

DISTRICT CONVENTION 2019

Code of Conduct and Dress Code

I. Introduction

- A. This document outlines the Code of Conduct and Dress Code that, after reading carefully, all attendees of District Convention must fully abide by at all times during the convention in order to make this Circle K event as safe and enjoyable for all attendees. It is the responsibility of the club's president and all the other club's board of officers, as well as a division's lieutenant governor, to ensure that all their members behave according to all rules expressed in District Convention Code of Conduct and Dress Code. Failure of an attendee to follow the Code of Conduct or Dress Code will result in disciplinary action taken by the District Administrator (Armando Velazquez) or designees.
- B. The document is organized by Articles (roman numerals). Within each Article is a Section (alphabet). Article II outlines the Code of Conduct. Article III outlines the Dress Code. Article IV provides the Dress Code Exceptions.

II. Code of Conduct

- A. Possession of drugs of any nature, except for **prescription medication**, will be forbidden by anyone in attendance. This includes the possession of marijuana and any other recreational drug.
- B. The Circle K International Alcohol Policy will be enforced at all times during the event and throughout the travel **to and from** the event.
- C. There is no curfew hour, however, in consideration of other hotel guests, Circle K members must be in their rooms, with closed doors, or in the convention area of District Convention by the Retirement/Quiet Hours indicated in the event program. After Retirement/Quiet Hours as designated in the event program, gatherings must be contained inside hotel rooms. Loud noises and disruptive behavior will not be tolerated.
- D. Smoking of cigarettes and e-cigarettes, as well as vaping, is prohibited at all general sessions, contests, workshops, and caucuses. Smoking and vaping are also prohibited within the convention area as indicated in the event program. Individuals who wish to smoke or vape must do so in the designated areas of the hotel, camp, or facility.
- E. No one shall deface or destroy any property. Three-fourths of any damages will be paid for by the individual(s). Remaining one-fourth of any damages will be paid for by the home club of the individual(s).
- F. All Circle K members and guests are expected to conduct themselves as responsible, professional adults and are required to attend all sessions and activities.
- G. Appropriate dress attire will be expected to be worn at all times as prescribed in the event program and Dress Code.
- H. Every attendee will respect the authority of the Circle K District Administrator, Kiwanis Representatives, District Board of Officers, District Convention Committee, and Sergeant-At-Arms Committee.

- I. Infractions of the Code of Conduct will be reported to the District Board of Officers and the District Administrator. Appropriate action will be taken for any infraction, including the dismissal of any attendee from the event at the expense of the individual and the confiscation of their convention nametag.
- J. The Code of Conduct is in effect from the moment an attendee leaves home until said attendee arrives back home.

III. Dress Code

- A. Friday Day/Evening: Dress Code is spirit wear. Attendees will be permitted to wear Circle K club, divisional, district, and convention shirts. Spirit gear will also be acceptable. Shorts and other bottoms that are less than two inches above the knee are prohibited. Closed-toe shoes are required by all attendees.
- B. Saturday Day: Dress Code is business professional during business hours. Such hours include times of workshops, House of Delegates, Professional Expo, etc. Attendees are restricted from wearing skirts that are shorter than two inches above the knees without having to pull them down, jeans, shorts, and denim. All attendees are required to wear closed-toe shoes or other professional footwear. Flip-flops and other similar footwear are prohibited.
- C. Saturday Awards Night: Dress Code is business casual. Business formal will also be acceptable. Students are restricted from wearing skirts that are shorter than two inches above the knees without having to pull them down, long dresses that drag on the ground, jeans, shorts, and denim.
- D. Saturday Night Alternative Activities: Dress Code is casual wear. Attendees must keep in mind that although casual wear will be permitted, they must still dress appropriately as representatives of Circle K International. Flip-flops and other similar footwear are prohibited. Shorts and other bottoms that are less than two inches above the knees are prohibited.
- E. Sunday: Dress Code is convention casual and spirit wear. Attendees are permitted to wear Circle K club, divisional, district, and convention shirts. Retiring and incoming District Board members will be expected to dress in business professional attire. Flip-flops and other similar footwear are prohibited. Shorts and other bottoms that are less than two inches above the knees are prohibited.

IV. Dress Code Exceptions

- A. Reasonable exceptions are allowed as required in state or federal law. This includes but is not limited to the American Work Disabilities Act.