

Table of Concordance By-Law Revisions 2017

Section	Old Version	New Version	Rationale
All	"specialist status"	"designation"	Ontario Regulation 55/16 came into force on July 1, 2016, elevating the CHRL and the CHRE to designations. All references to 'specialist status' have been replaced with 'designation'.
1.01	" Independent practice " refers to when a member is practicing Human Resources Management but not as an employee of that particular organization;	Deleted	Definition was deleted as it is reference in the Rules of Professional Conduct, not the By-laws.
1.01	n/a	" Registrant " means any active member, student or firm who or which has been placed on the HRP A register;	Definition was added to specify who is considered a registrant.
1.01	n/a	" Student " means a registrant of HRP A who meets all of the criteria for membership in the Association and who, in addition, is enrolled in HRP A-approved courses on a full-time basis.	Definition was added to specify who is considered a student.
5.12	<p>5.12 Ceasing to be a Director. An individual ceases to be a Director of the Association upon:</p> <ul style="list-style-type: none"> (a) the Director's death; (b) the Director's resignation; (c) the expiry of the Director's term if the Director is not re-elected or re-appointed; (d) the Member Director after appropriate warning ceases to be a Member in good standing; or (e) removal of a Member or Non-Member Director pursuant to Section 5.13. <p>When an individual ceases to be a Director, any records and materials belonging to the Association that are in that individual's possession shall be returned forthwith.</p>	<p>5.12 Ceasing to be a Director. An individual ceases to be a Director of the Association upon:</p> <ul style="list-style-type: none"> (a) the Director's death; (b) the Director's resignation; (c) the expiry of the Director's term if the Director is not re-elected or re-appointed; (d) the Member Director after appropriate warning ceases to be a Member in good standing; or (e) removal of a Director pursuant to Section 5.13. <p>When an individual ceases to be a Director, any records and materials belonging to the Association that are in that individual's possession shall be returned forthwith.</p>	The definition of Director includes both Member and Non-Member Directors. It was redundant to specify Member and Non-Member Directors in s.5.12(e).
5.13	<p>5.13 Removal of Directors. (a) At a special meeting of the Members, a Member Director may be removed before the expiration of his or her term of office, for cause, by a simple</p>	<p>5.13 Removal of Directors. A Director or a Non-member Director may be removed from office where the Director has failed to live up to their duties under the Act or the By-Laws or has been found to</p>	Section 6 of the By-laws sets out the process for removal of Directors. It was redundant to also set out the process in s. 5.13.

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	<p>majority vote of eligible Voting Members present and voting at the meeting of which notice of intention to pass such motion has been previously given before the expiration of the term of office.</p> <p>(b) At a meeting of the Directors, a Non-Member Director may be removed before the expiration of his or her term of office by a simple majority of votes of Directors present and voting at a meeting of which notice of intention to pass such a motion has been previously given.</p> <p>(c) A Member Director or a Non-Member Director may be removed from office where the Director has been found to be in violation of the Board's Code of Conduct or the Directors' Standards of Performance by a simple majority of those present and voting of the Board.</p>	<p>be in violation of the Board's Code of Conduct or the Directors' Standards of Performance pursuant to the processes set out in Section 6.</p>	
5.14	<p>5.14 Conflict of Interest.</p> <p>(a) A Director who (i) is a party to a material contract or transaction or proposed material contract or transaction with the Association or (ii) is a director or officer of, or has a material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Association, shall disclose to the Association or request to have entered into the minutes of meetings of the Board the nature and extent of his or her interest.</p> <p>(b) The disclosure required by Section 5.14(a) must be made (i) at the meeting at which a proposed contract or transaction is first considered, (ii) if the Director was not then interested in a proposed contract or transaction, at the first meeting after he or she becomes so interested, (iii) if the Director becomes interested after a contract is made or a transaction is entered into, at the first meeting after he or she becomes so interested, or (iv) if a person who is interested in a contract or transaction later becomes a Director, at the first meeting after he or she becomes a Director.</p> <p>(c) A Director referred to in Section 5.14(a) shall not attend any part of a meeting of the Board during which the contract or transaction is discussed and shall not vote on a resolution to approve the contract or</p>	<p>5.15 Conflict of Interest.</p> <p>(a) A Director who (i) is a party to a material contract or transaction or proposed material contract or transaction with the Association or (ii) is a director or officer of, or has a material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Association, shall disclose to the Association or request to have entered into the minutes of meetings of the Board the nature and extent of his or her interest.</p> <p>(b) The disclosure required by Section 5.14(a) must be made (i) at the meeting at which a proposed contract or transaction is first considered, (ii) if the Director was not then interested in a proposed contract or transaction, at the first meeting after he or she becomes so interested, (iii) if the Director becomes interested after a contract is made or a transaction is entered into, at the first meeting after he or she becomes so interested, or (iv) if a person who is interested in a contract or transaction later becomes a Director, at the first meeting after he or she becomes a Director.</p> <p>(c) A Director referred to in Section 5.14(a) shall not attend any part of a meeting of the Board during which the contract or transaction is discussed and shall not vote, or attempt to influence a vote on a resolution to approve the</p>	<p>A prohibition against attempting to influence a vote where a conflict of interest exists was added to further protect the impartiality of the voting process.</p>

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	transaction unless the contract or transaction is one for indemnity or insurance.	contract or transaction unless the contract or transaction is one for indemnity or insurance.	
6.01	<p>6.01 General Governance Issues.</p> <p>The governance and nominating committee’s mandate is to maximize Board effectiveness through development and maintenance of appropriate governance principles and practices, by ensuring optimal alignment of Board and Board committee Membership and Board Member competencies and by encouraging an appropriate balance between the need to respect the democratic process and the need to populate the Board with individuals with the necessary knowledge, ability and commitment to fulfill their Board responsibilities by ensuring oversight of Chapters’ Operating Terms and governance changes. In doing so, the governance and nominating committee may act on behalf of the Board.</p>	<p>6.01 General Governance Issues.</p> <p>The mandate of the governance and nominating committee is to maximize Board effectiveness:</p> <ul style="list-style-type: none"> a) through the development and maintenance of appropriate governance principles and practices; b) by ensuring optimal alignment of Board and Board committee membership and Director competencies; c) by encouraging an appropriate balance between the need to respect the democratic process and the need to populate the Board with individuals with the necessary knowledge, ability and commitment to fulfill their Board responsibilities; d) by ensuring oversight of Chapters’ Operating Terms and governance changes; and e) by considering any complaint that a Director, director of a Chapter, or a committee member of the Association or of a Chapter has failed to live up to their duties under the <i>Act</i> or the By-Laws or any breach of the respective Codes of Conduct. 	Revised and formatted for greater clarity.
6.02	<p>6.02 Code of Conduct Complaints.</p> <p>The governance and nominating committee may consider a complaint made by a Member or the Registrar that a Director or committee Member of the Association or one of its Chapters has breached an obligation under the Code of Conduct.</p>	<p>6.02 Code of Conduct Complaints.</p> <p>The governance and nominating committee shall consider a complaint made by a Member, a Director or the Registrar that a Director, director of a Chapter or committee member of the Association or of a Chapter has failed to live up to their duties under the <i>Act</i> or the By-Laws or has breached an obligation under the respective Codes of Conduct.</p>	Revised for greater clarity.
6.03	<p>6.03 Chair to Appoint Investigation Panel.</p> <p>The Chair of the governance and nominating committee shall appoint an investigation panel from among the Members of the committee who may do one or more of the following:</p> <ul style="list-style-type: none"> (a) determine that the complaint does not warrant investigation and take no action; (b) attempt informal resolution of the complaint, including permitting a Chapter to attempt resolution where appropriate; (c) investigate the complaint; or 	<p>6.03 Chair to Appoint Panel.</p> <p>Upon receiving a complaint under Subsection 6.02, the Chair of the governance and nominating committee shall appoint a panel from among the members of the committee who shall do one or more of the following:</p> <ul style="list-style-type: none"> (a) determine that the complaint does not warrant investigation and take no action; (b) attempt informal resolution of the complaint, including permitting a Chapter to attempt resolution where appropriate; (c) investigate the complaint; or appoint an independent agent to examine the complaint, or 	<p>The complaints process has been streamlined by appointing a single panel of the GNC to investigate complaints. There is no longer a two-step process with an investigation and a determination panel.</p> <p>In the case of an internal complaint it is almost certain that all board and committee members will be conflicted. It is a principle of board governance that if all board</p>

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	(d) order that the Director or committee Member's position on the Board, a Chapter Board or a committee be suspended, or be subject to any restrictions or conditions that the panel may specify, pending the outcome of the investigation and any proceeding, if there are reasonable grounds to believe that it is necessary to prevent harm to the Association.	(d) order that the subject of a complaint's position on the Board, a Chapter Board or a committee, as the case may be, be suspended, or be subject to any restrictions or conditions that the panel may specify, pending the outcome of the investigation and any proceeding, if there are reasonable grounds to believe that it is necessary to prevent harm to the Association. Since the matters relate to internal governance, the panel may include individuals who currently know or previously knew the subject of the complaint through their activities in the Association or who have had some familiarity with the events that are likely to be part of the investigation.	members are in a conflict the board can continue, otherwise a board would be paralyzed in certain situations.
6.04	6.04 Investigative Procedures and Members' Duties. A Director or committee Member subject to an investigation of a complaint under Section 6.03 shall cooperate fully with the investigation panel's investigation. The investigation panel may appoint an investigator who shall, on request, produce written proof of his or her appointment. No one shall obstruct an investigator executing his or her duties or withhold from him or her or conceal, alter or destroy any document or thing relevant to the investigation.	6.04 Investigative Procedures and Members' Duties. A person subject to an investigation of a complaint under Section 6.03 shall cooperate fully with the panel's investigation or their independent agent.	Revised because the complaints process has been streamlined by appointing a single panel of the GNC to investigate complaints. There is no longer a two-step process with an investigation and a determination panel.
6.05	n/a	6.05 Panel Process. The panel shall consider every matter referred to it and shall adopt such procedures as it considers to be fair in the circumstances, including directing that a proceeding be held through the exchange of documents only, by teleconference or in person.	Added to provide clarity regarding the panel process.
6.06	6.05 Decision of the Investigation Panel. Following the investigation of a complaint by the investigation panel, the panel may do one or more of the following: (a) direct that the matter be referred, in whole or in part, to a determination panel. (b) direct that the matter not be referred to a determination panel. (c) negotiate a settlement agreement between the Association and the Member and refer the agreement to a determination panel for approval. (d) take any action that it considers appropriate in the circumstances and that is not inconsistent with the Act or the By-laws, including requiring the Member to	6.06 Decision of the Panel. If, after any investigation that the panel deems appropriate, the panel finds that a subject of a complaint has failed to live up to their duties under the Act or the By-Laws or has breached an obligation under the Code of Conduct or the Directors' Standards of Performance, it may make any one or more of the following recommendations to the Board: (a) that the Board censure the subject of the complaint and if deemed appropriate publish such censure in a manner deemed appropriate by the panel; (b) that the Board impose terms, conditions and limitations on the subject of the complaint's ability to serve the Association;	The complaints process has been streamlined by appointing a single panel of the GNC to investigate complaints. There is no longer a two-step process with an investigation and a determination panel.

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	attend before one or more of the panel Members to receive a caution or admonishment, but not including any action described in Section 6.12.	(c) if the subject of the complaint is a Director or Non-member Director that the Board remove the Member Director or Non-member Director from his or her position; (d) that the Board remove the subject of the complaint from one or more committees; (e) if the subject of the complaint is an Order in Council Appointee, that the Board send a report to the Lieutenant Governor in Council requesting their removal; (f) if the subject of the complaint is a Member, that the Board direct the Registrar to make a complaint to the complaints committee about the conduct; or (g) that the Board negotiate a settlement agreement between the Association and the subject of the complaint.	
	6.06 Appointment of Determination Panel. Where the investigation panel makes a disposition under Sections 6.05 (a) and (c), the Chair shall appoint a determination panel from among the Members of the governance and nominating committee. The determination panel shall not contain any individuals who participated on the investigation panel in respect of the matter. However, since the matters relate to internal governance, the determination panel can include individuals who currently know or previously knew the Director or committee Member through their activities in the Association or who have had some involvement in the events that are likely to be part of the proceeding.	n/a	Removed because under the streamlined complaints process a determination panel is no longer required.
	6.07 Confirmation, Rejection of Settlement Agreement. If the investigation panel refers a settlement agreement to the determination panel under Section 6.05(c), the determination panel shall review the agreement and: (a) approve the agreement; or (b) reject the agreement and refer the matter back to the investigation panel.	n/a	Removed because under the streamlined complaints process a determination panel is no longer required.
	6.08 Enforcement of Settlement Agreements. Failure by a Member to comply with a settlement agreement that is approved by the determination panel may be Professional Misconduct and a complaint may be filed.	n/a	Removed because under the streamlined complaints process a determination panel is no longer required.

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	<p>6.09 Determination Panel. The determination panel shall consider every matter referred to it by the investigation panel and shall adopt such procedures as it considers to be fair in the circumstances including directing that the proceeding be held through the exchange of documents only, by teleconference or in person.</p>	n/a	Removed because under the streamlined complaints process a determination panel is no longer required.
	<p>6.10 Proceeding not Public. A proceeding under Section 6.09 shall not be open to the public.</p>	n/a	Removed because under the streamlined complaints process a determination panel is no longer required.
	<p>6.11 Parties. The parties to a proceeding under Section 6.9 are the Association and the Director or committee Member who is the subject of the complaint.</p>	n/a	Removed because under the streamlined complaints process a determination panel is no longer required.
	<p>6.12 Powers of the Determination Panel. If the determination panel finds that a Director or committee Member of the Association or one of its Chapters has breached an obligation under the Code of Conduct, it may by order do one or more of the following:</p> <ul style="list-style-type: none"> (a) censure the Director or committee Member and if deemed appropriate publish such censure in a manner deemed appropriate by the panel; (b) impose terms, conditions and limitations on the Director or committee Member's ability to serve the Association; (c) recommend to the Board that the Board remove the Member Director or Non-Member Director or committee Member from his or her position; (d) recommend to the Board that the Board prohibit the Member Director or Non-Member Director or committee Member from serving the Association in the future; (e) recommend to the Board that the Board inform the Lieutenant Governor in Council of the determination of the panel; (f) direct the Registrar to make a complaint to the complaints committee about the conduct; or (g) make such other order as it deems just that is not inconsistent with the Act or the By-laws. 	n/a	Removed because under the streamlined complaints process a determination panel is no longer required.

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	<p>6.14 Preliminary Suspension, Restrictions. At any time after a matter respecting a complaint against a Director or committee Member is referred to it by the investigation panel and before making a final decision or order under Section 10.12, the determination panel may order that the Director or committee Member's position on the Board, a Chapter board or a committee be suspended, or be subject to any restrictions or conditions that the panel may specify, pending the outcome of the proceeding, if there are reasonable grounds to believe that it is necessary to prevent harm to the Association.</p>	n/a	Removed because under the streamlined complaints process a determination panel is no longer required.
	<p>6.15 Appeal to Panel of the Board. A party to a proceeding before the determination panel may appeal a final decision or order of the panel under Section 6.12 to a panel of the Board by filing a notice of appeal within 30 Days of the Day the decision is released. The Chair of the Board, or his or her designate, shall appoint a panel of the Board of at least three Members to hear the appeal. The appeal shall be conducted in accordance with the procedure set out in Section 6.16, with necessary modifications.</p>	n/a	Removed because under the streamlined complaints process a determination panel is no longer required.
	<p>6.16 Jurisdiction, Powers. The panel of the Board may determine any question of law or mixed fact and law that arises in an appeal under Section 6.15 and may:</p> <ul style="list-style-type: none"> (a) make any decision or order that could have been made by the determination panel; (b) order a new proceeding before the determination panel; or (c) dismiss the appeal. 	n/a	Removed because under the streamlined complaints process a determination panel is no longer required.
	<p>6.17 Effect. A decision or order of the determination panel under Section 6.12 takes effect 30 Days after the decision is released, unless the panel of the Board orders otherwise, if it is not under appeal or, if the appeal is abandoned, on the date that it appears that the appeal is abandoned. A decision or order of the panel of the Board under Section 6.16(a) takes effect 30 Days after the decision is released, unless the panel orders otherwise.</p>	n/a	Removed because under the streamlined complaints process a determination panel is no longer required.

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6.08	n/a	<p>6.08 Decision of the Board. If the panel makes a recommendation to the Board under subsections 6.06 (b), (c), (d) or (e), the Board shall determine whether the subject of the complaint has failed to live up to their duties under the Act or the By-Laws or has been found to be in violation of the Board’s Code of Conduct or the Directors’ Standards of Performance and shall, by a simple majority affirmative vote of Directors present and voting:</p> <ul style="list-style-type: none"> (a) approve and implement the panel’s recommendations; (b) reject the panel’s recommendations and do one of the following: <ul style="list-style-type: none"> a. impose a different sanction; or b. dismiss the complaint <p>In advance of any deliberation and vote, the subject of the complaint shall not take part in the deliberation or vote, however, he or she shall be given a reasonable opportunity to respond to the complaint.</p>	Added to specify the powers of the Board upon referral of a complaint by the GNC.
6.09	<p>6.18 Decision, Order Final. Subject to Section 6.16 and to the Act, a decision or order of the determination panel under Section 6.12 is final unless it is appealed. A decision or order of the panel of the Board under Section 6.16 is final.</p>	<p>6.09 Decision, Order Final. A decision or order of the Board under Section 6.08 is final.</p>	Reference to the determination panel has been removed. Under the streamlined complaints process a determination panel is no longer required.
	<p>6.20 Power of Board to Make, Rescind or Alter Orders. Despite any other provision in the By-laws, the Board may by simple majority vote of those present and voting take any governance action it believes necessary in the best interests of the Association, both in respect of general governance matters and in respect of any alleged breach by a Director or committee Member of the Association or one of its Chapters of an obligation under the Code of Conduct.</p>	n/a	Removed for redundancy. Under the streamlined complaints process there is no longer a determination panel. As such, once a complaint is referred the final decision rests with the Board, alleviating the need for the Board to rescind or alter orders.
9.03	<p>9.03 Non-voting Members. The following Member categories comprise the Non-voting Member class:</p> <ul style="list-style-type: none"> (a) Members whose status is retired or suspended in accordance with Sections 9.29 or 9.30 respectively; (b) Practitioner Members; 	<p>9.03 Non-voting Members. The following Member categories comprise the Non-voting Member class:</p> <ul style="list-style-type: none"> (a) Members whose status is retired or suspended in accordance with Sections 9.29 or 9.30 respectively; (b) Practitioner Members; and (c) Allied Professional Members 	The general and practitioner membership categories fulfill the same function and have the same price level. As such, the category for general members has been folded into the practitioner category.

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	<p>(c) General Members; and (d) subject to Section 9.04, Members who have been recognized as a Fellow of the Human Resources Professionals Association specialist.</p> <p>Non-voting Members shall not have the right to receive notice of, to attend or to vote at meetings of the Members. They shall have such privileges as may be set out in the By-laws.</p>	<p>Non-voting Members shall not have the right to receive notice of, to attend or to vote at meetings of the Members. They shall have such privileges as may be set out in the By-laws.</p>	<p>The allied professional membership category has been added for consistency.</p>
	<p>9.04 Determination of Voting Class. Members in the Voting Class who are also recognized as a Fellow of the Human Resources Professionals Association specialist shall not belong to the Non-Voting Class of Members but shall remain in the Voting Class of Members.</p>	<p>n/a</p>	<p>Removed for redundancy. All designated members are voting members and holding a designation is a prerequisite for the FHRPA.</p>
<p>9.04</p>	<p>9.05 Requirements and Qualifications for Membership. The Registrar shall grant Membership to every individual who applies in accordance with the By-laws and who:</p> <ul style="list-style-type: none"> (a) is of apparent good character; (b) has met the criteria for the class of Membership to which the individual has applied; (c) has agreed to abide by the Rules of Professional Conduct, the Standards and Guidelines of Practice, the Code of Conduct and any other criteria as established by the Board, as applicable; and (d) if living or working in Ontario, is affiliated with a Chapter; and (e) has paid all applicable Membership dues. <p>Provided that an applicant's application for Membership is complete and accurate, and that the applicant has met the criteria listed above, the Registrar shall grant Membership to the applicant in the appropriate class of Membership.</p> <p>Once admitted to a given class of Membership, Members must continue to meet the criteria for Membership in that class to remain in that class of Membership. However, Members who cease to meet</p>	<p>9.04 Requirements and Qualifications for Membership. The Registrar shall grant Membership to every individual who applies in accordance with s. 9.08 of the By-laws and who:</p> <ul style="list-style-type: none"> (a) is of apparent good character; (b) has met the criteria for the class of Membership to which the individual has applied; (c) has agreed to abide by the Rules of Professional Conduct, the Standards and Guidelines of Practice, the Code of Conduct and any other criteria as established by the Board, as applicable; (d) if living or working in Ontario, is affiliated with a Chapter; and (e) has paid all applicable Membership dues. <p>Provided that an applicant's application for Membership is complete and accurate, and that the applicant has met the criteria listed above, the Registrar shall grant Membership to the applicant in the appropriate class of Membership.</p> <p>Once admitted to a given class of Membership, Members must continue to meet the criteria for Membership in that class to remain in that class of Membership. However, Members who cease to meet the criteria for one class of</p>	<p>A reference to s. 9.08 has been added for greater clarity.</p>

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	the criteria for one class of Membership may meet the criteria for another class of Membership.	Membership may meet the criteria for another class of Membership.	
	9.06 General Member. An applicant who only meets the criteria set out in Section 9.05 shall be granted a General Membership.	n/a	The general and practitioner membership categories fulfill the same function and have the same price level. As such, the category for general members has been folded into the practitioner category.
9.06	9.07 Practitioner Member. An applicant who only meets the criteria for general Membership and who, in addition, is employed or pursuing employment in Human Resources shall be granted a Practitioner Membership.	9.06 Practitioner Member. An applicant who only meets the criteria set out in Section 9.05 shall be granted a Practitioner Membership.	The reference to being employed in HR or pursuing employment in HR no longer applies and has been removed.
9.07	n/a	9.07 Allied Professional Member. An applicant who meets the criteria set out in Section 9.05 and who is a current member of a regulated profession listed in Schedule 1 of the Fair Access to Regulated Professionals and <i>Compulsory Trades Act, 2009</i> ; and any other professional regulatory bodies as the Board may approve at its sole discretion from time to time may be admitted to the category of Allied Professional.	The allied professional membership category has been added for consistency.
9.34	9.34 Effect of Resignation on Designation, Specialist Status. (a) If a Member resigns his or her Membership, that Member shall no longer hold a designation or be recognized as a specialist as set out in Section 10 or identify themselves as a designation holder or specialist. (b) Re-applying for Membership after it has been resigned does not automatically re-grant a designation or recognition as a specialist. (c) Members whose Membership was resigned and who re-apply for Membership have to meet all of the requirements in place at the time of application to be granted a designation or to be recognized as a specialist.	9.34 Effect of Resignation on Designation. (a) If a Member resigns his or her Membership, that Member shall no longer hold a designation as set out in Section 10 or identify himself as a designation holder. (b) Re-applying for Membership after it has been resigned does not automatically re-grant a designation. (c) Members whose Membership was resigned and who re-apply for Membership have to meet all of the requirements in place at the time of application to be granted a designation. (d) Notwithstanding Subsection 9.34(c), if a Member resigns his or her Membership with HRP A but has their designation recognized by another provincial HR Association and maintains his or her designation with that provincial HR Association, upon rejoining HRP A any designation previously granted by HRP A may be reinstated without requiring the former Member to complete any additional requirements for the designation in place at that time.	S. 9.34(d) was added to clarify the transfer of designations process for former members returning to Ontario.
10.02	10.02 Requirements for the Designation Certified Human Resources Professional (CHRP) Designation.	10.02 Requirements for the Designation Certified Human Resources Professional (CHRP) Designation.	'Successful result on the knowledge exam' as been replaced with

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	<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 result on 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 10.02 are Non-exemptible except bullet (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 10.02 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>‘successful completion of the knowledge exam’ for greater clarity.</p>
	<p>10.03 Application for Specialist Status. A person may apply to be recognized as any of the specialists set out in Section 10 by submitting a completed application in the form provided by the Registrar together with any applicable fees and any supporting documentation requested by the Registrar.</p>	<p>n/a</p>	<p>Removed since the CHRL and the CHRE are no longer specialist statutes under Ontario Regulation 55/16.</p>
	<p>10.04 Specialist Status. Pursuant to section 67(2) of the Act, the Association recognizes the following specialist statuses:</p> <ol style="list-style-type: none"> (a) Certified Human Resources Leaders (CHRL); (b) Certified Human Resources Executives (CHRE); and (c) Fellow of the Human Resources Professionals Association (FHRPA) 	<p>n/a</p>	<p>Removed since the CHRL and the CHRE are no longer specialist statutes under Ontario Regulation 55/16.</p>
	<p>10.07 Recognition of Specialist Status. Members who have, pursuant to the By-laws, been recognized as a:</p> <ol style="list-style-type: none"> (a) Certified Human Resources Leader specialist may identify themselves as a Certified Human Resources Leader or CHRL; (b) Certified Human Resources Executive specialist may identify themselves as a Certified Human Resources Executive or CHRE. 	<p>n/a</p>	<p>Removed since the CHRL and the CHRE are no longer specialist statutes under Ontario Regulation 55/16.</p>

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11.21	<p>11.21 Reinstatement, Active Members within Two Years of Revocation for Non-Compliance with CPD.</p> <p>A Member whose designation or specialist status has been revoked for non-compliance with CPD due to failure to submit a CPD log for no more than two years may reinstate their designation or specialist status by submitting the outstanding CPD log as well as supporting documentation for each activity listed in the log. The log will be audited by the CPD committee.</p>	<p>11.21 Reinstatement, Active Members within Two Years of Revocation per s. 11.09.</p> <p>A Member whose designation has been revoked per s. 11.09 may reinstate their designation by submitting the outstanding CPD log as well as supporting documentation for each activity listed in the log if submitted within two years of the revocation date. The log will be audited by the CPD committee.</p>	Revised for greater clarity.
11.22	<p>11.22 Reinstatement, Active Members After Two Years of Revocation for Non-Compliance with CPD.</p> <p>A Member whose designation or specialist status has been revoked for non-compliance with CPD due to failure to submit a CPD log for more than two years must re-achieve the designation or specialist status by meeting all of the requirements in place at that time.</p>	<p>11.23 Reinstatement, Active Members After Two Years of Revocation per s. 11.09.</p> <p>A Member whose designation has been revoked per s. 11.09 for more than two years may re-achieve the designation by meeting all of the requirements in place at the time of application.</p>	Revised for greater clarity.
11.23	<p>11.23 Reinstatement, Active Members within Two Year of Revocation for Non-Compliance with the CPD Audit.</p> <p>A Member whose designation or specialist status has been revoked for non-compliance with the CPD audit for no more than two years may reinstate their designation or specialist status by completing the audit process.</p>	<p>11.23 Reinstatement, Active Members within Two Year of Revocation per s. 11.17</p> <p>A Member whose designation has been revoked per s. 11.17 may reinstate their designation by completing the audit process if submitted within two years of the revocation date.</p>	Revised for greater clarity.
11.24	<p>11.24 Reinstatement, Active Members After Two Years of Revocation for Non-Compliance with the CPD Audit.</p> <p>A Member whose designation or specialist status has been revoked for non-compliance with the CPD audit for more than two years must re-achieve the designation or specialist status by meeting all of the requirements in place at that time.</p>	<p>11.24 Reinstatement, Active Members After Two Years of Revocation for Non-Compliance with the CPD Audit.</p> <p>A Member whose designation has been revoked per s. 11.17 for more than two years may re-achieve the designation by meeting all of the requirements in place at the time of application.</p>	Revised for greater clarity.
12.01	n/a	<p>12.01 Entities Required to Register as Firms with HRP.</p> <p>The following entities are required to register as Firms with HRP:</p> <ul style="list-style-type: none"> a) Any limited liability partnership, where one or more partners are members of HRP; b) Any corporation where: <ul style="list-style-type: none"> i) the corporation intends to take or use a designation set out in Ontario Regulation 55/16, alone or in combination with other words or abbreviations; or 	Section added to specify which entities need to register as firms with HRP.

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		<ul style="list-style-type: none"> ii) the corporation intends to take or use any term, title, initials, designation or description implying that the corporation is registered with the Association or is authorized to use a designation set out in Ontario Regulation 55/16; or iii) the corporation intends to otherwise hold itself out as being registered with the Association or authorized to use a designation set out in Ontario Regulation 55/16, regardless of whether it provides services in the field of human resources to any individual or entity. 	
12.02	n/a	<p>12.02 Obligation of Registrar to Register Firms. The Registrar shall register, and renew the registration of, any firm that:</p> <ul style="list-style-type: none"> a) makes an application in the appropriate form and pays the prescribed fee; b) has paid all dues and other amounts levied by HRPAs; c) has provided all information and produced all documents and other materials as requested by the Registrar; d) meets all the requirements of the Act, and the By-laws; and e) provides evidence of compliance with the professional liability insurance requirement. 	Section added to outline the Registrar’s responsibilities vis-à-vis the registration of firms.
12.03	n/a	<p>12.03 Right to Appeal. Any refusal by the Registrar to register an entity as a firm is appealable to the Appeal Committee.</p>	Section added to establish right to appeal.
12.04	n/a	<p>12.04 Notification of Registrar of Significant Changes. Any firm registered with HRPAs shall notify the Registrar in writing of any significant change in practice, composition or structure at least ten (10) days prior to such change being effected. A significant change includes, the merger, acquisition, closure, or dissolution of a firm.</p>	Section added to outline notice requirements for registered firms.
12.05	n/a	<p>12.05 Name of Firm. A firm shall report to HRPAs the name under which the firm provides Human Resources services to the public, or carries on a related business or practice.</p>	Section added to specify requirements around the naming of firms.

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12.06	n/a	12.06 Name of Firm Shall Comply with Applicable Legislation. The Registrar shall register a firm whose name complies with the Rules of Professional Conduct, the By-laws, and all applicable legislation.	Section added to specify requirements around the naming of firms.
12.07	n/a	12.07 Continuance of Registration Where Name Non-Compliant. The Registrar shall not continue the registration of a Firm whose name does not comply, or no longer complies, with the Rules of Professional Conduct and any applicable legislation.	Section added to specify requirements around the naming of firms.
12.08	n/a	12.08 Exception. Notwithstanding Sections 12.06 and 12.07 of this By-law, a Firm may apply to the Registrar to continue to use a non-compliant name, and the Registrar may grant such permission for a single period not exceeding six (6) months.	Section added to specify requirements around the naming of firms.
12.09	n/a	12.09 Prohibition. No Firm, and no Member of any Firm, shall provide Human Resources services to the public in any name other than name or names as entered in the Register.	Section added to specify requirements around the naming of firms.
12.10	n/a	12.10 Disclosure of Disciplinary Processing. Any firm applying for registration or renewal of registration shall disclose whether it is the subject of an investigation or is or has been the subject of disciplinary proceedings by HRP or any other regulatory body, and shall provide a consent permitting the Registrar to access information regarding such investigation or disciplinary proceedings from that body.	Section added to outline disclosure requirement of registered firms regarding disciplinary proceedings.
12.11	n/a	12.11 Deferral of Consideration of Application for Registration or Renewal. Notwithstanding Section 12.02, the Registrar may defer consideration of an application for registration or renewal until such time as any investigation or discipline proceeding disclosed pursuant to Section 12.10 has been concluded.	Section added to allow the Registrar to defer consideration of an application for registration or renewal during a disciplinary proceeding.
12.12	n/a	12.12 Designated Representative. Upon registration with HRP, a Firm shall designate with HRP a Member to be the designated representative of the firm.	Section added to establish requirement for a designated representative for registered firms.
12.13	n/a	12.13 Required Information and Documentation. Every Firm shall, upon registration, provide the Registrar: a) the name, business address, telephone number, and email address of each office	Section added to outline registration requirements for firms.

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		<p>or location and the name, title and business address of the Member;</p> <p>b) the name, title and business address of each Member who is:</p> <p>i) the senior officer(s) of the firm in Canada;</p> <p>ii) the senior officer(s) having responsibility for the Ontario operations of the firm;</p> <p>iii) the officer(s) having responsibility for the operations of the firm in any region or geographic territory in Ontario that involves more than one office.</p>	
12.14	n/a	<p>12.14 Professional Liability Insurance. Firms registered with HRPAs must have professional liability insurance which covers the provision of all Human Resource services by employees and subcontractors of the Firm.</p>	Section added to outline the professional liability insurance requirement for registered firms.
12.15	n/a	<p>12.15 Duties of Members Practicing Through Unregistered Firm. A Member offering Human Resources services to the public through an unregistered firm shall provide to the Registrar:</p> <p>a) the name and address of the unregistered firm through which they practice,</p> <p>b) the form of the practice (i.e., sole proprietors ship, partnership including limited liability partnerships, or corporation); and</p> <p>c) any changes in such arrangements.</p>	Section added to outline the duties of members practicing through unregistered firms.
12.16	n/a	<p>12.16 Informing the Public, Clients. Where HRPAs members offer Human Resource services to the public through an unregistered firm, the member must make it clear to the public, to the client, and to those impacted by the service that the member is registered with HRPAs.</p>	Section added for protection of the public when utilizing a member's services through an unregistered firm.
	<p>12.01 Registration of Firms. The Registrar shall accept any of the following entities for registration as a Firm in accordance with the By-laws:</p>	n/a	Section removed because it has been replaced with new By-laws regarding the registration of firms.

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	<p>(a) a partnership, including a limited liability partnership, or other association of Members; and</p> <p>(b) a corporation incorporated under the <i>Business Corporations Act</i> (Ontario).</p>		
	<p>12.02 Application. An entity that wishes to practice in the field of human resources must apply to the Registrar to be registered as a Firm subject to such terms and conditions as may be specified herein and by the Board.</p>	n/a	Section removed because it has been replaced with new By-laws regarding the registration of firms.
	<p>12.03 Provide Name. A Firm shall register and maintain with the Association, in the manner provided in these By-laws, the name or names under which the Firm, carries on a practice in the field of human resources and such other information as required in the By-laws.</p>	n/a	Section removed because it has been replaced with new By-laws regarding the registration of firms.
	<p>12.04 Designated Representative. Upon registration with the Association, a Firm shall designate a Member of the Association to be the designated representative of the Firm.</p>	n/a	Section removed because it has been replaced with new By-laws regarding the registration of firms.
	<p>12.05 Limited Liability Partnership A Firm that is a limited liability partnership must register its firm name under the <i>Business Names Act</i> (Ontario) as required by the <i>Partnerships Act</i> (Ontario) and such firm name shall contain either the words "Limited Liability Partnership" or the letters "LLP" or "L.L.P." as the last words or letters of the firm name and such words or letters, as the case may be, shall always be shown as part of the firm name. A Firm which is a limited liability partnership shall provide proof of such registration to the Association.</p>	n/a	Section removed because it has been replaced with new By-laws regarding the registration of firms.
	<p>12.06 Professional Liability Insurance</p> <p>(a) A member in independent practice shall have professional liability insurance adequate for their situation.</p> <p>(b) A Firm registered as a limited liability partnership shall maintain professional liability insurance adequate for its situation.</p>	n/a	Section removed because it has been replaced with new By-laws regarding the registration of firms.

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	<p>12.07 Professional Obligations The professional obligations of a Member to a person who is his or her client:</p> <p>(a) are not diminished by the fact that the Member is practising through a Firm; and</p> <p>(b) in the case of a Member practising through a Firm that is a corporation, apply equally to the corporation and to its directors, officers, shareholders, agents and employees; and</p> <p>(c) if a member practising in the field of human resources through a Firm that is a corporation is the subject of an investigation or inspection under the Act or pursuant to the By-laws the Firm shall be jointly and severally liable with the Member for all fines and costs the Member is required to pay in relation to the investigation or inspection.</p>	n/a	Section removed because it has been replaced with new By-laws regarding the registration of firms.
	<p>12.08 Restrictions and Conditions on Member's Practice A restriction or condition imposed under the Act or the By-laws on a Member practising in the field of human resources through a Firm applies to the Firm in relation to the Member's practice in the field of human resources.</p>	n/a	Section removed because it has been replaced with new By-laws regarding the registration of firms.
	<p>12.09 Restrictions and Conditions on Firm A restriction or condition imposed under the Act or the By-laws on a Firm applies to the Members practising in the field of human resources through the Firm.</p>	n/a	Section removed because it has been replaced with new By-laws regarding the registration of firms.
	<p>12.10 Suspension A Firm's registration that is suspended remains subject to the continuing jurisdiction of the Association for all purposes.</p>	n/a	Removed for redundancy. Continuing jurisdiction is established by s. 24 of the Act.
12.18	n/a	<p>12.18 Failure to Comply. A failure to comply with Section 12 on the part of any Member, Student or Firm of the Association represents professional misconduct as defined in the By-laws and may be subject to a complaint against the Member, Student or Firm.</p>	Section added to outline consequences of non-compliance.
Section 13	SECTION 13: REGISTER, MEMBERS AND FIRMS.	SECTION 13: REGISTER, MEMBERS AND FIRMS AND PUBLICATION OF INFORMATION RELATED TO DISCIPLINE OR REVIEW PROCEEDINGS.	Heading expanded to include publication of discipline or review proceedings.
13.01	13.01 Member Register.	13.01 Member Register.	The reference to proclamation has been removed for redundancy.

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	<p>The subsections under this heading relating to firms will take effect 30 days after notice of their proclamation by the Board is posted on the Association’s website. The Registrar shall keep a register in which shall be entered the following information in respect of Members and, for a period of 10 years, of former Members:</p> <ol style="list-style-type: none"> (1) the names of all Members and former Members; (2) the Member’s class of Membership; (3) whether the Member is a General Member or Practitioner Member (4) the Member’s Membership status; (5) any designation or specialist status granted by HRP A; (6) any specialist status recognized by HRP A; (7) the Member’s date of initial Membership and the date of obtaining any certification granted by HRP A; (8) any dates after initial Membership or initial certification when the person was not a Member or did not hold the certification; (9) any dates after initial Membership when the Member’s Membership or was suspended or revoked; (10) the Member’s business contact information; (11) the name of any Firm through which the Member practises; (12) the business address and telephone number of each location at which the Member practises in Ontario; (13) whether the Member carries professional liability insurance; (14) details of any referral of the Member to the discipline committee, including the date and location of the hearing if known, until a final decision has been made; (15) details of any final decision made by the discipline committee finding the Member to have engaged in Professional Misconduct ; 	<p>The Registrar shall keep a register in which shall be entered the following information in respect of Members and, for a period of 10 years, of former Members:</p> <ol style="list-style-type: none"> (1) the names of all Members and former Members; (2) the Member’s class of Membership; (3) whether the Member is a Practitioner Member or Allied Member; (4) the Member’s Membership status; (5) any designation granted by HRP A; (6) any title granted by HRP A; (7) the Member’s date of initial Membership and the date of obtaining any certification granted by HRP A; (8) any dates after initial Membership or initial certification when the person was not a Member or did not hold the certification; (9) any dates after initial Membership when the Member’s Membership or was suspended or revoked; (10) the Member’s business contact information; (11) the name of any Firm through which the Member practises; (12) the business address and telephone number of each location at which the Member practises in Ontario; (13) whether the Member carries professional liability insurance; (14) any information related to discipline or review proceedings as outlined in sections 13.07, 13.09 and 13.11; (15) such details as shall be necessary to protect the public where the Member has been found by the capacity committee to be Incapacitated, (16) the fact that a Member is under investigation, if the Registrar determines that there is a compelling public interest to disclose the information; 	<p>The reference to general members has been removed since the category for general members has been folded into the practitioner category.</p> <p>A reference to allied members was added for consistency.</p> <p>References dealing with the publication of discipline details have been revised to align with new, additional By-laws addressing this issue.</p> <p>A reference was added to allow HRP A to disclose that a member is under investigation if there is a compelling public interest.</p>

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	<p>(16) such details as shall be necessary to protect the public where the Member has been found by the capacity committee to be Incapacitated,</p> <p>(17) any restrictions or conditions on the right of the Member to practise in the field of human resources; and</p> <p>(18) any other information that the Member has agreed may be placed on the register.</p>	<p>(17) any restrictions or conditions on the right of the Member to practise in the field of human resources; and</p> <p>(18) any other information that the Member has agreed may be placed on the register.</p>	
13.02	<p>13.02 Firm Register.</p> <p>The Registrar shall keep a register in which shall be entered the following information in respect of Firms and, for a period of 10 years, of former Firms:</p> <ol style="list-style-type: none"> (1) the name or names under which the Firm, carries on a practice in the field of human resources; (2) the address and telephone number of each location at which the Firm carries on business; (3) the date of initial registration of the Firm; (4) the name of the designated representative of the Firm required under Section 12.16; (5) The name, as set out in the register, of each of the Members and Students who practice through the Firm and the title or office, if any, held by each; (6) details of any referral of the Firm to the discipline committee, including the date and location of the hearing if known, until a final decision has been made; (7) details of any final decision made by the discipline committee finding the Firm to have engaged in Professional Misconduct; (8) any restrictions or conditions on the right of the Firm to practise in the field of human resources; and (9) any other information that the Firm has agreed may be placed on the register. 	<p>13.02 Firm Register.</p> <p>The Registrar shall keep a register in which shall be entered the following information in respect of Firms and, for a period of 10 years, of former Firms:</p> <ol style="list-style-type: none"> (1) the name or names under which the Firm, carries on a practice in the field of human resources; (2) the address and telephone number of each location at which the Firm carries on business; (3) the date of initial registration of the Firm; (4) the name of the designated representative of the Firm required under Section 12.11; (5) The name, as set out in the register, of each of the Members and Students who practise through the Firm and the title or office, if any, held by each; (6) any information related to discipline or review proceedings as outlined in sections 13.07, 13.09 and 13.11; (7) any restrictions or conditions on the right of the Firm to practise in the field of human resources; and (8) any other information that the Firm has agreed may be placed on the register. 	References dealing with the publication of discipline details have been revised to align with new, additional By-laws addressing this issue.
13.06	n/a	13.06 Publication of Notice of Hearing Related to Discipline or Review Proceedings.	Added to provide more clarity regarding the publication of

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		<p>Having served the Notice of Hearing on the Student, Member, or Firm, who or which is the subject of the discipline or review proceeding, the Registrar shall publish in a prominent and easily accessible location on the HRP A web site:</p> <ul style="list-style-type: none"> a) the Notice of Hearing including the name of the Student, Member, or Firm who or which is the subject of the proceeding; b) the place and time of the hearing when such has been set, c) instructions for individuals wishing to attend the hearing, and d) any interim orders of the Discipline Committee related to the proceeding. 	<p>information about disciplinary and review proceedings.</p>
13.07	n/a	<p>13.07 Publication of Information Related to Discipline or Review Proceedings on the Public Register. Simultaneously to Section 13.06 above, the Registrar shall also place on the Register:</p> <ul style="list-style-type: none"> a) a note to the effect that the Student, Member, or Firm, is currently subject to a hearing before the Discipline Committee or the Review Committee; b) a summary of the Allegations, including a brief description of the particulars, c) the place of any scheduled hearing when such has been set, and d) any interim orders of the Discipline Committee related to the proceeding. 	<p>Added to provide more clarity regarding the publication of information about disciplinary and review proceedings.</p>
13.08	n/a	<p>13.08 Publication of Information Related to Discipline or Review Proceedings in the <i>Regulatory Affairs</i> newsletter. If the matter has not yet been resolved by the next scheduled publication date of the <i>Regulatory Affairs</i> newsletter, the Registrar shall publish in the <i>Regulatory Affairs</i> newsletter:</p> <ul style="list-style-type: none"> a) the name of the Student, Member, or Firm who or which is the subject of the proceeding; b) a summary of the Allegations, including a brief description of the particulars, and c) the place and time the hearing was held or is to be held, d) instructions for individuals wishing to attend the hearing. 	<p>Added to provide more clarity regarding the publication of information about disciplinary and review proceedings.</p>

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13.09	n/a	13.09 Continuation of Hearing. Should the matter be continued beyond the initial time scheduled for the hearing, the Registrar shall update the web site and the Register accordingly with the place and time of the continuance of the hearing.	This section was added to provide more clarity with respect to the publication of information regarding disciplinary and review proceedings.
13.10	n/a	13.10 Publication of Decisions. Once the Discipline Committee or Review Committee has rendered its decision, and upon the prescribed time limits for an appeal having elapsed without a request for appeal having been filed, the Registrar shall publish in the same location as the original publication of the Notice of Hearing the decision and reasons of the Discipline Committee or the Review Committee including any orders issued by the Committee related to the proceeding.	This section was added to provide more clarity with respect to the publication of information regarding disciplinary and review proceedings.
13.11	n/a	13.11 Updating the Public Register with Finding of Professional Misconduct. Upon a finding of misconduct, the Registrar shall update the Register to indicate this finding of misconduct as well as the particulars of any penalty imposed by the Discipline Committee and its reasons for both. This information shall remain on the public register for a period of ten years.	This section was added to provide more clarity with respect to the publication of information regarding disciplinary and review proceedings.
13.12	n/a	13.12 Updating the Public Register if Allegations are Dismissed. Upon dismissal of all the allegations, the Registrar shall update the Register to remove: <ul style="list-style-type: none"> (a) any note to the effect that the Member was the subject to a proceeding before the Discipline Committee; (b) the summary of the Allegations, including a brief description of the particulars; (c) the place and time of any hearings, and (d) any interim orders of the Discipline Committee or Review Committee. 	This section was added to provide more clarity with respect to the publication of information regarding disciplinary and review proceedings.
13.13	n/a	13.13 Outcome Published in <i>Regulatory Affairs</i> newsletter. Whatever the outcome, the Registrar shall publish the outcome of the discipline or review proceeding in the next issue of the <i>Regulatory Affairs</i> newsletter.	Added to provide more clarity regarding the publication of information about disciplinary and review proceedings.
13.14	n/a	13.14 Exception. Notwithstanding the above, pursuant to conditions set out in Section 9 of the <i>Statutory Powers Procedure Act, 1990</i> , the Discipline Committee or the Review Committee may	Added to provide more clarity regarding the publication of information about disciplinary and review proceedings.

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		decide that a hearing, or portions of a hearing, should not be open to the public. Should this be the case, the above requirements shall be modified accordingly. The reasons for closing the hearing shall be posted on the web site and subsequently in the <i>Regulatory Affairs</i> newsletter.	
13.15	n/a	13.15 Publication of Hearing Date and Time of Appeal of Decision of the Discipline or Review Committee. If there is an appeal of the decision of the Discipline or Review Committee, the Registrar shall publish the date and time of any hearing conducted by the Appeal Committee in relation to the matter. If the decision of the Discipline Committee or the Review Committee was made pursuant to a closed hearing, the appeal shall also be closed; nonetheless, the date and time of the hearing shall be published.	Added to provide more clarity regarding the publication of information about disciplinary and review proceedings.
13.16	n/a	13.16 Publication of Information if Decision Upheld. Should the Appeal Committee uphold the decision of the Discipline Committee or the Review Committee, the Registrar shall publish in the same location as the original publication of the Notice of Hearing: <ul style="list-style-type: none"> (a) the original decision and reasons of the Discipline Committee or the Review Committee including any orders issued by the Committee; (b) the decision and reasons of the Appeal Committee including any orders issued by the Committee. 	Added to provide more clarity regarding the publication of information about disciplinary and review proceedings.
13.17	n/a	13.17 Removal of Information if Decision Overturned. Should the Appeal Committee overturn the complete decision of the Discipline Committee or Review Committee, the Registrar shall update the Register to remove: <ul style="list-style-type: none"> (a) any note to the effect that the members was the subject to a proceeding before the Discipline Committee or the Review Committee; (b) the summary of the Allegations, including a brief description of the particulars, (c) the place and time of any hearings, and (d) any interim orders of the Discipline Committee or Review Committee. 	Added to provide more clarity regarding the publication of information about disciplinary and review proceedings.
13.18	n/a	13.18 Regulatory Newsletter. The Registrar shall publish an official regulatory newsletter at least four (4) times a year. Copies of the regulatory newsletter shall be provided at the expense of HRP A to:	Added to establish the Regulatory Newsletter as required under s. 67.(30) of the Act.

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		<ul style="list-style-type: none"> (a) Members and registrants in good standing; and (b) Such persons as HRP A may from time to time determine. 	
13.19	n/a	<p>13.19 Content of the Regulatory Newsletter. The regulatory newsletter shall include but not be limited to:</p> <ul style="list-style-type: none"> (a) Notices of annual meetings; (b) Election results; and (c) All information as set out in Section 13.08 and Section 13.13 with respect to discipline or review proceedings. Where there is a dissenting opinion prepared by a member of the panel and the decision, finding or order of the Discipline Committee or the Review Committee is to be published, in detail or summary, any publication will include the dissenting opinion. 	Added to establish the Regulatory Newsletter as required under s. 67.(30) of the Act.
15.33	<p>15.33 Student Register. (a) The Registrar shall keep a register in which shall be entered the following information in respect of Students and, for a period of 10 years, of former Students:</p> <ul style="list-style-type: none"> (1) the names of all Students and former Students; (2) the Student’s registration status; (3) the date of initial registration of the Student; (4) any dates after initial registration when the Student’s registration was suspended or revoked; (5) the Student’s business contact information, if applicable; (6) the name of any Firm through which the Student practises; (7) the business address and telephone number of each location at which the Student practises in Ontario; (8) whether the Student carries professional liability insurance; (9) details of any referral of the Student to the discipline committee, including the date and 	<p>15.33 Student Register.(a) The Registrar shall keep a register in which shall be entered the following information in respect of Students and, for a period of 10 years, of former Students:</p> <ul style="list-style-type: none"> (1) the names of all Students and former Students; (2) the Student’s registration status; (3) the date of initial registration of the Student; (4) any dates after initial registration when the Student’s registration was suspended or revoked; (5) the Student’s business contact information, if applicable; (6) the name of any Firm through which the Student practises; (7) the business address and telephone number of each location at which the Student practises in Ontario; (8) whether the Student carries professional liability insurance; 	References dealing with the publication of discipline details have been revised to align with new, additional By-laws addressing this issue.

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	<p>location of the hearing if known, until a final decision has been made;</p> <p>(10) details of any final decision made by the discipline committee finding the Student to have engaged in Professional Misconduct ;</p> <p>(11) such details as shall be necessary to protect the public where the Student has been found by the capacity committee to be Incapacitated,</p> <p>(12) any restrictions or conditions on the right of the Student to practise in the field of human resources; and</p> <p>(13) any other information that the Student has agreed may be placed on the register.</p>	<p>(9) any information related to discipline or review proceedings as outlined in sections 13.07, 13.09 and 13.11;</p> <p>(10) such details as shall be necessary to protect the public where the Student has been found by the capacity committee to be Incapacitated,</p> <p>(11) any restrictions or conditions on the right of the Student to practise in the field of human resources; and</p> <p>(12) any other information that the Student has agreed may be placed on the register.</p>	
16.01	<p>16.01 Notification of Registrar. Members, whether practicing through a Firm or as employees of an organization, and Students shall notify the Registrar immediately of any of the following events:</p> <p>(1) Any finding of guilt for a criminal offence or an offence;</p> <p>(2) Any finding of professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction, and whether it is in relation to the Human Resources Management profession or another related profession; or</p> <p>(3) A Member’s or Firm’s Bankruptcy and Insolvency Event;</p> <p>(4) Any proceeding for professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction, and whether it is in relation to the Human Resources Management profession or commenced by another regulatory organization.</p>	<p>16.01 Notification of Registrar. Members, whether practicing through a Firm or as employees of an organization, and Students shall notify the Registrar immediately of any of the following events:</p> <p>(1) Any finding of guilt for a criminal offence or an offence;</p> <p>(2) Any finding of professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction, and whether it is in relation to the Human Resources Management profession or another regulated profession; or</p> <p>(3) A Member’s or Firm’s Bankruptcy and Insolvency Event;</p> <p>(4) Any proceeding for professional misconduct, incompetence or incapacity, whether in Ontario or in another jurisdiction, and whether it is in relation to the Human Resources Management profession or commenced by another regulatory organization.</p>	‘Related profession’ has been replaced with ‘regulated profession’ for greater clarity.
19.03	<p>19.03 Inspection Report. Within 30 days of the inspection, the Registrar shall forward a copy of the inspection report to the Member or Firm:</p> <p>(a) The report shall give the results of the inspection;</p>	<p>19.03 Inspection Report. Within 30 days of the inspection, the Registrar shall forward a copy of the inspection report to the Member or Firm:</p> <p>(a) The report shall give the results of the inspection;</p>	Revised for accuracy. Only the Discipline Committee can determine if standards have been breached. The inspection report can only describe deficiencies.

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	<p>(b) The report shall indicate whether in the opinion of the Registrar any of the Member's or Firm's practices fall below the standards of the profession;</p> <p>(c) When deficiencies are noted, the report shall indicate the nature of the remedial actions to be undertaken, the timeframe for such actions to be taken, and the nature of the evidence that must be proffered by the Member or Firm to document the fact that professional practices are now in compliance with standards; and</p> <p>(d) Should the report of the investigator suggest that a Member or Firm may have committed misconduct, the Registrar shall refer the matter to the Complaints committee and notice of the referral shall be given to the Member or Firm.</p>	<p>(b) The report shall describe deficiencies, if any, in the Member's or Firm's practices;</p> <p>(c) When deficiencies are noted, the report shall indicate the nature of the remedial actions to be undertaken, the timeframe for such actions to be taken, and the nature of the evidence that must be proffered by the Member or Firm to document the fact that the deficiencies have been addressed; and</p> <p>(d) Should the report suggest that a Member or Firm may have committed misconduct, the Registrar shall refer the matter to the Complaints committee and notice of the referral shall be given to the Member or Firm.</p>	
19.05	<p>19.05 Matter Forwarded to Appeal Committee. Should the Member or Firm and the Registrar not be able to settle their differences, the Registrar shall forward the matter to the Appeal committee for a final decision.</p>	<p>19.05 Matter Forwarded to Appeal Committee. The Registrar shall make a final determination. Should the Member not agree with the decision of the Registrar, the Member can appeal to the Appeal Committee.</p>	Revised for greater clarity.
20.02	<p>20.02 Investigations. A Member, Student or Firm shall assist in any investigation into the possible Professional Misconduct of a Member, Student or Firm. A Member, Student or Firm shall respond promptly and forthrightly to any request by the complaints committee or the Registrar in connection to any investigation into possible Professional Misconduct.</p>	<p>20.02 Investigations. A Member, Student or Firm shall assist in any investigation into the possible Professional Misconduct or incapacity of a Member, Student or Firm. A Member, Student or Firm shall respond promptly and forthrightly to any request by the complaints committee or the Registrar in connection to any investigation into possible Professional Misconduct.</p>	Revised for greater clarity and to encompass professional misconduct as well as incapacity.
20.03	<p>20.03 Frivolous or Vexatious Complaints.</p> <p>(a) Despite Section 19.01, at any time, if the complaints committee considers a complaint to be frivolous or vexatious or otherwise inappropriate to investigate, the complaints committee may decide not to investigate or continue to investigate the complaint.</p> <p>(b) Where the complaints committee considers a complaint to be frivolous or vexatious, the complaints committee shall give notice to the complainant and the subject of the complaint that it intends not to proceed with the review of the complaint, the reasons for this decision and shall notify the complainant of his or her</p>	<p>20.03 Frivolous or Vexatious Complaints.</p> <p>(a) Despite Section 19.01, at any time, if the complaints committee considers a complaint to be frivolous or vexatious or otherwise inappropriate to assess or investigate, the complaints committee may decide not to assess or investigate or continue to investigate the complaint.</p> <p>(b) Where the complaints committee considers a complaint to be frivolous or vexatious, the complaints committee shall give notice to the complainant and the subject of the complaint that it intends not to proceed with the review of the complaint, the reasons for this decision and shall</p>	Revised for greater clarity.

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	right to request a review to the appeal committee.	notify the complainant of his or her right to request a review to the appeal committee.	
21.04	21.04 Parties. Unless otherwise stated in the By-laws, the parties to the appeal are the Association and the person making the appeal.	21.04 Parties. Unless otherwise stated in the Act or the By-laws, the parties to the appeal or review are the Association and the person making the appeal or review.	Revised to incorporate the Act as well as the By-laws and to cover both appeals and reviews.
21.05	21.05 Commencing the Appeal. Unless otherwise stated in the By-Laws, a person must commence an appeal within 30 Days of the decision being appealed by delivering to the Registrar a completed request for appeal in the form available from the Registrar setting out the decision being appealed, the grounds for the appeal, the order sought and any other information requested on the form. The Registrar need not process an appeal where the notice of appeal is incomplete.	21.05 Commencing the Appeal. Unless otherwise stated in the By-Laws, a person must commence an appeal or review within 30 Days of the decision being appealed by delivering to the Registrar a completed request for appeal in the form available from the Registrar setting out the decision being appealed, the grounds for the appeal, the order sought and any other information requested on the form. The Registrar need not process an appeal or review where the request to appeal form is incomplete.	Revised to cover both appeals and reviews.
21.06	21.06 Record for the Appeal. The Registrar shall prepare at the expense of the person requesting the appeal sufficient quantities of the record of the decision under appeal for the parties and the appeal committee. The Registrar may withhold from the record information about an examination that would undermine the security of the examination.	21.06 Record for the Appeal. The Registrar shall prepare at the expense of the person requesting the appeal or review sufficient quantities of the record of the decision under appeal for the parties and the appeal committee. The Registrar may withhold from the record information about an examination that would undermine the security of the examination.	Revised to cover both appeals and reviews.
21.08	21.08 Form of Appeal. Unless the appeal committee concludes that the appeal is frivolous or vexatious or without merit, the appeal committee shall consider the appeal and shall adopt such procedures it considers fair in the circumstances including advising the person appealing that the appeal will be held through the exchange of documents only, by teleconference or in person.	21.08 Form of Appeal. Unless the appeal committee concludes that the appeal or review is frivolous or vexatious or without merit, the appeal committee shall consider the appeal or review and shall adopt such procedures it considers fair in the circumstances.	Revised to cover both appeals and reviews.
21.09	21.09 Notification. The Registrar shall notify the parties of the date, time, manner and, if necessary, location of the appeal and of the details of any requirements for steps that must be taken before the determination of the appeal, such as filing documents or written argument.	21.09 Notification. The Registrar shall notify the parties of the details of any requirements for steps that must be taken before the determination of the appeal, such as filing documents or written argument.	Revised to cover both appeals and reviews.
21.10	n/a	21.10 When Hearing Shall Be Held. The Appeal Committee shall hold a hearing only when the decision or order being appealed was made pursuant to a	Added to differentiate between hearings and reviews.

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		hearing. In all other cases, the Appeal Committee shall conduct a review.	
21.11	n/a	21.11 Conducting a Hearing. Where a hearing is required by section 21.10, the Appeal Committee shall conduct such hearing in accordance with the <i>Statutory Powers Procedure Act, 1990</i> and any rules of procedure passed by the Appeal Committee.	Added to differentiate between hearings and reviews.
21.12	n/a	21.12 Conducting a Review. a) Reviews conducted by the Appeal Committee shall be based on written documentation only; b) Upon a Request to Appeal Form having been filed of a decision or order that was not made pursuant to a hearing, the Registrar shall have 30 days to respond to the Request to Appeal Form. The Registrar's response shall be provided to the Appellant. c) The Appellant shall have 30 days from receipt of the Registrar's response to make any additional submissions in relation to the arguments in the Registrar's response, but shall not be permitted to raise new grounds of appeal.	Added to differentiate between hearings and reviews.
21.13	n/a	21.13 Request for Additional Information for Review. For the purposes of conducting its review, the Appeal Committee may require the Appellant or the Registrar to provide to the committee any document or information deemed necessary by the Committee to conduct its review and the Appellant or Registrar shall do so within the time and in the manner specified by the Committee.	Added to differentiate between hearings and reviews.
21.14	n/a	21.14 Jurisdiction, Powers Following a Review. Following the review of a matter, the Appeal Committee may unless otherwise stated in the Act or the By-laws, a) make any decision or order that could have been made by the original committee or Registrar; b) order a new proceeding before a new panel of the original committee or Registrar; or c) dismiss the appeal.	Added to differentiate between hearings and reviews.
21.15	21.10 Jurisdiction, Powers. Unless otherwise stated in the Act or the By-laws, the appeal committee may: (a) make any decision or order that could have been made by the committee or person appealed from; (b) order a new proceeding before the committee or person appealed from; or	21.15 Jurisdiction, Powers Following a Hearing. Unless otherwise stated in the Act or the By-laws, the appeal committee may: (a) make any decision or order that could have been made by the original committee or Registrar; (b) order a new proceeding before a new panel of the original committee or Registrar; or	Revised for greater clarity.

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	(c) dismiss the appeal.	(c) dismiss the appeal.	
	21.12 Effect. A decision or order of the appeal committee under Section 20.02(a) takes effect 30 Days after the decision is released, unless the appeal committee orders otherwise or unless otherwise provided in this By-law.	n/a	Removed because a 30 day waiting period is not required for appeals. There is no further internal mechanism to appeal a decision of the Appeal Committee.
21.17	21.13 Decision, Order Final. A decision or order of the appeal committee shall be given in writing and shall contain reasons for its decision. Subject to the Act, the decision or order under Section 21.02 is final.	21.17 Decision, Order Final. A decision or order of the appeal committee shall be given in writing and shall contain reasons for its decision. Subject to the Act, the decision or order of the appeal committee is final.	Revised for greater clarity.
22.03	n/a	22.03 Power of Board to Create, Dissolve, or Amalgamate Chapters. At any time, and for any reason deemed by the Board, the Board may create, dissolve, or amalgamate Chapters.	Added to capture the Boards authority to create, dissolve or amalgamate.
22.08	22.07 Association Rights. Should a Chapter at any time after its creation, fail to comply with the requirements of the By-laws, the Board may disband the Chapter, or otherwise intervene to protect the interests of the Association, its Members or both.	22.08 Association Rights. Should the governance and nominating committee, in its continuing oversight of the Chapters, conclude that a Chapter has failed to abide by the Associations By-laws, the Board may pursue any course of action that is not contrary to the Act or the By-laws including the dismissal of the Chapter board and/or the appointment of a supervisor to manage the affairs of the Chapter until new Chapter elections can be held. As appropriate, the governance and nominating committee may proceed to investigate a Chapter in accordance with the procedure for governance complaints set out in Section 6, with necessary modifications.	Revised to specify the GNC's oversight over the Chapters.
24.01	24.01 Method of Notice. Except where otherwise provided in this By-law, notice (and the service of documents) shall be validly given if given by telephone, or if in writing: (a) by prepaid letter post; (b) by facsimile; (c) by e-mail; or (d) by other electronic method addressed to the person for whom intended at the last address shown on the Association's records; or in lieu of the foregoing:	24.01 Method of Notice. Except where otherwise provided in this By-law, notice (and the service of documents) shall be validly given if given by telephone, or if in writing: (a) by prepaid letter post, if addressed to a person at the person's last known address; (b) by facsimile if sent to a person at the person's last known facsimile number;	Revised for greater clarity.

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	<p>(e) by posting such notice on the website maintained by the Association.</p> <p>Any such notice (or service of documents) shall be deemed given:</p> <p>(a) in the case of telephonic notice, at the time of the telephone call;</p> <p>(b) in the case of letter post, on the third Day after mailing;</p> <p>(c) in the case of posting on the website, on the Day of posting; and</p> <p>(d) in all other cases, when transmitted.</p>	<p>(c) by e-mail if addressed to a person at the person’s last known e-mail address; or</p> <p>(d) by another electronic method addressed to the person for whom intended at the last address shown on the Association’s records; or in lieu of the foregoing:</p> <p>(e) by posting such notice on the website maintained by the Association.</p> <p>Any such notice (or service of documents) shall be deemed given:</p> <p>(a) in the case of telephonic notice, at the time of the telephone call;</p> <p>(b) in the case of letter post, on the third Day after mailing;</p> <p>(c) in the case of posting on the website, on the Day of posting; and</p> <p>(d) in all other cases, when transmitted.</p>	