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# 2024-2025 MEMBERSHIP HANDBOOK

FACILITATED BY  
**ARTS UNITED OF GREATER FORT WAYNE, INC.**

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## Contact Information

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## I. Overview

Facilitated by Arts United, the Northeast Indiana Regional Arts Council is a member-driven program that provides opportunities for arts and culture nonprofit leaders to work together to enhance Northeast Indiana's quality of life.

**Vision:** The Northeast Indiana Regional Arts Council will champion the transformation of Northeast Indiana by connecting, developing, and advocating for arts and culture organizations.

## II. Benefits of Membership

- Participation in other member service councils\*
  - Audience Development Council
    - ArtsTix Community Box Office
    - Audience development and marketing collaborations
  - Business Services Council
    - Health Insurance^
    - Dental Insurance
    - Life Insurance
    - General Liability Insurance
    - Worker's Compensation Insurance
    - 401(k)
    - Employee Wellness Programs
    - Payroll Processing
- Grant Programs
  - Regional Arts Council Capacity Grants
  - Technical assistance for Indiana Arts Commission grants
  - Grant workshops and information
- Professional Networking and Development
  - Topical Regional Arts Council meetings
  - Regional Arts Council Summits offering professional and organizational development opportunities
  - Meetings to discuss time-sensitive and important issues
  - Job postings on Arts United's website and monthly newsletter
  - Monthly communications and program updates
- Participation in Decision-Making and Advocacy
  - Leadership Forums for chief executives and board chairs
  - Votes on issues that impact arts and culture
  - Votes on issues that inform the delivery of programs and services by Arts United
  - Collaborative planning and cultural development
  - Annual needs assessment evaluation for arts and culture nonprofits and programs
  - Economic development and community impact initiatives
  - Advocacy for arts and culture nonprofits, businesses, programs, and artists

- Visibility and Promotion
  - Arts & Culture Forecast
  - Taste of the Arts
  - Arts United Awards
  - Arts United promotional materials
  - Use of the Arts United and Regional Arts Council logos
  - Special initiatives in response to needs and opportunities
  
- Access to Arts Campus facilities and services
  - Reduced-rate leases and licenses
  - Technical support
  - Capital planning and facilities development

\*An organization must be a member of the Regional Arts Council to participate in other service councils.

^Please note it will take up to 45 days for eligible organizations to join the health plan.

### III. Membership Eligibility

Members are:

- Dues-paying nonprofit organizations, government entities, or divisions thereof, with a mission or purpose to provide arts or cultural services in the communities of Northeast Indiana.
  
- Private, nonprofit, tax-exempt agencies with 501(c)3 status from the Internal Revenue Service and incorporated in the State of Indiana OR an Indiana public entity.
  
- Members may be:
  - Organizations that operate with arts and culture as the organization’s primary mission and/or purpose
  - Organizations or divisions thereof which have demonstrated ongoing and dedicated artistic and/or cultural programming for the benefit of the northeastern Indiana region.
  
- Headquartered in one of 12 counties of Northeast Indiana: Adams, Allen, DeKalb, Huntington, Kosciusko, LaGrange, Miami, Noble, Steuben, Wabash, Wells, Whitley
  
- Any budget size
  
- Represented by a board of directors or advisory body that represents the community and advises the organization on its programs and services

First-time members must submit a “New Member Application” and be approved by the Arts United Board of Directors upon the recommendation of the Regional Arts Council. Applications are accepted on a rolling bases, but the approval process may take up to three months pending the date of submission.

## IV. Membership Expectations

1. Support other members and this collaboration. This includes prioritizing the use of services that bring costs down for participants through economies of scale and bargaining power. It also includes interacting with Arts United and peer organizations with a high degree of professionalism and mutual respect.
2. Provide feedback to improve the program.
3. Respond to requests for information from Arts United to improve the program, explore new services, and/or advocate on behalf of the membership. These items might include (but are not limited to): Membership Renewal Surveys, Patron Data Sheets, and Year-End Financial Statement.
4. Abide by best practices for [governance and financial oversight as defined by BoardSource](#).
5. Invite Arts United to present to the member’s board of directors once per year.
6. Be committed to IDEA (inclusion, diversity, equity, and access) in Northeast Indiana.
7. Adhere to the Northeast Indiana Regional Arts Council Charter.
8. Pay annual dues, service fees, and bills on time.
9. Share the following information with Arts United on an annual basis for the purposes of communication, data gathering, and advocacy:
  - Staff Contact List
  - Board Contact List
  - Mission and Vision Statements
  - IDEA or DEI Policy or Statement (if the member has formally adopted such a policy)

## V. Annual Dues for the 2024-2025 Year

Membership Dues are invoiced in June for the July-June program year. Dues are evaluated on an annual basis.

Budget Size	Annual Dues
Budget size is defined as unrestricted operating expenses less depreciation during the most recently completed fiscal year.	
\$1 million+	\$500
\$100,000 - \$999,999*	\$250
\$99,999 and below	\$100
*Includes divisions of universities, libraries, parks, and public entities	

Membership benefits are only available to Regional Arts Council members in good standing. The term of Membership shall be one (1) year and will need to be renewed annually no later than July 31st of each programmatic year.

## VI. Lapsed Membership Policy

Organizations who fail to renew their membership by July 31<sup>st</sup> will, after a one (1) month grace period, be considered lapsed in their membership to the Regional Arts Council. Members must be in good standing to participate in Council-related activities, including but not limited to: participation in the Business Services Council and/or Audience Development Council, application to the Regional Arts Council exclusive grant programs, bi-monthly Council meetings, professional development summits, Lunch & Learns, etc.

Voting privileges within the Regional Arts Council and/or affiliated councils will be revoked until membership is returned to good standing.

Members who fall into lapsed status will be contacted by Arts United prior to each milestone outlined below.

**To return to good standing, Members have the following options:**

One (1) month after membership lapse	Grace period to submit renewal materials, including annual dues
One (1) month plus one (1) day to four (4) months after membership lapse	\$25 late fee plus membership dues to return to good standing
Four (4) months plus one (1) day to one (1) year after membership lapse	\$50 late fee plus membership dues to return to good standing
Over one (1) year plus one (1) day of membership lapse	Membership revoked; new membership application required*

\*Members undergoing hardship may request temporary membership suspension for up to one (1) year by contacting Arts United.

If/when membership to the Regional Arts Council is revoked following one (1) year plus (1) day of lapsed membership, any/all council related privileges will be cancelled, including but not limited to business services administered by Arts United (health insurance, payroll, etc.).