

Victorian Association of Photographic Societies Inc.

Incorporation No: A0007142B

ABN: 84 252 668 335

Guidelines for VAPS Affiliated Clubs



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About this Guide

The purpose of this Guide is to provide advice and guidance to VAPS affiliated clubs of the Victorian Association of Photographic Societies Inc (VAPS).

It contains the following chapters:

- About the Victorian Association of Photographic Societies
- Starting a camera club
- Club constitution
- Committee
- Councillors to VAPS
- Committee meetings
- Syllabus
- Annual General Meeting
- Guidelines for hosting judges
- Guidelines for hosting speakers.

Note that you can also find information of value to clubs in the VAPS Policies and Information Guide, including for example, for example the VAPS Interclub Competition, VAPS Service Awards, etc.

About the Victorian Association of Photographic Societies

This chapter contains the following topics:

- Brief history
- Objectives
- Description
- Programs
- Performance indicators
- Planning
- VAPS and national photography

Brief history

Camera clubs have existed in Melbourne since the 1890s, and an umbrella organisation called the Victorian Photographic Affiliation was formed in 1908. This guided amateur photography in Victoria for the next four decades.

The Victorian Association of Photographic Societies was formed on 27 September 1952 and comprised 12 clubs.

This has grown to more than 60 clubs in 2011.

Objectives

The objectives of VAPS are much as they were nearly 100 years ago and are as follows:

- To advance the art of photography
- To further the interests of affiliated bodies
- To draw up regulations governing exhibitions and inter-club competitions
- To arrange exchange of guest lecturers and demonstrations on any subject relating to photography
- To arrange exchange of prints between clubs
- To arrange periodical Conventions of the members of the affiliated bodies and guests
- To arrange the publication of an official journal or news sheet.

Description

VAPS is a non-profit association that is entirely self-funded.

- The Association is run by an elected Committee of Management which is responsible for the operations of the Association, and for ensuring the Association fulfils the objectives stated previously.

- The member clubs of the Association are responsible for the provision of an annual return to VAPS and for payment of affiliation fees. Members of the VAPS Committee of Management are drawn from the member clubs.
- Member clubs may also appoint up to three councillors (depending on the number of members in the club) who may attend and Vote at the Annual General Meeting and other meetings.

VAPS and National Photography

VAPS supports the annual Australian Interstate Photographic Competition, which is run each year in conjunction with APSCON. Each state may submit 10 entries in each of the following print sections and 20 digital images:

- Colour prints
- Monochrome prints
- Digital images

The top scoring entries in the VAPS Interclub competition are entered to represent Victoria.

VAPS also provides sponsorship for the following National and International competitions held in Victoria:

- Ballarat National Photographic Exhibition
- Vigex National Exhibition
- Warragul National Photographic Exhibition.
- Pakenham National Photographic Exhibition

Starting a camera club

First steps

A camera club should be both fun and an instructional organisation.

If you wish to start a club, you must first make enquiries to find out if there are people in the community interested in photography and willing to assist you in the venture. This is important as the preparatory work required can be shared.

If you have found people willing to assist, have two or three meetings to plan the strategy for establishing the club. Below is a list of things you need to consider:

- Frequency of meetings (fortnightly, monthly etc)
- Time of meeting
- Venue (local hall, church or school hall, club rooms, private home)
- Equipment you will require (projector, screen, stands, ~~dark room~~ etc)
- Activities – competitions, workshops, lectures, outings. Do you have access to people who can help?

If you feel you have answers to these points, decide on the date and location of your first meeting, and what you wish to achieve at the meeting.

Advertising a new club

You should then consider advertising to let people in the community know a camera club is being formed. To do this, consider:

- Notice in local camera shop or other store, library, community centre, etc
- A small notice in the local newspaper (get editorial space if possible)
- Handouts
- Letter drop
- Local radio or television station for a community announcement
- Local schools and colleges.

Make sure it is clear exactly where and when the first meeting will be held

You may also get help from:

- VAPS
- Neighbouring camera clubs
- Similar interest groups

Incorporation

Once the club is established you should make every effort to have it incorporated.

This protects the members and committee from financial responsibility due to mismanagement or impropriety.

Contact VAPS for assistance, or else contact Consumer Affairs Victoria directly.

Contact details are:

- Phone: 1300 55 81 81
- Web site: www.consumer.vic.gov.au

Club constitution

Clubs are required to have their own constitution and by-laws setting out the name, objectives and proceedings of the club.

This may be based on the Model Rules, a copy of which may be obtained from Consumer Affairs Victoria or from VAPS.

New clubs should affiliate with VAPS as soon as possible; this will then provide you with the required Public Liability Insurance and Voluntary Workers insurance certificate that you will need to hire a venue, and to ensure that your members are adequately covered whilst members of your club.

Committee

All clubs need a committee to run their activities.

You must have as a minimum:

- President
- Vice President
- Secretary
- Treasurer

These officers cannot hold two positions – for example the president cannot also hold the role of treasurer.

Incorporated clubs also require a Public Officer.

Note; By law the Secretary is deemed to be the Public Officer.

Other positions you will probably find you need include:

- Competition steward
- Field trips organiser
- Refreshments organiser
- Newsletter
- Delegates to VAPS.

The committee is elected at the Annual General Meeting each year.

Members of the committee have a duty to the club to carry out any duties assigned to them to the best of their ability. If they are unsure what to do they should seek help or ask for guidelines from the President or other members with more experience.

Councillors to VAPS

Each VAPS affiliated club is expected to appoint one or more members as representatives of the club to attend the VAPS Annual General Meeting, the Half Yearly General Meetings and other Special General Meetings and to vote on motions raised at these meetings. The number of delegates depends on the number of members in the club.

Committee meetings

Whilst clubs committee meetings are important to the smooth running of a club, they do not need to be so formal and stilted that they become a burden for all concerned.

Different clubs will organise the venue, frequency and agenda to suit their needs and circumstances. Bigger clubs may have sub-committees to be responsible for special areas of interest.

However there is no reason meetings should not be fairly informal so long as decisions are made and events organised. And there is no reason to meet simply because 'there is always a committee meeting on the third Thursday in the month'.

However it is important that there is an agenda so that everyone understands what is to be discussed and planned. The President should ensure the agenda is set, and he or she should guide the committee in decision making. A committee member (usually the secretary) must keep minutes of meetings.

Time must be made for discussion of agenda items, however try to avoid aimless discourses.

Syllabus

One thing the committee is responsible for is preparing a syllabus for the year. This should include dates for competitions, workshops, lectures and trips for the year.

Try to have next year's syllabus organised and published well before the end of this year.

Below are some tips for preparing a syllabus:

- Prepare a sheet showing just the dates when you will be holding meetings etc – then get the other committee or club members to help fill it in.
- Make sure that important events such as the End of Year functions, Interclubs, VAPS convention and so on are included in the schedule.
- Beware of long weekends and school holidays. It is easy if you aren't careful to prepare a great syllabus and then find everything is thrown out because you forgot to allow for the Easter break.
- Remember that judges and speakers are often in demand, and the more notice you can give them, the more likely you are to find they are available. This is particularly important for your End of Year competition when judges are often booked up months ahead. (See 'Guidelines for hosting speakers and judges').
- Having a syllabus in good time gives your own members plenty of time to plan ahead and ensure for example, that they keep a particular day free for a field trip, and that they have plenty of time to take photographs for set subject competitions.
- Remember that most club members will be keen to contribute ideas for speakers and outings. Make sure if someone says they'll organise a speaker for a date 8 or 10 months away, that you note of who the person is. You want to avoid the situation where Fred Smith is down as next month's speaker, but no one remembers who Fred Smith is or who was going to contact him.
- Make sure the syllabus shows clearly when entries for competitions are due.
- Remember that different club members have different needs. A lecture or workshop on a subject you knew all about years ago may still be important for members who don't have your experience.
- You may also want to include external 'events' that are of interest to members. As well as the VAPS convention, members may be keen to attend things such as Moomba and other festivals, flower shows, sporting events and so on where there are good opportunities for photography.
- Once the syllabus is prepared and published, stick to it! (at least most of the time). You will never get a date for something that will please everyone.

Annual General Meeting

Clubs must hold an Annual General Meeting once in each calendar year.

The purpose (ordinary business) of the AGM is as follows:

- To confirm the minutes of the last AGM and of any Special General Meeting held since
- To receive from the Committee reports on the activities of the Club during the preceding financial year
- To elect Officers of the Club and ordinary members of the Committee

The AGM may also transact any special business (this generally requires giving the membership notice).

Incorporated clubs must send a report called 'Notice of Annual General Meeting' to Consumers Affairs Victoria within one month of the meeting. The clubs Financial Year must end prior to the AGM.

Guidelines for hosting judges

Clubs should do the following when arranging judges:

- Confirm in writing any phone or other verbal booking, well in advance of the judging date, and provide contact details for the club as well as details of the venue, time and similar details.
- Ensure the judge is told clearly the subject of the competition (and provide definitions for 'set' subjects)
- Ensure the judges is told clearly the judging requirements (points to be awarded, number of placing's required, and so on)
- Ensure the judge is told how the results are to be presented (for example, winners last or ad hoc)
- Advise the judge if your club accepts digital edits of members images being shown or not.
- Some time (say 2-3 weeks) before the competition, confirm with the judge that he or she is still available and arrange for delivery of entries to the judge at a suitable time.
- Provide lists of entries in each section of the competition.

Clubs should do the following on judging nights:

- Assign a club member to greet the judge on their arrival and introduce him or her to the president, competition secretary and other club officials and members as appropriate.
- Endeavour to keep club business to a minimum (say, 10 minutes) before the judge is introduced.
- Obtain a few relevant details about the judge in order that he or she may be suitably introduced.
- Ensure the judge is provided with tea or coffee at the conclusion of the meeting.
- Provide a contribution to the judge's travelling expenses. Currently we suggest this should be about \$25, depending on the distance the judge has to travel.

Guidelines for hosting speakers

As with judges, clubs should do the following when arranging speakers:

- Confirm in writing any phone or other verbal booking, well in advance of the meeting date, and provide contact details for the club as well as details of the venue, time and similar details.
- Ensure the speaker is told clearly what he or she is expected to speak about
- Check if the speaker has special requirements such as display boards, projector and so on.
- Some time (say 2-3 weeks) before the meeting night, confirm with the speaker that he or she is still available

Clubs should do the following on the night of the presentation:

- Assign a club member to greet the speaker on their arrival and introduce him or her to the president, competition secretary and other club officials and members as appropriate.
- Help the speaker with setting up any equipment.
- Endeavour to keep club business to a minimum (say, 10 minutes) before the speaker is introduced.
- Obtain a few relevant details about the speaker in order that he or she may be suitably introduced.
- Ensure the speaker is provided with tea or coffee at the conclusion of the meeting.
- Provide a contribution to the speaker's travelling expenses. Currently we suggest this should be about \$25, depending on the distance the speaker has to travel.