

## IPPS-OVERSEAS POLICIES AND ADMINISTRATIVE PROCEDURES

The following IPPS-Overseas Policies and Administrative Procedures are in effect:

1. Short Title: **IPPS-OVERSEAS MEMBERSHIP/PPJ DUES**

Effective Date: January 1, 2012. Approved April 30, 2011, IPPS Annual Meeting, WESTPEX. Published Fourth Quarter 2011, *PPJ*.

	<i>Overseas)</i> <u>United States</u>	<i>Overseas</i> <u>(via airmail)</u>	<i>Philippine Resident</i> <u>(via airmail)</u>
<i>Regular (hard copy):</i>	<input type="radio"/> US \$ 30.00	<input type="radio"/> US \$ 50.00	<input type="radio"/> US \$ 40.00
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<i>E-version (electronic):</i>	<input type="radio"/> US \$ 10.00	<input type="radio"/> US \$ 10.00	<input type="radio"/> US \$ 5.00

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, POB 122, Brunswick, MD 21716 or 301-834-6419, or [dpeterson4526@gmail.com](mailto:dpeterson4526@gmail.com). 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](http://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](mailto:douglehmann@verizon.net).*

4. Short Title: **PROCEDURES FOR EUGENE A. GARRETT AWARD**

Effective Date: Revised June 7, 2016.

*The International Philippine Philatelic Society (IPPS) is proud to sponsor the “Eugene A. Garrett Award” for worthy Philippine exhibits of stamps, postal history or literature. The award consists of a medallion and certificate. The purpose of this prestigious award is to promote the exhibiting of Philippine stamps, covers, or literature for the study and enjoyment of Philippine philately.*

*The Eugene A. Garrett 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 Eugene A. Garrett Award medallion and certificate will be sent in advance to the show when the show committee determines 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. The winning exhibit should be educational and well organized. The exhibit should be at least 90% Philippine material.*
7. *An exhibitor of a Philippine exhibit is not eligible to receive the Eugene A. Garrett Award if the exhibitor previously received the award three years prior to the date of the show. The IPPS Coordinator – Overseas Operations will advise the show committee of any exempt exhibitors. See attached list of previous winners.*
8. *The Certificate is to be signed and dated by the Show President (or Show Chairman), Chief Judge, and Exhibition Chairman. The name of the show should be added to the Certificate.*
9. *If an award has been applied for and received by the show committee, but was not awarded, the medallion must be returned to the IPPS Coordinator-Overseas Operations.*
10. *Following the awarding of the Eugene A. Garrett Award medallion and certificate, the show committee should provide the IPPS Coordinator-Overseas Operations with the following information:*
  - (a) name and address of the winner,*
  - (b) title of the exhibit, and*
  - (c) list of any other awards presented to the same exhibit.*

*To obtain the Eugene A. Garrett Award medallion and certificate, contact:*

*Don Peterson  
IPPS Coordinator-Overseas Operations  
P.O. Box 122  
Brunswick, MD 21716*

*(301) 834-6419  
[dpeterson4526@gmail.com](mailto:dpeterson4526@gmail.com)*

5. Short Title: **IPPS-OVERSEAS ADVERTIZING RATES FOR PPJ AND WEBSITE**  
Effective Date: January 1, 2012. Approved April 30, 2011 IPPS-Overseas Annual Meeting, WESTPEX 2011. Published First Quarter 2012, *PPJ*.

**(a) Classified Ads in PPJ**

*FREE Classified ads (Philippine philately only) of 30 words or less (not including name, address, telephone number, or e-mail address) are FREE for up to 4 times to IPPS members. Additional ads are \$6 per quarter or \$20 per 4 quarters. Send ads to Hans-Werner Becker and payment (if any) to Richard Miggins.*

**(b) Display Ads in PPJ**

*Free to Philippine stamp dealers/auctioneers for up to ¼ page ad. Send Ads to Hans-Werner Becker.*

**(c) New Book Ads in PPJ**

*Free to IPPS member-writers for up to ½ page for up to 4 times. Send Ads to Hans-Werner Becker*

**(d) Website Banner Ads**

*Free to Philippine stamp dealers/auctioneers. Send banner ads to Douglas K. Lehmann. Doug can also assist in preparing banner ads.*

**(e) Contacts and Questions**

*For questions, contact Richard Miggins (PPJ) or Douglas K. Lehmann (Website), See contact addresses above.*

6. Short Title: **CRITERIA FOR IPPS LIFETIME ACHIEVEMENT AWARD**  
Effective Date: Revised June 7, 2016.

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 an International Philippine Philatelic Society (IPPS) member in good standing.*
3. *The award winner must be living at the time of nomination.*
4. *To meet the above Purpose, the award winner should meet one or more of the following criteria: (a) have published information on Philippine philately either through IPPS publications, 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

5. *Nominations can be submitted at any time by an IPPS member only, to the Coordinator, IPPS Overseas Operations (hereafter referred to as Coordinator).*
6. *The Coordinator shall select a Nominating Committee of three IPPS members in good standing.*
7. *The Nominating Committee shall evaluate the nominee and make a recommendation to the Coordinator.*
8. *The Coordinator shall make the final decision, in consultation with the Secretary-Treasurer.*
9. *Current officers and appointees are not eligible to receive the award.*

Other

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 a brief summary of specific achievements of the winner.*
12. *The award is prepared by Spong Enterprises, New Bern, NC. The citation is provided by the Coordinator.*
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.*
15. *The winner shall receive a free lifetime IPPS membership, including his/her choice of hardcopy, e-version, or both, of the Philippine Philatelic Journal.*
16. *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.*
17. *The Coordinator, IPPS Overseas Operations, shall maintain a list of all winners of the award.*

7. 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](http://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:*

<u>PPJ Quarter</u>	<u>PPJ Input Deadline Date</u>	<u>PPJ Publication Date</u>
<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.*

8. Short Title: **PHILIPPINE PHILATELIC JOURNAL STANDARDS**  
Effective Date: December 13, 2012.

*1. **Accepted Journal Standards.** Please send in your articles for publication in the following format(s): Text in MS-Word (.doc) or any format readable by MS-Office. Photos or scans should be sent separately, either as "jpg" file (minimum 300 pix/inch) or as "tif" files and in colour please. Articles can be sent in at any time. The latest day of acceptance for the 1st Quarter is February 15; for the 2nd Quarter: May 15; for the 3rd Quarter: August 15 and for the 4th Quarter: November 1. Font: Cambria, size 10, two columns.*

*2. To promote a variety of articles and participation by as many authors as possible, an article should not exceed 10 pages in length per PPJ, unless approved by the Overseas IPPS Coordinator.*

*3. The Editor can prepare up through 60 pages per PPJ without approval of the Overseas IPPS Coordinator.*