



Whanganui Camera Club Inc.

Handbook 2023

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# 1 Introduction

This Handbook provides information about, and aspirations of, the present Whanganui Camera Club. The activity programme outlined aims to provide opportunities for members with varied interests and all levels of competency to grow in their hobby. Having read the previous Patron, Vonnie Cave's introductory words in the last edition, I can only endorse and unashamedly repeat them:

*'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.'*

Sharing is the key!

Beverley Sinclair

**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
- to promote and arrange workshops, salons, seminars, lectures and discussions to educate members and the community about photography in all its forms.

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

## 1.2 'Staying in Touch'

The Club has a website ([www.whanganuicameraclub.org.nz](http://www.whanganuicameraclub.org.nz)) on which Club information, our year's programme, the Club and assessment/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

Whanganui 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 the 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 1 June 2016 to celebrate. Since moving into the new clubrooms, members have worked together to renovate and make the rooms suitable for purpose.

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. The PSNZ articles and Incorporation were signed at the 1957 Convention hosted by Wanganui Camera Club.

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

The Wanganui Salon, a selected exhibition of prints submitted by national and international entrants, was first held in 1956 and exhibited each year in the Sarjeant Gallery. It was held in high regard nationally. In later years a slide section was added and audio-visuals played an important part of the Wanganui Salon Convention which was held on the first weekend in October and highly regarded nationally. After the 35th Salon in 1992 it became a smaller Festival of Photography open to photographers in the Whanganui Region which 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. In 2019 the Club revisited the idea of the Whanganui Salon and successfully re-established it as a projected image only biennial event with the theme of

Humanity and Earth. In 2021, the Vonnie Cave Medal was introduced as the top award in honour of the then Patron, Vonnie Cave. Sadly Vonnie passed away before she could see it being awarded for the first time. However, she was aware that it was going to become the main award for the event. In 2021, the second time the Salon took place, the Club again attracted over 450 entries nationwide and continued support for the theme of Humanity and Earth.

### **3. Affiliation to the Photographic Society of New Zealand**

The Whanganui 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. Regional conventions are organised by PSNZ with local club assistance. The three regions are Northern, Central and Southern, Whanganui being in the Central Region.

PSNZ benefits include:

- Workshops addressing particular photographic interests and run by experts in that field
- Weekend seminars arranged by individual affiliated clubs;
- National and international Photographic Circles of photo-friends;
- Photographic Honours
- Annual *NZ Camera*, a publication of members' photos each year.
- Subsidised costs for workshops, including judge training

For more information on PSNZ activities and membership check out their website:

[www.photography.org.nz](http://www.photography.org.nz)

## **4. Club Activities**

### **4.1 Twice-Monthly "Main" Meetings**

On the second and fourth Wednesday of the month the club meets at the Handley Street Club Rooms. We meet and greet at 7pm, and the main meeting commences 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. Outside of Covid restrictions, the evening includes a short supper break and social time.

Club nights feature talks by experienced photographers, together with demonstrations and discussions. In addition, instruction courses may be held from time to time in photographic techniques on various aspects of photography. There will always be members of the Committee at the Clubrooms from 7pm who are able to welcome visitors and new members and help them understand the club and its various activities.

## 4.2 Photo Appreciation Evenings

On the first Thursday of each month from February to November there is a less formal meeting for sharing and discussing images in a non-competitive environment. It is open to all members and starts at 7pm in the Club rooms. While any images may be shared, there is usually a focus on upcoming competition set subjects and as well as enjoying each other's photography there is usually an opportunity to learn something. You can bring images along either on an USB stick or as a print.

## 4.3 Special Interest Groups and Workshops

Special Interest Groups (SIG) hold informal meetings, usually once a month and may be supplemented with one off workshops. Such groups can include: Photography Tutorials, Digital Image Processing Clinics, Daytime Photo shoots, Nature Photography, Audio Visual, Visiting Experts and PSNZ Honours. **Shutterbugs** is a group that covers basic techniques for newer or less experienced photographers and meets regularly on a fortnightly basis at the clubrooms during the day as well as meeting up for photoshoots to practise the techniques discussed. These groups are a great way for members to socialise, get to know one another, view, discuss and receive feedback on images.

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

## 4.4 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

## 4.5 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.

## 5. Photography Competitions/Assessments

The Club has a separate *Assessment/Competition Guidelines* booklet with the Club's competition/assessment information and rules. It outlines the grades members can enter under and the judging criteria for each competition or assessment, along with an explanation of the aggregate points and trophy awards. This is updated annually and a printed copy is provided to all full financial members while a digital file is available on the Club website under the members' only tab.

These regular monthly competitions/assessments 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. Some competitions are for trophies awarded at the end of the year while some are purely for the opportunity to receive an evaluation of their work. Grades awarded are No Award, Accepted, Merit, Highly Commended or Honours. Members entering photographs in these monthly competitions, whether for trophies or not, earn points towards an aggregate which is rewarded by a trophy at the end of the year.

## **6. Club Ethos**

### **6.1 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.

### **6.2 Unity and Diversity**

As with any club or society, the Whanganui 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 is encouraged and perspectives within the common goal and purpose of the club

## **7. 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.

## **8. Strategic Plan**

The Club has a strategic plan which focuses on the promotion of the enjoyment of photography by its members. A copy may be found as an attachment to this Handbook.

## **9. The Management Committee**

### **9.1 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 encouraged to attend committee meetings, especially when they have a proposal or concern that they wish the committee to consider and discuss.

### **9.2 Committee Structure / Sub-Committees**

#### **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 the 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**

Each of the sub-committees is a sub-committee of the Management Committee, and as such the Chairperson of each sub-committee is a Management Committee member. The chairperson of each sub-committee is expected to provide a report on the work of that sub-committee to each meeting of the Management Committee, along with any matters for discussion and decision.

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 Club Meeting Programmes. Minutes from committee meetings are available to members and can be viewed on our website under the members' only tab.

# **10. Membership**

## **10.1 Membership Types and Subscriptions**

The Club has five membership types: Full, Family, Associate, Junior [under 18] and Life.

*See section 4 in the Constitution*

Subscriptions are due from the first January each year. Subscription fees are found on the website or on the membership application form.

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

## **10.2 Benefits and Obligations of Membership**

On becoming a member of the Whanganui Camera Club, you are able to participate in all club activities, including joining our Facebook pages, viewing the Members Only section of our website, participating in our many activities and entering competitions. You will also be covered by our 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 our club and therefore the more each member contributes, the more we all benefit.

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 through the Members Only section. Members are asked to respect other members' privacy and not share this information without permission from the member involved.

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 between Annual General Meetings.

## **10.3 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 settle any disagreement quickly and amicably.

## **10.4 Membership List**

A printout of members' contact details can be made available to other members after 31 March each year and is posted on the Club's official website (<https://www.whanganuicameraclub.org.nz/>). These must remain private for Club use only and members are urged not to share information without permission of the member concerned.

## **11. 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 our club this means agreeing to your personal information on the 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/>

## **Whanganui Camera Club Strategic Plan 2020 - 2025**

### ***Vision:***

To raise the profile of the club in the Whanganui community and increase membership particularly from younger members of the community.

### ***Mission:***

To foster and encourage the study, enjoyment and practice of photography in all its forms in the Whanganui region and throughout New Zealand.

To promote and arrange workshops, displays, exhibitions, salons, seminars, lectures and discussions to educate members and the community about photography in all its forms

### ***Values:***

The Club is committed to the provision of safe social and competitive opportunities for all members. It aims to provide all members with access to high standard Club facilities and activities that meet the needs and expectations of club members.

### ***Programs:***

The Club engages outside photographic experts where possible to act as judges for Club competitions and to provide education and expertise to club members through workshops and study opportunities. The Club also uses the expertise within the club to support and foster new and less experienced photographers in developing their understanding of photographic equipment and techniques.

### ***Market:***

The Club's market is its members and on occasion the wider community through exhibitions of club members' work and participation as photographers in Whanganui Community events.

### ***Strategic Intentions:***

#### ***Participation***

To offer well organised social and competitive opportunities for all members from novice to experienced photographers; to encourage new members to participate in club events and enrich their photographic experiences.

#### ***Membership***

To retain current membership and increase total membership. To encourage younger members of the community to join.

#### ***Quality Business Management***

To manage the Club, including managing the risks of conducting Club activities, in a competent and accountable manner.

#### ***Maintain Financial Viability***

To competently and accountably manage the Clubs finances including seeking further opportunities for sponsorship, fundraising and grants and ensuring the long-term financial viability of the Club.

#### ***People Management***

To effectively recruit, train, retain and recognise Club committee members and other Club volunteers.

#### ***Facility Management***

To effectively manage, maintain and upgrade Club facilities.

#### ***Marketing/Promotion***

To create a positive awareness in the local community of the Club's activities through marketing, promotion and publicity initiatives, including participation as photographers in community events.

#### ***Quality Education and Training***

To encourage photographers to develop their understanding of and proficiency in photography and provide the expertise from within and outside the club to assist them in this process.

