



# Terms and Conditions

## Membership

The Association of Compliance Officers in Ireland is a company limited by guarantee, registered under Part 18 of the Companies Act 2014, and does not have a share capital. It trades as ACOI. It is a not-for-profit organisation. The ACOI is governed by a board of directors known as the Council. The President, who chairs Council, and Deputy President ex officio, and an Independent Council member are elected at the Association's Annual General Meeting. Individual members of the ACOI appoint and elect members to the Council.

**By becoming a Member of The Association of Compliance Officers in Ireland, you agree to be bound by the Constitution and Bye-Laws of The Association of Compliance Officers in Ireland (trading as ACOI).** You can read these under <https://www.acoi.ie/about-us/>

The ACOI's membership fee is applicable upon joining and the annual fee falls due on 1<sup>st</sup> August each year. The membership subscription year runs from 1<sup>st</sup> August to 31<sup>st</sup> July. Therefore, when you become a member, a membership joining fee is applicable relating to the current membership subscription. Your annual membership fee for the following and subsequent years will then become due on 1<sup>st</sup> August. Payment of annual membership subscriptions can be made through the ACOI website. Payment is accepted by [Direct Debit](#), EFT and cheque. In limited circumstances, if members cannot make payment via these options, we will try to assist members by taking payment over the phone.

If you wish to cancel your membership of the Association, please inform us of your intention to cancel in writing by post to: Membership Department, The Association of Compliance Officers in Ireland, Lower Ground Floor, 5 Fitzwilliam Square, Dublin 2 or by email to: [info@acoi.ie](mailto:info@acoi.ie) in advance of the following membership year or you may incur membership fees for that year.

A valid e-mail address is a requirement of membership of ACOI, as this is our primary means of corresponding with you.

In order for us to communicate with you effectively it is your responsibility to ensure that your personal information is up to date with us at all times. In particular, your email address and mobile phone number. You can update your personal information in one of the following ways:

- Online at [www.acoi.ie](http://www.acoi.ie) and logging on to the members section
- Notify the ACOI by emailing the change to: [info@acoi.ie](mailto:info@acoi.ie)

Please also refer to our Privacy Notice on ACOI website: [www.acoi.ie](http://www.acoi.ie)