

Lakeshore Stamp Club Inc.

2025 BOURSE RULES

**Please familiarize yourself with the following information
before making any submissions to the Bourse.**

**Please do not hesitate to contact the Bourse Manager if you have any questions:
Dudley Nash: phone: 514-487-3784; email: dpnash@sympatico.ca**

1. GENERAL

The Club Bourse is a Club activity which allows Club Members to sell and purchase philatelic material. The 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. 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 (usually in June).

3. RESPONSIBILITIES

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, particularly during our Club show.

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 - The Bourse operators will ensure that the transactions are properly recorded, particularly the seller number, and that the correct money is being collected.

4. BOURSE SECTIONS

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

10 CENT BOURSE

All stamps in this section are for sale at 10¢ each and must be grouped into the sections listed below. Stamps not grouped into these sections **will not be accepted**.

10 CENT - Canada

10 CENT - USA and United Nations

10 CENT - France and French Colonies

10 CENT - Germany and German states, etc.

10 CENT - Great Britain and British Isles

10 CENT - British Commonwealth

10 CENT - Europe (other than Great Britain, France, and Germany)

10 CENT - Rest of the World.

OTHER BOURSES – “INDIVIDUALLY PRICED” MATERIAL

All items submitted to the other bourses must be priced at no less than \$0.25 and grouped into the Bourse categories listed below. Stamps not grouped into these categories **will not be accepted**.

- Bourse Category A** Canada
USA and United Nations (including all UN offices)
- Bourse Category B** Great Britain (including Regional Issues)
British Commonwealth
France and colonies françaises
- Bourse Category C** Germany and German states
Europe (other than Great Britain , Germany and France)

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

Bourse Category T TOPICAL MATERIAL

Note that 10¢ stamps are accepted in this category; however, they must be submitted in the same format as for the 10¢ Bourse and grouped by topics on individual pages.

Bourse Category X Packets of stamps (*e.g.*, 100 different Belgium commemoratives)

5. SUBMISSION AND ACCEPTANCE OF MATERIAL

Any paid-up member of the Lakeshore Stamp Club may submit material for sale in the Bourse.

All submissions must be accompanied by a **signed BOURSE SUBMISSION SHEET**. This form is available on the LSC website (below) along with an example of an example of a completed Bourse Submission Sheet. 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¢ BOURSE.

All material must be mounted in 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 sections described above**. The Bourse Manager will then allocate them to the 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. Please do not submit multiple copies of the same stamp (maximum of two). If you find that certain items have been sold, additional copies can be added later.

For accounting purposes, each stock sheet must have a 10¢ SALES SLIP inserted in the top left corner of the front of the page. The right portion of the 10¢ sales slip with the seller's number must be placed in the top left corner on the reverse side of the page.

To avoid wrong numbering of sellers by buyers, only the 10¢ SALES SLIPS available on the LSC web site, and highlighting the seller number, will be accepted. (Also, on the website you can find the 10¢ SALES SLIP EXPLANATION.) **Pages with other sales slips will be returned to submitters.** The date shown on the Sales Slip shall be the date of submission to the Bourse Manager (same as on the accompanying Submission Form).

All submitted material must be accompanied by a signed SUBMISSION SHEET. The submitter (seller) should always keep a copy of the Submission Sheet(s) for her/his records.

8. SUBMITTING INDIVIDUALLY PRICED MATERIAL

This material should be placed in standard stock cards or clear-fronted envelopes and presented in Vario sheets sorted into the Bourse categories (A, B, C, D, T, or X) listed above.

The Vario sheets shall be furnished by the seller and returned to her/him, together with unsold lots, at the end of the season for use in future years.

An individually priced lot may be a single stamp, a set of stamps, a block(s) of stamps, postmarks (on stamps or on piece), covers, etc.

Please do not submit multiple copies of the same lot. If you find that certain lots have sold, additional copies of those lots can be added later.

For accounting and tracking purposes, each individually priced lot must include an **INDIVIDUALLY PRICED SALES SLIP** which must be clearly visible from the outside of the stock card or envelope.

The seller's number, bourse category (A, B, C, D, T, or X) and the asking price must be clearly indicated on the sales slip. Please see the LSC website for **EXPLANATION OF INDIVIDUALLY PRICED SALES SLIP**.

To avoid wrong numbering of sellers by buyers, only the INDIVIDUALLY PRICED SALES SLIP available on the LSC web site, and highlighting the seller number, will be accepted.

Pages with other sales slips will be returned to submitters. The date shown on the Sales Slip shall be the date of submission to the Bourse Manager (same as on the accompanying Submission Sheet).

All submitted material must be accompanied by a signed SUBMISSION SHEET. The submitter (seller) should always keep a copy of the Submission Sheet(s) for her/his records.

SUBMITTING TOPICAL MATERIAL (Bourse T)

Because the prices for topical material vary widely (making it impossible to include all of it in the 10¢ Bourse category) this material must be submitted in the Bourse category T. However, this material can be submitted in the same format as used for the 10¢ Bourse or as individually priced lots.

In both cases, the Bourse Category T must be clearly indicated on each submission.

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

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

9. INSURANCE

The Club is not insured for material held in the Club Bourse. It is up to each Club member to carry their own insurance against loss or damage to material while it is in the Club Bourse. The Waiver of Responsibility is contained in the SUBMISSION SHEET, 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 of 10¢ stamps purchased**, on the 10¢ PURCHASE FORM or the price of each lot of individually priced material purchased on the A, B, C, D, T or X PURCHASE FORMS as appropriate. For purchases of material from the 10¢ bourse, the 10¢ PURCHASE FORM must be filled in using the "Tally Format". See the LSC website for HOW TO FILL IN A 10¢ PURCHASE FORM.

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 cheque from the Treasurer for the value of material sold less the Club Commission (10%). A statement indicating the total amount of sales and the commission deducted will accompany each cheque.

13. ADDITIONAL NOTES

Self-adhesive stamps on piece will be accepted in all Bourse categories (including the 10¢ Bourse) However, these items must be neatly trimmed.

Whole Vario sheets of stamps with a common price of 25¢ or above (e.g. 25¢, 40¢, 50¢, 75¢, etc.) will be accepted for inclusion in Bourse categories A, B, C, D, T, or X. Please prepare these sheets as you would for the 10¢ Bourse but be sure to make the appropriate price change to the 10¢ SALES SLIP and clearly indicate the Bourse category into which they are being entered.

To save the expense of Vario sheets, 10c stamps **MAY** be accepted in standard-sized stock books. Please speak to the Bourse Manager before making such a submission.

To save the expense of stock cards for submissions to the individually priced bourses, there are alternate forms of presentation that are acceptable. But again, please speak to the Bourse Manager before making such a submission.

To save time, before printing the SALES SLIPS downloaded from the LSC website, they can be customized by adding your seller's number. For the individually priced sales slips, the country and bourse category could also be added.

Although the Club no longer plans to supply or sell Vario sheets, there are still a few sheets available. Most stamp dealers have a stock of used Vario sheets (or the equivalent) at much reduced prices.