



*At the Council Chamber, Whitehall*

THE 6th DAY OF MAY 2025

BY THE LORDS OF HIS MAJESTY'S MOST HONOURABLE  
PRIVY COUNCIL

The Privy Council has allowed amendments to the Bye-laws of The Chartered Institute of Legal Executives as set out in the Schedule to this Order. Amendments to Bye-laws 7 and 10 shall not come into effect until a date to be notified in writing by the Clerk of the Council.

*Richard Wilson*

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### *SCHEDULE*

#### REVISED BYELAWS 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:

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

“The Act” The Legal Services Act 2007.

“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.

“The Board” The governing Board of the Chartered Institute.

“Board Member” A member of the Board.

“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 Legal Executive 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.

“Delegated Regulatory Body” The body to which the Chartered Institute has delegated regulatory functions further to arrangements made under Article 18 of the Charter.

“Chartered Lawyer Member” A Member admitted as a Chartered Lawyer Member under Bye-Law 7.

“Chartered Member” A Chartered Lawyer Member or Chartered Paralegal Member of the Chartered Institute 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.

“Chartered Paralegal Member” A Member admitted as a Chartered Paralegal Member under Bye-Law 8.

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

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

“Member” A person registered under Article 9 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.

“Prescribed” means prescribed by the Board.

“Professional Board” The board of professional members of the Chartered Institute to which the 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 Board and where applicable Regulatory Rules made by the Delegated Regulatory Body in respect of their 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 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 made by the Delegated Regulatory Body.

### **Admission as a Chartered Lawyer Member**

7. A Member may be admitted as a Chartered Lawyer Member if they:
  - (1) have been authorised by the Delegated Regulatory Body as a Chartered Legal Executive;
  - (2) hold a prescribed legal qualification;
  - (3) have satisfied the prescribed declaration requirements; and
  - (4) have paid all subscriptions and other fees payable to the Chartered Institute, or have 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 prescribed requirements of the Professional Paralegal Register;
  - (2) hold a prescribed paralegal qualification or equivalent experience as defined within membership regulations;

- (3) have satisfied the prescribed declaration requirements; and
- (4) have paid all subscriptions and other fees payable to the Chartered Institute, or have 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 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) Subject to holding a practising certificate as a Chartered Legal Executive and being in good standing, a Chartered Lawyer Member shall be entitled to:
- (a) have their name included on the CILEX Register of Authorised Persons;
  - (b) describe themselves as a “CILEX Chartered Lawyer” member of the Chartered Institute;
  - (c) use the designatory letters “FCILEX”;
  - (d) use the title or description “Chartered Legal Executive”; and
  - (e) access a digital credential verifying their membership status and CILEX qualification held.

(2) Subject to holding a practising certificate as a Chartered Legal Executive with independent practice rights and being in good standing with the Delegated Regulatory Body, a Chartered Lawyer Member shall be entitled to:

- (a) have their name included on the CILEX Register of Authorised Persons;
- (b) describe themselves as a “CILEX Chartered Lawyer” member of the Chartered Institute with reference to the legal specialism in which practice rights are held as a:
  - “CILEX Chartered Property Lawyer”;
  - “CILEX Chartered Probate Lawyer”;
  - “CILEX Chartered Immigration Lawyer”;
  - “CILEX Chartered Litigator (Family)”;
  - “CILEX Chartered Litigator (Civil)”;
  - “CILEX Chartered Litigator (Criminal)”;
  - “CILEX Chartered Advocate”.
- (c) use the designatory letters “FCILEX”;
- (d) use the title or description “Chartered Legal Executive”; and
- (e) access a digital credential verifying their membership status and CILEX qualification held.

11. A Chartered Paralegal Member shall be entitled to:

- (a) have their name included on the Professional Paralegal Register;
- (b) receive a certificate showing that they are a Chartered Paralegal Member of the Chartered Institute;
- (c) describe themselves as a CILEX Chartered Paralegal; and
- (d) use the designatory letters “PCILEX”.

12. A Trainee Lawyer Member shall be entitled to:

- (a) receive a certificate showing that they are a Member of the Chartered Institute;
- (b) describe themselves as a “Trainee CILEX Lawyer”; and
- (c) use the designatory letters “MCILEX”.

13. 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”; and
  - (c) use the designatory letters “ACILEX”.
14. 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”.
15. An Affiliate Member shall be entitled to:
- (a) receive a certificate showing that they are an Affiliate Member of the Chartered Institute; and
  - (b) describe themselves as a “CILEX Affiliate”.
16. A Companion Member shall be entitled to:
- (a) receive a certificate showing that they are a Companion Member of the Chartered Institute; and
  - (b) describe themselves as a “CILEX Companion”.
17. A Student Member shall be entitled to:
- (a) receive a certificate showing that they are a Student Member of the Chartered Institute; and
  - (b) describe themselves as a “CILEX Student”.
18. The 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**

19. Each Chartered Member and Member shall pay a prescribed fee set by the Board. The Board may set fees for registration with the Chartered Institute for those who are not Chartered Members or Members.

## **Cessation**

20. 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 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; or
  - (4) Fail to satisfy the prescribed requirements of the Chartered Institute in respect of eligibility for membership contained within the Membership Regulations.
21. 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 Board so resolves, except where the 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 member of the Chartered Institute and the Delegated Regulatory Body makes an order terminating their membership; or
  - (4) Fail to satisfy the prescribed requirements of the Chartered Institute in respect of eligibility for membership contained within the Membership Regulations.
22. 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.
23. Cessation of Fellowship or membership does not affect the liability of the person previously registered with the Chartered Institute to pay any outstanding fees or other sums due to the Chartered Institute.

## **Suspension**

24. 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**

25. A person who has previously been a Fellow, a Chartered Member, 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.

## **Delegation of regulatory functions**

26. The Chartered Institute shall as an approved regulator under Schedule 4 to the Act, and in accordance with Rules made under Section 30 of the Act, delegate the discharge of its regulatory functions to a separate body independent of its representative functions (known as the Delegated Regulatory Body).

## **Qualification arrangements**

27. The Board, where Bye-Law 26 does not apply, may make arrangements governing qualifications.

## **Delegation to the Professional Board**

28. With the exception of those regulatory functions delegated under Bye-Law 26, the Board may delegate any of its functions under these Bye-Laws to the Professional Board.

## **General meetings**

29. 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.
30. Subject to Bye-Law 33, not less than 21 clear days' notice of every AGM shall be given to all Chartered Members and Members.
31. Not less than 21 clear days' notice of every SGM shall be given to all Chartered Members and 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.
32. 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.



33. Accidental omission to give notice of a general meeting to a Chartered Member or Member entitled to attend shall not invalidate the meeting and in any event, any Chartered Member or Member present at a meeting shall be deemed to have received notice of that meeting.
34. Further provisions for the calling and conduct of general meetings shall be contained in the Standing Orders.

### **Special General Meetings**

35. The Chartered Institute may convene a SGM at any time.
36. 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 where Bye-Law 26 does not apply and in furtherance of the objects of the Chartered Institute, providing not less than 10% of eligible Chartered Members have signed the notice, and the 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 Board**

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

### **Standing Orders**

38. Subject to the provisions of the Charter and the Bye-Laws, the 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**

39. Notices shall be given in accordance with provisions set out in the Standing Orders. Indemnity.
40. Subject to the Charter, every 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 their duties as such.

### **Accounts**

41. The 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.
42. The accounts circulated to Chartered Members and Members before the AGM may be in a summary form approved by the auditors, provided the full accounts are available on

request by any Chartered Member or Member before the meeting and are available at the meeting itself.

43. A Board member shall be entitled to inspect the accounting records of the Chartered Institute at any time. Any Chartered Member 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**

44. 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 Board shall fix the remuneration of the auditors.
45. 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**

46. The Board may appoint a Chief Executive (not being a Board member or Chartered 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.
47. The Chief Executive shall be entitled to attend and speak at all Board meetings, unless the Board resolves otherwise.

#### **Common seal**

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