

1 July 2021

**THE NEWCASTLE PHILATELIC SOCIETY INCORPORATED**

**NSW Incorporation Number Y0408738**

**RULES**

**1. NAME**

The Society shall be called "THE NEWCASTLE PHILATELIC SOCIETY Inc." and is hereinafter referred to as the Society.

**2. AIMS**

The aims of the Society shall be:

- (a) The cultivation, study and advancement of philately in all its branches.
- (b) To facilitate the swap and sale of stamps between its members and others at specified times.
- (c) To detect and prevent as far as practicable, forgeries of stamps and other philatelic frauds.

**3. MEMBERSHIP**

Membership shall consist of:

- (a) Ordinary members.
- (b) Honorary members.
- (c) Life members.

**4. AGE OF ADMISSION [MEMBERSHIP]**

Persons at least 18 years of age are eligible for admission as members.

**5. CANDIDATES FOR MEMBERSHIP**

- (a) All nominations for ordinary membership shall be in writing on the appropriate form as prescribed by the Committee and shall be signed by two financial members of the Society. Such nomination shall be placed before the Committee, who may require such other information, references or recommendations as it shall deem fit. Ordinary members shall be elected by the Committee or at a General Meeting of the Society, by a majority of those present.
- (b) All nominations for ordinary membership must be accompanied by an amount equal to the joining fee plus one year's subscription.

**6. COMMITTEE**

The business and affairs of the Society shall be under the management of the Committee, which shall consist of the President, 2 Vice-Presidents, Secretary, Treasurer, Publicity Officer, Immediate Past-President, Public Officer, Newsletter Editor, Operations Convenor and other suitably qualified members that the committee deem appropriate. Some committee members may have more than one role.

## **7. VACANCIES IN COMMITTEE**

(a) The Committee shall have the power to fill by invitation any vacancy or vacancies in the Committee occurring during the year.

(b) Any members of the Committee failing to attend three successive meetings (without reasonable excuse) may be struck off the Committee roll, and a substitute member may be appointed subject to the approval of a majority of the Committee.

## **8. QUORUM**

(a) At Committee and General Meetings five shall form a quorum.

(b) At Special General Meetings and Annual General Meetings eight shall form a quorum.

## **9. BY-LAWS**

The Committee shall have the power to frame, alter and repeal By-Laws when deemed necessary provided that they are not inconsistent with any of the General Rules. Except as otherwise herein provided none of the Rules of the Society shall be repealed, altered or added to except at a Special General Meeting or Annual General Meeting held in accordance with these Rules.

## **10. ELECTION OF OFFICERS**

(a) The Committee, with the exception of the Immediate Past-President, shall be elected at the Annual General Meeting, to be held in the month of August, and shall be elected for one year or until their successors are duly elected, but are eligible for re-election. Nominations of all members of the Committee must either be in writing or presented verbally to the secretary prior to the commencement of the Annual General meeting.

(b) If more than the required number of candidates are nominated for any office the result shall be decided by secret ballot.

In the event of a ballot a member present who is not standing for the position being contested shall be selected by the Secretary to occupy the chair for the election of officers and to act as Returning Officer.

The Returning Officer shall select two impartial two persons to act as scrutineers from among those not standing for the position being contested. The scrutineers will distribute ballot papers to all members eligible to vote in the election, collect the ballot papers on completion by the members, count the votes for each candidate and deliver the result of the ballot, in writing, to the Returning Officer, who will announce the result of the ballot and declare the successful candidate or candidates duly elected to the office or offices balloted for.

At the conclusion of the ballot the scrutineers shall, in the presence of the Returning Officer, destroy all ballot papers, unused and completed.

An Honorary Solicitor and an Honorary Auditor may also be elected at the Annual General Meeting.

## **11. SPECIAL GENERAL MEETINGS**

Notwithstanding Rule 23, on a requisition signed by at least three financial members of the Society, the Secretary shall at any time call a Special General Meeting, specifying the business to be brought forward. Ten days' notice of such meeting shall be given to members; country and interstate members shall be entitled to vote by post or email.

## 12. ALTERATION TO RULES

The Society may at any General Meeting alter, repeal or suspend any of these Rules, provided that 21 days' Notice of Motion has been given to all members. Any such motion must be carried by a two thirds majority of the members voting.

## 13. SUSPENSION

a) The Committee may, by a two thirds majority, temporarily suspend any Officer or member until the cause for such suspension is investigated at a General Meeting.

(b) The Committee may, by a two thirds majority, terminate the membership of any member who in the opinion of the Committee has been guilty of conduct unbecoming a member of the Society, provided that such member be given seven days' notice of the charge and an opportunity of being heard before the Committee.

## 14. OFFICERS' DUTIES

(a) The President shall normally preside over all meetings of the Society and oversee and coordinate the Society's activities and represent the Society in the broader community.

(b) A Vice-President, or if there is no Vice-President present, some other Officer duly selected by the Secretary, shall preside at meetings in the absence of the President.

(c) The Secretary shall conduct all the correspondence of the Society; keep an electronic record and circulate by email the Minutes prior to every monthly-meeting, Committee meeting and the Annual General Meeting; keep an up-to-date register of all members and shall advise the Treasurer and Newsletter Editor of any changes of address. He shall hand all monies received by him to the Treasurer at the earliest opportunity, and also prepare a full report of the year's activities for presentation at the Annual General Meeting. A list of names of all current Life Members and Honorary Members shall be included in that report.

(d) The Treasurer shall have charge of all funds of the Society and shall pay all debts due by the Society and approved by the Committee for payment. He shall keep an account of all monies received by him by the issue of duplicated receipts and deposit these monies into the Society's bank accounts at the earliest opportunity. All debts due by the Society shall be paid by cheques drawn on the Society's banking accounts or by Direct Deposit where this is available. He shall present a balance sheet of the funds of the Society, duly audited, at the Annual General Meeting.

## 15. AUDITING OF THE SOCIETY'S BOOKS

The Treasurer's balance sheet shall be audited by the Society's Honorary Auditor, who shall report in writing thereon, to the Annual General Meeting. The Society's Honorary Auditor may be elected annually at any General, Special or Annual General Meeting.

## 16. CONTINUANCE OF MEMBERSHIP

Every member shall be considered a member for any year unless that person sends the Secretary written notice signifying an intention to resign, not later than the last day of June in such year.

## 17. UNFINANCIAL MEMBERS

Any member who fails to pay or renew their subscription within six months of the commencement of the Society's financial year i.e., by the 1<sup>st</sup> of July, or within one month after being notified by the Treasurer, in writing or by email, that same is due, shall be treated as unfinancial and shall forfeit accordingly all rights and privileges of membership.

Any member who allows his subscription to fall 12 months in arrears, shall have his name struck off the roll of members and shall pay one year's subscription in lieu of resignation. Such persons are not eligible for re-admission unless such arrears of payment are paid.

Any notice forwarded by prepaid post or email to the address of any member, as registered in the Society's books shall be deemed to be duly given and delivered within one calendar week following the day of posting thereof.

Members who are unfinancial are not entitled to vote at meetings.

Visitors and prospective members cannot vote but may participate in displays and activities.

#### **18. EX-MEMBERS**

Any member whose connection with the Society has been terminated for any reason shall not be entitled to have any claim on the Society or its property or funds.

#### **19. DATE OF MEETINGS**

The regular General Meetings of the Society shall be held on dates and at places to be fixed by the Committee.

#### **20. CORRESPONDENCE**

All correspondence shall be addressed to the Secretary, from whom information relating to the Society may be obtained.

#### **21. ADVICE RE DECEASED MEMBER'S COLLECTIONS**

The Society may suggest to the Executors of a deceased members estate that their advice is available regarding the disposal of any philatelic material that the deceased member may have left behind. If requested to tender such advice it shall be given free of charge.

#### **22. PURCHASE OR SELLING OF STAMPS**

The Society will under no circumstances undertake the purchasing of stamps, post cards or any other philatelic material, nor will the Society be responsible for any stamps, post cards or other material forwarded to the Society for the purpose of sale, except for posting of the Newsletter or publicity and promotional items for exhibitions.

#### **23 DISSOLUTION OF THE SOCIETY**

Without prejudice to Rule 11, no dissolution of the Society shall take place unless determined by a majority of members present and voting, at a Special General Meeting called for the purpose. In the event of the Society being wound up at any time, the property shall be forthwith sold at the discretion of the Elected Committee and the proceeds divided equally amongst the existing financial members.

Any member borrowing or receiving property of the society shall be deemed to have borrowed or acquired or otherwise taken and to hold the said-property of the Society subject to all the provisions of this Rule and the legal consequences of such provisions and shall be liable to an action at Law for the recovery thereof or to be sued at Law for the value thereof.

All legal actions, claims or demands which may be taken by the said Committee against any member or former member of the Society, shall be commenced in such Court as the Committee shall deem advisable and all persons who are or at any time have been members of the Society expressly agree that any such action may be commenced by the said Committee, in a court at Newcastle or such other place as to the Committee seems necessary or advisable, notwithstanding the fact that the cause of the action shall have arisen in some other place than that in

which the action was commenced, to the intent that such agreement may be pleaded in bar to any plea of lack of jurisdiction raised by any member in any such action.

#### **24. LIFE MEMBERSHIP**

This shall be the highest honour that the Society can confer on a member and shall be for meritorious service to the Society. This honour should be restricted to five members. A hand prepared Certificate shall accompany each award.

#### **25. HONORARY MEMBERSHIP**

The Society at any General Meeting may on the recommendation of the Committee elect to the rank of Honorary Member, any member who in the opinion of the Committee has rendered outstanding service to the Society. There shall not be more than seven Honorary Members at any given time.

#### **26. SUBSCRIPTIONS**

All subscriptions shall be payable annually in advance and shall be due on the 1st of July except that a pro rata subscription on a monthly basis, shall apply for the second year of membership.

The Annual subscription each year shall be such sum as shall be determined by the Committee from time to time.

The Committee may from time to time fix the amount (if any) of the joining fee.

#### **27. FINANCIAL YEAR**

The Society's financial year shall commence on the 1<sup>st</sup> of July and end on 30<sup>th</sup> June.

#### **28. INTERPRETATION**

Wherever in these Rules and By-Laws the masculine gender is used, the same shall be construed to include both masculine and feminine gender.

#### **29. HEALTH AND SAFETY**

The Society will comply with current government health and assembly regulations and any regulations set by venue owners.

#### **30. BY-LAWS AND PROCEDURES**

##### **30-1. AUCTION ACTIVITIES.**

All 'Swap and Sale' and Auction activities will be coordinated by the Operations Convenor.

##### AUCTIONS

1. Vendors to pre-describe lots.
2. Vendors obtain lot numbers from convenor with a fee per lot submitted to be determined by the committee.
3. Vendors place stick on tags with lot number and reserve and space for ticking, on lots.
4. Vendors place lots on sale table in numerical order.
5. Lots are open for viewing at a time prescribed by the operations convenor.
6. Lots are ticked by potential buyers.

7. The convenor will move unticked lots to one side, to be removed by the vendor after the auction.
8. Ticked lots are arranged in numerical order by the convenor and the auctioneer /nominated committee member conducts the sale.
9. Bid cards are issued prior to sale and recipients names recorded by a nominated recorder.
10. Auctioneer calls for bids, starting at a minimum reserve of \$1.00, advancing in \$1.00 increments to \$10, then by \$2 increments to \$20, then by \$5 increments thereafter. For no reserve lots bids start at \$1.00
11. Lots sold to highest bidder.
12. Sold lots are to be paid for on the spot, being given to the purchaser in exchange for payment in cash to an appointed person.
13. Recorder lists "Lot Number", "Purchaser Number" and "Purchase Price". It is suggested that the treasurer or convenor or nominee act as recorder.
14. Recorder totals the amount owing to each vendor and the treasurer pays out at the end of the auction.
15. Vendor is responsible for his/her lots at all times until purchased, then the buyer is responsible.
16. "Purchaser beware - caveat emptor" clause/conditions apply. The society is not responsible for any incorrectly described material.
17. After completion of the auction vendors may negotiate with attendees the sale of un-ticked lots.
18. Note that stamps offered must not be handled, potential purchasers must bring own tweezers.
19. The nominal number of lots that may be submitted by an individual vendor is a maximum of 20. At the discretion of the Convenor the number of lots submitted may be greater (or less).
20. Lots submitted by the society will attract no lotting fees.

### 30-2. SWAP AND SALE ACTIVITIES

1. Participants who require trading tables will liaise with the Operation Convenor who will endeavour to ensure that enough tables are available.
2. "Purchaser beware - caveat emptor" clause/conditions apply. The society is not responsible for any incorrectly described material.

### 30-3. POPULAR CHOICE COMPETITIONS

Where displays are judged by popular choice, each display will be laid out on a table and will be allocated a number (taking care that numbers 6 and 9 are underlined to avoid confusion). Members present will be given a voting paper with 3 categories, and a place to write the number of the entry that they consider is the best in that category-

- Classic Philately, or traditional philately, based on criteria used in exhibitions.
- Presentation and Arrangement.
- Interesting Theme and Content.

Votes are returned to an appointed tally officer who will count the votes and provide the results of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place getters in each category to the society President for subsequent announcement to those present.

The secretary will prepare a suitable certificate that will be presented to the winner of each category at a later meeting.

### 30-4. **DORON TROPHY**

The Doron Trophy was presented to the Newcastle Philatelic Society at the Monthly Meeting, held 13<sup>th</sup> January 1977, by Life Members Mr. R. C. Daley and his wife Dorothy. The Trophy was to be used as an award for the best display by a Member of the Society over a one-year period. Mr and Mrs Daley left the formalising of the details of the Award to the Committee.

1. The trophy would be competed for by Members of the Society between September and the following July inclusive.
2. All Committee members of the Society to submit an adjudication (of the display) on every occasion that a member presented a display to the Monthly Meeting of the Society.
3. The Trophy would be presented at the Annual General Meeting.
4. Any winner would not be eligible to receive the award for three years.
5. Any member displaying cannot be a judge for the award of the Trophy.
- 6 An ordinary certificate shall be presented to the winner of the *DORON* Trophy, each inscribed as follows;

"NAME OF DISPLAY"

"Which was judged to be the best display by a SOCIETY member during the year 20--., and was awarded the *DORON TROPHY*."

7. A plaque with year and name of winner to be suitably inscribed and affixed to the trophy which will be held by the winner for the following 11 months.
8. The society secretary to distribute and collect the voting slips and keep records of same for the following 12 months.

#### Guidelines for the adjudication of DORON TROPHY

##### PRESENTATION

Special attention should be paid to Mounting and Annotation. The annotation of the exhibit should be neat, and sheets should not be overcrowded. Bad presentation could be the attempted brightening of pages by non-philatelic drawings.

##### PHILATELIC INTEREST

How much interest does the display have for you?

##### CONDITION AND RARITY OF STAMPS OR POSTAL ITEMS

With Condition, the age of items should be taken into consideration. Modern stamps should be in perfect condition. Covers, postcards etc., should be free of blemishes. Cancellations of stamps may depend on the type of exhibit. Early Victorian items for example, might have quite heavy numeral cancels. Modern cancels should be light and legible.

With Rarity: First consideration should be ease or otherwise of obtaining the items on display (not necessarily expense). Rarity itself is not always important in Club Competitions but exhibits of any country or particular issue of any country should give a cross section of the items available.

**TREATMENT AND DEVELOPMENT**

The material presented should tell and support the story or object of the display detailed by the title or the plan of the exhibit.

**PHILATELIC KNOWLEDGE AND RESEARCH**

What has been studied or researched? Investigation of methods of printing, perforations, papers, types of gum, postmarks or maybe the actual design, why it was issued or what it celebrated. A great deal of research is usually necessary in Postal History and Thematic displays.

**SUGGESTED ALLOCATION OF MAXIMUM OF 100 POINTS**

	Maximum	Awarded
Presentation	10	_____
Appeal	15	_____
Condition	15	_____
Rarity	10	_____
Treatment/Development	25	_____
Philatelic Knowledge and Research	25	_____
		1. TOTAL

Name of Exhibitor ..... Date.....

Title of Display ..... Name of Judge .....

**30-5. ANNUAL COMPETITION.**

Page size: a standard page which closely approximates a A4 page. Pages of other sizes can be assessed in equivalence: in particular, A3 pages are equivalent to two A4 pages.

NOVICE: Open to a member who has not won any medals either in any exhibition or awards at the Society's annual competition. SIX standard pages or equivalent, including a title page.

Entries in the Novice Class will be judged by popular choice as per popular choice activities with only the winner being announced.

INTERMEDIATE: Open to those members who have won a previous award at a Society competition level. TEN standard or equivalent pages which includes a title page. Judged by three appointed judges.

EXPERIENCED: Open to members who have achieved medals or awards at Regional, State or National Exhibitions. FIFTEEN or SIXTEEN standard pages which includes a title page. Judged by three appointed judges.



**JUDGE SELECTION:** Three judges are appointed for three years with the aim that each year a new judge is appointed with the longest serving judge retiring from the judging panel.

**JUDGING CRITERIA:** The rules, regulations and allocation of points follow the guidelines the Federation of International Philately (FIP). Guidelines which can be found on the APF website ([www.apf.org.au](http://www.apf.org.au))

#### **30-6 NEWSLETTER:**

The Newsletter will normally consist of 8 A4 size pages. The editor is responsible for the compilation, printing and mailing of the Newsletter to members who wish to receive a hard copy. An electronic version is available in full colour to those that request same (in lieu of a hard copy) which is emailed out by the Secretary. Mailed copies will be black and white photocopies. A pdf version of the colour newsletter will also appear on the Society's website. [newcastlephilatelicsociety.org.au](http://newcastlephilatelicsociety.org.au)