



## Texas-Oklahoma District of Key Club international

# TEXAS-OKLAHOMA DISTRICT BOARD 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. All board members are required to attend all sessions of the Lt. Governor-Elect training conference (as a Lt. Governor-Elect), board meetings, and the district convention. No member shall leave any session prior to adjournment without advance permission from the Governor, Administrator, or Regional Advisor.
- b. Conduct in the board room will be professional in nature. Food and drink (except water) should not be consumed in the board room. Members are not permitted to leave while a meeting is in session unless a recess is called or unless instructed to do so. Parliamentary procedure, including *Robert's Rules of Order* and all special rules outlined in the Texas-Oklahoma District Board Policy Code, will be enforced.
- c. The possession and/or consumption of any alcoholic beverages or drugs of any nature (except prescribed medication) will not be permitted for anyone attending any Key Club function (a function will be defined as the time period from which a student leaves for a Key Club activity until the time when he/she returns). Smoking is prohibited at all Key Club functions.
- d. Board members are expected to respond to each other in a professional manner. Members are expected to abstain from any



## Texas-Oklahoma District of Key Club international

activity of a sexual nature. This includes, but is not limited to, dating, sexually explicit comments, and inappropriate touching.

- e. A retiring hour of 12:00 AM will be observed and enforced. Board members are expected to be in their own rooms at this time and remain there. Windows and exterior doors to sleeping room balconies are to remain closed at all hours. Unnecessary noises at any hour are prohibited.
- f. 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 administrator's permission. All damages will be paid for by the individual responsible.
- g. Any illegal activities including, but not limited to, gambling, use of fireworks, and misuse of fire fighting apparatus is prohibited.
- h. Members may not possess weapons, firecrackers or anything of a dangerous nature.
- i. Unnecessary noises are prohibited. "Unnecessary noises" are defined as, but not limited to such things as yelling in the hallways, excessive loud talking in the sleeping rooms, playing the TV/radio/or sound system on a high volume.
- j. All board members are expected to conduct themselves as responsible young professional adults. All male members are required to wear 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 pant suit at all general sessions (except as specified by the Governor and Administrator). Neat dress is expected at all other times.
- k. 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.



## Texas-Oklahoma District of Key Club international

- l. No board member may change room assignments without the authorization of the Administrator.
- m. All cell phone usage shall be prohibited during board meetings.
- n. Board members must pay \$5.00 for replacement badges.
- o. Pending a decision by the Administrator, gross misconduct on the part of any board member may result in disciplinary actions which may include, but are not limited to, the notification of the board members present, the notification of school authorities, the notification of the President of the sponsoring Kiwanis Club, and may lead to dismissal of the individual as a member of the district board.
- p. Clarification and interpretation of these regulations will be made by The District Administrator and/or the Assistant District Administrators.

### **Article II** Compliance

#### Section 1

All Texas-Oklahoma District Board members are required to sign and date a copy of the Texas-Oklahoma District Board Code of Conduct indicating that each member has read the rules as outlined in Article I, Section 2 of 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.



## **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.