



Sheffield Philatelic Society Constitution (Revised and approved at the 2017 AGM.)

1. NAME

The name of the Society shall be the 'Sheffield Philatelic Society'.

2. OBJECTIVES

- a. The Society is an association of persons who are interested in any aspect of Philately, that seeks to promote the hobby of Philately.
- b. To further that objective, the Society shall organise and arrange meetings, lectures, exhibitions and such other functions as may be agreed.

3. MEMBERSHIP

Membership of the Society shall be comprised of the following categories:

- a) Full Members,
- b) Junior Members,
- c) Honorary Members, and
- d) Corporate Members.

a. Full Member

- i) A Full Member shall be over the age of 15, and shall have been duly elected to membership.
- ii) A Full Member shall be entitled to attend all meetings of the Society, have access to any special activities or functions of the Society, and have the right to vote at the Annual General Meeting.
- iii) To retain membership in the Society, each year a Full Member shall pay the annual subscription set for full membership.
- iv) Payment of the annual subscription shall be deemed to include acceptance of the Constitution of the Society current at the time.

b. Junior Member

- i) A Junior Member shall be 15 years or younger, and shall have been duly elected to membership.
- ii) A Junior Member shall be entitled to attend all meetings of the Society, and to have access to any special activities or functions of the Society.
- iii) To retain membership in the Society, a Junior Member shall pay the annual subscription set for junior membership.
- iv) Payment of the annual subscription shall be deemed to include acceptance of the Constitution of the Society current at the time.

c. Honorary Member

- i) Two members of the Society shall recommend a person to the Committee for election to Honorary Membership. The written and signed recommendation shall be presented to the Secretary.
- ii) The Committee shall present the name of a candidate for election to an Honorary Membership at the next Annual General Meeting.
- iii) Approval shall be by a show of hands, a two-thirds majority constituting election to Honorary Membership.
- iv) Honorary members shall have all the privileges of full membership as stated in Article 3.b.2) stated above.
- v) Honorary members shall not be subject to a subscription.
- vi) Acceptance of the status of Honorary Member shall be deemed to include acceptance of the

Constitution of the Society current at the time.

d. Corporate Member

- i)** A Corporate Member shall be an organisation which supports the aims and objectives of the Society to promote Philately, and which has paid the appropriate fee.
- ii)** A representative of a Corporate Member shall be entitled to attend all meetings of the Society, and to have access to any special activities or functions of the Society, but shall not be entitled to vote at the Annual General Meeting of the Society.
- iii)** The Society agrees to use the Corporate Member's logo on its website, on any publications of the Society, and on any brochures used at any events which may be organised by the Society.
- iv)** Acceptance of the status of Corporate Member shall be deemed to include acceptance of the Constitution of the Society current at the time.
- v)** The Corporate membership fee shall be proposed by the Committee for approval at the next Annual General Meeting of the Society.

e. Applications for Membership

- i)** Applications for membership shall be made on a prescribed form, and shall be proposed and seconded by two current Members.
- ii)** An application for membership shall be submitted to the Secretary or Membership Secretary, and read out at the first appropriate meeting thereafter. Members attending the meeting may approve the application by a simple majority vote.
- iii)** Registration of membership shall be recognised by the payment of the subscription.

f. Subscriptions

- i)** The Committee shall propose the amount of the various subscriptions, which shall be confirmed and set at the next Annual General Meeting.
- ii)** Subscriptions shall be due on the date which has been set in the Constitution of the Society (See Appendix 6a.).
- iii)** Members failing to renew their subscriptions by the date which has been set in the Constitution of the Society (See Appendix 6b.) shall cease to be members of the Society.

4. MEETINGS

a. Ordinary Meetings of the Society shall be held at a place and time determined by the Committee and published in the syllabus and by other forms of announcement. The activities to be conducted at any meeting shall be determined by the Committee.

b. Annual General Meetings

- i)** An Annual General Meeting shall be held annually and no later than the final meeting in July.
- ii)** The Annual General Meeting shall be asked to approve all such important matters concerning the Society which are brought before it by the Committee or individual members of the Society.
- iii)** Proposals or Notices of Motion regarding alterations or additions to the Constitution may be made by any two (2) members of the Society. A written proposal or notice shall be signed by the two proposers, and shall be in the hands of the Secretary two weeks before the Annual General Meeting.

c. Extraordinary General Meetings

- i)** A request to hold an Extraordinary General Meeting shall be made in writing and signed by at least five voting members of the Society.
- ii)** The proposed business of the meeting shall be clearly stated in the request.
- iii)** An Extraordinary General Meeting shall be convened within twenty-eight days of a request being given to the Secretary.
- iv)** The Extraordinary General Meeting shall conduct only such business as has been stated in the request.

- v) Approval or dismissal of the proposal made in the request shall be by show of hands of those members present, a simple majority constituting approval unless the matter is a constitutional issue, in which case approval shall be by a two-thirds vote in favour.

5. THE COMMITTEE

- a. The affairs of the Society shall be managed by a Committee.
- b. The Committee shall be composed of the Officers of the Society (the President, the Senior Vice-President, the Junior Vice President, the Secretary, the Treasurer), and no more than seven (7) Ordinary members.
- c. Officers of the Society (except the President and Vice-Presidents) and Ordinary Members of the Committee shall be elected for a term of one-year at the Annual General Meeting.
- d. A President shall be able to serve an additional year in office but no more than two (2) consecutive terms of one-year each.
- e. The Committee shall have the power to create such further roles which are necessary for the functioning of the Society, and invite appropriate persons to fill them. Examples of important functional roles of the Society would be the Exchange Packet Secretary, the Membership Secretary, the Librarian, the Competition Secretary, the Syllabus Secretary, the Society Webmaster and the Publicity Officer.
- f. The members of the Committee shall be members in good standing of the Society.
- g. The Committee shall meet as often as is deemed necessary, six members forming a quorum.
- h. The Committee shall decide any questions as to the interpretation of the Constitution and shall deal with any matters not provided for therein.
- i. The Committee may co-opt members to fill any vacancies.
- j. The Committee may also appoint sub-committees to perform specific tasks.

6. DUTIES OF THE OFFICERS OF THE SOCIETY

- a. The President shall convene and chair all public meetings of the Society and all meetings of the Committee. He or she shall represent the Society to the general public. The President shall make a report to each Annual General Meeting during his or her term of office.
- b. The Senior Vice-President shall be the immediate past President, and shall serve in that office until the current Junior Vice-President assumes the office of President. The Senior Vice-President shall deputise for the President when requested to do so.
- c. The Junior Vice-President shall assume the office of President upon the President completing his term of office. A Junior Vice-President shall be elected by a simple majority of the Committee no later than one year before he or she would be expected to assume the office of President. The Junior Vice-President shall deputise for the President when requested to do so.
- d. In the event that neither the President nor either of the two vice-presidents is able to act, then a member of the Committee who has previously held the post of President shall deputise.
- e. The Secretary shall prepare the agenda for all meetings, keep the minutes of all meetings, conduct any correspondence on behalf of the Society, and maintain such records as may be required by the Committee. The Secretary shall make a report to each Annual General Meeting during his or her term of office.
- f. The Treasurer shall be responsible for all financial matters. The Treasurer shall prepare such financial statements as may be required by the Committee, and shall present a statement of the Society's finances to each Annual General Meeting during his or her term of office. Any changes to the banking arrangements should be agreed by the Committee.

7. DUTIES OF THE SOCIETY'S FUNCTIONAL SECRETARIES AND OFFICERS

- a. The Exchange Packet Secretary shall operate the exchange of philatelic material and keep the records thereof according to the procedures outlined in Appendix 1. The Exchange Packet Secretary shall present a statement to each Annual General Meeting during his or her term of office.
- b. The Membership Secretary shall maintain a record of members, arrange for the collection of subscriptions, the issuance of reminders of overdue subscriptions, maintain a record of subscriptions

- received, and submit accounts to the Treasurer at the end of each financial year. The Membership Secretary shall present a statement to each Annual General Meeting during his or her term of office.
- c. The Librarian shall be responsible for the oversight of any philatelic books and publications held by the Society, and shall present a report to each Annual General Meeting during his or her term of office.
 - d. The Competition Secretary shall be responsible for arranging all matters concerning the Society's annual competitions, and shall make a report to each Annual General Meeting during his or her term of office.
 - e. The Syllabus Secretary shall be responsible for the arrangement of the topics and speakers for the meetings of the Society, and for the creation and publication of the syllabus. He or she shall present a report to each Annual General Meeting of his or her term of office.
 - f. The Society Webmaster shall be responsible for the maintenance of the Society's website and shall make a report to each Annual General Meeting of his or her term of office.
 - g. The Publicity Officer shall be responsible for promoting the activities of the Society through liaison with the press and other media and any other appropriate actions necessary and shall present a statement to each Annual General Meeting during his or her term of office.
 - h. If the Committee has appointed additional members, these officers shall make a statement to each Annual General Meeting during their term of office.

8. ELECTION OF MEMBERS OF THE COMMITTEE

- a. The Committee shall prepare a list of Offices and Ordinary Members which indicates whether they are willing to stand for re-election. This shall be made available to Society Members together with a reminder of the rule in 8b for further nominations no later than one month before the Annual General Meeting.
- b. Any two (2) members of the Society may propose the name of another member of the Society for membership of the Committee or to hold any specific post on the Committee. Written notification of this proposal shall be signed by the two proposers, and shall be given to the Secretary no later than on the day immediately preceding the next Annual General Meeting.
- c. Election of members of the Committee shall be by a show of hands at the Annual General Meeting with a simple majority constituting election. Details of the election procedures at an Annual General Meeting shall be the prerogative of the President or a deputy, and shall be stated at the beginning of the Annual General Meeting.

9. CHANGES TO THE CONSTITUTION

- a. A request to alter the Constitution shall be made in writing and signed by at least five voting members of the Society.
- b. The proposed change in the Constitution shall be clearly stated in the request.
- c. The proposed change to the Constitution shall be given to the Secretary no less than three months before the next Annual General Meeting.
- d. The Secretary shall notify the membership well in advance of the Annual General Meeting of the changes proposed.
- e. Approval or dismissal of the proposal to change the Constitution shall be conducted at the next Annual General Meeting by show of hands of those members present, a two-thirds majority being required for approval.

10. VOTING

- a. Only Members and Honorary Members as defined in Articles 3.b. and 3.d. above are entitled to vote at ordinary meetings and the Annual General Meeting.
- b. Voting shall be either by a show of hands or by ballot at the discretion of the President or his/her deputy at the time of the meeting.
- c. Approval or disapproval of a motion or proposal shall be by a simple majority of the votes cast, unless the matter is a constitutional issue.

11. RIGHTS AND CONDUCT OF MEMBERS

- a. Any member may approach a member of the Committee with regard to the Society's activities or matters regarding the Constitution. The Committee shall consider such proposals and report to the proposer and the membership what action, if any, shall be taken.
- b. The Committee has the right to terminate the membership of a person or persons in the event that they breach the rules of the Society or by their conduct have brought the Society into disrepute.

12. ACCOUNTS EXAMINER

- a. A member of the Society not holding an office in the Society, or any other person, may be proposed at an Annual General Meeting by the Committee for election to serve as the Accounts Examiner of the Society's financial affairs.
- b. Election shall be by a show of hands, a simple majority constituting election to the office.

13. PUBLICATION OF THE CONSTITUTION

- a. A copy of the Constitution shall be supplied to each member upon election.
- b. Copies of the amendments to the Constitution shall be distributed to the members.
- c. A copy of the current Constitution shall be brought to each meeting by the Secretary for perusal by any Member.

14. APPENDICES TO THE CONSTITUTION

- a. Regulations and guidelines for the running of the Society agreed by the Committee, from time to time, shall be appended to the Constitution.
- b. Items included in the appendices shall be approved, removed or amended by the Committee.
- c. Items appropriate for inclusion in the appendices shall include (but not be limited to) such matters as the running of the exchange packet, the dates for the financial year, the dates for the Syllabus year, membership subscription rates, and the number of signatures required on documents and cheques.

15 – DISSOLUTION OF THE SOCIETY

- a. The Society may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at an Extraordinary General Meeting or the Annual General Meeting.
- b. If confirmed, the Committee shall distribute any assets, remaining after the payment of all bills, to other charitable group(s) or organisation(s) having aims similar to the Society or some other charitable purpose(s) as the Society may decide.

APPENDICES TO THE CONSTITUTION OF THE SHEFFIELD PHILATELIC SOCIETY

APPENDIX 1. THE EXCHANGE PACKET

- a. The Committee shall organise the exchange of philatelic material and the officer in charge shall be the Exchange Packet Secretary in whom is vested ownership of the packets.
- b. All members, except Junior Members, shall be entitled to use the full facilities provided and shall comply with the Exchange Packet Secretary's requirements.
- c. The Exchange Packet Secretary shall compile convenient packets and shall decide the order of circulation.
- d. **Operation of the Packet Scheme**
 - i) Each member receiving the packet shall immediately inform the Exchange Packet Secretary of any unsigned spaces.
 - ii) On removing an item (a stamp, etc.) the member shall apply his signature (not initials only) either by hand or by rubber stamp in the space revealed, enter the total of the items at the front of the book, etc. and on the remittance form provided.
 - iii) Within four days of receipt of a packet, a member shall despatch the packet by hand to the next member on the list, who shall sign the remittance form to acknowledge receipt. The remittance form and all monies due shall be forwarded immediately to the Exchange Packet Secretary.

iv) The Exchange Packet Secretary may hold the previous recipient responsible for any deficiency.
e. The Exchange Packet Secretary shall have the first choice from each packet.

f. The Exchange Packet Secretary shall have the authority:

- i) to mark on the sheets any item which he believes to be a forgery or incorrectly described.
- ii) to charge any member a prescribed sum for failure to circulate the packet promptly. The sum to be charged shall be determined by the Committee from time to time.
- iii) The Exchange Packet Secretary is authorised to accept suitable material from outside contributors.

g. Exchange Packet Accounts

- i) The Exchange Packet Secretary shall balance the Exchange Accounts and pay the surplus to the Treasurer.
- ii) The commission to be deducted shall be at the rate of 10% in respect of all members and 12.5% in respect of all other contributors or at such rates as may be decided at the Annual General Meeting.
- iii) The Exchange Packet Secretary shall receive an honorarium, the value of which shall be determined at the Annual General Meeting.
- iv) The Exchange Packet Secretary shall have the authority to remove from the circulation list the name of any member who fails to observe the Exchange Packet Rules.
- v) The Exchange Packet Secretary has the right to retain any stamps or material supplied by a defaulting member until such default be settled.
- vi) Participation by members in the Society's Exchange Packet shall imply complete acceptance of the foregoing clauses and shall be legally binding.
- vii) The Society shall insure, in the name of the Exchange Packet Secretary, all material for the Packet and recover the costs from the participants.

APPENDIX 2. THE FINANCIAL YEAR OF THE SOCIETY

The financial year of the Society shall be from 1st April year until to 31st March in the following year.

APPENDIX 3. FINANCIAL AND OTHER SIGNATORIES

The Committee shall appoint four signatories. Two signatures shall be required for cheques and financial documents. One signature shall be required for other documents.

APPENDIX 4. THE OFFICERS' YEAR

The term of office for the President and other Officers of the Society shall be from 1st September in any year to 31st August in the following year.

APPENDIX 5. THE SYLLABUS YEAR

The Syllabus Year shall be from 1st September in any year to 31st August in the following year.

APPENDIX 6. THE MEMBERSHIP YEAR

- a) The Membership Year shall be from 1st January in any year to 31st December.
- b) "Subscriptions shall be paid by 31st march of the Membership Year.