



## ON THE MOVE MEMBERS' GUIDELINES<sup>1</sup>

*The On the Move members' guidelines refer both to OTM's statutes and to the main objectives set out by the On the Move's mission<sup>2</sup>. The members' guidelines aim to help current and potential new members understand the membership application procedure as well as the rights and responsibilities of OTM members.*

### 1. MISSION

On the Move (OTM) is a cultural mobility information network composed of organisations and individual members in countries across Europe and beyond. OTM's mission is to encourage and facilitate cross-border mobility and cooperation contributing to building up a vibrant, shared European cultural space that is strongly connected worldwide.

### 2. AIM

OTM aims to ease and coordinate cultural mobility **information** provision and to encourage, through targeted **advocacy** actions, a concept of mobility that is respectful of social standards and environmental protection, and that promotes cultural diversity and intercultural dialogue. OTM's overarching goal is to become a platform of knowledge, both virtual and real, that promotes a concept of mobility that is progressive, responsible and sustainable – for the benefit of individual artists and cultural operators as well as the culture and arts sector in Europe and beyond.

### 3. STRUCTURE

3.1. OTM is an international not-for-profit association registered under Belgian law;

3.2. OTM operates as a democratic organisation where each member has one vote;

3.3. Each member must appoint an OTM Contact Person. If the member in question is an individual member, the individual member represents her/himself at the OTM General Assembly and has the right to vote. If the said member is an organisation, the OTM Contact Person must receive a clear mandate from the governing body/board of the member organisation to act on its behalf with regards to OTM;

3.4. A General Assembly (GA) takes place at least once a year before the 30 May;

3.5. The Executive Committee (called the Board of administration in the OTM statutes, referred here as the "Board") is formed by a minimum of three members. There is no maximum limit. The Board members are appointed by the General Assembly for a three-year period. The Board members' term of office is renewable (no limitation in time). The Board members can at any moment and without reason be dismissed by the General Assembly;

3.6. The Board elects a President and a Secretary among its members. It can also create other functions. One person from the Board is responsible for the day-to-day management of OTM and is appointed General Delegate. The Board can also choose to delegate the day-to-day management to any other person(s) they think best, for instance (a) staff member(s).

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<sup>1</sup> As of 19 May 2015.

<sup>2</sup> <http://on-the-move.org/about/mission/>

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3.7. When OTM was set up, the registered office of the association was established at 1000 Brussels, Square Saintelette 19 and hosted by IETM. The registered office can move to any other place in Belgium following a Board's decision.

### 4. ACTIVITIES: Information – Capacity Building – Advocacy

OTM's activities aim:

- To research, collect and disseminate information (also through signposting) in order to support the professional cross-border and international mobility of artists and people active in the cultural sector, in Europe and beyond;
- To analyse, study and explain cultural mobility-related information (in particular: information about mobility<sup>3</sup> funding policies and schemes, environmental aspects of cultural mobility, administrative issues) to cultural professionals and to the public;
- To bring together its members and other relevant organisations as well as institutions responsible for the collection, study and diffusion of mobility-related information in order to share data and work methods and to improve access to cultural mobility information to the public;
- To coordinate cultural mobility information provision within its membership and to advocate for a concept of mobility that is respectful of social standards and environmental protection, and that promotes cultural diversity and intercultural dialogue.

In order to do so, OTM:

- Works as a gateway to mobility-related information, collecting and redistributing it through a set of communication channels and tools and signposting users to first-hand information sources, including its own members when relevant;
- Organises a wide range of activities, including but not limited to conferences, seminars, trainings and advocacy actions, to the benefit of its members and of the cultural sector at large;
- Initiates and commissions/carries out studies, researches and publications on relevant topics related to cultural mobility;
- Works in close collaboration with its members on relevant issues to implement all the actions mentioned above.

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<sup>3</sup> E.g. residency programmes; training opportunities; scholarships/fellowships in culture-related fields; project and production grants; skill development grants; market development grants; "go and see" grants and touring incentives for groups.

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### 5. MEMBERSHIP – Members' rights and responsibilities. Criteria for joining and terminating membership.

The **energy of the network shall come from its members** and from their understanding of the importance of the multiple aspects and impacts of cultural mobility. OTM members shall feel a **sense of ownership** of the network, and at the same time feel that being members of OTM widens their knowledge and expertise and improves their capacity to deal with cultural mobility issues internationally.

OTM aims to adopt an **evolving membership approach**, which takes into account **each member's missions and objectives and the possible changes over time** (due to funding, management, external context and/or policy changes).

**Solidarity, trust, fairness and responsibility are the key values that drive the network and its members.**

**5.1.** OTM is open to Belgian as well as international members.

**5.2.** Both individuals and organisations can become members of OTM. In order for OTM's network to be as representative of the cultural sector as possible, OTM especially encourages organisations to become members, and individuals to work as "Ambassadors", supporting On the Move in particular through visibility and strategic advice (due in particular to their long-term engagement in OTM's development and the relevance of their expertise to On the Move).

**5.3.** Members of OTM are members of the association and of the network. To become a member, an organisation or individual must meet the following criteria:

- Be a physical person, a public institution, a public or private organisation;
- Be active in the art, culture, research, library, teaching and computing sectors or any related sectors (including social and environmental), with a clear relationship with cultural mobility;
- Promote a concept of mobility that is respectful of social standards and environmental protection<sup>4</sup>, and that stimulates cultural diversity and intercultural dialogue;
- Promote cultural mobility for the public and general interest. This promotion can be done through funding, policy making, researching, informing, advising, organising and/or supporting cultural mobility. In particular, the activities aiming to support cultural mobility shall be open and non-profit seeking;
- Strongly commit to the functioning of OTM, its network and the long-term development of OTM.

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<sup>4</sup> <http://on-the-move.org/charter>

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**5.4.** Members of OTM, nominated through each yearly General Assembly (and through a second on-line consultation at the end of the year, if needed), commit to:

- Appoint an OTM Contact Person;
- Pay the annual subscription fee. The amount of the fee is decided upon on annual basis by the General Assembly<sup>5</sup>. If the GA decides that there is no subscription fee, voluntary membership fees up to €300 per year can be accepted;
- Attend the annual General Assembly, either in person, via a proxy given to another member of OTM, or by appointing a representative chosen among one of its own members (in case of networks);
- Respond at its best to the requests from OTM's Board and staff to implement the strategic plan of OTM (including giving visibility to OTM's activities, actions and online publications). This also implies reacting to the concise reports sent by the OTM secretariat every three months);
- Support the key points of the Charter for a Responsible and Sustainable Cultural Mobility;
- Involve their organisation in, and inform them about OTM, including through their organisation's website and social network (Facebook, Twitter etc.);
- Take an active role in the life of the network, including the recommendations of sources of funding at national, European and international levels which could benefit OTM.

For the last commitment related to funding, one shall take into consideration that given the geographic and thematic context in which OTM and its members operate, potential **conflicts of interests** might arise in case of applications to the same funding sources or in the framework of communication activities.

OTM should always get in touch with interested members in case of a potential conflict of interest, e.g. when asking for funding from a public institution (except for applications for EU funding for networks, like the Creative Europe programme). At the same time OTM members shall not hesitate to get in touch with OTM secretariat and call the attention on any trouble or risk of conflict of interest they could envisage, in order to prevent problems or solve them in the more constructive possible way before any actual problem occurs.

OTM also engages to mention, in the short periodic reports sent to the members, its current and planned activities, funders and funding applications; members are asked to read the communications sent by OTM secretariat and to react within the set deadline in case of doubts or questions.

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<sup>5</sup> See page 6 for the membership fees decided during the Paris General Assembly on 19 May 2015.



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**5.5.** Members of OTM have the rights to:

- Vote in OTM's General Assemblies and propose a candidate for the election of the Board (including themselves);
- Actively take part in meetings (trainings, seminars etc.) especially designed for OTM members, without paying any registration fee;
- Inform the Board and/or the Secretariat in case of any issue that seems likely to provoke a conflict of interest (see point 5.4)

**5.6.** The admission of new members is subject to the approval of the Board. Organisations that show an interest in joining OTM will be asked by OTM Board or staff to fill out an application form. OTM will inform its members periodically about the membership applications received by new organisations, allowing the current members to express opinions about the applicants if they wish to do so. The Board, also taking account of any opinions expressed by current members, will decide about the membership applications and will inform at the General Assembly about any decision regarding new members.

OTM informs its members about new membership applications at the annual GA and, if need be, once more during the year. This is meant to reduce the delay in the responses to new applicants.

**5.7.** The Board can suggest that the membership of a member is terminated, for instance if the Board considers that a member has not fulfilled its commitments towards OTM. In this case, the Board first has to hear the defence of the member concerned. The termination of the membership also has to be approved by the General Assembly (majority of two third of its present or represented members).

**5.8.** Members are free to terminate their membership at any time (taking into consideration that their membership fee is based on a financial year). They should do so by written (email) notification to OTM Board. The fact that one member terminates its membership or loses its voting right does not prevent the said organisation/individual from being active in the future with OTM.

For the membership application, which can be sent anytime in the year (with two approval sessions in Spring and Autumn), please refer to the following link  
<http://on-the-move.org/members/>

For any additional request of information,  
please email OTM secretariat : [mobility@on-the-move.org](mailto:mobility@on-the-move.org)



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### Approved membership fees on 19 May 2015 in Paris during the OTM General Assembly

• <b><u>30 euros</u></b> a year for individual members (exceptional cases)
• <b><u>50 euros</u></b> for organisations with a yearly budget of max. €50,000
• <b><u>100 euros</u></b> for organisations with a yearly budget of max. €100,000
• <b><u>150 euros</u></b> for organisations with a yearly budget of max. €200,000
• <b><u>250 euros</u></b> for organisations with a budget beyond €200,000