

EAST METRO COMMUNITY MUSIC ASSOCIATION MEMBER CODE OF CONDUCT

Definition of a Member

A member is any person regularly participating in an ensemble of EMCMA. Members vote in board elections and are eligible to run for board positions after one year of continuous membership. They are also occasionally invited to participate in and provide feedback on strategic planning and initiatives.

Eligibility for Membership

To become a member, you or your guardian must sign and submit a liability waiver and an emergency contact form to the director leading your ensemble or a member of the EMCMA board. All members must read and sign the Member Code of Conduct; members under 18 years old must also have a guardian read and sign the Member Code of Conduct. Members are encouraged, but not required, to establish a recurring monthly donation to EMCMA to help cover our expenses.

Our Commitment to Members

The EMCMA board and staff are committed to providing a safe, respectful, and fun environment for all members that is conducive to personal and musical growth.

General Conduct

All members shall act courteously toward fellow EMCMA members and themselves. All persons will respect all instruments, percussion equipment, Cologuard equipment, and any property of rehearsal and performance facilities. Members are to be held responsible for personal guests brought to rehearsals ensuring they follow all applicable rules as stated. All persons must aim to relax and have fun!

Safety

EMCMA will protect the safety of its staff, volunteers, and members. Each member has a responsibility for their own safety as well as the safety of those around them. If you notice any hazardous conditions at an EMCMA event or program, please report them to your ensemble's director or a board member. Please report all accidents immediately to your director or a board member.

Alcohol and Drug Free Environment

EMCMA is committed to providing a safe and healthy environment in all programming. Attending EMCMA programs while under the influence of drugs and alcohol impairs our ability to maintain a safe environment. Therefore, members may not use or distribute drugs or alcohol while participating in EMCMA programs.

Weapons

Possession of dangerous or deadly weapons while participating in EMCMA programs or attending EMCMA events is strictly prohibited.

Communication

Communication will be conducted primarily by email, and important information (practice and performance schedules, cancellations, etc.) will be sent in a timely manner. EMCMA also maintains an active Discord server, where members may also find regular updates on events and programs. Members may reach out to EMCMA staff and board members at any time via Discord or using the email address info@eastmetrocommunitymusic.org.

Member Records

EMCMA keeps all member records, including name, contact information, address, and emergency contact information on file. These records are necessary to enable us to contact you and for use in emergency situations. If your information changes, please inform your director or any EMCMA board member. Any member may view their file on reasonable request. Otherwise, access to personal records is limited to the EMCMA Board of Directors and the director(s) of any ensembles the member has joined.

Anti-Harassment Policy

EMCMA is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's gender identity, sexual orientation, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All members are expected and required to abide by this policy. No person will be adversely affected in membership with EMCMA as a result of bringing complaints of unlawful harassment.

Reporting Harassment

If a member feels that they have been harassed on the basis of their sex, race, national origin, ethnic background, gender identity, sexual orientation, or any other legally protected characteristic they should immediately report the matter to their supervisor, director, or board member. If that person is not available, or if the reporter feels it would be unproductive to inform that person, the reporter should immediately contact a member of the executive board. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential manner as is possible under the circumstances. Any member engaging in improper harassing behavior will be subject to disciplinary procedures.

Discipline Procedures

Violations of this Code of Conduct will be subject to review by the Board of Directors, which will determine if disciplinary action is needed. Disciplinary action can consist of any of the following: mediation, suspension, and/or expulsion from EMCMA.

Please sign that you have read, understand, and agree to follow the written policies and procedures in the Code of Conduct and return this form to a Board Member.

Member Signature

Date

Printed Name

Parent/Guardian Signature

Date

Printed Name