

CONSTITUTION AND RULES

1. NAME AND OBJECTS

- (a) The Society shall be known as the (the Society)
- (b) The objects of the Society shall be to promote the study and practice of philately of all periods of the area now geographically represented by the and to provide facilities for the exchange of information and material relevant to such study.

2. MEMBERSHIP

- (a) Membership of the Society shall be open to both amateur and professional collectors.
- (b) Applications for membership shall be submitted to the Membership Secretary on the prescribed form.
- (c) The Membership Secretary shall table all applicants for membership for the Committee to determine.
- (d) Members shall abide by the rules of the Society.
- (e) Members violating the rules of the Society, or whose conduct is considered prejudicial to the interests of the Society, shall be liable, on a majority vote of the Committee, to be suspended, or to be asked to resign their membership, or to have their membership terminated. Notice of the Committee's decision will be given, in writing, by the Secretary. Members shall have the right of appeal to the Society, by writing to the Secretary within 21 days of receipt of such information. The appeal will be heard at an Extraordinary General Meeting of the Society.

3. MANAGEMENT

- (a) The affairs and business of the Society shall be conducted by the Committee.
- (b) The Committee shall consist of the President, Chairman, Secretary, Treasurer, and three members elected at the Annual General Meeting.
- (c) The Officers shall comprise the following: namely an Auctioneer, Stamp and Cover Packets Secretaries, Librarian, Editor, Convention Organiser and Webmaster. [amend or delete as required] These positions may be taken by elected Committee Members, but otherwise shall be non-executive. Non-Executive Officers may be entitled

to attend Committee Meetings but shall not be entitled to vote thereat

(d) The Committee may appoint a member to fill any vacant office, whether executive or non-executive. Any such appointment must be approved at the next Annual General Meeting.

(e) The decision of the Committee on all matters affecting the Society, not provided for in the Constitution, shall be final and binding on all members.

(f) Office-bearers shall carry out their duties in accordance with rules for the conduct of their respective office. Such rules shall be subject to the approval of the Committee.

(g) The Committee may at any time appoint a Member to organise Regional Meetings to promote the Society's objectives.

(h) The Committee may transact its business in any way it sees fit, but shall hold at least one Committee Meeting per annum, at which a quorum shall be 4 [number to suit society] members.

4. MEETINGS

(a) The Society shall hold its Annual General Meeting in [a month to suit Society & financial term] of each year, for the purpose of

- i. electing the Officers and Committee members for the ensuing year,
- ii. receiving the examined accounts for the previous year,
- iii. receiving such other reports and statements as may be specified in the notice of the meeting and
- iv. conducting such other business as is specified in the Agenda for such meeting or as may be raised by the members attending, of which not less than 14/21 days notice shall be given
- v. ratifying the subscriptions for membership for the forthcoming year.

(b) The Committee may call an Extraordinary General Meeting at any time by giving 21 days prior notice of same. Members who wish to call for an Extraordinary General Meeting of the Society must

give 21 days notice which notice shall be signed by at least 10 members. Any Extraordinary General Meeting shall only deal with the business for which the meeting has been called. An Extraordinary General Meeting shall have the power, with a two-thirds majority, to alter the Constitution.

(c) For all General Meetings 15% of membership shall form a quorum. [number to suit society]

(d) Visitors and guests of members are welcome at meetings other than the Annual General Meeting.

5. SUBSCRIPTIONS AND FINANCE

(a) The Committee shall determine the annual subscription for the membership, which shall be publicised at the A.G.M. preceding.

(b) The Society's financial year shall commence on the [1st day of prescribed month determined by the Society] in each year, when all subscriptions become due and payable. Payment of the subscription, by a member, for the current year constitutes membership and entitlement to all rights of membership. Any member who fails to pay his subscription within three months shall be suspended from, and forfeit all privileges arising out of, membership of the Society.

(c) All New Members shall pay the full annual subscription and shall be entitled to receive all magazines and prerogatives pertaining to that membership year

(d) The Treasurer shall keep account of all moneys due to and paid by the Society during each financial year and recommend subscription adjustments.

(e) The Committee shall appoint an Examiner of Accounts whose duties shall be to examine and confirm the Annual Accounts of the Society. An Account Examiner may be a member of the Society but may not be a Committee member.

(f) The Treasurer shall render to the Society an account of all monies received and expended by or on behalf of the Society during each successive financial year and such account shall be circulated. These accounts may be draft (ie unexamined) accounts but if they have been examined, such fact shall be stated. The accounts when formally examined shall be presented to the Annual General Meeting

(g) The signatories to the Society's bank accounts shall be [**two minimum**] of the Executive Officers.

6. NON-PROFIT DISTRIBUTING BODY [This is useful if applying for Charitable status and seeking grants]

(a) The Society shall be a non-profit distributing body dedicated to the objects of the Society.

(b) All profits or surpluses generated by Society activities shall be devoted to the continuance and improvement of the Society.

(c) No profits or surpluses shall at any time be distributed to members.

7. 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 **20%** of the Membership attending in person or by written proxy. [**number to suit society**]

(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 by 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.



FOR MORE INFORMATION ABOUT THIS DOCUMENT OR THE A.B.P.S.

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ABPS

A Model Constitution for Philatelic Societies

Association of British Philatelic Societies