

**NAIROBI RAILWAY
INSTITUTE.**



Rules & Regulations.

1954.

NAIROBI RAILWAY INSTITUTE.

1.—MEMBERSHIP.

1. No one is entitled to the benefits of the Institute who is not enrolled as a subscriber.
2. All subordinate employees of the Uganda Railway staff, except pure natives of India and Africa and Asia, shall be members.
3. Goanese are not eligible for membership being otherwise provided for.
4. The entrance fee and monthly subscription shall be at the following rates, entrance fee to be the first monthly subscription:—

Members drawing Rs. 200 per annum and over	Rs. 10	1
" " " 120 to 199 per annum	" 5	"
" " " under Rs. 120	" 3	"
" " " 50	" 1	"

5. For the employees of the Uganda Railway who are, by reason of their employment on the Railway, compulsory members of the Institute, no entrance fee will be chargeable and their subscription will only date from the day on which they actually start work in this country in the Railway service.

6. Members are not liable for subscription during any complete months they may be absent from any station where there is an Institute.

7. A member's subscription admits himself and his family, except such as are in employment. Children under 8 years old are not admitted to the Institute, except when accompanied by a parent, who shall be responsible for their behaviour.

8. A member of one Institute is entitled to the benefits of all the Institutes of the Railway. This rule does not apply to honorary members, and in the case of the Nairobi Institute to such members of out station Institutes as are not eligible.

9. Any member creating a disturbance in the Railway Institute shall at the discretion of the Committee be suspended from membership until such time as the Committee consider him fit to be reinstated. Each case of suspension shall be subject to the consent and approval of the President of all the Institutes, and no suspension shall be effected unless reported to the President and his approval obtained.

... may order the Chairman of the Committee to order the members rendered such a course...

COMPLAINTS

1. Any member who has a complaint to make, or wishing to bring any matter to the notice of the Committee, should do so by making an entry in the complaint book. The Honorary Secretary, if unable to settle the matter, is required to bring it before the Committee at the next meeting.
2. No servant of the Institute may be punished or reprimanded by any member. In the event of fault being found, a complaint should be entered in the complaint book.

IX.—ACCOUNTS.

1. The accounts of the Institute shall be kept by the Honorary Treasurer, who shall be held responsible for the safe custody of Institute monies, and for the correct accounting of all receipts and expenditure.
2. The transactions of the Institute shall be passed, in so far as possible, through a bank, i.e., all payments to be made by cheque and all receipts to be paid into the bank, excepting only as may be permitted in the case of small payments of not more than Rs. 5.
3. The Honorary Treasurer of the Institute is not allowed to keep large sums of money, the property of the Institute, in his hands. If the amount dealt with is not considered sufficient to open a banking account with, the balance should be deposited with the Chief Accountant.
4. The cash book shall be maintained on the form (books can be had from the Chief Accountant) showing the receipts/expenditure and balances under the heads of Sports, Bar, Billiards and Bank.
5. In addition, Ledger accounts shall be kept to show the amount of cash ticket books in hand.
6. Accounts of members and honorary members shall be maintained in a ledger by the Librarian under the supervision of the Honorary Treasurer.
7. Arrears of more than one month shall be reported to the Honorary Treasurer on the 5th of each month, and by him to the Committee, in order that all steps necessary may be taken to collect the dues.

8. In the case of honorary members failure to pay of one month by the end of the succeeding month entails membership, provided that such arrears have not been liquidated within 7 days after despatch of a letter from the Honorary Secretary calling upon the member concerned to pay the arrears.

9. In the case of members, arrears of two months reported to the Head of Department concerned, shall result in that the amount be stopped from the salary of the member concerned.
10. Receipts on the special form provided for the purpose shall be used for all monies received. There shall be two receipts for the Nairobi Institute: one for the Treasurer and one for the Librarian.
11. Members are requested to see that their receipts are filled in on the special form.
12. The Librarian's receipt book shall be renewed every month by the Honorary Treasurer.
13. Receipts shall be given by the Honorary Treasurer for all monies received by the Librarian on the Paying-in slip book.

EXPENDITURE.

14. All expenditure must be supported by properly receipted vouchers for all sums of Rs. 5 and over. Expenditure under Rs. 5, in cases where it is difficult to obtain a proper voucher, may be supported by the certificate of the Honorary Secretary.
15. No expenditure may be incurred without the previous sanction of the Committee, over and above the regular authorised monthly payments such as establishment and charges of a similar nature.
16. Liabilities on account of the bar and sports may be incurred up to a reasonable amount under the authority of the Honorary Secretary without previous sanction of the Committee, provided that such expenditure is necessary for the efficient maintenance of the bar and sports, and provided that no payments of such accounts are made until the bills have been passed by the Committee.
17. All bills for the bar and sports must be placed before the Committee and their approval obtained, before payment is made.
18. To prevent, as far as possible, liabilities being overlooked, the Honorary Secretary should order articles on proper Order Books with foil and counterfoil. A list of liabilities for which bills have not been received, shall be placed before the Committee at each Committee meeting, with explanations of the steps taken to have them cleared.

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Kenya

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14 May 1921

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Sir I have to ack. the recd.

DRAFT.

Mr. N. 776
Northey

N. 460 of the
transmitting for

MINUTE.

- Mr. Clark
- Mr. Parkinson
- Mr. 17/1
- Mr. Grindle
- Sir H. Lambert
- Sir H. Road
- Sir G. Fiddes

Petition from
in which he asks
Mr. Foregard acting for the
payment to him for War Bonus

on the European scale approved

(2) I have to request that you
cause to be rep'd
to Mr. Foregard that

have received and considered his ^{petition} ~~letter~~

but that I am not prepared to take

any action upon it.