

NARPACA Procedures and Policy Standards

Policy Name	Multiple Venues Membership Policy
Author	NARPACA's Management Committee
Internal Contacts	NARPACA President & Executive Officer
Date policy approved	26 November 2015
Review Date	December 2016

1. Purpose

This policy provides clear guidelines relating to NARPACA membership by multiple venues or facilities owned and operated by a common legal entity. It defines NARPACA's interpretation of the term "multiple venues", gives examples of eligible organisations and identifies applicable membership fees and benefits.

This policy should be read in conjunction with the Rules of the Association to ensure new member approvals are in accordance with the Constitution and that the new member is admitted to the appropriate class of membership (Ordinary or Associate).

Multiple-Venue Membership is optional for any new or existing member that meets the eligibility requirements – it is NOT mandatory.

2. Definition

Multiple venues: more than one venue or facility used for presenting performing arts and owned and operated by a common legal entity.

Examples that fit:

- All Council owned venues run by same Council as separate departments (Nambour, Lake Kawana) or separate venues run as a single department (Logan);
- All Council owned venues that run other facilities in the same Council area used occasionally for performing arts (Redcliffe Entertainment Centre and Redcliffe Equestrian Centre)
- All Council owned venues in the same LG area run by a venue management company and used occasionally for performing arts (Mount Isa Civic Centre and Buchanan Park run by MIETV)
- The Judith Wright Centre and CoCA Cairns (both owned and run by AQ);

Exempt:

- The Events Centre, Empire Theatre, The Arts Centre Gold Coast, Brisbane Powerhouse, (owned by Council, run by separate legal entities);
- QPAC (owned by State Gov but run by QPAT);
- Venues owned by local and state govts but run privately and located in different LG areas (e.g. venues run by Ogden or Venue management Services.)
- Artour, neither owns or operates any venues or facilities;

- Regional Arts Councils as they are a separate legal entity (can still be members but couldn't come under an existing member and are unlikely to run a venue).

Things to note:

- These exempt members would be eligible for multiple membership if they inherited new separate venues in their area (i.e. TACGC took over a local community centre); and
- A management body (e.g. Ogdens or Venue Management Services) may join as an Affiliate Member and therefore not be eligible for multiple venue membership. The individual venues they manage may be eligible for Ordinary or Associate Membership per venue, but no multiple venue membership discount would apply.

3. **Implementation**

Assessment of membership applications

Eligibility for multiple venue membership is at the discretion of NARPACA's Management Committee who will assess applications using a common sense evaluation process in accordance with the Rules of the Association and this policy.

Classes of members

NARPACA has the three classes of members: Ordinary, Associate and Affiliate. Only the Ordinary and Associate classes are for venues and therefore able to be considered for multiple venue memberships where appropriate. Affiliate Members are individuals or organisations that are not venues and therefore not eligible for multiple venue membership. Appendix A is an extract of Rule 4 of NARPACA's Constitution "Classes of Members" which outlines the criteria for each membership class.

Membership fees

Where multiple venues are owned and operated by a common legal entity:

- a full Ordinary or Associate Membership fee applies for the primary member venue. The fee is based on the class of membership (i.e. Ordinary or Associate) in accordance with the Constitution;
- a discounted fee, currently set at 50% of the cost of an Ordinary Membership, applies to the second venue irrespective of that venue's class of membership (i.e. no further discount applies if the venue is an Associate member);
- any other additional venues are free of charge irrespective of that venue's class of membership.

Benefits

Membership benefits are based on the class of membership irrespective of whether that member is one of multiple venues owned and operated by a common legal entity. Refer Appendix B "Table of Benefits". Voting rights are stipulated in the Constitution.

4. **Review**

This policy will be reviewed on an annual basis.

5. **Appendices**

- **Appendix A** – extract of NARPACA's Constitution - Rule 4 "Classes of Members"
- **Appendix B** – Benefits table by Class of Membership

Appendix A: Rule 4 of NARPACA's Constitution "Classes of Members"

ORDINARY MEMBERSHIP

- A not for profit entity is eligible to apply for Ordinary Membership if it has full-time professional management and it:
 - operates a performing arts centre, performing arts venue or theatre in Queensland or the Northern Territory;
 - undertakes entrepreneurial presentations of performing arts events;
 - has facilities designed for the performing arts; or
 - has activities which are dominantly performing arts.
- An entity which has a contract with a not for profit entity, is eligible to apply for Ordinary Membership if it has full-time professional management and a contract to
 - operate a performing arts centre, performing arts venue or theatre in Queensland or the Northern Territory; or
 - undertake entrepreneurial presentations of performing arts events;
 - manage facilities designed for performing arts; or
 - undertake activities which are dominantly performing arts.

ASSOCIATE MEMBERSHIP

- The following are eligible to apply for Associate Membership:
 - entities not eligible for Ordinary Membership but which meet a minimum of three of the criteria for Ordinary Membership; and
 - individuals who meet a minimum of three of the criteria for Ordinary Membership.
- Notwithstanding any other provisions in these Rules, Associate Members are not entitled to vote in any proceedings of the Association, nor to become an office bearer of the Association.

AFFILIATE MEMBERSHIP

- Affiliate membership shall be open to individuals and organisations who do not meet the criteria for Ordinary or Associate Membership but do support the objectives of the Association.
- There are two types of Affiliate Membership:
 - Industry Partners - not-for-profit entities such as festivals, producers or arts agencies; and
 - Corporate Partners – such as for-profit businesses and suppliers.
- Not with standing any other provisions in these Rules, Affiliate Members are not entitled to vote in any proceedings of the Association, or to become office bearers of the Association.

Appendix B: Benefits table by Class of Membership (updated December 2015)

Table of Benefits	Ordinary Members	Associate Members	Affiliate Type 1: Industry Partners	Affiliate Type 2: Corporate Partners	Explanatory notes
• Subscription to NARPACA INFORMATION email group for networking, information, help and support from fellow members	☺	☺	☺	☺	This is the main “information” email group for all members – to be used for non-sensitive topics
• Access to membership contact lists (Managers, Technical, Marketing)	☺	☺	☺	☺	
• Member / venue profile on NARPACA's web site	☺	☺	☺	☺	
• Listing in NARPACA's <i>ONLINE</i> Services Directory				☺	
• Industry updates & NARPACA's quarterly e-newsletter	☺	☺	☺	☺	
• Advocacy and advice to Government on industry issues	☺	☺	☺	☺	
• Subscription to MANAGERS ONLY email groups (Managers, Technical Managers, Box Office Managers)	☺	☺			Venue operations and sensitive issues
• Access to NARPACA's Public Liability Insurance Scheme	☺	☺	☺		
Invitation and members discount to NARPACA professional development opportunities including three annual conferences e.g. Managers' / Ticketing / Technical Conference*	☺	☺	☺	☺	* To avoid conflicts of interest and ensure appropriate and transparent discussions, attendance by Corporate Members to all Conference sessions is subject to approval by the relevant Conference Committee, once each Conference program has been developed.
• Opportunity to host NARPACA events / conferences	☺				“host centres”
• Priority sponsorship and advertising opportunities (where opportunities are limited) for NARPACA events, on the web site and in publications				☺	e.g. Managers' Conference only has 2-3 sponsors.
• Eligibility to apply for Members-only funding opportunities that are offered from time-to-time	☺	☺			
• Access to members-only online resources	☺	☺			Benchmarking data, sample contracts and policies, conference archives
• Valuable networking opportunities	☺	☺	☺	☺	
• Extensive member networks and collective buying power for access to and cost-savings for a wide range of touring productions	☺	☺	☺		through state and national forums eg Morning Melodies, Qld Touring Showcase and Performing Arts Exchange
• Access to industry research & outcomes	☺	☺	☺	☺	
• Voting rights & opportunity to become an Office Bearer of the Association	☺				