



CNH | KEY CLUB

Code of Conduct | District Convention | 2021

Purpose: To ensure a safe and purposeful virtual 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, 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

“Spirit Attire”

- **Bottoms:** Worn properly at the waist, ankle length pants in good condition (jeans, slacks, khakis, etc.) or skirts (must reach top of the knee or below). **AVOID:** *shorts, leggings, Capris, transparent styles, 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”

- **Bottoms:** Worn properly at the waist, ankle length and unaltered pants (jeans, slacks, khakis, etc.). **AVOID:** *shorts, ripped jeans, leggings, Capris, etc.*
- **Tops:** Unaltered convention t-shirts.

“Business Casual Attire”

- **Bottoms:** Worn properly at the waist, ankle length pants in good condition (slacks, khakis, etc.) or skirts and dresses (must reach the top of the knee or below). **AVOID:** *jeans, shorts, leggings, Capris, etc.*
- **Tops:** Button down dress shirts, blouses, or collared shirts. **AVOID:** *Tops that show stomach, chest and back.*



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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: Business Casual, Business Professional option
 - Sunday: Convention Casual

Any clothing items deemed to be out of compliance with the defined styles or inappropriate to this event will not be allowed.

Lodging

- The CNH District highly recommends that **ALL CNH** attendees follow all COVID-19 guidelines and protocols pertaining to their county AND state.
 - **EXAMPLE:** The act of NOT renting a property for District Convention

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 all government laws and regulations.
- Attendees may 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 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 use appropriate naming schemes and virtual backgrounds that are offered (if possible), by the District at all convention events.



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- Attendees with cameras on are encouraged to be in a distraction-free environment that are shown in the frame.
- 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.