

Name _____ Delegation _____

CODE OF CONDUCT

The Code of Conduct identifies behaviors that protect participants and the welfare of programs for future generations. Everyone is expected to behave in mature and responsible ways and to respect the rights and dignity of others.

Participants, advisors, volunteers, and staff of the YMCA Youth in Government program agree to uphold the following:

PERSONAL CONDUCT

1. Each person will conduct themselves in an orderly and responsible manner in transit to and from, and during all functions with the knowledge that personal behavior reflects upon the quality of the program, the YMCA, one's delegation, one's school and oneself.
2. Participation in all elements of the program will be maintained on an intellectual and productive level. Each participant will attend all scheduled program functions, activities, meetings, and training sessions.
3. The use or possession of electronic devices is limited during program activities.
 - Devices must be turned to "silent" or "vibrate" during program activities and official functions.
 - Personal computing devices may be used in program area functions, for program-related purposes
 - Electronic devices may not be used for entertainment purposes during program functions.
 - Limited use of social media for program functions is permitted, unless overused or abused.
4. Harassment or intimidation by words, gestures, body language, use of social media or other behaviors will not be tolerated. This includes angry or vulgar language, physical contact with another person in an angry or threatening way and posting social media content or any other conduct of a hurtful, threatening or offensive nature.
5. Sexual activity, sexual conduct, sexual misconduct or other sexually explicit activity will not be tolerated.
6. Participants are expected to conform to all regulations on the honor system. Those who are present when a violation occurs and who do not intervene or report the situation may be considered a participant in the violation and may be disciplined accordingly.
7. Participants are encouraged to be responsible for their personal comfort and safety – to respectfully ask any person whose behavior is problematic to refrain. If a participant feels uncomfortable in confronting the person directly, they should report the behavior to any advisor or the State Office.

SAFETY

8. Participants and advisors are NOT allowed in each other's lodging rooms at any time, for any reason. The only people permitted in a lodging room are those officially registered to that room (with the exception of advisors conducting room checks).
9. Lodging room switches will not be permitted without the approval of the Delegation Director and the State Office.
10. Participants will observe quiet hours and remain in their assigned lodging facility room by the curfew listed in the official program schedule. Curfew will remain in effect until 6:00 AM the following morning.
11. The use, possession or concealment of certain materials is forbidden. These materials include, but are not limited to:
 - Flame producing devices – lighters, matches, incense, candles, etc.
 - Tobacco products, e-cigarettes/nicotine and alcoholic beverages
 - Illegal drugs or chemicals – including but not limited to misuse or sharing of prescriptions/over-the-counter drugs
 - Weapons/objects that may be used as weapons or pornography
12. No participant will leave a program function without the approval of the Delegation Director AND the State Office.
 - Participants will not leave the lodging facility except while in transit to or from an official program function.
 - Should a participant need to leave for a parent/guardian-approved function outside of a conference, the participant must provide written authorization to the Delegation Director and be picked up/returned as designated by the parent or guardian.
 - Participants may not use or be transported in private vehicles during any program function without written approval of parent or legal guardian and approval by Delegation Director and the State Office.
13. Alumni, parents and official observers to any program function are restricted to public meeting spaces, lobbies and visitor's galleries unless approved by the State Office. They must check in at the State Office to receive credentials.
14. Alumni, parents, friends, etc., are not permitted in the lodging facility during evening activities unless approved by the State Office and are not permitted in sleeping rooms at any time. Participants will not invite or receive visitors.

FACILITIES

15. Candy, gum, food and beverages are prohibited in all meeting rooms and facilities at all times. Water and water bottles are only permitted in hallways or public areas of meeting facilities.
16. Theft or behavior that results in the destruction of property will not be tolerated. Each person is legally and financially responsible for any removal, defacing or damage to public or private property. This includes but is not limited to the property of participants, advisors and staff, organizations, businesses, lodging & conference facilities, and the State of Wisconsin.
17. Property or materials in any facility must not be removed or tampered with in any manner.
18. The lodging facility pool may not be used during conference events.
19. All individual, group or delegation meetings must take place in the lobby or on the meeting room levels of the lodging facility. No sessions or meetings of any kind may take place in the sleeping rooms of the lodging facility, nor in any hallway of the sleeping room levels of the lodging facility.

DRESS CODE

20. Name tags will be worn at all times when outside assigned lodging facility rooms. Name tags will be worn visibly on the front of the upper torso. Name tag switching/sharing is prohibited. Name tags are not to be defaced, decorated or altered in any way.
21. Conservative, professional, business dress is the expectation during program activities and official functions. Clothing choices should reflect preparation for a job interview or work in government service. Appearance should be neat and tidy, with good grooming, shirts tucked in, etc.
 - More details about the dress code are available online: <https://wisconsinyig.org/code-of-conduct/>

Participants and advisors will adhere to dress code expectations at all times and are expected to bring appropriate attire to events. Those not in appropriate dress will be asked to change clothes. Not having any other clothes is not an acceptable reason for not being compliant to dress code expectations – delegates and advisors dressing inappropriately may be asked to borrow appropriate clothing.

- Cultural or religious dress fits within dress code standards; appropriation of cultural dress is not permitted.
- Hats are only permitted in outdoor settings.
- Pay attention to conditions – dress for the weather, transportation and terrain, including coats and footwear.

This Code will be in effect at all YMCA Youth in Government functions – at the delegation level and at state program events (including transit to and from events). It will be enforced by all advisors, with discretion to the State Office.

Participation in YMCA Youth in Government programs indicates personal acceptance of this Code of Conduct. Failure to follow the Code of Conduct may result in one or more of the following disciplinary actions (but not limited exclusively to them):

- A. The loss of privileges or position
- B. Parents of the participant notified
- C. Removal from the program/sent home at participant/parent expense – without refund of fees
- D. School officials notified
- E. Summoning of security and/or police

While any of the above actions may be applied to any Code of Conduct infraction, option “C” above is the most common disciplinary action for many situations.

Delegate Signature _____ Date _____

Parent Signature _____ Date _____