



# Magistrates Association

## BYE-LAWS

At the Council Chamber, Whitehall

THE 12<sup>th</sup> DAY OF FEBRUARY 2013

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

The Privy Council has approved revised Bye-laws for the Magistrates' Association as set out in the Schedule to this Order.

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## SCHEDULE

Revised Bye-laws of the Magistrates' Association

### Interpretation

- 1 In these Bye-laws, unless the context otherwise required, 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) "Active Service" shall be as defined by the Board in Regulations, and "Actively Serving" shall be interpreted accordingly.
  - (b) "Association" means the Magistrates' Association.
  - (c) "Association Headquarters" means the principal office of the Association.
  - (d) "Branch" means a Branch of the Association recognised by the Board of Trustees.
  - (e) "The Charter" means the original Charter together with any Supplemental Charter, as amended, added to, or revoked.
  - (f) "Honorary Officers" means the Chairman and Deputy Chairman (or Deputy Chairmen) and the Honorary Treasurer.
  - (g) "Member" means a Member of the Association in any grade.
  - (h) "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 whether at the Retirement Age or otherwise.

- (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.

### Members

- 2 The Members of the Association shall consist of:
  - (a) Ordinary Members.
  - (b) Associate Members.
  - (c) Honorary Members.
- 3 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 such annual subscription or pays or has paid any other such membership fee in either case as is set out in Regulations from time to time.
  - (b) Associate Members: subject to the approval of the Board of Trustees, any other person who makes application for associate membership in any manner as is for the time being required by the Board of Trustees and pays such annual subscription or pays or has paid any other such membership fee in either case as is set out in Regulations from time, and who satisfies any criteria for admission as are set down by the Board of Trustees in Regulations from time to time. For the avoidance of doubt, the Board of Trustees may delegate the power to accept or reject any such applications in accordance with any such Regulations.
  - (c) Honorary Member: any person co-opted under Bye-law 6.
- 4 The Board of Trustees may from time to time determine and charge any annual subscriptions or other membership fees of the Association as the Board of Trustees may determine, such fees to be set out in Regulations.
- 5 The Annual General Meeting may co-opt as Honorary Members for the ensuing year not more than ten persons.

### Rights of Members

- 6 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 and appoint proxies. A proxy may exercise all or any of the Ordinary Member's rights to attend, speak and vote at a General Meeting.



- 7 Every Member, unless his subscription is more than three months in arrear, shall be entitled to receive such publications and other benefits as are set out in Regulations from time to time.

#### Termination of Membership

- 8 (a) A Member shall cease to be a Member if:
- (i) he resigns by giving notice in writing to the Secretary, or
  - (ii) being a Member who has not paid a life membership fee, his annual subscription or other membership fee is more than six months in arrear and the Board of Trustees resolve to terminate his membership, or
  - (iii) 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:
    - (A) such Member has been served in writing with not less than fourteen 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
    - (B) 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
  - (iv) in the case of a an Ordinary Member, his name is removed from the Commission of the Peace otherwise than at the Member's own request and otherwise than on his reaching Retirement Age, or
  - (v) he is considered by the Board of Trustees to have become incapable whether mentally or physically of managing his own affairs and a majority of the Trustees resolve that he must cease to be a Member.

#### General Meetings

- 9 The Annual General Meeting shall be held in each year at such time and place as the Board of Trustees shall fix.
- 10 Not less than fourteen 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 in Regulations 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.



- 11 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 motions to be moved;
  - (d) the general nature of any other business to be transacted.
- 12
  - (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.
- 13 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 the Trustees. 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 Board of Trustees and/or the relevant Standing Committee.
- 14 In the event of a disagreement between the Board of Trustees and a General Meeting on a question of policy, either the chairman of the meeting or the requisite number of Ordinary Members may demand that a ballot be taken of the Ordinary Members on that question. A demand for such a ballot may be made without previous notice having been given. The result of any resulting ballot shall be deemed to be the decision of the Association.
- 15 The Chairman may, whenever he thinks fit, and shall, upon requisition in writing signed by not less than one hundred Ordinary Members, convene a General Meeting.
- 16 Such a requisition shall state the object of the 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.
- 17 Upon the receipt of such a requisition, the Chairman shall forthwith proceed to convene a General Meeting to be held within six weeks of the date of receipt of the requisition.



- 18 If the Chairman fails to convene a General Meeting within the period specified above, the Ordinary Members signing the requisition may themselves convene such a Meeting.
- 19 The notice convening a 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

- 20 At a General Meeting the Chairman shall preside, but in his absence or at his request the (or a) Deputy Chairman or another Trustee or in the absence of any of the above such other person as the Members present shall elect, shall preside.
- 21 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.
- 22 One hundred Ordinary Members present in person or by proxy shall form a quorum.
- 23 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.
- 24 Every question submitted to a General Meeting shall be decided in the first instance by a show of hands unless a ballot is demanded (before or after the result of the show of hands is declared). Each Ordinary Member present in person or by proxy shall have the same number of votes as every other Ordinary Member present in person or by proxy. In the case of an equality of votes, whether on a show of hands or in a ballot, the chairman of the Meeting shall have a casting vote in addition to the vote or votes to which he is entitled as a Member.
- 25 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.
- 26
  - (a) A ballot may be demanded upon any question (other than the election of a chairman of the Meeting) by the chairman of the meeting or by not less than fifteen Ordinary Members present in person or by proxy and entitled to vote.
  - (b) A ballot must be demanded by the chairman of the meeting if it is brought to his attention that any individual is appointed as proxy for more than one Ordinary Member.

- (c) A ballot may be implemented by any method decided by the Board of Trustees.
- (d) If a ballot is demanded it may be taken during the course of the Meeting or within a reasonable time after the meeting.
- (e) 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.

27 General Meetings, if so resolved at a General Meeting attended in person or by proxy, may be held using audio or video conferencing facilities or other electronic devices, provided that each Member attending can hear and be heard by the others attending.

#### Postal or Electronic Voting

28 The Board of Trustees may generally or specifically resolve to authorise the use of a postal or electronic ballot for the election of Trustees and/or the passing of any other resolution. The requirements for postal or electronic voting shall be set out in Regulations.

#### Vice Presidents

29 The Board of Trustees may appoint any person or persons as Vice President. The Board of Trustees may specify in Regulations other appointment criteria as it may consider necessary.

#### Election of Auditors

30 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 73. 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

31 The Council shall consist of:

- (a) the Board of Trustees;
- (b) the chairman of each of the Standing Committees;
- (c) 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 (Representatives), such election to take effect at the end of the next following Annual General Meeting;
- (d) up to five Ordinary Members co-opted by the Council in accordance with Regulations made by the Board of Trustees (the Co-opted Council Members).



- 32 The Board of Trustees and the chairman of each of the Standing Committees shall be ex officio members of the Council.
- 33 One third of the Representatives will retire from the Council in each calendar year, such retirement to take effect from the end of the Annual General Meeting in that calendar year and:
- (a) Ordinary Members appointed to fill a casual vacancy amongst the Representatives and the Co-opted Council Members shall not count towards the calculation of one third;
  - (b) The Representatives to retire shall be those who have been longest in office since their last election. As between persons whose election as Representatives took effect on the same day, those to retire shall be determined by lot; and
  - (c) Any retiring Representative is eligible for re-election by the Branch that he represents, such re-election to take effect on the day of the relevant Annual General Meeting. Except as may be required through filling a casual vacancy, Representatives will serve on Council for a term of office of three years before retiring or standing for re-election.
- 34 Where a Branch has only one Representative on the Council, the Branch may elect, in such manner as they decide, an Ordinary 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 that Representative to attend, speak and vote. A substitute representative shall, upon providing reasonable notice of his substitution, be entitled to receive copies of documents which would have been sent to the Representative for whom he is the substitute. Substitute representatives shall be elected for such term as a Branch may decide but no substitute representative may be elected for more than three years without standing for re-election.
- 35 Representatives appointed by a Branch to fill their Representative's casual vacancy shall serve for the remainder of the term of the Representative who they replace.
- 36 No person shall be elected or re-elected, appointed or re-appointed, co-opted or re-co-opted to be a member of the Council if he would attain Retirement Age during his term of office.
- 37 A list of the Representatives elected to the Council shall be published annually.
- 38 An ex officio Council member shall cease to be a Council member when he ceases to hold the office which entitled him to serve on the Council.
- 39 A Representative and a Co-opted Council Member shall cease to be a Council member:
- (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 8; or

- (c) upon attaining Retirement Age; or
- (d) if he has ceased Active Service and a majority of the Trustees resolve that he must cease to be a Council member; 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 fourteen 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.

#### Meetings of the Council

- 40 The Council shall meet not less than twice in each calendar year.
- 41 At a meeting of the Council the Chairman shall preside as chairman of the meeting or, if the Chairman be absent or at his request, a Deputy Chairman or another Trustee 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.
- 42 The Chairman may, and on the requisition in writing of not less than twenty Council members stating the purpose of the meeting shall, convene a special meeting of the Council.
- 43 Not less than fourteen clear days' notice of a meeting shall be given to Council members, unless the Chairman certifies that the business to be transacted is so urgent as to justify shorter notice. A copy of the agenda shall be sent to Council members before the meeting.
- 44 One fifth of the Representatives shall form a quorum, but if at any meeting there is not present at least one Representative from each of at least half of all the Branches then, notwithstanding any other provision, motions to vary or rescind any decisions of such meeting may be moved at the next meeting by any Council member.
- 45 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 Council





members, 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 Council member.

- 46 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 meeting of the appropriate Standing Committee for report to the Council unless the Chairman authorises the matter to be brought direct to the Council.
- 47 Subject as aforesaid, the Council may meet for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit. Meetings of the Council, if the Council so resolve at a meeting attended in person, may be held using audio or video conferencing facilities or other electronic devices, provided that each Council member attending can hear and be heard by the others attending. Questions arising at a meeting of the Council shall be decided by a majority of the votes of Council members attending and voting and each Council member shall have one vote. In the case of an equality of votes the chairman of the meeting shall have a second or casting vote.

#### Board of Trustees

- 48 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 Association in General Meeting.
- 49 The Board of Trustees shall consist of:
- (a) the Chairman and the Deputy Chairman or Deputy Chairmen, elected by the Ordinary Members from amongst the current Trustees and the current Chairmen of the Standing Committees for the immediately preceding year;
  - (b) the Honorary Treasurer appointed by the Board in its discretion;
  - (c) six other Trustees elected by the Ordinary Members from amongst the Ordinary Members, provided that any person standing for election under this Bye-law 50(c) must be Actively Serving;
  - (d) not more than two Members of the Association co-opted at any time by the Board in their absolute discretion. Co-opted Trustees may be removed by the Board at any time and in any case shall retire at each Annual General Meeting but shall be eligible to be co-opted again up to three times.

#### Appointment and Retirement

- 50 At the third Annual General Meeting after his last election a Trustee elected under Bye Law 50(c) shall retire. Such a retiring Trustee shall be eligible for re-election provided no such Trustee may continue to serve after six consecutive years in office.



Time spent as Chairman or Deputy Chairman shall be disregarded when calculating this maximum consecutive term.

- 51 At every Annual General Meeting the Chairman and any Deputy Chairmen shall retire. A retiring Chairman or Deputy Chairman shall be eligible for re-election to those positions provided that no-one may serve as Chairman for more than three years (whether consecutive or not) and no-one may serve as a Deputy Chairman for more than six years (whether consecutive or not). For the avoidance of doubt, time spent on the Board of Trustees otherwise than as an Honorary Officer shall be disregarded when calculating these maximum terms.
- 52 For the purposes of Bye Laws 50 and 51 a “year” shall mean a complete period of service between two Annual General Meetings.
- 53 The Board must by resolution between Annual General Meetings appoint an Ordinary Member to fill any vacancy amongst the elected Trustees. A Trustee appointed to fill any casual vacancy will hold that office until the next Annual General Meeting where they must retire but may stand for election. Any time spent filling a casual vacancy shall not count towards any maximum terms.
- 54 For the purposes of calculating whether a Trustee or Honorary Officer is due to retire under these Bye Laws, account shall be taken of any time served on the Board by the Trustee or Honorary Officer in those same roles prior to the adoption of these Bye Laws.
- 55 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 considered by the Board of Trustees to have become incapable whether mentally or physically of managing his own affairs and a majority of the other Trustees resolve that he must cease to hold office;
  - (c) if such Trustee by notice in writing to the Secretary resigns as a Trustee provided there are at least six Trustees remaining in office;
  - (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 the other Board members present and voting provided that such Trustee has been served in writing with not less than fourteen days' notice, both of the meeting at which the matter is to be considered and of the resolution, giving him an opportunity to reply either personally or in writing,
  - (f) in the case of a Trustee elected under Bye-law 50(c), if that Trustee ceases Active Service and a majority of the other Trustees resolve that he must cease

to hold office;

- (g) if such Trustee is barred from membership of the Board because of any order made under the Charities Act 2011 or any other legislation; or
- (h) if such Trustee is convicted of any indictable criminal offence.

#### Proceedings of the Board

- 56 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 Standing Committees as it shall think fit provided that such meetings shall be held at least four times during the year. Unless otherwise determined any six Trustees shall form a quorum.
- 57 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 or such other electronic facilities as become available, provided that each Trustee attending can hear and be heard by the others attending.
- 58 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 reasonable notice served upon all Trustees.
- 59 All acts bona fide done by any meeting of the Board of Trustees or of any Standing Committee of the Board of Trustees, or of the Council, or by any person acting as a Standing 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.
- 60 A resolution in writing signed by all the Trustees or by all the members for the time being of any Standing Committee of the Board of Trustees who are entitled to receive notice of a meeting of the Board of Trustees or of such Standing Committee shall be as valid and effectual as if it had been passed at a meeting of the Board of Trustees or of such Standing 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 Standing Committee as the case may be. Digital signatures and faxed signatures will suffice for the purposes of this Bye-law.

#### Standing Committees

- 61 The Board of Trustees shall establish, review and disband such Standing Committees as it may deem necessary from time to time, and in each case may delegate to such Standing Committees such powers and duties as it thinks fit. The Board of Trustees shall make Regulations for the selection procedure for Standing Committees.



- 62 Each Standing Committee of the Board of Trustees shall consist of such number of committee members as the Board of Trustees shall from time to time determine in Regulations. In addition to such members, the Chairman and Deputy Chairman (or Deputy Chairmen) shall be ex-officio members of all Standing Committees.

#### Minutes

- 63 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 Standing 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.
- 64 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

- 65 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.
- 66 In the event of a Chairman or Deputy Chairman dying or otherwise ceasing to hold office, the Board shall at its next meeting thereafter appoint a successor who shall hold office until the end of the next Annual General Meeting.

#### Honorary Treasurer

- 67 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 other Honorary Officers may appoint an Acting Honorary Treasurer to perform the functions of the Honorary Treasurer until the next Board of Trustees meeting.

#### Accounts

- 68 The Board of Trustees shall cause true and full accounts to be kept of the assets and liabilities, income and expenditure of the Association.
- 69 The records 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, may be open to the inspection of Members.

#### Banking

- 70 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 transactions of the Association shall be



authorised.

- 71 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 them to the Board of Trustees.

### Auditors

- 72 At least once in every year the accounts of the Association shall be audited.
- 73 The Auditor, who shall be eligible for appointment as company auditors under the Companies Act 2006 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.
- 74 The remuneration of the Auditors shall be fixed by the Board of Trustees.
- 75 Subject as provided in Bye-law 74, any Auditor shall be eligible for re-election.
- 76 If any casual vacancy occurs in the office of Auditor, it may be filled by the Board of Trustees.

### Branches

- 77 The Board of Trustees may in its discretion recognise as a Branch any group of Ordinary Members which makes an application provided that such group is prepared to be governed by such minimum standards as are notified to the Branch by the Board of Trustees from time to time. A Branch may be asked to provide evidence of its compliance with such minimum standards.
- 78 The name of every Branch shall indicate that it is a Branch of the Association.
- 79 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 Board thereon.
- 80 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.
- 81 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.
- 82 The Board of Trustees may cease to recognise any Branch which fails to provide evidence that it meets such minimum standards as are notified to the Branch by the Board of Trustees from time to time.

### Affiliation

- 83 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

- 84 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, or by any other method approved by the Board of Trustees.
- 85 Any notice served by the Association in accordance with the preceding Bye-law shall be deemed to have been served two days after the day on which it was posted or sent, and in proving such service it shall be sufficient to prove that the notice was properly addressed and posted or sent.

### Officers

- 86 From time-to-time the Board of Trustees may designate membership of, or holding office in, certain organisations to be incompatible with being an officer of the Association. These individuals will be ineligible to serve as:
- (a) An Honorary Officer (1.f),
  - (b) A member of Council (31-39),
  - (c) A member of the Board of Trustees (49-49),
  - (d) An officer of a recognised branch of the Association (77-82),
  - (e) A member (or chair) of the Standing Committees,
  - (f) Co-opted members of the Board of Trustees, Council or the Standing Committees,
  - (g) Such other Association role-holders as the Board of Trustees may from time-to-time designate.