

## Art Space Portsmouth Membership Terms & Agreement

*"The Board of Trustees may at their discretion admit into Membership individual persons who are trained visual artists actively engaged in their medium, exhibiting regularly and participating in community initiatives which widen the audience for the arts, irrespective of their gender, sexuality, disability, race or religion, provided that they support the objects of the Company, have attained the age of 18 and have paid or agreed to pay the annual subscription as decided by the Board of Trustees."* Quoted from the Articles of Association of Art Space Portsmouth Limited, (page 2, point 3 'Members').

NOTE: Please read the Memorandum and Articles of Association of Art Space Portsmouth issued with this Membership Agreement. The objects of the Company are stated on page 1, point 3 of the Memorandum.

### MEMBERSHIP TERMS:

ALL Art Space Portsmouth members are obliged to fulfil the membership terms outlined below:

#### Membership fee:

The membership fee is due in advance on the first day of the month by Standing Order.

Studio-holding members: £20 per month (£240.00 a year)\*

Off-site members: £10 per month (£120 a year)\*

\*Membership fee subject to annual review by the management and Board of Trustees. Members will be informed of any increases at least 2 months in advance.

#### Meeting Attendance:

Members are obliged to attend AGMs, Extraordinary General Meetings and General Meetings.

#### Contribution to ASP Open Studios:

Members are obliged to participate in the annual Art Space Portsmouth Open Studios events, by way of making their studio accessible to the public during the opening times, and by participating in the organisation of the event. This may include attending OS planning meetings, promoting Art Space Portsmouth Open Studios to your networks, friends and family, administration tasks and where appropriate low-level building maintenance identified by the studio co-ordinator.

**Contribution to Art Space Portsmouth:**

All members are required to contribute voluntarily to the running of the organisation. This voluntary input may include: manual tasks such as putting out bins, door staff for GASP events, putting on exhibitions at GASP, participation in ASP initiatives, exhibitions, talks or events, participation in project committees, help with the garden, or other tasks as advertised by the studio co-ordinator. Art Space Portsmouth members will be required to list their voluntary contribution annually. See note below on activities documentation.

**Publicity:**

All members must acknowledge support of Art Space Portsmouth in all publicity related to their own arts activity. Studio holders to use the 'studio supported' logo and off-site members to use the 'member of' logo. A copy of all publicity material should be submitted to the ASP office for your file.

**Activities Documentation:**

All members are to submit an annual report of arts activity, i.e. exhibitions, projects, residencies on the pro-forma supplied.

All members are to submit a record of their Art Space Portsmouth membership contribution hours relating to ASP activities (including GASP) on the pro-forma supplied.

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**Art Space Portsmouth agrees to:**

- Invite by email all studio members and off-site members to the AGM with at least 2 weeks' notice.
- Consult with members on any major changes effecting membership.
- Provide all members with Artists' Liaison notes from each Board meeting via email or notice boards. These will include a list of dates of future Board meetings.
- Make Art Space Portsmouth ratified board minutes available to members on the notice board or digitally by request.
- Consider and respond to any proposals submitted on the project pro-forma from members received at least one week in advance of a Board meeting.
- Consider and respond to any letters of concern regarding Art Space Portsmouth business. These should be addressed to the Chair or another Board member, and received at least one week in advance of a Board meeting.
- Provide studio members and off-site members with a profile page on the Art Space Portsmouth website.
- Provide GASP at a subsidised rate of £20.00 per week to studio members and off-site members for use as exhibition, project or workshop space. Subject to availability.

## ASP - MEMBERSHIP TERMS & AGREEMENT

- Art Space Portsmouth members to pay a 25% commission to Art Space Portsmouth for any work or goods sold in GASP or Art Space Portsmouth initiatives.
- Art Space Portsmouth provides the loan of equipment below for use by members on the Art Space Portsmouth premises. Please book via the office. Subject to availability.

Photographic lights  
Digital projectors + screen

- Available studios will be advertised in the first instance to current studio holders, then to off-site members before being advertised in the public arena.
- Art Space Portsmouth will advertise any relevant paid work opportunities generated by Art Space Portsmouth to members in the first instance. Criteria will apply.
- Art Space Portsmouth will notify all members via email and the notice boards of any work, or exhibition opportunities that are received through the Art Space Portsmouth office.

### **FAILURE TO FULFIL MEMBERSHIP TERMS**

#### **Payment of membership fee:**

If the membership fee is not paid by standing order on the first of the month the matter will be brought to the attention of the member by the Company, or its appointed representative, and some arrangement made for payment.

If the membership is not paid for a second following month, then membership will be terminated on the first day of the next month and notice will be sent accordingly by the Company, or its appointed representative.

The notice will be rescinded on receipt of full payment of the arrears at any point before expiry of the notice, but three such notices shall result in automatic termination of membership without rescindment.

#### **Member's contribution to Art Space Portsmouth:**

Failure to make any contribution to Art Space Portsmouth (as listed in the membership terms above) over a period of two years may be regarded as unwillingness to contribute to and participate in Art Space Portsmouth and may result in termination of membership.

The Trustees will decide any action to be taken, which may ultimately mean being asked to leave the organisation. This will follow the procedure of verbal, written and final warning.

NB. At all times these matters will be treated with sympathy and discretion. The Trustees are fully aware of the difficulties of balancing personal life with a professional arts practice. However, contribution to the good management of Art Space Portsmouth, as well as self-interest, must be seen as an imperative.

#### **Right of Appeal**

In all instances the member concerned will have the right of appeal, in writing or in person, to the Chair or the Board of Trustees.

**NOTE:** Studio leases are only available to Art Space Portsmouth members. If membership is rescinded then the studio lease will be terminated.

If an off-site member becomes a studio holder, the full membership fee will be £20 per month (£240 annually).

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## MEMBERSHIP AGREEMENT

I, the undersigned, have been presented with the membership terms and the Art Space Portsmouth Memorandum & Articles of Association for the company limited by guarantee, **Art Space Portsmouth Limited**, and here agree to fulfil membership in the furtherance of the objects of the Articles.

I agree to pay

**£240.00 (studio-holders)**

**£120 (off-site members)** (delete as appropriate)

annual membership fee or any other proper charges as may be made by the Company having been agreed by a meeting of the membership or Board of Trustees. Payment will be made in advance on the first of each month by Standing Order to such Bank, as the Company shall request unless the Company agrees to payment being made by another arrangement.

I am also fully aware of the Art Space Portsmouth Membership Terms, clauses as set out in the Membership Terms above.

Signed: ..... [new member]

Signed: .....

[Studio Manager/Chair] on behalf of **Art Space Portsmouth Limited**

Date: .....

[Updated and amended September 2012 by the Board of Trustees of Art Space Portsmouth.]