

MINNESOTA YMCA YOUTH IN GOVERNMENT CODE OF CONDUCT

The purpose of this Code of Conduct is to identify personal behavior that is consistent with the purpose and objectives of Minnesota YMCA Youth in Government. The items within the Code are based upon performance and are designed to protect participants and the welfare of the program for future generations. Participation in Minnesota YMCA Youth in Government programs indicates personal acceptance of this Code of Conduct.

We, the participants, advisors, volunteers, staff, and board members of Minnesota YMCA Youth in Government programs agree to uphold the following CODE OF CONDUCT:

1. **All participants shall conduct themselves in an orderly and responsible manner in transit to and from, and during all functions of the Minnesota YMCA Youth in Government programs. Personal behavior reflects upon the quality of the program, one's delegation, the YMCA, school and one's self.**
2. **Participation in all elements of the program shall be maintained on an intellectual and productive level.**
3. **Each participant shall attend all scheduled program functions, activities, meetings and training sessions.**
4. **Each participant is legally and financially responsible for any removal, defacing or willful damage to public or private property. This includes but is not limited to the property of fellow participants, advisors and staff, organizations, businesses, lodging & conference facilities, and the State of Minnesota.**
5. **Materials of officials and employees of any facility shall not be removed or tampered with in any manner.**
6. **Nametags shall be worn at all times when outside assigned lodging facility rooms. Nametags shall be worn visibly on the front of the upper torso.**
7. **Visitors, alumni, parents, friends, etc., are not permitted in the lodging facility during evening activities unless approved by the State Youth in Government Office. Visitors, alumni, etc., are not permitted in lodging facility sleeping rooms at any time. Participants shall not invite or receive visitors.**
8. **Guests, parents and official observers to any program activity are restricted to public meeting spaces, lobbies and visitors galleries unless approved by the State Youth in Government Office.**
9. **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 (formal or informal) may take place in the sleeping rooms of the lodging facility, nor in any hallway of the sleeping room levels of the lodging facility.**
10. **Participants shall observe quiet hours in consideration of those lodging facility guests not affiliated with Youth in Government. Participants shall be in, 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 lodging facility pool may not be used at Youth in Government events.**
12. **The use or possession of electronic devices shall not be permitted during official program functions.**
 - Prohibited electronic devices include but are not limited to compact disc or tape players, mp3 players, Ipods, video games, radios and TVs.
 - Cellular telephones and pagers must be turned off during program activities.
 - Laptop computers may not be used in any chamber or meeting room while business is being conducted.
13. **Lodging facility room switches will not be permitted without the approval of the delegation advisor and the State Youth in Government Office.**
14. **Candy, gum, food and beverages (including water) are prohibited in all meeting rooms and facilities. Water and water bottles are only permitted in hallways or public areas of meeting facilities.**

- 15. Participants, advisors and staff will dress appropriately during program activities and official functions.**
- Appropriate dress for men: *dress pants, dress shirt and tie, jacket or sweater, or suit and dress shoes.*
 - Appropriate dress for women: *dress pants or dress skirt and top, dress or suit and dress shoes.*
 - T-shirts, flip-flops, sneakers/tennis shoes, tank tops and jeans (denim) in any form, are not appropriate during official functions.
 - Visible undergarments and bare midriffs are not appropriate at any time.
 - Hats are only permitted (for males and females) in outdoor settings.
 - Casual dress and proper footwear is appropriate for most evening activities; pajamas, slippers or any other sleeping attire is not appropriate to be worn outside of sleeping rooms.
 - Personal attire reflects upon the attitude, quality, purpose and dignity of the entire Minnesota YMCA Youth in Government program. Appearance must be neat and tidy with shirts tucked in and pants pulled up to the waist.
- 16. Harassment or intimidation by words, body language or other menacing behavior will not be tolerated.**
- 17. Intimate sexual behavior is not appropriate and will not be tolerated.**
- 18. The use, possession or concealment of certain materials is forbidden at any Minnesota YMCA Youth in Government function. These materials include, but are not limited to:**
- Flame producing devices, incense, candles
 - Tobacco products
 - Alcoholic beverages
 - Noxious chemical agents
 - Illegal drugs – including but not limited to misuse/misappropriation of prescription or over-the-counter drugs
- 19. No participant shall leave a program function unless the approval of his/her local delegation advisor AND the State Youth in Government Office is secured.**
- Participants shall 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 YMCA Youth in Government, the participant must provide written authorization to the local Delegation Director and be picked up/returned by a parent or legal guardian or as designated by the parent or guardian.
 - Participants may not use or be transported in private vehicles during any program function without approval of parent or legal guardian or local delegation adult advisor and State Youth in Government Office.
- 20. Participants are not allowed in each other's lodging rooms at any time, for any reason.**
- 21. 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.**

This Code shall be in effect at all YMCA Youth in Government functions – at the local delegation level and at state program events. It shall be enforced by all advisors, with discretion to the Hotel Directors and the YIG State Office Staff. 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 delegate notified
- C. removal from the program/send home at participant/parent expense - without refund of program 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 items #16 - #21.

Student Name & Delegation (printed) _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Delegation Director Initials _____ Date _____

This document must be attached to the A-1 Registration Form