



CIA Bylaws

Consolidation Effective as of November 20, 1996
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Revised November 1997
Revised June 1998
Revised November 1998
Revised June 1999
Revised July 2000
Revised July 2001
Revised December 2001
Revised January 2003
Revised November 2003
Revised July 2005
Revised July 2006
Revised October 2006
Revised January 2007
Revised July 2007
Revised June 2012
Revised July 2012
Revised July 2013
Revised July 2014

Revised September 2016

Document ~~214076216XXX~~

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**Section 1
Interpretation**

1.01 In these Bylaws, unless the context otherwise requires,

- Actuarial Board for Counseling and Discipline (1) “Actuarial Board for Counseling and Discipline” means the Actuarial Board for Counseling and Discipline established as an independent entity managed through the American Academy of Actuaries on January 1, 1992;
- Actuarial Standards Board “Conseil des normes actuarielles” (2) “Actuarial Standards Board” means the Actuarial Standards Board established by the Institute in Section 11.1 and that, as of January 1, 2007, is overseen by the Actuarial Standards Oversight Council; **[Adopted July 1/06; Modified Jan. 1/07]**
[Note: Prior to its repeal on November 20, 1998, “Actuarial Standards Board” meant the Actuarial Standards Board established as an independent entity managed through the American Academy of Actuaries]
- Actuarial Standards Oversight Council “Conseil de surveillance des normes actuarielles” (2.01.1) “Actuarial Standards Oversight Council” means the Actuarial Standards Oversight Council established by the Institute in Section 13.1; **[Adopted Jan. 1/07]**
- Affiliate “affilié” (2.1) “Affiliate” means, as of January 1, 2003, a person enrolled as an affiliate of the Institute; **[Adopted Jan. 1/03]**
- American Academy of Actuaries (3) “American Academy of Actuaries” means the American Academy of Actuaries organized under the Illinois General Not for Profit Corporation Act on April 29, 1966;
- American Society of Pension Actuaries (3.1) “American Society of Pension Actuaries” means the American Society of Pension Actuaries founded on October 21, 1966, with registered office in Arlington, Virginia; **[Adopted Nov. 20/98]**

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Associate "associé"	(3.1.1) "Associate" means, as of July 1, 2001, a person enrolled as an associate of the Institute; [Adopted July 1/01; Modified June 1/12]
Board "Conseil d'administration"	(3.2) "Board" means, as of July 1, 2000, the governing body of the Institute, referred to as the Council in section 6 of the <i>Act to Incorporate Canadian Institute of Actuaries</i> , S.C. 1964-65, c. 76. In the present Bylaws, reference to the Board may also include the Former Council where the context so requires; [Adopted July 1/00]
Board Year "année-conseil"	(3.3) "Board Year" means the period between the close of two successive Annual General Meetings, and may include reference to the period between the close of two successive Annual General Meetings prior to July 1, 2000 when the Board was referred to as the Council where the context so requires; [Adopted July 1/00]
Bylaws "statuts administratifs"	(4) "Bylaws" means the bylaws of the Institute as in effect from time to time;
Casualty Actuarial Society	(5) "Casualty Actuarial Society" means the Casualty Actuarial Society founded in 1914, with registered office in Arlington, Virginia;
Colegio Nacional de Actuarios, C.A.	(6) [Note: repealed Nov. 20/98]
Conference of Consulting Actuaries	(6.1) "Conference of Consulting Actuaries" means the Conference of Consulting Actuaries in Public Practice founded in 1949 and named Conference of Consulting Actuaries in 1991, with registered office in Buffalo Grove, Illinois; [Adopted Nov. 20/98]
Correspondent "correspondant"	(7) "Correspondent" means a person enrolled as a correspondent of the Institute;
Council "Conseil"	(8) [Note: repealed July 1/00]

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Criminal Conviction “condamnation au criminel”	(8.1) “Criminal Conviction” refers to any criminal offence, penal offence punishable by incarceration or offences of a similar nature for which an individual is convicted, found guilty of or pleads guilty to, and for which he or she has not been granted a record suspension, or a disciplinary determination of guilt other than a CIA Disciplinary Tribunal decision. [Adopted Sept. 1/16]
Director “administrateur”	(9) “Director” means a member of the Board who is not an Officer; [Modified July 1/00]
Council Year “année-conseil”	(10) [Note: repealed July 1/00]
Fellow	(10.01.1) “Fellow” means a person enrolled as a Fellow of the Institute; [Adopted June 1/12]
Former Council “ancien Conseil”	(10.1) “Former Council” means the governing body of the Institute, as it existed on or before June 30, 2000, continued under the present Bylaws as the Board; [Adopted July 1/00]
General Meeting “assemblée générale”	(11) “General Meeting” means a general meeting of the Institute; [Modified June 1/12]
Guiding Principles “principes directeurs”	(11.1) “Guiding Principles” means the guiding principles of the Institute adopted in March 1993; [Adopted July 1/06]
Institute “Institut”	(12) “Institute” means the Canadian Institute of Actuaries incorporated by the <i>Act to Incorporate Canadian Institute of Actuaries</i> , S.C. 1964-65, c. 76; [Modified July 1/00]
Member “membre”	(13) [Note: repealed June 1/12]
Offence “infraction”	(14) “Offence” means any violation of the Bylaws, standards of practice or rules of professional conduct of the Institute;
Officer “dirigeant”	(15) “Officer” means a person holding the office of President, President-elect, Immediate Past President, or Secretary-Treasurer; [Modified July 1/00; Modified July 1/01]

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Respondent “intimé”	(16) “Respondent” means a Fellow, Associate or Affiliate with respect to whom information has been given, or against whom a complaint has been laid or a charge has been filed; [Modified July 1/00; Modified July 1/01; Modified Jan. 1/03; Modified June 1/12]
Society of Actuaries	(17) “Society of Actuaries” means the Society of Actuaries founded in 1949, with registered office in Schaumburg, Illinois;
Standards of Practice “normes de pratique”	(17.1) “Standards of Practice” means the standards of practice of the Institute in all areas of actuarial practice as in effect from time to time, adopted or amended prior to July 1, 2006 by the Practice Standards Council or by the Former Council of the Institute in accordance with the Bylaws, or adopted or amended on or after July 1, 2006 by the Actuarial Standards Board pursuant to procedures established by the Actuarial Standards Board; [Adopted Jan. 1/07]
Student “étudiant”	(18) [Note: repealed June 1/12] [Modified July 1/01]
Voting Member “membre votant”	(19) “Voting Member” means a Fellow or an Associate who is entitled to voting rights pursuant to Section 3.1 Bylaw 5.02.1. [Adopted June 1/12; Modified Sept. 1/16]
Gender	1.02 (1) Words importing female persons include male persons and words importing male persons include female persons.
Number	(2) Words in the singular include the plural, and words in the plural include the singular.
Parts of speech and Grammatical forms	(3) Where a word is defined, other parts of speech and grammatical forms of the same word have corresponding meanings.
Time limits and Holidays	1.03 (1) Where the time limited for doing an act under the Bylaws expires or falls on a Saturday, Sunday or statutory holiday, the act may be done on the next day that is not a Saturday, Sunday or statutory holiday.
Computation	(2) In computing the number of days between two events stipulated in the Bylaws, the day on which the first event happens is not counted, but all other days, including the day on which the second event happens are counted.

Section 3
Requirements for Enrolment

Fellows in 1986 **3.00.1** Any Fellow in good standing on July 1, 1986 is deemed to have met the qualification requirements for Fellow.
[Adopted Sept. 1/16]

Requirements **3.00.2** (1) A person who

- (a) makes written application to be enrolled as a Fellow, Associate, Affiliate or Correspondent;
- (b) pays an admission fee of the amount determined by the designated Council, established by the Board pursuant to Bylaw 9.06; and
- (c) meets the qualification requirements prescribed by the Board, pursuant to Bylaw 3.01.1, and which are in effect at the time of application;

shall become enrolled upon approval of such application by the designated Council, pursuant to the Policy on Councils established by the Board.
[Adopted Sept. 1/16]

General – Fellow **3.01** ~~**[Note: repealed Sept. 1/16]**~~ ~~In order to fulfill the qualification requirements for the purposes of becoming a Fellow pursuant to Section 4, a person shall meet the conventional requirements as set forth in Bylaw 4.02.1, or shall meet the Mutual Recognition Agreement requirements as set forth in Bylaw 4.02.2, or shall meet the Affiliate requirements as set forth in Bylaw 4.02.3.~~
[Modified Jan. 1/00; Modified July 1/00; Modified Jan. 1/03; Modified June 1/12]

Qualification Requirements **3.01.1** The Board shall adopt a Policy on Qualification Requirements that prescribes the requirements for enrolment, pursuant to Bylaw 3.00.2, that shall include the following:

- (a) a description of the specific enrolment requirements for a Fellow, Associate, Affiliate and Correspondent, including the education, examination and other requirements prescribed by the Board, and which also includes an outline of the potential paths to enrolment such as mutual recognition with another actuarial association;

- (b) for Fellow status, a minimum requirement for a defined period of practical actuarial work experience prescribed by the Board;
- (c) the opportunity for conditional approval of an application for enrolment prior to the date on which the applicant expects to meet the qualification requirements. In such a case, the person will become enrolled on the date on which the qualification requirements are met;
- (d) notwithstanding the qualification requirements, the ability for the designated Council to, by a vote of at least 75% of all members thereof, modify such conditions for a person for whom, owing to special and unusual circumstances, it is deemed by the designated Council that such conditions would be inequitable and unreasonable unless so modified;
- (e) a requirement for a Fellow, Associate or Affiliate applicant to disclose, on his or her enrolment application, whether or not he or she has been the object of a Criminal Conviction.
- (f) a requirement for an Affiliate to be resident in Canada at the time of application; and
- (g) a requirement for a Correspondent to be recognized as a qualified actuary in the country of such person's residence.

[Adopted Sept. 1/16]

Disclosure of a Criminal Conviction

3.01.2 A Criminal Conviction disclosed by an applicant pursuant to Bylaw 3.01.1(e) shall be subject to review and assessment by a Council or a committee designated by the Board with such duties and purposes, pursuant to such procedures, not in conflict with these Bylaws, as the Board deems appropriate. The result of the assessment may or may not impact the approval of the application, according to the procedure set by the Board.

[Adopted Sept. 1/16]

Conventional route

3.02 ***[Note: repealed June 1/12]***
[Modified Jan. 1/00; Modified July 1/00; Modified Jan. 1/03]

Mutual Recognition Agreement route **3.03** **[Note: repealed June 1/12]**
[Modified Sept. 10/97; Modified July 1/00; Modified Jan. 1/03]

Affiliate route **3.04** **[Note: repealed June 1/12]**
[Adopted Jan. 1/03]

General - Associate **3.05** **[Note: repealed Sept. 1/16]**~~In order to fulfill the qualification requirements for the purposes of becoming an Associate, a person shall meet the requirements as set forth in Section 5.~~
[Adopted June 1/12]

General - Affiliate **3.06** **[Note: repealed Sept. 1/16]**~~In order to fulfill the qualification requirements for the purposes of becoming an Affiliate, a person shall meet the requirements as set forth in Section 5.1.~~
[Adopted June 1/12]

General - Correspondent **3.07** **[Note: repealed Sept. 1/16]**~~In order to fulfill the qualification requirements for the purposes of becoming a Correspondent, a person shall meet the requirements as set forth in Section 6.~~
[Adopted June 1/12]

Section 3.1
Rights, Privileges, and Obligations

- | | |
|--------------------------------|---|
| General | <p>3.1.1 A Fellow, Associate, Affiliate or Correspondent shall be entitled to</p> <ul style="list-style-type: none">(a) attend all General Meetings, unless the meeting is restricted to Voting Members by vote of the Voting Members or by resolution of the Board;(b) take part in any discussion at any General Meeting that the Fellow, Associate, Affiliate or Correspondent is entitled to attend;(c) receive all publications of the Institute not excepted by the Board for distribution; and(d) exercise and enjoy any and all other rights and privileges that the Institute or the Board shall accord. [Adopted Sept. 1/16] |
| Designation – Fellow | <p>3.1.2 A Fellow shall be entitled to the privilege of being designated as a Fellow of the Institute. Fellows are authorized to append to their names the initials FCIA (indicating Fellow, Canadian Institute of Actuaries) or FICA (Fellow, Institut canadien des actuaires). [Adopted Sept. 1/16]</p> |
| Designation – Associate | <p>3.1.3 An Associate shall be entitled to the privilege of being designated as an Associate of the Institute. Associates are authorized to append to their names the initials ACIA (indicating Associate, Canadian Institute of Actuaries) or AICA (associé, Institut canadien des actuaires). [Adopted Sept. 1/16]</p> |
| Identification as an Affiliate | <p>3.1.4 An Affiliate may only identify himself or herself, or be identified as an Affiliate of the Canadian Institute of Actuaries in any communication where there is reason to believe that the intended recipient of the communication will not be misled as to their qualifications. [Adopted Sept. 1/16]</p> |

Idem	<p>3.1.5 Notwithstanding Bylaw 3.1.4, Affiliates are not authorized to:</p> <ul style="list-style-type: none"> (a) append to their names “Affiliate, Canadian Institute of Actuaries” or “affilié, Institut canadien des actuaires”; or (b) identify themselves or be identified by the initials “ACIA” (indicating Affiliate, Canadian Institute of Actuaries) or “AICA” (indicating affilié, Institut canadien des actuaires). <p style="text-align: right;">[Adopted Sept. 1/16]</p>
Identification as a Correspondent	<p>3.1.6 A person who is a Correspondent shall not publicize, or knowingly permit publication of the fact that such person is a Correspondent.</p> <p style="text-align: right;">[Adopted Sept. 1/16]</p>
Voting Rights	<p>3.1.7 A Fellow shall be entitled to voting rights. -[Adopted Sept. 1/16]</p>
Idem	<p>3.1.8 An Associate shall be entitled to voting rights after five years of enrolment as an Associate.</p> <p style="text-align: right;">[Adopted Sept. 1/16]</p>
Idem	<p>3.1.9 An Affiliate shall not be entitled to voting rights.</p> <p style="text-align: right;">[Adopted September 1/16]</p>
Idem	<p>3.1.10 A Correspondent shall not be entitled to voting rights.</p> <p style="text-align: right;">[Adopted Sept. 1/16]</p>
Termination of benefits	<p>3.1.11 The rights, privileges, and benefits that a person may have as a Fellow, Associate, Affiliate or Correspondent shall, if not theretofore terminated pursuant to these Bylaws, become terminated upon termination of enrolment.</p> <p style="text-align: right;">[Adopted Sept. 1/16]</p>
Obligation to disclose	<p>3.1.12 (1) A Fellow, Associate or Affiliate who is not claiming a waiver of dues as fully retired pursuant to Bylaw 7.02(b), shall disclose to the Executive Director of the Institute, any Criminal Conviction which he or she has been the object of on or after September 1, 2016, within 30 days following the Criminal Conviction.</p> <p style="text-align: right;">[Adopted Sept. 1/16]</p>

Obligation to disclose – Transition Period	(2) A Fellow, Associate or Affiliate who is not claiming a waiver of dues as fully retired pursuant to Bylaw 7.02(b), shall disclose to the Executive Director of the Institute, no later than July 1, 2017, any Criminal Conviction which he or she has been the object of prior to September 1, 2016. [Adopted Sept. 1/16]
Obligation to disclose – Cessation of waiver of dues	(3) A Fellow, Associate or Affiliate who is claiming a waiver of dues as fully retired pursuant to Bylaw 7.02(b) and does not disclose a Criminal Conviction pursuant to Bylaw 3.1.12(1) or 3.1.12(2), and who subsequently ceases to claim such waiver of dues, shall <ul style="list-style-type: none"> <li data-bbox="500 619 1386 808">(a) disclose, to the Executive Director of the Institute, within the 30-day period following the notification to the Institute of his or her intent to cease claiming the waiver of dues, any Criminal Conviction which he or she has been the object of on or after September 1, 2016 ; or <li data-bbox="500 829 1386 1060">(b) disclose, to the Executive Director of the Institute, no later than July 1, 2017, or immediately upon notification to the Institute of his or her intent to cease claiming the waiver of dues, if such notification takes place on or after July 1, 2017, any Criminal Conviction which he or she has been the object of prior to September 1, 2016. [Adopted Sept. 1/16]
Assessment of a Criminal Conviction	3.1.13 (1) When a Criminal Conviction is disclosed pursuant to Bylaw 3.1.12, the Criminal Conviction shall be assessed by a committee designated by the Board with such duties and purposes, pursuant to such procedures, not in conflict with these Bylaws, as the Board deems appropriate. [Adopted Sept. 1/16]
Idem	(2) Where the outcome of the assessment conducted pursuant to Bylaw 3.1.13 (1) results in the determination that a Criminal Conviction could be a potential Offence, pursuant to Bylaw 1.01(14), the Secretary of the Committee on Professional Conduct shall be informed pursuant to Bylaw 20.02(1). [Adopted Sept. 1/16]

Section 4 Fellows

[Note: Section 4 repealed Sept. 1, 2016]

Fellows in 1986 ~~4.01~~ Any Fellow in good standing on July 1, 1986 is deemed to have met the requirements of Section 4. ~~_____~~ **[Modified June 1/12]**

Requirements ~~4.02~~ (1) After July 1, 1986, a person who
~~—(a)~~ makes written application to be enrolled as a Fellow,
~~—(b)~~ pays an admission fee of the amount determined by the designated Council, established by the Board pursuant to Bylaw 9.06, and
~~—(c)~~ meets the requirements of Bylaw 4.02.1, 4.02.2, or 4.02.3,
shall become a Fellow upon approval by the designated Council of such application.
[Modified July 1/00; Modified June 1/12; Modified July 1/14]

Early application ~~—(2)~~ The designated Council may conditionally approve an application for enrolment as a Fellow prior to the date on which the applicant expects to meet the requirements of Section 4. In such a case, the person will become a Fellow on the date on which the requirements of Bylaw 4.02(1) are met.
[Modified July 1/00; Modified June 1/12; Modified July 1/14]

Exception ~~—(3)~~ Notwithstanding the foregoing requirements, the designated Council may, by a vote of at least 75% of all members thereof, modify such conditions for a person for whom, owing to special and unusual circumstances, it is deemed by the designated Council that such conditions would be inequitable and unreasonable unless so modified. ~~_____~~ **[Modified July 1/00; Modified July 1/14]**

Conventional
route

4.02.1—Any person who:

- ~~—(a)—~~ successfully completes, to the satisfaction of the designated Council, established by the Board pursuant to Bylaw 9.06, such examinations, courses and professional development requirements given or approved by the Institute, as may be prescribed by the Board, from time to time, and
- ~~—(b)—~~ completes, to the satisfaction of the designated Council, a three-year period of practical actuarial work experience, including such Canadian practical actuarial work experience as may be prescribed by the Board from time to time,

shall meet the qualification requirements for the purposes of becoming a Fellow pursuant to Bylaw 4.02(1).

~~[Adopted June 1/12; Modified July 1/14]~~

Mutual
Recognition
Agreement
route

4.02.2—Any person who is a Fellow of an actuarial organization with which the Institute has entered into a Mutual Recognition Agreement, by virtue of completing the examinations and any other qualification requirements of that organization, and who:

- ~~—(a)—~~ successfully completes, to the satisfaction of the designated Council, established by the Board pursuant to Bylaw 9.06, such examinations, courses and professional development requirements given or approved by the Institute, as may be prescribed by the Board, from time to time, and
- ~~—(b)—~~ completes, to the satisfaction of the designated Council, a three-year period of practical actuarial work experience, including such Canadian practical actuarial work experience as may be prescribed by the Board from time to time,

shall meet the qualification requirements for the purposes of becoming a Fellow pursuant to Bylaw 4.02(1).

~~[Adopted June 1/12; Modified July 1/14]~~

Affiliate route	<p>4.02.3 Any person who is an Affiliate, as established in Section 5.1, and who:</p> <ul style="list-style-type: none"> -(a) successfully completes, to the satisfaction of the designated Council, established by the Board pursuant to Bylaw 9.06, such examinations, courses and professional development requirements given or approved by the Institute, as may be prescribed by this Council for such person, and -(b) completes, to the satisfaction of the designated Council, a three-year period of practical actuarial work experience, including such Canadian practical actuarial work experience as may be prescribed by the Board from time to time, <p>shall meet the qualification requirements for the purposes of becoming a Fellow pursuant to Bylaw 4.02(1).</p> <p style="text-align: right;">[Adopted June 1/12; Modified July 1/14]</p>
Termination of benefits	<p>4.03 The rights, privileges and benefits that a person may have as a Fellow shall, if not theretofore terminated pursuant to these Bylaws, become terminated upon termination of enrolment as a Fellow.</p> <p style="text-align: right;">[Modified June 1/12]</p>
Fellow	<p>4.04 A Fellow shall be entitled to the privilege of being designated as a Fellow of the Institute. Fellows are authorized to append to their names the initials FCIA (indicating Fellow, Canadian Institute of Actuaries) or FICA (Fellow, Institut canadien des actuaires).</p> <p style="text-align: right;">[Modified June 1/12]</p>

**Section 5
Associates**

[Note: Section 5 repealed Sept. 1, 2016]

Requirements	<p>5.01 (1) Any person who</p> <ul style="list-style-type: none">—(a)— makes written application to be enrolled as an Associate,—(b)— pays an admission fee of the amount determined by the designated Council, established by the Board pursuant to Bylaw 9.06, and—(c)— meets the requirements of Bylaw 5.01.1 or 5.01.2, <p>shall be enrolled as an Associate upon approval by the designated Council of such application.</p> <p style="text-align: right;">[Modified July 1/00; Modified July 1/01; Modified Jan. 1/03; Modified June 1/12; Modified July 1/14]</p>
Early application	<p>—(2)— The designated Council may conditionally approve an application for enrolment as an Associate prior to the date on which the applicant expects to meet the requirements of Section 5. In such a case, the person will become an Associate on the date on which the requirements of Bylaw 5.01(1) are met.</p> <p style="text-align: right;">[Adopted June 1/12; Modified July 1/14]</p>
Exception	<p>—(3)— Notwithstanding the foregoing requirements, the designated Council may, by a vote of at least 75% of all members thereof, modify such conditions for a person for whom, owing to special and unusual circumstances, it is deemed by the designated Council that such conditions would be inequitable and unreasonable unless so modified.</p> <p style="text-align: right;">[Adopted June 1/12; Modified July 1/14]</p>
Conventional Route	<p>5.01.1 Any person who successfully completes, to the satisfaction of the designated Council, established by the Board pursuant to Bylaw 9.06, such examinations, courses and professional development requirements given or approved by the Institute, as may be prescribed by the Board, from time to time, shall meet the qualification requirements for the purposes of becoming an Associate pursuant to Section 5.</p> <p style="text-align: right;">[Adopted June 1/12; Modified July 1/14]</p>

Mutual Recognition Agreement route	<p>5.01.2 Any person who is an Associate of an actuarial organization with which the Institute has entered into a Mutual Recognition Agreement, by virtue of completing the examinations and any other qualification requirements of that organization, and who successfully completes, to the satisfaction of the designated Council, established by the Board pursuant to Bylaw 9.06, such examinations, courses and professional development requirements given or approved by the Institute, as may be prescribed by the Board, from time to time, shall meet the qualification requirements for the purposes of becoming an Associate pursuant to Bylaw 5.01(1).</p> <p>[Adopted June 1/12; Modified July 1/14]</p>
Rights and privileges	<p>5.02 (1) An Associate shall be entitled to voting rights after five years of enrolment as an Associate.</p> <p>[Modified July 1/01; Modified June 1/12]</p>
Idem	<p>(2) An Associate shall be entitled to the privilege of being designated as an Associate of the Institute. Associates are authorized to append to their names the initials ACIA (indicating Associate, Canadian Institute of Actuaries) or AICA (associé, Institut canadien des actuaires).</p> <p>[Modified July 1/01; Modified June 1/12]</p>
Idem	<p>(2.1) [Note: repealed June 1/12]</p> <p>[Adopted July 1/01; Modified Nov. 1/03]</p>
Idem	<p>(3) An Associate shall be entitled to</p> <ul style="list-style-type: none"> (a) attend all General Meetings, unless the Associate is not a Voting Member and the meeting is restricted to Voting Members by vote of the Voting Members or by resolution of the Board; (b) take part in any discussion at any General Meeting that the Associate is entitled to attend; (c) receive all publications of the Institute not excepted by the Board for distribution to Associates; and (d) exercise and enjoy any and all other rights and privileges that the Institute or the Board shall accord Associates. <p>[Modified July 1/00; Modified July 1/01; Modified June 1/12]</p>

Termination of
benefits

~~5.03—The rights, privileges and benefits that a person may have as an Associate shall, if not theretofore terminated pursuant to these Bylaws, become terminated upon termination of enrolment as an Associate.~~ **[Adopted June 1/12]**

**Section 5.1
Affiliates**

[Note: Section 5.1 repealed Sept. 1, 2016]

Requirements	<p>5.1.01 Any person who</p> <ul style="list-style-type: none">(a) makes written application to be enrolled as an Affiliate,(b) pays an admission fee of the amount determined by the designated Council, established by the Board pursuant to Bylaw 9.06,(c) meets the qualification requirements established by the designated Council for such person, and(d) is resident in Canada, <p>shall be enrolled as an Affiliate upon approval by the designated Council of such application. [Adopted Jan. 1/03; Modified July 1/14]</p>
Rights and privileges	<p>5.1.02 (1) An Affiliate shall not be entitled to voting rights. [Adopted Jan. 1/03; Modified June 1/12]</p>
Idem	<p>(2) Affiliates may identify themselves or be identified as Affiliates of the Canadian Institute of Actuaries in any communication where there is reason to believe that the intended recipient of the communication will not be misled as to their qualifications. [Adopted Jan. 1/03]</p>
Idem	<p>(3) Notwithstanding Bylaw 5.1.02(2), Affiliates are not authorized to:</p> <ul style="list-style-type: none">(a) append to their names “Affiliate, Canadian Institute of Actuaries” or “affilié, Institut canadien des actuaires”; or(b) identify themselves or be identified by the initials ACIA (indicating Affiliate, Canadian Institute of Actuaries) or AICA (indicating affilié, Institut canadien des actuaires). [Adopted Jan. 1/03; Modified Nov. 1/03]

~~Idem~~

- ~~-(4) An Affiliate shall be entitled to~~
- ~~-(a) attend all General Meetings not specifically closed to Affiliate by vote of the Voting Members or by resolution of the Board;~~
- ~~-(b) take part in any discussion at any General Meeting that the Affiliate is entitled to attend;~~
- ~~-(c) receive all publications of the Institute not excepted by the Board for distribution to Affiliates; and~~
- ~~-(d) exercise and enjoy any and all other rights and privileges that the Institute or the Board shall accord Affiliates.~~

~~*[Adopted Jan. 1/03; Modified June 1/12]*~~

~~Termination of benefits~~

~~**5.1.03** The rights, privileges and benefits that a person may have as an Affiliate shall, if not theretofore terminated pursuant to these Bylaws, become terminated upon termination of enrolment as an Affiliate.~~

~~*[Adopted June 1/12]*~~

Section 6 Correspondents

[Note: Section 6 repealed Sept. 1, 2016]

Requirements

~~6.01~~ Any person who

- ~~—(a)— makes written application to be enrolled as a Correspondent,~~
- ~~—(b)— pays an admission fee of the amount determined by the designated Council, established by the Board pursuant to Bylaw 9.06, and~~
- ~~—(c)— in the opinion of the designated Council, is recognized as a qualified actuary in the country of such person's residence,~~

~~shall be enrolled as a Correspondent upon approval by the designated Council of such application.~~

~~**[Modified July 1/00; Modified Jan. 1/03; Modified July 1/14]**~~

Rights and privileges

~~6.02(1)~~ A Correspondent shall not be entitled to voting rights.

~~**[Modified June 1/12]**~~

Idem

~~—(2)— A person who is a Correspondent shall not publicize, or knowingly permit publication of the fact that such person is a Correspondent.~~

Idem

~~—(3)— A Correspondent shall be entitled to~~

- ~~—(a)— attend all General Meetings not specifically closed to Correspondents by vote of the Voting Members or by resolution of the Board;~~
- ~~—(b)— take part in any discussion at any General Meeting that the Correspondent is entitled to attend;~~
- ~~—(c)— receive all publications of the Institute not excepted by the Board for distribution to Correspondents; and~~
- ~~—(d)— exercise and enjoy any and all other rights and privileges that the Institute or the Board shall accord Correspondents.~~

~~**[Modified July 1/00; Modified June 1/12]**~~

Termination of
benefits

~~6.03~~ The rights, privileges and benefits that a person may have as a Correspondent shall, if not theretofore terminated pursuant to these Bylaws, become terminated upon termination of enrolment as a Correspondent. ~~_____~~ **[Adopted June 1/12]**

**Section 7
Annual Fees**

- Payment **7.01** Each Fellow, Associate, Affiliate and Correspondent shall be required to pay, on the first day of June while a Fellow, Associate, Affiliate or Correspondent, an annual fee in the amount determined by the Board.
[Modified July 1/00; Modified July 1/01; Modified Jan. 1/03; Modified June 1/12]
- Exceptions **7.02** The designated Council, established by the Board pursuant to Bylaw 9.06, may, subject to the terms and conditions the Board prescribes from time to time, waive or defer all or a portion of the said fee for a Fellow, Associate, Affiliate or Correspondent who
- (a) has reached the age of 70 years;
 - (b) is fully retired;
 - (c) is semi-retired;
 - (ed) is totally disabled;
 - (de) is a full-time student in a post-secondary institution;
 - (ef) is at home and caring for ~~children~~-family full-time;
 - (fg) is unemployed; or
 - (gh) is in a situation such that the Board considers waiver or deferral appropriate.
- [Modified March 25/98; Modified May 12/99; Modified July 1/00; Modified July 1/01; Modified Jan. 1/03; Modified June 1/12; Modified July 1/14; Modified Sept. 1/16]*
- Idem **7.03** *[Note: repealed March 25/98]*

Section 24
Transitional Provisions

- Decisions **24.01** Any decision made or action taken, including any resolution, appointment, determination, approval or order, pursuant to the Bylaws as they existed on or before June 30, 2000, shall remain in force pursuant to the present Bylaws, and shall be accepted and deemed to have been made in accordance with the present Bylaws.
[Adopted July 1/00]
- Member of
Council / Board **24.02** Notwithstanding Bylaw 11.01, every person who on June 30, 2000 was a member of the Former Council pursuant to the Bylaws as they existed on or before June 30, 2000, shall continue to act as a member of the Board pursuant to the present Bylaws. As a result, it is expected that the Board will be composed of 17 Directors and four Officers from July 1, 2000 to the close of the Annual General Meeting in 2001. Notwithstanding Bylaw 11.01 and in accordance with Bylaws 24.07 and 24.08, it is expected that the Board will be composed of 15 Directors and four Officers from the close of the Annual General Meeting in 2001 to the close of the Annual General Meeting in 2002. It is expected that the Board will be composed of 12 Directors and four Officers in accordance with Bylaw 11.01 as of the close of the Annual General Meeting in 2002. All such persons shall have the powers and perform all the duties of members of the Board pursuant to the present Bylaws.
[Adopted July 1/00]
- President **24.03** The person who on June 30, 2000 was the President pursuant to the Bylaws as they existed on or before June 30, 2000, shall assume the office of President pursuant to the present Bylaws. Notwithstanding anything in the present Bylaws, this person's term of office as President shall expire at the close of the Annual General Meeting in 2001.
[Adopted July 1/00]

President-elect/
Vice-President **24.04** The person who on June 30, 2000 was the President-elect pursuant to the Bylaws as they existed on or before June 30, 2000, shall assume the office of Vice-President pursuant to the Bylaws in force as of July 1, 2000. Notwithstanding anything in the Bylaws in force as of July 1, 2000, this person shall assume the office of President at the close of the Annual General Meeting in 2001.
[Adopted July 1/00; Modified July 1/01]

Vice-President /
President-elect **24.04.1**The person who on June 30, 2001 was the Vice-President pursuant to the Bylaws as they existed on or before June 30, 2001, shall assume the office of President-elect pursuant to the present Bylaws. Notwithstanding anything in the present Bylaws, this person shall assume the office of President at the close of the Annual General Meeting in 2002.
[Adopted July 1/01]

Immediate Past
President **24.05** The person who on June 30, 2000 was the Immediate Past President pursuant to the Bylaws as they existed on or before June 30, 2000, shall assume the office of Immediate Past President pursuant to the present Bylaws. Notwithstanding anything in the present Bylaws, this person's term of office as Immediate Past President shall expire at the close of the Annual General Meeting in 2001.
[Adopted July 1/00]

Secretary-
Treasurer **24.06** The person who on June 30, 2000 was the Vice-President to whom the duties of Secretary and the duties of Treasurer were assigned pursuant to the Bylaws as they existed on or before June 30, 2000, shall assume the office of Secretary-Treasurer pursuant to the present Bylaws. Notwithstanding anything in the present Bylaws, this person's term of office as Secretary-Treasurer shall expire at the close of the Annual General Meeting in 2001.
[Adopted July 1/00]

Vice-President /
Director

24.07 Notwithstanding Bylaw 11.01, any person who on June 30, 2000 was a Vice-President, other than the Vice-President to whom the duties of Secretary or the duties of Treasurer were assigned, pursuant to the Bylaws as they existed on or before June 30, 2000, shall assume the office of Director pursuant to the present Bylaws. In addition to their powers and duties as Directors, such persons may have additional powers and perform additional duties as may be assigned to such persons by the Board or the President.

Notwithstanding anything in the present Bylaws, the term of office of each such person shall be two Board Years and shall be calculated from the date each such person assumed office as Vice-President.

Notwithstanding anything in the present Bylaws, should the office of such a person be vacated by reason of expiration of term of office or for any other reason, such vacancy shall not be filled.

[Adopted July 1/00]

Councillor /
Director

24.08 Any person who on June 30, 2000 was a Councillor pursuant to the Bylaws as they existed on or before June 30, 2000, shall assume the office of Director pursuant to the present Bylaws.

Notwithstanding anything in the present Bylaws, the term of office of each such person shall be three Board Years and shall be calculated from the date each such person assumed office as Councillor.

Notwithstanding anything in the present Bylaws, it is expected that four new Directors will assume office at the close of the Annual General Meeting in 2001, and that four new Directors will assume office at the close of the Annual General Meeting in 2002.

[Adopted July 1/00]

Student /
Associate

24.09 Notwithstanding anything in the present Bylaws, any person who on June 30, 2001 was enrolled as a Student of the Institute pursuant to the Bylaws as they existed on or before June 30, 2001, shall continue to be enrolled as an Associate of the Institute as of

July 1, 2001 pursuant to the present Bylaws. **[Adopted July 1/01]**

- Decisions **24.10** Any decision made or action taken, including any resolution, appointment, determination, approval or order, pursuant to the Bylaws as they existed on or before June 30, 2006, shall remain in force pursuant to the present Bylaws, and shall be accepted and deemed to have been made in accordance with the present Bylaws.
[Adopted July 1/06]
- Decisions **24.11** Any decision made or action taken, including any resolution, appointment, determination, approval or order, pursuant to the Bylaws as they existed on or before December 31, 2006, shall remain in force pursuant to the present Bylaws, and shall be accepted and deemed to have been made in accordance with the present Bylaws.
[Adopted Jan. 1/07]
- Decisions **24.12** Any decision made or action taken, including any resolution, appointment, determination, approval or order, pursuant to the Bylaws as they existed on or before June 30, 2007, shall remain in force pursuant to the present Bylaws, and shall be accepted and deemed to have been made in accordance with the present Bylaws.
[Adopted July 1/07]
- Decisions **24.13** Any decision made or action taken, including any resolution, appointment, determination, approval or order, pursuant to the Bylaws as they existed on or before May 31, 2012, shall remain in force pursuant to the present Bylaws, and shall be accepted and deemed to have been made in accordance with the present Bylaws.
[Adopted June 1/12]
- Associate **24.14** Notwithstanding anything in the present Bylaws, any person who on May 31, 2012 was enrolled as an Associate of the Institute pursuant to the Bylaws as they existed on or before May 31, 2012, shall not automatically continue to be enrolled as an Associate of the Institute as of June 1, 2012 pursuant to the present Bylaws.
[Adopted June 1/12]

Decisions

24.15 Any decision made or action taken, including any resolution, appointment, determination, approval or order, pursuant to the Bylaws as they existed on or before June 30, 2014, shall remain in force pursuant to the present Bylaws, and shall be accepted and deemed to have been made in accordance with the present Bylaws.

[Adopted July 1/14]

Decisions

24.16 Any decision made or action taken, including any resolution, appointment, determination, approval or order, pursuant to the Bylaws as they existed on or before August 31, 2016, shall remain in force pursuant to the present Bylaws, and shall be accepted and deemed to have been made in accordance with the present Bylaws.

[Adopted Sept. 1/16]