



**OFFICIAL
CONSTITUTION
OF THE
STIRLING PHILATELIC
SOCIETY (INC.)**

As amended 26 April 1999

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OFFICIAL CONSTITUTION OF THE STIRLING PHILATELIC SOCIETY (INC.)

1. NAME

- (a) The Society shall be an incorporated association and shall be called "Stirling Philatelic Society (Inc.)".
- (b) The registered office of the Society shall be situated at 29 Woodlands Street, Woodlands or at such other address as shall from time to time be determined by the Society.

2. OBJECTS

The objects of the Society shall be:

- (a) to bring together those interested in postage and revenue stamps, postal history and other branches of philately;
- (b) to promote and encourage interest in and knowledge of all philatelic matters for both specialist and general collectors;
- (c) to promote exhibitions, discussion groups, talks, auctions and other activities for the benefit of all collectors; and
- (d) to encourage and promote the writing of philatelic literature.

3. POWERS

The Society shall have full power to do all things necessary or expedient for the attainment of its objects, and, without limiting the generality of the foregoing, it may:

- (a) purchase or otherwise acquire any real or personal property;

- (b) provide and maintain premises which it may hire, occupy, or own from time to time for members and guests;
- (c) borrow by way of loan or overdraft or by the issue of debentures , money for the purpose of carrying on the work or activities of the Society and to invest in any authorised manner surplus funds of the Society.

4. INCOME AND PROPERTY

The income and property of the Society shall be applied solely towards the promotion of the objects and powers of the Society, and no portion shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any persons who at any time are or have been members of the Society. Provided that nothing shall prevent the payment in good faith or remuneration to any officer or servant of the Society, or to any member or any other person in return for any service actually rendered or value given to the Society.

5. ELIGIBILITY AND ADMISSION

- (a) All persons over the age of 16 years shall be eligible for full membership of the Society.
- (b) Persons under the age of 16 years shall be eligible to apply for Junior membership. Junior members shall have the same conditions of membership as full members, except that they shall not have the right to vote.
- (c) Each candidate for membership of the Society shall complete the prescribed form of application and be proposed and seconded in writing by two (2) members entitled to vote. Each nomination shall be submitted to an ordinary meeting of the Society and subject to being passed by a majority of those present will be submitted

for election by vote at the next meeting. Three (3) negative votes shall exclude in every case.

6. NOMINATION

A nomination fee shall be deposited with each nomination together with the full amount of the annual subscription in the case of a nomination lodged prior to January 1st, or one half the amount of the annual subscription in the case of a nomination lodged on or after January 1st. Should a candidate not be elected the amount deposited shall be refunded. The nomination fee shall be determined by the Committee and confirmed by the annual meeting of the Society.

7. ANNUAL SUBSCRIPTION

The annual subscription shall be determined by the Committee and confirmed by the annual meeting of the Society. Subscriptions shall be due from 1 July in each year and payable in advance. In the event of a subscription remaining unpaid for three months the member shall be treated as unfinancial, and the Committee may delete the member's name from the list of members. In such an event the person concerned shall not be eligible for re-admission until a nomination fee and appropriate subscription fee is paid.

8. HONORARY LIFE MEMBERS

The Committee may nominate Honorary Life Members of the Society in consideration of special services rendered to the Society. Each such nomination shall be submitted to a June meeting of the Society, and the election shall be by a majority of the voting members at the annual meeting.

9. VOTING BY FINANCIAL MEMBERS

Only financial members 16 years and over shall have the right of voting on any subject. Members unable to vote personally shall be entitled to vote by post, provided that their votes shall reach the Secretary prior to the appointed time of the meeting.

10. CONDUCT OF MEMBERS

If the conduct of any member shall, in the opinion of the Committee, be injurious to the character of the Society, the Committee may by a two-thirds majority request the member to appear before a special meeting of the Committee called for the purpose. Following consideration of the matter the Committee may suspend the member, call upon the member to resign or erase the member's name from the list of members. Any such member shall have the right of appeal to a special meeting of the Society, provided that the appeal shall be supported by two members in the requisition to the Secretary to call such a meeting

11. EX-MEMBERS

No member on ceasing connection with the Society shall have or be entitled to have any claim upon any portion of the property of the Society.

12. VISITORS

Members of the Society shall have the privilege of introducing visitors at any ordinary meeting of the Society, but the privilege shall not be extended to the same visitor at more than three meetings in one year.

13. MEETINGS

The ordinary meetings of the Society shall be held at such time and place as may be determined by the Committee. The annual meeting of the Society shall be held in July.

The Secretary shall call a special meeting at any time directed by the Committee or on receipt of a requisition signed by not less than five financial members, stating the business proposed to be transacted at such meeting. The notice calling the special meeting shall specify the business for which the meeting is called and shall be issued at least seven clear days before the meeting.

14. QUORUM

At all ordinary meetings of the Society, a quorum shall consist of eight members. At an annual or special meeting, a quorum shall consist of fourteen members. At all Committee meetings five shall be a quorum.

15. OFFICERS

The officers of the Society shall consist of the following positions:

President

Vice-President

Secretary

Treasurer

Exchange Secretary

Librarian

Committee members as deemed necessary

16. ELECTION OF OFFICERS

Nomination for the offices (to be proposed and seconded with the concurrence of each nominee) shall be submitted at the June meeting of the Society, and the election shall take place at the annual meeting. Those elected shall hold office for the ensuing year or until their successors are duly elected. . All retiring officers are eligible for re-election to positions on the Committee. No member may hold the office of President for more than three (3) consecutive years.

All vacancies occurring in the above offices during the year shall be filled by the Committee and the matter reported at the next meeting of the Society.

An officer who is absent without leave for three (3) consecutive meetings shall be removed from office unless a satisfactory explanation is made to the Committee.

17. DUTIES OF OFFICERS

- (a) The President shall preside over all meetings of the Society and the Committee and shall have precedence. In the absence of the President, the Vice-President shall conduct the meeting.
- (b) The Secretary shall conduct the correspondence of the Society, and at each meeting table for the information of members, all letters received, together with copies of letters sent during the term. The Secretary shall keep an attendance book, to be signed by each member present at meetings and keep minutes of the proceedings of all meetings. Should the Secretary be unable to attend a meeting the President may appoint a member to act.
- (c) The Treasurer shall have charge of the funds of the Society; receive subscriptions and other moneys due to the Society, pay all accounts passed by the Committee, advise the financial position of the Society at each Committee meeting and prepare and present at the Annual Meeting the statement of receipts and expenditure and the balance sheet as at 30 June. These statements of account are to be audited and presented to the next general meeting following the completion of the audit. This audit is to be completed no later than six (6) calendar months after the Annual Meeting.
- (d) The Secretary and Treasurer shall keep a complete record of the membership of the Society.

- (e) The Exchange Secretary shall conduct the exchange branch in accordance with the Rules of the Exchange Branch.
- (f) The annual reports referred to in this Constitution shall be filed with the minutes of the annual meeting.

18. RESPONSIBILITY

The officers of the Society shall be responsible, as far as practicable, to the members for all property and assets of the Society, and shall take all reasonable care of such property and assets but shall be exempt from any personal liability.

18A. AUDITOR

- a) An auditor shall be elected at the annual meeting.
- b) The Auditor shall audit the statement of receipts and expenditure and the balance sheet as prepared by the Treasurer and the accounts of the Exchange Branch.
- c) Should the Auditor be unable to continue in this capacity during the course of the year, a new Auditor may be nominated and elected at an ordinary meeting of the Society.

19. CONDUCT OF BUSINESS

The Committee shall be responsible for the conduct and arrangement of the business of the Society and the expenditure of the Society's funds shall be only as authorised by the Committee.

20. COMMON SEAL

The common seal of the Society engraved with the name of the Society shall be kept in the care of the President. The seal shall not be used or affixed to any deed or other document except pursuant to a resolution of the Committee and in the

presence of the President and two members of the Committee. A register of documents sealed shall be kept by the President.

21. BY-LAWS

The Committee shall frame such by-laws as may become necessary from time to time to govern anything not provided for in this Constitution, provided that such by-laws are not in contravention of this Constitution and are confirmed at a meeting of the Society.

22. AMENDMENT OF CONSTITUTION

This Constitution shall not be altered, substituted or repealed nor any additions made to it save in the following manner: Following receipt of a requisition signed by at least five members, stating their desire that a section or sections should be made or altered as set out in such a requisition, the Secretary shall refer the matter to the Committee. Subject to receiving its authority the Secretary shall call a special meeting, giving the members at least four weeks notice of such a meeting and the business to be transacted. Such meeting may be held, at the discretion of the Committee on the same date as that of an ordinary or annual meeting. At such a meeting the amendments shall be put to a vote by members. A three-quarters majority of those voting at the meeting is required to pass any amendment.

23. BANK ACCOUNT

The Committee may open and operate accounts at a bank or other suitable financial institution for the purpose of banking the Society's funds. Such accounts shall be operated by authorised officers nominated by the Committee and may include the President, Treasurer, Secretary and other committee members so authorised. All withdrawals from such accounts shall be signed by two of the authorised officers.

24. ADVICE ON DECEASED MEMBER'S COLLECTIONS

A Sub-committee of not less than three (3) persons acting in an honorary capacity shall be appointed by the Committee, where asked by the executors of the estate of a deceased member, to offer advice regarding the disposal of the former member's philatelic collections.

25. DISSOLUTION

The Society may be dissolved or wound up by a resolution of three-quarters majority of those voting at any general meeting or at a special meeting called for such purpose. If upon the dissolution or winding up of the Society there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to, transferred or distributed amongst the members of the Society.

It shall be given to some other association, institution or body having objects similar wholly or in part to the objects of the Society, provided that the association, institution or body shall prohibit the distribution of its income and property among its members, or it shall be paid or transferred to some charitable object, which association, institution, body or object shall be determined by the members of the Society at or before the time of dissolution or winding up. In default of any such resolution, such payment, transfer or distribution shall be determined by a Judge of the District Court.

RULES OF THE EXCHANGE BRANCH

- 1.** The Exchange Secretary is responsible for the day to day running of the exchange branch under such rules as decided in conjunction with the Committee.
- 2. ACCOUNTING FOR THE MONEY**

- (a) **INSURANCE:** One per cent (1%) of the value of the philatelic material submitted to be paid into a separate insurance account maintained by the Treasurer. This amount to be credited to the account as each book is broken up.
- (b) **COMMISSION:** Ten per cent (10%) of the value of the philatelic material sold is to be deducted from the moneys owing to the person who submitted the material for sale as a commission to the Exchange Secretary. This amount is to be paid as each book is broken up.
- (c) **SALES:** All moneys received from the sales of philatelic material to be paid into a separate account, the Exchange Account, maintained by the Exchange Secretary. All payments to members of over ten dollars (\$10.00) to be paid by cheque from this account. Smaller amounts are to be paid by cash.
- (d) **INTEREST:** Interest earned from the Exchange Account to be paid to general club funds prior to the Annual Meeting.
- (e) **REPORTS:** The Exchange Secretary to submit reports of the accounts at each Committee meeting. All payments made from the insurance account to be submitted for approval at a Committee meeting. The Exchange Secretary to provide an annual statement of receipts and expenditure and balance sheet as at 30 June for the members.

3. PAYMENTS

Payments for philatelic material purchased must be sent to the Exchange Secretary as soon as possible by post, or at the latest at the next club meeting.