

GUIDELINES FOR THE DUTIES AND REGULATIONS FOR THE PHILATELIC COMMISSIONS/SECTIONS OF THE F.I.P.

INTRODUCTION

These General Instruction cover the administrative procedures for the implementation of the Technical FIP Commission/Section.

The General Regulations of the Commission/Section are specified in the FIP Statutes in the Chapter VI

“Philatelic Commissions and Sections of FIP”, Articles 40 to 46.

This Guidelines were updated by the FIP Board according to the Art. 32 of FIP Statutes taking into account the new Chapter VI of the approves Statutes in the Madrid Congress (October 2000).

In these Guidelines The FIP Board has taken steps to define the functions, rights and duties more comprehensively in recognition of the important service provided by the FIP Commission/Section.

The following Articles cover:

- ◆ General Instruction
- ◆ Memberships and Conferences
- ◆ Administrators
- ◆ Elections of the Commission Board Members
- ◆ Commission/Section Reports
- ◆ Commission/Section Budget and expenditures
- ◆ Commission/Section Powers
- ◆ Commission/Section Documentation and Duties of the Chairman

CHAPTER I GENERAL INSTRUCTION

Article 1 Denomination

In accordance with Chapter VI of the F.I.P. Statutes, Philatelic Commission/Section (hereafter referred to as "Commissions/Section") are established within F.I.P. (Art. 40.1 Statutes)

Article 2 Definition and Coordinator (Liaison Officer)

- 2.1 The Commissions/Sections are the technical organs of F.I.P. They work under these General Guidelines and the guidance of the F.I.P Board following a long term programme established by F.I.P. (Art. 40.2 Statutes)
- 2.2 One F.I.P. Board member will be designated to maintain liaison with each Commission/Section; coordinate the activities and to attend that Bureau's and Commission Meetings (Art.42.8 Statutes) and will conduct the Commission's elections.
- 2.3 The FIP President or his representative shall be entitled to attend any meetings of the FIP Commission/Section (Art. 32.2 FIP Statutes).

- 2.4 The President and/or the Secretary of the Commission/Section should send all communication and report that normally is sent to the FIP Secretariat, in writing, to the F.I.P. Board Member named to coordinate and attend the Commission/Section.
- 2.5 When a new Commission Chairman is elected, the Board member being the liaison officer to this Commission is to give proper instruction to the new Chairman in relation to the following:
- ◆ His budget in accordance to the Article 21 of these Guidelines
 - ◆ Communication with the FIP Secretariat In accordance to the Article 2.4
 - ◆ Communication with the National Federation
 - ◆ His duties
- 2.6 The Board member being the liaison officer to a Commission has the responsibility to inform the Commission of FIP Board decisions and of any other relevant matters.
- 2.7 The Commission Chairman informs the liaison officer of any matters of which the FIP Board should know.

Article 3 Regulations

The constitution and administration of the Commissions/Sections shall be in accordance with these Guidelines and the Chapter VI of the FIP Statutes.

Article 4 Quantity and Specialities

- 4.1 The F.I.P. Board with the approval of the Congress may create a Section within any of the Commissions to promote the special interest of a branch of philately which does not justify a full Commission. The administrative details will be defined by the F.I.P. Board from time to time.
- 4.2 Currently there are the following commissions:
- Commission for Aerophilately
 - Commission for the Fight against Forgeries
 - Commission for Maximaphily
 - Commission for Philatelic Literature
 - Commission for Postal History
 - Commission for Postal Stationery
 - Commission for Thematic Philately
 - Commission for Traditional Philately
 - Commission for Revenue
 - Commission for Youth Philately
 - Section for Astrophilately

Article 5 Obligations

The Commissions/Sections, following the procedures laid down in Chapter VI of the Statutes and the long term programme established by F.I.P., shall set out their programme of activities.

Article 6 Duties

Duties of the Commissions/Sections are:

- a) To develop and promote interest in their special fields
- b) To establish rules and procedures in their special fields.
- c) To prepare brochures to be explained in their special fields
- d) To translate everything in the official FIP language
- e) To publish the Commission/Section news in FLASH
- f) To co-operate with other philatelic organisations subject to the approval of the F.I.P.-Board.

CHAPTER II

MEMBERSHIP AND CONFERENCES

Article 7 Membership of Commissions

The Commissions/Sections are composed of delegates nominated by the F.I.P.-Members in accordance with Article 41.1 of the F.I.P.-Statutes.

If a delegate is withdrawn by his National Federation, he automatically loses his office in the Commission.

When a new delegate nominated by this National Federation, he automatically replace him as a delegate.

Article 8 Conferences

8.1 The Commission/Section shall hold a Conference every other year on the occasion of a F.I.P.- Congress or at a general or special F.I.P.-World Exhibition.

Should an additional Conference be necessary, it can be convened subject to the prior approval of the F.I.P.-Board. The agenda of all Conferences are to be submitted to the F.I.P.-Board.

8.2 Commissions/Sections may hold informal conferences at other F.I.P. general or special Exhibitions but in this case the provisions of Article 11, below shall not apply.

Article 9

The conference shall be convened in writing by the Chairman of the Commission/Section at least 3 months prior to the opening of each conference.

The invitation and agenda are sent simultaneously to all F.I.P.-Members and to their respective delegates.

Article 10

Should a delegate not be able to attend the conference, the F.I.P.-Member is entitled to nominate an alternative delegate or may be represented by proxy by the delegate of another F.I.P.-Member. In both cases authorisation must be made in writing to the Chairman of the Commission/Section in advance of the conference. A national delegate, or his proxy, may represent by proxy only one other F.I.P.-Member.

Article 11

Every conference that has been duly convened is competent to make decisions. It will make its decisions by a majority of votes provided a quorum of more than 25% of delegates are present. In the case of a tie, the Chairman shall have the casting vote. Minutes shall be prepared on the proceedings of every conference.

These shall be submitted to the F.I.P.-Board, all F.I.P.-Members and to the Commission delegates.

Article 12

The decisions of the conference involving action shall be submitted in writing to F.I.P.-Board for approval (Art. 43.1 F.I.P.-Statutes).

CHAPTER III

ADMINISTRATORS

Article 13 Commission Bureau

13.1 Each Commission/Section elects a working committee (hereafter referred to as "Bureau") from among its own delegates comprising a Chairman, a Secretary, and Ordinary Bureau members each representing one of the Continental Federations (Article 42.1 of the FIP Statutes).

13.2 Membership of the Bureau shall be restricted to the delegates to the Commission (Art. 42.2 of the FIP Statutes).

13.3 A F.I.P.-Member, not having nominated a regular delegate to a Commission/Section before the request for nominations for Chairman, Secretary and members of Bureau has been issued, may not appoint a delegate solely for the purpose of voting in the election.

- 13.4 For elections, nomination of alternate delegates and submission of proxies must be made in writing to the Chairman of the Commission/Section at least one month in advance of the meeting. For illness or for other unforeseen reasons Article 18.8 of the Statutes will apply.
- 13.5 Commission Chairmen, Secretaries and ordinary Bureau Members may not serve for more than two consecutive terms in the same position and four terms in total (Art. 42.4 FIP Statutes).
- 13.6 When finalizing the period as a Chairman or Secretary he can not be a Bureau Member, despite not having finished the four periods allowed.
- 13.7 No person may, at one and the same time, hold office as Bureau members of more than one Commission/Section (Art. 42.5 FIP Statutes).
- 13.8 The President of a Continental Federation may not be elected as a Bureau member at the same time (Art. 42.6 FIP Statutes)
- 13.9 No member of the FIP Board may at the same time hold office in any Philatelic Commission/Section of FIP (Art. 32.1 FIP Statutes).
- 13.10 If there are no candidates nominated to fill one of the places reserved for Associate Members, such Bureau membership shall be left vacant. The Bureau may subsequently co-opt a representative from the Continental Federation who shall serve until the next Congress (Art. 42.7 FIP Statutes)

CHAPTER IV

ELECTIONS OF THE BUREAU MEMBERS

Article 14 Elections

- 14.1 Each Commission/Section elects a Chairman, a Secretary and ordinary Bureau members in accordance with Article 43.2 and 43.3 of the Statutes and 13 of this Guidelines.
- 14.2 All nominations for the President, Secretary and the Bureau must be submitted by the F.I.P.-Member in writing to the Chairman of the Commission/Section with a copy to the F.I.P. Secretariat five months before the date of election. Names of the candidates are to be included in the agenda of the Conference.
- 14.3 The election of the Chairman, Secretary and the Bureau will be conducted by the F.I.P.-Board member attached to the Commission.
- 14.4 All members of the Bureau shall be elected by vote of all the delegates present or holding a proxy in the following sequence (Art. 42.3 FIP Statutes):
 - a) The Chairman
 - b) The Secretary
 - c) Ordinary Bureau members each representing one of the Continental Federations
 Each Continental Federation shall nominate at least two candidates.
- 14.5 Election for Chairman, Secretary and ordinary Bureau members shall be carried out as follows (Art. 43.2 FIP Statutes).
 - a) Voting shall be by secret ballot of delegates present or holding a proxy.
 - b) In the case of a tie a second, and further ballots shall be held between the tied candidates until one candidate receives a majority of the votes cast.
 - c) Only one proxy may be held by any Delegate.
 - d) Postal votes are not allowed.
- 14.6 Each Continental Federation is to be represented on the Bureau by one ordinary member (Art. 43.3 FIP Statutes). Each Continental Federation shall nominate at least two candidates for the elections for a seat in the Bureau.
- 14.7 Those elected shall be the candidates receiving the highest number of votes subject to the provision of Article 14.4 (Art. 43.4 FIP Statutes)
- 14.8 The FIP Board shall submit the nomination of each Chairman of the Commission/Section to the Congress for confirmation for a term of four years (Art. 42.4 FIP Statutes).

- 14.9 Should, for any reason, the Chairman leave office during his term the Secretary shall take over as acting Chairman and serve until the next Commission/Section Conference. This acting period shall not count toward two terms. The Secretary is replaced for one Bureau Member for this period.
- 14.10 If a vacancy occurs (due to death, resignation or other withdrawal of a member) on the Bureau of a Commission/Section, the Commission/Section Chairman, in consultation with the members of the Bureau and subject to the consent of the member federation concerned, may co-opt a regular delegate to the Commission/Section to fill the vacancy. A Bureau member so co-opted shall serve until the next Commission/Section Conference.
- In the event that a vacancy occurs for any reason after the closing date for nominations for a Commission/Section election such vacancy shall be filled at the election provided that a candidate, nominated according to the Statutes, is available. Should no candidate be available the vacancy shall be filled by co-option as provided above.

Article 15 Bureau Meetings

- 15.1 The Bureau of the Commission/Section meets as required but normally not more often than twice a year. These meetings shall normally be held on the occasion of a F.I.P.-General or Special World Exhibition or at a separately meeting held at Congress. Such meetings are convened by the Chairman of the Commission/Section in writing at least two months prior to the opening of the meeting. The agenda will be sent to all F.I.P.-Board members and the F.I.P.-Secretariat at the same time.
- 15.2 The F.I.P.- Board member attached to the Commission/Section shall be invited to all Bureau meetings and conferences of the Commission/Section. His expenses however, will not be paid out of the Commission/Section 's or F.I.P.-Budget.

Article 16 Decisions

Every duly convened meeting of the Bureau of the Commissions/Sections is competent to make decisions provided a quorum of more than 50% of the delegates are present in person or represented by proxy. The decisions are made by highest number of votes polled. In the case of a tie, the Chairman shall have the casting vote. Minutes shall be prepared of every meeting of the Bureau and will be submitted to all F.I.P.- Board members, to the F.I.P.-Secretariat and to the Commission/Section 's delegates.

Article 17

A meeting of the F.I.P.-Board with the Chairmen of Commissions/Sections will be held at least every second year. The F.I.P.-President will convene this meeting.

CHAPTER V

COMMISSIONS REPORTS

Article 18 Commission Reporting

- 18.1 Each Commission shall report to Congress in writing (Art. 45.1 FIP Statutes):
- a) its work since the last Congress
 - b) Motions and proposals effecting their responsibility
 - c) programme of work for the next two years
 - d) Its membership
- 18.2 These reports shall be submitted to the FIP Board at least five months before the Congress and shall be published together with the Congress agenda (Art. 45.2 FIP Statutes)
- 18.3 They shall also report in writing their activities during the five months prior to Congress including the results of any elections for the Bureau. These reports shall be circulated immediately prior to the opening of Congress (Art. 45.3 FIP Statutes).
- 18.4 The Commissions shall report to the FIP Board on the work of the Commission in the preceding year.

Such reports must be submitted by 30 January (Art. 45.4 FIP Statutes).

CHAPTER VI

COMMISSION BUDGET AND EXPENDITURES

Article 19 Commission Expenditure

- 19.1 F.I.P. makes available funds necessary for the expenses of the Commissions/Sections within the limits of the overall budget approved by the Congress (Art. 46.1 FIP Statutes).
- 19.2 The Commissions/Sections are not permitted to make any commitments over and beyond the budget authorised.
- 19.3 The expenditures of the Commissions must be submitted to the FIP Board with receipts not later than 14 days after year end (Art. 46.2 FIP Statutes).

Article 20 President Expenditures

- 20.1 The travel and lodging expenses of the Commission/Section Chairmen will be paid as follows:
 - a) For the Congress, by the organisers of the Congress irrespective of any meeting being held at the same time.
 - b) For the conference and/or Bureau meeting where a Congress is not held, by the related exhibition if the exhibition management agrees.
 - c) For the Bureau meetings held separate from an exhibition or Congress, by F.I.P. within the budget authorisation.
- 20.2 The expenses will cover three days if a Congress is held otherwise two days. The same principle applies to the organisational cost of meetings.
- 20.3 The same principle applies to the expenses of the F.I.P. Board Member designated to maintain the liaison with the Commission/Section.
- 20.4 F.I.P.-Members are encouraged to pay the travel and subsistence expenses of their delegates or Bureau members.

Article 21 Commission/Section Budget

- 21.1 The Commission/Section must submit to the Board Member responsible for finance a detailed budget proposal for the following calendar year, duly approved by their Bureau, by the 30th September of the preceding year.
- 21.2 The Budget shall be reviewed by the Board Member responsible for finance and submitted to the F.I.P.-Board for approval.
- 21. The amounts approved shall be communicated to the Commission/Section Chairmen by the Board Member responsible for finance after the approval of the F.I.P.-Board has been obtained.
- 21.4 Extraordinary expenses or expenses that are in excess of the budget provisions may not be incurred until written approval has been received from the Board Member responsible for finance.

Article 22 Powers of Commissions

- 22.1 No Commission shall be empowered to enter into any obligations on behalf of the FIP except with the approval of and only to the extent conveyed in writing by the FIP Board (Art. 44.1 FIP Statutes)

CHAPTER VII

COMMISSION DOCUMENTATION

Article 23 Commission/Section Documentation

- 23.1 The Chairman and/or the Secretary of the Commission/Section must bring a file with the work of the Commission, list of delegates, regulations, their recommendations and mail.

- 23.2 That file will be given to the new Chairman or Secretary within 30 days after having been elected.
- 23.3 If this is not done it will be considered as a duty unfulfilled and it will be notified to the FIP Board.

Article 24 Chairman documents (obligations)

- 24.1 When a new Commission/Section Chairman is elected, the retiring Chairman should hand in all documents referred of your Commission work (seminar and other papers) to the new chairman.
- 24.2 Documents written by a Chairman for the uses of the Commission/Section become property of the Commission/Section. When published the source/author is to be mentioned. No individual may have copy right on a paper based on the text / research of such.

Article 25 General Disposition

These regulations have been approved by the 51st F.I.P.-Congress in Paris, France on 21st June 1982, amended at the 56th F.I.P.-Congress on 24th October 1987 in Copenhagen, Denmark, and revised by the 61st F.I.P.- Congress on May 4th, 1992 at Granada, the 64th FIP Congress on 6th October 1996 at Istanbul and again at the 58th FIP Board Meeting on 16th March of 2002 at Prague and takes effect immediately after publication.