



Slice of the Policy

Compiled by the Policy, International Business, and Elections Committee

THIS MONTH'S POLICY:

130.3 Code of Conduct

The District Board will set the code of conduct for the District convention prior to the Convention and shall notify all Key Clubs of the Code, which shall be adhered to by all persons attending the Convention. This code shall include a mandatory dress code, curfew, substance abuse policy and rules regarding the socializing between persons attending the convention. Violations of the Code may result in expulsion from the Convention, notification of the Key Club, sponsoring Kiwanis Club and school, and possible exclusion of that club from future conventions. (1/98).

Summary

A Code of Conduct will be sent out to the members by the District Board with a set of rules all DCON attendees will have to follow. The form will include topics such as dress code, curfew, substance abuse, and proper behavior. Failure to obey these rules will result in the dismissal from the event, notification to the Key Club, Kiwanis Club, and school of the member and possible elimination of the member at future events.

130.4 Security

The responsibility for maintaining security for the convention and the compliance with the rules of conduct for the convention shall be governed by the Sergeant-at-Arms committee and the District Administrator. (1/91).

Summary

The Sergeant-at-Arms committee and the District Administrator will be responsible for keeping the Convention safe for all the attendees.

132.1 Registration

The Cali-Nev-Ha District Office shall post all convention registration forms for all Key Clubs in the District on the CNH CyberKey. Each Club shall complete the forms according to instructions and return them with the proper fees prior to the deadline for registration. Any registrations received after the deadline may be returned. (2/11)

Summary

The District Office will post all the DCON registration forms on the CyberKey. Individual clubs should fill out all necessary forms according to the listed instructions and send in the registration money. Registration and fees should be received before the deadline.

133.5 Delegates

Each Key Club in good standing may qualify two delegates to vote at the convention. The voting takes place at the Nominating Conference and the House of Delegates. In addition, each elected member of the Key Club District Board is a delegate-at-large and eligible to vote.

Summary

Each club in good standing may have two delegates vote on the club's behalf at DCON. Voting will take place during the Nominating Conference and House of Delegates. All members on the District Board will also serve as a delegate and is allowed to vote.

| QUIZ - TIME |

1. Who is in charge of keeping the DCON safe for all members?
 - a. PIE Committee
 - b. SAA Committee
 - c. DCON Committee

2. Where will all the DCON registration forms be posted?
 - a. CNH CyberKey
 - b. Key Club Website
 - c. Kiwanis Professional Center

3. In addition to club delegates, who else is allowed to vote?
 - a. District Administrator
 - b. District Board members
 - c. Kiwanis Advisors

ANSWERS: 1. B, 2. A, 3. B

HAVE QUESTIONS ABOUT POLICY?



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POLICY, INTERNATIONAL BUSINESS AND ELECTIONS COMMITTEE PRESENTS...

DCON Form Guide

Code of Conduct

- Dress Code
 - Spirit
 - Business Casual
 - Business Professional
 - Convention Casual
- Lodging
 - Stay in assigned rooms
 - Not allowed on hotel balconies
 - No members of the opposite gender (purpling) in rooms at any time
 - Follow curfew
- Behavior
 - Follow SAA, Administrator and designated staff
 - Follow government laws
 - No weapons or drugs/illicit substances (except for prescribed medication)
 - Respect the property of others
 - Abstain from any activity of sexual nature
 - No hazing or action that harasses others
 - Wear nametag/wristband at all times
 - Report infractions of the code
- Enforcement
 - Violations noted to District Administrator and chaperone
 - Serious infractions will result in immediate dismissal
 - Notification may be made in writing to school, Kiwanis, parents and Kiwanis Executive Director
 - If entire club is violation, the club will be suspended from attending the following convention

CNH | KEY CLUB

Code of Conduct | District Convention | 2015

CNH District Office Address: 8340 Red Oak Street #201, Rancho Cucamonga, CA 91730-0408
Bruce Hennings, Director of Service Leadership: bruce@cnhkiwanis.org

NEW PROCEDURE...COLLECT & BRING TO CONVENTION: Submission of one (1) completed form per attendee is required **AT DISTRICT CONVENTION** to receive registration.

PURPOSE: To ensure a safe and successful 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, behavior, 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:

<p>"Attendees" will apply to all individuals attending District Convention including but not limited to Key Club members, adults (chaperones and chaperones), and invited guests.</p> <p>"Curfew" is the designated time that all Key Club members will remain in these assigned rooms from midnight to 5:00 am.</p> <p>"Convention Area Curfew" is the designated time that all Key Club members must be out of the convention area.</p> <p>"Spirit Attire"</p> <ul style="list-style-type: none"> • Shoes: athletic, casual, or dress shoes that cover the heel. AVOID: sandals, flip flops, Tevas, etc. • Bottoms: Worn properly at the waist, ankle length pants in good condition (jeans, slacks, khakis, etc.) or unadjusted, top of the knee or longer in length shorts. AVOID: shorts, leggings, Capris, management styles, etc. • Tops: Unadorned tee-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 management styles. <p>"Convention Casual Attire"</p> <ul style="list-style-type: none"> • Shoes: athletic, casual, or dress shoes that cover the heel. AVOID: sandals, flip flops, Tevas, etc. • Bottoms: Worn properly at the waist, ankle length pants in good condition (jeans, slacks, khakis, etc.) or unadjusted, top of the knee or longer in length shorts. AVOID: shorts, leggings, Capris, etc. • Tops: Unadorned convention tee-shirts <p>"Business Casual Attire"</p> <ul style="list-style-type: none"> • Shoes: casual or dress shoes that cover the heel. AVOID: sandals, flip flops, Tevas, athletic shoes, etc. • Bottoms: Worn properly at the waist, ankle length pants in good condition (jeans, slacks, khakis, etc.) or unadjusted, top of the knee or longer in length shorts. AVOID: shorts, leggings, Capris, etc. • Tops: Button down dress shirts, blouses, or collared shirts. 	<p>"Business Professional Attire" Dress to Impress</p> <p>FEMALES</p> <ul style="list-style-type: none"> • Shoes: Dress shoes, flat or with heels that cover the heel. AVOID: athletic, multi-colored, metallic, or glitter type shoes, etc. • Bottoms: Ankle length dress pants/slacks or unadjusted, top of the knee or longer in length skirts. AVOID: shorts, leggings, Capris, jeans, corduroy, parachute, or baggy pants • Tops: Button down dress shirts or blouses that cover the stomach, chest, back, torso, and shoulders with no visible cleavage. <p>MALES</p> <ul style="list-style-type: none"> • Shoes: Black/dark leather or patent leather dress shoes with black/dark socks. AVOID: suede, canvas, athletic, boat, etc. • Bottoms: Ankle length dress pants in good condition. AVOID: shorts, jeans, corduroy, parachute, or baggy pants • Tops: Button down dress shirts properly tucked into the pants and a tie. Coat/jacket is optional but is required by those going on stage. <p>"Semi-Formal Attire" Dress to Impress</p> <p>FEMALES</p> <ul style="list-style-type: none"> • Shoes: Dress shoes, flat or with heels that cover the heel. AVOID: athletic shoes, sandals, etc. • Dresses: Unadjusted dresses top of the knee or longer in length that cover the stomach, chest, back, torso, and shoulders with no visible cleavage. AVOID: shorts, leggings, Capris, jeans, corduroy, parachute, or baggy pants • Tops: Long-sleeved button down dress shirts properly tucked into the pants and a matching tie. Coat/jacket is optional but is required by those going on stage. <p>MALES</p> <ul style="list-style-type: none"> • Shoes: Black/dark leather or patent leather dress shoes with black/dark socks. AVOID: suede, canvas, athletic, boat, etc. • Bottoms: Ankle length dress pants in good condition. AVOID: shorts, jeans, corduroy, parachute, or baggy pants • Tops: Long-sleeved button down dress shirts properly tucked into the pants and a matching tie. Coat/jacket is optional but is required by those going on stage.
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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. Updated 10/2014

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 Governance and Administration.
 - Friday Spirit Attire, Business Casual option
 - Saturday Morning-Afternoon: Business Professional | Evening: Semi-Formal, Business Professional option
 - Sunday Convention Casual, Business casual option
 - Any clothing items deemed to be out of compliance with the defined styles or inappropriate to this event will not be allowed.
- 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 rooms of any male member, and male members are not allowed in the room of any female members **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 Administrator and designated staff
 - All attendees will abide by all government laws and regulations
 - Attendees may not possess, use, or consume any tobacco 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 actions that causes unnecessary physical or mental discomfort, embarrassment, harassment or ridicule of others.
 - Attendees will wear their convention identification (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.
- 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) developed 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.
 - If 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 Cali-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.

Advisor/Chaperone/Adult Key Club (need parent signature)

Attendee Name _____ Parent Signature _____
 Attendee Signature _____ (students only)



Kiwanis

www.cnhkeyclub.org

DUE AT DCON (new change) – YOU MUST HAVE THIS FORM TO RECEIVE REGISTRATION AVAILABLE HERE

SAA (Sergeant At Arms)

TWO MEMBERS PER CLUB

DUTIES INCLUDE

- Attend SAA meeting
- Monitoring doors each session
- Assisting with convention logistics
- Assist attendees with directions
- Monitor halls and enforce curfew
- Enforce dress code and code of conduct
- Check credentials at House of Delegates

[REGISTER HERE](#)

The screenshot shows a Google Forms page titled "CNH District Convention Sergeant at Arms Registration". The form text includes: "Your club needs to assign at least two (2) volunteers to serve as Sergeant-at-Arms (SAA) at the Key Club convention." It explains the role and lists duties: "Monitoring doors before & during each session", "Identifying & assisting with convention logistics", "Assisting attendees with directions", "Monitoring halls and enforcing curfew", "Helping with enforcement of dress code & code of conduct", and "Checking credentials in House of Delegates". It also mentions SAA Certification and SAA Registration Confirmation.

Delegates

TWO MEMBERS PER CLUB

DUTIES INCLUDE

- Decide District Bylaw changes
- Decided proposed Int'l bylaw changes
- Decide resolutions in House of Delegates
- Select District leaders for next term
- Attend caucuses
- Delegates will receive a delegate ribbon

[REGISTER HERE](#)

The screenshot shows a Google Forms page titled "CNH District Convention Delegate Registration". The form text includes: "Delegate Selection: Each Key Club is entitled to select two (2) delegates to represent the Club at the House of Delegates." It explains the purpose of delegates and lists requirements: "REQUIRED: Region, Division, Club name, Club number and the individual submitting form", "REQUIRED: Maximum of two (2) Delegate names, member numbers AND email", and "RECOMMENDED: Maximum of two (2) Alternate names, member numbers AND email". It also mentions Delegate Registration Confirmation and Delegate Registration at Convention.

Medical Authorization Form

- Ensure your chaperone has a copy of this form when attending convention.
- Fill out and complete fully.

[AVAILABLE HERE](#)

The screenshot shows a form titled "Authorization to Attend and Medical Authorization". It includes fields for Name, Address, City, State, Zip, and Phone. It also has checkboxes for "I am a member of the club" and "I am a chaperone". There are sections for "Medical Information" and "Emergency Contact".