

DISTRICT CONVENTION 2020

SAA Guidelines

I. Introduction

- A. This document outlines the guidelines that all Sergeant-at-Arms (SAAs) must follow in order to fully carry out their duties. SAAs are required to read carefully and enforce all rules expressed in the Code of Conduct and Dress Code.
- B. SAAs are not a police force. They must be aware of all Hotel and Convention Rules and the Dress Code. Should they encounter a violation, they should remind the attendee and note their name, and club, and where the violation took place. Should the violator not correct themselves or not accept the warning, the incident must be reported to the SAA Chair immediately. The SAA Chair will then notify the DCON Advisor (Camille Goulet) and/or District Administrator (Armando Velazquez). SAAs should keep track of the violator's location until relieved.
- C. The document is organized by Articles (roman numerals). Within each Article is a Section (alphabet). Article II outlines the Rules and Restrictions of an SAA. Article III outlines the general duties of each SAA. Article IV provides the proper procedures an SAA must take when met with unruly attendees.

II. Rules and Restrictions

- A. An SAA cannot be a voting delegate in the House of Delegates.
- B. An SAA cannot be a running candidate for District Board.
- C. Each school must volunteer one (1) SAA per four (4) attendees.
- D. SAAs must report to the SAA check-in area at least thirty (30) minutes prior to their shift. SAAs will be briefed on their tasks, given SAA identifications, and must be on station at least fifteen (15) minutes before their shifts start.
- E. When on shift, SAAs must wear their identifications at all times. SAA identifications are to be returned upon check-out.
- F. SAAs are responsible for properly checking in their SAA identifications after a shift. Failure to return any SAA identifications, or abusing SAA powers when not on shift, will result in disciplinary action.

III. General Duties

- A. SAAs must enforce the use of convention name badges and wristbands at convention. All attendees must visibly wear and show their convention name badges and wristbands at all convention functions and public places. Proper procedure for a lost badge or wristband is specified in Article IV Section A.
- B. SAAs must advise all attendees of the Circle K Code of Conduct, Dress Code, and Convention Rules at all times as provided in the District



Convention 2019 Program. Proper procedure for violators is specified in Article IV Section B.

- C. SAAs must enforce the Dress Code at all times during the convention. Proper procedure for violators is specified in Article IV Section C.
- D. SAAs must enforce the attendance of workshops during convention time with exception of special cases. These cases will be specified before shifts start or when they become appropriate.
- E. SAAs must make sure that all attendees are quiet during Retirement/Quiet Hours so that all attendees remain respectful of both other resting attendees and those not affiliated with Kiwanis. Proper procedure is specified in Article IV Section B.
- F. SAAs must make sure that all attendees are quiet and respectful during House of Delegates both within and outside the immediate area of business. SAAs inside must ensure that all spectators are quiet when appropriate and respectful to all candidates and board members. They are also to ensure that neither people nor items enter or exit the House of Delegates except through the authorized entries and exits. SAAs are further required to ensure that no one in attendance is using any electronic or digital devices. SAAs outside must ensure that attendees passing by the area are quiet and respectful to the business being conducted. Proper procedure is specified in Article IV Section B.

IV. Proper Procedures

- A. If an attendee misplaces or loses their District Convention name badge or wristband, that attendee must immediately report to the Convention Office for replacement.
- B. If an attendee is found to be violating the Circle K Code of Conduct, Dress Code, or Convention Rules, an SAA's first priority is to remind the perpetrator of the rule they are violating and, if needed, cease the action. If the situation can be classified as a Major Incident, a situation needing the intervention of those in higher positions, then it must be reported to the SAA Chair immediately. Notified by the SAA Chair, the DCON Advisor will advise the Circle K District Governor and Circle K District Administrator as necessary.
- C. If an attendee is in violation of the Dress Code, an SAA must instruct them to change into proper attire immediately or that attendee will not be admitted to District Convention functions. If the attendee continues to break the Dress Code, or refuses to change attire, then that attendee must be reported to the SAA Chair by surrendering their name badge to the SAA and will then be informed to pick it up from the SAA Chair. The SAA must then release the surrendered name badge to the SAA Chair immediately.

