

## Rules on Transfer of Full Membership / Associate Membership

Article 9.2 of ALTE CIO's Constitution states that Membership (and thus Associate Membership) cannot be transferred.

### **Name Change**

A Full Institutional Member or Associate Member that changes their name shall supply a copy of the legal document to the ALTE Secretariat where their change of name is registered in the country where they are registered. The ALTE Secretariat will amend the Register of Members and will update the ALTE Website. The Member does not need to sign a new Membership Agreement, but the ALTE Secretariat will store a copy of the legal document detailing the name change alongside the original Membership Agreement.

### **Legal Entity Change**

If a Full Institutional Member or Associate Member changes their legal status (which may or may not include a change of name), then a new Membership Agreement needs to be signed. If the Board of Trustees are satisfied that the new legal entity is in effect the successor to the previous legal entity, then no other formalities are required. The ALTE Secretariat stores the new Membership Agreement, and the record of the Board of Trustees' satisfaction, and updates the Register of Members, the ALTE Website, as well as the ALTE Framework of Q-Mark audited exams if appropriate.

If the Board of Trustees are not wholly satisfied, then the institution must go through the process to become an Associate Member or Full Institutional Member, as detailed on the ALTE website.

### **Change of Ownership of Audited Exams (or exams in the process of being audited)**

If exam(s) that have received a Q-Mark, or are in the process of being audited (including re-audits, new audits and those undergoing an Action Plan), and the ownership of the exam(s) is passed on to a different legal entity, then the Full Institutional Member (or Associate Member which has started a Quality Management (Q-Mark) audit process for at least one of their tests with the aim of becoming a Full Institutional Member) should notify ALTE in writing, explaining the situation.

If the Board of Trustees are satisfied that there is no change to the exam(s) themselves, and that the new owners are willing to follow the conditions of membership, then the new owners should sign the Membership Agreement, and there is no change to the expiration of the Q-Mark. The new owners are responsible for the following audit of the exam(s).

The ALTE Secretariat stores the new Membership Agreement, and the record of the Board of Trustees' satisfaction, and updates the Register of Members, the ALTE Website, as well as the ALTE Framework of Q-Mark audited exams.

If the Board of Trustees are not wholly satisfied, then the institution must go through the process to become an Associate Member or Full Institutional Member, as detailed on the ALTE website, and the exams lose their Q-Mark status.