

BOURSE RULES – 2011

**Please do not hesitate to contact the Bourse Manager if you have any questions:
email: boursemanager@lakeshorestampclub.ca**

1. GENERAL

The Club Bourse is an organization within the Club which permits Club Members to both sell and purchase philatelic material.

Operation of the Club Bourse requires all people using the Bourse to be trustworthy and honest in their dealings. If mistakes are made the Club expects them to be corrected expeditiously.

2. ORGANISATION

The Club Bourse shall be managed by the Bourse Manager and a number of Bourse Operators for the various sections and sub-sections. The Bourse will operate season to season, i.e. material will be accepted commencing in September and settlements will be made following the Annual General Meeting.

3. RESPONSIBILITIES

Under normal circumstances the Club expects all submitters of bourse material to participate in the bourse operations by taking on a Bourse Operator's job from time to time.

Bourse Manager.

The Bourse Manager shall be responsible for the overall operation of the Bourse. He will accept or reject, as appropriate, all material submitted to the Bourse for sale. He will appoint the Bourse Operators. He will establish accounting methods and procedures necessary to maintain control of Bourse transactions as generally described in these rules.

Bourse Operators

Bourse operators will be assigned to the various bourse sections and sub-sections. They will insure that the transactions are properly recorded and that the correct moneys are being collected.

4. BOURSE SECTIONS

The Bourse will be split into two sections according to the type of material being sold as follows:

ONE-PRICE MATERIAL (individual stamps)

(please note that as mentioned in the recent Shoebox, there are new **10¢** sections this year)

- 10¢ Books Canada only
- 10¢ Books USA and United Nations only
- 10¢ Books France only
- 10c Books Germany (and German states, etc) only
- 10¢ Books Great Britain only
- 10¢ Books British Isles only
- 10¢ Books Commonwealth only
- 10¢ Books Europe (other than Great Britain, France and Germany), only
- 10¢ Books Rest of the World.

Please also note that we now have individual binders for "Canada only" in the next two Bourse categories:

- 25¢ Books Canada only
- 25¢ Books Rest of the World.

50¢ Books Canada only
50¢ Books Rest of the World.

INDIVIDUALLY PRICED MATERIAL (priced at no less than \$1.00 mounted on stock cards or envelopes)

Here also we will attempt to make special binders for the most popular sections; please group your submissions accordingly

Bourse Category A Canada only
USA and United Nations (incl. Austrian and Swiss offices)

Bourse Category B Great Britain (incl. Regional Issues) only
Commonwealth only
France and communauté française only

Bourse Category C Germany only
Europe other than Great Britain, France and Germany

Bourse Category D Rest of the World (not in Bourses A, B or C)

Bourse Category T TOPICAL MATERIAL
Note that 10¢, 25¢ and 50¢ stamps are accepted in this category; however they must be submitted in the same format as the “One-priced material” and grouped by topics on individual pages.

Bourse Category X Packets of stamps

5. SUBMISSION AND ACCEPTANCE OF MATERIAL

Any member of the Lakeshore Stamp Club may submit material for sale in the Bourse.
The Bourse Manager reserves the right to accept or reject any material submitted.
Normally there will be no limit to the quantity of material submitted by a member.

6. CONDITION OF MATERIAL SUBMITTED AND PRICING

All stamps offered for sale must be sound, collectable copies. Modern low value stamps with defects such as tears, thins, stains, heavy cancellations, missing perforations, off-center designs, etc. are not acceptable. Concerning older classic or high values stamps, defective items may be offered as “space fillers” but **all defects must be clearly identified**.

Keep in mind that items that are too highly priced will not sell! Only rarely will an item sell which is priced at or above 50% of catalog value – normally 33% will be more realistic.

7. SUBMITTING MATERIAL FOR THE 10¢, BOOKS (ONE-PRICE MATERIAL).

All material must be mounted on rigid Plastic Stock Sheets 8½” x 11” (of a type similar to the VARIO stock sheets supplied by Lighthouse) and fitting into a standard 1” three ring binder. Stamps must be grouped in Plastic Stock Sheets according to the 10¢ sections described above. The Bourse Manager will then allocated them in specific binders. To prevent loss or damage, all stamps must be completely covered by the plastic pocket of the stock sheet.

These stock sheets shall be furnished by the seller and will be returned to him/her at the end of the season for reuse in future years.

Clear fronted envelopes (see article 8, below) containing several stamps with a total price of 25¢ or 50¢ may also be submitted for these two bourses.

For accounting purposes, each stock sheet must have a **Contents Slip** (Forms B10S, B25S, B50S) inserted in the first pocket at the top left hand side of both the front and rear sides. The date shown on the Contents Slip shall be the date of submission to the Bourse Manager (same as on the accompanying Form B1A).

All submitted material must be accompanied by a signed Submission Form (Form B1A). The submitter (seller) should always keep a copy of the Submission Form(s) for his/her record.

8. SUBMITTING INDIVIDUALLY PRICED MATERIAL.

Individually Priced Material must be contained in standard sized stock cards or clear fronted envelopes such as:

- 4.25" x 2.75" stock cards
- 5.75" x 3.25" stock cards
- 7" x 5" clear fronted envelopes
- Larger packets - not larger than 8½" x 11"

Individually Priced Material is grouped in sale lots. Lots may consist of single stamps, sets of stamps, blocks of stamps, postmarks (on stamps or on piece), covers, etc.

For accounting and tracking purposes, each lot enclosed in a stock card or envelope must have the following clearly marked and clearly visible on the outside of the Stock Card or Envelope:

- a. Member's Number
- b. Bourse Category
- c. Selling Price

The details of each lot should normally be noted on a **Contents Slip** (Form B99). The date shown on the Contents Slip shall be the date of submission to the Bourse Manager (same as on the accompanying Form B1A).

The Bourse Category (A, B, C, D, T or X) must be clearly indicated on each submission.

All submitted material must be accompanied by a signed Submission Form (Form B1A). The submitter (seller) should always keep a copy of the Submission Forms(s) for his/her record.

SUBMITTING TOPICAL MATERIAL (Bourse T)

Because the prices for topical material vary widely (making it impossible to include in the "one-price material category") this material has to be submitted in a separate category. However, this material would normally be presented in the same format as the "one-price material" on rigid plastic stock sheets (see article 7 above).

The Bourse Category ("T" for Topical) must be clearly indicated on each submission.

Every submission must contain at least 5 individual stamps in the topical category(ies) of the submitter's choice. Clear fronted envelopes containing five or more stamps may also be submitted.

All submissions must be clearly labeled, e.g. "dogs" or "air planes", etc. The pricing method must be unambiguous, either per stamp or per lot.

All submitted material must be accompanied by a **Submission Form** (Form B1A). The submitter (seller) should always keep a copy of the Submission Forms(s) for his/her record.

9. INSURANCE

The Club is not insured for material held in the Club Bourse. It is up to each Club member to carry his/her insurance against loss or damage to material while it is in the Club Bourse.

The Waiver of Responsibility is contained in Form B1A, a signed copy of which must accompany each submission to the Bourse.

10. PURCHASING PHILATELIC MATERIAL FROM THE BOURSE

Every purchaser of bourse material must carefully fill out the appropriate Purchase Slip, noting the seller number and the number (one-price material on forms B10P, B25P or B50P) or the lot price (individually priced material on forms P-A, P-B, P-C, P-D, P-T or P-X) of the stamps taken. For the "one-priced material, the form must be filled in according to the explanation provided (Tally format)

11. CLUB COMMISSION.

The Club commission on Bourse sales is 10%.

12. SETTLEMENT

Settlement for material sold and the return of unsold material will be made at the end of the season, usually at the conclusion of the Annual General Meeting in June. Each contributor to the Bourse will receive a check from the Treasurer for the value of material sold less the Club Commission. A statement indicating the total amount of sales and the commission deducted will accompany each check.