



# Memorandum

**To:** All members of the Canadian Institute of Actuaries  
**From:** Steve Prince, President  
**Date:** October 24, 2023  
**Subject:** **Notice to members: Minor administrative amendments to the *Rules of Professional Conduct* related to new member categories**

Document 223153

## Introduction

On March 29, 2023, the Board approved amendments to the *CIA Bylaws* (Bylaws), related to the creation of two new member categories – Candidate and Student – and the elimination of the current Affiliate and Correspondent member categories. These amendments were confirmed by members at the CIA Annual General Meeting (AGM) on June 27, 2023.

The Board also approved, in March 2023, significant amendments to the *Rules of Professional Conduct* (Rules), as well as a few minor administrative amendments related to the proposed new member categories. The motion to adopt the amendments to the Rules, however, was defeated by CIA members at the June AGM.

Since the new member categories will come into effect with the revised Bylaws on January 1, 2024, the minor administrative amendments to the Rules related to the new member categories are still necessary. On September 14, 2023, the Board adopted these minor administrative amendments to the Rules in accordance with Bylaw 13.3, which allows the Board to make minor administrative amendments to the Bylaws or Rules without member confirmation.

Information regarding the amendments to the Bylaws related to the new member categories can be found on the [Amendments web page](#) (login required).

## Amendments

The amendments to the Rules are as follows:

- In the preamble, a new paragraph has been added that introduces the required Bylaws and policy references related to the new member categories and the process related to violations of the *Code of Conduct and Ethics for Participants in the CIA Education System*.
- The footnote on page 3 was modified to remove the reference to Affiliates and add the references to Candidates and Students.

Both of these amendments were previously included in the draft Rules circulated to members in May 2023.

## Date of coming into force

These amendments to the Rules will come into force and effect on January 1, 2024.

## Enclosures:

- *Amending Bylaw No. 2023-3 to Amend the Rules of Professional Conduct of the Canadian Institute of Actuaries (Rules of Professional Conduct – New Member Categories)*
  - Appendices E and F (English and French)

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Encl.



*The Canadian Institute of Actuaries (CIA) is the qualifying and governing body of the actuarial profession in Canada. We develop and uphold rigorous standards, share our risk management expertise and advance actuarial science to improve lives in Canada and around the world. Our more than 6,000 members apply their knowledge of math, statistics, data analytics and business in providing services and advice of the highest quality to help Canadian people and organizations face the future with confidence.*