

## **East Anglian Railway Museum**

Registered Charity No.1001579.

A Company Limited by Guarantee No.2546486

### **Rules and Constitution**

The East Anglian Railway Museum is a company limited by guarantee and not having share capital, registered with the Charity Commissioners as Registered Charity Number 1001579.

The Museum is established to advance the education of the public with regard to railways in particular by collecting, preserving, interpreting, documenting material evidence and associated information for the public benefit by (but without prejudice to the generality of the foregoing) the maintenance of a museum for items of historic railway interest.

Also by the restoration, maintenance and operation of a railway on or alongside the museum, or on other sites, and the display and demonstration of Museum railway items of technical and educational value. To aid these objectives the Museum is vested with the powers of operation of the Chappel and Wakes Colne Light Railway.

All monies received by the Museum by way of admission fees, donations and membership fees are, after payment of running costs, ploughed back into the Museum to further its aims. Trading undertaken on the Museum premises by way of sales, refreshment facilities, hire of facilities, plant or premises is undertaken by a separate trading company, East Anglian Railway Museum (Trading) Limited. This company is majority owned by the Museum, the Directors are Museum members who serve without remuneration, and profits are gift-aided to the East Anglian Railway Museum.

The administration of the Museum is undertaken by a Board of Trustees, elected by the members.

These Rules and Constitution are made under the Memorandum and Articles of Association of the East Anglian Railway Museum and the Museum's statutory Safety Management System.

## 1. CONSTITUTION

The East Anglian Railway Museum, hereinafter referred to as 'the Museum' shall consist of the following:

- 1.1 Trustees of the Museum, appointed under Rule 2.2
- 1.2 The Officers of the Museum, appointed under Rule 3
- 1.3 Ordinary Members under Rule 4.
- 1.4 The Members Council appointed under Rule 5
- 1.5 Representatives of relevant or related railway and museum organisations who may be invited to membership by the Board of Trustees.
- 1.6 Persons with specific skills or of high public regard who wish to help the museum may be accepted for membership of the Museum in such terms as the Board of Trustees may from time to time decide.

but no person shall hold office in the Museum, either elected or appointed unless that person is a fully paid up member of the Museum, with the exception of employees who may be invited by the Trustees to undertake specific tasks.

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## 2. THE BOARD OF TRUSTEES

- 2.1 The Trustees of the Museum shall number not less than three and not more than twelve.
- 2.2 Trustees shall be members of the Museum, but may not be paid employees.
- 2.3 Trustees are elected by rotation every three years, they may offer themselves for re-election.
  - 2.3.1 At every Annual General Meeting of the Company one third of the trustees (or if their number is not three, or a multiple of three, then the number nearest one-third, and in any event at least one) shall retire from office.
  - 2.3.2 The trustees to retire at each Annual General Meeting shall be:
    - 1 any wishing to retire and not seeking re-election
    - 2 subject to item 1 above those who have been longest in office since their last election, but as between persons who were elected on the same day, those to retire shall (unless they agree otherwise among themselves) be determined by lot.
    - 3 any trustee appointed since the last previous Annual General Meeting under clause 2.3.3.who has not had their appointment ratified by a general meeting.
  - 2.3.3 The Board of Trustees may co-opt persons of high public standing or specific ability to the Board of Trustees, providing that any such co-option is referred to the members at the next following Annual General Meeting when the co-opted person will be subject to election.
  - 2.3.4 Every person, including a Trustee retiring at the Annual General Meeting shall be eligible for election or re-election to the Board of Trustees at any General Meeting, must give notice at least twenty one days before the date set for the meeting of their intention to stand for election as a trustee.
  - 2.3.5 An intention to stand, other then for Trustees offering themselves for re-election, will be communicated to the Secretary by the deposit at the Registered Office of the Museum of a notice in writing signed by a member and countersigned by another member. Both members have to be qualified to attend and vote at the meeting for which such notice is given, and also an acknowledgement in writing signed by that nominated member of his willingness to be elected must be deposited.
  - 2.3.6 Trustees may be given specific areas of responsibility in relation to the day to day running of the Museum, and may co-opt other Trustees, members or non-members to sit on any sub-committee concerned with that Trustee's area of responsibility.

2.3.7. The duties of Trustees are contained with the Museum Policy Document '**Governance of the Museum**' available on the Members' Section of the Museum web-site or from the Museum Secretary.

2.3.8. The Board of Trustees may:-

- 1 meet together for the dispatch of business, adjourn or otherwise regulate their meetings as they think fit, but on no less than four occasions annually. At such meetings a member of the Members Council of the Museum may attend. Questions arising at any such meeting will be decided by a majority of votes. In the case of an equality of votes, the Chairman of the meeting shall have a second or casting vote. A Trustee may, and the Secretary on behalf of a Trustee, shall at any time summon a meeting of the Board of Trustees.
- 2 elect a chairman of their meetings and determine the period for which the post-holder is to hold office. If the chairman is not present thirty minutes after the time appointed for a meeting, the Board members present may choose one of their number to chair the meeting.
- 3 should it so desire, make appointments of paid staff to management or operative posts within the Museum. Any person consequently in receipt of a salary from the Museum shall be debarred from election as a Trustee. They will, if requested attend any meeting of the Board of Trustees or any other Museum Section Work Group appointed by the Board of Trustees. They however cannot vote upon any resolution or motion taken by the Board or Museum Section at which they attend.

2.4. The Quorum necessary for the transaction of the business of the Board of Trustees shall be one third of the number of the Trustees, subject to a minimum of three Trustees being present at any meeting.

2.5. Meetings of the Board of Trustees may be held contemporaneously with those of the Directors of the Museum's Trading Company.

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### **3. THE OFFICERS OF THE MUSEUM**

The officers of the Museum, or such other Officers as are from time to time thought by the Trustees to be required shall be elected annually by the membership in Annual General Meeting, shall be as follows:

- 3.1. A Magazine editor, who will be responsible for the editing and publication of the Museum journal "Stour Valley Steam".
  - 3.2. A Membership Secretary, who will be responsible for the maintenance of records of membership of the Museum. This post may be open to election at any time, with an annual renewal at an Annual General meeting.
  - 3.3. The Officers of the Museum will attend such committees as may be delegated by the Trustees, and if unable to attend any such meeting, may appoint a deputy to attend on their behalf.
  - 3.4. Any nominations for the posts of Officers of the Museum shall not be made without the consent of the member nominated, and any such nomination must be made by two members, and receive a majority vote at a General Meeting.
  - 3.5. Due notice of two weeks is to be given by Officers to the Secretary if they are willing to be re-elected at a General Meeting.
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#### 4. MEMBERS of the MUSEUM

- 4.1 Except for minors noted in Rule 4.5.3., no person under the age of eighteen years shall be a member of the East Anglian Railway Museum.
- 4.2 The liability of members is limited
- 4.3 Every member of the Museum over the age of 18 years undertakes to contribute to the assets of the Museum in the event of the same being wound up while he is a member, or within one year after he ceases to be a member. This allows for the payment of the debts and liabilities of the Museum contracted before he ceases to be a member, and for the costs, charges and expenses of winding up, and for the adjustment of the rights and contributors among themselves, such amount as may be required not exceeding one pound.
- 4.4 Membership of the Museum shall fall under the following classes at rates to be decided upon and agreed by the Board of Trustees, and admission to membership of any person shall be at the discretion of the Board of Trustees. Attendance at the Museum of Junior and Student members under the age of 18 years may be subject to restrictions outlined in the **Museum Policy Document 'YOUTH'**. Membership in any class over the age of 18 years will be subject to formal written acknowledgement of the members' limited liability, which will apply also to those in receipt of a grant of honorary life membership or honorary presidency or vice-presidency. Renewal Date is the anniversary of joining.
- 4.5 Classes of Open Membership.
  - 4.5.1. Adult
  - 4.5.2. Joint (2 adults residing at the same address)
  - 4.5.3 Concession - Junior ( 5 – 12 years) Student {12-25 years}; Senior (over 60); No Income.
  - 4.5.3. Family ( 2 adults and up to three children at the same address)
  - 4.5.4. Life
- 4.6. Membership Granted by Trustees
  - 4.6.1. Honorary President
  - 4.6.2. Honorary Vice-President
  - 4.6.3. Honorary Life Members
  - 4.6.4. Honorary Members
  - 4.6.5. Corporate Members

#### 4.7. Subscriptions

Subscriptions will be payable on joining the Museum. They are renewable annually on the date of joining.

If the same is not paid to the Museum within three calendar months of that date, then the member in default shall no longer be considered a member of the Museum, but his liability under Rule 4.3 shall continue for 12 months from the date upon which renewal became due, or 12 months from the date of any written notification of cessation of membership.

Any member whose membership so lapses but wishes to remain a member will then have to make fresh application to join the Museum. Membership fees are not returnable. Membership fees may be subject to Gift Aid, or any similar HM Revenue & Customs tax benefit concession for the time being in force for which the Museum remains eligible.

#### 4.8 Voting Rights:

4.8.1 Every adult member shall have one vote.

4.8.2 Where membership is of the classification of associate member, then provided both adult parties have signed an admission of limited liability then each shall have one vote.

4.8.3 No member shall be entitled to vote at any General Meeting unless all moneys due from him to the Museum have been paid.

#### 4.9 Persons under 18 years of age:

4.9.1 Persons between the ages of 5 and 12 years may join the Museum as Junior Members.

4.9.2 Junior Members will pay such subscriptions as may be decided from time to time. The limited liability accepted by ordinary members will not be incurred by Junior Members who may attend General Meetings but not vote. All Junior Members will comply with the rules of the Museum, but will need at all times to be accompanied by adult members.

4.9.3. Student Members will be those between the ages of 12 to 25 on proof of student membership, full time or day release or evening classes.

4.9.4 Honorary Life Membership, Honorary Membership, Honorary Presidency or Honorary Vice Presidency may be granted by the Museum to those persons who have by example, deed or donation, benefited the Museum in any exceptional way, such nominations to be proposed by a member to the Board of Trustees, who shall, by a majority vote, either accept or reject such nomination, provided that acceptance of such honorary membership by any person will be in accordance with Rule 4.3.ante.

#### 4.10. Duties of Members

By statute, the Museum operates a **Safety Management System** applicable to all volunteers and employees.

#### 4.11 The Volunteer Code of Practice

The Volunteer Code of Practice sets out basic guidance of working at the Museum, and will be found in full in the Museum Policy Document '**Volunteer Code of Practice**' available on the Members' Section of the Museum web-site or from the Museum Secretary.

#### 4.12 Disciplinary Procedure

Membership of the Museum will be subject to the following conditions:

4.12.1 Whilst working at or attending the East Anglian Railway Museum, or at any other location on a Museum project, members will comply with any instruction issued by a Trustee or recognised Head of Department or his deputy. This is particularly so in regard to instructions relating to safety procedures and railway operations, and will comply in all respects with the instructions contained in the operating **Rule Book** of the Museum or systems detailed in the **Safety Management System**.

4.12.2 The Museum has a Disciplinary Procedure formulated to meet the requirements of the Employment Protection (Consolidation) Act 1978 and the ACAS Code 'Disciplinary Practice and Procedure in Employment' to provide speedy, fair and effective arrangements for dealing with disciplinary matters. Details will be found in the Museum's '**Disciplinary Policy**' Document on the Members' Section of the Museums web-site or by application to the Secretary.

##### 4.12.3 Accident or Injury

Any member suffering any accident or injury whilst at the Museum or any other location whilst engaged on Museum business will report any such accident and ensure that it is properly recorded in official records.

##### 4.12.4. Smoking Policy

Members will adhere to the '**Smoking Policy**' Document to be found in the Members' Section of the Museum Web-site or by application to the Secretary.

#### 4.13 Grievance Procedure:

4.13.1 Any grievance notice received in writing by the Secretary, and signed by at least ten members of the Museum will be discussed by the Trustees at their next following meeting after receipt of such notice.

4.13.2. Any member nominated by the signatories to such grievance notice may attend the Trustees' meeting at which the grievance is to be heard and may state his case before them.



4.13.3 Full details of the Grievance Procedure will be found in the Museum's Policy Document '**Grievance Procedure**' to be found on the Members' Section of the Museum web-site or by application to the Secretary.

4.14. A copy of the Rules and Constitution will be made available to every member of the Museum

## **5. Members' Council**

5.1 The Members' Council of the Museum will represent the interests of the members of the Museum. The Council will act as an arbiter for any member(s) suffering a grievance or having committed or being alleged to have committed a wrong doing, if that member is dissatisfied with any decision made by a Museum Head of Department before which the grievance was heard or allegation made. A member of the Members' Council having any interest in any matter brought before it shall withdraw from any further proceedings on that matter. Recommendations on any matter brought before the Members' Council shall be submitted to the Trustees in confidence.

5.2 The Members' Council shall number no less than three senior members of the Museum, who are required to represent the views of the wider membership not holding an official post. To be effective such members should be willing to fairly judge between the Museums stated policies and members interests. Such consultations should be conducted with full facts and in a discreet manner.

The members of the Members' Council shall:-

5.2.1 have held membership of the Museum or its predecessor for a continuous period of not less than five years.

5.2.2 be elected by the members at a General Meeting of the Museum and offer themselves for re-election on an annual basis.

A Members' Council representative may attend any meeting of the Board of Trustees or may attend any meeting of a Museum Department. A member of the Members' Council may nominate another member of the Members' Council to attend any meeting in his place.

If a member of the Members' Council should resign before an Annual General Meeting, the Board of Trustees may co-opt a member qualified as in Rule 5.2.1 to fill the vacancy, any such co-option to be ratified at the next following Annual General Meeting.

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## **6. DEPARTMENTS and POSTS OF THE MUSEUM**

- 6.1 A Museum Department will be flexible in nature but will normally have as its Chairman (otherwise known as the head of Department) a person who may be a Trustee, an Employee, or any other member of the Museum. Through its Chairman a Department may make recommendations on policy or procedure for consideration by the Board of Trustees. A deputy may be appointed by the Departmental Chairman.
- 6.2 Such a Department will be expected to the prepare budgets and spend allocated monies as appropriate. The Department will elect or mutually agree any number of Supervisors for day to day operations or for any aspect of the groups work. The Departmental Chairman will control co-ordination with other Museum Departments.
- 6.3 Any dispute in the make up or constitution of a Museum Department will be referred to the Board of Trustees for a decision. This may be challenged if necessary by using the Members' Council procedure.
- 6.4 The Chairman of the Heads of Departments will maintain and publish a list of current Museum Departments with their Titles, Functions, Members and Statement of Purposes. Changes will take place as demands of finance and resources dictate at the discretion of the Trustees.
- 6.5. The Posts of the Museum may include any of the following:-
- 6.5.1 Retail Services Manager
- May be appointed as a paid post to give professional services in managing the retail and commercial side of the Museum. The job description is wide ranging and the post holder is expected to vary his hours and days of attendance to meet museum circumstances. Appointed by and reporting to the Board of Trustees, devolved powers include day to day commercial operations on site and retailing.
- 6.5.2 Infrastructure
- To oversee work on Permanent Way and Signals and Telegraph departments. Charged with the maintenance and construction of the railway infrastructure on site. To take the lead with on-site improvements, and maintenance of the estate.
- 6.5.3 Marketing and Publicity
- Responsible for Marketing the Museum to potential visitors and outside bodies, publishing publicity material in printed and web form. Agrees the annual programme of events by co-ordination with other sections, and determines train operating plan in co-operation with the Traffic Manager. Conducts surveys of visitors and maintains database of previous customers.
- 6.5.4. Motive Power

Management of the restoration and maintenance of the museum's locomotives. Maintenance of statutory standards in relation to locomotives and training of staff in that department.

6.5.5. Carriage and Wagon

Management of the restoration and maintenance of the Museum's rolling stock. Restoration and construction works of rolling stock and training of staff in that department.

6.5.6. Miniature Railway

Management of the maintenance of the museum's miniature railway operation, the building new stock and track to extend operation to as required. Training and operations will come under the aegis of the Traffic Manager.

6.5.7. Workshops/Health and Safety

Management of the maintenance of the museum's workshop operation, with special regard to Health and Safety and Fire Safety requirements.

6.5.8. Traffic Manager

Responsible for the rostering and arrangement of training of train crews and signalling staff; the safe operation of trains within the terms of the Rule Book; and the training and safe operation of the Miniature Railway. The Traffic Manager will be responsible for liaison with HM Railway Inspectorate (or any successor or supervisory body) and for technical details and advice from the Heritage Railway Association.

6.5.9. The Agencies Liaison Officer

responsible for liaison between the Museum and its regulatory bodies such as the Arts Council England, the Museums in Essex organisation, and the Heritage Railway Association on administrative matters..

6.5.10 Museum Curator

responsible to the Trustees for the safe keeping, documentation and display of the Museum Collection of artifacts and archive in accordance with the Acquisitions and Disposal Policy and any instructions or guidance of the Museum Mentor and/or Arts Council England.

6.5.11. The General Manager

The Trustees may appoint a General Manager to oversee all or any of the duties of any of the posts in paras.6.5.1. to 6.5.10 above.

- 6.6. All appointed members working within any department of post will conform to the relative instructions on that post contained within the **Safety Management System of the Museum.**



## **7 GENERAL MEETINGS**

- 7.1 The Museum year shall run from 1 October to 30 September.
  - 7.2 A General Meeting shall be held once a year for the following purposes:-
    - 7.2.1 To consider the report of the Board of Trustees on the work of the Museum during the preceding year.
    - 7.2.2 For the presentation of the inspected accounts, their approval and the appointment of Financial Inspectors.
    - 7.2.3 To elect the Trustees of the Museum.
    - 7.2.4 To elect the Officers of the Museum
    - 7.2.5 To elect the members of the Members' Council
    - 7.2.6 Any other business
  - 7.3 To comply with Company Law, the Annual General Meeting must be held not later than the last day of April first following the end of the Museum year.
  - 7.4 Twenty one days notice in writing with an agenda shall be given of any Annual General Meeting, and shall be sent to the Board of Trustees and all members eligible to attend together with the report of the Board of Trustees and statements of the inspected accounts. Hard copies may be obtained from the Museum Secretary.
  - 7.5 Fourteen days notice with an agenda shall be given of any other General Meeting, except for a meeting called for the passing of a special resolution which shall be given twenty one days notice, in each case to be sent in writing to all members of the Museum eligible to attend. Any such meeting will be referred to as an Extraordinary General Meeting.
  - 7.6 An Extraordinary General Meeting must be convened upon the receipt by the Secretary of a requisition in writing by not less than one tenth of the members of the Museum eligible to vote, and stating the objects of the meeting, and signed by those members, and will then be subject to such a notice as in Rule 7.5.
  - 7.7 No member may attend a General Meeting of the Museum save on production, if required, of proof of paid up membership.
  - 7.8 Any General Meeting may be held contemporaneously with a meeting or General Meeting of East Anglian Railway Museum (Trading) limited.
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## **8. PROCEEDINGS AT GENERAL MEETINGS**

- 8.1 No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business. Twenty members, or one third of the total membership of the Museum, whichever shall be the lower, and present in person shall be a quorum. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon a requisition of members, shall be dissolved. In any other case it shall be adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Board of Trustees may determine.
- 8.2 In the event of a quorum not being attained at any adjourned meeting, any resolution put shall, if receiving a majority vote, be deemed to have been properly accepted by the Museum.
- 8.3 The Chairman, or in his absence another member of the Board of Trustees shall chair every General Meeting of the Museum. If either of these officers be not present within thirty minutes after the time appointed for the holding of the meeting, or either is unwilling to act, the members present at the meeting shall elect one of their number to chair the meeting.
- 8.4 If at any meeting no Museum Department member is willing to act as Chairman, or if no Board of Trustees member is present within fifteen minutes after the time appointed for holding the meeting, the members present shall choose one of their number to chair the meeting.
- 8.5 The Chairman may, with the consent of any meeting at which a quorum is not present (and shall if so directed by the meeting) adjourn the meeting from time to time and place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Otherwise it shall not be necessary to give any Notice of Adjournment or of the business to be transacted at the adjourned meeting.
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## **9. VOTES & VOTING**

- 9.1 At any General Meeting any resolution put to the vote of the meeting for the election of Trustees or Officers of the Museum shall be decided by secret ballot. Any vote on procedure or alteration of the rules or constitution of the Museum or other matters may be made by show of hands.
- 9.2 In the case of voting on any other matter, on an equality of votes on a show of hands the chairman of the meeting shall be entitled to a second or casting vote.
- 9.3 The counting of any voting papers in a secret ballot will be undertaken at the meeting by two tellers nominated and agreed by the members present. The result of the secret ballot will be declared by the Chairman of the Meeting, who will state only that a person has been elected or not, without disclosing the number of votes for or against that nominee. The voting papers will be kept until the next following Annual General Meeting.
- 9.3 A declaration by the chairman that a resolution has on a show of hands been carried, or carried unanimously, or by a particular majority, or lost, shall be entered in the minutes of the proceedings of the meeting. This shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour or against such resolution.
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## **10. ALTERATION OF RULES**

- 10.1 Notice of any proposed alterations in the Rules shall be submitted in writing to reach the Secretary not less than 28 days before the date of an Annual General Meeting, or of an Extraordinary General Meeting called for that purpose.
- 10.2 The Museum in General Meeting shall have the power to alter or repeal the Rules or Bye-Laws and to make additions to them. The Board of Trustees shall adopt such means as they deem sufficient to bring to the notice of members of the Museum, all such Rules or Bye-Laws, which, so long as they be in force, shall be binding upon all members of the museum.
- Provided, nevertheless, that no Rule or Bye-Law shall be inconsistent with or shall affect or repeal anything contained in the Articles of Association of the Museum.
- 10.3 The Board of Trustees shall cause accounting records to be kept in accordance with current provisions and requirements of the Companies Acts. They shall from time to time in accordance with the Acts cause to be prepared and laid before the Museum in General Meeting such income and expenditure accounts, balance sheets and reports as are referred to in those sections.
- 10.4 All members of the Museum holding or handling Monies on behalf of the Museum shall comply with such instructions as to the holding or handling of such Monies as may be issued from time to time by the Board of Trustees.
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## **11. FINANCIAL INSPECTORS**

Financial Inspectors shall be appointed whose are duties regulated in accordance with Sections 384-392 of the Companies Act, 2006, or any subsequent enactment.

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## **12. MINUTES**

The Secretary shall cause Minutes to be made in a book provided for that purpose of all resolutions and proceedings of all meetings (of the Board of Trustees; of the Annual General Meeting; and of any Extraordinary General Meeting). Such minutes shall, upon questions put and votes taken thereon either at the meeting or some subsequent meeting, be signed by the chairman of the meeting and when signed shall be conclusive evidence of the correctness of the entry.

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## **13. BRANCHES**

- 13.1 Members of the Museum may continue or create branches of the Museum in any area as approved by the Board of Trustees. Branches so formed will be autonomous within the constraints imposed by the following sub-sections of this clause.
  - 13.2 Branches may make their own arrangements for meetings, but will conform to a constitution recommended by the Trustees for the proper conduct of the branch. Such constitution may be altered to serve the needs of the branch only with the approval of the Trustees.
  - 13.3 Any advertisement, circulation letter or other written printed matter published or issued by a branch, and bearing the name and logo of the Museum, shall also carry the name of the branch, either as a suffix or as a prefix.
  - 13.4 Proper books of account will be kept by each branch, and inspected by a suitable person, who is not on the committee Group of that branch.
  - 13.5 The Branch years will run from 1st October to 30th September
  - 13.6 Branch Treasurers will submit to the Treasurer of the Museum not later than the last day in October each year an audited copy of the branch accounts
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## 14. NOTICES

- 14.1 A notice may be given by the Museum to any member either personally or by sending it to him or to his registered address or (if he has no registered address within the United Kingdom) to the address, if any, within the United Kingdom supplied by him to the Museum for the giving of notice to him. Proof that an envelope containing a notice was properly addressed, prepared and posted shall be conclusive evidence that the notice was given. A notice shall, unless the contrary is proved, be deemed to be given at the expiration of 72 hours after the envelope containing it was posted. Notice may be given to any member by electronic means.
- 14.2 The accidental omission to give notice of a meeting to or the non-receipt of a notice of a meeting by any person entitled to receive such notice shall not invalidate the proceedings of that meeting.
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## 15. OPERATION OF TRAINS

The Museum's method of railway operations shall be in accordance with the **Rule Book** published by the Museum Board of Trustees which is based upon the British Railways Rule Book 1950 (1962 reprint) and the British Railways Regulations for Train Signalling, 1960, and the agreed Code of Practice, in addition to the requirements of The Chappel and Wakes Colne Light Railway Order, and any instructions or requirements of the Office of the Rail Regulator and of Her Majesty's Inspector of Railways, or any successor body to those departments, and any instructions or systems laid down in the Museum's Safety Management System.

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## 16. INTERPRETATION

Any matters not covered by these Rules or any question of interpretation shall be dealt with by the Board of Trustees which may refer the matter in question to a General Meeting for a decision.

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