

**BYE-LAWS**

At the Council Chamber, Whitehall

14<sup>th</sup> June 2005

**BY THE LORDS OF HER MAJESTY'S MOST HONOURABLE PRIVY COUNCIL**

WHEREAS the Magistrates' Association has duly made revised bye-laws of the Association, as set out in the Schedule to this Order:

AND WHEREAS the said revised Bye-laws have been submitted to the Lords of the Privy Council for allowance:

NOW, THEREFORE, Their Lordships, having taken the said revised Bye-laws into consideration, are pleased to allow the same.

**SCHEDULE**

Revised Bye-laws of the Magistrates' Association referred to in the foregoing Order

Revocation

- 1 The existing Bye-laws established by Article 14 of the Original Charter, incorporating amendments allowed by the Lords of the Privy Council on the 1st January 1971, the 14th January 1975, the 9th December 1980, the 18<sup>th</sup> August 1993 and 26<sup>th</sup> January 2000] are revoked.

Interpretation

- 2 In these Bye-laws, unless the context otherwise requires, words and phrases shall have the same meanings as those assigned to them in the Charter and words importing the masculine gender include the feminine and vice versa, and:
  - (a) "Association" means the Magistrates' Association.
  - (b) "Association Headquarters" means the principal office of the Association.
  - (c) "Branch" means a Branch of the Association recognised by the Board of Trustees.
  - (d) "the Charter" means the Supplemental Charter granted to the Association on 14th June 2005.
  - (e) "Honorary Officers" means the Chairman and Deputy Chairman (or Deputy Chairmen) and the Honorary Treasurer.

- (f) "Member" means a Member of the Association in any grade.
- (g) "Magistrate" means any Justice of the Peace named in any of Her Majesty's Commissions of the Peace or any other person appointed by Her Majesty in any judicial capacity at home or overseas including any person whose name appears on any supplemental list kept under the provisions of the Courts Act 2003 and any such person as aforesaid who has retired.
- (h) "the Original Charter" means the Royal Charter of Incorporation granted to the Association on the 2<sup>nd</sup> October 1962.
- (i) "President", "Vice-President", "Honorary Treasurer" and "Secretary" mean respectively the President, Vice-President, Honorary Treasurer and Secretary of the Association.
- (j) "Retirement Age" means the normal age of retirement of a Magistrate.
- (k) "Triennium" means a period which most nearly equals three years beginning and ending at the close of an Annual General Meeting, one such Meeting marking the beginning of a Triennium being that held in 2004.

### Members

3 The Members of the Association shall consist of:

- (a) Ordinary Members.
- (b) Associate Members.
- (c) Honorary Members.

4 The following persons shall be admitted as Members subject to Bye-law 9:

- (a) Ordinary Member: any Magistrate who makes application for membership in the manner for the time being required by the Board of Trustees and pays an annual subscription or pays or has paid any other membership fee in either case as determined in Bye-law 5.
- (b) Associate Member: subject to the approval of the Board of Trustees, any person who makes application for associate membership in the manner for the time being required by the Board of Trustees and pays an annual subscription or pays or has paid any other membership fee in either case as determined in Bye-law 5.
- (c) Honorary Member: any person co-opted under Bye-law 6.

5 The Board of Trustees may from time to time determine the annual subscriptions or other membership fees of the Association provided that:

- (a) such determinations regarding subscriptions, fees or instalments are approved by a majority of not less than three-fourths of those present and voting at a meeting of the Board of Trustees, and

- (b) not less than thirty clear days' notice has been given to the Members of such meeting and of the changes to be taken into consideration thereat, and
  - (c) if any increased annual subscription exceeds by more than one tenth the corresponding subscription operating fifty weeks before the date determined for such increased subscription to take effect, then it shall not take effect unless and until it has been approved by a majority of not less than two-thirds of those present and voting at a General Meeting.
- 6 The Annual General Meeting may co-opt as Honorary Members for the ensuing year not more than ten persons.

#### Rights of Members

- 7 Every Member, unless his subscription is more than three months in arrear, may attend and speak at General Meetings but only Ordinary Members may vote.
- 8 Every Member, unless his subscription is more than three months in arrear, shall be entitled to receive:
- (a) one free copy of each issue of the Journal of the Association and of the Annual Report, and
  - (b) copies of any other publications and reports issued by the Association upon such terms as the Board of Trustees shall determine.

Provided that the Association may instead of sending a copy of any such document or documents to such Member, make the same available to such Member electronically unless such Member otherwise requests.

#### Termination of Membership

- 9 A Member shall cease to be a Member if:
- (a) he resigns by giving notice in writing to the Secretary, or
  - (b) being a Member who has not paid a life membership fee, his annual subscription is more than six months in arrear, or
  - (c) at a meeting of the Board of Trustees it be resolved, by a majority of not less than three-fourths of those present and voting, that his conduct is or has been prejudicial to the interests of the Association, provided that:
    - (i) such Member has been served in writing with not less than twenty-one days' notice, both of the meeting at which the matter is to be considered and of the motion, giving him an opportunity to reply either personally or in writing, and
    - (ii) the secretary of the Branch to which the Member belongs has been informed, with the same length of notice, of the proposed action and given the opportunity to submit views in writing to the Board of Trustees and to the Member concerned, or

- (d) his name shall be removed from the Commission of the Peace otherwise than at the Member's own request or on his reaching Retirement Age, or
- (e) he shall become incapable by reason of mental disorder.

### General Meetings

- 10 The Annual General Meeting shall be held in each year at such time and place as the Board of Trustees shall fix.
- 11 Not less than twenty-one clear days' notice of any General Meeting (exclusive of both the day on which notice is served, or deemed to be served, and the day of the Meeting), specifying the date, time and place of the Meeting, shall be given to Members in the manner hereinafter mentioned or in such other manner as may from time to time be prescribed by the Board of Trustees but the non-receipt of such notice by, or the accidental omission to give any such notice to, any Member or the fact that those attending and voting included a person or persons not entitled to attend or vote at a General Meeting shall not invalidate the proceedings.
- 12 A copy of the Annual Report of the Board of Trustees shall be sent or made available to every Member before the Annual General Meeting. The notice convening the Annual General Meeting shall contain an agenda including:
  - (a) the election of the Auditors;
  - (b) the presentation and consideration of the accounts to the financial year end last past and the report of the Board of Trustees and Auditors;
  - (c) any report of the Council;
  - (d) any motions to be moved;
  - (e) the general nature of any other business to be transacted.
- 13
  - (a) Notice in writing of any motion which a Member or Branch desires to be moved at an Annual General Meeting shall be delivered to the Secretary not later than 60 days in any year prior to the date of the Annual General Meeting. Motions received after the relevant date may be included in the agenda for discussion at the discretion of the Chairman.
  - (b) An amendment to a motion shall be delivered in writing to the Secretary at least fourteen days prior to the date of the Annual General Meeting.
- 14 The Board of Trustees shall be responsible for the arrangements for General Meetings and shall determine the agenda. Without prejudice to the generality of the foregoing, the Board of Trustees shall select which motions are to be debated at the Annual General Meeting. When determining whether a motion shall be included in the agenda the Board of Trustees shall have no regard whatsoever to the support for, or opposition to, the proposition contained in the motion by any or all of its members. A summary of motions not selected by the Board of Trustees for debate may be

published in an appendix to the Annual General Meeting agenda and shall be considered by the Council and the relevant standing committee.

- 15 In the event of a disagreement between the Board of Trustees and a General Meeting on a question of policy, either the Board of Trustees or a General Meeting may require a postal ballot to be taken of the Members. A motion demanding such a ballot may be moved without previous notice having been given. The result of such a ballot shall be deemed to be the decision of the Association.
- 16 The Chairman may, whenever he thinks fit, and shall, upon requisition in writing signed by not less than one hundred Ordinary Members, convene a Special General Meeting.
- 17 Such a requisition shall state the object of the Special General Meeting proposed to be called and shall be sent to the Secretary at the Association Headquarters and may consist of several documents in like form each signed by one or more Members.
- 18 Upon the receipt of such a requisition, the Chairman shall forthwith proceed to convene a Special General Meeting to be held within six weeks of the date of receipt of the requisition.
- 19 If the Chairman fails to convene a Special General Meeting within the period specified above, the Ordinary Members signing the requisition may themselves convene such a Meeting.
- 20 The notice convening a Special General Meeting shall specify the place, date and time of the Meeting and state the general nature of the business intended to be transacted thereat.

#### Proceedings at General Meetings

- 21 At a General Meeting the Chairman shall preside, but in his absence or at his request the (or a) Deputy Chairman or in the absence of any of the above such other person as the Members present shall elect, shall preside.
- 22 The chairman of a General Meeting may with the consent of the Meeting adjourn any General Meeting from time to time and from place to place but no business shall be transacted at an adjourned Meeting other than business left unfinished at the Meeting from which the adjournment took place.
- 23 One hundred Ordinary Members shall form a quorum.
- 24 If within fifteen minutes from the time appointed for a Meeting a quorum is not present the Meeting, if convened upon the requisition of Members, shall be dissolved. In any other case it shall stand adjourned to such a place, date and time as the chairman of the Meeting shall appoint and notice of the adjourned Meeting shall be sent to every member giving at least seven days' notice in writing.
- 25 Every question submitted to a General Meeting shall be decided in the first instance by a show of hands and in the case of an equality of votes the chairman of the Meeting shall have a casting vote in addition to the vote to which he is entitled as a Member.

- 26 At any General Meeting, unless a ballot is demanded, a declaration by the chairman of the Meeting that a motion has been passed or lost and an entry to that effect in the Minute Book of the Association shall be prima facie evidence of the fact and, in the case of a motion requiring a particular majority, that it was passed by the majority required, without proof of the numbers or proportion of the votes recorded in favour of or against such motion.
- 27 At any General Meeting a ballot may be demanded upon any question (other than the election of a chairman of the Meeting) by not less than fifteen Ordinary Members personally present and entitled to vote.
- 28 If a ballot is demanded it shall be taken during the course of the Meeting by means of the written votes of the Ordinary Members present. Each Ordinary Member present shall have one vote. In the case of an equality of votes the chairman of the Meeting shall have a casting vote in addition to the vote to which he is entitled as a Member.
- 29 The demand for a ballot shall not prevent the Meeting continuing for the transaction of any business other than the question on which a ballot has been demanded.

#### Vice Presidents and Honorary Treasurer

- 30 The Board of Trustees may appoint any person or persons as Vice President and Honorary Treasurer, provided that no person shall be nominated as Honorary Treasurer if he would attain the Retirement Age within a year of his election, or if he is not a Member.

#### Election of Auditors

- 31 The Board of Trustees may nominate any person or persons as Auditor for election by the Annual General Meeting and shall nominate at least one person as Auditor, provided that no person shall be nominated as Auditor unless qualified under Bye-law 74. The Auditor shall hold office from the close of the Annual General Meeting at which he is elected to the close of the Annual General Meeting of the following year.

#### The Council

- 32 The Council shall consist of:
- (a) the Chairman and Deputy Chairman or Deputy Chairmen;
  - (b) the Honorary Treasurer;
  - (c) any Vice Presidents who are still sitting in the Magistrates Court;
  - (d) representatives, each of whom is a member of the Branch he represents, elected by the Ordinary Members of that Branch in accordance with Regulations made by the Board of Trustees;
  - (e) up to five Ordinary or Associate Members co-opted by the Council for a Triennium or for the remainder of the Triennium when filling a casual vacancy. Such co-options shall be made after considering any recommendations made by any selection committee of the Council and any

other nominations made by Council members in writing to the Secretary not less than fourteen clear days in advance of the meeting and with the consent of the nominee.

- 33 The Council shall be elected for a Triennium. Representatives and substitute representatives elected other than at the time of the triennial elections and those appointed to fill casual vacancies shall serve for the remainder of the Triennium.
- 34 The Ordinary Members of any Branch which is entitled to only one representative on the Council may also elect, in such a manner as they may decide, a member of their Branch as a substitute representative who, in the absence of the representative at a Council meeting, shall have the same rights as a representative to attend, speak and vote. A substitute representative shall be entitled to receive copies of all documents sent to the representative for whom he is the substitute.
- 35 If a casual vacancy occurs more than six months before the end of a Triennium the Branch concerned may elect one of its Ordinary or Associate Members to fill the vacancy of representative or substitute representative.
- 36 No person shall be elected or co-opted to be a member of the Council if he would attain Retirement Age before the end of the relevant triennium.
- 37 The Ordinary Members of a Branch may elect the number of representatives which shall be determined in accordance with Regulations made by the Board of Trustees and shall remain unchanged throughout each Triennium.
- 38 A list of the representatives elected to the Council shall be circulated as soon as possible after the start of the Triennium in or with the Association's Journal.
- 39 Subject to the provisions of Bye-laws 36 and 40 any member of the Council whose membership thereof has expired shall be eligible for re-election or co-option as the case may be.
- 40 A member of the Council shall cease to be a member thereof:
  - (a) if he resigns his membership of the Council by notice in writing; or
  - (b) if he ceases to be a Member under Bye-law 9; or
  - (c) upon attaining Retirement Age; or
  - (d) if, being an Ordinary Member, he has ceased to serve either as a Magistrate or in any other active judicial capacity or if, being an Associate Member, he has ceased to serve in any capacity which would then render him eligible to become a Member for the first time; or
  - (e) if he fails to attend a meeting of the Council on three successive occasions without the consent of the Chairman;
  - (f) if at a General Meeting it be resolved, by a majority of not less than three-fourths of those present and voting, that he cease to be a member of the Council, provided that:

- (i) such member has been served in writing with not less than twenty-one days' notice, both of the Meeting at which the matter is to be considered and of the motion, giving him an opportunity to reply either personally or in writing, and
- (ii) the secretary of the Branch to which the member belongs has been informed, with the same length of notice, of the proposed action and given the opportunity to submit views in writing to the General Meeting and to the member concerned; or
- (g) upon his ceasing to be a member of the Branch for which he was elected;
- (h) if he ceases to be a member of the Board of the Trustees pursuant to Bye-laws 56(a), 56(b) or 56(g).

### Meetings of the Council

- 41 The Council shall meet not less than twice in each calendar year.
- 42 At a meeting of the Council the Chairman shall preside or, if the Chairman be absent, a Deputy Chairman or, in the absence of any of the foregoing, such other person as the members present shall elect. In the event of equality of votes the person presiding shall have a second or casting vote.
- 43 The Chairman may, and on the requisition in writing of not less than twenty members of the Council stating the purpose of the meeting shall, convene a special meeting of the Council.
- 44 Not less than fourteen clear days' notice of a meeting shall be given to members of the Council, unless the Chairman certifies that the business to be transacted is so urgent as to justify shorter notice. A copy of the agenda and, wherever practicable, reports of the committees shall be sent to members before the meeting, provided always that not less than twenty-one days' notice shall be given of a meeting called for the purposes of Article 16 of the Charter.
- 45 One fifth of all those members of the Council who have been elected by Branches shall form a quorum, but if at any meeting there is not present at least one elected member from each of at least one half of all the Branches then, notwithstanding any provision in standing orders or other wise, motions to vary or rescind any decisions of such meeting may be moved at the next meeting by any member of the Council.
- 46 If within fifteen minutes from the time appointed for a meeting of the Council a quorum is not present the meeting, if convened upon the requisition of members of the Council, shall be dissolved. In any other case the meeting shall stand adjourned to such date, time and place as the Chairman shall appoint, and a notice of the adjourned meeting shall be sent to every member of the Council.
- 47 Any Member may, through his Branch or having advised his Branch secretary, send to the Secretary of the Association a notice of any matter he wishes discussed by the Council and the Secretary shall bring such matter before the next ordinary meeting of

the appropriate committee for report to the Council unless the Chairman authorises the matter to be brought direct to the Council.

- 48 Subject as aforesaid, the Council may meet for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit. Questions arising at a meeting of the Council shall be decided by a majority of the votes of members attending and voting. In the case of an equality of votes the chairman of the meeting shall have a second or casting vote.

#### Board of Trustees

- 49 The affairs and property of the Association shall be controlled by the Board of Trustees. The Board of Trustees or a meeting thereof duly convened and at which a quorum is present shall be competent to exercise all the powers of the Association which are not hereby required to be exercised or done by the Council or by the Association in General Meeting.
- 50 The Board of Trustees shall consist of not less than nine and not more than twelve members of the Council elected by the Council according to a procedure prescribed in Regulations made by the Board of Trustees. The Board of Trustees may also co-opt three Members of the Association. Co-opted Trustees shall retire at each Annual General Meeting but shall be eligible to be co-opted again.

#### Appointment and Retirement

- 51 At the close of each Annual General Meeting of the Association one-third of the Trustees shall retire from office. If their number is not three or a multiple of three the number nearest one third shall retire.
- 52 The Trustees to retire by rotation shall be those who have been longest in office since their last appointment or re-appointment, but as between persons who became or were last re-appointed Trustees on the same day those to retire shall (unless they otherwise agree amongst themselves) be determined by lot.
- 53 The Council may by resolution prior to the Annual General Meeting appoint a member of Council who is willing to be a Trustee to fill a vacancy arising upon retirement of a Trustee at the close of such Annual General Meeting.
- 54 If the Council does not fill the vacancy, the retiring Trustee shall, if willing to act, be deemed to be re-appointed unless Council has resolved not to fill the vacancy or unless a resolution for the re-appointment of the Trustee has been put to Council and lost.
- 55 Save as otherwise provided in the Bye-laws a Trustee who retires at the close of an Annual General Meeting may, if willing to act, be reappointed. A Trustee may not, unless he is the Chairman or (a) Deputy Chairman hold office for more than two consecutive terms of three years. The Chairman may, if he would otherwise have served such term while Chairman, hold office for three consecutive terms.
- 56 The office of Trustee shall be vacated:

- (a) if such Trustee is adjudicated bankrupt, suspends payment or compounds with his creditors;
- (b) if such Trustee is found by reason of mental disorder, illness or injury to be incapable of managing his own affairs;
- (c) if such Trustee by notice in writing to the Secretary resigns as a Trustee;
- (d) if such Trustee is absent from three consecutive meetings of the Board of Trustees without the consent of the Chairman and the Board of Trustees so resolves;
- (e) if such Trustee is removed from office by a resolution passed by a majority of not less than three-fourths of those Council members eligible and voting;
- (f) if such Trustee ceases to be a member of the Council for any reason;
- (g) if such Trustee is convicted of any criminal offence other than any minor motoring or similar offence.

Proceedings of the Board

- 57 Subject to the provisions of the Charter and these Bye-laws, the Board of Trustees may meet for despatch of business, adjourn, determine the quorum necessary for the transaction of business and otherwise regulate their proceedings and those of the committees as it shall think fit provided that such meetings shall be held at least four times during the year. Unless otherwise determined seven Trustees shall form a quorum.
- 58 Meetings of the Board of Trustees, if the Board of Trustees so resolve at a meeting attended in person, may be held using audio or video conferencing facilities provided that each Trustee attending can be heard by the others attending.
- 59 The Chairman or two Trustees may, and on the request of the Chairman or such Trustees, the Secretary shall, at any time, summon a meeting of the Trustees by notice served upon all Trustees.
- 60 All acts bona fide done by any meeting of the Board of Trustees or of any committee of the Board of Trustees, or by any person acting as a committee member, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such person or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Trustee or member of the committee as the case may be.
- 61 A resolution in writing signed by all the Trustees or by all the members for the time being of any committee of the Board of Trustees who are entitled to receive notice of a meeting of the Board of Trustees or of such committee shall be as valid and effectual as if it had been passed at a meeting of the Board of Trustees or of such committee duly convened and constituted. Any such written instrument may be in several parts each signed by one or more Trustees or members of the committee as the

case may be. Digital signatures and faxed signatures will suffice for the purposes of this Bye-law.

#### Committees

- 62 At its first meeting of the Triennium each of the Board of Trustees and the Council shall appoint from among its members and others such committees as it may deem necessary, and in each case may delegate to such committees such powers and duties as it thinks fit. The Board of Trustees shall make rules for the selection procedure for committees.
- 63 Each committee of the Board of Trustees or of Council shall consist of such number of members, as the Board of Trustees or Council as the case may be shall from time to time determine. In addition to such members, the Chairman and Deputy Chairman (or Deputy Chairmen) shall be ex-officio members of all committees.

#### Minutes

- 64 The Board of Trustees and the Council shall cause minutes to be made of all Resolutions and proceedings of General Meetings and meetings of the Council and of the Board of Trustees and any committee thereof within five weeks of any such meeting and such minutes, if signed by the chairman of the meeting to which they relate, or at which they are read, shall be received as conclusive evidence of the facts therein stated.
- 65 Subject to any reasonable restriction as to time and manner of inspecting the same that may be imposed by the Board of Trustees, any minutes shall be open to the inspection of Members.

#### Chairman and Deputy Chairman

- 66 At the Council meeting which precedes each Annual General Meeting, the Council shall elect from the Board of Trustees a Chairman and up to two Deputy Chairmen, who shall take office from the close of the next Annual General Meeting. A Chairman shall be eligible for re-election, subject to a maximum term of three consecutive years. A Deputy Chairman shall be eligible for re-election subject to a maximum term of six consecutive years.
- 67 No person shall be elected as Chairman or Deputy Chairman if he would attain Retirement Age before the date of the next Annual General Meeting. In the event of a Chairman or Deputy Chairman dying or otherwise ceasing to hold office, the Council shall at its next meeting thereafter elect a successor who shall hold office until the end of the next Annual General Meeting.

#### Honorary Treasurer

- 68 The Honorary Treasurer shall be appointed by the Board of Trustees for such term as the Board may decide. In the event of the death of the Honorary Treasurer or of his relinquishing office, the Honorary Officers may appoint an Acting Honorary Treasurer to perform the functions of the Honorary Treasurer until the next Board of Trustees meeting.

### Accounts

- 69 The Board of Trustees shall cause true and full accounts to be kept of the assets and liabilities, income and expenditure of the Association.
- 70 The books of account shall be kept at the Association Headquarters or at such other place or places as the Board of Trustees may think fit and, subject to any reasonable restrictions as to time and manner of inspecting the same that may be imposed by the Board of Trustees, shall be open to the inspection of Members.

### Banking

- 71 One or more accounts shall be kept in the name of the Association at a bank or banks to be approved by the Board of Trustees. The Board of Trustees shall from time to time determine the conditions upon which cheques and drafts on the Association's bankers shall be signed.
- 72 The Honorary Treasurer, or the Secretary on his behalf, shall receive all donations, legacies, subscriptions and other income to the funds of the Association and report the same from time to time as soon as may be after receipt thereof to the Board of Trustees, and the receipt of the Honorary Treasurer, or the Secretary on his behalf, shall be a valid discharge for any donation, legacy and all other moneys paid, given or bequeathed to the Association.

### Auditors

- 73 At least once in every year the accounts of the Association shall be audited.
- 74 The Auditor, who shall be eligible for appointment as company auditors under the Companies Acts 1985 to 1989 as from time to time amended or re-enacted, may be a Member but no person shall be eligible as an Auditor who is interested otherwise than as a Member in any transaction of the Association; and no member of the Board of Trustees or other officer of the Association shall be eligible as an Auditor during his period in office.
- 75 The remuneration of the Auditors shall be fixed by the Board of Trustees.
- 76 Subject as provided in Bye-law 74, any Auditor shall be eligible for re-election.
- 77 If any casual vacancy occurs in the office of Auditor, it may be filled by the Board of Trustees.
- 78 The Auditor shall have, at his request, a list delivered to him of all books kept and securities held by the Association and shall at all reasonable time have access to the books and accounts and vouchers of the Association. He shall also be supplied with a copy of the balance sheet and income and expenditure account, and it shall be his duty to examine the same with the books, accounts and vouchers relating thereto.
- 79 The Auditor shall report to the Members as to the correctness of the balance sheet and income and expenditure account and of the list of securities, and may make such report to the Members thereon as he thinks proper.

## Branches

- 80 The Board of Trustees may recognise as a Branch any group of a hundred and fifty or more Ordinary Members which makes application therefor provided that such group is prepared to be governed by rules not conflicting with the model rules for the time being prescribed by the Board of Trustees. Any modifications required to suit local conditions shall be agreed between the Chairman and the Branch, and the Chairman shall bring to the Board of Trustees for decision any matter which in his ruling so requires.
- 81 The name of every Branch shall indicate that it is a Branch of the Association.
- 82 A Branch may, subject to its own rules and to these Bye-laws, generally manage its own affairs. It shall not take any action which conflicts with the declared policy and objects of the Association, but may make representations to the Council thereon. Official representations to other bodies shall only be made with the sanction of the Board of Trustees, except on administrative matters within the Branch area.
- 83 The Association shall make an annual contribution to the funds of a Branch of such a sum for each member of the Branch as the Board of Trustees may from time to time decide. A Branch shall not levy a separate subscription, but may ask its members to make voluntary contributions towards Branch expenses.
- 84 The Board of Trustees may cease to recognise any Branch which comprises less than one hundred Ordinary Members.
- 85 Where on or after the recognition of a new Branch the calculation of its representation on the Council in accordance with the relevant regulations would be based on the number of Ordinary Members at a date before its recognition, the numbers of Ordinary Members of the Branch and of the Association used for the purposes of the calculations shall be the numbers at the date of the recognition of the Branch.

## Affiliation

- 86 Any body of persons interested in the administration of justice in any part of the world may with the approval of the Board of Trustees become affiliated to the Association on payment of such fee as the Board of Trustees may decide. Any such bodies so affiliated shall receive copies of the Journal of the Association and of the annual report in such quantity as the Board of Trustees may decide.

## Notices

- 87 A notice may be served by the Association upon any Member either personally or by posting it in a prepaid letter addressed to such Member at his registered address or by enclosing the same with or printing it in any publication issued by the Association to its Members.
- 88 Any notice served by the Association by post in accordance with the preceding Bye-law shall be deemed to have been served two days after the day on which it was posted, and in proving such service it shall be sufficient to prove that the notice was properly addressed and posted.