

## INDIANA DECA CODE OF CONDUCT

The following is an explanation of the Indiana DECA Code of Conduct. Discipline shall focus on prevention and the establishment of a climate in which individuals are encouraged to be good citizens in school, work, the community and at DECA conferences and events. Each individual should be treated as a person who can reasonably be expected to be responsible for his or her own behavior. The Code of Conduct will be consistently applied at all DECA conferences and events. Students who do not accept this responsibility and who violate Indiana DECA rules will be required to accept the appropriate consequences. Indiana DECA advisors are to uphold their duties and responsibilities as well and may be subject to disciplinary action for any misconduct and/or dereliction of duties.

The Board of Directors recognizes the need to make its expectations for individual conduct while engaged in any DECA function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others.

A student may be searched or tested when there is reasonable suspicion that the student is engaging in any proscribed activity which is in violation of this Code. Indiana DECA reserves the right to conduct any other search which is consistent with law, including, but not limited to, random searches, and to search at any time and without consent. An authorized representative of Indiana DECA shall have the right to enter the hotel room of a delegate without permission during a sanctioned Indiana DECA, DECA, and/or International DECA conference or event requiring an overnight stay for the express purpose of safeguarding the well-being of a delegate where there is reasonable suspicion that the safety and/or well-being of a delegate is being threatened and/or is danger. Where warranted, local law enforcement will be contacted. By signing below, you are hereby acknowledging and consenting to an authorized Indiana DECA official taking the above action.

For the purpose of this Code of Conduct:

A) The term "delegate" shall mean any Indiana DECA member, including advisors and adult chaperones, attending any conference, event and/or function of Indiana DECA, DECA and/or International DECA.

B) Individual chapters or delegates violating or ignoring any of the following rules will be dealt with in accordance with the procedures adopted hereunder and the penalties prescribed. Such penalties will be consistent and appropriate to the violation and points assigned to each violation.

C) Students found to have violated the Indiana DECA Code of Conduct may be subject to the following penalties. Indiana DECA's Board of Directors, and/or a duly delegated body authorized to act on its behalf, are authorized to impose that penalty. The range of penalties includes:

- (1) Verbal warning and/or reprimand;
- (2) Parent and/or home school advisor notification and/or disciplinary referral to home school;
- (3) Restrictive Movement\*;
- (4) Sent home from a DECA event or function at the student's expense;
- (5) Removal of the delegate's title and/or position within Indiana DECA;
- (6) Suspension from Indiana DECA; and/or
- (7) Expulsion.

\*Restrictive Movement- the delegate will constantly be accompanied by his/her advisor or designated adult chaperone at ALL times, except after curfew when the delegate shall be in his/her room. Chapter advisors will be held accountable for student delegate conduct.

D) In determining the disciplinary action imposed against a student(s), each situation will be considered on a case-by-case basis. Factors, including, but not limited to, the following will be considered: (1) the student's age; (2) the nature of the infraction and the circumstances which led to the infraction; (3) the effectiveness of other forms of discipline; (4) information gleaned from individuals present at the infraction; and (5) any extenuating circumstances.

E) All delegates must follow all rules stated by Indiana DECA, DECA and/or International DECA and further those set forth by hosting organization or facility hosting the event.

F) The Conduct Committee, with authority delegated to it by the Board of Directors, reserves the right to interpretation and application of the Code of Conduct as necessary. The decision of the Conduct Committee shall be final, except some matters may be appealed to the Board of Directors.

G) Delegates shall respect and abide by the authority delegated by the Indiana DECA Board of Directors, the Executive Council, the Conduct Committee, presiding officer, committee chairpersons, and any advisor or authorized representative of Indiana DECA.

H) The following penalty system will be used to deal with violators and the penalty points that apply: The ranges of penalties and the penalty points with corresponding infractions as listed herein are for guidance only. Indiana DECA reserves the right to impose any penalty as warranted under the specific circumstances.

#### POINTS PENALTY

1 & 2 - Reprimand/Warning; Parent, Home School, Advisor Notification;

3 - Restrictive Movement

4 & 5 - Sending the student home from DECA event or function at the student's expense; suspension; removal of title or position within Indiana DECA; and/or expulsion.

NOTE: Schools and Chapters rules and consequences will apply above and beyond what is herein stated.

APPEAL PROCESS A person or chapter expelled or suspended from Indiana DECA may appeal the decision of the Code of Conduct Committee to the Board of Directors by filing a written notice of appeal with the Secretary of the Board of Directors. The notice of appeal must be in writing and received within seven (7) days after the individual and/or the student's home chapter has received notice of the Code of Conduct Committee's decision. The student delegate and his/her parent or guardian and the home school expressly agree to pay the costs involved for Board members to attend the appeal. This includes, but is not limited to, airfare and travel expenses to and from the appeal, room and board and for the Board of Directors' reasonable counsel fees. In the event the student delegate's appeal is successful; i.e., results in a lessening of a previously imposed punishment administered by the Code of Conduct Committee, such fees and costs incurred by Board members hearing the appeal will be borne by Indiana DECA. Under no circumstance, shall Indiana DECA pay or reimburse the student delegate, his/her parent/or guardian, home school advisor, or other guardian or advisor, chapter, and/or school/school district in connection with an appeal regardless of the outcome.

## **POINT VALUE & CODE OF CONDUCT INFRACTION**

**1** 1. Proper conference attire is designated as a DECA blazer (or jacket), shirt, tie, and dress pants for boys; and a DECA blazer (or jacket), dress, skirt and blouse, or pantsuit for girls. Jeans and/or dungarees are not acceptable. Proper conference attire is required at all conference functions except dances and swim parties, at which suitable but more casual attire is permitted or as required by specific conference guidelines. *THIS DRESS CODE WILL BE IN EFFECT AT ALL TIMES.*

**1** 2. Delegates are required to wear name badges at all Indiana DECA, DECA and/or National DECA functions and events, except when they are in their own rooms or otherwise expressed by chapter advisor.

**1 - 2** 3. Delegates who make unreasonable noise in (talking, music, or other sounds that can be heard from outside the room) and/or outside their assigned rooms at any time while attending a Indiana DECA, DECA and/or National DECA conference or event will be given one (1) warning. If the noise continues, the advisor(s) of the delegates in the room will be called, and appropriate penalties assigned, and shall refrain from making any loud, offensive and/or derisive comments and statements to another student delegate and/or third party at any time.

**1 – 3** 4. All conference delegates will be in their assigned rooms at or before curfew, which will be designated at each conference, and shall remain in their room the entire night until at least 6:00 am. Student delegates will be quiet at curfew. All room doors and connecting room doors must be closed and locked at curfew and remain such until no earlier than 6:00 am. *CURFEW WILL BE ENFORCED. (<10 minutes = 1, 10 minutes to half hour = 2, and >30 minutes = 3 penalty points)*

**1 – 3** 5. Delegates should be prompt for all activities and arriving 5-10 minutes early is encouraged. Lateness to scheduled functions and activities may result in more than one penalty point.

**1 - 5** 6. Student delegates are prohibited from acting in a rude, discourteous and/or unprofessional manner towards fellow delegates, advisors, Board Members and third parties at Indiana DECA, DECA and/or National DECA conference events and functions.

**2** 7. Delegates shall respect the rights and safety of other hotel guests at all times.

**2** 8. No student delegate shall leave the conference hotel or a leadership session or meeting without first obtaining the express permission from the student delegate's Chapter Advisor.

**2** 9. Student delegates are responsible for keeping their adult advisors informed of their activities and whereabouts at all times.

**2** 10. Delegates are prohibited from engaging in verbal or physical abuse, and/or name calling.

**3** 11. Absent without the express, advance consent of the Chapter Advisor. Student delegates are required to attend all general sessions, and activities assigned, including, but not limited to workshops and committee meetings.

**3** 12. Smoking or the use of tobacco is not permitted at any DECA Conference or event.

**3** 13. No unsupervised student delegate may be in a room with a member(s) of the opposite with the door closed at any time for any reason. This includes hallway doors and adjoining connecting room doors in hotels. In addition, if a student delegate is in a room with a member(s) of the opposite sex, an adult must also be present and the door(s) must be fully open.

**3** 14. Meetings between student delegates shall be restricted to authorized activities and between student delegates only; i.e., there is to be no unauthorized fraternizing of any kind with non-delegates beyond scheduled conference events and activities without first obtaining the express consent of the delegate's Chapter Advisor.

**2 – 5** 15. Acts such as throwing objects from windows; loud, profane, lewd, vulgar and/or abusive language; obstructing vehicular or pedestrian traffic; hazing; gambling; stealing; harassment; using electronic and/or digital equipment, communications and/or other device in an inappropriate manner and/or to carry out any of the objectionable conduct set forth in this Code of Conduct; sexually suggestive or provocative dancing; indecent exposure of private body parts in a lewd or offensive manner; improper touching of oneself or another; committing an act of violence such as hitting, biting, punching and scratching another delegate, advisor, chaperone, or third party; possessing a weapon or threatening to use and/or using a bomb, explosive or device, weapon or other instrument or any object in a dangerous manner; threatening any act of violence; willfully pulling a fire alarm without cause; reporting a false bomb threat or other false emergency and/or failing to comply with reasonable requests or direction from an advisor, chaperone and/or hotel personnel and conference attendees will not be tolerated.

**3 - 5** 16. There will be no defacing of public property. Any damages of any property, including, but not limited to, property or furnishings in the hotel rooms or buildings must be paid by the individual or chapter responsible. Any chapter whose members are found responsible for such damages at a conference will be required to place a refundable \$250 Damage Deposit with the Conference Registration Chairman at each subsequent conference, for a period of one (1) year.

**5** 17. Student delegates who have sought and obtained prior special permission from the Board of Directors so as not to be required to stay overnight in a hotel/conference center during a Indiana DECA, DECA and/or International DECA conference or event must be off the grounds of the hotel/conference center and remain off such grounds at all times designated by the Conference Committee.

**5** 18. No student delegate is permitted inside a public dance hall, bar, or club during a Indiana DECA, DECA and/or National DECA conference or event without authorization from the delegate's home advisor. For the purpose of this rule, entering a publicly recognized restaurant which is proper and suitable for minors but may sell alcohol in addition to food, such as TGIF's, Outback, and Applebees, is not prohibited. Under no circumstance, however, may a student delegate consume or order an alcoholic beverage.

**5** 19. No student delegate shall be in the possession of, imbibe, sell or knowingly be in the same hotel room where alcohol is present.

**5** 20. No student delegate shall use, possess or sell any illegal or controlled substances or drug paraphernalia during a Indiana DECA, DECA and/or National DECA conference or event.

**5** 21. No student delegate shall be in a room knowing that an illegal and/or controlled substance is present during an Indiana DECA, DECA and/or National DECA conference or event.

**5** 22. No delegate shall violate any Indiana DECA, home school district policies, rules, ordinances and/or regulations, local, state or federal laws at any Indiana DECA conference or event.

In addition to the Code of Conduct delegates shall allow Indiana DECA to use conference photographs, videos, digital images, recordings and their names for promotional purposes.

Your signature below indicates that you have read and fully understand the contents of this document (pages 1 -5).

**STUDENT SIGNATURE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PARENT GUARDIAN SIGNATURE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SCHOOL OFFICIAL SIGNATURE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ADVISOR SIGNATURE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**DATE:** \_\_\_\_\_