



Artane School of Music

Artane Community Choir - Code of Conduct



| | |
|-------------------|---|
| 1. Introduction | 4 |
| 2. Membership | 4 |
| 3. Attendance | 5 |
| 4. Rehearsals | 5 |
| 5. Performances | 6 |
| 6. General | 7 |
| 7. Breach of Code | 8 |



Mission Statement

The Artane School of Music provides education in music and musicianship, leadership skills and character formation. Members develop their skills and talents in a caring and disciplined environment which enable and facilitate their development to mature adulthood.



1. Introduction

The Artane School of Music exists to provide access to music for all, in a number of different ways. The school is governed by the Board of Management under a deed of trust. It formulates policies to achieve its aims and objectives. This document, which is the Code of Conduct for the Artane Community Choir is drafted in accordance with the documents of governance and the Child Protection Policy (artanemusic.ie/policies).

The Artane Community Choir was formed in 2013. The Artane Community Choir is an integral part of the Artane School of Music, and is open to any singers/performers who meet the entry requirements and/or approval of the Choir Conductor. Members improve their skills and talents in a relaxed and professional environment, enabling the Choir to perform at the very highest standard. The management of the Artane School of Music has a responsibility to support the Community Choir and its members by providing a secure and safe environment, suitable facilities, appropriate equipment and the opportunity to rehearse and perform. Any issues of concern to a member of the Choir should be raised with the appropriate representative or Manager/Acting Musical Director.

2. Membership

2.1

To be a member of the Artane Community Choir a person is required to:

- a. be 18 years of age or older
- b. pay an annual subscription
- c. have up to date Garda vetting
- d. complete a membership application form for approval (new members from 2017).

A register of members shall be compiled on the 1st October every year, and this register will be held in the Manager/Acting Director's office. Registration renewal forms will include a statement, requiring the member's signature, agreeing to the above criteria, terms and conditions.

2.2

Members are liable for the annual subscription, as set by the Artane School of Music, (preferably paid monthly by direct debit). If a member's financial situation does not permit payment, he/she must contact the Manager/Acting Director and an alternative arrangement may be put in place. Refusal to pay the annual subscription will terminate membership.



3. Attendance

3.1

Regular attendance at rehearsals and performances is expected and an extended/anticipated period of absence should be advised to the Choir Conductor, Attendance Officer or Manager/Acting Director in advance. Non-attendance at a sufficient number of rehearsals, as set by the Choir Conductor, prior to a performance may result in exclusion from the performance.

Attendance records will be kept by the Attendance Officer for all rehearsals and performances. Choir Members should endeavour to be in attendance 5 to 10 minutes before rehearsal start time/call time for performance.

4. Rehearsals

4.1

Mobile phones must be on silent or turned off during all rehearsals and performances. Occasionally extra rehearsal(s) will be requested by the Choir Conductor prior to a performance and all members should endeavour to attend.

4.2

The Management Liaison person will advise on any Artane School of Music news and messages from the Board of Management and Manager/Acting Director (in his/her absence) at rehearsal.

4.3

Late arrivals/early leavers should be as discreet as possible to avoid disruption to rehearsal. If Choir Members are late it is vitally important they warm up their voices before starting rehearsal. Choir Members are encouraged to listen to other voice groupings when it is their turn to learn their part and to respect them by remaining quiet until their own group is practising.



5. Performances

5.1

Choir uniform must be worn at all performances unless advised otherwise by Community Choir Conductor or Manager/Acting Director. Uniform for the Choir is semi -formal: royal blue dress for ladies, and black shirt, slacks and blue tie for gentlemen.

5.2

Following consultation with members, the Choir Conductor has responsibility for the final decision over all aspects and issues relating to choir performances/rehearsals, including the programme, choir positions and appointing soloists.

5.3

When notice is given of a forthcoming performance the Choir Conductor or Attendance Officers must be advised, as early as feasible, of members' availability/non availability. Members' cooperation in this matter is essential to ensure a complete choir undertakes every performance.

5.4

Notification of all engagements will be sent by email, Members' availability/non availability must be advised by email, telephone, text or in person to the Conductor/Attendance Officer. It will be regarded as a breach of the Code of Conduct if a member, having given a commitment in advance, fails to attend an engagement (excluding emergencies or unforeseen circumstances).

5.5

On occasions when the Choir is performing with young ensembles from the Artane School of Music and other organisations, members should be mindful of their responsibilities as adults and set a good example. When performing with minors, the consumption of alcohol is strictly forbidden at all times in the presence of minors.

5.6

Choir Members are asked to be responsible regarding the consumption of alcohol when representing the School of Music/Choir. Excessive consumption of alcohol prior to a performance will result in exclusion from the performance.

5.7

It is forbidden to bring an alcoholic drink on stage or near a choir performance area.



6. General

6.1

All sheet music distributed by the Choir Conductor is for rehearsal purposes only and must not be photocopied or redistributed by choir members unless in accordance with copyright laws.

6.2

Everyone who participates in the Artane School of Music shares a mutual love of music and performance. Choir members should carry out their activities in a courteous manner which shows respect for choir colleagues, staff of the Artane School of Music, and other people.

6.3

The possession/consumption of illegal/non-prescribed drugs is absolutely forbidden when attending all ASM activities. Any breach of the above code/guidelines/regulations will be deemed an offence and may incur a warning/suspension/expulsion.



7. Breach of Code

7.1

In the case of an incident of inappropriate behaviour, a choir member will receive a verbal warning. A second incident may incur a written warning.

7.2

In the case of repeated incidents or of a serious incident, the choir member plus a representative of his/her choice, will be invited by the Manager to attend a hearing of a three person Disciplinary Committee appointed by the Artane School of Music Board of Management.

7.3

Having heard the case, the Disciplinary Committee will determine a verdict and make a recommendation, where applicable, of which will be advised, in writing the band member and the Board of Management will be advised in writing.

7.4

The choir member will have the right to appeal the findings to the Board of Management within fourteen days, and request a hearing.

7.5

The Manager has the authority to suspend a choir member from all Artane School of Music activities until the Disciplinary Committee makes a judgement on the case.

7.6

Acts of a criminal nature will be reported to the An Garda Síochána.

This Code of Behaviour will be reviewed at the end of the 2017/18 academic year and every three years thereafter.