

Table of Concordance - By-Law Updates January 2020

Section	Old Version	New Version	Rationale
General By-Laws			
S.4.01	<p>.01 Composition of Board. The affairs of HRP A shall be managed in accordance with the Act and the By-laws by a Board of Directors composed of nine (9) Member Directors, zero (0) Non-Member Directors, three (3) Order in Council Appointees, appointed by the Lieutenant Governor in Council, and the CEO (collectively “Directors”).</p>	<p>4.01 Composition of Board. The affairs of HRP A shall be managed in accordance with the Act and the By-laws by a Board of Directors composed of nine (9) Member Directors, two (2) Non-Member Directors, three (3) Order in Council Appointees, appointed by the Lieutenant Governor in Council, and the CEO (collectively “Directors”).</p>	<p>In a year where a skill gap exists on the Board the Board may amend the By-laws to fix the number of Non-Member Directors, in accordance with the Act. A Non-Member Director who is not disqualified under the terms of Section 5.11, which individual shall serve on the Board for a term of two years. A Non-Member Director may be re-appointed for two additional terms of two years, to a maximum of six years. The Board will appoint the positions in 2021 once they have determined an appropriate selection process.</p>
S. 8.04	<p>Standing Committees Standing committees include the following: (a) professional standards; (b) registration; (c) experience assessment; (d) academic standards; (e) continuing professional development; (f) CHRE review; (g) awards judges panel; and (h) Board nominating, which reports to the governance and nominating committee.</p>	<p>Standing Committees Standing committees include the following: (a) professional standards; (b) registration; (c) experience assessment; (d) academic standards; (e) continuing professional development; (f) CHRE review; (g) awards judges panel; (h) Board nominating, which reports to the governance and nominating committee; (i) CHRP exams; and (j) CHRL exams.</p>	<p>The CHRP and the CHRL exam committees were created recently and should be added to the list of Standing Committees in s. 8.04 to bring it up to date.</p>
S. 10.03	<p>Certified Human Resources Professional (CHRP) Designation</p>	<p>Certified Human Resources Professional (CHRP) Designation</p>	<p>Originally, the Job Ready Program was envisioned to focus primarily on entry-to-practice, which would not have been</p>

Section	Old Version	New Version	Rationale
	<p>In order to be authorized to use the designation Certified Human Resources Professionals (CHRP), Members must meet all the following criteria:</p> <ol style="list-style-type: none"> 1. Successful completion of the coursework prescribed by the Board or equivalent, 2. Successful completion of the knowledge exam prescribed by the Board; 3. Successful completion of the job ready program prescribed by the Board; 4. Successful completion of the jurisprudence exam prescribed by the Board; and 5. Continued compliance with the Continuing Professional Development requirement prescribed by the Board. <p>All of the requirements in this Section 10.03 are Non-exemptible except paragraph (3) (prescribed job ready program) which may be exempted for members with HR work experience deemed satisfactory by the Registrar.</p>	<p>In order to be authorized to use the designation Certified Human Resources Professionals (CHRP), Members must meet all the following criteria:</p> <ol style="list-style-type: none"> 1. Successful completion of the coursework prescribed by the Board or equivalent, 2. Successful completion of the knowledge exam prescribed by the Board; 3. Successful completion of the job ready program prescribed by the Board; 4. Successful completion of the jurisprudence exam prescribed by the Board; and 5. Continued compliance with the Continuing Professional Development requirement prescribed by the Board. <p>All of the requirements in this Section 10.03 are Non-exemptible.</p>	<p>relevant for experienced practitioners. When the Job Ready Program was developed it morphed into four online modules and required readings that center on professionalism and ethics. As such, the exemption was never enabled, and the provision has become redundant.</p>
S. 10.08	n/a	<p>10.08 Distinguished Human Resources Professional This award recognizes academics who have made an exceptional contribution to the HR profession. These individuals will have contributed to and helped advance human resources through research, the innovation and promotion of ideas, contributing to the broader community and has exceeded above and beyond in teaching excellence.</p> <p>Candidates must demonstrably reflect the HRP Rules of Professional Conduct (PDF) and have made a significant contribution in at least one or more of the following areas;</p> <ul style="list-style-type: none"> • Contributes to the strategic positioning of the Human Resources Profession • Development, Sharing and Promotion of Innovative HR ideas, policies and practices • Service to Local, Provincial and/or National HR Associations 	<p>Honorary title was omitted and not included in By-Laws. This addition ensures the By-Laws reflects existing practice.</p>

Section	Old Version	New Version	Rationale
		<ul style="list-style-type: none"> • Service to the Broader Community/Social Responsibility • Has been published in the area of HR 	
S. 12.01	<p>Entities Required to Register as Firms with HRP A The following entities are required to register as Firms with HRP A:</p> <p>(a) Any limited liability partnership, where one or more partners are members of HRP A;</p> <p>(b) Any corporation where: [...]</p>	<p>Entities Required to Register as Firms with HRP A The following entities are required to register as Firms with HRP A:</p> <p>(c) Any limited liability partnership, where one or more partners are members of HRP A;</p> <p>(d) Sole proprietorships;</p> <p>(e) Any corporation where: [...]</p>	The definition of ‘Firm’ references sole proprietorships, but s.12.01 regarding firms did not. This was an oversight and s.12.01 has now been updated to also include sole proprietorships.
S. 15.01	<p>Application An individual that wishes to register as a Student must apply to the Registrar to be registered as a Student subject to such terms and conditions as may be specified herein and by the Board. Only individuals who meet all the criteria for Membership in the Association with the exception of 9.08(b) and who, in addition, are enrolled in HRP A-approved courses on a full-time basis may apply for registration as a Student.</p>	<p>Application An individual that wishes to register as a Student must apply to the Registrar to be registered as a Student subject to such terms and conditions as may be specified herein and by the Board. Only individuals who meet all the criteria for Membership in the Association with the exception of 9.08(b) and who, in addition, are enrolled in HRP A-approved courses on a full-time basis and not working full-time may apply for registration as a Student.</p>	HRP A’s current policy is that in order to register as a Student with HRP A an individual must be enrolled in HRP A-approved courses on a full-time basis and cannot be working fulltime, but that policy was not completely reflected in the By-Laws. S.15.01 has now been updated to codify the current policy.
S. 15.35	<p>Student Obligation to Provide Current Information A Student shall provide written notice of any change to information previously provided to the Association within 30 Days of the change.</p>	<p>Student Obligation to Provide Current Information A Student shall provide written notice of any change to information previously provided to the Association within 30 Days of the change. Students shall also notify HRP A if they cease to be enrolled in HRP A-approved courses on a full-time basis.</p>	Since only individuals enrolled in HRP A-approved courses on a full-time basis are eligible for student registration, students registered with HRP A should notify us if their enrollment status changes to part-time or if they have dropped out of school. S.15.35 has been amended to reference that obligation.

Section	Old Version	New Version	Rationale
S. 17.01	<p>Professional Liability Insurance Any Member, Student or Firm, providing Human Resources services to the public either on a full-time, part- time, or occasional basis and whether for remuneration or pro bono shall: [...]</p>	<p>Professional Liability Insurance Any Member, Student or Firm, providing Human Resources services or offering to provide such services to the public either on a full-time, part- time, or occasional basis and whether for remuneration or pro bono shall: [...]</p>	<p>Registrants offering their services as independent consultants should have professional liability insurance even if they are between contracts. S.17.01 has been updated to clarify the requirement by including a reference to both providing and offering to provide Human Resources services to the public.</p>
S. 23.13	<p>Chapter President and HRP Board Meetings There shall be a meeting between Chapter presidents and the Board at least twice annually to discuss matters of interest or concern to the Chapters or the Board. The purpose of the meeting shall be to serve as an interface between the Chapters’ volunteer leaders and the Board. The meetings shall be co-chaired by the HRP chair or a designate from the Board and a Chapter president.</p>	<p>Chapter Board Chair and HRP Board Meetings There shall be a meeting between Chapter presidents and the Board at least twice annually to discuss matters of interest or concern to the Chapters or the Board. The purpose of the meeting shall be to serve as an interface between the Chapters’ volunteer leaders and the Board. The meetings shall be co-chaired by the HRP chair or a designate from the Board and a Chapter Board Chair.</p>	<p>The title Chapter President has been corrected to reflect Chapter Board Chair.</p>

Section	Old Version	New Version	Rationale
Schedule 3 – Chapter Governance and Operating Terms			
S.5.4.d	<p>Special Chapter Members’ Meetings (d) a minimum of five (5) Chapter Members or two percent (2%) of Chapter Members in good standing, whichever minimum is greater based on the then current aggregate number of a Chapter’s Chapter Members, by means of a request in writing detailing the issue to be addressed at the special Chapter Members’ meeting. The applicable Chapter Members shall submit the request for a special Chapter Members’ meeting to the Chapter Chair or Chapter Board at least forty-five (45) days in advance of the proposed date of the special Chapter Members’ meeting. On receipt of such written request, either the Chapter Chair or Chapter Board may call the meeting. If neither the Chapter President nor the Chapter Board calls such meeting within ten (10) days of receiving the Chapter Members’ written request, the Chapter Members that requisitioned the meeting may call the meeting.</p>	<p>Special Chapter Members’ Meetings (d) a minimum of five (5) Chapter Members or two percent (2%) of Chapter Members in good standing, whichever minimum is greater based on the then current aggregate number of a Chapter’s Chapter Members, by means of a request in writing detailing the issue to be addressed at the special Chapter Members’ meeting. The applicable Chapter Members shall submit the request for a special Chapter Members’ meeting to the Chapter Board, through the Chapter Chair or the Chapter Secretary/Treasurer at least forty-five (45) days in advance of the proposed date of the special Chapter Members’ meeting. On receipt of such written request, either the Chapter Chair or Chapter Board may call the meeting. If neither the Chapter Chair nor the Chapter Board calls such meeting within ten (10) days of receiving the Chapter Members’ written request, the Chapter Members that requisitioned the meeting may call the meeting.</p>	<p>Clarified the steps for submitting requests to the Chair or Secretary/Treasurer for a special meeting, and corrected title from president to Chair</p>
S.5.6	<p>Delivery of Meeting Materials The Chapter Secretary-Treasurer shall deliver all meeting materials to Chapter Members in good standing at least ten (10) days before the scheduled Annual Business Meeting, or special Chapter Members’ meeting. The Chapter Secretary shall deliver the meeting materials in accordance with Section 19.1 of these Operating Terms.</p>	<p>Delivery of Meeting Materials The Chapter Secretary-Treasurer shall deliver all meeting materials to Chapter Members in good standing at least ten (10) days before the scheduled Annual Business Meeting, or special Chapter Members’ meeting. The Chapter Secretary-Treasurer shall deliver the meeting materials in accordance with Section 19.1 of these Operating Terms.</p>	<p>Chapter Treasurer and Secretary roles have been combined. This has been corrected.</p>

Section	Old Version	New Version	Rationale
S.6.1	<p>Professional Development The Chapter Board shall ensure that the Chapter delivers at least four (4) professional development programs to Chapter Members each Membership Year. The Association Board, in consultation with the Chapter may change the minimum number of professional development programs to be delivered by the Chapter each Membership Year. The Association Board must provide the Chair of the Chapter's Programs/Professional Development Committee with written notice of any such change.</p>	<p>Professional Development The Chapter Board shall ensure that the Chapter delivers at least four (4) professional development programs to Chapter Members each Membership Year. The Association Board, in consultation with the Chapter Chair, may change the minimum number of professional development programs to be delivered by the Chapter each Membership Year. The Association Board must provide the Chair of the Chapter's Programs/Professional Development Committee with written notice of any such change.</p>	Clarified that the conduit with the HRP Board related to the minimum number of chapter professional development programs is the Chapter Chair
S.8.1.b	<p>Yearly Chapter Directors' Election (b) the Chapter Past Chair, or the Chapter Chair-Elect; and</p>	<p>Professional Development (b) the Chapter Past Chair, or the Chapter Chair-Elect; or any one other Chapter Director; and</p>	Added any other chapter director to the Chapter nominating committee composition.
S.8.1.c	(c) Two Chapter Members	(c) One- or two-Chapter Members, who have not held a Chapter Board position for a period of one year.	Provided a minimum and maximum number of chapter members for the CNC committee composition
S.8.2	The Chapter Nominating Committee shall organize and manage all Chapter Director Elections.	<p>Chapter Elections Officer HRPA Management or their designate, shall act as the Chapter Elections Officer and implement the Nomination and Election process laid out in the Chapter Governance and Operating Terms. The deadlines for the returns of Ballot shall be clearly identified in the Call for Nomination materials.</p>	Added the Chapter Elections Officer role to clarify responsibility.
S.8.3	<p>Skills Matrix Prior to calling a Chapter Directors' election, the Chapter Nominating Committee shall consider the appropriate mix of expertise, skills, attributes, characteristics and competencies capabilities required of its Chapter Directors to effectively fulfill the Chapter Board's roles and responsibilities (the "Skills Matrix").</p>	<p>Skills Matrix Prior to calling a Chapter Directors' election, the Chapter Nominating Committee shall consider the appropriate mix of expertise, skills, attributes, characteristics and capabilities required of its Chapter Directors to effectively fulfill the Chapter Board's roles and responsibilities (the "Skills Matrix").</p>	Modified language from competencies to capabilities (as we did with Board experience requirements) and added timeline for nominations and elections S.8.6. in accordance with existing practice

Section	Old Version	New Version	Rationale
S.8.6		<p>Nomination and Elections Timeline</p> <p>(a) The Chapter Election Officer shall supervise the nomination process.</p> <p>(b) The nomination and election process for Member Directors shall be conducted in accordance with the following table: See new Table in Schedule 3</p>	A new timetable has been added to the Chapter Nominations, similar to the association's timelines.
S.8.8	<p>Reference Checks</p> <p>Subject to the Association Governance Materials, the Chapter Board may prescribe the form and content of, and the standards to be met in conducting, reference checks.</p>	<p>Reference Checks</p> <p>The Chapter Board may prescribe the form and content of, and the standards to be met in conducting, reference checks.</p>	The Chapter Board has been authorized to define this practice.
S.11.1	n/a	<p>Mandatory Chapter Positions</p> <p>(c) At the first Chapter Board meeting after each Annual Business Meeting, the Chapter Board shall appoint Chapter Directors, to the following Chapter Positions.</p>	In addition to the Chair and the Chair Elect or Past Chair, mandatory positions were clarified.

Section	Old Version	New Version	Rationale
S.12.1a.b.c and d	n/a	<p>Chapter Past Chair/ Vice Chair</p> <p>(a) During the one-year period commencing at the adjournment of the Annual Business Meeting and ending at the adjournment of the Annual Business Meeting next following, the individual whose term of office of Chapter Chair has ended at the adjournment of the first of such Annual Business Meetings shall hold the office of Chapter Past Chair. Unless otherwise elected or appointed, this individual shall cease to hold the office of Chapter Past Chair at the end of such one-year period.</p> <p>(b) In the year following the one-year period described the individual elected in accordance with section 12.1.d, shall serve as the Chapter Vice Chair.</p> <p>(c) The Chapter Vice Chair shall be elected by the Board at a Board meeting to be called and held between the date of the announcement of the election of Chapter Directors set out in the table</p> <p>(d) Any Chapter Director is eligible to stand for election as Chapter Vice Chair of the Board. Candidates for Chapter Vice Chair require one supporting Chapter Board Director in order to stand for election. Any such Chapter Director who wishes to stand for election as Chapter Vice Chair must declare their intent to do so no later than a nomination deadline to be established from time to time by the Chapter Board.</p>	New section to provide greater clarity around the Vice Chair selection process and succession.
Schedule 5 – Statutory and Standing Regulatory Committees Terms of Reference			
Schedule 5	n/a	The Terms of Reference of the statutory and standing regulatory committees have been added as a schedule to the By-Laws	In accordance with s. 67 (2) of the Registered Human Resources Professionals Act, the Board may make By-Laws with respect to “establishing the committees required by this Act and any additional committees, governing the names, composition, powers, duties and quorums of the committees, governing

Section	Old Version	New Version	Rationale
			the appointment of individuals to the committees, and authorizing and governing the formation of panels of committees.” Since these matters are set out in the Terms of Reference for HRPAs’ statutory and standing regulatory committees, the Terms of Reference should be included in the By-Laws of the Association.
Schedule 5	Members of statutory and standing regulatory committees could only serve on a committee for a maximum of two terms (6 years).	Members of statutory and standing regulatory committees can now serve on a committee for a maximum of three terms (9 years).	Extending the number of terms from two to three allows for a better retention of expertise and succession planning.
Schedule 5	<p>Only Certified Human Resources Leader (CHRL) and Certified Human Resources Executive (CHRE) members were allowed to serve on the following committees:</p> <ul style="list-style-type: none"> • Appeal Committee • Capacity Committee • Complaints Committee • Continuing Professional Development Committee • Discipline Committee • Registration Committee • Review Committee 	Certified Human Resources Professionals (CHRP) members are now also allowed to serve on those committees.	Allowing CHRPs to serve on these committees aligns with HRPAs’ three designation framework.
Schedule 5	Only HRPAs members in good standing were permitted to serve on the Academic Standards Committee – Degree and the Academic Standards Committee – Diploma.	The requirement that individuals serving on the Academic Standards Committee – Degree or the Academic Standards Committee – Diploma have to be an HRPAs member in good standing has been removed.	These committees are staffed with volunteers from academic institutions and recruiting a sufficient number of committee members with the necessary background and skills from within HRPAs’ membership proved to be challenging.
Schedule 5	The size of the CHRL Exam Validation Committee and the CHRP Exam Validation Committee was set at 12 members maximum.	The size of the CHRL Exam Validation Committee and the CHRP Exam Validation Committee has been increased to 15 members.	Additional committee members were required to accommodate an increased workload.