

Mid Sussex Philatelic Society Circulating Packet Rules - 2023

The Circulating Packet is open to all senior members. It is not necessary for vendors to be members of the MSPS.

Vendors

1. Booklets should be handed or sent to the Packet Secretary. If sent they will be acknowledged on receipt providing a SAE is enclosed.
2. Stamps should be securely mounted on ONE side of the page only, in standard size club booklets. Net selling prices must be marked ABOVE the stamps. Each page to be clearly numbered and the value to be stated at the foot.
3. A commission of 10% is charged to vendors on all sales.
4. Payment to vendors will be made within a reasonable time when packets have completed the circuit.
5. Vendors are responsible for insuring the contents of booklets they submit for inclusion in the circulating packet. In the event of loss or damage no claim can be made against the Mid Sussex Philatelic society.

Purchasers

6. On receipt of the packet careful examination should be made that:-
 - a) The number of booklets corresponds with the number given on the front of the postal list.
 - b) All empty spaces are properly signed.If spaces are found without signatures, notice must be sent to the Packet Secretary and also to the forwarding member, who will be liable for the value of the missing stamps, and any expenses. Members should then mark the space 'Packet Secretary notified'.
7. Any member who neglects Rule 6 will, in the event of a dispute, be themselves held liable for the value of any missing stamps.
8. Members purchasing stamps should use a rubber stamp, or sign their name clearly in each space from which stamps have been removed.
9. Totals and other particulars for which provision is made must be entered in the circulation list (enclosed with the packet) and on an advice form, which must be sent to the Packet Secretary together with remittance for stamps removed within 24 hours of despatch of the packet. When a packet is forwarded please sign and date the advice slip before passing the packet to the recipient or his agent. **You are now once again required to ask the recipient to sign the advice form. No packet shall be sent by post.**
10. Particulars must be entered on the front of each booklet from which stamps have been removed.
11. A member who does not remove any stamps must notify the Packet Secretary on an advice form of the dates of receipt and despatch of the packet. (See also Rule 9.)
12. Packets may be retained for a reasonable period and must be forwarded to the next member on the circulation list.
13. All cheques should be made out to '**Mid Sussex Philatelic Society**' and **NOT to 'MSPS' or similar abbreviations.**
14. Members are warned that substitution is a criminal offence and any member found guilty of substitution may be prosecuted by the Society or the vendor.
15. Whilst every effort will be made to protect the interests of members, neither the officers nor the committee shall be in any way responsible either for members' debts or for stamps and packets, whether lost in transit or otherwise.
16. A member wishing to discontinue seeing the packets, either temporarily or permanently, must give notice to the Packet Secretary so as to leave ample time for the alteration of the postal lists.

17. Despite anything to the contrary in the above rules and for the security of the circulating packet members, the Packet Secretary may refuse or suspend membership of the circulating packet without assigning a reason.

Rules drawn up October

2018.

Revised August 2020 and January 2023.