Francis Tuttle/Business Professionals of America

DELEGATE CONDUCT POLICIES AND PROCEDURES

While participating in a BPA or other Francis Tuttle activity, individual conduct and appearance are very important. Participation is often a special privilege and it is the responsibility of the individual to conduct himself/herself in a proper, businesslike manner at ALL times. Your conduct should make a positive contribution to the reputation that has been established For Francis Tuttle Technology Center (FTTC) and for BPA (Business Professionals of America).

While attending functions and activities, the student is expected to abide by school policies and procedures. The student is also expected to follow the delegate code of conduct outlined below. All students must respect and abide by the rules, expectations, curfews, etc., established by the FTTC advisors in attendance. If any expectations are not met, the student will be subject to disciplinary action and may be sent home at his/her own expense. If applicable, parents will be notified about all violations.

- The term “delegate” shall mean any student attending the Business Professionals of America Spring Leadership Conference and/or other activity representing Francis Tuttle.
- All representatives of FTTC shall behave in a courteous, professional, and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school or upon BPA.
- Conduct not conducive to an educational conference or activity will not be allowed. Such conduct includes, but is not limited to, actions disrupting a businesslike atmosphere, association with non-conference individuals, or activities that endanger self or others.
- Delegates shall abide by all conference and school rules.
- Delegates shall respect and abide by the authority delegated to the Executive Committee, presiding officers, committee chairmen, and advisor or authorized representative of the aforementioned.
- Delegates shall attend all sessions and activities assigned, unless engaged in some specific assignment taking place at the same time.
- Delegates shall wear acceptable attire to all program activities as specified in the program.
- Illegal substances or alcohol, in any form, shall not be possessed or used by any delegate during any function, under any circumstances. Possession is defined as having on one’s person, in one’s belongings such as in a purse or in luggage, in one’s hotel/motel room, or having knowledge that illegal substances or alcohol are in one’s hotel/motel room or in another person’s possession. Use or possession of such substances may subject the delegate to criminal prosecution. Tobacco is considered an illegal substance for any mid-level or secondary member.
- If applicable, identification badges shall be worn at all official functions and will be required for admittance into the evening’s social activities.
• Delegates violating or ignoring any of the rules will be subject to the actions of the Rules Committee and/or Francis Tuttle administration. This committee may be composed of the local advisor, the state advisor, the state program administrator, and/or Francis Tuttle administration.
• Delegates shall keep their advisors informed of their activities and whereabouts at all times and have such activities approved in advance. Accidents, injuries or illnesses must be reported immediately.
• Delegates shall not use their own cars or ride in cars belonging to others during the conference or school activities unless accompanied by an authorized advisor, or in the case of adults, unless pre-approved by instructor and/or Francis Tuttle administration.
• Non-registered individuals will not be allowed at Conference activities. Additionally, a completed school activity form must also be presented prior to participation.
• Delegates shall not patronize public places that would bring reproach to the organization or to themselves.
• Delegates are often guests of various facilities and must not deface or destroy property. All policies of the facility must be respected and followed. Never throw anything out of windows or over balconies, not even water. Any damages to any property or furnishes of the facility will be paid for by the individual.
• Realize you are often traveling and/or lodging as a group, and that personal preferences and choices may not be possible at all times. Respect individual differences and be willing to compromise for the best interest of the group as a whole. Respect your advisors and follow their instructions.
• Delegates should report any improper conduct of FTTC students immediately to your advisor/instructor.
• Curfew, if pertinent, will be enforced by local and/or state advisors and/or security personnel, and all delegates shall be in their assigned rooms by curfew.
• When applicable, delegates will not be allowed in the rooms of the opposite sex unless accompanied by an official conference advisor.
• Should a student not abide by these rules, his/her parent/guardian may be contacted to pick him/her up immediately and, if applicable, he/she will forfeit his/her right to attend nationals.

I, __________________________ (print name), agree to the aforementioned delegate conduct policies and procedures.

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Student Signature

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Parent Signature (for high school students)