



Tennessee YMCA Center for Civic Engagement

OFFICER CODE OF CONDUCT

The purpose of the Tennessee YMCA Center for Civic Engagement is to educate its participants on the processes of government at the city, state, national and international levels, in the hopes of beginning what will be a lifetime of civic engagement for our alumni. Given such, a code of conduct has been developed to help ensure that every delegate receives the maximum benefits possible as a result of their participation. Because of their leadership positions during the conference, officers will be held to a higher code of conduct. CCE elected Officers are expected to prepare by making themselves aware of current issues facing international and state government, as well as familiarizing themselves with past issues and current laws. Debate and intellectual engagement at all CCE programs is expected to be of the highest quality, with participants demonstrating the utmost respect for the program, its advisors, and their peers. With that in mind, the following code of conduct has been adopted for officers:

- All individuals participating in the YMCA Center for Civic Engagement programs will conduct themselves in a respectable and positive manner and present a good and decent reflection of themselves, their school, and their community.
- All participants share equally the responsibility for their actions when violations of the code are witnessed. Those who decide to be present when a violation occurs, shall, by their choice, be considered a participant in the violation. In this program there are no "innocent by-standers." Officers will report ALL incidents of misconduct to the CCE Executive Director by any means necessary. Any officer who is knowledgeable about a code of conduct violation and does not report it to CCE Staff may receive an expulsion from the conference at the discretion of the CCE staff.
- Plagiarism of outside sources will not be allowed for any delegates. If evidence of plagiarism exists, delegates can expect to be disciplined by the YMCA Center for Civic Engagement. Authors of plagiarized documents will be dismissed from the conference.
- Dress code for the conference is business attire. Business attire includes: Suits, dresses, long skirts, blouses or sweaters, blazers, slacks, and appropriate shoes.
- Business attire does NOT include: Jeans, skirts shorter than 1 inch above the knee, strapless or spaghetti strap style tops, bare midriffs, bare backs, sandals, flip-flops, athletic shoes, Converse sneakers, or Birkenstocks.
- Possession and or use of alcoholic beverages, drugs (unless prescribed), tobacco products, electronic cigarettes, or pornography by any participant will result in an immediate expulsion from the conference. Any participant who is expelled from the conference will be sent home at his or her own expense. Parents and school administration will be notified of the expulsion as soon as possible, and students should be aware they might also be subject to further disciplinary action by their respective schools with regard to specific school policies. If necessary, the CCE will contact local law enforcement to help handle any situation.
- There is absolutely no leaving the conference after officer check-in. No officer may drive or ride in ANY vehicle during the time they are at a CCE conference- this includes bicycles, taxis, Ubers, and friends' vehicles who are not attending the conference.
- No boys allowed in girls' rooms or girls allowed in boys' rooms. Violation of this rule is grounds for expulsion.
- No delegate may leave his or her room after curfew except for an emergency. If you have an emergency you must notify your adult advisor and the CCE Executive Director.
- No food or drinks shall be permitted in any session.
- Noise must be kept to a minimum in all hotel rooms and hallways. YMCA or other conference staff will investigate any complaints waged by other hotel guests.
- ABSOLUTELY no throwing of anything over the balconies of the hotel.
- Drones and any other remote controlled devices are strictly prohibited.
- Destruction of personal property, hotel, or other property will result in immediate expulsion. Any delegate responsible for damages must make restitution and will be held accountable for any legal actions that follow. Hotel rooms are registered to the conference and are subject to search by the CCE staff at any time. All conference participants, guests, bags and vehicles at the conference are also subject to search by the CCE staff at any time.

- Visitor Policy: If a student under the age of 18 or still in high school wishes to visit a CCE conference, he/she must have a parent/guardian directly contact CCE staff prior to the conference. Any visitor over the age of 18 and no longer in high school must present a valid driver's license to the CCE info desk to receive a visitor's badge. Visitors are only allowed to attend conference sessions. Visitors are not allowed to attend evening social events. Visitors are never permitted in participant hotel rooms.
- Use of the Tennessee State Capitol voting machines is strictly prohibited. No touching or pushing buttons in chamber seats. Violation of this regulation is grounds for expulsion.
- Use of the Tennessee State Capitol sound system is prohibited. Tampering with the components of the sound systems (microphones, cords, etc) is prohibited. Delegates who violate this regulation will be expelled from the conference.
- Officers will not be allowed to participate unless a Medical Release form is on file at the CCE office.
- Officers are to participate in all scheduled events. This includes the nightly activity.
- Officers must be early in arrival to all scheduled conference events and officer meetings.
- Officers will wear the conference name tag at all times so that it visible to adults and delegates.
- Officers must dress in costume if required for conference theme.
- Officers must not exhibit school or district favoritism.
- Officers must remain unbiased where elections are concerned.
- Officers must be knowledgeable of parliamentary procedure.
- Officers will not participate in physical, psychological, verbal, nonverbal, written, or cyber bullying.
- Officers will only use social media in a positive and encouraging manner. Any officer involved in any way dealing with negative activity toward the CCE program or any participant in the CCE program will be held responsible for the violation and will be disciplined accordingly, up to and including legal action.
- Officers will follow and uphold conference technology policies.
- Officers are responsible for maintaining decorum during the conference.
- Officers are expected to listen and respond to requests made by the YMCA Center for Civic Engagement staff and understand that even the smallest tasks are necessary.
- The YMCA Center for Civic Engagement staff reserves the right to make amendments to the Officer Code of Conduct at any time.
- Violation of any conference guidelines may result in dismissal from the conference and or the suspension of your school for the next CCE Conference.

WAIVER:

We acknowledge that CCE events will be held at different venues and that transportation maybe provided between venues. The transportation will be provided by third parties with whom YMCA will contract or certified YMCA staff. We agree that we will hold YMCA harmless against, and agree not to name YMCA as a defendant in any action arising out of or related to, any injury, harm, damage, loss or expenses of any nature incurred in connection with such transportation activities.

I grant permission for photographs, written/art work, quotes, videos, or other media which may include my child, to be used in media releases which benefit the YMCA of Middle Tennessee.

I have read and will adhere to all guidelines:

Delegate Signature: _____ **Date:** _____

Print Name: _____

Parent Signature: _____ **Date:** _____

Print Name: _____

School: _____

Parent Phone Number(s): _____