

ST ALBANS, HARPENDEN & DISTRICT PHILATELIC SOCIETY

(formerly Beds & Herts Philatelic Society)

CONSTITUTION

SECTION 1 - CONSTITUTION AND RULES

1. Title

The Society shall be called " St Albans, Harpenden and District Philatelic Society.

2. Objects

The Society shall have for its objects the study and encouragement of Philately in all its branches, including participation in local exhibitions.

3. Subscriptions

Subscriptions will be determined annually at the Annual General Meeting - see Rule 8. Subscriptions for members fall due on 1st April each year and for new members on acceptance as members of the society. Members up to the age of 16 will subscribe 50 pence. New members only who are admitted between 1st October and 31st December in any year will pay half of the full annual subscription.

New Members who are admitted between 1st January and 31st March in any year will pay the full annual subscription.

This subscription will be for 15 months to 31st March of the year following that in which the member was admitted.

Where the Annual General Meeting has approved a discount scheme to encourage prompt payment of subscriptions, to qualify, members must ensure that the discounted amount is received by the Treasurer by the due date.

4. Membership

Membership shall be open to anyone interested in the hobby who shall complete the Society's application form, be supported by an existing Member and over the age of 16. The Society may refuse Membership without giving a reason if it seems desirable. Every Member shall receive a copy of the Constitution and Rules and will be deemed to be bound by and comply with them.

Honorary Life Membership may be extended to Members with long and meritorious service and to whom the committee consider justify such appreciation. Such persons will then be announced at the Annual General Meeting.

Recommendations for Honorary Life Membership to be made writing to the Honorary Secretary at least 3 months before the Annual General Meeting.

5. Officers

The Officers shall comprise a President, Chairman, Secretary, Treasurer, Packet Secretary and Librarian who shall be elected at the Annual General Meeting for the ensuing twelve months, except for the President, who will be elected for a term of three years.

6. Committee

The General Committee shall consist of the Officers listed in Rule 5, together with up to six Members also appointed at the Annual General Meeting. The quorum for Committee Meetings shall be five General Committee Members. Any vacancy between elections may be filled by the Committee co-opting as required. The Committee will conduct the day to day running of the Society and ensure that their decisions are in accordance with these rules where appropriate.

7. Committee Meetings

The Committee will meet not less than quarterly, and a written agenda will be issued seven clear days beforehand to each Committee Member, so that a minimum of 7 days notice is received. Decisions will be carried on a majority vote as ascertained by the Chairman who has a casting vote, if required. Minutes will be kept naming those in attendance and of all matters discussed, clearly indicating decisions made and responsibility for carrying them out. Such minutes will be read out at the subsequent meeting and signed and dated by the Chairman. The Treasurer should inform each meeting of the financial situation at the date thereof, revealing (a) Balances in deposit/current bank account, (b) Amount of any outstanding financial commitments established/proposed, (c) Total amount or unpaid subscriptions to date. The Packet Secretary should also report the number of packets in circulation.

The first Committee Meeting following the A.G.M, or other General Meeting, should hear the minutes of such meetings but they will be read and signed at the following A.G.M.

The Committee is empowered to make (1) nominal awards/gifts to Members whose service they consider justifies such appreciation, (2) reasonable donations to other organisations concerned with the Society's interests. It is the Committee's responsibility to determine the purchase of catalogues, books and equipment as required. They should also review the list of such items annually to decide as to disposal.

8. General Meetings

The Annual General Meeting shall be held by 31st May annually. The quorum for Annual General Meetings shall be the lesser of 10 fully paid up Members or 20% of the fully paid up Members present, and the following business conducted thereat.

- (a). Read and sign minutes of the last Annual General Meeting or other extraordinary General Meetings.
- (b). Consider and adopt the Accounts signed by the Examiner of the Society, including the Packet circulation.
- (c). Receive the reports of the President, Chairman, Secretary, Treasurer and Packet Secretary.
- (d). Appoint the Committee for the ensuing year.
- (e). Appoint the Appoint an Examiner of Accounts for the ensuing year.
- (f). Determine the Annual Membership Subscription.
- (g). Consider any proposal to change the Constitution and Rules.

14 Days prior to the Annual General Meeting the Secretary will post to all Members an Agenda confirming the date, time and place of the meeting together with a copy of the Accounts signed by the Examiner, if available.

Extraordinary meetings may be requested by any seven Members of the Society who requisition the Secretary and state the business to be considered so that notice giving at least 15 clear days in advance for extraordinary meetings may be given.

9. Programme

Society meetings will be held in accordance with a programme drawn up by the Secretary and approved by the committee.

10. Accounts Expenses

(a). The Society's year shall end on 31st March.

(b). The Treasurer will maintain a cash record of receipts and payments, the balance of which should be reconciled with the bank account prior to reporting to each Committee Meeting (Rule 7).

(c). The Packet Secretary will maintain a cash record of receipts and payments, the balance of which should be reconciled with the Packet bank account.

(d). The Treasurer will maintain an annual policy in respect of Third Party Insurance to be updated as necessary and to include cover for the Society's Postal History Collection. The Packet Secretary will maintain an annual policy to cover any loss arising from the operation of the Packet to be updated as necessary in respect of type and amount of cover included.

(e). The Treasurer will prepare an annual Income and Expenditure Account and a balance sheet to incorporate the account prepared by the Packet Secretary, revealing profit and balances outstanding from the Packet circulation for the same period. Such accounts, signed by the Examiner, to be issued to all Members as required under Rule 8(b).

(f). Officers or Committee Members shall be entitled to be re-imbursed expenses properly incurred in the course of their duties, with Committee approval.

11. The Society's Postal History Collection

The Committee shall be responsible for the safe keeping of this and ensure that a record of its contents and current values are maintained.

12. Taxation

It is the responsibility of the Society's Treasurer to ensure that an annual return of income is submitted to H.M. Inspector of Taxes, as soon as convenient, after the annual accounts are complete and audited.

13. Dissolution

(a) The Society shall be wound up if a resolution to that effect is passed by a majority of two thirds of the Members attending and / or voting at a Special General Meeting called for that purpose. 28 days notice of such meeting shall be given to all Members, and the quorum shall be 40% of the Membership attending in person or by written proxy.

(b) A Special Committee, comprising the Chairman, Secretary and Treasurer plus four Members shall be appointed by the Meeting to wind the Society up in accordance with the following procedure -

i. All non-cash assets of the Society shall be sold as soon as reasonably possible and the proceeds added to the Society's cash assets.

ii. The sum which represents the total realisation of the Society's assets shall be held to the order of the Special Committee. If a Society which has objectives primarily similar to the Society's objectives shall be formed within a period of 2 years from the date of the Special Meeting at which the Society shall be reformed, then the Special Committee shall pay the money to such Society. If no such Society shall be formed within 2 years of the Special Meeting, the Special Committee shall pay the sum to such organisation or organisations which have as their primary objective the furtherance of Philately / Stamp Collecting within the UK.

iii. In no event shall any of the assets be paid to or distributed among Members of the Society.

(c) The Committee shall call a Final Meeting of Members not later than one year from the date of the cessation at which the Treasurer shall present a statement of the funds raised by the disposal of the Society's assets and held by the Special Committee.

14. Constitution and Rules

Changes in the Constitution and Rules of the Society shall be made only at the Annual General Meeting as in Rule 8(g) and resolutions proposing such changes shall be passed by a two-thirds majority of those present at the meeting. The Chairman shall count and declare the number of votes, cast for and Against, and the minutes shall record these figures together with the number of abstentions. Changes will be notified to all members when sending out the following season's programme.

SECTION 2 - CIRCULATING PACKET

1. The Society may operate a Circulating Packet (sometimes referred to as the "Exchange Packet").
2. For Purchasing and Selling in the Circulating Packet any person participating must be a paid up member of the Society. This is a condition laid down by HMRC (Inland Revenue). Additionally, the Insurance Company can render a policy void at any time if the Circulating Packet Rules are not adhered to.
3. The Rules of the Circulating Packet are published separately. Any amendment to such Rules shall be made by the Committee and advised to members by post or by electronic means.