

# 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 YMCA and Minnesota YMCA Youth in Government programs. The items within the Code are based upon performance and are designed to protect participants and the welfare of the program for future generations. We expect everyone at Youth in Government to behave in a mature and responsible way and to respect the rights and dignity of others. Our Code of Conduct does not permit language or any action that can hurt or frighten another person or that falls below a generally accepted standard of conduct.

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. Theft or behavior that results in the destruction of property will not be tolerated. 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. Nametag switching/sharing is prohibited. Nametags are not to be defaced, decorated or altered in any way.
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 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.
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 be limited during program activities.
  - Electronic devices include but are not limited to: phones, computers/tablets, mp3s, video games, radios and TVs.
  - Telephones and pagers must be turned to "silent" or "vibrate" during program activities and official functions.
  - Laptops and other personal computing devices may be used in program area functions, for business purposes, at the discretion of the Youth Officers, Program Specialists and the Youth in Government State Office.
  - Electronic devices may not be used for entertainment purposes during program functions. This includes but is not limited to games or other uses that are not related to business or program participation. Limited use of social media for program functions is permitted, unless overused or abused.
13. Lodging room switches will not be permitted without the approval of the delegation advisor and the Youth in Government State Office.
14. Candy, gum, food and beverages (including water) 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.
15. Participants are encouraged to be responsible for their personal comfort and safety and to ask any person whose behavior threatens their comfort, to refrain. If a participant feels uncomfortable in confronting the person directly, they should report the behavior to any advisor or the Youth in Government State Office.
16. Participants, advisors and staff will follow a business dress code during program activities and official functions and will adhere to dress code expectations at all times. Participants and advisors 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 excuse for not being compliant to dress code expectations – delegates and advisors dressing inappropriately may be asked to borrow appropriate clothing.

Appropriate office/business dress for men: *Dress pants, collared shirt, (with or without tie) and dress shoes*  
*Dress pants, shirt, sweater (with or without tie) and dress shoes*  
*Blazer and dress pants or suit, dress shirt, tie and dress shoes*

Appropriate office/business dress for women: *Dress pants, top and dress shoes*  
*Dress or skirt, top and dress shoes*  
*Suit, top and dress shoes*  
*Office-appropriate pants are strongly encouraged*

Never appropriate outside of hotel room: *Any clothing with inappropriate language or imagery*  
*Any see-through or extremely tight-fitting clothing*  
*Bare midriffs or tank tops*  
*Tube tops, tube skirts or tube dresses*  
*Leggings, yoga pants or sweat pants*  
*Pajamas, slippers or any other sleeping attire*  
*Flip flops*

- Hems of dresses/skirts must be 2" above the knee or lower for all functions – business or casual.
  - Undergarments must be worn – by males and females. Visible undergarments are not permitted.
  - Hats are only permitted in outdoor settings (for males and females).
  - Casual dress and proper footwear is appropriate for most evening activities. T-shirts, tennis shoes and denim in any form, are not appropriate during program functions but may be acceptable during evening activities.
  - Proper footwear is required outside of assigned hotel room.
  - Personal attire reflects upon the attitude, quality, purpose and dignity of the entire program. Appearance must be neat and tidy – good grooming, shirts tucked in and pants/skirts pulled up to the waist.
17. Harassment or intimidation by words, gestures, body language or other behaviors will not be tolerated. This includes angry or vulgar language (swearing, name-calling, shouting), physical contact with another person in any angry or threatening way or any other conduct of an inappropriate, threatening or offensive nature.
18. Sexual activity or sexual conduct is not appropriate and will not be tolerated.
19. The use, possession or concealment of certain materials is forbidden at all Minnesota YMCA Youth in Government functions. These materials include, but are not limited to:
- Flame producing devices (lighters, matches, etc.), incense, candles
  - Tobacco products
  - Alcoholic beverages
  - Illegal drugs or chemicals – including but not limited to misuse or sharing of prescriptions or over-the-counter drugs
  - Pornography
  - Weapons or objects that may be used as weapons
20. 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 Youth in Government State Office.
21. Participants and advisors are NOT allowed in each other's lodging rooms at any time, for any reason.
22. 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 (including transit to and from events). It shall be enforced by all advisors, with discretion to the Hotel Directors and YIG State Office

Participation in Minnesota 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/send 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 items #17 - #22.***