

MEMBERSHIP RULES

(ENCATC Internal Rules, Chapter 4)

4.1. Definition of ENCATC member

According to the ENCATC Statutes, the University applying for ENCATC membership is to be considered as the member of ENCATC. The University will appoint an official representative who will act on its behalf. The teaching staff and the researchers bound by an official contract with the University member of ENCATC will be allowed access to membership benefits and services.

From an administrative point of view, the ENCATC office will keep in the members' database alongside the main contact a maximum of two other contacts. It will be the sole responsibility of the member institution to disseminate the information internally.

4.2. Eligibility for Membership

Membership of the association is open to education and training institutions in the cultural sector with an interest in its development, to organizations or bodies involved in education and training in the field, and on very exceptional basis to individuals involved in the cultural field and who support the aims of the association (Statutes, Art. 5).

Full members must be training or education bodies which are represented by the person of their choice and have at least three years of experience in providing and delivering publicly-recognised training services.

Associate members are split into three groups, all with the same rights:

- Organisation - associate members: These are training bodies that have not offered training or education services for a minimum of three years, institutions playing a significant role in areas of training and education, and institutions with related activities such as cultural organisations or other networks.
- Personal - associate members: On ad hoc basis, individual such as educators, trainers, and media and culture managers can become associate members.
- Support - associate members: Similarly, individuals or bodies providing financial support or otherwise to the association may become associate members.

4.3. Membership Benefits

The annual membership provides members with benefits specified on the ENCATC website and promotional material.

4.4. Obligations of Members

Members take on the following obligations:

- To help the ENCATC office to keep updated the ENCATC database and website:
 - Member organisations shall notify one named individual to the secretariat as the Contact Person. This individual shall be their point of contact with ENCATC and normally their representative at ENCATC meetings;
 - If the financial contact person and address (billing address) are different from the Contact Person, member organisations are obliged to communicate these contact details to the ENCATC Brussels office;
 - New contact details must be communicated to the ENCATC Brussels office on a very short delay.
- To provide visibility of the ENCATC service within their own institution: the Contact Person shall ensure that news and information concerning ENCATC's activities are circulated through his own organisation (especially to their own colleagues and students).

4.5. Payment of the Membership Fee

For payment of the annual membership fee ENCATC applies the instructions specified on the invoice.