

## Code of Conduct | District Convention | 2020

**Every convention attendee must complete this form and submit to the club chaperone. All forms are submitted by the chaperone at District Convention to receive all registration materials.**

**Purpose:** To ensure a safe and purposeful event with expected behaviors consistent with the high ideals of Key Club, the CNH Key Club student leaders with Administration approval have developed this code of conduct as an effective way to clearly state our organization's position on the expected attire, housing accommodations, behaviors, and overall general conduct by all individuals in attendance at District Convention.

**Terminology:** For the purposes of this code of conduct, the following terminology and definitions will apply.

- **"Attendees"** will apply to all individuals attending District Convention including but not limited to: Key Club members, adults (advisors and chaperones), and invited guests
- **"Curfew"** is the designated time that Key Club members will stay in their assigned rooms from midnight to 5:00AM.
- **"Convention Area Curfew"** is the designated time that Key Club members must be out of the convention area.

### "Spirit Attire"

- **Shoes:** Athletic, casual, or dress shoes that cover the heel and toes. **AVOID:** sandals flip flops, etc.
- **Bottoms:** Worn properly at the waist, ankle length pants in good condition (jeans, slacks, khakis, etc.) or skirts (must reach top of the knee or below). **AVOID:** shorts, leggings, Capris, transparent styles, etc.
- **Tops:** Unaltered t-shirts, sweatshirts, button down dress shirts, blouses or collared shirts that cover the stomach, back, torso, and shoulders. **AVOID:** logos other than those of the Kiwanis Family or any transparent styles.

### "Convention Casual Attire"

- **Shoes:** Athletic, casual, or dress shoes that cover the heel and toes. **AVOID:** sandals and flip flops, etc.
- **Bottoms:** Worn properly at the waist, ankle length and unaltered pants (jeans, slacks, khakis, etc.). **AVOID:** shorts, ripped jeans, leggings, Capris, etc.
- **Tops:** Unaltered convention t-shirts.

### "Business Casual Attire"

- **Shoes:** Casual or dress shoes that cover both the heel and toes. **AVOID:** athletic shoes, sandals, flip flops, etc.
- **Bottoms:** Worn properly at the waist, ankle length pants in good condition (slacks, khakis, etc.) or skirts and dresses (must reach the top of the knee or below). **AVOID:** jeans, shorts, leggings, Capris, etc.
- **Tops:** Button down dress shirts, blouses, or collared shirts. **AVOID:** tops that show stomach, chest, back, and shoulders.

### "Business Formal Attire"

- **Shoes:** Casual or dress shoes that cover both the heel and toes. **AVOID:** athletic shoes, sandals, flip flops, etc.
- **Bottoms:** Worn properly at the waist, ankle length pants in good condition or skirts and dresses (must reach the top of the knee or below). **AVOID:** jeans, shorts, leggings, Capris, etc.
- **Tops:** Button down dress shirts, blouses, or collared shirts with blazer or suit jacket. **AVOID:** tops that show stomach, chest, back, and shoulders.

### "Additional Information for Governor's Ball Attire" MUST MEET STANDARDS OF BUSINESS CASUAL AT THE MINIMUM

- **Shoes:** Same as Business Casual/Formal. Shoes must be worn throughout **all** of Governor's Ball.
- **Bottoms:** Same as Business Casual/Formal. Bottoms, including dresses, **cannot** have slits going above the knee.
- **Tops:** Same as Business Casual/Formal. Tops, including dresses, **cannot** show stomach, chest, back, and shoulders.

**Expectations:** Attendees are expected to adhere to the following conduct.

### Dress Code

- Attendees are expected to abide by the designated dress code for the entire event. Members of the current Board, new Board, and Kiwanis Committee will adhere to the dress code established by the Governor and Administrator.
  - Friday: Spirit Attire, Business Casual option
  - Saturday (Including Governor's Ball): Business Casual, Business Formal option, Refer to Governor's Ball Attire
  - Sunday: Convention Casual
- Any clothing items deemed to be out of compliance with the defined styles or inappropriate to this event will not be allowed.

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### Lodging

- Attendees must stay at one of the CNH approved convention hotels and must sleep in their assigned room.
- "Hospitality Rooms" are not permitted.
- No Key Club member is allowed on hotel balconies.
- Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member at any time. Violation will result in the immediate dismissal from the convention.
- All members are expected to abide by the curfew established by the District Administrator.

### Responsible Behavior

- All attendees will respect the authority of the Sergeant-at-Arms committee, Key Club Administrators and designated staff.
- All attendees will abide by all government laws and regulations.
- Attendees may not possess, use, or consume any tobacco, marijuana, e-cigarettes, or vaping products, alcoholic beverages, any drugs or other controlled substance (with the exception of medication prescribed for the attendee), or any weapons, firecrackers, or anything of a dangerous nature.
- Attendees will respect the property of others, conference facility and lodging facility. Any damage caused by an attendee must be paid for by that attendee. No signs or materials may be placed or affixed to any hotel or convention center window or wall.
- Attendees will not act in any way unbecoming of a Key Club or Kiwanis Family member.
- Attendees are expected to abstain from any activity of a sexual nature.
- Attendees are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment or ridicule of others.
- Attendees will wear their convention name badge and convention wristband at all convention events.
- Attendees have a duty to report infractions of this code of conduct in order to maintain the purpose and safety of this event.
- Attendees must be escorted by a chaperone when going to and from the convention area to hotel rooms.

### Enforcement

- Violations of this Code will result in notification to the District Administrator and chaperone.
- Violations involving destruction of property, possession, consumption or use of alcoholic beverages or controlled substances, vandalism, theft, gross insubordination, violence or lodging violations may result in immediate dismissal from the event.
- Within 30 days of the conclusion of the convention, notification of violation of this code by any member(s) disciplined may be made in writing by the District Administrator to the school, sponsoring Kiwanis club, parents of the member(s), and the Kiwanis Executive Director.
- It may be determined by the District Administrator, Service Leadership Programs Director and the Kiwanis Executive Director, that an entire club is in violation of this code of conduct. If so, that club will be suspended from attending the following district convention.

### THIS SECTION MUST BE COMPLETED!

Key Club of \_\_\_\_\_ Division \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Region \_\_\_\_\_

I have read the foregoing Code of Conduct and I agree to abide by it. Further, we agree to release and indemnify the Cali-Nev-Ha District of Key Club International and the Cal-Nev-Ha District of Kiwanis International from any liability for bodily injury or other damage arising out of my breach of this Code of Conduct.

Attendee Name \_\_\_\_\_ Parent Name \_\_\_\_\_

Attendee Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_