

IPPS-OVERSEAS POLICIES AND ADMINISTRATIVE PROCEDURES

The following IPPS-Overseas Policies and Administrative Procedures are in effect and are listed in date-chronological order:

1. Short Title: **IPPS-OVERSEAS MEMBERSHIP/PPJ DUES**
Effective Date: Published Fourth Quarter 2008, *PPJ*

	<u>United States</u>	<u>Overseas (via airmail)</u>
<i>Regular (hard copy):</i>	<input type="radio"/> US \$ 30.00	<input type="radio"/> US \$ 50.00
<i>Contributing (hard copy):</i>	<input type="radio"/> US \$ 50.00	<input type="radio"/> US \$ 60.00
<i>Sustaining (hard copy):</i>	<input type="radio"/> US \$ 60.00	<input type="radio"/> US \$ 65.00
<i>E-version (electronic):</i>	<input type="radio"/> US \$ 10.00	<input type="radio"/> US \$ 10.00

2. Short Title: **GENENAL IPPS-OVERSEAS OPERATIONS PROCEDURES**
Effective Date: August 14, 2010, IPPS-Overseas Meeting, APS Stampshow, Richmond, VA; Published Third Quarter 2010, *PPJ*

1. *The IPPS-Overseas Coordinator and Secretary/Treasurer shall be elected every 4 years. [This Process shall begin with nominations in 2013 and the term will start January 1, 2014]*
2. *The IPPS-Overseas Coordinator will appoint all other positions.*
3. *The Secretary/Treasurer shall prepare an annual treasurer's report to be published in the PPJ.*
4. *The Annual Meeting of IPPS-Overseas Operations shall occur at a major stamp exhibition.*

3. Short Title: **OBTAINING HARD COPIES OF PAST PPJs**
Effective Date: Published Fourth Quarter 2010, *PPJ*

Hard copies of past IPPS PPJs (if available) can be obtained from Don Peterson, 7408 Alaska Ave., NW, Washington, DC 20012, or 202-291-6229, or dpeterson4526@comcast.net. The availability of past hard copies is limited. The rates per issue are as follows:

<i>IPPS Members – U.S.</i>	<i>\$5 ppd.</i>
<i>IPPS Members – Overseas</i>	<i>\$5 + Postage</i>
<i>Non-IPPS Members – U.S.</i>	<i>\$10 ppd.</i>
<i>Non-IPPS Members – Overseas</i>	<i>\$10 + Postage</i>

However, any IPPS member or non-member can access all past PPJs free via the IPPS website (www.theipps.info/publications), except the last 5-6 years. For IPPS members (only) who want free access to the last 5-6 years of PPJs via the website, contact Doug Lehmann at douglehmann@verizon.net.

4. Short Title: **PROCEDURES FOR EUGENE A. GARRETT AWARD**
Effective Date: Published Fourth Quarter 2010, *PPJ*

The International Philippine Philatelic Society (IPPS) is proud to sponsor the “Eugene A. Garrett Award” for worthy Philippine exhibits of stamps or postal history. The award consists of a medallion and certificate.

The purpose of this prestigious award is to promote the exhibiting of Philippine stamps and covers for the study and enjoyment of Philippine philately.

The Award criteria are:

1. The award is available at APS shows (usually two annually), WESTPEX, CHICAGOPEX, NAPEX, and FIP World Philatelic exhibitions in the United States and the Philippines; and other shows as determined by the IPPS Coordinator-Overseas Operations.
 2. The medallion and certificate will be sent in advance to the show when it is determined that there is a Philippine exhibit entry.
 3. Only one award per show is given.
 4. Membership of the exhibitor in IPPS is not required.
 5. The winning exhibit shall receive no less than a show **VERMEIL**.
 6. Presentation of the Eugene A. Garrett Award is not mandatory, but should be reserved for an exhibit of distinctive merit, at your discretion.
 7. The Certificate is to be signed by the Show President (or Show Chairman), Chief Judge, and Exhibition Chairman; and dated. The name of the show should be added to the Certificate.
 8. If an award has been applied for and received by the show committee, but not awarded for any reason, it must be returned to the IPPS Coordinator-Overseas Operations.
 9. Within a reasonable period of time after the show, the show committee should provide the IPPS Coordinator-Overseas Operations with the following information:
 - (a) name and address of the winner,
 - (b) the title of the exhibit, and
 - (c) a list of any other awards presented to the same exhibit.
5. Short Title: **IPPS-OVERSEAS ADVERTIZING RATES FOR PPJ AND WEBSITE**
 Effective Date: Published Fourth Quarter 2010, *PPJ*

IPPS Advertising Rates				
Philippine Philatelic Journal (PPJ) and Website				
PPJ Classified Word Ad Rates				
Words/ Size	1 Quarter	2 Quarters	3 Quarters	1 Year (4 Quarters)
Up to 25	\$7.00	\$12.00	\$18.00	\$24.00
PPJ Display Ad Rates				
Business Card	\$10.00	\$16.00	\$25.00	\$32.00
¼ Page	\$18.00	\$30.00	\$45.00	\$60.00
½ Page	\$34.00	\$64.00	\$80.00	\$120.00
Full Page	\$65.00	\$110.00	\$150.00	\$200.00
Website Ad Rates				
Banner Ad (600 pixels by 75 pixels)				1 Year
Top of Page				\$150.00
Bottom of Page				\$100.00

Classified and Display Ads:

Submit text or business cards to: Richard Miggins, IPPS Secretary/Treasurer, P.O. Box 2544, Toluca Lake, CA 91610. For classified ads, your name, address, telephone number and email address are free (do not count as words). For larger classified ads, contact the IPPS Secretary/Treasurer for rates.

Website Banner Ads:

Submit in JPG format with a 600 pixels wide and 75 pixels deep size. Each banner will be placed on the LINKS page for 1 year. Provide Link address desired (email or website). Our webmaster can design a banner for you for an additional cost. Submit to: Richard Miggins, IPPS Secretary/Treasurer, P.O. Box 2544, Toluca Lake, CA 91610.

Payment Options:

- (1) Mail check or money order to the Secretary/Treasurer, IPPS; or
- (2) Go to <http://www.theipps.info/membership.htm> and use the PayPal section to pay via PayPal, Visa, MasterCard, American Express, or Discover credit card.

6. Short Title: **CLASSIFIED WORD ADS OF 26 WORDS OR LONGER IN THE PPJ**
Effective Date: Published First Quarter 2011, *PPJ*

Classified word ads in the PPJ shall be .25 per word above the rates for " up to 25 words" listed in the Classified Word Rate Table in the PPJ.

7. Short Title: **SUBSCRIPTIONS AND BUREAU OF POST AD IN THE PHILIPPINES**
Effective Date: April 30, 2011, IPPS-Overseas Annual Meeting, WESTPEX 2011;
Published Second Quarter 2011, *PPJ*

1. *Regular annual dues were reduced from \$50 to \$40 for hardcopy of the PPJ, and from \$10 to \$5 for the E-Version of the PPJ for Philippine Islands' members only.*
2. *PPJ and advertizing rates reduced to 50% of the regular rates for Philippine Islands' members, dealers, and stamp clubs only.*
3. *Offer the Philippine Bureau of Posts a free 1/2-page or less ad in the PPJ (larger ads at the regular rate).*

8. Short Title: **CRITERIA FOR IPPS LIFETIME ACHIEVEMENT AWARD**
Effective Date: June 22, 2011

Purpose

1. *The purpose of the award is to honor Philippine stamp collectors who have provided exceptional service and many years of dedication in support and promotion of Philippine philately.*

Criteria for Winning Award

2. *The award winner must be a Philippine collector who broadly meets the above purpose.*
3. *The award winner does not have to be an IPPS winner.*
4. *The award winner must be living at the time of nomination.*
5. *To meet the above Purpose, the award winner should meet one or more (better) of the following criteria: (a) have published information on Philippine philately, either privately, through IPPS, through other philatelic media, or on a website; (b) have provided resources or conducted activities that increased access to Philippine philatelic information; or (3) have provided significant service, and support and promotion of Philippine philately over many years.*

Nominations

6. *Nominations can be submitted at any time by an IPPS member only, to the Coordinator, IPPS Overseas Operations.*
7. *The Coordinator, IPPS Overseas Operations, shall select a committee of 3 or more IPPS members.*
8. *The Nominating Committee shall evaluate the nominee and make a recommendation to*

the Coordinator, IPPS Overseas Operations.

9. *The Coordinator, IPPS Overseas Operations shall make the final decision to accept the nomination or not.*

Award

10. *The award was initiated by IPPS Overseas Operations in 2008.*
11. *The award consists of (1) a 11” Jade Peak-Shaped crystal etched with the name of the winner, the name of the award, and year date of the award; and (2) award citation, listing the specific achievements of the winner.*
12. *The award is prepared by Spong Enterprises, New Bern, NC. The citation is produced by Douglas K. Lehmann, Falls Church, VA.*
13. *The award is not an annual requirement, but is awarded when appropriate.*
14. *The award is normally presented at the Overseas IPPS Annual Meeting.*

Other

15. *The Coordinator, IPPS Overseas Operations, shall prepare appropriate news releases for the Philippine Philatelic Journal, IPPS website, Linn’s Stamp News, The American Philatelist, and other appropriate media, announcing the winner of the award.*
16. *The Coordinator, IPPS Overseas Operations, shall maintain a list of all winners of the award.*

9. Short Title: **IPPS MEMBER’S ADVERTIZING POLICY**

Effective Date: Published Third Quarter 2011, *PPJ*

Commercial ads in the PPJ and on the IPPS New book ads website shall be subject to IPPS advertizing rates, with the following exception. by IPPS members of one page or less are free for up to one year in the PPJ and on the website, except new book ads by non-IPPS members, which shall be subject to IPPS advertizing rates. All ads are subject to editorial review at the discretion of IPPS.

10. Short Title: **HOW TO SET UP A PHILIPPINE (IPPS) MEETING**

Effective Date: July 25, 2011

These guidelines provide general procedures on how to set up and conduct a Philippine philatelic meeting. They are not in any way meant to limit innovative approaches for achieving the same end. One very important task is to plan the meeting well in advance (e.g., minimum of 4-5 months) to ensure that it is listed in the show brochure/advertising, “noticed” in the Philippine Philatelic Journal, and “noticed” on the IPPS web site (www.theipps.info) to promote well-attended meetings.

The general guidelines are as follows:

1. *Each meeting should have a volunteer **contact person**, usually an IPPS member. Photocopy and telephone expenses associated with this task are reimbursed by IPPS.*
2. *The meetings are **open to all Philippine and interested collectors**, whether they are IPPS members or not.*
3. *Press release should focus on a “Philippine Meetings” (not IPPS meeting) to encourage all Philippine collectors to attend. A phrase could be inserted in the press release (usually at the end) that reads “sponsored by the International Philippine Philatelic Society (IPPS)”.*
4. *The meeting contact should **make all arrangements** with the show/exhibition chairman, including selecting the speaker and program, and prepare a short summary (news release) at least 4-5 months before the meeting is to take place:*

- Show contact,
- Editor, *Philippine Philatelic Journal*,
- IPPS Webmaster
- IPPS-Overseas Operations Coordinator
- APS (for all APS meetings)

This is necessary to ensure that the meeting information gets in the show brochure, into the PPJ issued prior to the meeting (see general publication schedule below), and the IPPS web site.

5. *The meetings are usually 1-2 hours long. Presentations (talks) should not be longer than 20 minutes, to allow for questions and show and tell. The meeting contact or another selected person should chair the meeting.*
6. *The best time for most meetings is **Saturday afternoon** between 1:00 to 3:00 pm. The earlier you work with the show contact, the better the chance for getting prime time.*
7. *The meeting contact should **keep a record** of who attended the meeting, Philippine exhibits at the show, and any other noteworthy information. This is normally recorded in the “traveling” IPPS Meeting Record Book. To obtain the Record Book, contact the IPPS-Overseas Coordinator, who will send it to you.*
8. *The meeting contact should **coordinate press releases** with the publication schedule of the PPJ. Contact the Editor, PPJ. The general PPJ schedule is listed below:*

<i>PPJ Quarter</i>	<i>PPJ Input Deadline Date</i>	<i>PPJ Publication Date</i>
<i>First</i>	<i>February 28</i>	<i>March 30</i>
<i>Second</i>	<i>May 31</i>	<i>June 30</i>
<i>Third</i>	<i>August 30</i>	<i>September 30</i>
<i>Fourth</i>	<i>November 15</i>	<i>December 7</i>

9. *Following the meeting, the meeting contact should **prepare a short summary (news release)** of the results of the meeting with a group photograph (optional) and submit to the Editor, PPJ.*

11. Short Title: **PAGE LIMITS FOR THE *PHILIPPINE PHILATELIC JOURNAL***

Effective Date: 1st Quarter 2012 PPJ. Published 4th Quarter 2011 *PPJ*

To keep printing and mailing costs as low as possible and our membership fee at a reasonable rate for the glossy-paper full-color PPJ, Overseas IPPS will publish the 1st and 3rd Quarter PPJ with 32 pages, and the 2nd and 4th Quarter PPJ with 36 pages. Exceptions can be made only with approval of the Overseas IPPS Coordinator and Secretary/Treasurer.