



## 2019 NJCL Convention

### Code of Conduct

Delegates must adhere to all NJCL and North Dakota State University rules. University police will be on duty 24 hours a day. Please read these rules carefully. Your signature on the permission form acknowledges that you have read these rules and regulations and will abide by them. **Your presence at convention allows us to photograph you and put your photograph on the following NJCL outlets: website, publications, social media, promotional materials, etc.**

**Regulations which will be in effect starting on Thursday, July 26 through Wednesday, July 31, 2019 are:**

#### GENERAL GUIDELINES

- NJCL and North Dakota State University are committed to providing a climate that fosters respect for all those involved in our activities. As such, NJCL prohibits harassment based on gender, race, color, religion, national origin, age, disability, sexual orientation, or protected activity (such as reporting alleged harassment).
- Individuals attending the NJCL Convention are expected to use school-appropriate language throughout the convention. Lewd, obscene, or offensive language will not be tolerated.
- Your own name tag must be worn at all times. In the case when a name tag cannot be worn in a competition, the name tag must be carried by the student to the event.
- Attendance at all General Assemblies is mandatory for all NJCL delegates, sponsors, and chaperones.
- Fellowship is mandatory for all NJCL delegates, sponsors, and chaperones. Sponsors and chaperones are responsible for holding State Fellowship.
- Each delegate is expected to attend at least one colloquium and to participate in at least two contests. It shall be the responsibility of NJCL sponsors and chaperones to see that these expectations are met.
- No children under the age of 12 may attend convention. If there are extenuating circumstances, contact the NJCL office.
- The use or possession of alcoholic beverages, illegal drugs, fireworks or weapons by anyone

attending the NJCL convention is strictly prohibited. Possession of alcohol, illegal drugs, fireworks or weapons constitutes a major infraction of the rules, and delegates will be sent home at their parents' expense, but only after local authorities have carried out any required proceedings.

- NJCL delegates, sponsors, chaperones, and SCL members who fail to adhere to all Convention rules will be notified after the annual Fall Planning Meeting of the NJCL Executive Board as to whether or not they will be allowed to attend the following year's Convention.
- All NJCL Convention delegates, sponsors, chaperones and SCL members are to remain on campus during the entire convention period. No side trips for sight-seeing in the vicinity are to be taken during the Convention period.
- Switching rooms without the consent of the NJCL Registrar is strictly prohibited. All delegates will be held responsible for any and all damages done to their assigned rooms.
- Members of the opposite sex are NOT permitted in each other's dormitory building at any time except to attend an officially scheduled NJCL event as listed in the NJCL Convention Program. Violation of this rule will be considered a "major rules" infraction and may result in the delegate(s) involved being sent home at parents' expenses.
- Electronic devices such as (but not limited to) cell phones, music players and game-playing devices shall not be used during General Assemblies, workshops, seminars, test sessions, and Certamen.
- NJCL delegates may not drive vehicles during convention.
- NO ONE IS ALLOWED TO DRIVE STUDENTS DURING CONVENTION. Designated drivers will be available in case of emergencies. Call the NJCL desk 513-461-1301.
- Campaign materials may be posted only after the NJCL Parliamentarian has given permission to do so and only in university-approved areas. Be sure to check with the NJCL Parliamentarian for locations.
- Sponsors, chaperones, and SCL members will adhere to all rules pertaining to the Convention and will behave in a manner that will set an example for all students at the convention.

Convention Attendees shall act in a respectful manner to all other Convention attendees and university personnel. Any instance of misconduct should be referred to the Vice-Chair.

## **PERSONAL SAFETY**

- Do not bring valuables to convention since NJCL and North Dakota State University will not be responsible for any personal items lost or stolen.
- Report lost access card or key immediately to the NJCL Office so access can be removed from the lost card.
- NDSU policies prohibit the practice of propping doors, especially exterior doors of Residence Halls which puts residents at a high risk, and will also trigger an alarm to dispatch to which they will respond by sending an officer to the site.

## LAWS OF THE STATE AND CITY

- Fire evacuation — when the fire alarm sounds everyone must proceed to the nearest exit or stairwell and evacuate the building. Do not use the elevators.
- Tampering with fire alarms, fire-fighting equipment, elevators, or other safety and security equipment is strictly prohibited; it is a misdemeanor and is punishable by law. Fire alarms at the University are extremely sensitive so caution is required not to set them off. Excessive noise or horseplay is not permitted.
- The use or possession of tobacco products by anyone under the age of 18 is prohibited by the state laws of North Dakota. Possession of tobacco products by individuals under the age of 18 constitutes a major infraction of the rules. Delegates not complying with this regulation will be sent home at their parents' expense, but only after local authorities have carried out any required proceedings.

## UNIVERSITY RULES

- Smoking is prohibited both indoors and outdoors on campus. The use of tobacco products, including smokeless tobacco, clove cigarettes and e-cigarettes, is not permitted on any university-owned or leased property, which includes but is not limited to, buildings, university grounds, parking areas, walkways, recreational and sporting facilities and personal vehicles parked on university grounds.
- The University charges for replacing lost keys. This will be passed on to the attendee:
  - There will be a \$50.00 charge to replace any residence hall room access card and a \$75.00 charge to replace a lost room key.
- Any destruction or damage of North Dakota State University property is strictly prohibited. Disciplinary action will include financial remuneration for such damage or theft. ALL areas of the university must be left in the same condition as found on arrival. Window screens must not, under any circumstances, be removed; failure to comply will result in a fine.
- Sign posting is only allowed in the residence centers using painters tape on glass surfaces. No posting is allowed in the academic buildings, the Memorial Union or classrooms.
- NJCL convention delegates are not allowed to use skateboards, roller blades, skates, bicycles hover boards or scooters on campus.
- NDSU has adopted a policy that ***strictly prohibits the use of candles*** within all NDSU facilities. The use of candles and other open-flame devices is regulated by the 2015 IFC: 308.3.1 (<https://codes.iccsafe.org/public/document/code/546/9728101>).
- There may be on-going construction on campus. Construction areas are completely off limits to any convention participant. Any trespassing into the construction area will be considered a serious offense.
  - Only service animals, as defined by the Americans with Disabilities Act, are permitted NDSU facilities. A service animal, as defined by the Americans with Disabilities Act, means a dog individually trained to do work or perform tasks for people with disabilities.

Service animals perform some of the functions and tasks that an individual with a disability cannot perform for him/herself in activities of daily living. The animal must be clearly identified as a certified guide/therapeutic animal and remain on a leash, except when doing so would interfere with the task(s) they're trained to perform to mitigate the impact of the disability. Written documentation must be provided upon request. Refer to NDSU Policy Manual - Section 100.2 for more information.

([https://www.ndsu.edu/fileadmin/policy/100\\_2.pdf](https://www.ndsu.edu/fileadmin/policy/100_2.pdf))

- Scooters, bikes, skateboards, wheelies (shoes with wheels) and in-line skates are not permitted to be used inside NDSU facilities.
- Glitter, confetti, artificial snow, hay, or other similar decorations that cause tracking and are fundamentally ineffectual to clean up are prohibited. Cleaning fees will be assessed if these items are brought into any facility.
- Incense, candles, fog/haze machines or anything producing an open flame/haze/mist is strictly prohibited
- Pets / Domesticated animals (excluding service animals as noted above), reptiles, snakes, spiders, and other similar creatures are restricted
- NDSU prohibits the practice of propping doors, especially exterior doors of Residence Halls which puts residents at a high risk, and will also trigger an alarm to dispatch to which they will respond by sending an officer to the site.

## Curfew

- NJCL delegates are to be in their assigned rooms each night at the time listed for Call to Rooms in the convention program. At curfew time all NJCL delegates must be in their own assigned rooms. NJCL delegates are NOT to leave their rooms after curfew to get refreshments, do laundry, socialize with others, etc.
- All NJCL delegates must be on their assigned floors at Call to Floors and in their assigned rooms at Call to Rooms and remain there throughout the night. Sponsors and chaperones are expected to enforce this guideline and verify that their assigned NJCL delegates are in their assigned rooms at Call to Rooms.
- Delegates are not permitted to leave their rooms after Call to Rooms in order to receive food deliveries, purchase refreshments, do laundry, or socialize with students in other rooms. Any food deliveries (pizza, etc.) to the dormitories must arrive before Call to Rooms each night.

## **Dress Code: NJCL, SCL, Sponsors, Chaperones**

All schools have dress codes. Please remember that this is a school-related event and not simply a social function, and, therefore, the expectation of appropriate school attire also applies to our convention. In order to ensure the positive image of the NJCL and all its participants, the National Committee has established these rules:

- No attire should be revealing, extremely form fitting, or in disrepair.
- No clothing should contain inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork.
- Appropriate footwear must be worn at all times.
- fine in the pool, but delegates must follow the previous bullet points of this section when going to and from the activity. Likewise, Olympika participants may wear athletic attire while participating in such events, but it would not be appropriate to wear those clothes at an evening dance.
- Cut-offs may not be worn in place of swimming trunks in the pool.
- Anyone appearing on stage (including Roll Call participants and award recipients/presenters) should wear more professional attire (no shorts or short skirts).
- For the Day in Old Rome, Roman clothing is to worn for spirit, the assembly, and the banquet.
- For the Farewell Dance, dress-shirts, dress-pants, slacks, ties, dresses, and skirts are recommended.
- State Chairs and Sponsors are asked to remind all attending of these recommendations before they pack for convention.