

EXCHANGE DEPARTMENT

-OF-

The American Philatelic Association,

E. B. STERLING, SUPERINTENDENT,

130 EAST STATE STREET,

BOARD OF TRADE ROOMS,

P. O. Box 294.

TRENTON, N. J.



Owner's Name, _____

*Branch Society or
Individual Member,*)

Value of Sheet, \$ _____

Class of Stamps, _____

Sheet No. _____

Book No. _____

Members must attach the stamps, free from paper, to the sheets, using paper hinges, and mark their **price plainly in ink, below the stamp.** All descriptions must be made within space provided for that purpose, and not on outer margin. Do not cast reflections upon any dealer's prices. Catalogue numbers and descriptions of rarities and oddities may be given.

Place only as many stamps on a sheet as there are spaces provided, and do **not overlap the stamps, price, and margin of sheet.**

It is not necessary that a sheet shall be filled.

Sheet and book numbers are for the Superintendent's use.

Please Write Your Name Opposite the Amount.

AMOUNT TAKEN FROM THIS SHEET :

	\$	
<i>By the Superintendent,</i>		
<i>By the Asst. Cft. Detector,</i>		
<i>First (Write your name here.)</i>		
<i>Second</i> "		
<i>Third</i> "		
<i>Fourth</i> "		
<i>Fifth</i> "		
<i>Sixth</i> "		
<i>Seventh</i> "		
<i>Eighth</i> "		
<i>Ninth</i> "		
<i>Tenth</i> "		
<i>Eleventh</i> "		
<i>Twelfth</i> "		
<i>Total,</i>		

All individual members can keep this sheet **three** days; members of Branches, **two** days. A fine of ten cents a day is imposed for each day the sheets are kept over this time.

Members removing a stamp must write or impress their names plainly in the square from which the stamp is taken. If a name is **missing** it shall be the duty of the next member in turn to **notify** the previous one. Failure to correct such an error will make the **last party responsible**

Statements for Individual Circuits will be sent out 5th of each month, and payments must be promptly made (within eight days) after such accounts are rendered.

Respectfully,

E. B. STERLING,

Exchange Superintendent.

EXCHANGE DEPARTMENT

OF

The American Philatelic Association,

E. B. HANES, SUPERINTENDENT.

45 Hammond Street, Providence, R. I.

INSTRUCTIONS.

1. The object of the Exchange Department of this Association is to facilitate the exchange of duplicate stamps, entire envelopes and postal cards, among its members. This end will be attained by the use of exchange books and boxes, as provided in the Appendix, which is annexed hereto.
2. To simplify the workings of the Exchange, Article VIII. of the Constitution provides for the formation of Branch Societies in places where six or more members of the Association can be brought together, or any existing society with the requisite number of members, can be entered as a Branch by applying to the Secretary. By the aid of these branches a number of members deal with the Exchange as one, and the main object of Philatelic societies, the exchange of duplicates, is attained.
3. Individual members not residing where a branch society is located, are entitled to all the privileges of the Exchange, in the same manner, and under the same conditions as a branch society.
4. The Secretary of each Branch Society must furnish the Superintendent with a list of its officers and members, with full Post Office address of each.
5. In case the Superintendent is prevented by sickness, or other cause, from performing his duties, the Board of Officers may appoint a substitute to act during such incapacity.
6. Branch Societies are allowed, when practicable, to receive as many exchange sheets and envelopes as they send out.
7. Branch Societies are allowed to keep exchange sheets and envelopes three days for each member participating, and three days to make up the account. A fine of ten cents a day is imposed for each day the exchanges are kept over the established time. Branches must decide among themselves the order of preference in choosing from exchanges.
8. When sending exchanges the Superintendent will designate a circuit route, which must be strictly adhered to. At the time of forwarding exchanges to the next member on the circuit, the Superintendent must be notified by Postal Card, giving date and total of the amount taken by the senders.
9. Branch Societies are responsible for what they have on hand from the day of receipt to the day of sending, and for any difference that may arise during that time. The Superintendent may refuse the privilege of the exchange to any one not settling accounts promptly when rendered.
10. Each Branch must prepay the postage in forwarding exchanges, which must be registered if their value is over ten dollars, or be sent at the risk of the senders.
11. In planning the order of circulation, the Superintendent will use the rule of rotation, in order that each member may have an equal chance in first choice, the party being second in the first exchange being first in the second, and so on.
12. The Superintendent has first choice of all exchanges as an equivalent for office work. He can also send his own sheets free.
13. The Trustees shall decide upon all cases of misunderstanding that may arise in this department.

APPENDIX.

MANAGEMENT OF EXCHANGE BOOKS AND BOXES.

1. Members wishing to avail themselves of the facilities of this department can obtain the official exchange sheets for adhesive stamps and cut envelopes, and covers for entire envelopes, Postal cards, etc., of the Superintendent. Five cents each will be charged for these, which must be remitted with the order. They will be sent postpaid.
2. Members must remove the paper from the backs of stamps, and attach them to the sheets with gummed paper hinges, in order that they may be examined for water marks, etc. Space is provided on the sheets for the owner's name, name of the branch society to which he belongs, and the value of the sheet. Each member marks his own prices; the Superintendent adds the sheet and book numbers.
3. The envelope for entire specimens must not contain more than twenty pieces. They are printed with space for owner's name, list of contents, price of each, total value, name and circulation number of those who remove specimens, &c. A number in pencil can be placed on each piece to correspond with the list number on the outside of the envelope.
4. Members having prepared their sheets for circulation, will promptly mail them postpaid, to the Superintendent, who will make them into books and boxes, and place them upon the circuit.
5. Several sheets bound together constitute an exchange book, and a number of envelopes an exchange box.
6. In dealing with Branch Societies the Superintendent will draw balances as a whole for each branch, dealing with its Secretary, who will adjust the account with his members. The Secretary will also gather the sheets of his Branch, and mail together in sending them to the Superintendent.
7. After exchanges have completed their circuit, and are returned to the Superintendent, he will render an account to each participant. Eight days are allowed after members receive their statements, in which to settle balances due the exchange department. Balances due to members will be remitted as soon as the accounts can be adjusted.