



# MEMBER HANDBOOK

Effective August 2021

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### **MISSION STATEMENT**

A photography club with the purpose of helping Members improve their photographic skills through juried competition, education, and photography field trips.

## **WELCOME TO NORTH HAVEN CAMERA CLUB!**

We are a socially-oriented camera club! Join us for our regular meetings where we have:

- live or virtual presentations dedicated to improving and broadening Members' photographic skills
- hands-on workshops, set up by station to maximize participation.
- eight juried competition meetings annually, with instructive comments available.
- friendly field trips, where Members can practice photo skills.

Our regular club meetings are the first and third Tuesdays of every month at 7 p.m. We also hold our "Photo Café Q & A" sessions from time to time—informal on-line get-togethers where we choose a topic of interest to discuss.

The goal of our club is to broaden our Members' understanding of photographic concepts, skills, and software use. We also feature social time a half hour prior to meetings, where you can simply visit, make new friends, or share your ideas about photography.

Get involved! See the Standing Committees section.

## **WHERE TO FIND MORE INFORMATION ABOUT NoHCC**

**Our website:** regularly scheduled meetings, field trips, and photos are listed on our website ([www.northhavencameraclub.com](http://www.northhavencameraclub.com))

### **Facebook:**

- "like" our Facebook page to keep up with activities and events ([www.facebook.com/northhavencameraclub](http://www.facebook.com/northhavencameraclub))
- submit a request to join our private Facebook group for Members (<https://www.facebook.com/groups/NoHCC>), where you can share your photos and ideas in a private space.

**Email:** information and updates are sent by email to Members, so check your email!

**Last-minute changes:** if there are postponements, cancellations, or rescheduled events etc, best efforts will be made to notify Members via any of the above methods or by phone no later than 5 p.m. the day of the planned event.

**Board of Directors and Standing Committee Chairs:** for a list of Members in these positions, see our website.

## HOW TO CONTACT US

Send an email to [northhavencameraclub@gmail.com](mailto:northhavencameraclub@gmail.com) . Put a brief description of your question or issue in the subject line.

## HOW YOU CAN HELP: STANDING COMMITTEES AND CHAIR POSITIONS

The NoHCC is always happy to have support of its Members! One way you can offer support is by volunteering to participate on a Standing Committee. These are volunteer groups of up to five Members committed to supporting the club, and offer an excellent way to get involved without holding an elected Board position.

Standing Committees are generally created by the Board to facilitate non-essential functions and tasks for the benefit of NoHCC and its Members. The Board may appoint a Chairperson to each Committee at their discretion. Occasionally and depending on their role, Standing Committees may only be needed for a limited time to carry out specific operations.

Where needed, Chairpersons are given a budget guideline to help them keep costs low. All expenditures over \$50 require Board approval prior to purchases. After receiving approval, receipts may be submitted to the Treasurer for reimbursement.

There are many roles where you could offer to step up! Standing Committees may include but are not limited to:

- Hospitality Committee (3-5 members): arranges for and sets up refreshments at regular NoHCC meetings. Works to plan and coordinate annual banquets such as Holiday and end-of-year Awards parties. Recruits help as needed to assist in set-ups/clean up of parties.
- Meeting Setup Committee (2-3 members): arrives early to club meetings and is responsible for meeting room and equipment setup.
- Club Activities Photographer (1-2 members): responsible for taking photos of activities and social interactions at club meetings and events, and uploading to a designated location.
- Webmaster: responsible for maintaining NoHCC website, and informs Board of upcoming payments due to DNS server and/or website host.
- Newsletter Chair: writes & distributes a regularly scheduled newsletter.
- Judges Chair: procures judges for NoHCC competitions, confirms availability prior to competitions and instructs them as to NoHCC competition rules, categories, and process (including competition software) prior to competition. Maintains a list of qualified judges, and selects and trains qualified NoHCC Members for the in-state and external judging pool. Provides NoHCC judges to other in-state clubs as requested. The Judges Chairperson is a contact person for the External Competition Committee as needed.

- NECCC Conference Enrollment Chair: promotes the annual NECCC conference and arranges group bookings for club Members to attend the conference.
- External Competitions Committee (2-3 members): the NoHCC belongs to the following external photographic organizations: PSA (Photographic Society of America), NECCC (New England Camera Club Council), and CAP (Connecticut Association of Photographers), giving us the opportunity to participate in their interclub competitions throughout the year. Our External Competitions Committee members represent NoHCC as contacts for these external organizations to share news and events from each of these organizations to our Members. They may also attend interclub virtual or in-person meetings, usually only 2-3 meetings per year.

This committee works collaboratively to select and submit NoHCC photos to these external organizations' competitions in a timely manner and in appropriate categories. Occasionally these external organizations may ask the NoHCC representatives to request approval from our Board to host one of their interclub competitions; this Committee would then coordinate with our Judges Chair to obtain judges for the event.

The Chair of the External Competitions Committee keeps track of whether NoHCC Members have given permission to release their photos for submission to external (interclub) competitions.

- Awards Chair: distributes virtual or physical awards and/or certificates for NoHCC competitions and end-of-year Awards Night. Printed awards/certificates will require either printing at home or at an outside vendor.
- 50/50 Raffle Coordinator: responsible for selling raffle tickets at in-club meetings.
- Premium Workshops Chair: arranges for and hires presenters for special hands-on programs; requests publicity materials specific for the workshop from presenter; sets prices, location, and dates; arranges for hotel for presenters when required. The Programming Director is a contact person for the Premium Workshops Chair as needed.
- Slideshow Committee: creates slideshows for annual events such as the Holiday Party and Awards Night.
- Nominating Committee: a temporary committee formed each spring to canvass for qualified Members interested in running for elected positions on the Board of Directors, or for volunteers for non-elected Committee positions. For more information on Board positions, see the Bylaws.
- Bylaws Committee: a temporary committee formed when the Board determines the club Bylaws require updating or amending.

Members of these Standing Committees and their Chairs will provide guidance to incoming committee members and share records of their activities for a smooth transition.

## **FIELD TRIPS & SAFETY**

Our club conducts field trips regularly which allow members to socialize and put into practice hands-on skills in a fun environment. Field trips give us the opportunity to explore subjects that may push us out of our comfort zone, while being able to share and learn new tips from fellow club members. These are generally day trips within Connecticut, and may be announced in meetings, on our website, or by email so keep an eye out.

- Field Trip Director will attempt to coordinate transportation to events, however transportation and any costs associated with the event is the responsibility of attendees.
- Members will be responsible for their own safety and equipment. The NoHCC organizes events for the benefit of Members but is not liable for their safety, well-being or any personal equipment.
- Events or field trips not sanctioned by the NoHCC are not considered club-sponsored events.
- Events are open to all Members of good standing. For some events the number of participants may be limited; in such cases the field trips will be on a first-come, first-served basis with a waiting list.
- Guest Field Trip waivers must be signed prior to a guest's attending a NoHCC sanctioned field trip.
- Any advance expenditures over \$50 (e.g. for group bookings) require Board approval prior to purchase.

## **MUTUAL RESPECT POLICY**

The NoHCC wishes to foster a spirit of cooperation among all Members. It is our policy to respect and include all Members regardless of race, age, gender or sexual orientation.

The NoHCC values all Members as individuals and respects their opinions and contributions, and we expect the same from our Members. Individuals who engage in disrespectful conduct (such as – but not limited to – harassment, bullying, uncooperativeness toward other Members or discrimination toward a protected class) would be in violation of our Mutual Respect policy.

Whether during our meetings or representing NoHCC at external activities, each Member is expected to conduct themselves in a manner reflective of our club's policy of mutual respect and cooperation.

Any concerns due to a disregard of this Mutual Respect policy should be brought to the attention of the Board of Directors as soon as possible so remedial action may be taken. Means to resolve the issue shall be determined by the Board at the time the grievance is presented.

## ODDS & ENDS

**Internal (in-club) competitions:** Photos submitted for internal NoHCC competitions may be used for publicity of NoHCC events including social media posts, publications, or on our website. The maker will receive photo credit if and when their photo is used. If you disapprove of the use of your photos for this purpose, please email the club at [northhavencameraclub@gmail.com](mailto:northhavencameraclub@gmail.com) *attn:* Publicity Director.

**External (interclub) competitions:** NoHCC submits Member photos for external competitions 3-4 times per year. Depending on the external organization holding the competition, entering photos into external competitions typically gives them permission to reproduce or display your photos in connection with the competition, including upload to their website or social media. At the beginning of each NoHCC membership year you are asked to indicate your preference for releasing your photos for external competitions on the annual NoHCC Registration form.

- NECCC requires your signature giving permission to release your photos for reproduction prior to your photos being accepted for their competitions. Your signed NoHCC Registration form indicates your preference.
- PSA will accept your photo in their competitions but will not display it unless PSA's release form is signed. If your signed NoHCC Registration form indicates permission for release, a separate PSA release form will be sent for your signature as needed.
- Photos to be entered in CAP competitions are submitted by the maker, who is expected to sign a CAP release agreement.

The copyright remains with the maker in all cases and they will receive photo credit if and when their photo is used.

**Premium Workshops:** occasionally, our club may host Premium Workshops – special instructional classes or programs given by professional photographers – for a fee; signups for these are available first to our Members, then opened up to the public and other camera clubs. Payment can be made by check or via Paypal on our website.

**Website:** our website has a Member-Only section. You may gain access to it with your competition login credentials.

### **Learn More About Photographic Organizations:**

- **Photographic Society of America:** information about PSA can be found on their website <https://psa-photo.org/>. PSA welcomes individual members and runs competitions, exhibitions, and offers educational programs. For information about their annual interclub competitions, see <https://psa-photo.org/index.php?interclub-comparison-chart> . For information about being a NoHCC rep to PSA, see <https://psa-photo.org/index.php?club-rep-responsibilities>.
- **New England Camera Club Council:** NECCC is an umbrella group for over 60 camera clubs in New England, and runs conferences as well as interclub competitions throughout New England. NECCC also welcomes individual members. More information about NECCC can be found on their website [www.neccc.org](http://www.neccc.org). For information about their annual interclub

competitions, see <http://www.neccc.org/p/interclub-competition.html>. For information about being a NoHCC rep to NECCC, see <http://neccc14.neccc.org/Interclub/Projected-Image-Interclub-Competition-Rules-and-Regulations.pdf>.

- **Connecticut Association of Photographers:** information about CAP can be found on their website <http://capinct.blogspot.com/>. For information about being a NoHCC rep to CAP, contact a NoHCC Board Member.