

CAMERA CLUB COUNCIL GETTING STARTED

(Guidelines for Starting a PSA Camera Club Council)

The first step in starting a Photographic Society of America (PSA) Council is to contact as many PSA-member clubs as possible in the surrounding represented areas to determine the different club's interest and support level. It is important to get suggestions from these clubs on how a council might best serve these clubs.

At the same time determine who from these clubs might be willing to serve on the Founding Committee and eventually the Board of Directors. Once the information is obtained, set a date, place, and time for a first meeting.

Before the first meeting, PSA members should go to <http://www.psa-photo.org/index.php?psa-member-clubs-only-getting-started> and read all of the information that is available. Most of the information is geared towards clubs, but there is some very good info that can be applied to councils. It is recommended that this information is printed out in advance and available to appropriate members attending the first meeting.

Some of the information includes the following:

Starting a Camera Club	Drafting Club By-Laws
Club Finances	Club Publicity
Club Competitions	Club Education Plan

It is important to be organized for this meeting. Since club reps or delegates will be coming from across the state or possibly from several states. It may not be convenient to meet more than once or twice a year. Before the meeting, send an agenda to those who will attend the meeting for their suggestions. After corrections and additions are made, send a final agenda to the attendees. This will help the club reps or delegates be prepared to make the necessary final decisions when the group meets.

It is recommended that clubs belonging to the council be PSA-member clubs.

Club reps should start thinking about a name for the organization, a logo, a website, and any other form of social media that can help get the word out to member clubs.

When starting a website, everyone should give careful thought to the website. The organization should have what it needs to grow and expand. The website should be simple enough that each board member can keep their area of the website's information up to date.

SAMPLE AGENDA FOR FIRST MEETING

List of Attendees and the Clubs Represented: (Name tags should be available)

(List Attending Clubs and their Reps/Delegates here)

Introductions from each Rep/Delegate: (Including club, council and PSA experience)

Name of the new organization:

PSA Council Membership Status: (This assumes someone signed up the council for membership before the initial meeting. If not, the task should be assigned to whoever is elected Treasurer. This may have to be postponed until funds are available.)

Member as of date _____

Dues paid for 1yr. \$XXX by _____, who is the PSA Council Rep

Objectives/Mission Statement Stated:

To promote the art of photography in _____; (state the area the council will cover)

- To assist local camera clubs
- To promote socialization among clubs
- To share speakers and judges
- To host joint fieldtrips
- To host joint workshops
- To encourage interclub competitions and exhibits
- To provide information for photographers visiting their (the) area

- To encourage PSA and International Salons
- To take part in the PSA Council Challenge contests

Sample Goals:

Year One:

Year Two:

Get the board in place	Expand the council’s committees
Expand membership	Look for sponsors
Get the word out on council activities	Do camera tip related articles
Work on expanding the website	Make it the best website ever!
Two joint field trips	Have four joint field trips
One interclub competition	Have two interclub competitions
Create a speaker and judges list	Provide a course to educate judges
Create a list of places to see in their area	Add members photos of places to see
Encourage membership in PSA	Take part in PSA Council Challenge
Start thinking about workshops	Have the first workshop
Start thinking about exhibitions	Have the first exhibition

Forming the Board: (Sample Options)

The objective of this committee will be to form a Board of Officers and Directors to share the work load as evenly as possible during the first year, since man power may be limited.

Each board member should consider where their strengths are best served, and if each board member will have the time it takes for their responsibilities. Board members should team up the first year for the many tasks.

Here are board positions and job descriptions:

President: Oversees everything and provides leadership

Vice President: Stands in for and assists President and Activities Director

Secretary: Keeps records and assist Web Editor and Publicity Director

Treasurer: Keeps finances and assist Membership Director

Web Master/Editor: Expands and keeps the website current. *It is suggested that each member of the Board update their own areas*

Membership Director: Expand the membership base.

Publicity Director: Develop a contact list and gets the word out about the organization and all its activities. Work on a list of places to visit with links for photographers visiting their area

Activities Director: Suggested first year goals can be to compile a speaker and judge's list for the council member clubs to use... or to organize at least two field trips...and possibly an inter-club competition.

Representatives or Delegates: Each club will assign a representative or delegate whose responsibility will be to keep their club up to date on council activities.

Note: In the beginning the founding fathers and board members tend to act as club reps, but it is advised that other club members be called upon to take part.

Elect Board Members

Dues:

It is important for the Council to have a good financial start by covering operating costs and building a reserve fund for expansion purposes. It also is important to keep the dues low enough so that small clubs can afford membership.

There are several options:

One flat fee for everyone (at least to start out)

A flat fee plus something extra for every ten club members over 50;

Vote on Dues

Which Clubs Will Membership Include:

Each council will need to determine which clubs will be included in their membership. Will membership include only clubs within their state or clubs across state borders? Councils should not draw members away from other state's councils. If a state or area does not have their own council, then maybe they can be included. There does become an issue if a club belongs to two councils, and wishes to participate in the PSA Council Challenge from two different councils.

Apply as a Non Profit Org. at this time:

It is recommended that Councils apply for nonprofit status (501C3)

Meetings:

How often, when, and where?

It is suggested there be two meetings a year. One could be held during a field trip event or after council photography competitions.

Consider the Constitution/By-Laws - Keep the constitution and by-laws as simple as possible the first year or two. It can always have additions or be re-written later if necessary.

Vote on Constitution/By-Laws

There will be changes and corrections that will have to be incorporated first. Plan on sending out a rough draft to the new Board Members to edit and then a final one to be voted on via email if necessary or at the next meeting.