

Rules for Membership

Since its formation in 1983, The City of Norwich Aviation Museum has developed from very humble beginnings to its present standing as an increasingly respected museum and visitor attraction. Our aspiration must be to sustain this development into the future.

As the Museum has grown, and the number of visitors increased, our activities have become more open to public view and interpretation. The standards expected both of the Museum and its members have accordingly been raised. The achievement of Museum & Galleries Commission registration is a measure of the level of quality and service attained to date. The award of future grants etc. will require further commitment to quality and customer care, and the Museum has therefore decided to issue guidelines for members to achieve the required standards.

Joining the Museum

From 1st January 1997, any person wishing to join the Museum as a member may be asked to serve a period of probation for one month. During this period, the individual's suitability for membership will be reviewed and the potential member can decide if they wish to pursue their application. At the end of the months' probation, the Board of the Museum will either approve or decline the application. If accepted, a membership card will be issued.

Every applicant must be prepared to sign the application form agreeing to abide by the museum's guidelines stated herein, together with the museum's health and safety policy document, confirming that both have been read and understood. Every applicant must provide the telephone number of a friend or relative who are to be contacted should they be taken ill. (These details will be kept on file in a sealed envelope to be opened only in emergency if required).

Conduct Guidelines

It is the Museum's objective to function as a "good citizen" in all its activities. The Museum expects all its business activities will be conducted in a legal, ethical, open and moral manner. No member will be asked or expected to compromise these standards.

Membership Responsibilities

Members must not become involved in situations which create a conflict of interests between the Museum and the member.

Members are prohibited from participating in any fraudulent act against the Museum or against any other entity on behalf of the museum.

Members must not give or receive any gift or contribution of such significance that the giving or acceptance could cause or give the appearance of the Museum granting or receiving favour as a result.

Members should not disclose confidential information concerning the Museum's business.

Members are expected to adhere to respectable standards of appearance, dress and behaviour both at the Museum and whilst carrying out business on behalf of the Museum. They are also expected to conduct themselves in an appropriate manner whilst the site is open to visitors.

If a member is under the age of 16 years, they must be supervised by an appropriate adult before being allowed to work on aircraft or other exhibits.

The Management Structure at the Museum

The Museum's operations are organised by a Board of Trustees elected from within and by the membership. The board members will conduct all the museum's dealings with outside organisations and authorities on behalf of the wider membership. Day to day running and management of the Museum is the responsibility of all members and paid staff.

Health & Safety

The Board of Directors of the Museum has a statutory duty under section 2(1) of the Health and Safety at Work Act 1974 to provide "*so far as is reasonably practicable*", safe working conditions for its employees. In turn, all employees should take reasonable care for the health and safety of themselves and of other persons who may be affected by

their acts or omissions at work. Volunteers working at the Museum are considered as members of the public for the purposes of health and safety. **The Museum's written statement of its health and safety policy is available from the office. Make sure that you have read and understood its contents.** These are the *main* safety points to bear in mind:-

You are responsible for your own health and safety, together with anybody else's who may be affected by your actions.

Always wear the correct PPE (Personal Protection Equipment) required for any task you propose to undertake.

Never use any machinery, equipment or chemical substances unless and until you have received instruction in their use and the necessary precautions to take.

Report any faulty equipment or hazards **immediately** to your team leader or a trustee, and see that they are made safe or removed and secured from use until remedial action has been taken.

Do not attempt to move large or heavy objects by yourself – seek assistance.

Report all personal injury accidents **immediately** to your team leader or a member of the Board or paid staff.

Never work in any building while it is open to visitors.

Be mindful of hazards with the potential to cause an accident. **If you see a potential hazard, deal with it immediately.**

Fire Safety

Be aware of the location of fire extinguishers, fire alarms, fire exits and other means of escape.

If you discover a fire, raise the alarm and evacuate the building make sure that everybody on site assembles in the car park. Call the fire brigade and do not attempt to fight the fire unless it is safe to do so.

Ensure fire exits are never blocked inside or out and that safe egress via these is assured at all times.

Make sure that fire doors are kept closed at all times so as to prevent the spread of fire. Never wedge them open.

First Aid

First aid kits are located in the workshop and the office. If first aid is required, contact the Custodian or designated first aider.

Security

Security is the responsibility of all members. You should challenge any unauthorised person who steps over a barrier Or tampers with exhibits in a firm but courteous manner. If there are any problems, contact a Board Member for assistance. If you see any suspicious objects or behaviour, and are in any doubt, you should report it to Board Members on duty on site or, if necessary, call the police.

Misconduct

Some behaviour by members will be considered so serious that membership will be instantly terminated by the Board of Trustees in the best interests of the museum and/ or the other members or visitors. The following instances of misconduct may warrant expulsion from membership:-

Causing damage to the Museums property, business or reputation either intentionally or through gross negligence

Causing or threatening to cause damage to life or property, or injury to another, either whilst at the Museum, or carrying out the Museums business

Dishonesty or theft

Conviction in legal proceedings which, in the board's opinion, make it unsuitable for a member to continue

Sexual or racial discrimination and sexual or any other form of harassment

Gross incompetence

Contravention of Health and Safety Regulations or these Rules for Members

Where a member is expelled, the museum will not refund current membership subscription. The Museum will instigate investigation and prosecution by the police or pursue a claim through the legal system, should this be considered necessary by the Board.

Smoking

Smoking at the Museum site is permitted, but members are asked to be considerate for the comfort of others. Smoking is not permitted indoors.

Alcohol & Drugs

No member shall be under the influence of alcohol or drugs whilst at the Museum or whilst undertaking the Museum's business. Alcohol may be part of a social gathering at the Museum with the Board's approval. Alcohol is not permitted at the Museum at any other time. Drugs (other than those prescribed against a medical prescription) will not be tolerated at the Museum at any time. Violation of this policy will result in termination of membership and possible prosecution.

Misuse of Materials / Equipment

Members work hard to buy materials and equipment for the Museum. Wasteful or incompetent misuse may result in the member being asked for reimbursement. Failure to comply may result in termination of membership.

Co-ordination

Where possible, coordinated projects are undertaken involving as many members as possible in order to expedite completion. This is very much in the best interests of the Museum's progress. Members are expected to cooperate with their colleagues on such occasions, and display teamwork commensurate with the spirit of such a policy. Members are expected to consult a Board Member or the custodian when seeking a task. This will ensure that current priorities are met and that individuals' time is not wasted on tangential projects. If any member has an idea for a particular project, a project application form and associated guidelines sheet is available for completion and must be submitted to the board for approval. This again ensures co-ordination and meeting of policy and health and safety guidelines. This is not required for general care, cleaning and maintenance which does not in any way alter the appearance or layout of an exhibit or display. Members are requested not to correspond, deal or negotiate with outside bodies without prior approval of the board of trustees so as to avoid duplicated or un-coordinated effort.

Respect for Exhibits

The exhibits are of fundamental importance to the Museum. Their care and protection are therefore paramount. All parts removed for restoration must be recorded and individually labeled and replaced as soon as possible. Adequate protection must be applied to any areas exposed by component removal. The location of all exhibits is held on record, and any change of location must be notified to the Curator or custodian. Removal of any item from the premises is expressly forbidden unless prior permission of The Board has been given. Members will be held responsible when negligent, for any loss or damage caused to an exhibit.

Wildlife Protection

The Museum's policy towards wildlife protection is as follows:-

Members must not perform any act designed to, or which may result in the suffering of any item of wildlife on the Museum site.

Members must not deliberately kill any item of wildlife on the site, with the exception of those in the exempt category. Members must not interfere with any birds nests during the nesting season on the Museum site.

Exempt categories:-

Any badly injured or diseased items of wildlife (e.g. rabbits with myxomatosis)

Recognized pests (e.g. flies, wasps) and items of wildlife detrimental to health & safety (e.g. vermin in and around the Museum buildings and site)

All control must be carried out in a humane manner.