

Secretary.

- 4.7.1 The previous holder shall be liable for any discrepancy unless the Packet Secretary receives a satisfactory explanation.
- 4.8 Each member must send to the Packet Secretary his return form, duly filled out, with appropriate money, if any, and immediately on passing on the packet to the next member, even if no stamps have been taken.
- 4.8.1 Any member failing to remit the appropriate amount within one calendar month of passing on the packet will be removed from the circuit, unless prior agreement has been reached with the Packet Secretary.
- 4.9 Cheques shall bear the member's bankers cheque card number on the back and shall be payable to the Society.
- 4.10 If a packet is still in circulation nine months from the date of release, the Packet Secretary shall remove it from circulation and distribute the contents to its owners unless they all agree to its continued circulation.
- 4.11 At the end of the circulation list, each packet shall be returned to the Packet Secretary who shall return its contents to its respective owners. If it is necessary to return material by post, the cost of postage shall be deducted from the proceeds.

5. **General.**

- 5.1 The exchange packet shall only be circulated whilst covered by insurance organised by the Society. However, vendors may opt out of the Society's insurance cover on the understanding that in doing so they absolve the Society from liability for any loss or damage, however caused.
- 5.2 A percentage, as may from time to time be determined by the Committee, of gross sale value shall be payable to the Society towards insurance whether items are sold or not.
- 5.3 A percentage, as may from time to time be determined by the Committee, of gross sale value of items sold shall be payable to the Society as commission.
- 5.4 Any changes to terms and conditions in these rules shall be notified to vendors prior to their coming into force.
- 5.5 The costs/proceeds of the exchange packet shall be shown separately in Society accounts.
- 5.6 Members blatantly or consistently failing to observe these rules shall be permanently struck off the circulation list, and the detailed circumstances notified to the Committee. No names or details shall be published outside the Committee, although generalised anonymous circumstances of the case may be quoted as a warning to other members.
- 5.7 Members must advise the Packet Secretary as early as possible of any impending changes (removal, vacation, resignation, etc.) which might upset the smooth working of the Exchange Packet.

- 5.8 The Packet Secretary reserves the right to refuse improperly packed, unsuitable or sub-standard material.
- 5.9 Each member shall fill in all appropriate forms even if no stamps are taken, and sign each of the vacant spaces with full name or with a distinctive rubber stamp. Rubber stamps are preferred and should be registered with the Packet Secretary prior to use.
- 5.10 Any comments regarding the description of material offered for sale should be advised to the Packet Secretary. If anything is written by a member against an item in a packet to the detriment of the owner which proves false, the member shall be liable to purchase the item in question.
- 5.11 The Packet Secretary, in consultation with the Committee, shall have power to use any means necessary to recover packets and/or money from members, including resort to a court of Law but neither the Packet Secretary nor the Society shall be held liable for the safety or loss of material submitted for inclusion in a packet.

Issued February 2009



EXCHANGE PACKET



Want to see what's in the box?

Each exchange packet is full of stamps at bargain prices.

The **Exchange Packet** offers collectors and stamp dealers a simple method of buying and selling stamps. Each packet contains up to 19 books full of stamps for sale at prices from a few pence to a few pounds. Packets are circulated amongst members of the Society with each person having up to three days to view and buy material before passing the packet on to the next person on the list.

Application Form

Title	First name
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Surname	
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Address	
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Town	
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County	
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Postcode	
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Telephone	
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e-mail address	
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Collecting interests	
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Signed	
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Date	
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ASSOCIATE MEMBERSHIP is open to anyone that is not a full member who wishes to sell material via the Exchange Packet. This is charged at 50 pence per annum and will be deducted from sales by the Exchange Packet Secretary. Tick box if associate membership is required.

PLEASE DETACH AND RETURN THIS APPLICATION TO:

The Exchange Packet Secretary,
Basildon Philatelic Society,
25 Clayhill Road,
Basildon, SS16 5DD.

For Office Use:

Exchange Packet Rules

1. **Definitions.**
 - 1.1 **Exchange Packet** means such an assemblage of priced material as may be circulated by the Packet Secretary to members for their examination and/or purchase.
 - 1.2 **Member** for the purposes of these rules means any Full or Honorary Life Member of the Society who has signed an application to receive the Exchange Packet.
 - 1.3 **Gross Sale Value** of material submitted for the Exchange Packet is the sale price put on it by the person offering it for sale.
2. **Responsibilities of the Packet Secretary.**
 - 2.1 To collate, sort and vet material submitted for inclusion in the Exchange Packet.
 - 2.2 To make up Exchange Packets for circulation.
 - 2.3 To compile and maintain circulation lists for each packet.
 - 2.4 To ensure equal opportunities for first sight of material for all members.
 - 2.5 To monitor progress of, and recover if necessary, Exchange Packets in circulation.
 - 2.6 To break down Exchange Packets which have completed circulation.
 - 2.7 To return unsold material with proceeds from sales to their rightful owners.
 - 2.8 To ensure members pay for all items taken and to recover, where necessary, any unpaid sums from members.
3. **Make-up of Exchange Packets.**
 - 3.1 Material may only be supplied by members and must be in books complying with 3.4.
 - 3.2 Each packet shall contain up to 19 books or up to £600 gross sale value of material, whichever is the lesser.
 - 3.3 Each packet shall consist of a rigid package containing:
 - 3.3.1 Books of material.
 - 3.3.2 Circulation list, with address list.
 - 3.3.3 Return forms.
 - 3.3.4 A copy of these rules.
 - 3.4 Each book shall be no larger than 210mm by 130mm and the cover shall give at least the following information:
 - 3.4.1 Name of the Society.
 - 3.4.2 Packet number and book number (allocated by Packet Secretary).
 - 3.4.3 A description of the contents (e.g. World, GB, Empire, etc.).
 - 3.4.4 Name and address of owner and owners reference number.
 - 3.4.5 Gross sale value.
 - 3.4.6 Number of pages.
 - 3.4.7 Columns headed: Name, Number of items, £ : p.
 - 3.5 Each item contained in a book shall be securely mounted with its sale price marked in ink above its top right hand corner or otherwise closely and clearly related to it by an arrow. The Packet Secretary may accept items marked in some other clear manner at his own discretion.
 - 3.6 Items for sale should not be mounted on facing pages. If they are, the Society does not accept liability for damage caused by ink transfer from the facing page.
4. **Circulation of Packet.**
 - 4.1 Exchange packets may only be circulated to members.
 - 4.2 The circulation list shall, as far as possible, be arranged to ensure minimum travelling distances between adjacent members.
 - 4.3 Once established, the list order shall be maintained, except to make obvious circuit improvements; new members being entered at the appropriate geographical point.
 - 4.4 The list shall be rotated each time a packet is produced, i.e. the person at the head of Packet A shall be moved to the foot of the list for Packet B.
 - 4.5 Each member shall hold the packet for no more than three days, including weekends but not bank holidays. He shall then pass it by hand to the first member on the list who has yet to see it. If that member is not available to receive it, the member shall find the first member on the list who has not seen it and is available to receive it. Failing this, the packet shall be returned to the Packet Secretary without delay.
 - 4.6 Each member shall, on receipt of a packet, sign the previous holder's return form to acknowledge receipt.
 - 4.7 Any member finding an irregularity shall notify the Packet Secretary and the previous holder within 48 hours. In emergency, in the absence of the Packet Secretary, any Committee Member should be contacted, preferably the

