

Full Name: \_\_\_\_\_

Full Key Club Name: \_\_\_\_\_

Key Club Division:

## Convention Rules and Code of Conduct

The District Board of Trustees and the Sergeant-at-Arms Committee hope every delegate and visitor enjoys the convention. To ensure the comfort and enjoyment of all attendees the following "Convention Rules and Code of Conduct" has been established in which each individual is expected to follow. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club Administrator, and designated staff.

Below are the regulations that shall be followed by all attendees of this year's District Convention:

1. District and International dues for the current year (2021-2022) must be paid for each Key Clubber attending the convention.
2. One adult chaperone for every 10 Key Clubbers in attendance is the mandatory ratio of supervision. Every club that registers for the convention must have adult supervision.
3. Only advisors or chaperones may pick up their club's registration materials upon arrival.
4. Every member of a club's delegation will respect the authority of the Sergeant-at-Arms, or other persons so designated by the District Board or District Administrator.
5. No female-identified Key Clubber shall be allowed in the room of any male-identified Key Clubber and no male-identified Key Clubber shall be in the room of any female-identified Key Clubber.
6. At the latest, a retiring hour of Midnight (EST) will be observed and enforced unless otherwise specified. Key Clubbers are expected to be in their own room at this retiring hour and they are expected to remain there. Any unnecessary noise at any hour is a violation. All chaperones shall make sure that the Key Clubbers for whom they have assumed responsibility are in their rooms at curfew.
7. No alcoholic beverages or drugs of any nature except for prescribed medication will be permitted in the possession of ANYONE attending this convention.
8. No smoking or vaping will be permitted by any Key Clubber at any time during the convention.
9. Gambling, use of firecrackers, fireworks, or any action unbecoming of a Key Clubber will not be tolerated.
10. Care shall be taken not to deface or destroy property, or throw objects from windows or balconies. Balconies are off-limits during the convention. Furniture shall not be removed from any room. Any damages are the responsibility of the person(s) occupying that room. Any misuse of hotel property and other disruptive and distracting behavior will not be tolerated.
11. No Key Clubber may change his/her room assignment without the express consent of the District Administrator, Sergeant-at-Arms, or other persons so designated by the District Board or District Administrator.
12. You must wear your convention name badge at all times in a visible position.
13. Key Clubbers will not leave the hotel unchaperoned at any time.
14. Refunds for in-person attendees will not be granted unless deemed applicable by the Kiwanis Adult Staff.

All Key Clubbers are expected to conduct themselves as responsible young adults and are expected to attend all sessions and activities.

Pending a decision by the District Board, gross misconduct on the part of an individual or group of individuals could result in disciplinary action leading to the suspension of that club's rights to function as a Key Club. Violations involving destruction of property, possession, consumption or use of alcoholic beverages or controlled substances, vandalism, theft, gross insubordination, violence, or sleeping room violations (boys in girls room/girls in boys room) will result in immediate dismissal from the event.

Infractions of the Convention Rules will be reported by the Sergeant-At-Arms Committee to the District Board and Adult Advisors. Appropriate action will be taken for any infraction including the immediate dismissal of any delegate or visitor. Anyone dismissed from the convention should understand that they must pay their own expense home and a letter will be sent to his/her parents, school authorities, and the President of their sponsoring Kiwanis Club detailing the reason(s) for dismissal.

*By signing below, you indicate that you understand and will abide by the Code of Conduct.*

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

\_\_\_\_\_  
Key Clubber Name Printed

\_\_\_\_\_  
Key Clubber Signature