

ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith:
TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING!

WHEREAS The Chartered Institute of Legal Executives (“the existing Institute”) has by its humble Petition prayed that We would be graciously pleased to grant it a Charter of Incorporation:

AND WHEREAS We having taken the said Petition into Our Royal Consideration are minded to accede thereto:

NOW THEREFORE KNOW YE that We, having taken the said Petition into Our Royal Consideration, are pleased, by virtue of Our especial grace, certain knowledge and mere motion, to grant and declare, and do hereby for Us, Our Heirs and Successors, grant and declare as follows:

1. The Fellows and other members of the existing Institute at the date hereof and all other persons who shall pursuant to this Our Charter and the Bye-Laws become the Fellows and members of the Corporation hereby constituted are hereby created and henceforth for ever shall be one Body Politic and Corporate by the name of “The Chartered Institute of Legal Executives” (hereinafter referred to as “the Chartered Institute”) and by the same name shall have perpetual succession and a Common Seal with power to alter, vary, break and make anew the said Seal from time to time at their discretion and by the same name may sue and be sued in all Courts in all manner of actions and proceedings and shall have power to do all other matters and things incidental or appertaining to a Body Corporate.
2. The objects for which the Chartered Institute is incorporated are:
 - (a) To serve the public interest by promoting and maintaining proper standards of ethical conduct, efficiency and training on the part of Fellows and other members of the Chartered Institute, whether by acting as an approved regulator under the Legal Services Act 2007 (The Act) or otherwise.
 - (aa) To serve the public interest by acting as an approved regulator under the Act, so far as designated by the Lord Chancellor to do so, in respect of persons (not being Fellows or members of the Chartered Institute) and entities carrying on, or seeking to carry on, reserved legal activities within the meaning of Section 12 of the Act.
 - (ab) To serve the public interest by acting as a qualifying regulator under Schedule 18 to the Act, so far as approved by the Legal Services Board to do so, in respect of Fellows and members of the Chartered Institute, and other persons and entities, providing, or seeking to provide, immigration advice and services.

- (ac) To serve the public interest by exercising such other functions relating to the grant of regulatory approvals under the Act as may be conferred from time to time.
 - (b) To provide for the education and training, and developing the proficiency, of Fellows and those who wish to become proficient in the law, including those persons seeking to qualify as Fellows, in all subjects and skills, whether in the law or otherwise.
 - (c) To enhance and maintain public confidence in the work of Chartered Legal Executives and other persons and entities regulated by the Chartered Institute within the administration of justice and the service of clients.
 - (d) To promote in the public interest co-operation and mutual assistance amongst persons employed in the legal profession or engaged in legal work.
- 3. In furtherance of the said objects, but not otherwise, the Chartered Institute may exercise any of the following powers:
 - (a) To recognise proficiency in the law and other subjects by the award of diplomas, certificates, prizes, scholarships, bursaries or other awards, and to award such special qualifications as it may from time to time think fit.
 - (b) To establish trust funds, bursaries and scholarships and to make payments out of its funds to promote the educational and professional advancement of persons referred to in Article 2(b).
 - (c) To publish information through printed or electronic media on matters affecting the law and legal practice and any other subject relating to the education and training it provides.
 - (d) To establish and maintain networks and geographically-based structures, whether in England and Wales or elsewhere.
 - (e) To provide financial assistance or relief to persons who are or have been Fellows or otherwise registered with the Chartered Institute, or their dependents, and to establish a charitable fund for the provision of such financial assistance or relief, but:
 - (i) no monies may be applied under this paragraph except out of income, and
 - (ii) not more than 10% of the income of the Chartered Institute may be so applied in any one year.
 - (f) To carry out any other lawful trade or business where this appears to be advantageous to the Chartered Institute.
 - (g) To acquire, dispose of and grant any interest in any property, business or rights where this appears to be advantageous to the Chartered Institute.
 - (h) To form, promote or be involved in forming or promoting any company (including without limitation any company intended to carry out regulatory functions delegated by the Board) where this appears to be advantageous to the Chartered Institute.
 - (i) To raise or borrow money on any security and to secure or discharge any debt or obligation.
 - (j) To establish and maintain₂ in the public interest, compensation

- funds, professional indemnity schemes and any other schemes or arrangements in respect of the acts of Fellows and other persons and entities registered with or regulated by the Chartered Institute.
- (k) To do such other things as are incidental or helpful to the attainment of the said objects.
4. Subject to Article 5, the income and property of the Chartered Institute, from whatever source, shall be applied solely towards the promotion of the said objects, and no part of it shall be paid or transferred in any way to the members of the Chartered Institute or members of the Board.
5. The Chartered Institute may pay:
- (a) Reasonable remuneration to any member for any services rendered to the Chartered Institute.
 - (b) Reasonable rent for premises let to the Chartered Institute by any member (including a member of the Board).
 - (c) Remuneration, fees or other monetary benefit to a company of which a member of the Board is a member so long as he or she holds not more than one per cent of the capital of the company.
 - (d) Out-of-pocket expenses to any member of the Board.
 - (e) Reasonable sums, the amount and frequency of which shall be determined by the Board, to the employers of members of the Board or, in the case of members who are self-employed, to either the legal entity through which the member practises or to the member personally, at the option of the member concerned.
6. There shall be two classes of member of the Chartered Institute, namely:
- (a) Chartered Members ;
- and
- (b) Members registered with the Chartered Institute in the grades set out in the Bye-Laws ("members")
7. Chartered Members shall be admitted by the Board in accordance with the procedures in the Bye-Laws, and every candidate for admission shall comply with the requirements in the Bye-Laws.
8. Chartered Members shall be entitled to receive notices of general meetings, to attend, speak and vote at such meetings and to participate generally in the activities of the Chartered Institute.
9. Chartered Lawyer Members may use the designatory letters "FCILEX" after their names. and may, subject to such conditions as the Board may lay down from time to time, use the title or description "Chartered Legal Executive".
10. Chartered Paralegal Members may use the designatory letters "PCILEX" after their names and may, subject to such conditions as the Board may lay down from time to time, use the title or description "Chartered Paralegal".
11. Members shall be registered in their respective grades in accordance with the procedures in the Bye-Laws and must comply with the requirements set out in the Bye-Laws.

12. Members shall be entitled to receive notices of general meetings or to attend, speak or vote at such meetings, and to participate in the activities of the Chartered Institute as decided by the Board.
13. Members may use such designatory letters as are authorised in the Bye-Laws or decided by the Board from time to time for the relevant grade of registration.
14. Persons (not being Chartered Members or members) regulated (either directly or as managers of entities) under Article 2(aa) or Article 2(ab) may participate in the activities of the Chartered Institute as decided by the Board.
15. Each Chartered Member and member is by his or her admission or registration taken to have agreed to be bound by this Our Charter and the Bye-Laws. Each applicant (not being a Chartered Member or member) for
 - (a) authorisation by the Chartered Institute to carry on reserved legal activities;
 - (b) authorisation by the Chartered Institute to provide immigration advice and immigration services; or
 - (c) any other form of regulatory approvalshall be taken to agree if authorised or approved to be bound by this Our Charter and the Bye-Laws.
16. The management of the Chartered Institute is vested in a Board ("the Board") constituted in accordance with the Bye-Laws. The Board shall at any one time consist of not more than 12 members. The Board shall administer the Chartered Institute in accordance with this Our Charter and the Bye-Laws, and subject to Article 13 may do all such things as may be done by the Chartered Institute which are not by this Our Charter or the Bye-Laws reserved to a general meeting.
17. The Board shall in accordance with Schedule 4 to the Legal Services Act 2007 delegate regulatory functions defined in the Bye-Laws to a regulatory body designated by the Legal Services Board, and shall not exercise such functions itself.
18. The Board may delegate any function other than a regulatory function defined in accordance with Article 16, and subject to such conditions as it shall specify, to:
 - (a) a subsidiary company;
 - (b) a committee of the Board, a sub-committee of such a committee or any officer or member of staff, and may authorise a committee of the Board to sub-delegate any functions delegated to the committee to a sub-committee or any officer or member of staff.
19. Any delegation of a function under Article 17 shall not preclude the Board or the committee, as the case may be, from exercising the function concerned

in any particular matter.

20. The Bye-Laws of the Chartered Institute ("the Bye-Laws") shall be those in the Schedule. The Chartered Institute in general meeting may by resolution add to, amend or revoke the Bye-Laws. Such a resolution ("a special resolution") must be passed by not less than two-thirds of the members voting at a meeting convened after no less than twenty-one days' notice. No such resolution shall be effective until approved by the Lords of Our Most Honourable Privy Council, of which approval a Certificate signed by the Clerk of Our said Privy Council shall be conclusive evidence.
21. The Chartered Institute in general meeting may by special resolution add to, amend or revoke any of the provisions of this Our Charter or any Supplemental Charter which may be granted hereafter to the Chartered Institute. No such addition, amendment or revocation shall be effective unless allowed by Us, Our Heirs or Successors in Council, of which allowance a Certificate signed by the Clerk of Our said Privy Council shall be conclusive evidence.
22. The Chartered Institute in general meeting may by special resolution surrender this Our Charter and any Supplemental Charter. The resolution is subject to the approval of Us, Our Heirs or Successors in Council and is subject to such terms as We or They may consider fit. The affairs of the Chartered Institute shall be wound up or otherwise dealt with as the general meeting directs or, in default of such directions, as the Council decides.
23. If upon the winding-up or dissolution of the Chartered Institute any property remains after all debts and liabilities have been met, that property shall not be paid to or distributed among the members of the Chartered Institute, or any of them, but shall, subject to any special trusts, be transferred to some other association or institution having objects similar to those of the Chartered Institute and which is bound by similar restrictions to those in Articles 4 and 5, as decided by the general meeting. If effect cannot be given to this Article, the property shall be transferred to some charitable object.

AND it is Our Royal Will and Pleasure that this Our Charter shall ever be construed

IN WITNESS whereof We have caused these Our Letters to be made Patent.
benevolently and in every case most favourably to the Chartered Institute and
the promotion of its objects.

[illegible]

BY WARRANT UNDER THE KING'S SIGN MANUAL

THE SCHEDULE

BYE-LAWS OF THE CHARTERED INSTITUTE OF LEGAL EXECUTIVES

Interpretation

1. In these Bye-Laws and the Standing Orders, the following words and expressions have the meanings shown beside them, subject to the context:

“The Act” The Legal Services Act 2007.

“Accounting Records” Financial statements showing equity, cash flow, assets and liabilities.

“AGM” The annual general meeting.

“Approved Regulator” An entity recognised as an “Approved Regulator” under Schedule 4 to the Act.

“Authorised person” the meaning given by Section 18(1)(a) of the Act. “Chair”
The chairperson of the general meeting concerned.

“The Charter” The Charter to which these Bye-Laws are scheduled, together with any Supplemental Charter that may be granted, as amended, added to or revoked from time to time.

“The Chartered Institute” The professional association for Chartered Lawyers, paralegals and other legal professionals and the Approved Regulator under the Legal Services Act 2007.

“The Chief Executive” The head of staff of the Chartered Institute, including any deputy or person temporarily carrying out the duties of the post.

“The Group Board” The governing Board of the Chartered Institute, referred to in these Byelaws as the Group Board.

“Delegated Regulatory Body” The Regulatory Body designated by the Legal Services Board to which the Group Board has delegated all regulatory functions in accordance with Article 13 of the Charter.

“Chartered Member” A Chartered Member of the Chartered Institute under the Charter and, in the context of any question of entitlement to vote or otherwise exercise rights under these Bye-Laws, means a Chartered Member in good standing.

“Member” A member of the Chartered Institute, who is not a Chartered Member and, in the context of any question of entitlement to vote or otherwise exercise rights under these Bye-Laws, means a member in good standing.

“General Meeting” A general meeting, whether an AGM or SGM.

“Group Board Member” A member of the Group Board.

“Journal” The official journal of the Chartered Institute as published in print or electronic format.

“Professional Board” The board of professional members of the Chartered Institute to which the Group Board may delegate delivery of agreed membership activity or services.

“Regulatory Rules” Rules made by the Delegated Regulatory Body relating to the performance of delegated regulatory functions.

“SGM” A special general meeting, being a general meeting other than an AGM.

“Standing Orders” The arrangements, made by the Chartered Institute relating solely to the administration of its affairs.

“Website” The website maintained by the Chartered Institute for public access through the internet.

2. The Interpretation Act 1978 (as amended) applies to these Bye-Laws as to an Act of Parliament.
3. Any reference to a numbered Bye-Law is to the correspondingly numbered Bye-Law in these Bye-Laws.

General conditions for membership

4. Any applicant to become a member must satisfy the requirements of these Bye-Laws and Standing Orders made by the Group Board and where applicable Regulatory Rules made by the Delegated Regulatory Body in respect of his or her fitness to be registered or admitted.
5. Any Chartered Member or member must satisfy the requirements of these Bye-Laws and Standing Orders made by the Group Board and where applicable Regulatory Rules made by the Delegated Regulatory Body.
6. Any person who applies for membership shall be taken to have agreed to be bound by the Charter, these Bye-Laws and Standing Orders, and where applicable the Regulatory Rules.

Admission as a Chartered Lawyer Member

7. A member may be admitted as a Chartered Lawyer if they:
 - (1) meet the requirements of the Delegated Regulatory Body;
 - (2) hold a recognised legal qualification; and
 - (3) has paid all subscriptions and other fees payable to the Chartered Institute, or has made arrangements for payment.

Admission as a Chartered Paralegal Member

8. A member may be admitted as a Chartered Paralegal if they:
- (1) meet the requirements of the Professional Paralegal Register;
 - (2) hold a recognised paralegal qualification or equivalent experience as defined within membership regulations;
 - (3) has paid all subscriptions and other fees payable to the Chartered Institute or has made arrangements for payment.

Grades for registration

9. (1) A person may register with the Chartered Institute as:
- (a) a Chartered Lawyer Member
 - (b) a Chartered Paralegal Member
 - (c) a member in their respective grade (currently Student, Trainee Lawyer, Paralegal, Legal Technologist, Affiliate, Companion and Associate Prosecutor members)
- (2) Any member who is not a Chartered Member is subject to:
- (a) attaining the requisite level of qualification or experience;
 - (b) paying the relevant membership fee; and
 - (c) complying with the applicable registration requirements.
- (3) The Group Board may create additional grades into which persons may be registered, subject to the requirements contained within Standing Orders.
- (4) The Board may, subject to the requirements contained in Standing Orders, award honorary membership to recognise non-members who have contributed to the work of the Chartered Institute. Persons awarded honorary membership shall be known as "Honorary Companions".

Certificates and designatory letters

10. (1), a Chartered Lawyer member shall be entitled to:
- (a) receive a certificate showing that they are a Fellow of the Chartered Institute;
 - (b) use the title or description "CILEX Chartered Lawyer;
 - (c) use the designatory letters "FCILEX";
 - (d) Subject to such conditions specified by the Delegated Regulatory Body use the authorised person title or description "Chartered Legal Executive".
- (2) A Chartered Paralegal Member shall be entitled to:
- (a) receive a certificate showing that they are a Paralegal Member of the Chartered Institute;
 - (b) describe themselves as a CILEX Chartered Paralegal; and
 - (c) use the designatory letters "PCILEX".

(3) A Trainee Lawyer Member shall be entitled to:

- (a) receive a certificate showing that he or she is a Member of the Chartered Institute;
- (b) describe themselves as a "Trainee CILEX Lawyer"
- (c) use the designatory letters "MCILEX"

(4) A Paralegal Member shall be entitled to:

- (a) receive a certificate showing they are a Paralegal Member of the Chartered Institute;
- (b) describe themselves as a "CILEX Paralegal";
- (c) use the designatory letters "ACILEX"

(5) A Legal Technologist Member shall be entitled to:

- (a) receive a certificate showing that they are a Legal Technologist Member of the Chartered Institute;
- (b) describe themselves as a "CILEX Legal Technologist"; and
- (c) use the designatory letters "LTCILEX".

(6) An Affiliate Member shall be entitled to:

- (a) receive a certificate showing that they are an Affiliate Member of the Chartered Institute;
- (b) describe themselves as an "Affiliate Member" of the Chartered Institute;

(7) A Companion Member shall be entitled to:

- (a) Receive a certificate showing they are a Companion Member of the Chartered Institute;
- (b) Describe themselves as a "Companion of the Chartered Institute";

(8) A Student Member shall be entitled to:

- (a) receive a certificate showing that they are a Student Member of the Chartered Institute;
- (b) describe themselves as a "Student Member" of the Chartered Institute.

(9) The Group Board, on the advice of the Professional Board, may request further designatory letters that may be used by members. Where this creates such a scheme which relates to designatory letters connected with the term "chartered", no such change shall become operative until it shall have been approved at a General Meeting and only where this shall have been expressly approved by the Lords of Our Most Honourable Privy Council.

Fees and subscriptions

11. Each Chartered Member and Member shall pay a membership subscription set by the Group Board. The Group Board may set fees for registration with the Chartered Institute for those who are not Chartered Members or members.

Cessation

12. A Chartered Member shall cease to be such if they:
 - (1) Resign in writing, effective on the date of receipt by the Chartered Institute, except where under investigation by the Delegated Regulatory Body; or
 - (2) Fail, within three months of the date on which it has become due, to pay any subscription or other sum payable, and the Group Board so resolves, except where the Chartered Member is under investigation by the Delegated Regulatory Body; or
 - (3) Are adjudged by the Delegated Regulatory Body to be guilty of conduct which makes them unfit to be a Chartered Member of the Chartered Institute and the Delegated Regulatory Body makes an order terminating their membership.
 - (4) Fails to satisfy the requirements of the Chartered Institute in respect of eligibility for membership contained within the Membership Regulations.
13. A member shall cease to be such if they:
 - (1) Resign in writing, effective on the date of receipt by the Chartered Institute, except where the member is under investigation by the Delegated Regulatory Body; or
 - (2) Fail, within three months of the date on which it has become due, to pay any subscription or other sum payable, and the Group Board so resolves, except where the member is under investigation by the Delegated Regulatory Body; or
 - (3) Is adjudged by the Delegated Regulatory Body to be guilty of conduct which makes them unfit to be a member of the Chartered Institute and the Delegated Regulatory Body makes an order terminating their membership.
 - (4) Fails to satisfy the requirements of the Chartered Institute in respect of eligibility for membership contained within the Membership Regulations.
14. A person who ceases to be registered with the Chartered Institute shall forthwith cease to use any title, description or designatory letters to which they were entitled under the preceding paragraphs.
15. Cessation of Fellowship or membership does not affect the liability of the any

person registered with the Chartered Institute to pay any outstanding fees or other sums due to the Chartered Institute.

Suspension

16. A Chartered Member or member registered with the Chartered Institute may have their membership suspended if subject to suspension or enforcement action by the Delegated Regulatory Body or an alternative regulatory body or law enforcement agency with jurisdiction.

Reinstatement

17. A person who has previously been a Fellow or registered as a member or registered in another capacity, and whose registration has lapsed due to the non-payment of any subscription due, may apply to re-register if they:
- (1) Pay any fees outstanding at the time registration lapsed;
 - (2) Continue to satisfy the requirements of the Chartered Institute in respect of eligibility for membership; and
 - (3) Continue to satisfy the requirements of the Delegated Regulatory Body in respect of fitness to practice, where relevant.

Exercise of regulatory functions

18. The Chartered Institute shall as an approved regulator under Schedule 4 to the Act and otherwise, and in accordance with internal governance rules made by the Legal Services Board, delegate responsibility for performing all of its regulatory functions (as defined in Section 27(1) of the Act) to the Delegated Regulatory Body, independent of its representative functions, pursuant to Sections 29 and 30 of the Act.

Qualification arrangements

19. The Group Board, where Bye-Law 18 does not apply, may make arrangements governing qualifications.

Delegation to the Professional Board

20. With the exception of those regulatory functions delegated under Bye-Law 18, the Group Board may delegate any of its functions under these Bye-Laws to the Professional Board.

General meetings

21. The Chartered Institute shall in each year, hold an AGM at such time and place as it may decide. Not more than 15 months shall elapse between any two successive annual general meetings.

22. Subject to Bye Law 24, not less than 21 clear days' notice of every AGM shall be given to all members.
23. Not less than 21 clear days' notice of every SGM shall be given to all members if the meeting is for the purpose of considering a special resolution, but not less than 14 clear days' notice shall suffice in the case of any other meeting.
24. Every notice of a general meeting shall specify the time of the meeting, whether it is to be held in person or virtually and the general nature of the business to be transacted.
25. Accidental omission to give notice of a general meeting to a member entitled to attend shall not invalidate the meeting and, in any event, any member present at a meeting shall be deemed to have received notice of that meeting.
26. Further provisions for the calling and conduct of general meetings shall be contained in the Standing Orders.

Special General Meetings

27. The Chartered Institute may convene a SGM at any time.
28. Chartered Members may by notice require a special general meeting to be convened for the purpose of considering any proposed resolution set out in the notice related to the objects of the Chartered Institute, providing not less than 10% of eligible Chartered Members have signed the notice, and the Group Board shall, on receipt of such a requisition, convene the meeting accordingly not more than 42 clear days after the receipt of the requisition.

The Group Board

29. Subject to the provisions of the Charter and the Bye Laws, the Group Board shall be appointed and removed in accordance with the provisions of the Standing Orders

Standing Orders

30. Subject to the provisions of the Charter and the Bye Laws, the Group Board shall have the power from time to time to make Standing Orders for the administration of affairs of the Chartered Institute and may from time to time revoke, amend or add to such Standing Orders.

Notices

31. Notices shall be given in accordance with provisions set out in the Standing Orders.

Indemnity

32. Subject to the Charter, every Group Board member, officer (including an auditor) and employee shall be entitled to be indemnified by the Chartered Institute

against any financial loss or liability incurred in carrying out his or her duties as such.

Accounts

33. The Group Board shall ensure that proper books of account are kept in compliance with relevant accounting standards and lay before each annual general meeting accounts for the previous financial year containing an income and expenditure account, and a balance sheet, with the auditors' report on those accounts.
34. The accounts circulated to members before the AGM may be in a summary form approved by the auditors, provided the full accounts are available on request by any member before the meeting and are available at the meeting itself.
35. A Group Board member shall be entitled to inspect the accounting records of the Chartered Institute at any time. Any Fellow shall be entitled to inspect the accounting records of the Chartered Institute, subject to any reasonable restrictions that may be imposed by the Chartered Institute.

Auditors

36. The auditors, who must be a firm of registered auditors under the Companies Act 2006 (or any successor to that Act), shall be appointed annually, and the Group Board shall fix the remuneration of the auditors.
37. The auditors shall be entitled to receive notice of every general meeting, to attend such meetings and to speak on any item of business which concerns them as auditors.

Chief Executive

38. The Group Board may appoint a Chief Executive (not being a Group Board member or member of the institute) and such other staff of the Chartered Institute as it may decide, with such duties as it may decide, and may decide their terms and conditions of employment.
39. The Chief Executive shall be entitled to attend and speak at all Group Board meetings, unless the Group Board resolves otherwise.

Common seal

40. The common seal of the Chartered Institute shall be used only by the authority of the Group Board or of any committee to which authority has been delegated. Every document to which the seal is affixed shall be signed by two Group Board members or the Chief Executive and one Group Board member.