



## Standing Orders - 2011 London & South East



**rail**future

**STANDING ORDERS – LONDON & SOUTH EAST BRANCH OF THE RAILWAY  
DEVELOPMENT SOCIETY LIMITED**

---

**CONTENTS**

	<b>Page</b>
<b>1. Name</b>	<b>2</b>
<b>2. Hon. Officers &amp; Branch Committee</b>	<b>2</b>
<b>3. Branch Elections &amp; Terms of Office</b>	<b>2</b>
<b>4. Vacancies on the Branch Committee</b>	<b>4</b>
<b>5. Annual General Meeting</b>	<b>4</b>
<b>6. Motions for Debate at Annual General Meeting</b>	<b>5</b>
<b>7. Extraordinary General Meetings</b>	<b>5</b>
<b>8. Accounts</b>	<b>6</b>
<b>9. Procedural Accountability</b>	<b>6</b>
<b>10. Divisions</b>	<b>6</b>
<b>11. Annual Report</b>	<b>8</b>
<b>12. Health &amp; Safety, Liability for Injury or Loss</b>	<b>8</b>
<b>13. Leaders for Visits</b>	<b>8</b>
<b>14. Voting Rights, Procedures and Quorum at Meetings</b>	<b>9</b>
<b>15. Branch Finances</b>	<b>9</b>
<b>16. Amendments to these Standing Orders</b>	<b>9</b>
<b>17. Matters not covered by the Standing Orders</b>	<b>10</b>
<b>18. Copies of Standing Orders</b>	<b>10</b>
<b>19. Use of the name of the Society or Branch by Members</b>	<b>10</b>
<b>20. External Relations &amp; Representation</b>	<b>11</b>
<b>21. Publications</b>	<b>11</b>
<b>22. Inter-Branch Affairs</b>	<b>11</b>
<b>23. Affiliations</b>	<b>11</b>
<b>24. Commercial Undertakings</b>	<b>12</b>
<b>25. Definitions</b>	<b>12</b>

<p><b>The Railway Development Society Limited is a (not for profit) Company Limited by Guarantee. Registered in England and Wales No. 5011634. Registered Office:- 24 Chedworth Place, Tattingstone, Suffolk IP9 2ND</b></p>
--

The Standing Orders of the London & South East Branch of Railfuture, conform to the requirements of Company Law as expressed by the Companies Act 2006, the Memorandum and Articles of Association of the Railway Development Society Limited, and to the official decisions, policies, procedures and rules of the National Board of Directors of the Railway Development Society Limited (Railfuture). Sections of these Standing Orders marked in **Yellow** are reserved to the National Society.

© 2011 Railway Development Society Limited.

**Cover pictures:** *Clockwise from top:* Class 395 southeastern 'Javelin' super express; Class 379 currently being delivered and destined for Greater Anglia services to Stansted and Cambridge; 2009 tube stock currently being introduced on LU Victoria Line; Class 377/5 in service on Thameslink route between Bedford and Brighton, and new Class 172/0 diesel units now in service on the London Overground line between Gospel Oak and Barking.

## STANDING ORDERS – LONDON & SOUTH EAST BRANCH OF THE RAILWAY DEVELOPMENT SOCIETY LIMITED

---

1. **NAME.** The London & South East Branch of the Railway Development Society Limited. For campaigning purposes it will be known as 'Railfuture, London & South East Branch'.
2. **HON. OFFICERS & BRANCH COMMITTEE.** The Branch shall be managed by a Committee to be elected by the Members in accordance with *Standing Order 3*.
  - a) The Hon. Officers of the Branch shall be The Chairman, Vice Chairman, Hon. Secretary and Hon. Treasurer.
  - b) The Branch Committee shall consist of:
    - i. The Hon. Officers and 6 members elected in accordance with *Standing Order 3*.
    - ii. Up to 2 additional co-opted members may be appointed by the Branch Committee, at their sole discretion (in accordance with *Standing Order 4*).
    - iii. The following non-voting observers:
      - The Conveners of Divisions (in accordance with *Standing Order 10d*, unless he/she has been elected in his/her own right under *Standing Order 3*.)
      - The Editor of the Branch Magazine in accordance with *Standing Order 21* (unless he/she has been elected in his/her own right under *Standing Order 3*).
      - The Editor of Railwatch (unless he/she has been elected in his/her own right under *Standing Order 3*).
  - c) Branch members may attend Branch Committee meetings as observers only; they may not vote, but may speak if invited to do so by the Branch Chairman. Members wishing to attend Branch Committee meetings must contact the Hon. Secretary to obtain meeting dates and locations and **must** then formally notify the Hon. Secretary at least 5 clear working days prior to the date of the meeting that they wish to attend. All observers will be asked to leave the meeting if the Committee wishes to discuss any confidential matters.
  - d) The Chairman or Vice Chairman may act on behalf of the Committee if time is of the essence. Such actions to be reported to the next Committee meeting.
  - e) The Branch Committee will meet a minimum of 4 times per calendar year.
3. **BRANCH ELECTIONS & TERMS OF OFFICE.** The Hon. Officers and Branch Committee shall be elected by the Members of the Society (resident in the Branch area), in good standing, over the age of 18, and eligible to vote, as follows:

## STANDING ORDERS – LONDON & SOUTH EAST BRANCH OF THE RAILWAY DEVELOPMENT SOCIETY LIMITED

---

- a) A call for nominations for election as a Hon. Officer and to the Branch Committee will be issued no later than 20<sup>th</sup> January and will invite such nominations in writing in a standardised format to be prescribed by the Branch Committee. The call for nominations may be included with the winter edition of the Branch Magazine or may be circulated separately by Royal Mail.
- b) The Branch Committee will appoint, each year, a Returning Officer for the purposes of administering the election, and once appointed the Returning Officer will have complete discretion in the running of the election. Additionally, and in the event that a ballot should prove too close, the Branch Committee will appoint an independent scrutineer or scrutineers to assist the Returning Officer if necessary. The decision to involve the independent scrutineer or scrutineers will be entirely that of the Returning Officer. The name of the Returning Officer and of the independent scrutineer or scrutineers will be announced in the spring edition of the Branch Magazine or may be circulated separately by Royal Mail.
- c) Nominations require the written consent of the nominee along with that of a proposer and seconder, (all of whom must be members of the Society, in good standing, resident in the Branch area and over the age of 18) and **must** be submitted by the due date for nominations which will be clearly indicated on the nomination form; late nominations will **not** be accepted. The nominee, proposer and seconder must all sign the proposal form **and** quote their membership numbers in order for the form to be valid. In addition, a Candidate CV and Election Statement, each of no more than 100 words, must accompany completed nomination forms; the absence of such supporting documentation will render the nomination invalid. Completed nominations and supporting documentation must be sent to the Returning Officer. The details of all nominations together with Candidate CV and Election Address will be published in the spring edition of the Branch Magazine or may be circulated separately by Royal Mail.
- d) The Hon. Officers and Branch Committee will be elected by Postal Ballot and the individually numbered postal ballot forms together with full instructions will either be circulated with the Spring issue of the Branch Magazine or will be sent out separately by Royal Mail; the method of distribution to be prescribed by the Branch Committee. Should more than one eligible member live at the same address then additional numbered ballot forms will be sent upon request.
- e) Postal ballot forms must be completed in strict accordance with the published instructions. In order to be **valid**, each voting member, in addition to their voting preferences, **must** include their Membership Number and full Post Code, which will only be seen by the Returning Officer, (and if necessary in the event of a close result an independent scrutineer or scrutineers) in order to verify and validate the ballot.

## STANDING ORDERS – LONDON & SOUTH EAST BRANCH OF THE RAILWAY DEVELOPMENT SOCIETY LIMITED

---

- f) Nominated candidates for a Hon. Officer position **must** also indicate on the proposal form whether, if unsuccessful in the event of a contested ballot for any Officer post, they would wish to stand for election to the Branch Committee. Failure to so indicate will be taken as a negative response.
  - g) Postal ballot forms **must** be returned to the designated Returning Officer no later than the date announced by the Branch Committee (which will also be printed on the ballot paper). Late ballots will **not** be accepted, and only original postal ballot forms will be valid; copies or faxes will not be accepted.
  - h) Hon. Officers and elected Committee members shall hold office for 12 months from the date of their election or until the date of the next Annual General Meeting at which an election result is declared. Co-opted members of the Committee shall hold office in accordance with *Standing Order 4*.
  - i) If a vacancy should occur amongst the Hon. Officers between Branch elections, the Branch Committee is authorised to temporarily fill such vacancy from amongst its **elected** members until the next Annual General Meeting at which an election result is declared.
  - j) Resignations of Hon. Officers and Branch Committee members must be made in writing to the Branch Chairman or, in lieu of the Branch Chairman, to the Vice Chairman.
  - k) *Standing Order 4* shall apply to any vacancy remaining unfilled after the election should there be fewer candidates than vacancies.
4. **VACANCIES ON, AND CO-OPTIONS TO THE BRANCH COMMITTEE.** The Branch Committee at their sole discretion may fill vacancies, by co-option. Any Member co-opted to the Branch Committee will hold office until the next Annual General Meeting only, but, subject to being otherwise qualified, shall be eligible to stand for election. Co-opted members shall have full Committee rights including voting rights.
5. **ANNUAL GENERAL MEETING.** The Annual General Meeting (AGM) shall be held in London during the inclusive period April - June of each year, and at least 6 weeks written notice shall be given to all Members of the date, time and place of meeting.
- a) The number of members required for a branch AGM to be quorate shall be in accordance with *Standing Order 14a*.
  - b) In the case of an AGM not being quorate this will not invalidate the results of a Postal Ballot being declared. However, no other formal business may take place. Should an AGM not be quorate, the Branch Chairman will convene a new AGM giving notice in writing of not less than 6 weeks,

## STANDING ORDERS – LONDON & SOUTH EAST BRANCH OF THE RAILWAY DEVELOPMENT SOCIETY LIMITED

---

however, in this instance, the AGM may be convened outside the inclusive April – June timeframe. Should the reconvened AGM prove to be not quorate, the Branch Chairman may, at his/her sole discretion, proceed in accordance with *Standing Order 14a*.

- c) Should an AGM be adjourned and unable to continue for any reason (other than being not quorate – for which see *Standing Order 5b* above), the Branch Chairman will give 6 weeks written notice to reconvene the AGM; such notice containing the date, time and location of the reconvened AGM. In this instance, the reconvened AGM may take place outside of the inclusive April – June timeframe. Should the reconvened AGM prove to be not quorate, the Branch Chairman may, at his/her sole discretion, proceed in accordance with *Standing Order 14a*.
- d) The draft Minutes will be circulated to the Branch Committee within 30 working days of a General Meeting and thereafter made available to members.

### 6. **MOTIONS FOR DEBATE AT ANNUAL GENERAL MEETING.** Motions for debate at the Branch AGM shall be submitted as follows:

- a) Motions for debate at the AGM will be invited in the winter issue of the Branch Magazine or may be called for separately by Royal Mail. Motions must be submitted in writing to the Branch Chairman and be received no later than the stated due date in order that the text might be published in the spring edition of the Branch Magazine. Late submission of Motions will not be accepted. However, the Branch Committee, entirely at its discretion, and in view of timing or other constraints, may decide to circulate Motions by Royal Mail. This arrangement does not preclude the acceptance of emergency Motions by those present at the AGM and at the complete discretion of the Branch Chairman, in circumstances judged not reasonably foreseeable at the time of the original deadline for the receipt of normal Motions.
- b) Motions should be brief and to the point, must indicate clearly to whom each is addressed for action, and must be duly proposed, seconded and signed by both, who must be paid-up individual members of the Society **and** bearing their membership numbers. Failure to do so will invalidate the Motion.
- c) After publication of proposed Motions, any proposed amendments should be notified in writing to the Branch Chairman, and must be received at least 10 working days prior to the AGM.

### 7. **EXTRAORDINARY GENERAL MEETINGS.** The Branch Committee shall, on the written request of any 30 or more Members eligible to vote, or may at their own discretion, convene an Extraordinary General Meeting (EGM) for the discussion of any specific business, and shall give at least 6 weeks written notice of the date, time and place of such Meeting and the business to be

## STANDING ORDERS – LONDON & SOUTH EAST BRANCH OF THE RAILWAY DEVELOPMENT SOCIETY LIMITED

---

discussed thereat, to all Members. The number of members present at an EGM in order for proceedings to be quorate shall be in accordance with *Standing Order 14a*. Should an EGM not be quorate, the Branch Chairman will not be obliged to convene a new EGM unless a new written request is received of any 30 or more Members eligible to vote, or if the Branch Committee shall decide that a new EGM be convened. The quorum for any reconvened EGM shall be in accordance with *Standing Order 14a*. The draft Minutes will be circulated to the Branch Committee within 30 working days of a General Meeting and thereafter made available to members.

8. **ACCOUNTS.** The Hon. Treasurer shall keep a record of all the financial transactions of the Branch, and shall prepare Accounts each year made up to 31<sup>st</sup> December, such Accounts to be independently reviewed and then submitted to the next AGM of the Branch. The Hon. Treasurer must also submit accounts to the National Treasurer by a date to be determined by the National Treasurer, but in any case not later than the 31<sup>st</sup> of January so that they can be included in the annual accounts of the Society for submission to Companies House.
9. **PROCEDURAL ACCOUNTABILITY.** The Hon. Secretary shall submit copies of approved minutes of the Branch Committee to all Divisional Administrators and to the National Chairman (or other National Officer) if so instructed by him/her. He/She will also, if so directed by the Branch Chairman, submit copies to the Hon. Secretaries of adjacent Branches and to other relevant committees within the Society. He/She will circulate minutes received from adjacent Branches or other committees within the Society to members of the Branch Committee with the agenda for the next Committee meeting.
10. **DIVISIONS.** The Branch Committee may, at its discretion, informally sub-divide the Branch into Divisions to reflect and give expression to local members in a specific and defined geographic area of the Branch. Divisions are an integral part of the Branch and, therefore, will exist only as long as the Branch Committee considers them to be viable and in fulfilment of the needs of local members, and overall, in the best interests of the Branch and the Society. Divisions are directly accountable for their activities to the Branch Committee.
  - a) Divisions are not freestanding organisations, and, as such they may not purport to represent the Branch, or the Society as a whole, without the express consent of the Branch Committee:
    - i. In accordance with *Standing Orders 19 & 20*, Divisional members will **not** present themselves at external meetings and events as a representative of Railfuture without the prior explicit written approval of the Branch Committee. If such permission is granted, they **must** present themselves as a representative of the Division and clearly acknowledge that the Division is a subsidiary organisation within the Branch.

## STANDING ORDERS – LONDON & SOUTH EAST BRANCH OF THE RAILWAY DEVELOPMENT SOCIETY LIMITED

---

- ii. In accordance with *Standing Orders 19 & 20*, Divisions shall **not** make any submissions or representations of any nature to any Commercial undertaking including the Train or Freight Operating Companies, ATOC, RFG, Network Rail, Local, Regional or National governmental or quasi-governmental organizations or bodies, or to NGOs without first gaining the prior explicit written approval of the Branch Committee. Should such permission be granted, the Division **must** clearly acknowledge that it is a subsidiary organisation within the Branch.
  - iii. In accordance with *Standing Orders 19 & 20*, Divisions may **not** make any press or media releases, interviews, presentations or statements; this is reserved exclusively to the Branch Committee or the National Society. However, the Branch Chairman may delegate, after consulting with the National Society, limited and defined authority for the Divisional Convenor (only) to deal directly with **purely local** issues, if so **approached** by the **local** press. The Divisional Convenor **must not** express any views to the **local** press, which might be contrary to established and stated Branch or National policy; if in any doubt the Convenor **must** refer to the Branch Chairman. Divisions may place advertisements for open meetings in the local media after submitting them for approval by the Branch Chairman. The cost of any such authorised advertisement must be submitted to the Hon. Treasurer.
  - iv. Divisions and divisional members must not publicly express any views which are contrary to established and stated Branch or National policy, and must, at all times, strive to uphold the good name and professional reputation of the Branch and Society.
- b) Divisions may not deal with any matters that fall outside of their geographical boundaries or which spans their boundaries. Such matters are reserved exclusively to the Branch Committee and must be referred accordingly. The Branch Committee will define divisional boundaries.
  - c) In order to conform to Company law, Divisions may **not** use the Railfuture name, logo or letterhead without the written consent of the Branch Chairman. When so granted, a Division **must** use the approved name, legally compliant letterhead and logo, and refer to itself as 'Railfuture, London & South East Branch – xxxxxxxxxx Division'.
  - d) Each Division will be organised around a Panel of not more than 10 persons. Each Panel will consist of a Divisional Convenor, a Divisional Administrator and not more than 8 other individuals.



## STANDING ORDERS – LONDON & SOUTH EAST BRANCH OF THE RAILWAY DEVELOPMENT SOCIETY LIMITED

---

- i. All Panel members must be fully paid-up Members in good standing (over the age of 18) of the Railway Development Society Limited, and resident within the Branch and Divisional area.
  - ii. Once chosen, Divisions will nominate their Panel members to the Branch Chairman who will issue a letter of approval.
  - iii. Divisional Panels will be reappointed after each Branch AGM.
  - iv. The Divisional Convener, for the duration of their appointment, (unless he/she has been elected in his/her own right) will be a non-voting observer on the Branch Committee. The Convener may also nominate a deputy to attend Committee meetings in the event that they are unable to do so. The deputy shall be drawn from the Divisional Panel and will be subject to approval by the Branch Chairman.
  - v. Panel meetings may be open to other members/public attendance at the discretion of the Divisional Convener.
- e) In order to conform to Company law, Divisions have **no financial authority** whatsoever and are **not permitted** to raise or solicit any form of separate finance, with the sole exception of that allowed for in *Standing Order 15b*. All requests for financial assistance or permitted expenses are to be made to the Hon. Treasurer in accordance with *Standing Order 15a*.
- f) Divisions will notify the Hon. Secretary at least 10 working days in advance of all Divisional meetings (including an Agenda) and must promptly submit copies of all notes of meetings, to the Hon. Secretary. Branch and National Officers, and Branch Committee and National Board and Committee members have the right to attend all Divisional Panel meetings and events. Divisions must also submit to the Hon. Secretary a comprehensive annual report of no more than 350 words for submission to the Branch AGM. The annual report **must** be with the Hon. Secretary no later than 14 working days prior to the AGM.

**11. ANNUAL REPORT.** The Committee shall present to each AGM a comprehensive Report on the activities of the Branch (and its Divisions) for the preceding year. The Branch Chairman will in turn, submit the approved Annual Report of the Branch (and its Divisions) to the National Board of Directors for presentation at the national AGM of the Society.

**12. HEALTH & SAFETY, LIABILITY FOR INJURY OR LOSS.** The rules and policies regarding Health & Safety set by the National Board of Directors shall prevail.

**13. LEADERS FOR VISITS.** A Leader shall be appointed for every visit organized by the Branch, and such Leader shall have complete authority for the visit.

## STANDING ORDERS – LONDON & SOUTH EAST BRANCH OF THE RAILWAY DEVELOPMENT SOCIETY LIMITED

---

**14. VOTING RIGHTS, PROCEDURES AND QUORUM AT MEETINGS.** All Members of the Society, in good standing (and resident in the Branch area), over the age of 18, shall have the right to attend and to speak at all Annual General and Extraordinary General Meetings of the Branch in accordance with their category of membership.

- a) The Quorum at any General Meeting of the Branch shall be 15 Members entitled to vote. Should a reconvened General Meeting prove to be not quorate, the Branch Chairman, may, at his/her sole discretion, proceed with the meeting with the proviso that no fewer than 12 Members entitled to vote shall be present.
- b) Any Member who has a pecuniary interest in a matter under discussion at a meeting must advise the Chairman who shall ensure the meeting is informed of the interest prior to the commencement of the discussion. If for any reason this is not possible the Member must inform the Chairman at the earliest opportunity who shall ensure the Meeting is informed of the interest. If for any reason the Chairman cannot be informed in advance, the member must refrain from voting on the matter.
- c) The Chair at all Meetings shall have both a deliberative and a casting vote.
- d) The voting procedure at all General Meetings shall be by recorded show of hands of all those Members entitled to vote. Should there be an equality of votes then *Standing Order 14c* above shall apply.
- e) The Quorum at Branch Committee meetings shall be 5 of the number of serving Committee members.

**15. BRANCH FINANCES.** The Hon. Treasurer is responsible for the administration of all financial transactions within the Branch in accordance with *Standing Order 8*.

- a) Payment of reasonable costs and expenses will be subject to the policies and directives of the National Society and at the discretion of the Branch Committee. Such expenses will only be paid if authorised in advance and upon presentation of receipts or other appropriate documentation (e.g. tickets), etc. The Hon. Treasurer, may, at his/her sole discretion, dispense with the need for advance authorisation of permitted expenses in exceptional circumstances.
- b) The Hon. Treasurer may authorise, at his/her sole discretion, an appropriate person within a Division to collect voluntary contributions in order to defray costs for local meeting venues, only. All such contributions and payments to be accounted for in writing in a quarterly report (including receipts) to the Hon. Treasurer.

**16. AMENDMENTS TO THESE STANDING ORDERS.** Standing Orders and sections thereof, which are within the competence of the Branch to amend i.e.

## STANDING ORDERS – LONDON & SOUTH EAST BRANCH OF THE RAILWAY DEVELOPMENT SOCIETY LIMITED

---

those not shaded in yellow, may be amended at a Branch Committee Meeting, by resolution passed by a two-thirds majority of Branch Committee members present and voting. The amended Standing Orders must then be submitted to the next scheduled Branch AGM for approval. Upon approval they must be submitted to the National Board of Directors of the Society to note and verify that they conform to national policy. Until such approval is received, in writing, the existing Standing Orders will remain in effect. Should the Branch AGM be unable to approve any amendments through being inquorate, and if a subsequent Branch EGM also fails to ratify through being inquorate, then the Branch Committee will submit said amendments for approval by the National Board of Directors of the Society.

**17. MATTERS NOT COVERED BY THE STANDING ORDERS.** The Branch Committee shall have sole discretion to decide all matters not covered specifically by these Standing Orders, except for matters covered in the national Constitution or expressly reserved to the National Board of Directors of the Society. In the event of any conflict, the National Constitution or the decisions of the National Board of Directors shall prevail.

**18. COPIES OF STANDING ORDERS.** Every Member of the Branch shall be notified of, and upon request, be supplied with a copy of these Standing Orders, and any updates thereto.

**19. USE OF THE NAME OF THE SOCIETY OR BRANCH BY MEMBERS.** It is the duty of all members to uphold the good name, professional standing and reputation of the Society and Branch:

- a) Members must **not** use the name of the Society or the Branch in a manner that might bring discredit upon the Society or Branch **nor** may they purport to express the views of the Society or Branch, in any format, without the specific prior written permission of the Branch Committee.
- b) Members may **not** use the name, logo or letterhead of the Society, such use being **reserved exclusively** to National Officers, National Committee and Branch Chairmen and other designated officers.
- c) Society e-mail addresses will only be authorised for members of the Branch Committee. The Branch Committee at its discretion may authorise Divisional Convenors and Administrators to be allotted a society e-mail address. Society e-mail addresses may only be used for approved official Society business and in accordance with the rules laid down by the Information, Publishing and Communications Group of the Society.
- d) Members must **not** use the name of the Society or Branch nor of any Officer of the Society or Branch in any attempt to gain favourable treatment from commercial, local, regional or national governmental or quasi-governmental organizations, NGOs or other bodies.

## STANDING ORDERS – LONDON & SOUTH EAST BRANCH OF THE RAILWAY DEVELOPMENT SOCIETY LIMITED

---

**20. EXTERNAL RELATIONS & REPRESENTATION.** External relations and Representation in **any format** with Commercial undertakings including the Train and Freight Operating Companies, ATOC, RFG, Network Rail, Local, Regional and National governmental and quasi-governmental bodies and organizations, NGOs, etc., is **reserved exclusively** to the Branch Committee or National Society.

a) Individual members of the Branch must **NOT** claim to represent the Branch or the Society in **any capacity whatsoever** at external meetings, events and activities, or in any written submissions, presentations, interviews or representations without prior explicit written permission from the Branch Committee (see also *Standing Order 19*).

b) Press, media and public relations in any and **all** formats, **are reserved exclusively** to the Branch Committee or the National Society.

**21. PUBLICATIONS.** The Branch shall publish an official Magazine, the editor of which shall be directly responsible to the Branch Committee for the content and quality of the publication. He/She will also attend all Committee meetings in a non-voting observer capacity unless he/she has been elected in his/her own right. The Branch Committee will also appoint an editorial advisory committee to work with the editor.

**22. INTER-BRANCH AFFAIRS.** Where reports, submissions etc., cover geographical areas or topics that go beyond the Branch boundary then these reports, submissions etc., should not be put forward without the joint agreement of the appropriate Branches or Committees of Railfuture or unless so directed by the National Board of Directors. In these instances, it is for the Branch Chairman to consult with National Officers and colleagues in other Branches or Committees to determine which Branch or Committee should take the lead role in such matters where a single coordinated National response is required.

**23. AFFILIATIONS.** Any organisation to which the Society is affiliated automatically ensures right of affiliation by the Branch:

a) The Branch may affiliate to any other organisation by a decision of the Branch Committee. The decision of the Branch Committee to so affiliate must be notified to the National Board of Directors and the affiliation becomes official one month after that notification. However, any such affiliation must be withdrawn if so instructed by the National Board of Directors.

b) External organisations, for example, local Rail User Groups may affiliate to the Society. In doing so, they implicitly accept the ethos and standards of the Railway Development Society Limited, and must consent not to take any actions that might bring the Society or the Branch into disrepute by virtue of their affiliation. External organisations may **not** use the name, logo or letterhead of the Society. Overall, the policy regarding the affiliation of External organisations and their representatives will be

## STANDING ORDERS – LONDON & SOUTH EAST BRANCH OF THE RAILWAY DEVELOPMENT SOCIETY LIMITED

---

governed by the rules, decisions and policies of the National Board of Directors.

**24. COMMERCIAL UNDERTAKINGS.** No member of the Branch may enter into any commercial undertakings, agreements or commitments of any nature. Such undertakings, agreements or commitments are reserved solely to the National Board of Directors.

**25. DEFINITIONS.** Within this document, the following definitions apply:

- a) 'Branch' refers to the London & South East Branch of the Railway Development Society Limited. (Railfuture).
- b) 'Division' refers to an informal sub-division of the Branch.
- c) 'Society' or 'National Society' refers to the Railway Development Society Limited. (Railfuture).
- d) 'Railfuture' refers to the Railway Development Society Limited.
- e) 'Committee' refers to the Branch Committee of the London & South East Branch of the Railway Development Society Limited.
- f) 'Members' refers to all paid-up Members in good standing, of the Railway Development Society Limited.
- g) 'Eligible Members' refers to paid-up Members in good standing, of the Railway Development Society Limited, **over** the age of 18, who may vote in Branch and National elections. Voting in Branch elections is determined by residence within the Branch area.
- h) 'National Board of Directors' refers to the national board of the Society.
- i) 'National Constitution or National Rules' refers collectively to the Memorandum and Articles of Association of the Railway Development Society Limited, any subsequent amendments thereto, and to any other rules, policies or standing orders as may be adopted, from time to time, by the National Board of Directors.
- j) 'Rules and Policies' refers collectively to the rules, policies, directives, orders, standing orders, instructions and published decisions of the National Board of Directors.
- k) 'Press and Media' refers to any and all printed matter, electronic media including the internet and to voice or picture broadcasts, live or recorded.
- l) 'Name, logo and letterhead' refers to the approved official name, logo and legally compliant letterhead style of the Society. No other versions of the name, logo or letterhead may be used. The use of the official name, logo

## STANDING ORDERS – LONDON & SOUTH EAST BRANCH OF THE RAILWAY DEVELOPMENT SOCIETY LIMITED

---

and legally compliant letterhead style is reserved to the National Society, National Committees, Branch Committees and other individuals specifically authorised by National or Branch Officers.

- m) 'Branch Magazine' refers to the official Magazine published by the London and South East Branch of Railfuture. The Branch Committee will determine the title of such magazine.
- n) 'winter edition' refers to the edition of the Branch Magazine which appears in December/January, and 'spring edition' refers to the edition which appears in March/April.
- o) 'Local, Regional and National governmental and quasi-governmental bodies and organizations' includes all UK and devolved Government departments and their agencies, Regional, County, Unitary and Local authorities and their subsidiary organisations, Transport for London (TfL), Integrated Transport Authorities and other regional, county or local statutory public transport undertakings, Passenger Focus and London TravelWatch.
- p) 'NGOs' (Non-Governmental Organisations) include such bodies as the Association of Community Rail Partnerships (ACoRP), Campaign for Better Transport (CBT) and Friends of the Earth, etc.