



## CODE OF CONDUCT | District Convention | 2024

**Expectations:** Attendees are expected to adhere to the following conduct.

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.

**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 Key Club members will stay in their assigned rooms from midnight to 5:00 AM.
- **"Convention Area Curfew"** is the designated time that Key Club members must be out of the convention area.

### SPIRIT ATTIRE *Friday (all day)*

- **Shoes:** Athletic, casual, or dress shoes that cover the heel.  
**AVOID:** sandals, flip flops, etc.
- **Bottoms:** Worn properly at the waist, ankle length pants in good condition (jeans, slacks, khakis, opaque leggings, etc.) or skirts (keep the skirt lengths appropriate, please).  
**AVOID:** ripped jeans, transparent styles, capris, etc.
- **Tops:** Unaltered t-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 *Sunday (all day)*

- **Shoes:** Athletic, casual, or dress shoes that cover the heel.  
**AVOID:** sandals and flip flops, etc.
- **Bottoms:** Worn properly at the waist, ankle length and unaltered pants (jeans, slacks, khakis, opaque leggings, etc.) or skirts (keep the skirt lengths appropriate, please).  
**AVOID:** ripped jeans, transparent styles, capris, etc.
- **Tops:** Unaltered convention t-shirts.

### BUSINESS CASUAL ATTIRE *Saturday (all day)*

- **Shoes:** Casual or dress shoes that cover the heel.  
**AVOID:** athletic shoes, sandals, flip flops, etc.
- **Bottoms:** Worn properly at the waist, ankle length pants in good condition (slacks, khakis, etc.) or skirts and dresses (all dresses for Recognition Session / Governor's Ball / on stage MUST BE midi or maxi length).  
**AVOID:** jeans, shorts, leggings, Capris, etc.
- **Tops:** Polos, button down dress shirts, blouses, or collared shirts.  
**AVOID:** tops that show stomach, chest, back, and shoulders.

### BUSINESS FORMAL ATTIRE *Saturday (all day)*

- **Shoes:** Casual or dress shoes that cover both the heel and toes.  
**AVOID:** athletic shoes, sandals, flip flops, etc.
- **Bottoms:** Worn properly at the waist, ankle length pants in good condition or skirts and dresses (all dresses for Recognition Session / Governor's Ball / on stage MUST BE midi or maxi length).  
**AVOID:** jeans, shorts, leggings, Capris, etc.
- **Tops:** Button down dress shirts, blouses, or collared shirts with blazer or suit jacket.  
**AVOID:** tops that show stomach, chest, back, and shoulders.

### GOVERNOR'S BALL & ALTERNATE ACTIVITIES ATTIRE *Business casual MINIMUM | Saturday night*

- **Shoes:** See Business Casual/Formal. Shoes must be worn throughout **all** of Governor's Ball.
- **Bottoms:** See Business Casual/Formal.  
**AVOID:** bottoms, including dresses, with slits going above the knee.
- **Tops:** See Business Casual/Formal.  
**AVOID:** tops, including dresses, showing stomach and chest.
- **Dresses:** MUST BE maxi length (leg slit up to mid thigh is ALLOWED)

## DRESS CODES

- 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.
- Any clothing items deemed to be out of compliance with the defined styles or inappropriate to this event will not be allowed.
- The **only** exceptions to this dress code are as follows:
  - Religious
  - Injuries/medical impairments
  - And any additional accommodations at the approval of the District Administrator

## LODGING

- Attendees **will** stay at one of the CNH approved convention hotels and must sleep in their assigned room.
- "Hospitality Rooms" are not permitted.
- No attendees are 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 member at any time. Violation will result in the immediate dismissal from District Convention.
- Attendees **will** abide by the curfew established by the District Administrator.
- Attendees **will** respect the lodging facility, conference facility, and property of others. 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.

## RESPONSIBLE BEHAVIOR

- All attendees **will** respect the authority of the Sergeant-at-Arms committee, Key Club Administrators and designated staff.
- All attendees **will** abide by government laws and regulations.
- Attendees **will not** possess, use, or consume any tobacco, marijuana, e-cigarettes or vaping 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 not** act in any way unbecoming of a Key Club or Kiwanis Family member.
- Attendees **will not** engage in any activity of a sexual nature.
- Attendees **will not** tolerate hazing or any action that creates physical or mental discomfort, embarrassment, harassment or ridicule of others.
- Attendees **will** wear their convention name badge and convention wristband throughout the duration of District Convention.
- Attendees **will** report infractions of this Code of Conduct in order to maintain the purpose and safety of this event.
- Attendees **will** be escorted by a chaperone when going to and from the convention area to hotel rooms.

## ENFORCEMENT

- Violations of this Code will result in notification to the District Administrator and chaperone.
- Violations involving destruction or 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 District Convention, notification of violation of this Code of Conduct by any member(s) 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 \_\_\_\_\_

*The undersigned persons have read the foregoing Code of Conduct and 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.*

Attendee Name \_\_\_\_\_ Parent Name \_\_\_\_\_

Attendee Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_