

EXCHANGE PACKET RULES MEMBERSHIP

All paid-up members of the Society are eligible to participate in the Exchange Section and participation will be deemed to be acceptance of these Rules.

Members under the age of 18 years who wish to receive the packet must be guaranteed by a Parent or Guardian.

Membership of the Exchange Section may be declined at the discretion of the Exchange Packet Secretary who may also remove any name from the roll without notice.

Members must give the Packet Secretary fourteen days notice of any circumstances affecting normal circulation of the packets, such as a long absence or change of address.

EXCHANGE PACKET RULES PURCHASING FROM THE PACKET

Each Packet will contain:

- (1) A numbered series of booklets.
- (2) A circulation list
- (3) Advice forms, with provision for receipts of hand deliveries.
- (4) A copy of the authorised version of these rules.
- (5) A card for use by purchasers as detailed below

Procedure:

- (1) **ON RECEIPT**, the packet **must** be examined carefully to ensure that:
- (2) It contains the stated number of booklets.
- (3) That each booklet contains the declared number of pages.
- (4) That all spaces have been signed or stamped by a Member.
- (5) Notify any irregularities to the Member from whom the packet was received (who shall be liable for any missing items) and report to the Packet Secretary on the advice form. Mark any unsigned space with an asterisk and make a signed note on the opposite blank page. Notify the Packet Secretary immediately if the matter cannot be satisfactorily resolved with the preceding Member.
- (6) Sign, or impress your rubber name stamp in all spaces from which you remove items. If not using a rubber stamp ensure that your signatures do not mark or otherwise damage stamps on following pages (as protection use item 5 above.)
- (7) Enter totals of purchases from each booklet on the front thereof and summarise them on the advice form, which should be signed by the purchasing member and, if used, impressed with his/her name stamp.
- (8) Enter also the required details on the circulation list, which is left in the packet.
- (9) Do not make any remarks in any booklet other than a note calling attention to an unsigned space or incorrect description. In all cases such notes must be signed
- (10) No alteration to any booklet may be made by its owner while a packet is in circulation. Items removed by an owner will be treated as purchases and commission charged thereon.
- (11) Forward the packet **by hand** to the next member on the rota **within FOUR DAYS of its receipt** and obtain a receipt at the foot of the advice form.
- (12) After delivery of a packet to the next Member on the rota send or deliver to the Packet Secretary the completed advice form within two weeks — whether purchases have been made or not together with a remittance for the total purchases shown thereon. Cheques should be crossed and made payable to Amersham & District Philatelic Society not the Packet Secretary personally. Settlements of small sums may be made by cash, or postage stamps suitable normal letter correspondence.

Responsibility:

Members are responsible for the safe-keeping of all material contained in a packet while it is in their charge. No other person should be allowed access to the packet, which should be kept locked-up when not in use by the Member.

Members are requested to secure, carefully, and on the correct page of the relevant booklet, any items that have worked loose during circulation. However, adhesive hinges should not be used to secure loose items that are unmounted mint. A note regarding such action should be made on the opposite blank page.

Packets must not be left unattended in a motor vehicle, whether locked or not; any losses suffered as a result of failure to observe this rule shall be borne by the Member concerned.

Neither the Society nor the Packet Secretary nor any of the Society's officials shall be held responsible or liable for the non-payment by any Member for items taken from any Packet or for any items damaged or lost or for any loss occasioned by the defalcation, bankruptcy or death of any Member.

EXCHANGE PACKET RULES SELLING IN THE PACKET

Booklets may be purchased from the Packet Secretary. If any other booklet is used it must not exceed 8" x 5" in size or contain more than 12 pages.

Material for sale should be mounted neatly and regularly on the **right hand pages** of the booklets only, preferably in groups by country, classification, subject or theme.

The selling price of each item must be written indelibly above the centre of each item:

If a set, the number of items must be stated. Any other information (e.g. catalogue number/price) must be written in a contrasting colour.

New booklets for circulation should be handed or sent to the Packet Secretary and should be accompanied by a stamped, addressed envelope of suitable size for their return, otherwise postage will be deducted from sales.

All booklets submitted for circulation will be deemed to be vested in the name of the Packet Secretary of the Society for the whole of the period they are in the hands of the Society and its members. Selling members will be deemed, by the act of submission of booklets, to assign to the said Packet Secretary all claims, title to sue or other legal rights competent to them in respect of each booklet or booklets.

The Packet Secretary will arrange insurance for material offered for sale and a charge based on the initial value of each booklet will be levied to cover the insurance premium. Should a selling member decline insurance then all risks are borne by that member.

Commission will be charged at the rate of 10% on sales.

The Hon. Packet Secretary reserves the right to withhold from circulation any booklet that does not, in his opinion, reach a sufficiently high standard of quality or tidiness or is considered unsuitable for any other reason.