

PHILATELIC FEDERATION OF SOUTH AFRICA

Bylaws

Preamble

The PFSA Constitution provides that: “The Management Committee shall determine bylaws for the functioning of the Federation, which shall become effective four (4) weeks after written notification to members (as defined in 4.5) office bearers, and direct subscribers.” and that “Should any bylaw conflict with the Constitution, the latter shall prevail” The Management Committee adopted these bylaws on 18 May 2023. The Secretary notified members and office bearers of the adoption of these bylaws on 29 May 2023. These bylaws came into effect on 26 June 2023. The Management Committee reserves the right to amend or withdraw any of these bylaws and any such amendment or suspension will come into effect four weeks after notification to members.

Values

The Philatelic Federation of South Africa (PFSA) is a voluntary association organised as a federation of clubs & societies for stamp collectors and philatelists of all ages and all types. The PFSA encourages collectors to form or belong to clubs/societies and provides for those individuals who prefer not to belong to an organised body to benefit from the activities of the PFSA as *direct subscribers*.

The “office bearers” are responsible for the everyday business and smooth operation of the Federation.

Definitions:

Words defined in the PFSA Constitution have the meaning ascribed to them in the PFSA Constitution as follows:

“**Society**” shall include associations, societies, clubs, study circles, research groups, and groups where members are organised by means of a constitution.

“**Philatelic society**” shall include any society which has as its object the promotion of philately in all or any of its aspects and shall include societies having a general or a specialist area of interest.

“**Office bearer**” any of the Hon Life President, Hon Life Vice-President(s), persons elected to any office specified in Article 10 of the constitution - President, Deputy President, a regional Vice-President, the Chair of the Management Committee, and/or the Treasurer. ’

“**Officer**” a person appointed by the Management Committee to perform a specified function.

“**Member**” shall mean:

- (a) An affiliated society,
- (b) An affiliated dealers’ association,
- (c) The South Africa Post Office (SAPO),
- (d) The Philatelic Foundation of South Africa,
- (e) The Direct Subscribers Society.

“**Home Member**”:

- (a) A person who belongs to only one affiliated society shall be deemed to be a home member of that society,
- (b) A person who belongs to more than one affiliated society shall choose which society is to be his or her home society and must inform the affiliated societies to which he she belongs of that choice,
- (c) Each affiliated society must inform the Federation of the people who are its home members,
- (d) Each affiliated society shall pay such fees as Congress may determine in respect of home members.
- (e) The fees for members holding Honorary Membership shall be paid by such members’ ‘Home’ Society.

“**Away Member**”:

- (a) A person who, apart from the society where he is a home member, also belongs to another affiliated society(s).
- (b) It is recorded that the distinction between 'Home' and 'Away' membership only has an administrative significance in respect of dues payable to Federation.

"Dealer subscriber":

- (a) A dealer belonging to an affiliated dealer association shall be deemed to be a dealer subscriber,
- (b) Each affiliated dealer association must inform the Federation of the dealers who belong to it.

"Direct subscriber":

- (a) A person who is not a member of an affiliated society who subscribes as an individual shall be deemed to be a direct subscriber,
- (b) A direct subscriber shall pay such fees as Congress may determine.

"Written notice" shall mean notice in writing sent:

- (a) By post to the addressee's last registered postal address; or
- (b) By email to the addressee's last registered email address, provided that where the number of days' notice is specified, the specified number shall be increased by five days where notice is given by post.

Chapter 1

Societies, Dealer associations, and Direct subscribers

1. Affiliation by and Dues Payable by affiliated junior societies.

- (a) Affiliation by any junior society shall be on application to the Management Committee. Application shall be open to any body of junior philatelists having a constitution that has as its objectives the promotion of philately.
- (b) All Junior Societies shall register with the Youth Committee of Federation, which will confirm their Federation membership to the Management Committee. The dues of Junior Societies comprise a membership fee as determined from time to time by Congress and shall be payable to the Treasurer of Federation before 31 December each year.
- (c) Each affiliated junior society shall receive PFSA circulars plus one electronic copy of the *SA Philatelist*.
- (d) Each affiliated junior society is required to provide two copies of its society newsletter, one to the PFSA Secretary and one to the Editor of *The SA Philatelist*.

2. Affiliation by and Dues payable by other affiliated societies

- (a) Affiliation by any society shall be on application to the Management Committee. Application shall be open to any body of people having a constitution that has as its objectives the promotion of philately or any branch of philately.
- (b) Annual dues comprise fees as determined from time to time by Congress.
- (c) The Secretary of each affiliated Society shall submit a return of membership, with proof of payment, to the PFSA's Secretary before the end of February each year. Membership lists shall accompany every payment to determine who has paid.
- (d) Each society must pay dues for every "Home" member of that Society, irrespective of whether any such member(s) also hold(s) membership of any other affiliated Society or Societies.
- (e) Each affiliated society receives:
 - i. PFSA circulars.
 - ii. One electronic copy of the *SA Philatelist*; and,

- (f) Each Society is required to provide two copies of its society newsletter, one to the Secretary of Federation and one to the Editor of *The SA Philatelist*. Those copies shall then be forwarded on a periodic basis to Federation's archival.

3. Affiliation by and Dues payable by affiliated dealer associations

- (a) Affiliation is on application to the Management Committee and shall be open to any body of dealers having a constitution that includes in its objectives the promotion of ethical philatelic dealing.
- (b) Annual dues comprise fees as determined from time to time by Congress.
- (c) The Secretary of each affiliated Dealer Association shall submit a return of membership, with any payment due to the PFSA's Secretary before the end of February each year.
- (d) Each affiliated dealer association shall receive PFSA circulars plus one electronic copy of the *SA Philatelist* and, where hard copies are distributed, upon payment of the specified administration fees.
- (e) Each affiliated dealer association is invited to provide two copies of its newsletters, if any, one to the PFSA Secretary and one to the Editor of *The SA Philatelist*.

4. Affiliation by and Dues payable by direct subscribers

- (a) The Management Committee may, on application and after payment of such fees as Congress may determine, register interested people as *direct subscribers*.
- (b) Direct subscribers will be grouped into a PFSA Virtual Society, and the secretary must keep and update records of the direct subscribers.
- (c) Where the number of direct subscribers is ten or more the direct subscribers shall be deemed to constitute the Direct Subscribers Society.
- (d) Annual dues comprise fees as determined from time to time by Congress.

5. Termination of Membership

The Constitution provides that the Management Committee may:

- (a) Suspend the affiliation of a *member* (an affiliated society, or an affiliated dealer association, or a direct subscriber) for a period not exceeding three months where the *member* is not in good financial standing with the Federation at the end of the first quarter of the year, to allow it to settle its dues to Federation; or
- (b) Terminate the *member's* membership:
 - (i) After hearing the *member* and for good cause shown; or
 - (ii) It fails to pay up during or after a period of suspension in terms of (a).
- (c) Any decision by the Management Committee to terminate membership shall be provisional until confirmed or set aside at the next Congress of the Federation.
- (d) Good cause shall include but shall not be limited to a member acting in a manner not in keeping with PFSA's objectives or which could bring PFSA into disrepute or has changed its character not in keeping with organised philately or its standard of conduct.
- (e) The procedure is that a complainant may submit a written complaint to the Secretary who in turn shall send a copy to the member concerned by registered post or reply- requested email, giving the member sixty (60) days in which to reply, whereafter the matter shall be considered by the Management Committee. The complainant and a representative of the member concerned shall be given notice of the date, place and time of the meeting of the management Committee and may attend the relevant proceedings of the Management Committee, other than when the Management Committee moves into committee to deliberate the merits of the complaint.
- (f) Upon termination, the membership benefits of a member and its individual members/dealers shall be discontinued immediately.

Chapter 2

The Management Committee

1. The powers and duties of the Management Committee are set out in the Constitution in particular Article 11 of the Constitution.
 - (a) The management and administration of the Federation shall vest in the Management Committee which shall conduct the affairs of the Federation between Congresses, propose fees, confirm expenditure, and deal with matters other than those reserved for Congress..
 - (b) The Committee may call to account any functionary who is acting on behalf of or for the Federation or in furtherance of it.
 - (c) The Management Committee has the right to disband any Committee that, in its opinion, is no longer performing the duties for which it was originally constituted. The Management Committee further has the right to remove the convener or any other member of a standing committee who, in the opinion of the Management Committee, is not performing his/her duties in the best interests of Federation.
2. **Honorary Life Office Bearers:**
 - (a) The Management Committee may nominate persons for election by Congress to the positions of Honorary Life President and Honorary Life-Vice President of Federation. At any one time there may be only one Honorary Life President and two Honorary Life Vice-Presidents in office.
 - (b) Written nominations, accompanied by a citation, may be given to the Secretary of Federation for submission to the Management Committee.
 - (c) The Management Committee shall scrutinise both the nomination and the citation. Where it decides to make a nomination the Management Committee shall place it on the agenda for Congress with a citation.
 - (d) Election shall be by ballot as detailed in the PFSA constitution.

Chapter 3

Congress

1. **The PFSA Constitution provides for the holding of an annual congress and for the holding of special congresses.**
 - (a) The Management Committee shall appoint a member (affiliated society or dealer association) to host congress failing which the Management Committee shall host the congress.
 - (b) The PFSA Secretary is responsible for ensuring, or making, all necessary arrangements for a congress to be held. The host may levy a registration fee per congress delegate to meet or help meet venue, catering, and other expenses, not met by the PFSA.
 - (c) All members (affiliated societies and dealer associations in good financial standing) must nominate their delegate(s), who shall be a member(s) of the society or the dealer association concerned, to the PFSA Secretary with proof of payment of such fees for each delegate where applicable, by a date to be notified to the member not less than three months prior to the event, to reach the PFSA secretary at least four weeks prior to the date of the congress.
2. **Expenses:**
 - (a) Members (affiliated societies and dealer associations) and all other individuals attending Congress must meet all expenses relating to their attendance at Congress.
 - (b) The PFSA may, where needed, provide a contribution towards expenses for selected office bearers and officers (Honorary Life President, President, Secretary, Treasurer, and Chair of the Management Committee) to attend Congress.
3. **Registration:**
 - (a) At Congress, delegates must formally sign the Attendance Register. (The Secretary of the Federation must receive proxies at least two [2] weeks before Congress.)

4. Congress Reports:

- (a) All conveners of Standing Committees and others required to present reports to Congress must submit such reports in writing to the Secretary of Federation not later than four weeks before Congress, in editable electronic format.
- (b) In the case of default on this deadline, those in default must provide at Congress the required number of printed copies as specified by PFSA Secretary.

5. Congress Requirements:

- (a) Details of the specific requirements for Congress are contained in the Exhibition Organising Guidebook and are also available from PFSA Secretary who must also be consulted.

Chapter 4

The Standing Committees of the PFSA

1. The PFSA Constitution provides for the following standing Committees:

- (a) The Expert Committee.
- (b) The Exhibitions Committee.
- (c) The Heritage Committee.
- (d) The Judging & Ethics Committee.
- (e) The Publications Committee.
- (f) The South African Philatelist Editorial Committee.
- (g) The Promotions Committee.
- (h) The FIP & FIAP Liaison Committee
- (i) The PFSA Awards Committee

2. The Management Committee shall in addition appoint an awards custodian and a convener for and members to a Youth Committee.

3. The PFSA Constitution provides that Congress shall appoint the conveners of the standing committees listed in (a) to (h) above.

- (a) The Management Committee shall from time to time and subject to the Constitution and these bylaws fix the terms of reference of and the number of members to be appointed to each standing committee.
- (b) The Management Committee shall at its first meeting after Congress each year, after consultation with the elected convener of the Committee, appoint the members of each of these committees for the ensuing year.

4. The Convener of each standing committee shall:

- (a) convene his/ her/ their committee as required, but at least once in every annual cycle (a cycle being the period between congresses). Meetings will ordinarily be held virtually, but the convener may hold in-person meetings where this is logistically possible,
- (b) keep records of each meeting held,
- (c) submit a report for each meeting to the Management Committee via the Secretary of Federation reporting on the deliberations of the committee since the last meeting of the Management Committee,
- (d) submit a report to Congress, via the Secretary of Federation, to reach the Secretary by a date to be stipulated each year by the Secretary, for submission to Congress, reporting on the work of the Committee for the year.

5. Special provisions relating to standing committees:

- (a) The *Awards Committee* are detailed in Chapter 5.

- (b) The *Exhibitions Committee* shall compile and keep updated a manual for the guidance of exhibition organisers and shall where it can assist members (affiliated societies and/or dealer associations) by providing exhibition frames free of rental, with the borrowing society being responsible for transport and labour costs from and back to Federation's frame store, together with the cost of any damage which may have occurred, provided that any such society shall be responsible for the storage costs of the frames and supplementary materials while in their possession.
- (c) The *Judging and Ethics Committee* may accredit people to act as jurors in PFSA exhibitions in one or more categories, prescribe the conditions for continued accreditation, and maintain a list of jurors accredited for PFSA exhibition.
- (d) The *South African Philatelist Editorial Committee* may annually nominate to the Awards Committee a candidate for the Jack Hagger Award for the best article on the philately of southern Africa published in *The SA Philatelist* in the two years, defined as the two years from the August issue two years before the award is to be made to the June issue of the year of the award. Articles must be a minimum of two pages in length. Prolific authors are restricted in their eligibility for the award to every three years. This is to encourage authors in general who may feel discouraged by an author repeatedly receiving the award.
- (e) The *Heritage Committee*: There shall be no limit to the number of members to be appointed to this Committee by the Management Committee but there shall be at least two members (including the convener).
 - i. The Committee will appoint agents where possible and shall oversee and evaluate work being done by these agents. The Heritage Committee shall use best endeavours to identify and document all aspects of philatelic collections in public hands in South Africa, where appropriate to. advise the custodians of these collections on how to preserve and safeguard the collections, to report to the management Committee on the status of these collections and to make recommendations regarding these collections.
 - ii. The Committee shall endeavour to establish a database of these collections and make the information available for publication and on the PFSA website.
 - iii. The Committee shall endeavour to identify suspect material coming on to the market which might be coming from public collections on what corrective remedies should be taken to rectify bad situations or practices at a specific institution. Committee Members can also act as Agents of the Committee.
 - iv. The Committee will liaise with the PFSA's regional Vice-Presidents to keep its records of collections in public hands up to date.

Chapter 5

The Awards Committee and the Awards of the PFSA

1. The Awards Committee shall comprise the five senior signatories to the Roll of Distinguished Philatelists of Southern Africa (RDPSA), living in South Africa, who having been invited to accept membership for the ensuing year accept membership. Where a signatory declines to accept the invitation, the next one on the list shall be invited. Members of the Awards Sub-committee will appoint/elect a chairperson.
2. The Chair of the Awards Committee shall convene meetings of the Awards Committee.
3. The Awards Committee shall:
 - (a) consider all proposals for election to the Roll and may make nominations for election by Congress as provided for in paragraphs 4 below.
 - (b) consider all proposals the award of the Skinner Cup and may make nominations for this award as provided for in paragraphs 5, 6 & 7 below.
 - (c) consider nominated motivations at its discretion award the WE Lea Cup, J H Harvey Pirie Memorial Award, the Manfred Weinstein Memorial Medallion, one or more Federation Plaques, and one or more Congress Certificates as provided for in paragraphs 8, 9, 10, 11, and 12 of this Chapter.

4. Election to the Roll of Honour of Distinguished Philatelists of Southern Africa:

The Constitution of the PFSA provides that *“The Federation shall keep a Roll of Honour of Distinguished Philatelists of Southern Africa. To qualify for election to the Roll a person shall have achieved distinction through philatelic research or philatelic writings and publications and/or by service to the Federation and/or have made an outstanding contribution to philately and/or philatelic societies.” It goes on to provide that “The procedure for election by Congress to become a signatory to the Roll shall be as determined in the bylaws. Nominations will be invited by and considered by the Awards Committee which may submit one or more nominations for election to Congress, together with a draft citation for each nominee. The election by Congress shall be by ballot and for a nomination to succeed shall require a vote in favour of the nominee by at least three quarters (or 75%) of the votes cast.” Accordingly, these bylaws provide that for election to the Roll:*

- (a) **At most** two persons may be elected at any one Congress.
 - (b) The Secretary shall invite proposals for election to the roll each year not less than two months before Congress is to meet.
 - (c) Any member (society, dealer association) or Standing Committee of Federation may submit a written proposal with a draft written citation to the Convener of the Awards Committee by the date specified by the Secretary,
 - (d) The Awards Committee shall consider all proposals for election to the Roll and may in its discretion submit one or at most two nominations for election by Congress. Where it does, it shall submit a citation in support of its nomination or nominations.
 - (e) The nomination(s) and accompanying citation(s) shall remain confidential until put to Congress in open session. The procedure at Congress shall be as follows:
 - i. A member of the Awards Committee shall report each nomination to Congress and read the citation in support of it.
 - ii. The President (or failing the President the person in the chair) shall ask if any member or members of Congress has a substantive objection to the nominee being elected.
 - iii. Congress shall hear each objection, if any, and shall give the member of the Awards Committee who has presented the nomination the right of reply to each objection prior to holding the election.
 - iv. Voting by secret ballot shall proceed immediately after the reading of an individual citation and/or after any substantive objections have been heard.
 - v. Congress shall not entertain any debate on any nomination.
 - vi. Those entitled to vote shall be as provided for in paragraph 8.6 of the Constitution, provided that each person present may only exercise one vote - “Yes” or “No” or abstain from voting.
 - vii. The votes cast shall be counted by two independent scrutineers appointed for this purpose by the chair, and the chair shall report the result as elected or not elected, in terms of par 15.3 of the constitution.
 - viii. If there is more than one nomination this procedure shall be repeated for each additional nomination
 - (f) The Roll of Honour shall be held in safekeeping by the Awards Custodian or in a place designated by him.
 - i. At every National and International Exhibition held in South Africa, the Roll shall be displayed in Frame One (1) in the Court of Honour.
 - ii. A philatelist elected to the Roll of Honour shall be invited to sign the Roll and shall be entitled to use the post nominal designation **RDPSA**.
5. **Award of the Skinner Cup:** The Constitution of the PFSA provides that: *“Congress may award the Skinner Cup on the nomination of the Awards Committee to a person who shall be considered to have done outstanding meritorious work for philately in South Africa, being in respect of work on a wider than regional level. The Cup*

shall be awarded to any person only once". It goes on to provide that "The procedure for deciding on the award of the Cup shall be as determined in the bylaws." Accordingly, these bylaws provide that for the Skinner Cup:

- (a) The Secretary shall invite proposals for the award of the Skinner Cup each year not less than two months before Congress is to meet.
 - (b) Any member (society, dealer association) or Standing Committee of Federation may submit a written proposal with a draft written citation to the Convener of the Awards Committee by the date specified by the Secretary.
 - (c) The Awards Committee shall consider all proposals for the award of the Skinner Cup and may in its discretion make a recommendation to Congress for the award. Where it does, it shall submit a citation in support of its nomination.
 - (d) Only one person may be elected at one Congress. Where there is more than one nominee, the nominee with the most favourable votes shall be recommended.
 - (e) The Awards Committee's recommendation and accompanying citation shall remain confidential until put to Congress in open session.
 - (f) The procedure at Congress shall be as follows:
 - i. A member of the Awards Committee shall report the Awards Committee's proposal to Congress and read the citation in support of it.
 - ii. The President (or failing the President the person in the chair) shall ask if any member or members of Congress has a substantive objection to the proposed award. shall hear each objection, if any, and shall give the member of the Awards Committee who has reported the recommendation the right to reply to each objection prior to holding the election.
 - iii. Voting by secret ballot shall proceed immediately after the reading of an individual citation and/or after any substantive objections have been heard.
 - iv. Congress shall not entertain any debate on the recommendation.
 - v. Those entitled to vote shall be as provided for in paragraph 8.6 of the Constitution, provided that each person present may only exercise one vote - "Yes" or "No" or abstain from voting.
 - vi. The votes cast shall be counted by two independent scrutineers appointed for this purpose by the chair, and the chair shall report the result as awarded or not awarded, in terms of par 15.3 of the constitution.
 - (g) The Awards Custodian shall maintain a record of the recipients of the Skinner Cup, maintain a record of the location of the Skinner Cup, and provide a miniature for each recipient of the Cup.
 - (h) If awarded to a non-resident of South Africa, the Skinner Cup shall not be taken out of the country and should be returned to the Awards Custodian.
6. **The Manfred Weinstein Memorial Medallion** may be awarded by the Awards Committee to a nominated philatelist for philatelic achievement involving study and primary research and willingness to disseminate knowledge. A person may be awarded the Medallion once only and the award need not be made annually.
7. **The J H Harvey Pirie Memorial Award** may be made by the Awards Committee annually to a nominated philatelist resident anywhere in the world for a contribution to Southern African philately through the publication of an outstanding work on the philately of South Africa within a period of three (3) years of the date of award, or the publication in any philatelic journal of the result of outstanding original research on any aspect of Southern African philately within the same period as in (a) above.
- The Management Committee will determine the format of the award.
8. **The W E Lea Cup** is a floating trophy that may be awarded each year by the Awards Committee for:
- (a) The publication of an outstanding philatelic work not otherwise rewarded by Federation, or meritorious service to Southern African philately over a period of years not otherwise rewarded by Federation; or,

- (b) Where the Awards Committee does not make an award in any year, it will be available to be awarded by the Jury of that year's national philatelic exhibition for an exhibit showing the best significant philatelic knowledge and/or research, if there is no other award available in the category; or
 - (c) By Congress, where the Awards Committee does not make an award and in a year when no national competitive exhibition is not held, for a paper read at Congress.
 - This award may be awarded to the same person nominated on more than one occasion, provided that each time it is awarded for a different achievement.
9. **The Jack Hagger Trophy** is a floating trophy (that may be awarded to the same person on more than one occasion, provided that each time it is awarded for a different achievement) may be awarded each year by the Awards Committee for:
- (a) The best article on the philately of Southern Africa published in *The SA Philatelist* in the two years, defined as the two years from the August issue two years before the award is to be made to the June issue of the year of the award. (*Chapter 4, par 5 (d)*).
 - (b) Articles must be a minimum of two pages in length.
 - (c) To encourage authors in general, prolific authors are restricted in their eligibility for the award to every three years.
10. The Awards Committee may award a **Federation Plaque** to nominated philatelists in recognition of outstanding services to philately over a long period of time. This award of honour need not be given annually and may be awarded to a person more than once, provided that each time it is awarded for a different achievement. More than one award may be made each year.
11. The Awards Committee may award a **Congress Award Certificate or a letter of appreciation** to philatelists for articles published in *The SA Philatelist*, or for regular contributions to *The SA Philatelist*, or for papers read at Congress, or for slide/internet/audio-visual lectures or presentations, and/or other exemplary services to philately at national or regional level.

Chapter 6

Exhibitions

1. Exhibition Auspices

- (a) For any philatelic exhibition in the categories listed below to be held under the auspices of Federation, a general proposal together with an outline budget and funding plan shall be submitted to the Management Committee for approval. An exhibition held under the auspices of Federation may qualify for some financial assistance from Federation and shall be subject to the By-laws and practices of Federation.
- (b) An International or full National Exhibition should be held preferably at the same time as Federation's Congress.
- (c) The Organising Committee of any Virtual Exhibition will have the freedom to decide on the dates and inform the PFSA accordingly.

2. Exhibition Categories

- (a) An **International Exhibition**, usually offering all internationally recognised exhibition classes, to be held as far as possible in accordance with FIP or Continental Federation standards and regulations.
- (b) A **Limited International Exhibition**, as above but offering a limited range of exhibition classes.
- (c) A **National Exhibition** or **Virtual Exhibition** should cater for as many classes as possible.
- (d) A **Special National Exhibition** offers limited exhibition classes.
- (e) A **Junior National Exhibition** shall be limited to entrants not older than twenty-one (21) years on 1 January immediately preceding the Exhibition. As many exhibition classes as possible should be offered and may be combined with a National Exhibition.

3. National Exhibitions

- (a) Any National Exhibition displaying frames of stamps, or a Virtual Exhibition, may be staged only once per calendar year:
- (b) Concept of Virtual Exhibitions:
 - i. Exhibitors, after assembling the exhibit, will scan the pages and send it electronically to the email address provided by the Organising Committee.
 - ii. No stamp, envelope or other philatelic items can be enhanced by using programs such as photoshop or any other method.
 - iii. The exhibits will be judged by appointed National and International Jurors.
 - iv. The exhibits might be available for viewing on the Federation Website after the judging is completed and Exhibitors have been notified of their results.
- (c) The name and logo of the Exhibition are the copyright of the Organising Committee.
- (d) The Scope of the Exhibition shall be at the discretion of the Organising Committee. The Exhibition may be competitive in all classes or only in some.
- (e) The basic Competitive Exhibition Classes are: *Traditional Philately, Postal History, Postal Stationery, Aerophilately, Astrophilately, Thematic Philately, Maximaphily, Philatelic Literature, Youth Philately, Revenue, Open Class Philately and Picture Postcards*. For one frame exhibits the same classes are applicable.
 - i. In all classes an entrant shall be a member in good standing of a Philatelic Society affiliated to the PFSA.
- (f) FIP approved judging criteria are available for each of these classes and should be applied.
- (g) In any competitive class each exhibit shall be judged on its own merits. No exhibit or part thereof may be entered in more than one class or group. In any competitive exhibition the whole of each exhibit must be the *bona fide* property of the exhibitor and the exhibitor shall be deemed by the submission of an entry to have made an implied declaration to this effect.
- (h) Exhibits shall not bear any indication of price or value nor shall any exhibit in any way be advertised for sale.
- (i) All exhibit pages must be numbered and pages for display should have adequate protective coverings.
- (j) Exhibitors are required to comply with the requirements set by the Organising Committee such as payment of exhibition fees, submission of exhibits and collection of exhibits after the close of the exhibition.
- (k) Special Competitive Exhibition Classes may be considered; these include Cinderellas, First Day Covers, Mophila. Before any such classes are included, basic judging criteria shall be made available by the Organising Committee, in conjunction with the PFSA Judging & Ethics Committee, for the guidance of exhibitors and jurors.
- (l) The Organising Committee shall use the standard prospectus of Federation available from the Judging & Ethics Committee, amended as required, to publicise the conditions governing the Exhibition, but shall submit this for, and obtain approval by the Judging & Ethics Committee before it may be published.
- (m) An exhibit which has in any of the three (3) calendar years immediately preceding a National Exhibition or Special National Exhibition (hereinafter referred to as the “current exhibition”):
 - i. been awarded a Large Gold or a Gold award at an International Exhibition or a Large Gold awarded at any Southern African National or Special National Exhibition, shall not be eligible for competitive entry in the current exhibition except in a competitive Class of Honour.
 - ii. been awarded a Gold award at any Southern African National or Special National Exhibition may be entered for competitive entry in the current exhibition in a competitive

class or Class of Honour where it is provided. Such exhibit will not be eligible for any special award unless at this exhibition it is awarded a Large Gold award.

- (n) The Organising Committee shall have the right to reject any exhibit(s), in whole or in part, without having to assign any reason for such rejection.
- (o) For exhibits that previously gained up to a Large Silver award or have not been shown competitively at a National Exhibition, up to 5 frames may be applied for. Where an exhibit has been awarded a Vermeil or higher at a National Exhibition, up to 8 frames may be applied for. No exhibit shall be allocated more than eight (8) frames.
 - i. Notwithstanding the above, the committee reserves the right to allocate frames at its sole discretion.
- (p) The organising committee reserves the right to allocate frames at its sole discretion.
- (q) Except for any postal authority that may be granted a stand, only dealers who are members in good standing of an affiliated dealer association, or other dealers at the discretion of the Organizing Committee, after consultation with the affiliated dealer association(s) shall be permitted to hire stalls at a National Exhibition.
- (r) Any exhibitor wishing to withdraw an exhibit after the Final Entry has been confirmed and accepted shall negotiate this matter with the organising Committee. Should no satisfactory conclusion be reached then the Organising Committee may report this in their Exhibition Report to the Management Committee.
- (s) For all exhibitions under the auspices of Federation, pages shall be mounted in a horizontal sequence, that is, reading left to right with four pages in each of four rows.
- (t) Although every possible care shall be taken of exhibits, no responsibility shall attach to the sponsor(s), the Organising Committee, or members thereof, or any employees or voluntary assistants for any loss or damage to any exhibit arising from any cause or reason whatsoever. Insurance, if required, is the responsibility of the exhibit's owner.
- (u) The Organising Committee of the National Exhibition must submit a written report on the Exhibition, including a financial statement, to the Management Committee within nine (9) months of holding the exhibition; an earlier report would assist the subsequent Organising Committee.
- (v) The organisers of a National Philatelic Exhibition shall be obliged to make available to the Heritage Committee, if needed, at least five (5) frames, at no cost, to showcase items from collections in public hands in South Africa.

4 Protection of Personal Information

- (a) In terms of the Protection of Personal Information Act (POPIA), PFSA is committed to the protection and security of personal information and to meeting its data protection obligations in terms of the act.
- (b) Data provided by exhibitors will be used by the Organizing Committee for the purpose of organising the exhibition and will be stored and transmitted electronically, as well as in paper form.
- (c) No data will be passed to third parties for any purpose other than retention for exhibition records by the FIP and may be used to provide the exhibitor with information about future exhibitions.
- (d) Applying signifies the exhibitor's agreement to this.
- (e) The completion and submission of an application shall constitute acceptance of the rules governing the Exhibition and indicate the exhibitor's agreement to accept as final the Organising Committee's decision in any matter which may arise that is not covered by these rules,

5 The Jury at a National Exhibition

- (a) The Organising Committee of the National Exhibition shall appoint a person to be Chair of the Jury from the list of Accredited Judges maintained by Judging & Ethics Committee.
- (b) No person shall serve as a Chairman of the Jury at more than two (2) consecutive National Exhibitions at a time to allow for rotation.

- (c) The Chair of the Jury, after consultation with the Exhibition Organising Committee concerning the scope and size of the exhibition, must form his/her Jury, which must comprise members drawn from the list of Accredited Judges maintained by the Judging & Ethics Committee submit this to the Convener of the Judging & Ethics Committee for approval; and after obtaining approval; submit this to the PFSA Secretary for circulation to the Management Committee prior to the publication of the list of names and at least two months prior to the deadline for submission of entries to the Organising Committee.
- (d) The Chair of the Jury in consultation with the Convener of the Judging & Ethics Committee may nominate up to three (3) Learner Judges. To qualify for appointment as a learner judge a candidate must have been awarded the minimum of a Vermeil award at a National Exhibition held within the preceding five (5) years.
- (e) The Chair of the Jury shall have a casting vote in the event of equality of voting.
- (f) The Chair shall have the right to call in anyone as a consultant, who shall not have a vote in the Jury's deliberations.
- (g) Jury shall have the right, if it considers an exhibit has been incorrectly entered according to the classification in use, to transfer such exhibit to its proper group or section and to judge it accordingly.
- (h) Decisions by the Jury are final.
- (i) No member of the Jury may enter a competitive exhibit in any category.
- (j) The method of judging entries shall be solely based on the material exhibited in the frames and this shall be clearly stated in the Exhibition Prospectus.
- (k) Judging shall be based on FIP criteria where published, or on locally decided criteria. The Chair of the Jury shall determine whether special judging arrangements need to be made for judging any Special Competitive Exhibition Classes.
- (l) Related exhibits of the same owner may, at the discretion of the Jury, be grouped together with a view to making an award for the whole greater than that which each individual exhibit might have obtained in its own group or class provided; such combination shall not receive a Gold or Large Gold award.
- (m) Copied material (photocopies, scanned images, or photographs) used in exhibits shall be clearly labelled or noted as such and at least a twenty-five per cent 25% size variation shall be shown compared to the original.
- (n) Every exhibit shall be developed according to a well laid out plan or concept that shall be clearly set out in an introductory statement.
- (o) An exhibitor providing fewer frames than requested and allocated shall not have that exhibit judged and such fact shall be noted in the Awards List as "Too few frames submitted – not judged".
- (p) Every frame must be filled with relevant material. Where it is not the exhibit will be penalised.
- (q) A copy of the Jury Chairman's report shall be lodged with Federation for the archives. Recommendations on which Learner Judges shall be added to the Federation's list of Accredited Judges shall be stated in the report.

6. Awards at a National Exhibition:

The Exhibition Awards shall be:

POINTS	90+	85+	80+	75+	70+	65+
Award:	Large Gold	Gold	Large vermeil	Vermeil	Large silver	Silver
Points:	60+	55+	50+	45+	45 and less	

Award:	Silver-bronze	Bronze	Certificate of merit	Certificate of participation	No award	
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- (a) Large Vermeil, Vermeil, Large Silver and Silver may be awarded with the Felicitations of the Jury for research and/or presentation. All other awards at the disposal of the Jury shall be special awards or floating awards.7.3 Awards for Special Competitive Exhibition Classes shall be denoted “awarded for a (insert exhibit category) Exhibit”. In the Awards List such awards shall be listed separately by Exhibition Class.
- (b) Such special and/or floating awards as may be at the disposal of the Jury may be awarded in addition to the exhibition awards, provided that:
 - i. The exhibits awarded the Grand Prix (President’s Trophy) and the SA Post Office Shield may not receive any other special or floating award and these specific awards may only be made for philatelic exhibits.
 - ii. No other exhibit may receive more than two (2) special or floating awards.
 - iii. An exhibit which has been awarded a Gold at any Southern African National or Special National Exhibition in the three (3) calendar years immediately preceding an exhibition may not at the latter exhibition be awarded any special or floating award unless it at the same time is awarded a Large Gold.
- (c) Inclusion of items featured on Federation’s blacklist, maintained by the Judging & Ethics Committee, shall on first warning not be marked but on any subsequent showing without an Expert Certificate shall result in the exhibit being disqualified. .
- (d) Award certificates for competitive exhibits shall be signed by both the Chairman of the Jury and by the Chairman of the Organising Committee. Only the Chairman of the Organising Committee shall sign certificates for all non-competitive exhibits and for exhibition assistance.

7. Exhibition Floating Awards

- (a) Federation, through its Awards Custodian, acts as caretaker of all floating awards for competitive National (or International) philatelic exhibitions. The acceptance of any new floating award is subject to the approval of the Management Committee, which must approve its purpose and conditions of the award.
- (b) The Award Custodian shall;
 - i. keep an Awards Manual recording all floating trophies, the conditions pertaining to them and applicable details of miniatures, engraving and certificates and the names of the recipients with dates. Supply details of the official titles of the awards and the conditions governing their presentation (for publication in exhibition catalogues).
- (c) The Exhibition organising committee shall arrange for the engraving of the awards.
- (d) Where the winner of a floating trophy is permitted to and chooses to take possession of a floating trophy, he /she must undertake to return the trophy, in good condition, to the Organising Committee of the following exhibition when notified by the Awards Custodian. Any floating trophies awarded to persons resident outside South Africa shall not be taken out of South Africa.
- (e) The Youth Committee shall act as custodian of all floating trophies for the annual Junior National Stamp Show (JUNASS).
- (f) With all floating trophies (even if a miniature is also provided) presented at Congress, a Federation Certificate, signed by the President and Secretary of Federation, shall be issued to the recipient.
- (g) With all floating trophies (even if a miniature is also provided) awarded by the Jury, a Federation Certificate, signed by the President and Secretary of Federation, shall be issued to the recipient.
- (h) Federation Certificate, signed by the President and Secretary of Federation, or a Certified issued by the Organising Committee, shall be issued to the recipient.

8. Junior National Stamp Exhibition (Junass)

- (a) Only one JUNASS shall be held in any one year. The Organising Committee shall use the standard Prospectus of the Youth Committee to publicise the conditions governing the exhibition. 9.2 The age groups for exhibitors are:
- i. 09 years old and under
 - ii. 10 to 12 years old
 - iii. 13 to 15 years old
 - iv. 16 to 18 years old
 - v. 19 to 21 years old
- (b) The age attained on January 1st of the year in which the exhibition takes place decides the relevant class as above.
- (c) The signing of the entry form by the entrant and parent/guardian or youth leader is confirmation that the entry is the property of the entrant and is the work of that entrant.
- (d) The Sam Legator Trophy shall be awarded for the Best Competitive Exhibit at each JUNASS.
- (e) Exhibits awarded a Gold are precluded from competitive entry in the same age group at the following exhibition.
- (f) Exhibits awarded a JUNASS Grand Prix are precluded from competitive entry in the same age group.
- (g) The winners of the Best Exhibit in all age groups shall each receive a certificate.
- (h) It is preferable that awards are distributed to as many competitors as possible. However, if there is no alternative a competitor may receive more than one special award.
- (i) The Organising Committee shall appoint the Chair of the Jury who must be an accredited Judge of Juniors. After acceptance of the appointment, the Chair shall invite members to serve on the Jury from a List of Accredited Judges available from the Judges & Ethics Committee.
- (j) The Jury shall comprise a minimum of three (3) judges and should include at least one judge from the previous jury to maintain continuity.
- (k) Up to two Learner Judges should be appointed. A member of the Organising Committee may only serve on the Jury as a Learner Judge.
- (l) A judge shall recuse himself when his own society/club or family exhibits are being judged and from any discussion on the said exhibits when awards are being finalised.
- (m) Decisions by the Jury shall be final.
- (n) The Chair of the Jury shall inform the Convener of the Judging & Ethics Committee of the composition of the Jury; and
- i. whether or not the Learner Judges shall be recommended for a second time as a Learner Judge or as a qualified Judge of Juniors (if a second-time Learner Judge).
- (o) Exhibitors are required to comply with the requirements set by the Organising Committee such as payment of exhibition fees, submission of exhibits and collection of exhibits after the close of the exhibition.
- (p) For all exhibitions under the auspices of Federation, pages shall be mounted in the frame in a horizontal sequence, that is, reading left to right with four pages in each of four rows. All exhibit pages must be numbered and have adequate protective covers.
- (q) Although every possible care shall be taken of exhibits, no responsibility shall attach to the sponsor(s), the Organising Committee, or members thereof, or any employees or voluntary assistants for any loss or damage to any exhibit arising from any cause or reason whatsoever. Insurance, if required, is the responsibility of the exhibit's owner.

- (r) The Organising Committee shall submit to the Management Committee of Federation a written report on JUNASS, including a financial statement, within nine (9) months of holding the exhibition; an early report would assist the subsequent organising committee.

9. Mini Exhibitions

- (a) A Mini Exhibition shall be open to members of those societies invited to participate by the Organising Committees of the sponsoring society(societies), providing at least four (4) societies are invited. All participating societies shall be affiliated to Federation.
- (b) The scope of the Exhibition and its groupings shall be at the discretion of the Organising Committee. The organising Committee shall determine, and publish in a Prospectus, the conditions governing the Exhibition. The Court of Honour may comprise major award winners of the previous Mini Exhibition and/or other exhibits as decided by the Organising Committee. Eligibility to enter shall be restricted to members who have not won a Large Silver award or higher at any National or International Exhibition nor a major award at any previous Mini Exhibition.
- (c) Junior entrants must not be older than twenty-one (21) years old on 1st January immediately preceding the Exhibition.
- (d) The Mini Exhibition may be competitive in all classes or only in some.
- (e) In any competitive class each exhibit shall be judged on its own merits.
- (f) The Organising Committee shall have the right to reject any exhibit(s), in whole or in part, without having to assign any reason for such rejection.
- (g) Although every possible care shall be taken of exhibits, no responsibility shall attach to the sponsor(s), the Organising Committee, or members thereof, or any employees or voluntary assistants for any loss or damage to any exhibit arising from any cause or reason whatsoever. Insurance, if required, is the responsibility of the exhibit's owner.
- (h) The whole of each competitive exhibit must be the *bona fide* property of the exhibitor and the submission of any entry shall be deemed to be an implied declaration to this effect by the exhibitor.
- (i) Exhibits may not bear any indication of price, nor shall any exhibit in any way be advertised for sale.
- (j) All exhibit pages must be numbered and have adequate protective covers.
- (k) Exhibitors are required to comply with the requirements set out by the Organising Committee such as payment of exhibition fees, submission of exhibits, and collection of exhibits after closure of the exhibition.
- (l) The Jury shall comprise a minimum of three (3) members at least one of whom should be an accredited judge. A Learner Judge may also be included.
- (m) The method of judging entries shall be solely based on material exhibited in the frames and this shall be clearly stated in the Exhibition Prospectus.
- (n) Decisions by the Jury shall be final.
- (o) No member of the Jury may enter a competitive exhibit.
- (p) Apart from any postal authority that may be granted a stand, only dealers who are members in good standing of an affiliated dealer association, or other dealers at the discretion of the Organizing Committee, after consultation with the affiliated dealer association(s) shall be permitted to hire stalls at a Mini Exhibition.
- (q) The Organising Committee of each Mini Exhibition shall submit a written report on the exhibition, including a financial statement, to the Management Committee within nine (9) months after the exhibition.

Chapter 7

1. The PFSA is party to an agreement with the Sandton Public Library, entered in 2007, in terms of which the Sandton Library established a Philatelic Centre, and in terms of which the Bennie Illman and PFSA Library's materials have been placed on indefinite loan in this Centre. This Centre also continues all philatelic material previously held in the Johannesburg City Library.
 - (a) Management and control of the Philatelic Centre, including the Illman & PFSA Library, rests with the Sandton Library.
 - (b) The PFSA's Heritage Committee
 - i. acts as the PFSA's trustee regarding the Bennie Illman and PFSA Philatelic Library,
 - ii. oversees the library, working with the Sandton Library staff,
 - iii. maintains the reference listings, and
 - (c) may add new stock which upon acquisition will be added to the listings and stamped with the PFSA mark before being placed in the Philatelic Centre.
 - (d) Acquisitions may at the discretion of the Management Committee include donations, literature entries submitted to exhibitions held under the auspices of the PFSA and/or any literature given to the Federation for review. Items acquired in this way will be deemed to have been donated to PFSA Library and will become part of the indefinite loan to the Philatelic Centre.
2. **The agreement between the PFSA and the Sandton Library provides that:**
 - (a) All items on loan, under this agreement, bear the stamp of the PFSA and are housed on separate shelves in the Philatelic Centre.
 - (b) Printed listings are available in the Philatelic Centre. The Illman and PFSA Library items are not recorded on the Sandton Library's database.
 - (c) Certain valuable items are kept separately for security reasons. These items are marked 'Secure' on the listings and can be accessed on request.
 - (d) The Philatelic Centre is open to the public during the Sandton Library's normal operating hours. It is kept locked, and access may be obtained by requesting a key from the front desk.
 - (e) A visitors' book is kept at the front desk. Visitors to the Philatelic Centre are requested to enter their details, comments, and suggestions. The Heritage Committee will, from time to time, review the comments and suggestions and where practical and possible implement those suggestions which will improve the Centre.
 - (f) As the materials in the Philatelic Centre are part of the Reference Section of the Sandton Library, no loans are possible. Material in the Philatelic Centre may only be viewed in the Centre.