



Screen Audio Ireland

CODE OF PRACTICE, MEMBERSHIP CRITERIA & COMPLAINTS PROCEDURE

INTRODUCTION

Screen Audio Ireland (SAI) recognises Guild membership is a valuable asset. A core aim of the Guild is to preserve high standards and a reputation for professional expertise and integrity. Compliance with the Code of Practice is mandatory for all members of this Guild. In addition to complying with the Guild's Code of Practice, members are asked to carry out their business in the spirit of the Guild, demonstrating integrity, honesty, fairness, transparency, enthusiasm, and solidarity.

GUILD STRUCTURE

SAI welcomes members from all grades within the Sound Department. The Guild Committee is made up of five nominated and voted in Full Members of the Guild, preferably representing the different grades within the Guild, an uneven number for voting. Voting will take place once a year, by email, by all members, with 48 hours to vote. If for any reason a Committee Member is required to give up their seat before the end of their year, a vote will take place to fill that committee seat until the next Committee election. A Committee Member may not run for re-election in the next consecutive term unless there is no other candidate willing to come forward or by consensus of the committee. The Chairperson of the Committee will be elected by the Guild Committee.

EQUALITY

The Guild is committed to equality of opportunity and inclusiveness. We promote, value and respect diversity. Members of the Guild are asked to recognise and respect the rights of all our members to work in an environment free from discrimination, victimisation, harassment, and bullying. Screen Audio Ireland believe that our industry should provide equal opportunity to all people without regard to gender, race, colour, religion, sexual orientation, national origin, economic background, age or disability.

STATEMENT OF INTEGRITY

Screen Audio Ireland strives to maintain and uphold the highest standards of integrity. We aspire to promote and enhance the Guild's reputation, and its standing and good name, through best workplace practice and professional conduct.



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TRANSPARENCY & CONFLICT OF INTEREST

The Guild promotes transparency and asks its Members to avoid any conflict of interest or action that may appear to promote or favour their own personal gain or might not be in the best interest of the employing Production Company or the Guild. If a member is found to be in breach, disciplinary action may arise.

MANAGEMENT

Screen Audio Ireland believes that good management is essential, and members are encouraged to cultivate positive relationships with their peers and colleagues, and to display and promote the very highest standards of ethical and professional conduct.

TERMS OF MEMBERSHIP

Members must meet the criteria for the respective membership category applying for (see Membership section below for details).

Members of the Screen Audio Ireland will not behave in any way which would bring the Guild or any of its members into disrepute.

Any member who breaches our Code of Conduct, resulting in a verified complaint, may have their membership suspended or revoked in accordance with our Complaints procedure below.

Members should not make any statement, whether orally or in writing, to the media, representing such a statement as Guild policy, unless expressly authorised to do so by the Guild Committee. Members will maintain and preserve the highest standards of professionalism.

Members shall pay a subscription to the Guild to cover administration costs, which will become due and payable when invited to do so by the Treasurer (yearly). (Please see the rates below) The Guild Committee shall approve all administrative costs before they are incurred by the various Officers.

Annual Membership fees (subject to change) are payable January to December, regardless of when membership commences. The membership rates have been set based on the 'hourly rate' for each grade as this seems most equitable.

Production Sound Mixer €50

EFP Sound Recordist €50

1st Assistant Sound €35

2nd Assistant Sound €25

Trainees €15

Honorary Membership - no fees



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Date of renewal of membership is January 1st and will run per calendar year and not from date of admission. If fees are unpaid on April 1st, the member(s) in arrears are considered delinquent and not in good standing and shall be suspended from membership. However, under extraordinary circumstances, the Committee may withhold such suspension.

MEMBERSHIP

Applications must be through the made in writing to 'membership@screenaudioireland.com', including your full name, your grade, and named sponsors. Please allow up to 10 working days for applications to be vetted. All applicants will be informed whether they have been successful or not. All membership applications will be vetted by the Guild Committee, and the decision of the Committee is final. Guild Membership is contingent on having worked within the Department within the last 5 years.

(i) Application for membership in one of the following categories shall be open to persons engaged professionally in sound or image generation, recording, manipulation or reproduction for motion pictures, television and associated media.

Full Membership: Open to individuals with six or more years' experience in a skill or skills recognised by the Committee under clause (i) above. They have normal voting rights, are eligible for nomination for election to Committee and to so nominate others. They may use the initials SAI after their name. Sponsorship by two full Members, at least one of whom is from the same professional grade as the applicant, is normally required.

Associate Membership: Open to individuals with between three and six years' experience in a skill or skills recognised by the Committee under clause (i). They have normal voting rights including nominating others for election to Committee, but cannot themselves become Committee Members. Sponsorship by two full Members, at least one of whom is from the same occupational category as the applicant, is normally required.

Auxiliary Membership: Open to individuals with less than three years' experience in a skill or skills recognised by the Committee under clause (i). They have no voting rights. In the case of trainees, a supporting letter from their employer or trainer may be necessary. Sponsorship by two full Members, at least one of whom is from the same occupational category as the applicant, is normally required.

Honorary Membership: Extended to those who have retired from the Industry on invitation by the Committee.

(ii) If the applicant is unable to secure the number of Full Member sponsors stipulated in the above categories, the Committee may nevertheless consider their application if it is accompanied by a verified c.v. and two or more letters of recommendation to include one or more internet links or email addresses from an appropriate person, e.g. senior technician, director, producer or employer,



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with whom they have worked. The Committee will consider the application on an individual basis, and its decision shall be final.

(iii) Submission of applications will be made via the Membership section on the SAI website. The Committee will approve or reject such applications in its absolute discretion without being required to assign any reason therefor. No person whose application is accepted by the Committee shall be entitled to any of the privileges of membership until their first annual subscription and any applicable entrance fee shall have been paid.

(iv) Applications for Upgrading within the Guild must provide at least two completed credits on feature films, TV Drama Productions, Network Broadcast Programming or Commercials In Ireland for the grade you are applying for. In the case of Trainees & 2nd AS', the 1st AS Grade can be a sponsor. In the case of upgrading from an 1st AS to PSM, only PSMs can act as a Sponsors.

(v) All Sponsors must be existing members of the Screen Audio Ireland Guild.

(vi) Applicants must warrant they can perform the services required for the grade in which they are applying for.

COMPLAINTS

If a complaint is being made against a Guild member. A letter or email detailing the complaint must be sent to the Secretary of Screen Audio Ireland Guild.

Where a member behaves in a manner the Committee considers to be in breach of the Aims and Functions of the Guild there shall be a process to address the breach.

(i) For behaviour which the Committee considers to be a Minor Breach, the Chairperson shall contact the relevant member and notify them of the breach and request that there be no re-occurrence.

(ii) For repeated behaviour which the Committee considers to be a minor breach, or for behaviour which the Committee considers to be a major breach, the Chairperson shall appoint a Sub-Committee comprising three members of the Guild to investigate the matter. The Sub-Committee shall contact the relevant member by email (Work email address provided to the Guild on their application to the Guild on registration) and notify them of the breach and request a written response within 10 days. The Sub-Committee may arrange a hearing (in person or online) with the relevant member within a further 10 days, if so requested by the relevant member. The Sub-Committee shall consider the response(s) of the relevant member and report their conclusions to the Chairperson as soon as practicable thereafter with a suggested course of action. The Chairperson shall convene a full meeting of the Guild Committee within 10 days of receiving the report from the Sub-Committee to consider the report and the suggested course of action. The decision of the full Committee shall be final.



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SUSPENSION AND EXPULSION

Any member of the Guild may be suspended for cause by two-thirds (2/3) vote of the Committee or expelled for cause by a unanimous vote of the Committee. Before any disciplinary action can take place, written charges must be filed with the Guild Secretary against the affected member. Written notice of the charges and the time and place of the hearing (in person or online) thereon must be sent by registered post and provided Work email to the affected member at least ten days prior to the date of such hearing. At any such hearing the affected member shall be given an opportunity to be heard and to present such evidence in answer to such charges. Written notice of suspension or expulsion shall be sent to the affected member by registered post to their last known address and provided Work email.

CONFIDENTIALITY

Screen Audio Ireland requests its members acknowledge that Guild business and information shared to its members is confidential and for the benefit of Guild members only. Any transgressions shall be deemed to be a Major Breach of Guild principles and shall lead to disciplinary actions to be determined by the Committee.

This document was ratified at a general meeting of the guild on Monday 11th December 2023

Signed by current committee members:

Chairperson:

Matthew Thompson

Secretary:

Hugh Fox

Treasurer:

Dean Murray

SGI/SIPTU Rep:

Trevor McKenna

Training/Development Officer:

Steve Jackson