

## Regulation 9: Fees associated with membership

1. Background
  - 1.1. The CQI Royal Charter Byelaw 8 describes the Board's powers by regulation to prescribe subscriptions, entrance fees and other payments related to admission to, or retention of, membership of the Institute.
2. Scope of regulation
  - 2.1. This regulation covers all fees related to admission to or retention of individual membership of the Chartered Quality Institute (CQI) and registration on the International Register of Certificated Auditors (IRCA):
    - 2.1.1. Application fees – these fees are payable on application to join either the CQI, IRCA or both. They are non-returnable in the event of an unsuccessful application.
    - 2.1.2. Annual fees – these fees are payable annually based on the calendar year for CQI and on the anniversary of the month of joining for IRCA.
    - 2.1.3. Regrade fees – these fees are payable when an existing member applies to regrade to an alternative grade.
    - 2.1.4. Reinstatement fees – these fees are payable when a lapsed individual member wishes to re-join either the CQI or IRCA.
  - 2.2. Corporate Partner and Corporate Member fees - relating to annual subscriptions for corporate memberships of the CQI.
  - 2.3. This regulation does not cover fees payable by members to IRCA Japan – these are governed by the IRCA Japan board of directors.
3. Process
  - 3.1. Any changes to fees covered by this regulation will be proposed by the Executive and approved by the Board of Trustees at such frequency as is necessary.
  - 3.2. The Board of Trustees may delegate authority for any other additional fees or charges to the Executive.
  - 3.3. Any fee adjustment will take effect from the start of the next calendar unless otherwise directed by the Board of Trustees and be applicable to any payments due on or after that time unless otherwise required.
4. Fees
  - 4.1. The Board shall establish, record, and maintain a fees policy for CQI and IRCA individual and corporate memberships, that details the principles and parameters that inform the fees.
  - 4.2. The Board of Trustees delegates authority to the Executive to apply concessionary fee rates to individual members, groups or sections of members or applicants.
  - 4.3. The Board of Trustees delegates authority to the Executive to offer promotional incentives for new or renewing members.
  - 4.4. Board of Trustees shall consider equity, diversity, and inclusion in relation to membership fees, for example in the application of differential fee rates in respect of significant geographical variations in factors such as salaries and cost of living.
5. Adoption
  - 5.1. Adopted as a regulation by the Board of Trustees on 15 June 2022.

End