

CODE OF CONDUCT

Article I The Code

Section 1 All elected and appointed board members must abide by the Code of Conduct.

Section 2 The rules outlined in this code are as follows:

a. Definition of Key Club Function

A Key Club Function will be defined as the period from which a student leaves for a Key Club activity until the time when they return.

b. Attendance

- i. All board members are required to attend all sessions of the Lt. Governor-Elect training conference (as a Lt. Governor-Elect), board meetings, LEDCON.
- ii. No members shall leave any session prior to adjournment without advance permission from the Governor and Administrator.

c. Leaving Board Meeting Location

- i. Board members shall not leave meeting locations (i.e. the meeting hotel property) without securing permission from the District Administrator, an Assistant District Administrator, or their Regional Advisor.
- ii. Board members will notify the District Administrator, an Assistant District Administrator, or their Regional Advisor upon leaving the meeting location and upon their return.
- iii. Any board members leaving the meeting location shall do so in a group of no less four board members.

d. Board Room Conduct

- i. Conduct in the board room will be professional in nature.
- ii. Lids should be utilized for any drinks (such as water or coffee) and food consumption should be done in as quiet a manner as possible.
- iii. Members are not permitted to leave while a meeting is in session unless a recess is called or unless instructed to do so.
- iv. All cell phone usage shall be prohibited during board meetings.

CODE OF CONDUCT

e. **Dress Code**

All board members are expected to conduct themselves as responsible young professional adults.

The dress code for all meetings will be specified by the Governor and Administrator prior to each meeting.

Typically, the dress code for general board sessions is that all male members are required to wear a coat and tie with slacks for all sessions (except as specified by the Governor and Administrator). All female members are required to wear a dress, business suit, or pantsuit at all general sessions (except as specified by the Governor and Administrator). Neat dress is expected at all other times.

f. **Prohibition of Illegal Activities**

- i. The possession and/or consumption of any alcoholic beverages or drugs of any nature (except prescribed medicine) will not be permitted for anyone attending any Key Club function.
- ii. Smoking is prohibited at all Key Club functions.
- iii. Any illegal activities including, but not limited to, gambling, use of fireworks, and misuse of firefighting apparatus is prohibited. Members may not possess weapons, firecrackers, or anything of a dangerous nature.

g. **Professional Conduct**

Board members are expected to respond to each other in a professional manner. Members are expected to abstain from any activity of a sexual nature. This includes, but is not limited to, dating, sexually explicit comments, and inappropriate touching.

h. **Housing and Curfew**

- i. A curfew from 12:00 AM to 6:00 AM will be observed and enforced. Board members are expected to be in their own rooms during this time and remain there. Windows and exterior doors to sleeping room balconies are to remain closed at all hours.
- ii. No female board member shall be allowed in the sleeping room of any male board member, and no male board member shall be allowed in the sleeping room of any female board member.
- iii. No board member may change room assignments without the authorization of the District Administrator.

CODE OF CONDUCT

- iv. Unnecessary noises are always prohibited. "Unnecessary noises" are defined as, but are not limited to, such things as yelling in the hallways, excessive loud talking in the sleeping rooms, and playing the TV/radio/or sound system on a high volume.
- i. **Hotel property**
Care should be taken not to deface or destroy any property, or to throw objects from windows and balconies. Placing of signs or messages on the hotel property will not be allowed without the hotel and District Administrator's permission. All damages will be paid for by the individual responsible.

Article II Compliance

Section 1 All District Board members are expected to comply with this Code of Conduct during all Key Club functions. Key Club functions commence at the time a Board Member leaves their home and conclude upon their return to their home.

Section 2 All Texas-Oklahoma District Board members, along with a parent/guardian, are required to sign and date a copy of the Texas-Oklahoma District Board Code of Conduct indicating that they have read the rules as outlined in this Code and that each member agrees to abide by those rules and understands the consequences that will be enforced if infractions occur. A signed copy must be provided to the District Administrator within 10 days of being elected or appointed to a district office. Failure to sign and turn in a copy of this Code will result in a disqualification of that member from the Texas-Oklahoma District Board.

Section 3 Violation of this Code of Conduct by any District Board member will result in:

- a. The removal of the District Board member from the Texas-Oklahoma District Board;
- b. The revocation of the member's membership Key Club International;
- c. Notification of the District Board member's parent/guardian of their violation of the Code of Conduct, the circumstances of the violation, and consequences thereof;

CODE OF CONDUCT

- d. Notification of the District Board member's school authorities, including their Key Club Faculty Advisor and school principal, of their violation of the Code of Conduct, the circumstances of the violation, and consequences thereof;
- e. Notification of the District Board member's Kiwanis advisors, including the President of their sponsoring Kiwanis Club and the Lieutenant Governor of their corresponding division, of their violation of the Code of Conduct, the circumstances of the violation, and consequences thereof;

Section 4 In signing this Code of Conduct, the parent/guardian acknowledges and understands that if their respective student is found to have violated the Code of Conduct, they will be responsible for immediately retrieving their student from the event they are attending. Neither housing nor transportation will be provided for students who are found to have violated the Code of Conduct.

Section 5 Clarification and interpretation of these regulations will be made by The District Administrator in consultation with the Assistant District Administrators and Kiwanis Committee on Key Club.

Article III **Amendments**

Section 1 The Texas-Oklahoma District Board Code of Conduct shall remain fixed from year to year unless specifically altered by the Texas- Oklahoma District Kiwanis Governor and District Administrator.