



## Texas-OK District of Key Club International District Board Code of Conduct & Service Agreement

Full Name \_\_\_\_\_

DECLARATION: I hereby agree that as long as I am a member of the Texas-Oklahoma District Board as either a Lt. Governor (LTG) or a District Staff member to the following:

I will abide by the Texas-Oklahoma District Board Code of Conduct attached.

I will conduct myself in a professional manner while inside and outside the board room at all times. I understand that even when I am not in a meeting I represent the District at all times.

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.

I will notify the District Administrator if I am aware of a board member violating the Code of Conduct.

I will not leave the board meeting site without the prior permission of my Regional Advisor or Administrator. Permission is required each and every time. I will be in a group of **four** (4) or more at all times I am outside the building.

I will attend all board meetings unless I am excused by the District Administrator.

I acknowledge if I have one unexcused absence from a board meeting, I could be removed from the District Board.

If I am a LTG, I will, perform all the duties outlined in the Lt. Governor Manual. If I am a staff member, I will perform all of the duties for my position listed in the District By-Laws.

I will endeavor to sell \$600 of ads for the Convention Book and acknowledge that I will be responsible for the cost to attend the convention if I do not sell the required ads.

I will not be allowed to attend the convention representing my district office if I do not sell at least \$100 in ads or if have not paid the amount owing for convention.

I understand that violating any part of this agreement may cause my immediate removal from the board by the District Administrator.

I will return this signed agreement along with the medical authorization and the media waiver to the District Administrator within ten (10) days of my election/appointment or I will not be allowed to assume my district office at the District Convention.

Lt. Governor/Staff Officer

Date

Parent or Guardian

Date

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