

STANDING RULES
WISCONSIN FEDERATION OF STAMP CLUBS

Approved April 22, 1995

(Amendments adopted by the Executive Board but not yet presented at an Annual Business Meeting are incorporated in bold italics.)

The following Standing Rules, whose application is not limited to one year, are guidelines for the administration of the WFSC. These rules, not to be confused with bylaws, may be adopted, eliminated, or changed at any Annual Business Meeting by a two-thirds affirmative vote of all delegates present without prior written notification, and in the interim, for reasonable cause, may be relaxed or enforced at the discretion of the Executive Board.

I. Finances

A. Finance Committee Recommendations (general)

1. It is not WFSC policy to loan money to individual clubs and only in very unusual circumstances should a loan be considered. Requests for money to help put on a show that is host to WISCOPEX will be considered on an individual basis by the WFSC Executive Board. If such a loan is made, it should be clearly understood that the loan must be repaid with interest no matter if the club makes or loses money on the show. The WFSC expects no money or share of the profits from any local show. However, the WFSC will retain all income it receives selling WFSC items at a local show.

2. Suggestions for WFSC money-making projects should be submitted to the Finance Committee for review. The project idea will then be submitted to the WFSC Executive Board for approval. The proposal must include a listing of expenses and projected income. If approved, and if necessary, "seed" money will be advanced for the project. All income from the project shall be returned to the WFSC treasury. The WFSC will not support a project that just returns the "seed" money, with profits going to an individual or WFSC club.

(a) A person in charge of a WFSC approved project shall be responsible for a report listing income and expenses for the project in its initial stages. It is important that project income and expenses be kept separate from income and expenses for other WFSC activities. The WFSC Treasurer will pay all bills submitted and deposit all monies received.

(b) After the initial stage has passed, the WFSC Treasurer shall keep track of income and expenses as they are submitted and shall provide a final report on the project.

(c) After date of event and/or initial mail orders have been filled, all physical assets of the federation (inventory of items for sale) will be held by the treasurer for further marketing.

(d) The WFSC shall be allowed to set aside 10% of the total number of its show covers or cards for use as complimentary gifts to show helpers, exhibitors, and other outside active participants, e.g., postmaster, administrators of hosting group, and design artist.

3. *Across the Fence Post* is the official newsletter of the WFSC. As such, the WFSC will underwrite the entire costs of its publication. The editor/advertising manager, however, must solicit ad income to help defray costs to the WFSC. The editor, advertising manager, and distributor shall be reimbursed for postage used for *Across the Fence Post* mailings upon receipt of a written record. (Monies for postage may be advanced if so desired.) Receipts for miscellaneous expenses for *Across the Fence Post* must be submitted in writing for reimbursement.

(a) All income received shall be deposited by the WFSC Treasurer. All expenses shall be paid by the WFSC Treasurer.

(b) The WFSC Treasurer shall submit a yearly report due at the WFSC Annual Business Meeting of income and expenses for *Across the Fence Post*.

4. *BLUE BOOK Purchase Price*

(a) Copies (minus binders) of the WFSC BLUE BOOK may be purchased at the price of \$8/copy, which includes postage and handling costs.

(b) Policies and procedures regarding update pages and complimentary copies are published in "Guidelines for the WFSC BLUE BOOK Coordinator."

B. Finance Committee Recommendations (expenses)

1. Reimbursement for president, vice president, secretary, and treasurer copy and mail expenses will be made upon receipt of appropriate records. The same applies for others officially involved with WFSC business, but only upon prior approval of the WFSC Treasurer. The secretary should be selective in sending copies; it is not necessary that every member club or each officer receive all mailings.

~~***2. Telephone expense will be paid only in cases where WFSC business could not have been handled by letter.***~~

2. Mileage expenses for officers to attend Executive Board meetings or WISCOPEX will not be reimbursed. The Executive Board may authorize mileage expenses for other reasons if such expenses are deemed necessary for WFSC business.

II. Responsibilities of Standing Committees

A. Nominating Committee - see bylaws

- B. Finance Committee
1. maintain inventory control,
 2. prepare an annual budget reflecting anticipated income, expenses and reserves,
 3. prepare guidelines on reimbursements for expenses,
 4. review costs on printing,
 5. review projected costs and income on special projects,
 6. prior review of any individual expenditures of over \$50.00 made more than once or twice annually,
 7. seek various mechanisms to reduce or eliminate possible indebtedness of any proposed activity,
 8. authorize the cost of newsletter ads.
- C. Publicity and Public Relations Committee
1. prepare, update, and maintain a supply of WFSC promotional materials;
 2. organize and set up the WFSC society table at various philatelic activities;
 3. provide ideas for projects/activities to promote philately and the WFSC;
 4. keep track of new and non-member clubs for referral to regional VPs;
 5. prepare press releases related to WFSC activities and news;
 6. keep member clubs apprised of WFSC accomplishments and goals;
 7. seek ideas for adding to and improving services offered to member clubs;
 8. institute projects of advantage to member clubs;
 9. be responsive to club needs;
 10. make every attempt to keep the name of the WFSC up front with a positive and active image.
- D. Committee on Exhibitions
1. function as counsel to host clubs or the sponsor of WISCOPEX through the Rules for Annual Exhibitions;
 2. periodically review and update the Rules for Annual Exhibitions and be receptive to suggestions for additions and improvements.
- E. Judging Committee
1. maintain an up-to-date listing of WFSC judges and apprentices;
 2. provide accredited judges for local shows within the WFSC;
 3. actively recruit and train new judges;
 4. oversee the accreditation program;
 5. maintain a supply of judging forms and applications for apprenticeship.
- F. Hall of Fame Committee
1. responsible for publicizing the WFSC Wisconsin Philatelic Hall of Fame, and seeking nominations;
 2. screen nominations in accordance with the selection procedure;
 3. assure that Hall of Fame functions and formal induc-

tions materialize in an orderly and respectable fashion.

- G. Wisconsin Stamp Suggestion Committee
1. prepare letters of protest and praise directed toward the USPS regarding specific new issues;
 2. submit correspondence to various officials promoting the issuance of USPS issues related to the state;
 3. provide letters of support for other organizations promoting issues within the Citizens' Stamp Advisory Committee;
 4. advise and assist individuals/organizations throughout the state with regard to matters pertaining to the Citizens' Stamp Advisory Committee.

H. Bylaws Committee

1. periodically review existing bylaws and provide recommendations for amendments to coincide with changing times and the functions and nature of the WFSC;
2. consider amendments suggested by others.

III. Miscellaneous Appointments

A. In addition to the Standing Committees mentioned herein, the WFSC shall include the annual *appointment of a Newsletter Editor*.

B. Further presidential appointments to run concurrent with the president's term of office are:

1. Advertising Manager
2. Editorial Advisory Council
3. Historian
4. **Awards Chairman**
5. American Philatelic Society Representative
6. Corporate Registered Agent
7. **BLUE BOOK Coordinator**

IV. Mailing List Policy

The WFSC will respect the confidentiality of names, addresses, and phone numbers received from member clubs. The WFSC shall maintain a member club mailing list which shall be void of any individual's name, even though an individual within the club and the club address may be one in the same. This listing will be made available to all WFSC clubs at no charge, and in the event of a request from an outside source, such request will be handled on a case by case basis and may require a fee at the discretion of the Publicity and Public Relations Committee.

V. Policy on Dues for Combination Stamp-Coin Collecting Clubs

Combination stamp-coin clubs shall be assessed dues on all members, regardless if they are not all stamp collectors.

VI. Stamp Show Calendar and Registry

A. For the purpose of avoiding conflicting dates of WFSC member club exhibitions (defined as including competitive exhibits, with judges and awards), the WFSC shall maintain

a Stamp Show Calendar and Registry. Portions of the Stamp Show Calendar and Registry will be regularly published in *Across the Fence Post*.

B. Space will be provided on the annual Member Club Registration form for clubs to register exhibition dates two years in advance. Clubs shall be responsible for reconfirming advance dates with the editor *or representative* as a reminder to begin listing it within the published Stamp Show Calendar and Registry.

C. WFSC members in good standing will be allowed to permanently register annual events (e.g., MILCOPEX—third weekend in September, WaUSApex—last weekend in September, etc.).

D. Non-permanent registration shall be permitted on a first-come, first-serve basis. The date that the editor *or representative* receives notification of a planned exhibition shall be considered the date of registration.

E. The editor *or representative* shall immediately notify any WFSC member club of a scheduling conflict that will affect their registration of a planned exhibition. If a WFSC member club should refuse to reschedule a conflicting exhibition date, the matter will be referred to the WFSC Executive Board for arbitration and further action.

VII. Miscellaneous Newsletter-related Policies

A. The WFSC will publish a maximum of ten issues of the newsletter *Across the Fence Post* per year. Months for distribution of these issues will be determined in accordance with special needs.

B. Subscriptions to the WFSC newsletter will not be sold. If individuals wish to receive regular issues of the newsletter, they must become a member-at-large or join a WFSC member club and pick up copies at meetings.

C. Advertising rates and policies not found in these Standing Rules are published in “Guidelines for the WFSC Newsletter Editor.”

VIII. Annual Member Club Registration Form

An annual Member Club Registration form shall be mailed to every member club at the time of notification of annual dues. For efficiency in administrative operations, this form must be returned at the time of payment of dues. Information requested on the form shall consist of a minimum of: club name and mailing address, name and address of club WFSC Representative, name and address of individual to receive club’s copies of *Across the Fence Post*, number of copies of newsletter required, club meeting schedule and meeting location, and number of paid club members as of December 1, of preceding calendar year. Failure to return the completed form will result in lack of receipt of multiple copies of the regular WFSC newsletter.

IX. Responsibilities of Member Club WFSC Representative

Every member club shall appoint an official WFSC Representative, whose responsibilities shall be as follows:

- A. act as liaison between the member club and the WFSC;
- B. if personally unable to attend, seek out individuals to serve as delegate and alternate delegate at the Annual Business Meeting;
- C. assure that delegates have proper credentials for presentation at the Annual Business Meeting;
- D. inform delegates of the majority opinion of the member club on major issues scheduled for a vote;
- E. each year, by no later than March 1, follow up with the club treasurer to ensure that annual WFSC dues were paid and that the Annual Member Club Registration form was returned;
- F. report to the member club on the activities and concerns of the WFSC and other member clubs of the WFSC;
- G. promote active participation of the member club and club members in the activities of the WFSC;
- H. receive and respond to requests of or by WFSC officers, committees, or members for information, opinions, positions on specific issues, official mail votes, and other matters of essential concern to the WFSC or its members;
- I. assure that copies of the WFSC newsletter are being distributed at club meetings.

X. Miscellaneous WISCOPEX-related Policies not Published in the WFSC BLUE BOOK

- A. Host Clubs
 1. The WFSC can only suggest a range of dates from the first of April to the end of May for scheduling WISCOPEX. Any dealer complaints about date conflicts with commercial bourses shall be referred to the host club.
 2. Host clubs will not be charged for WISCOPEX ads in *Across the Fence Post*.
 3. It shall be the duty of the WFSC Treasurer to inform the host club of any WFSC monetary support that must be approved by the WFSC Executive Board on a year-to-year basis (e.g., up to \$75 for judges fees).

4. See also **XIII. Wisconsin State Sales Tax Exemption Number.**

B. Delegate Responsibilities
All delegates to the Annual Business Meeting must check in/register prior to the meeting and present the proper credentials, which might simply be a statement to read as follows:

“This is to certify that ____ (name) ____ has been selected as ____ (delegate/alternate) ____ to represent the ____ (club name) ____ at the Annual Business Meeting of the Wisconsin Federation of Stamp Clubs to be held ____ (date) ____ at ____ (place) ____.”

It should be signed by the club president and handed to the secretary of the WFSC (or appointed representative) at the time of check-in/registration.

XI. Second Notice on Mail Votes

In the event of any matter submitted to member clubs for a mail vote, the Secretary shall provide a second and final notice of such vote to any member club which has not responded within forty (40) days of notice of mail vote.

XII. First-Day Covers

If financially possible, the WFSC shall produce a cacheted cover for all U.S. Postal Service first day of issues in the state of Wisconsin.

XIII. Wisconsin State Sales Tax Exemption Number

A. Security

The WFSC Secretary and Treasurer will hold copies of the Wisconsin State Sales Tax Exemption Number certificate. The number will be let out through the WFSC Treasurer to those making purchases on behalf of the WFSC. The WFSC Secretary may use the number for WFSC purchases at his/her own discretion.

B. WISCOPEX

1. WISCOPEX host clubs may use the WFSC Wisconsin States Sales Tax Exemption Number only if the WISCOPEX the club is hosting has been declared a WFSC-sponsored event at a previous Annual Business Meeting.

2. There will be no fee charged to the host club for use of the number.

3. Use of the number will be restricted to a specific period of time.

4. The number will be used only for WFSC business, i.e., expenses connected with WISCOPEX.

5. The host club will provide the WFSC Treasurer with a basic Income and Expense report for WISCOPEX. These reports will be filed with the WFSC Treasurer and Secretary and let out only on a need-to-know basis.

6. The host club will appoint one club official to sign a WFSC Wisconsin States Sales Tax Exemption Number Usage Agreement form, which constitutes agreement to conform to these provisions and to accept responsibility to ensure proper use of the WFSC Wisconsin State Sales Tax Exemption Number. The form will be filed with the WFSC Treasurer.

7. The WFSC will not be held responsible for any monetary losses that might result from the host club's endeavors in hosting WISCOPEX.

XIV. KIDPEX

Although the WFSC sponsors KIDPEX in part through

donations, it is not specifically defined as a function of the WFSC and has no legal ties to the WFSC.

XV. Safe Deposit Box

The WFSC shall maintain a safe deposit box for legal and organizational papers and other documents as specified by the WFSC Executive Board. The location of the safe deposit box shall be determined by the WFSC Executive Board. The WFSC Secretary and WFSC President shall each hold a key and a list of items contained within the box.

XVI. Historical File

Policies and procedures regarding the WFSC historical file are published in "Guidelines for WFSC Historian."

XVII. Donation Procedures

A. Monetary donations shall be sent to the WFSC Treasurer.

B. Goods donations

1. The WFSC Treasurer shall be notified of any goods donations. (The treasurer can send a donation form to the donor if there is an inquiry about how to claim donations for income tax deductions.)

2. The WFSC Treasurer shall notify the WFSC President and WFSC Secretary about the donation and send a thank-you note to the donor.

3. The WFSC Executive Board shall be notified about the donation at the next Executive Board meeting.

4. The donor may turn the donation over to any authorized WFSC officer, committee member, appointee, etc.

5. With the exception of a donation specified for youth, the WFSC Executive Board will designate an individual to hold any donated goods.

6. If the donation is for youth, the WFSC VP Youth Division will make decisions about how the donation will be used.

XVIII. Policy for Reinstatement of Lapsed Membership

1. A club can pay past dues and claim continuous membership.

2. The number of members in a club for the delinquent years shall be the number of members in the last year before delinquency, OR an official club list of members for each of the years of delinquency.

3. The dues shall be calculated at the rate that was in effect at the time of delinquency. For example, if a club missed two years' dues, and at that time dues were 65¢ per member, the club will pay: X number of members times 65¢ times two years.

4. Clubs may not pay dues for years before they first became a member, i.e., to claim charter membership.

5. Except for being able to state "Member since (year)," there will be no benefit to a club that pays delinquent dues.

XIX. Members-at-Large

A. There shall be no life memberships for members-at-large.

B. Advance dues payment shall be limited to a maximum of two years and there shall be no discounts for advance dues payments.