It is also an opportunity to share images.

### **3.3 Field Trips**

Throughout the year the Club has outings and photoshoots in and around Wanganui and sometimes further afield for the day or even overnight. These are loosely organised and enjoyed by those who attend. Field trips will be advised in advance and included in the Club Programme on the website.

### **3.4 Annual Exhibition**

In October the club hires the Community Arts Centre Gallery for our Annual Exhibition to which the public is invited. Full information on how to participate and help with this annual event is circulated to members in early August. It is an opportunity for members to learn the skills of exhibiting images and to share their work with the community.

## **4 Photography Competitions**

The Club has a separate *Competitions Guidelines* with the Club's competition information and rules. It outlines the grades members can compete under and the judging criteria for each competition, along with an explanation of the aggregate points and trophy awards. This is updated annually and a printed copy is given to all financial club members. A digital file is made available on the Club website.

The regular monthly competitions provide an opportunity for members to take photos based on a theme and to receive valuable feedback from the judges to assist them in their development as photographers.

## **5 Club Ethos**

### **5.1 The Shared Enjoyment of Photography**

The WCC is a group of photographers who enjoy making photographs and appreciating the photography of others. The primary ethos of the Club is doing this together. Social interaction is more important than individual photographic experience, expertise, and achievement. This also means that the main aim of our club meetings and activities is to enjoy photography and each other's company and to develop as photographers.

### **5.2 Unity and Diversity**

As with any club or society, the Wanganui Camera Club is a diverse group of people with a common and unifying interest. It is important to respect the diversity and the individuality of each member, while at the same time maintaining the unity of the club. Among members there are many different views about making photos, assessing photos, and how best to function as a club. There are also many different levels of experience, knowledge, and achievements in photography. Constructive feedback is an important element of this. This diversity of individual views and perspectives, within the common goal and purpose of the Club, is encouraged.

## **6 The Constitution of the Wanganui Camera Club Inc.**

The Constitution and Rules of the Club is the legal framework the Club operates under. The current version is available on the Club website. Changes to the Constitution are made at Annual General Meetings or Special General Meetings when required.

## 7 The Management Committee

### 7.1 The Committee and the Club

The committee manages the day-to-day affairs of the Club and its finances. All important decisions about the club, including its future direction, are determined by the Club at either the Annual General Meeting of the Club, or at a Special General Meeting. Members are welcome to attend committee meetings, especially when they have a proposal or concern that they wish the committee to consider and discuss.

### 7.2 Committee Structure / Sub-Committee

#### 1. President

The President is responsible for:

- a. Ensuring that the Constitution/Rules are followed;
- b. Convening meetings and establishing whether or not a quorum (five Committee members) is present;
- c. Chairing meetings, deciding who may speak and when;
- d. Overseeing the operation of the Club;
- e. Providing a report on the operations of the Club at each Annual General Meeting.
- f. Monitor and help co-ordinate the work of sub-committees as an *ex officio* member of all sub-committees.
- g. Speaking on behalf of the Club or representing the Club in external fora.

#### 2. Vice -President

The Vice-President is responsible for carrying out the President's obligations in his/her absence, and supports the President in their work. It is expected that the Vice-President may stand for election as President at a future AGM of club, and that the Vice-President becomes the President of the Club should that office become 'vacant'

during the year preceding an AGM, if that is decided by the Management Committee.

### **3. Immediate Past President (IPP)**

The IPP role is to ensure the continuity of the committee and its smooth transition into a new year.

### **4. Secretary**

The Secretary is responsible for:

- a. Recording the minutes of meetings (even though this work may be delegated to a minute secretary);
- b. Keeping the Register of Members (even though this task may be delegated to another committee member);
- c. Holding the Society's records, documents, and books except those required for the Treasurer's function;
- d. Receiving and replying to correspondence as required by the Committee;
- e. Forwarding the annual financial statements for the Club to the Registrar of Incorporated Societies upon their approval at an Annual General Meeting.
- f. Advising the Registrar of Incorporated Societies of any rule changes.

### **5. Treasurer**

The Treasurer is responsible for:

- a. Keeping proper accounting records of the Society's financial transactions to allow the Club's financial position to be readily ascertained;
- b. Preparing financial statements for presentation at each Annual General Meeting. These statements should be prepared in accordance with the Societies' accounting policies (see 8.1.d).
- c. Providing a financial report at each Annual General Meeting;

- d. Providing financial information to the Committee according to its requirements.
- e. Preparing an annual budget for committee approval.

### **Sub-Committees**

Subcommittees may be formed for specific duties and are responsible to and report to the WCC Committee.

Subcommittees may cover responsibilities such as; Activities and Social Programmes, Building and Maintenance, Communications, Membership, Competitions and Judging, Education, Asset and Financial Development and Planning the Club Meeting Programmes.

Minutes from committee meetings, after being approved, are available to members on request and can be viewed on our website

### **7.3 Benefits and Obligations of Membership**

On becoming a member of the Wanganui Camera Club, members are able to participate in all club activities, including joining the Facebook pages, viewing the Members Only section of the website, participating in many activities and entering competitions. They will also be covered by a Public Liability Insurance and can enjoy the benefits of the Club's affiliation with PSNZ.

Every member is important to the health and vibrancy of the Club and therefore the more each member contributes, the more everyone benefits.

Members are encouraged to participate in activities, help out from time to time and perhaps even join a sub-committee. In this way members get to know each other and will contribute meaningfully to the club.

To facilitate communication between members the full membership list is available to members.

The Club meets annually at its Annual General Meeting (AGM) to review the previous year and determine its course for the subsequent year. At the AGM a Management Committee is elected from its membership. The

Management Committee is responsible for enacting any resolutions passed at any AGM or Special General Meeting (SGM) and for conducting the day to day activities of the Club within the constraints of the Constitution. The minutes of any Management Committee meeting (once approved) are available to members on request or can be viewed via the Members Only section of the website.

The responsibility for all major decisions and actions of the Club is with all members via decisions made at AGMs and SGMs. Any ten members may also call a Special General Meeting should there be a matter that requires discussion and agreement by all members of the Club outside of Annual General Meetings.

#### **7.4 Dispute Resolution**

Members must treat each other with respect and expect the same in return. On the rare occasions that disputes between members occur, we ask that members raise the matter with the president or a neutral committee member in order to dissipate any disagreement quickly and amicably.

## **8 Membership**

### **8.1 Membership Types and Subscriptions**

The Club has five membership types; Ordinary, Family, Associate, Junior [under 18] and Life

*See section 4 in the Constitution*

Annual membership is from 1<sup>st</sup> January to 31 December. Subscriptions are due from the first January each year. Subscription fees are found on the website or on the membership application form.

*For more detail on how to become a member, and to discontinue being a member see section 5 in the Constitution.*

## **9 Membership List**

A printout of members' contact details can be made available to other members after 31 March each year. These must remain private for Club use only.

## **10 The Club and the Privacy Act**

The Privacy Act of 1993 applies to all clubs and individuals who are members of that club. It covers personal information about members. This information can be held in various forms such as in minutes of meetings, newsletters and correspondence, and on membership databases, websites and so on. There may be times when disclosure is a necessary condition of membership, and for members of the Club this means agreeing to personal information, as on the Membership Application form, being available to other members.

For more detailed information on privacy issues see <https://privacy.org.nz/news-and-publications/guidance-resources/information-held-by-clubs-and-societies/>