

**PETERSFIELD & DISTRICT PHILATELIC SOCIETY**

**REGULATIONS FOR STAMP PACKETS**

(Authorised by the Committee, Rule 23)

1. The Committee shall appoint a Packet Secretary who shall be responsible for the complete management of the assembling, circulation and accounting of the Stamp Packets among members of the Society under the following regulations.
2. Any member of the Society may submit booklets for circulation to the Packet Secretary. The Packet Secretary may refuse to accept any material considered unsuitable whether because of the quality and pricing of the material or of its layout.
3. Booklets shall be the standard printed type or of the identical size, i.e. 8" x 5". Each when submitted shall have on the cover at last the owner's name or agreed pseudonym, the number of pages, a description of the contents and the total sale value of the stamps in the booklet. Stamps shall be affixed to the right hand pages and inside the back cover only. The owner shall mark clearly in ink OVER each stamp or set of stamp or set of stamps his sale price. A catalogue number and the value shall also be given if possible. The Packet Secretary will normally only give receipts if a S.A.E. is sent. Owners shall not alter in any way the contents of their material while in circulation in the Packet.
4. Members wishing to receive the Packet must be fully paid up or Honorary Members of the Society, or members of Waterlooville & district Philatelic Society who have paid £2 per annum (due from 1 January each year) to become Petersfield Packet members.
5. The Packet Secretary shall assemble accepted Booklets into Packets and circulate these to members on a Packet Circulation List. Each Packet shall also contain a Circulation List, Advice Notes and a copy of these regulations.
6. Packets shall be circulated among individual Members in turn. A Member who is likely to be away from home for a period of time or is unable to accept a Packet shall notify the preceding Member on the Circulation List.
7. On receipt of a Packet, members must check EVERY booklet for unsigned spaces. Any unsigned spaces, must be resolved with the previous recipient. The responsibility for unsigned spaces lies with the previous recipient. If the matter cannot be resolved the current recipient shall record the fact on the left-hand page and notify the Packet Secretary.
8. Any member removing a stamp from a Booklet shall sign his name in ink, or use a small rubber stamp approved by the Packet Secretary, in the vacant space. The total number of stamps bought and their sale price shall be entered by the buyer together with his signature on the cover of each Booklet.
9. Any member who notices a stamp which, in his opinion, is wrongly described shall make a note to this effect on the left-hand page (as a precaution against substitution) and sign it.
10. Packets shall be despatched to the next Member on the Circulation List within 4 days, preferably sooner.
11. Details of all purchases from all Booklets shall be entered on an Advice note and returned with the monies due to the Packet Secretary on the same day as the despatch of the Packet to the next Member, and the dates of receipt and despatch shall be recorded by each Member on the Circulation List in the appropriate space. The List must also be signed to indicate that all the Booklets were signed in the spaces where stamps have been removed and any discrepancies have been dealt with as in Para.7. All names on the Advice Notes forwarded to the Packet Secretary are to be printed.
12. All remittances shall be made out to the Petersfield & District Philatelic Society. Cheques, Postal Order and cash are acceptable but **NOT** stamps.
13. The Packet shall be passed by hand and each member is to obtain a signature on the receipt at the bottom of his Advice Note.

14. The Packet is not covered by insurance and its safety and security is the responsibility of Members. . They shall be responsible for each Packet until they obtain a signature from the next Member on the List on an Advice Note. ***They shall make good the value of all stamps lost or damaged while the Packet is under their control.***
15. On the conclusion of a circuit, the Packet Secretary shall check and then return each Booklet to its owner and, after deducting commission and any expenses incurred for postage etc., shall pay the balance due to the owner. The commission for the circulation of Booklets shall be 10% of the sale price of the stamps sold.
16. The Packet Secretary will use a Certificate of Posting for Booklets in transit by post from himself to Owners. Owners will then be responsible for any financial loss after the booklets have been despatched. Owners must inform the Packet Secretary, in writing, if they wish booklets to be returned using Special Delivery.
17. The Packet Secretary shall account to the Society Treasurer for all transactions in connection with the handling of the Packets as required by the latter, and shall produce annually complete accounts for audit.
18. The Packet Secretary, after consulting the Committee, any remove from the Circulation list without giving any reason the name of any Member who fails to comply with these regulations, particularly if he persistently retains the Packet for longer periods than 4 days without good reason.
19. Reinstatement on the List thereafter shall be at the discretion of the Committee.
20. If a Packet is lost or damaged, the Member concerned shall inform the Packet Secretary or, if unavailable, the Treasurer, without delay.
21. The Packet Secretary shall have the privilege of making purchases within reason from the Booklets before circulation at the discretion of the Committee.