



1. Welcome

Phillip Island Camera Club Members are happy to share their passion for photography. Our Members have differing interests, needs, confidence and levels of skill with the camera.

All Members are invited to join in contributing to the success of the Club and experience the pleasure we all gain from learning together. Such support may include: taking your turn in making afternoon tea; setting up the room for our monthly meeting; sharing your thoughts during discussion groups; writing our Club Newsletter; helping with community displays; sharing your experiences; running a workshop on an area of your interest; joining the Club Management Committee; suggesting excursion opportunities; organising excursions; submitting publicity articles to local newspapers; mentoring another Member; delivering/picking up Club Competition entries for judging; and the most important of all – by contributing to the welcoming and inclusive nature of the Phillip Island Camera Club.

While that list may seem formidable, it does acknowledge that Community Clubs exist and grow because of the goodwill of Members. We look forward to getting to know you and trust that you will enjoy participating in Club activities.

2. Association Name

The name of the incorporated Association is "Phillip Island Camera Club Incorporated". Date of Incorporation being, 15th May 2018. ICN No. A0102960D.

3. Purpose of Club

The Purpose of this Association is to provide and ensure that a safe and positive environment exists within the Phillip Island Camera Club where its Members are committed to providing an environment promoting fun with photography and open communication where all individuals are treated with respect, free from bullying, harassment, vilification and victimisation. This includes but not limited to:

- Club meetings and correspondence
- committee meetings and correspondence
- competitions
- exhibitions
- outings
- any other activity

4. Club History

In 2008, the Club became a special interest group of the Artists' Society of Phillip Island (ASPI). In 2018 the Club became re-incorporated under our own name, and is now Phillip Island Camera Club Inc.

In 2014 we celebrated our 20th Anniversary with an exhibition at the Cowes Cultural Centre. The exhibition featured: an Artist Statement for each Photographer; a chart displaying camera settings data beside each image; a section for past Members; and also involved Primary, Secondary and Specialist Schools in the Bass Coast area.

Life Membership awarded to Rob McKay on 26th April 2014, in recognition of an amazing twenty years of selfless service and support to Members of the Phillip Island Camera Club.

2019 saw the celebration of the Club's 25th anniversary with a successful exhibition of Members images in the Anglican Hall in January followed by a celebratory dinner later in the year.

Life Membership awarded to Lyn Young on 7th December 2020, in recognition of her service to the Club, in taking on the leadership and co-ordination of the Club, creating a friendly environment, and promoting the love of photography.

Life Membership awarded to Susan Brereton on 7th December 2020, in recognition of her service to the Club in taking on the leadership through incorporation, creating a friendly environment, and promoting the love of photography.

Life Membership awarded to Lynne Cook on 5th December 2022, in recognition of her significant and unselfish contribution to the Club with her efforts over many years being of great benefit to the Club and its Members.

Life Membership awarded to Gillian Armstrong in December 2024, in recognition of her service to the Club and promoting the love of photography.

Club 30th Anniversary celebrated in 2024 with an exhibition at Berninneit Cultural Centre and Dinner at Cowes RSL in the ANZAC Room.

Our Members have a broad range of photographic interests including architecture, land and seascape, portraiture, macro-photography, and nature, especially birdlife, rocks, trees, texture and form. We remain committed to sharing ideas and expertise, practising photo evaluation, developing skills, promoting photography as a recreational activity and participating in exhibitions.

5. Club Structure

Position Responsibilities:

President:

Coordinates the Club Committee and their activities; chairs monthly meetings; coordinates with, Victorian Association of Photographic Societies (VAPS) and community groups.

Secretary:

Manages correspondence and media reports; and establishes contact with new Members. Prepares and distributes the monthly newsletter. Keeps minutes of committee meetings and meeting attendance sheets.

Treasurer:

Organises the collection of Membership fees, pays Club accounts, and manages Club finances in accordance with the Rules of Association.

Committee Members:

Comprises a number of Club Members as determined by the Club.

Supports the President by co-ordinating the program of activities, including arranging guest speakers, judges, printing, competition, excursions and regular workshop activities for Members; displaying Members' work in public venues; and maintaining the website.

Other Ways you can help include but are not limited to:

- Afternoon Tea Co-ordinator: maintains basic supplies - coffee, tea, milk, biscuits
- Club Historian: manages storage of important PICC documents
- Club Librarian: manages loan & retrieval of PICC books & materials to Members
- Club Newsletter Editor: encourages contributions, disseminates items of interest
- Club Uniforms: organises annual order & delivery. Members pay printer direct.
- Club Website: update site re newsletters & Club activities. Encourages uploads
- Excursion Co-ordinator/s: research, publicises and manages participant numbers
- Meeting Room set up: everyone contributes to the set up and return of furniture
- Buddies: informal requests, may be 1:1 or in groups
- Visitor Welcome & Introductions: greet & introduce visitors to other Members
- Our Club thrives when volunteers see a need and step up! Thank You!!

Should you have any ideas, issues or queries concerning the operation of the Club please do not hesitate to raise the matter with the President or a Committee Member.

6. Events Conducted to Benefit Members

These events include but are not limited to:

- Intra-Club competition and workshops
- Excursions
- Inter-Club activities
- Supporting Community activities which in the past have included;
 - Cape Patterson Aquathon - photographs of action & entrants; assisting in recording the National Vietnam Veterans Museum's exhibits; Wildlife photography for local tourist venue's annual charity event; Santa photos at the Christmas market; 150th anniversary of settlement on Phillip Island Street parade; World Vision Flower and Photography exhibition.
- Promotion of photography: display of framed photographs in local venues; successful entries in district art competitions; holding our own photography exhibitions and publishing regular local media reports
- Computer Skill development: encouraging participation in digital enhancement and photography courses that are provided by the local community centre and sharing skills within the Club.

7. Ordinary Club Meetings

Ordinary Club meetings are normally held on the first Monday of each month, from February to December. If this Monday falls on a Public Holiday, our meeting will be held on the Monday a week later. We meet at the Newhaven Yacht Club rooms, Seaview Street, Newhaven Vic 3925. This arrangement may be varied to accommodate Yacht Club usage or special presentations. Members will be notified of changes. Meetings commence at 1:30pm and conclude at approximately 4:00p.m. Afternoon tea is supplied at each meeting with a donation to cover costs. Meetings include but are not limited to:

- any decisions made by the Committee that have effect on the Club as a whole
- the monthly evaluation feedback
- a guest speaker or practical workshop
- a brief administrative session and
- an enjoyable social break
- A fund-raising Raffle

8. Monthly Evaluations

The Club holds a monthly photographic evaluation. Entering any such event provides numerous opportunities for learning. You will experience a wealth of ideas and inspiration for subjects, encouragement to try new techniques and acknowledgement for your effort. The mechanism used can provide a guide of your progress over time. Not only will you hear comments, both positive and negative (but with constructive advice) about your own images, but also about other Members' work – so at the same time you get to see where your technique can be improved and what you could be aiming for.

1. Format of Club Evaluations

- Club evaluations are held on a monthly basis from February to December
- There are three different categories – Novice, Print and EDPI (Electronic Data Projected image)
- Monthly evaluation alternates between Set and Open topics
- For each section, the Judge will share observations of note for each image as well as allocating 'Highly Commended' and 'Commended' awards as identified and maybe a 'Judge's Choice'.

2. Rules for Monthly Club Evaluation Submission

Digital Images (EDPI):

- Images may either be created with a digital camera or created with a conventional camera and scanned into electronic format
- Images may be enhanced or manipulated using image editing software, but the original image must have been made by the entrant
- As per VAPS specifications (www.vaps.org.au), maximum horizontal dimension is 1920 pixels, and the maximum vertical dimension is 1080 pixels
- Each image file must be in sRGB JPEG format and a maximum of up to 5 Mb in size (5000kb)
- Name your data image with Title of photo and your Club Member number, separated by an underscore, followed by the topic & date e.g.: *Sunset on Woolamai Beach_126_Open_July2018*
- Your images are to be emailed to the AV Committee Member before the date specified in the meeting minutes, giving them time to collate and send off to external judges or collating into a presentation of display at the following Ordinary Meeting.

Prints:

- ALL prints MUST be mounted.
- Prints may be ANY size, up to a maximum of 40cm x 50cm (16in x 20in) when mounted.
- Panoramic print formats are acceptable but must fit on a 40cm x 50cm (16in x 20in) board.
- Prints mounted to a total thickness greater than 5mm will not be accepted.
- Please also provide a digital image of the photo to the AV Committee Member for inclusion in the presentation at the following Ordinary Meeting. The Image should be named as if it were only an EDPI image, but with the 'Print' beforehand: e.g.
- *PRINT Sunset on Woolamai Beach_126_Open_July2018.*

Members may submit up to three (3) images per month, for example two (2) prints and one (1) EDPI, or any combination of Prints/EDPI's up to three (3) entries per Member. Entries are emailed to AV Committee Member by the date specified in the minutes. Feedback will be presented at the following meeting. Each print entry must have a label affixed to the back showing title, Member number, topic and date.

Image entries which have been assessed as Commended, Highly Commended or Judges Choice may not be resubmitted in another monthly competition that year. Other entries may be resubmitted for only one further monthly competition that year. You may like to re-edit your photo taking into account comments made by the judge before resubmission.

3. Novice

To encourage new Members to enter the monthly evaluations, a Novice section is included. These entries to the evaluation follow the guidelines as per EDPIs and prints but when naming the images or labelling prints put the word 'NOVICE' first i.e. *Novice_WoolamaiBeach_126_Open_July2018*. Once a Member is feeling confident in entering their images, they may drop the word "Novice."

4. End of Year Portfolio Evaluation

November, a portfolio of four (4) related prints plus a cover print or a portfolio of four (4) EDPI related images plus a cover image are submitted. An outside judge is utilised to assess the images entered, with the results announced at the Christmas Break-up Meeting in December. This is something you could work on during the year. The award system is the same as for monthly meetings and the judge may give feedback on all entries.

Your portfolio should contain four (4) related images plus a cover image, presented in a folder. Judging consideration is given to presentation as well as content.

9. Judging of Club Evaluations

1. Club Competitions

Judges used to assess and critique entries in Club competitions are drawn from the VAPS List of Judges, experienced photographers and Club Members, a different judge for each monthly competition is engaged so that a variety of expertise and opinion is brought to the Club. Whilst the comments by judges provide useful advice from which to learn, this doesn't mean that Members always must agree with them, for in photography, like other art forms, individuals will have different reactions, but all Members will use common courtesy and not question judges' decisions. There should be no comments made during the announcement of the judges' decisions unless the judge asks a question of the maker of the image.

When 'Set' topics are to be judged, a definition of the topics used by participating Members, will be included to assist the judge. This definition will be given to the entrants to support them in research for the topic.

2. Non-Club Competitions

In addition to the Club evaluations referred to above a number of independent organisations (e.g. local government councils, photographic magazines, agricultural shows) hold annual photographic competitions and exhibitions, some of which offer prize money, in which Members are encouraged to enter their work. Members should familiarise themselves with terms and conditions before entering.

Phillip Island Camera Club also enters the annual VAPS (Victorian Association of Photographic Societies) Inter-Club Competition which coincides with the VAPS Convention usually held at the end of May.

10. Buddying & Member Development

While we no doubt join a camera Club because we enjoy photography and wish to improve our technical and 'artistic' skills in this field, an individual's progress in this area is directly related to his/her efforts and willingness to seek specific answers, as well what each Club is able to offer. The learning process is different for each person, but generally best accomplished through practice, feedback, questioning, experimentation and being brave enough to speak up – you will definitely find you are not the only one with such queries!!

For many of us, the camera manual may as well be in a foreign language until we have a specific purpose, or a buddy who can help us make sense of it – usually one section at a time. Participating in excursions is a fantastic way to discuss your issues in a practical setting with others around who can help. Workshops at meetings can also consolidate ideas as well as raise further questions. We plan to:

- Increase Club evaluation participation by ensuring all Members know how to resize photos for EDPI section entry. Please ask if you are having trouble with this, someone is sure to be able to answer your questions
- Revise Set Topic definitions & educational websites

- Plan our annual judging program early so that we know which meetings will be without a judge's presence, so we can schedule a Workshop on areas related to upcoming Competition topics
- Run between-meeting sessions e.g.: Workshops, Coffee & Camera informal catchups; group/individual
- Agenda a Members' Question Time at the end of monthly meetings – to high light areas of common need & hopefully receive an answer or connect with an available mentor for that issue.

11. Club Newsletter

The Club newsletter is prepared and distributed to Members on a monthly basis, in electronic format. The newsletter includes announcements about forthcoming meetings and events, reports on recent activities, evaluation subjects for the next twelve months, and offers items of general and/or technical interest. Please contact the Editor if you have any queries about the newsletter, or any articles or items to contribute, as these are always welcome.

12. Insurance

Insurance cover of Members is secured via the Club's Membership with VAPS. To ensure that you are covered by this Insurance whilst engaged in Club activities, **you must** use the provided Attendance Form to 'advise your desire to attend, and then, at the beginning of the Activity **you must** 'sign in.'

This is the Club's record of your attendance at a designated Club event should an unfortunate incident occur. The Membership fee to VAPS is due on December 31st each year and includes our insurance cover.

13. Website

The Club website is www.phillipislandcameraClub.com.au. Members are encouraged to contribute photographs and a short biography to the site, or links to their own website. Regular photography hints and tips will be shared, questions may be asked. Your own images may be shared but please limit this to no more than five (5) per week. We also welcome articles of interest to the Club Members and visitors to our website.

14. Contact

Enquiries about Membership and camera Club activities are most welcome and should be emailed to: phillipislandcameraclub@gmail.com

15. Facebook Code of Conduct

Members are invited to join the closed Facebook group of Phillip Island Camera Club. The code of conduct for Facebook is very clearly outlined on the top of the Facebook page and must be adhered to by all Members of the Club. Failure to do so will result in the Member being removed from the page and this can be done with no prior warning and need not be explained. The administrators of the page can do this with no prior consultation with the committee but must then inform the committee of the decision within 24 hours. All persons applying to become Members on the page must be fully paid Members of the camera Club before being accepted to the page.

16. Email and Personal Privacy

All Members need to have an understanding of the Privacy Laws pertaining to the Club and especially to the use of the Facebook Page and the use of the mailing list of the Club. Under no circumstances should any Member use the mailing list of the Club for their personal use, up to and including mailing of political or personal mail to other Members. Members may at times be given access to the mailing list on behalf of the Committee of the Club to send emails to other Members for a project, this in no way grants the Member permission to use this list for any reason

other than the project that the permission is granted for. All emails must be sent BCC so that no access is granted from one Member to another; if this is accidentally omitted this does not then grant permission to any Member to use this mailing list.

17. Code of Conduct

In summary the purpose of this Code of Conduct and Ethical Principles is to ensure:

1. A safe and positive environment within the Phillip Island Camera Club, including but not limited to:
 - Club meetings and correspondence
 - committee meetings and correspondence
 - competitions
 - exhibitions
 - outings
 - any other activity.
2. Members of the Phillip Island Camera Club are committed to providing an environment promoting fun with photography and open communication where all individuals are treated with respect, free from bullying, harassment, vilification and victimisation.

Conduct that violates this Code of Conduct will be subject to disciplinary measures as determined by the Phillip Island Camera Club Committee.

The Code of Conduct can be found on the Club's website.

Please make yourself familiar with this document.

18. Rules of Association

A Summary of the Rules of Association follow and can be found in full on the Club website.

Please make yourself familiar with this document.

A. Club Membership Criteria

Any person who supports the purposes of the Association is eligible for Membership.

B. Joining Club and Fees

Any person wishing to join the Phillip Island Camera Club is to complete, in full, the Application for Membership Form (download from the Club website) and present it to the President or a Committee Member. An incomplete Form will not be accepted by the Club and will be returned to the Applicant for completion.

At the Committee Meeting following the acceptance of this form the Committee will vote on the Membership application.

The Committee will then advise the applicant of its decision and the amount of Membership Fee required.

If successful, the Membership Fee is due and payable into the Club bank account before the next Ordinary Meeting.

C. Right and Obligations of Members

The Club currently has two (2) classes of Members, being Ordinary and Life.

All Fully paid-up Ordinary Members and Life Members of the Club are entitled to:

- Receive notice of Ordinary meetings and any proposed Special resolutions
- Vote at any Ordinary Meeting
- Submit items of business for consideration at an Ordinary Meeting
- Attend and be heard at an Ordinary Meeting

D. Ceasing Membership

The Membership of a person ceases on resignation, expulsion or death.

E. Disciplinary Action

The Club make take disciplinary action against a Member in accordance with the Rules of Association if it is determined that the Member:

- Has refused to comply with the Rules of Association
- Refuses to support the purposes of the Club
- Has engaged in conduct prejudicial to the Club
- Acted in a way not allowed by the Code of Conduct.

F. Grievance Procedure

The grievance procedures for settling disputes under the Rules of Association covers events between

- the incorporated Club and any Member/s or
- a Member and other Member.

This procedure gives each party to the dispute an opportunity to be heard on the matter and ensures that an unbiased decision-making process decides the outcome of the dispute.

G. Club Committee

1. Duty of the Committee

- a) To manage the business of the Club.
- b) It may exercise all the powers of the Club except those powers that these Rules or the Act require to be exercised by ordinary meetings of the Members of the Club.
- c) To communicate any decision made to all Members either by email, a notice in the newsletter or tabled at the next Ordinary meeting.
- d) The Committee may—
 - i. appoint and remove staff; and
 - ii. establish subcommittees consisting of Members with terms of reference it considers appropriate.

2. Eligibility

Eligibility to the Committee is open to any Life or Financial Ordinary Member of the Club.

3. Nominations

Any Club Member can nominate any Member for a position on the Committee. This nomination Form is to be signed by the Nominator, the Secunder and the Nominee and be in the possession of the Returning Officer at the AGM. This Form is available at Club Meetings prior to the AGM.

At the AGM all Committee positions will be declared vacant.

Starting with the President, followed by the Secretary, the Treasurer and then the Committee Members, the Members will vote on their choice from the nominations for that position. If only one nomination is presented, then that person will be immediately elected to that position unopposed.

4. Positions

The Positions of the Committee to run the Club are:

- President
- Secretary
- Treasurer
- Committee Members

5. Voting

On any question arising at a committee meeting, each committee Member present at the meeting has one (1) vote.

A motion is carried if a majority of committee Members present and voting at the meeting vote in favour of the motion.

If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote. Voting by proxy is not permitted.

A committee Member who has a material personal interest in a matter being considered at a committee meeting must disclose the committee Member's position and the nature and extent of that interest to the Committee and must exclude themselves from the vote.

6. Term of Office

In general, a committee Member holds office until the positions of the Committee are declared vacant at the next annual general meeting. A committee Member may be re-elected.

However, to ensure that committee Members don't get burnt out and to encourage other Club Members to participate, the Club has determined that a Member should only hold the same position for a maximum of three (3) years, after which the Member should stand down from this position and off the Committee or nominate for another position on the Committee.

7. Vacating Office

Generally, a position becomes vacant because it is the end of office term, resignation, death, insolvency (bankruptcy), loss of mental capacity or being removed from office by a resolution of the Club at a Special General Meeting.

8. Meetings & Minutes

Committee meetings are held monthly on the last Monday of each month (excluding December and January) at 1:30pm at the Vietnam Veterans Building, Phillip Island Road. If this time is unavailable the President will notify of another date, time and venue.

Minutes of committee meetings are tabled at the following monthly Committee meeting.

9. Quorum

No business may be conducted at a Committee Meeting unless a quorum is present. The quorum for a committee meeting is the presence, in person, of a majority of the committee Members holding office.

H. Annual General Meetings

The Annual General Meeting (AGM) is usually held in the month of November immediately before the Ordinary Club Meeting.

The President will bring the meeting to order, announce that the AGM is beginning, accept the minutes of the previous AGM, ask the Treasurer to present the Annual Financials, call for any other AGM business; there being no further AGM business the president will declare All Committee positions vacant and then hand the meeting over to an alternate to conduct the Voting of the New Committee.

The Voting procedure is used to select all Committee Members for the coming year.

At the completion of voting, the meeting will be handed over to the incoming President to conduct the monthly Ordinary meeting.

Please enjoy your time in the Phillip Island Camera Club, and should you have any questions that this Handbook does not answer, please do not hesitate to raise it with the President or a Committee Member.