

CODE OF CONDUCT – Greigarious Community Arts & Singing (GCAS) SCIO

In accordance with GCAS Constitution.

This Code of Conduct has been drafted in accordance with current guidance (Ref: GCAS Policy & Procedures) and is available to view by all of those associated with GCAS SCIO incorporating Clydeside Singers , The Vibes and any other activities lead by GCAS.

MEMBERSHIP

- Membership of our singing groups and any other activity is open to people living in Inverclyde and the surrounding areas. Clydeside Singers caters predominantly for ages 50 plus and The Vibes caters for all ages. For more info, please contact the CEO/Musical Director.
- Membership of our singing groups does not require a formal singing audition. Our ethos is Music Therapy in action whilst Singing for Fun.
- People wishing to join any singing groups are welcome to attend the weekly practice for a trial period of 1 week prior to contributing weekly membership fees. Any weekly membership fees for other GCAS activities will be determined by GCAS Board (or in partnership with another organisation) prior to commencing.
- There is no minimum requirement on the number of practices members are expected to attend.
- Membership is fluid and can be terminated at any point by anyone no longer wishing to be a member of any of GCAS singing groups (Clydeside Singers & The Vibes) or any other Community Arts Projects conducted/lead by GCAS.
- At the discernment of the GCAS Board, Annual Membership fees will be reviewed by consensus with a members vote. The Annual and Weekly Membership fees specifically cover various running costs such as lyric sheets and ink.

PUNCTUALITY AND ATTENDANCE

- Members are requested to attend weekly and extra practices whenever possible at the direction of the CEO/Musical Director. Lack of attendance at weekly practices may prevent members from participating in performances.
- Members are requested to advise the CEO/Musical Director as soon as possible if they are unable to attend performances so, when applicable, reserve members can attend in their place.
- Members are requested to be punctual in attending practices/concerts for the benefit of all.

CONTRIBUTION AT SINGING PRACTICES

- Members should arrive focused and requested to be willing to co-operate fully and respond to the direction provided by the CEO/Musical Director during practice and services/concerts at all times.
- Members should understand that they are singing as part of a group and that their contribution is a valuable part of the whole sound of the singing group or project.
- Members are requested to help the less experienced singers in the singing group and understand the difference between solo and group singing.
- Members should strive to understand the delicate balance between giving a strong musical lead and blending with other singers.
- On occasions, members will be selected to sing lead parts in the singing groups, this will be done in conjunction with the needs of the whole singing group and is at all times the sole decision and complete discretion of the CEO/Musical Director.

RESPECT AND BEHAVIOUR

- Each member has a duty of care to themselves and their peers and are expected to be an outstanding member of the singing group/activity and lead other singers by example with attendance, singing, and behaviour in rehearsals and during services/concerts.
- Members are requested to not partake in consuming alcoholic beverages when representing the singing group at rehearsals or concerts.
- Members are requested to follow the directions of the CEO/Musical Director, at all times and respect their decisions.
- Members are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.
- Members should strive to be a positive role model to all other members of singing group or other activity.
- Members are expected to behave in a mature, respectful, safe, fair and considered manner.
- Members should respect each other and not seek to make derogatory remarks or 'jokes' to other members that are of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Members should treat each other as equals and ensure that relationships with others are kept professional at all times, for example:
 - Only making physical contact with other members for professional reasons when this is necessary and appropriate for the member's wellbeing or safety.
 - Not behaving in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for other people.
 - Not conducting themselves in an inappropriate way over social media platforms i.e. Facebook which is to the detriment of the singing group or may be deemed to constitute reputational risk to the organisation or its members.
- Members should discuss and/or take advice promptly from CEO/Musical Director about any incident which could give rise for concern. This would include reporting incidents to CEO/Musical Director or GCAS Secretary to ensure that such situations can be handled promptly by the GCAS Board in a sensitive way. (Reference GCAS Complaint Procedure).
- A record should be kept of any such incident and of decisions made/further actions agreed.
- The GCAS Board should be fully committed to safeguarding the welfare of all members by taking all reasonable steps to protect them from physical, sexual or emotional abuse.
- All members should conduct themselves in a way that reflects the values of GCAS and meets the expected high professional standards.

DRESS CODE

- Members are requested to adhere to the dress code/theme as much as they possibly can, which is defined on the weekly handout or any other updates.
- Smart casual attire is appropriate, clothes are encouraged to be comfortable and breathable and should not have cause to offend / embarrass other members of the choir. Branded t-shirts for both singing groups are designed for performances and participation in promotional activities. Any other GCAS Activities dress codes will be determined as and when required.

COMMUNICATION & MEDIA

All issues relating to publicity or activity should be directed to the CEO/Musical Director.

- In compliance with our Data Protection Policy, we will ensure that members anonymity is respected across all social media platforms such as Facebook, Twitter, Youtube, Instagram and our website, should that be requested.
- Members who regularly attend practices will be added to any relevant chat pages in order to receive updates and also added to the weekly text. Members who wish to not be kept updated this way should notify the CEO/Musical Director.

REMUNERATION

- There will be no expectation of payment unless stated and agreed upon by GCAS Board.
- Members will not be entitled to a refund of membership fees unless by special agreement by the GCAS Board.

BREACH OF CODE OF CONDUCT

- The GCAS Board has the right to refuse participation in rehearsals and performances to a member who is found to be in breach of the Code of Conduct to allow any investigation necessary to be undertaken unhindered and without prejudice.
- This breach of the code of conduct will be reviewed by the GCAS Board as soon as possible and appropriate action taken in accordance with dispute procedures.

CONFLICT OF INTERESTS

- GCAS Board aims to ensure that any potential conflict of interests will be addressed in a fair and reasonable manner for the benefit of all members, volunteers and GCAS Board alike. Careful consideration will be taken to ensure any and all decisions are made on an objective manner.

DISPUTE PROCEDURES

- After the review of any breach of the code of conduct, the GCAS Board may consult with the member, counsel them as to the inappropriateness of the conduct and support them in making changes.
- Depending on the circumstances, following 2 verbal warnings, if the member has made no appropriate change, then the GCAS Board has the right to ask the member to leave the singing group/activity. (Ref Managing Challenging Volunteering Situations and/or GCAS Complaint Procedure)
- If any member is unhappy with decisions made by the GCAS Board, they have the right to complain in relation to the GCAS Complaint Procedure. However, if the original decision is upheld at appeal stage, there is no further right to appeal as this decision is final and binding.