

# PACKET RULES

## 1. Definitions:

- 1.1 "Member" means a paid up Member of the Society.
- 1.2 "Society" means the Germany & Colonies Philatelic Society.
- 1.3 "Rules" means these Rules.
- 1.4 "Manager" means the Manager of the Packet.
- 1.5 "Committee" means the Committee of the Society.
- 1.6 "Packet" means the parcels of stamps and philatelic items circulated to Members.

## 2. Membership:

- 2.1 Any Member residing in the United Kingdom may join the Packet circulation after supplying a Bank Reference.
- 2.2 Any Member joining the Packet circulation under 18 years must provide Surety, who must supply a Bank Reference.
- 2.3 Application to join the Packet circulation is deemed acceptance of the Rules.
- 2.4 Any Application may be declined at the discretion of the Committee or the Manager of the Packet.
- 2.5 Persistent infringement of the Rules will render a Member liable to be disqualified from receiving Packets.

## 3. Material for the Packet:

- 3.1 Material may only be supplied for the Packet in Club Booklets (available from the Manager of the Packet) or (in the case of covers or other entires) in strong manila envelopes of a size not larger than C5.
- 3.2 Stamps etc. must be priced (in whole pence only) above the stamp or set.
- 3.3 Stamps etc. must be mounted with suitable new mounts on the right hand page only of the booklet.
- 3.4 If the stamp catalogue number is quoted it must be in ink of a colour different from that used to price the stamp.
- 3.5 Manila envelopes must have their contents listed on the front, with ruled spaces for the Purchaser's signature.
- 3.6 All material submitted shall be vested in the Manager whilst in circulation and all rights concerning the material are assigned to him.
- 3.7 The Manager in his absolute discretion may refuse to accept any material for the Packet.

## 4. Circulation of Packet:

- 4.1 A Member receiving a packet must examine it to confirm it is complete in all respects.
- 4.2 Any irregularities must be notified to the Manager at once and noted where appropriate in the booklet or on the envelope.
- 4.3 The member who last had the booklet prior to the irregularity being found shall be liable for any missing item.
- 4.4 Purchase of material must be noted by either the Member's signature or the use of a suitable rubber stamp in the booklet or on the envelope. Ball point pens should be used with care. If material becomes damaged following the use of a ball point pen by a Member, that Member will be liable to pay the full price of the material damaged.
- 4.5 Full particulars of purchase must be entered on the front of the booklet or envelope and on the Advice Sheet, and the totals completed in the Circulation List.
- 4.6 No other remarks may be entered other than a signed note referring either to an unsigned space or to material which is forged, damaged or incorrectly described. A Member alleging forgery must purchase the item if a recognised expert declares it to be genuine.
- 4.7 Packets may not be kept for more than 72 hours without the consent of the Manager.

4.8 Packets must be forwarded to the next member on the Circulation List by the Royal Mail "Signed For" service. The "Signed For" receipt must be forwarded to the Manager with the Advice Sheet and Remittance (if any). The receiving member must be contacted by telephone before despatch so that they are aware a packet is on the way to them.

- 4.9 If a Packet is passed by hand it must be packed as if for posting and the recipient's receipt obtained on the Advice Sheet.
- 4.10 Any breach of Rules 4.8 or 4.9 will render the Member liable for any loss of the Packet in question.
- 4.11 The Advice Sheet must be completed and forwarded to the Manager on the day the Packet is despatched (by whatever means) whether a purchase is made or not.
- 4.12 Remittances to cover all purchases must be sent with the Advice Sheet. Cheques must be payable to the Society.
- 4.13 No alteration to any booklet may be made by the owner if a Packet with his material is sent to him. Removal of material will involve the charge of Commission.

## 5. Responsibility of Member.

- 5.1 Members receiving a Packet are responsible for it while it is in their charge.

*No other person may have access to the Packet*

- 5.2 All Packets must be kept locked up when not under the Member's personal and immediate control. Breach of this Rule will render the Member liable for the full value of all or any part of the Packet if damaged, lost, stolen or destroyed.
- 5.3 Neither the Society nor the Manager shall be responsible for any material lost through the defalcation, death, insolvency or bankruptcy of a member.

## 6. General

- 6.1 These Rules may be amended by announcement in "Germania" and any such alteration will have as full effect as these Rules.
- 6.2 The Society is not responsible for any misidentification, misrepresentation or faulty material.
- 6.2. The Society shall effect such insurance of material submitted as in its absolute discretion it deems fit.
- 6.3 Members shall pay commission of 12½% of any sales made to the Society.
- 6.4 Members may opt to insure their material during circulation and if so shall pay 1% of booklet value as a premium. In the event of loss, restitution will be made on the basis of 86½% of the value lost. Booklets will be covered to a value of £600, above this value material will not be covered.
- 6.5 Members must notify the Manager in writing at least 7 days in advance of any circumstances involving absence from home or change of address.
- 6.6 The substitution of material is THEFT AND IS ABSOLUTELY FORBIDDEN. If a Member is detected in this activity, he will be automatically disqualified from receiving the Packet and expelled from the Society. Notification that this has been done will be given to The Association of British Philatelic Societies.

## 7. Personal data

- 7.1 For the efficient running of the packet it is necessary to share personal details (names, addresses, phone numbers and email addresses) between packet members. It is the responsibility of members to ensure that this information is kept private and not shared outside of the packet.
- 7.2 The Society undertakes to use personal data provided to the Manager only for the purposes of running the packet.