

## **APPENDIX C DELEGATE CODE OF CONDUCT**

### Pennsylvania Future Business Leaders of America

One of the goals of FBLA is to facilitate the transition from school to work. Individual conduct and appearance are a part of that training. It is a special privilege to attend an FBLA conference, and it is the responsibility of all delegates to conduct themselves in a proper, businesslike manner at all times.

FBLA members have an excellent reputation. Delegate conduct at every FBLA function should make a positive contribution to the reputation that has been established. Listed below are conduct rules for every FBLA function. The term “delegate” shall be any person attending any FBLA function.

1. All delegates shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, or upon FBLA.
2. Conduct not conducive to an educational function will not be allowed. Such conduct includes, but is not limited to, actions disrupting a businesslike atmosphere, association with non-conference individuals, or activities which endanger self or others. Any damages to any property or furnishings in the hotel or convention center will be paid for by the individual or chapter responsible.
3. Student delegates shall keep their advisers informed of their activities and whereabouts at all times. Accidents, injuries, or illnesses must be reported to the local adviser and/or PA FBLA Executive Director immediately.
4. Traditional business attire is required for all general sessions, competitive events, caucusing, workshops, meal functions, and receptions. Attire for social functions shall be listed in the conference program. Delegates shall abide by the dress code established by the PA FBLA Board of Directors for all state functions. Delegates not adhering to the dress code shall not be admitted to the functions listed above.

5. **The specific dress code for all delegates shall be:**

#### **Permitted for Gentlemen**

- Business suit with collar dress shirt, and necktie or
- Sport coat, dress slacks, collared shirt, and necktie or
- Dress slacks, collared shirt, and necktie.
- Banded collar shirt may be worn only if sport coat or business suite is worn.
- Dress shoes and socks.

### **Permitted for Ladies**

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress or
- Dress capris (below the knee) or dress gauchos (below the knee) with a coordinating jacket.
- Dress shoes.
- The length of ladies' dresses, skirts, etc. shall be no shorter than 1 inch above the top of the ladies' knees.

### **Not Permitted for Ladies and Gentlemen**

- Jewelry in visible body piercing, other than ears.
- Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts.
- Off-the shoulder, backless, see-through, tight-fitting, spaghetti straps, strapless, or **extremely short** or low-cut blouses/tops/dresses/skirts.
- T-shirts, Lycra™, spandex, midriff tops, tank tops; bathing suits.
- Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee boots.
- Athletic wear, including sneakers.
- Hats or flannel fabric clothing.
- Bolo ties.
- Visible foundation garments.
- Cargo pants.

Casual attire is acceptable for specific functions as listed in the program or during times when not attending specific conference functions.

New fashion trends may be in style, but not necessarily appropriate. The best way to operate is to avoid walking the line. If there is doubt, select something else to wear. Be a professional.

6. It is the responsibility of all student delegates to adhere to the curfews which are listed in the conference program. Curfew is described as being in your assigned room during the designated hours. It is the responsibility of advisers to enforce curfews with the assistance of security personnel.
7. No alcoholic beverages or narcotics of any form shall be possessed at any time, under any circumstances. Use or possession of such substances may subject the student delegate to criminal prosecution.
8. Advisers are responsible for the supervision of conduct. Student delegates who disregard the code of conduct will be subject to disciplinary action, and they and/or their chapter delegation can be sent home at their own expense and will be disqualified from

competitive awards or withdrawn from office, if applicable. Parents and/or school district officials will be notified.

9. Student delegates are not permitted to leave conference facilities without the approval and supervision of their adviser.
10. There will be **NO SMOKING/NO TOBACCO PRODUCTS/NO E-CIGARETTES OR SIMILAR DEVICES** in any meeting rooms or at any meal functions by any conference participants. Student delegates shall not possess or use tobacco products, e-cigarettes, or similar devices at any time, in any location of the workshop or conference.
11. Delegates are responsible for reviewing their conference/workshop program upon arrival at any function. Student delegates are responsible for any specific duties as assigned by their chapter adviser (may include, but not be limited to, attendance at workshops, general sessions, competitions which permit audiences, etc.)
12. Voting delegates are required to attend all voting delegate meetings.
13. No male students are permitted in female students' rooms or vice versa unless the door to the hall is completely open.
14. Advisers are responsible for taking all reasonable precautions to ensure the safety of their student delegates at all FBLA functions and must be readily available in case of an emergency.
15. Delegates shall wear their conference name tags at all times while on site.
16. Delegates shall respect and abide by the authority vested in the PA FBLA Board of Directors.
17. No adviser should accept responsibility for a student delegate from another school without a written agreement between the administrations of the two schools. That agreement should be attached to the State Leadership Workshop and/or State Leadership Conference registration forms. No student delegates will be accepted without an adviser listed or a written agreement attached.
18. Adult student delegates shall abide by the rules and regulations for a minor student delegate.
19. Delegates must be accompanied by an adviser if leaving the Opening Session and Awards Program.
20. Delegates must be in attendance for the duration of the Opening Session and Awards Program.

21. All hotel rooms at PA FBLA functions are property of the hotel and PA FBLA—not the individual(s) and/or school district(s)—and may be searched at any time for any suspected violation of the Delegate Code of Conducts at the request of a PA FBLA staff member or student's/students' adviser.