

CODE OF CONDUCT

FBLA Regional, State, National Fall, National, and Officer Development Leadership Conferences
(This form, when completed, may be utilized for all conferences, except Nationals.)

1. All chapter members and advisers attending any FBLA Leadership Conferences are expected to **attend all sessions of the conferences until the session concludes.**
2. All members, advisers, and guests shall behave at all times as ladies and gentlemen, refraining from actions that might bring discredit upon themselves, their school, their family or friends, the conference, or upon the FBLA organization.
3. At FBLA Leadership Conferences all members, advisers, and guests shall abide by the rules and regulations of the conference.
4. All conference participants shall wear their conference name badge at all times while in conference areas.
5. Conference participants shall not possess or consume alcohol, drugs, or any form of artificial stimulant while traveling to, during, or returning from the conference site. (Drugs prescribed by doctors are permissible.) Violators will be expelled from the conference and turned over to the proper authorities. The State Adviser and/or the chapter adviser will notify parents/guardians and school principal of the action taken. ***The State Adviser is to be informed immediately of any of the above infractions.***
6. Proper Conduct and Dress Attire for **Kentucky Regional, State and National Leadership Conferences:**
 - a. After registration and hotel check-in, business attire is required when away from the hotel room. Business attire or semi-formal does not necessarily mean coat and tie or Sunday dress. See the Kentucky FBLA Dress Code for details
 - b. Jeans or casual clothing may be worn when at the swimming pool, or when in the "living" area of the hotel-away from the lobby, restaurants, meeting rooms, etc. **The following are not acceptable for general sessions, competitive events, special interest sessions, campaign area or exhibit areas: jeans, denim or chambray clothing of any kind (ties, skirts, shirts, pants, etc.), overalls, cargo pants, shorts, skorts, stretch or stirrup pants, exercise or bike shorts, banded collar shirts, T-shirts, polo style shirts, flannel fabric clothing, lycra, spandex, midriff tops, bathing suits, tank tops, sundresses, backless/see-through/tight fitting/low cut blouses/tops/dresses, visible foundation garments, hats, sunglasses, clogs, flip flops, industrial work shoes, hiking boots, bare feet, over-the-knee boots, casual sandals, casual shoes, Sperry's (or Sperry-type), athletic street shoes, Bobs/Toms (Bobs/Toms type) and other casual attire. Cover-ups must be worn to and from the pool area.** Swimming attire is not permitted in the hotel lobby area or the convention center at any time. **No visible body piercing, other than ears, on either men or women.**
 - c. The proper attire for dances is listed in the conference packet and must be followed.
 - d. ***The Kentucky FBLA Dress Code must be signed by member, parent, and adviser for each student attending an FBLA activity requiring Business Attire.***
7. Any non-registered student in possession of or wearing a registered participant's name tag will be escorted to conference headquarters. The schools' adviser will be notified immediately and appropriate action will be taken.

8. Any student competing with another registered student's name tag will be disqualified. In a team event, the entire team will be disqualified.
9. Use of tobacco products is prohibited by all conference participants in business sessions, workshops, and other conference activities and while in official dress.
10. Male and female members will not visit each other in their rooms at any time without an adviser being present.
11. Members shall not yell, talk, or disturb others in the hotel, nor throw or drop anything from hotel windows or balconies.
12. At FBLA Conferences **all members shall be in their own rooms by designated curfews and will not leave the rooms after curfew. This includes meetings being in or going to advisers' rooms.**
13. Medical Release Forms are required for all conference participants. Participants are to report any accidents, injuries, or illnesses to an adviser or to conference headquarters immediately.
14. Students shall not participate in any activity that might cause personal injury to themselves or to another person. Any participant found in violation of hotel safety codes or criminal laws may be sent home at the student's/parent's/ guardian's expense. The State Adviser and/or the chapter adviser will contact the parent/guardian and school principal. ***The State Adviser must be informed immediately of any such action.***
15. Unless specifically stated, any infraction listed or not listed will be dealt with as follows:
 FIRST OFFENSE State Adviser will meet with student(s) and adviser.
 SECOND OFFENSE State Adviser will address the problem with local adviser, and make the final decision on the action to be taken.
16. The State Adviser has the right to take immediate action when violations occur, including sending individuals home at their own expense. In the event this occurs, the parents/guardians and school personnel will be contacted by the state and/or local adviser or assigned chaperone.
17. Serious misconduct shall be reported to the principal and parents/guardians who shall be advised that a member may be barred from participating in FBLA activities and that the misconduct may constitute grounds for canceling the school's FBLA charter.
18. State and Regional Officer conduct: See "Regional and State Officers" on page 6-1 of the Kentucky Future Business Leaders of America Policy Handbook.
19. By virtue of attending the conference and signing the Code of Conduct, you give your permission for the member to be photographed for purposes of FBLA publications and advertisements unless otherwise noted on the form.
20. Each participant must read sign a conference Code of Conduct form, which includes FBLA adhering to FBLA Courtesy on the following pages.
21. I agree that, upon violation of the Code of Conduct, I will vacate the room and/or withdraw from the conference activities if requested to do so by the FBLA Conference staff or local adviser. Serious misconduct on my part shall be grounds for being sent home from the conference at my own expense and shall be reported to my principal and parents/guardians who shall be advised that I may be barred from participating in FBLA activities and may constitute grounds for the cancellation of my school's FBLA charter.

 Parent/Guardian

 Date

 Member

 Adviser

FBLA COURTESY

“Life is not too short, but that there is always time for courtesy.”

–Ralph Waldo Emerson

Courtesy at Regional, State and National Conferences

- In general sessions, special interest sessions, and any other meeting where attention is requested, there should be no talking, eating, drinking, blowing of bubbles, texting or any use of cell phone, or other disruptive behavior. If participants are not interested in what is being said, they can at least permit others to listen.
- Advisers need to sit with and monitor students' behavior at sessions.
- No group should get up and leave a meeting until it is adjourned. This is very disruptive, particularly to the officers who are presiding.
- During general sessions, all participants should be in attendance. If they don't intend to attend the meetings, they should be left at school.
- Conference attire must conform to that listed in the Code of Conduct and General Regulations. If a member shows up improperly dressed, they should not be permitted to leave the school.

Hotel Courtesy

- All guests in a hotel/motel have a right to expect to be able to get a restful night's sleep. The sleeping areas are off limits for loud talking or parties or congregating in the halls. Doors should be kept closed.
- Music, TV's, etc., should be kept at a low enough level that it does not disturb others in adjoining rooms and should never be played in hallways or lobbies.
- For safety, doors should be kept closed and strangers should not be admitted to a room.
- Elevator manners are important. Always allow passengers to depart the elevator before trying to enter. Only the button for the desired floor should be pushed. Don't crowd on to an already full elevator. Do not ride the elevator unnecessarily, and do not leave cans and other trash on the elevator. It is usually illegal and always offensive to smoke on elevators.
- Most housekeeping staffs in hotels are instructed not to throw anything away that is not in the trash container; therefore, it is the responsibility of all individuals to pick up after themselves and to keep the bath and bedroom reasonably neat.
- Towels and wash cloths must remain in the room. Towels are available at the swimming pool at most hotels.
- It is in poor taste to go barefoot anywhere in the hotel except your room. Never go into the lobby area without shoes or when you are wearing a bathing suit. Wear cover-ups in going from sleeping room to the pool.

- During a large convention, the hotel's switchboard and security staff are very busy. There should be no prank calls or other disturbances.
- It is a criminal offense to set off a fire alarm except in the case of an actual fire. It is also very annoying to hotel guests and staff.
- If using room service, pay at the time of delivery. At the FBLA conference, room service charges will not be accepted. Remember, too, that a tip is expected for delivering room service.

Restaurant Courtesy

- All patrons in a restaurant have the right to expect to be able to eat their meal with little disruption or disturbance. Keep talking and laughter low enough not to disturb others.
- In most restaurants, it is proper to wait to be seated by a host or hostess.
- If separate checks are desired, tell the waiter/waitress when placing the orders.
- Remember that a minimum tip of 15 percent of the total check is anticipated for good service. This is not absolutely required if poor service has been given, but don't penalize the server because the kitchen staff is slow!
- If several people are waiting for tables, it is impolite to sit at a table for a long time after all have finished eating.

Thanks for cooperating to make our FBLA regional, state and national conferences even better and for enhancing the image of Future Business Leaders of America.