

# CNH | KEY CLUB

## Code of Conduct | District Convention | 2019

CNH District Office Address: 8360 Red Oak Street #201, Rancho Cucamonga, CA 91730-0608  
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 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 all Key Club members will remain in their assigned rooms from midnight to 5:00 am.

**"Convention Area Curfew"** is the designated time that all Key Club members must be out of the convention area.

### "Spirit Attire"

- **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 skirts. *AVOID: shorts, leggings, Capris, transparent styles, etc.*
- **Tops:** Unaltered 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 transparent styles.*

### "Convention Casual Attire"

- **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 skirts. *AVOID: shorts, leggings, Capris, etc.*
- **Tops:** Unaltered convention tee-shirts.

### "Business Casual Attire"

- **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 skirts. *AVOID: shorts, leggings, Capris, etc.*
- **Tops:** Button down dress shirts, blouses, or collared shirts.

### "Business Professional Attire" Dress to Impress

#### FEMALES

- **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 covers the stomach, chest, back, torso, and shoulders with no visible cleavage.

#### MALES

- **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.

### "Semi-Formal Attire" Dress to Impress

#### FEMALES

- **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 covers the stomach, chest, back, torso, and shoulders with no visible cleavage. *AVOID: shorts, leggings, Capris, jeans, corduroy, parachute, or baggy pants*

#### MALES

- **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.

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 12/2018

**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: 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 room 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 action that creates 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) 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.

q Advisor/Chaperone/Adult

q Key Club (need parent signature)

Attendee Name \_\_\_\_\_  
Attendee \_\_\_\_\_  
Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_  
(students only) \_\_\_\_\_



Service Leadership Programs  
**Kiwanis**