



Bird Stamp Society
Founded 1986 - www.birdstampsociety.org

Constitution of the Bird Stamp Society

1. The name of the Society is the Bird Stamp Society, hereinafter referred to as "the Society".

2. The objects of the Society are:

- a) To link and to encourage friendship between collectors of bird stamps in Great Britain and from the rest of the World;
- b) To stimulate interest in philately related to birds on stamps through the medium of a regular Newsletter entitled: "*Flight*";
- c) To provide members with the opportunity to add to or dispose of their collections by the operation of an auction when the Society is able to operate one;
- d) To provide members with the opportunity to add to or dispose of their collections or surplus stock by the operation of an exchange packet;
- e) To introduce the Society to a wider audience by the operation of a dedicated website.

3. Membership of the Society shall be granted on receipt of a completed application form plus payment of the appropriate subscription. The Society has the right to refuse membership. In addition to 'Ordinary Members', the Society may have "Associate Members," an elected President and elected Life Members. A definition of Associate Members is contained in Annex C.

4 (a). Subscription rates will be ratified for the next year at the Annual General Meeting. Ratification may only take place after appropriate notice has been given to members and this would normally be by March of a given year.

4 (b). The rates for UK resident, UK junior, European resident and overseas resident will be published in the Newsletter and on the application form, which will be made available in both hard copy and on the Society's website. All junior members will pay 50% of the full rate irrespective of country of residence.

5(a). Subscriptions are due annually on 1st August. Members who have not paid will not receive their September *Flight* magazine nor will they be able to participate in either the

auction and/or packet scheme until their subscriptions are up to date. Membership will be deemed to have lapsed if subscriptions are not paid by 1st December.

5(b). Any changes of address, including email, or relevant personal circumstances should be notified to the Membership Secretary who will then only inform those Committee Members who require this information, namely:

- Treasurer
- Packet Secretary
- Auction Secretary
- Editor of *Flight Magazine*

6 (a). The Society will handle all members' personal information in accordance with the General Data Protection Regulations (GDPR) 2018 and as detailed in the Society's Privacy Notice.

6 (b). The Society will publish annually a copy of the Privacy Notice as well as the Constitution, highlighting any changes that may have been made.

7. The Annual General Meeting (AGM) of the Society shall be held as soon as is practicable after the end of the Society's financial year on 31st July. Annual accounts shall be submitted to the AGM for approval following their publication with the September edition of *Flight* magazine.

8. The Officers of the Society shall be:

- Chair
- Vice-Chair
- General Secretary
- Treasurer

9. In addition to the Officers detailed above, the Committee may also consist of up to six other members who may fill the following posts:

- Packet Secretary
- Auction Secretary
- Membership Secretary
- Editor of *Flight Magazine*
- Website Master/New listings Editor

10(a). The Committee shall be elected annually at the AGM of the Society by a vote and simple majority of those present.

10(b). Committee members are expected to conduct themselves appropriately and with courtesy at all times, both towards other members and externally.

10(c). Committee decisions and instructions from the Chair are to be adhered to unless reasons to the contrary are raised and then discussed.

10(d). Any inappropriate behaviour by members of the Society may be reported as a complaint to the Chair or General Secretary. Complaints must then be reviewed by the Committee within an acceptable timescale and all decisions communicated and the appropriate action taken.

11. Not more than two other members of the Society may be co-opted by the Committee to undertake specific tasks. They shall attend meetings and have the entitlement to vote.
12. The President, who may be elected for periods to be decided at the AGM, may attend any meeting of the Committee, but cannot also be an Officer of the Society. He/she may provide counsel when an emergency occurs, but shall not vote at any such meeting.
- 13 (a). Proxy voting, by either letter or e-mail, can be allowed at any meeting of the Society provided that written authority by an absent member for another member to vote on his or her behalf shall be in the hands of the General Secretary at the commencement of that meeting. The Officers of the Society must ensure that proxy voters are fully aware of the Society's wider aims and intentions when casting their votes on single issues.
- 13 (b). Proxy voting is permissible for any items that require a vote at the AGM, for example, the minutes of the last AGM if a member was at that meeting but is then unable to attend the next AGM where the minutes are formally approved. In addition, as any winding up of the Society would necessitate an EGM, then proxy voting would again be applicable. (Also see Article 15 below).
- 14(a). The Committee of the Society shall confer by any means as often as is considered necessary by the Chair, Vice-Chair and General Secretary. At least one formal meeting should take place immediately before the AGM.
- 14(b). It is recognised that members of the Committee may live in disparate geographical locations and will not therefore be able to formally convene on a regular basis. Accordingly, it is accepted that the means of both conferring and then communicating any proposed changes to the way the Society conducts its business may be by e-mail, but that these changes are then communicated to members within the next available quarterly edition of *Flight* magazine. Members will be invited to comment upon these changes and, in the event of any disagreement or expressions of concern, a vote conducted to confirm the situation.
- 14(c). Any proposed changes to the constitution itself will also be communicated by e-mail and, when formally ratified the revised constitution will be published in either the June or September edition of *Flight* magazine.
15. An Extraordinary General Meeting (EGM) of the Society may be convened by the General Secretary upon a request from the Committee or five members of the Society, with not less than 14 days' notice being given to members of the business to be considered at the meeting.
16. The Society authorises the Treasurer to operate accounts for members as follows:
- a) That he/she will ensure there is a Main Account for the Society to be called: "Bird Stamp Society - Treasurer's Account" or with similar wording, herein to be called "The Treasurer's Account."
 - b) That there is a Savings Account entitled: "Bird Stamp Society - Savings Account."
 - c) All monies received shall be handed over to the Treasurer, who shall pay such monies into a bank account in the name of the Society.
 - d) The Treasurer's Account may only require one signatory with regards to the issuing of cheques on behalf of the Society, but, may also utilise online access to pay invoices and other items of expenditure.

- e) Both accounts will have at least two named members of the Committee who are not required to countersign cheques but will have access to the account.
- f) Both accounts will be subject to a monthly running audit that will be performed and verified by at least one named member of the Committee.

17. Committee members are entitled to full reimbursement for travel and other expenses whilst performing their duties. Travel expenses include a Motor Mileage Allowance (45 pence per mile), refund of parking tickets and full reimbursement for all rail travel at the economy/2nd class rates. Other reasonable expenses may, for example, include telephone calls, postage, stationery, etc.

18(a). Currently there are no separate operational accounts. However, the Auction and Packet Secretaries could, if required, operate separate bank accounts. In that event, all monies held in those accounts would then still belong to the Society and any excess monies held at the end of each financial year would be paid into the Main Account for inclusion in the Society's annual accounts.

18(b). Additionally, both the Auction and Packet Secretaries will annually identify necessary expenditure (eg: stationery, insurance, postage, etc) and then reach agreement with the Treasurer on the balances that should be held in their individual accounts to enable their activities to operate successfully without any unnecessary surpluses.

18(c). The sets of rules they use regarding commission, their responsibilities and those of vendors and purchasers are summarised separately in Annexes A and B. It is the responsibility of these secretaries to ensure that the rules are regularly reviewed and updated.

19 (a). The Treasurer, shall report to the membership annually on the Society's accounts. This should be achieved via *Flight* magazine prior to the AGM.

19 (b). Whilst both the Auction and Packet secretaries cease to operate separately, a set of accounts for the end of each financial year would not be required. However, they would need to inform the Treasurer of any amounts due to vendors as at 31st July, as this would form part of the debt outstanding to the main account.

20. The Society can be affiliated to the British Thematic Association and any other bodies that the Society feels appropriate and support the Society's objects, and we will pay the relevant subscriptions.

21. Any decision to wind up the Society shall be at an AGM or EGM of the Society and may be actioned by a simple majority of members present or voting by proxy. Any such decision shall be accompanied by a resolution as to the method of disposal of any assets remaining to the Society after the payment of outstanding debts or liabilities and ensuring that no member or members shall derive any personal monetary gain from the winding up.

22. Any rule may be inserted, amended or repealed by a resolution passed by a simple majority of members present or voting by proxy at an AGM or EGM of the Society convened under Rule 16.

*Constitution of the Bird Stamp Society
Amended and ratified at a special committee meeting
Held in York on 19th January 2019*