

APPENDIX C
DELEGATE CODE OF CONDUCT
Pennsylvania Future Business Leaders of America
State Leadership Workshop

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:**

PA FBLA members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the Association and its members and to prepare students for the business world.

Appropriate professional attire is required in all conference areas for all attendees—advisers, members, and guests—at all SLW general sessions, exhibits, meetings, and workshops, and other activities unless otherwise stated in the conference program app.

Permitted for Gentlemen

- Business suit with collared dress shirt, and necktie/bow tie or
- Blazer, dress slacks, collared shirt, and necktie/bow tie or
- Dress slacks, collared shirt, and necktie/bow tie.
- Dress shoes/dress boots and socks.

Permitted for Ladies

- Business suit with blouse or
- Blazer with blouse or
- Skirt or dress slacks with blouse or

- Business dress
- Dress shoes/dress boots.
- *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 flannel clothing of any kind.
- Shorts.
- Athletic clothing.
- Leggings or graphic design hosiery/tights.
- Skin tight or revealing clothing, including tank tops, spaghetti straps, and mini/short skirts or dresses.
- Swimwear.
- Flip flops or casual sandals.
- Athletic shoes.
- Industrial work shoes.
- Hiking boots.
- Boat shoes.
- Any canvas or fabric shoes.
- Hats.
- Clothing with printing that is suggestive, obscene, or promotes illegal substances.

Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Casual attire is acceptable for specific functions as listed in the program or during times when not attending specific conference functions. Casual attire is acceptable after 5:30 pm on Sunday. Casual attire may be worn to all social events.

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.

Modified Dress Code – State Leadership Workshop/Monday Sessions

All members and advisers are expected to follow the dress code as established by the PA FBLA Board of Directors. No one will be admitted into the workshop sessions on Sunday afternoon or Monday morning dress inappropriately.

All delegates are permitted to wear the “official” SLW Leukemia Association t-shirt on **MONDAY ONLY**; if a member or adviser chooses to wear the “official” t-shirt, the member or adviser must still be in compliance with the PA FBLA dress code for all other elements of his or her business attire.

Anyone who does not participate in the “official” t-shirt campaign on Monday is required to abide by the PA FBLA professional dress code.

No dress code can cover all contingencies, so FBLA members must use a certain amount of judgment in their choice of clothing to wear. Members who experience uncertainty about unacceptable attire should ask their local adviser for guidance. Advisers should seek the guidance of the PA FBLA Executive Director and state staff if uncertain.

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.
12. 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 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. 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.