

ON THE MOVE MEMBERS' GUIDELINES

Update: September 2024

The On the Move (OTM) members' guidelines refer to the revised OTM statutes voted during the General Assembly in Helsinki on 25th of May 2022. The members' guidelines aim to help current and potential new members understand the membership application procedure as well as the rights and benefits of being or becoming OTM members.

1. MISSION

On the Move is the international information network dedicated to artistic and cultural mobility, gathering as of early September 2024, 78 members from 29 countries. Since 2002, On the Move provides regular, up-to-date and free information on mobility opportunities, conditions and funding, and advocates the multiple values of cross-border cultural mobility.

2. AIM

By federating the cultural sector around a qualitative vision and progressive approach to cultural mobility, On the Move aims to ease and coordinate cultural mobility **information** provision and to encourage, through targeted **professional development, research and advocacy** actions, a concept of mobility that is respectful of social standards and environmental awareness, and that promotes cultural diversity and intercultural dialogue. OTM's overarching goal is to be a key reference of knowledge, both on-site and virtual, that promotes a concept of mobility that is progressive, responsible, and sustainable – for the benefit of individual artists and culture professionals as well as the culture and arts sector in Europe and internationally.

3. ACTIVITIES

OTM's activities aim:

- To research, collect and spread information (also through signposting) in order to support the professional cross-border and international mobility of artists and professionals active in the cultural sector, in Europe and internationally;
- To analyse, study and explain mobility-related information to artists, culture professionals, policy makers and funders and interested parties;
- To bring together its members and other relevant organisations as well as institutions responsible for the collection, study and spreading of mobility-related information in order to share data and work methods and to improve access to cultural mobility information;

- 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 awareness, and that promotes cultural diversity and intercultural dialogue.

In order to do so, On the Move:

- Works as a gateway for mobility-related information, which is communicated through various channels and tools, in order to provide its members and the arts and culture professionals with first-hand information;
- (Co)-organises a wide range of activities, including, but not limited to, a Yearly Cultural Mobility Forum, meeting, training sessions and advocacy actions, to the benefit of its members and of the cultural sector at large;
- Initiates, facilitates and/or co-organises professional development programmes on internationalisation of practices for artists and culture professionals using its online resources as well as the expertise of its members and partners;
- Initiates, commissions, and carries out studies, researches and publications on relevant topics closely related to the network's activities and the work carried out by its members;
- Formulate policy recommendations (through the production of documents, the participation in events etc.) based on in-depth and regular research on transversal concerns and key areas of artistic and cultural mobility, to establish a clearer picture of the current trends while formulating policy recommendations.

4. STRUCTURE

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

4.2. Each OTM member (organisation or individual) has one vote.

4.3. Each member must appoint an OTM Contact Person. 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. For the individual members, they represent themselves at the OTM General Assembly.

4.4. A General Assembly (GA) takes place once a year, before the 30th of June. It can be done on site or on exceptional cases, online.

4.5. The Board of administration of On the Move, referred here as the "Board", is formed by at least three natural persons representing three different 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 only once (maximum accumulated amount of 6 years). Board members may at any time be removed without

cause by a General Assembly resolution adopted by a two thirds majority vote of the members present or represented.

4.6. The Board elects a Chairperson (President) and a Secretary among its members. It can also create other functions, including the one to choose to delegate the day-to-day management to any other person(s) they think best, for instance (a) staff member(s).

5. MEMBERSHIP – Members’ rights and responsibilities.

Criteria for joining and terminating membership.

Benefits to join.

5.1. OTM is open to members based anywhere in the world.

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. Individuals can apply if they have a strong relationship with On the Move (founder, active individuals through their past organisations etc.).

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 an individual, a public institution, a public or private organisation;
- Be active in the art, culture, research, training and/or technological 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 awareness, and that stimulates cultural diversity and intercultural dialogue;
- Promote cultural mobility for the general interest. This promotion can be done through funding, policy making, researching, informing, advising, organising and/or supporting cultural mobility through professional development programmes. In particular, the activities aiming to support cultural mobility shall be accessible and non-profit seeking;

Strongly commit to the functioning of OTM and its development as well as the values the network wishes to encompass as expressed in the definition of cultural mobility here after: *‘Mobility is a central component of the professional trajectory of artists and culture professionals. Involving a temporary cross-border movement, often for educational, capacity-building, networking, or working purposes, it may have tangible or intangible outputs in the short term, and/or be part of a long-term professional development process. **Mobility is a conscious process, and those involved in it, whether by directly engaging in it or by supporting it, should take into consideration its cultural, social,***

political, environmental, ethical and economic implications¹ and the definition of green mobility here after: Green mobility is understood in a holistic way. It not only considers the means of transportation used by artists and culture professionals but also the contexts in which artists and culture professionals are evolving, the reasons behind their mobility, and the impacts of what is done at their destination and upon return to their local context. Green mobility is a collective responsibility, involving both those who benefit from mobility and those who financially support it, and must take into account the social, political, economic, infrastructural, environmental and ethical dimensions that frame it².

5.4. Members of OTM, accepted after a decision by the Board, are supporters of OTM and its overall mission and values. Members do not get special consideration in OTM activities beyond the rights and benefits listed below. Information and calls supplied by OTM members are published only when the information or calls fit the OTM editorial policy³.

Members have the following **obligations**:

- To appoint an OTM Contact Person and inform OTM's Board and Staff of any change;
- To pay the annual membership fee. The amount of the fee is decided upon on annual basis by the General Assembly;
- To 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);
- To respond at its best to the requests from OTM's Board and Staff in relation to the development and activities of the network;
- To involve their organisation and/or colleagues / partners in case of individual-members and inform them about OTM, including through their organisation's website and social networks.

5.5. Members of OTM have the following rights and benefits to:

Rights:

- Vote in OTM's General Assemblies, which includes the approval of annual activity and financial reports but also the contribution to discussions that shape the future of the network and its orientations;
- Propose a candidate for the election of the Board (including themselves). The Board is in charge of the overall strategy development of the network and of supporting the strengthening of OTM through a diverse group of partners and funders. Board members play the roles of ambassadors and, when appropriate,

¹ This definition was proposed by On the Move in the [Operational Study, related to the Mobility Scheme for Artists and Culture Professionals in Creative Europe countries](#) (page 33), within the scope of the pilot test of the i-Portunus, mobility programme coordinated by the Goethe Institut, with the Institut français, Izolyatsia and Nida Art Colony / Vilnius Academy of Arts.

² This definition is part of On the Move's sustainability policy / SHIFT eco-certification for networks: <https://on-the-move.org/about/sustainability-policy>

³ <https://on-the-move.org/about/editorial-policy>

can be asked to represent the network in various professional events across Europe and internationally.

Benefits:

- Actively take part in working group meetings / workshop sessions organised within OTM's activities on the following topics (topics may evolve in the future, based on members' needs and/or the context):
 - administrative aspects related to Mobility (Mobility Info Points),
 - cultural mobility funding,
 - (en)forced cultural mobility,
 - green context-specific mobility,
 - International professional development programmes.

These groups are self-organised by members and/or facilitated by OTM secretariat.

- Access to the latest available updates and/or information related to cultural mobility upon request to the general secretariat;
- Contribute, within a proposed timeframe, content to new publications or updates to existing publications and/or advocacy actions;
- Take part in OTM public meetings (including the Yearly Cultural Mobility Forum) or events when the topics are relevant with their fields of expertise.

5.6. The admission of new members is subject to 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 informs its members about new membership applications at the annual General Assembly and, if need be, during the year. This is meant to reduce the delay in the responses to new applicants.

5.7. Members are free to withdraw at any time from the Organisation upon written notice to the Board. Membership status is forfeited in the event of non-payment of the annual membership fee before the annual General Meeting. Fees' waiver can be decided by the Board in case of force majeure (war in the country where the organisation is registered, climate disaster etc.)

5.8. The exclusion of members from the Organisation may be proposed by the Board during the General Meeting after hearing the defense of the interested party, and shall, if applicable, be decided by a two-thirds majority vote of the members present or represented. The Board may suspend the member concerned until the decision of the General Meeting.

For the membership application which can be sent anytime in the year, 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)