



# *The 46th Annual Ohio District Circle K Convention*

## **Sergeant-At-Arms Information Sheet**

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Each club should designate one representative to serve as Sergeant-at-Arms. This person is charged with the following duties and obligations during the convention.

1. To enforce the house rules among Convention attendees. Enforcement of these rules should not be limited to the Sergeant-at-Arms' own club members. Their responsibility extends to members of other clubs.
2. Any suspicious activity witnessed by a Sergeant-at-Arms should be reported at once to the Sergeant-at-Arms Chairperson.
3. Any person violating the rules who does not yield to the Sergeant-at-Arms should be reported at once to the Sergeant-at-Arms Chairperson.
4. The Sergeant-at-Arms is required to keep order such that the hotel guests are not disturbed or inconvenienced.
5. The Circle K International Alcohol Policy will be strictly enforced at all times during this event.
6. All Circle K members are expected to conduct themselves in a business like fashion during and between meeting sessions.
7. If a situation arises about which you have any doubts, or if any questions arise, contact the Convention Chairperson.
8. The Sergeant-at-Arms will need to attend a brief training session.

**Thank you for your assistance in making the convention run smoothly. This position involves minimal work, but its obligations and responsibilities are many.**