



At the Council Chamber, Whitehall

THE 16th DAY OF NOVEMBER 2016

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

The Privy Council has approved the amendments to the Bye-laws of The Chartered Institute of Payroll Professionals set out in the Schedule to this Order.

Richard J. Gibson

SCHEDULE

AMENDMENTS TO THE BYE-LAWS OF
THE CHARTERED INSTITUTE OF PAYROLL PROFESSIONALS

1. In Bye-law 1:
 - (i) **renumber** 1(e) to 1(r) as 1(f) to 1(s);
 - (ii) **insert** new definition 1(e):

“(e) “Directors” means a member of the Board with voting rights;”;
 - (iii) **delete** 1(j) as renumbered and **substitute**:

“(j) “Member” shall mean a person in the category of voting member of the Institute;”.
2. **Delete** Bye-laws 3 and 4 and **substitute**:
 - “3. The following shall be members of the Institute:
 - (a) persons who are members of the Company at the date these Bye-laws first come into force and effect;

- (b) persons who are admitted as members under the Charter and Bye-laws.

4. There shall be no limit on the number of members with which the Institute is registered.

There shall be the following categories of voting member:

- (a) Fellow
- (b) Member
- (c) Associate
- (d) Chartered Professional

Other classes of Member may be set up from time to time by the Board. The Board shall so have power at its discretion to discontinue admissions to any class of membership or to close down any such class or classes.”.

3. **Delete** Bye-laws 6, 7 and 8 and **substitute**:

“6. The members shall be entitled to use the following designatory initials:

Fellow – “FCIPP”
Member – “MCIPP”
Associate – “ACIPP”

Chartered Professional – shall use the title Chartered Professional in full and shall use the letters according to their area of the profession:

CPay – Payroll
CPen – Pensions
CRew - Reward.

- 7. (a) All categories of membership may, subject to Regulations, use the title “member of the Chartered Institute of Payroll Professionals”.
- (b) Other privileges, excluding the right to use titles including the word “Chartered”, may be conferred on members by or under Regulations.
- 8. Applications for admission to membership shall be considered in such a manner as the Board may from time to time direct. The requirements for upward progression from Associate to a higher level category of membership shall be:
 - (a) the member shall have a recognised CIPP Foundation Degree (or its previous equivalent level) / CIPP BA (Hons) / CIPP MSc qualification, or;

(b) qualify via the CIPP upgrade test.”.

4. In Bye-laws 18, 19, 20, 28(d) and 31(a) *delete* “members” and *substitute* “Members” wherever it occurs.
5. *Delete* Bye-law 25(a) and *substitute*:
“25(a) a number to be recommended by the Governance Committee and approved by the Board, at least one of whom will be elected to specifically represent members' pensions profession interests, elected in accordance with Regulations, a minimum of two of whom shall retire each year;”.
6. *Delete* Bye-law 27(b) and *substitute*:
“27(b) specify the quorum for meetings of the Board but this will be no less than 3 members;”.
7. In Bye-law 31(c) *delete* “dissolve” and *substitute* “dissolving”.
8. In Bye-law 32 *delete* “trustees) to” and *substitute* “Directors)”.
9. In Bye-law 33 *delete* “trustees” and *substitute* “Directors”.
10. *Delete* the Transitional Provisions at Bye-laws 43 to 48 inclusive.