

**RULES OF
THE ROYAL PHILATELIC SOCIETY
OF VICTORIA INC.**

(Founded 1892)

NAME

1. The name of the incorporated association is **“The Royal Philatelic Society of Victoria Inc.”**

PURPOSES

2. The purpose of the Society is:
 - (1) to promote the hobby of philately in all aspects, individual and collective.
 - (2) to promote and support the art, education, study, research, science, activity and the interests and status generally of philately;
 - (3) to hold meetings for the display of stamps and the reading of papers on philately, with discussions thereon;
 - (4) to promote fellowship among philatelists and to encourage interest in philately generally; and
 - (5) to transact such other business as may promote the welfare of philately.

DEFINITIONS

3. (1) In these rules, unless the contrary intention appears:

“Society” means The Royal Philatelic Society of Victoria Inc.

“Council” means the governing body of the Society.

“Councillor” means a member of the Council.

“Financial Year” means the year ending on 30th June.

“Member” means a Life Member, Fellow or Ordinary member of the Society.

“The Act” means Associations Incorporation Reform Act 2012 and includes any regulations made under that Act

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MEMBERSHIP

4. (1) Any person not less than 18 years of age may be admitted to Ordinary Membership of the Society upon paying the current year’s subscription and agreeing to be bound by the rules and by-laws of the Society.
- (2) Candidates for admission as members shall be proposed and seconded by members of the Society in writing on the Society’s application form. Applications shall be lodged with the Secretary, for referral to the Council.

- (3) All applications for membership shall be posted on the Society's notice board for a period of not less than four weeks from the date of receipt by the Council.
- (4) Candidates will be elected at an ordinary meeting of the Council by at least a two-thirds majority of Councillors present.
- (5) If Council rejects the application, it must return any money accompanying the application to the applicant.
- (6) The Council is not required to give a reason for the rejection of an application.
- (7) The membership of a person ceases on resignation, expulsion or death
- (8) The Society must have at least five members

ANNUAL SUBSCRIPTION

- (9) The annual subscription is due on the 1st day of July in each year and is payable within thirty days and shall be for fellows, city, country, interstate and overseas members respectively. Such amounts shall be as determined from time to time by the Council.
- (10) A city member is one who resides within 80 kilometres of the General Post Office, Melbourne.
- (11) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

REGISTER OF MEMBERS

- 5. The Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of admission of each member. The register shall be available for inspection by members by prior arrangement, at any general meeting of the Society.

RESIGNATION AND EXPULSION OF MEMBERS

- 6. (1) A member of the Society who has paid all monies due, may resign from the Society by giving one month's notice in writing to the Secretary and upon the expiration of that period of notice shall cease to be a member.
- (2) The name of any member whose subscription has not been paid by the 1st day of October in any year may be struck off the register of members by resolution of the Council.
- (3) If the Council is of the opinion that a member:
 - (a) has refused or neglected to comply with these rules; or
 - (b) has been guilty of conduct unbecoming a member or prejudicial to the interests of the Society, the Council may:
 - (i) request the member to resign and, in the event of his non-compliance with such request, after giving him an opportunity to be heard within 28 days;
 - (ii) expel the member from the Society.

FELLOWS

7. Any Ordinary Member of the Society may be elected a Fellow who has:-
- (1) Performed meritorious work for the benefit of the Society, or
 - (2) Who has performed meritorious work for the benefit of philately, or
 - (3) Who has written and published books which are for the benefit of philately, or
 - (4) Who has consistently displayed at National or International stamp exhibitions at the level of a Large Vermeil medal, and
 - (5) Has been a financial Ordinary Member of the Society for a minimum period of eight years.

The election shall be by Council acting on the recommendation of the Awards Committee.

DESIGNATION

8. (1) Life Members may use the designation, LMRPSV to indicate that they have been so honoured by the Society
- (2) For so long as they remain financial members of the Society, Fellows may use the designation FRPSV
- (3) No other members of the Society may use any form of letters to describe their membership of the Society

COUNCIL

9. (1) The affairs of the Society shall be managed by a Council constituted as provided in Rule 10.
- (2) The Council:
- (a) shall determine the expenditure of the Society's monies;
 - (b) shall determine the interpretation of the Society's rules;
 - (c) shall be empowered to frame by-laws in conformity with the rules for the operation of any of its branches;
 - (d) may, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Society other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the Society; and
 - (e) subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Council to be essential for the proper management of the business and affairs of the Society.

MEMBERS OF THE COUNCIL

10. The Councillors of the Society shall be:
- (a) the President;
 - (b) the Vice-President
 - (c) the Immediate Past President
 - (d) the Secretary;
 - (e) the Treasurer; and
- five other members.
11. The following persons (who shall likewise be eligible to sit on the Council if so elected) shall be appointed by the Council and shall respectively administer the various activities of the Society and shall be directly responsible to the Council for the due discharge of their duties and for any decisions made by them or by any committee associated with them in the carrying on of such activities. They shall be:
- a. the Librarian;
 - b. the Archivist:
 - c. the Editor of the Society's official organ;
 - d. the Chairperson, House Committee;
 - e. the Chairperson, Publications Committee;
 - f. the Chairperson, Expert Committee;
 - g. the Chairperson, Awards Committee;
 - h. The Chairperson, Library Committee
 - i. The Chairperson, Finance Committee
 - j. the Business Manager of the Society's official organ and publications of the Society;
 - k. any person to whom the Council entrusts a controlling authority in respect of any of its other activities.

SECRETARY

12. The Secretary of the Society shall conduct the correspondence of the Society, and shall keep written minutes of the resolutions and proceedings of each general meeting and each Council meeting together with a record of the names of persons present at Council meetings.

TREASURER

13. (1) The Treasurer of the Society:

- (a) shall collect and receive all monies due to the Society and make all payments authorised by the Council;
 - (b) shall keep correct accounts and records showing the financial affairs of the Society with full details of all receipts and expenditure connected with the activities of the Society; and
 - (c) shall prepare and present an annual financial report and balance sheet duly audited by the Society's auditor which shall subsequently be published in the official organ of the Society for that year.
 - (d) Ensure payments are approved by two signatories authorised by Council for this purpose.
- (2) The accounts and records referred to above shall be available for inspection by members, by prior arrangement with the Treasurer.
- (3) The funds of the Society shall be derived from annual subscriptions, donations and such other sources as the Council determines.

ELECTION OF COUNCILLORS AND VACANCY

14. (1) Candidates for election to the Council must be Life Members, Fellows or Members of the Society who are financial.
- (2) Nominations:
- (a) shall be made in writing in the form prescribed from time to time by the Council and signed by two Life Members, Fellows or Members of the Society and the nominee; and
 - (b) shall be delivered to the Secretary of the Society not later than the close of the first general meeting in August.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) If a ballot results in a tie, a further ballot shall be held. If a second ballot also results in a tie, lots shall be drawn.
- (6) If insufficient nominations are received to fill all vacancies on the Council, the candidates nominated shall be deemed to be elected.
- (7) Only members who have served for at least two years as Councillors shall be eligible for nomination as President.

- (8) All persons elected or appointed pursuant to Rules 11 and 12 shall hold office until the positions are declared vacant at the next annual general meeting and shall be eligible for re-election or re-appointment.

COUNCILLOR VACANCIES

15. For the purposes of these rules, the office of a member of the Council becomes vacant if the Councillor:
- (a) ceases to be a member of the Society;
 - (b) resigns his office by notice in writing to the Secretary;
 - (c) fails to attend three consecutive ordinary Council meetings without leave of absence.
- (d) Any vacancies in offices occurring during the year may be filled by the Council.
- (e) The Council may grant leave of absence to a Councillor for such period as the Council may decide.

PROCEEDINGS AT MEETINGS

16. (1) The President shall preside at meetings of the Society and of the Council, and shall at all times have precedence. The Chairpersons of Committees shall preside at the meetings of their Committees.
- (2) In the absence of the President, the Vice-President shall preside.
- (3) In the absence of both the President and the Vice-President, the members present shall elect one of their number as chairperson for that meeting.
- (4) In the case of an equality of votes on a question, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (5) No business shall be transacted at a meeting unless a quorum of members entitled under these rules to vote is present.
- (6) At Council meetings a quorum shall be five members of Council, at general meetings five members, and at special and annual general meetings ten members.
- (7) Questions arising at a meeting shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (8) All meetings shall be held at the Society's rooms unless otherwise directed by the Council.
- (9) Members are not entitled to vote by proxy.

COUNCIL MEETINGS

17. (1) The Council shall meet at such times as may be considered necessary by the Council but not less than eight times per annum.
- (2) Special meetings of the Council may be convened by the President.
- (3) The President may request Chairpersons of Committees who are not members of Council to attend

PHILATELIC MEETINGS

18. (1) Philatelic meetings shall be held on the third and fifth Thursday of each month except December, for displays of philatelic material, the presentation of papers on philately, and discussions thereon, and such other business as may be determined by the Council.
- (2) Visitors are welcome at all philatelic meetings of the Society.

NOTICE OF GENERAL MEETINGS

19. (1) The Secretary of the Society, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date of fixed for a general meeting of the Society, must cause to be sent to each member of the Society, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent:-
- i. by prepaid post to the address appearing in the register of members; or
 - ii. if the member requests, by electronic transmission.
 - iii by publication in the syllabus of the Society
- (3). No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the general meeting.

SPECIAL GENERAL MEETINGS

20. (1) The President or any ten members who are financial may call special meetings of the Society for purposes other than those set out in Rule 24.
- (2) The Secretary shall give at least 21 days' notice in writing to all members of any such meeting and of the business to be transacted.
- (3) Such meetings shall be held at the Council's discretion.
- (4) A majority of not less than three-fourths of members present shall be required to carry any issue under consideration by the special general meeting.

ANNUAL GENERAL MEETINGS

21. (1) The annual general meeting shall be held in September each year.
- (2) The business of the annual general meeting shall be dealt with in the following order:
- i. President's address;
 - ii. presentation and adoption of reports, financial statements and balance sheet;
 - iii. election of Councillors;
 - iv. appointment of an auditor,
 - v. The Council may appoint the Secretary or any member of Council as the Society's Public Officer
 - vi. any other business of which notice has been given in writing to the Secretary at least 30 days prior to the meeting date.

USE OF TECHNOLOGY

- 22 (1) A meeting may be held by the use of technology that allows members to clearly and simultaneously communicate with each other participating member.
- (2) For the purposes of this Part, a member participating in a meeting as permitted under subrule is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person

SEAL

23. (1) The common seal of the Society shall be kept in the custody of the Secretary.
- (2) The common seal shall not be affixed to any instrument except by the authority of the Council and the affixing of the common seal shall be attested by the signatures of two members of the Council.

ALTERATION OF RULES

24. (1) These Rules may only be altered by special resolution of a general meeting of the Association.
- (2) For this purpose, at least 21 days' notice shall be given to all members and a majority of not less than three-fourths of members present shall be required to carry the issue.

CUSTODY OF RECORDS

25. (1) Except as otherwise provided in these rules, all records of the Society shall be kept in the custody or under the control of the Secretary.
- (2) All securities shall be kept in the custody of the Treasurer.

GENERAL

26. (1) The property, assets and income of the Society howsoever derived shall be applied solely towards the promotion of the purposes of the Society, and it is expressly declared that no portion thereof shall be paid or transferred either directly or indirectly by way of dividend, bonus or otherwise by way of profit to the members generally or to any member of the Society. .
- (2) A member or visitor shall not smoke on the premises of the Society.
- (3) A member or visitor shall not consume and food or drink during the course of a display
- (4) The name of the Society shall not be used by any member in any form of advertising or for any personal gain without the prior consent of the Council in writing.

AWARDS

27. The Council in its sole discretion may from time to time reward a member's service to the Society by the conferring of any of the following four awards, it being understood that the holding of any one does not preclude the holder from receiving any one of the other three.

(1) Life Membership

Life members shall not at any time exceed five in number and shall have full membership rights in the Society during their lifetime without payment of an annual subscription and shall be deemed financial members. The current number of life members shall be reduced to five by attrition.

(2) The David H. Hill Medal

This award, the highest the Society can give is for distinguished service, whether of a philatelic, cultural or administrative nature, in the cause of philately. Unlike (1) and (3), this award is not limited to members of the Society, but is restricted to persons resident in Australia. The same person shall be eligible to receive it more than once provided that four years have elapsed since the previous award.

(3) The J.R.W. Purves Medal

This award is for distinguished service to the Society by a member. Save in exceptional circumstances a minimum of ten years' distinguished service to the Society in any field or fields whatsoever is necessary for the conferring of this award. The medal can be awarded only once to each recipient

(4) The John Gartner Medal

This award is for the best separate philatelic literature work on any subject published in Australia during the preceding two years. It will be available annually, but may be withheld in any year at the discretion of the Council. The award shall not be limited to Society members nor to Australian citizens nor to persons resident in Australia, and may be conferred on a person(s) or organisation. The award may be made for continuing publication over a period of years of separate philatelic works constituting a significant contribution to philately. The award may be made to the same person(s) or organisation more than once provided that at least five years have elapsed since the previous award.

WINDING UP

28. (1) Should the Society for any reason cease to function or be dissolved, any member or person holding any monies or property of the Society (including any monies owing for any stamps or other philatelic material purchased) shall forthwith pay the same to the Society.
- (2) No dissolution of the Society shall take place unless so determined by a three-fourths majority of financial members present at a special general meeting called for the purpose. In the event of dissolution of the Society, any assets or property whatsoever, real or personal, of the Society shall be disposed of to any other philatelic society or similar organisation as a three-fourths majority of financial members at such meeting shall determine. It is expressly declared that no assets or property whatsoever of the Society shall be distributed to members of the Society or any of them upon dissolution of the Society.

DISPUTES AND MEDIATION

29. (1) The grievance procedure set out in this rule applies under these rules between [a] a member and any other member or [b] a member and the Society.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible resolve the dispute within 14 days after the dispute comes to the attention of all the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be: [a] a person chosen by agreement between the parties; or [b] in the absence of agreement:
- [i] in the case of a dispute between a member and other member, a person appointed by the Council; or
- [ii] in the case of a dispute between a member and the Society, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria [Department of Justice].
- (5) A member of the Society can be a mediator.
- (6) A mediator cannot be a member who is party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation must:
- [a] give the parties to the mediation process every opportunity to be heard; and
- [b] allow due consideration by all parties of any written statement submitted by any party; and
- [c] ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise the law.

