

Code of Conduct

GENERAL AGREEMENT OF CONDUCT

The Code of Conduct reflects the YMCA's core values of Youth Development, Healthy Living, and Social Responsibility. Participants and their parents or guardians must agree to, and sign, the Code of Conduct in order to participate in activities and attend the Youth and Government Weekend in Augusta.

For Healthy Living:

I understand the following are prohibited:

- a) Smoking of any kind, this includes e-cigarettes, vapes, pouches, and chewing tobacco
- b) Use of illegal substances and/or alcohol
- c) Sharing or abusing prescription medications
- d) Weapons of any type including knives, and/or firearms.

For Social Responsibility

I accept the following:

- a) Abide by all laws of the State of Maine, Kennebec County and cities of Augusta, and Winthrop.
- b) Participants driving personal vehicles to the weekend will not use them except as transportation to/from home.
- c) Participants will only be in those areas and rooms that are assigned to the Youth in Government programs.
- d) Participants will represent themselves, and their schools and communities in a positive way.
- e) The State House is a great facility, the heart of Maine State Government, and a museum of Maine's legislative history and must be treated with respect. Youth and Government cannot exist without use of the State House, delegates must know and follow all State House rules regarding food, beverages, and behavior.
- f) Delegates must not remove items from any desk or office at the State House.
- g) Abide by food and beverage rules of the Augusta State House complex. No food or beverages in the House or Senate Chambers.
- h) I will be courteous and respectful to all State House employees.
- i) I am responsible for any damage that I do during the weekend:
 - a. If I have done damage, I will pay for the repair or replacement
 - b. I will write a letter of apology to the YMCA and the State House
 - c. If the damage was intentional, I will not be allowed to participate in the program in the future, and my School or YMCA will be informed about any incident.

For Youth Development

I accept:

- a) The right of others to voice their thoughts and opinions as well as to have them be heard by others.
- b) I appreciate all program volunteers, such as Advisors and Chaperones, and will treat them with courtesy and respect.
- c) I will be on time for all scheduled activities and meetings.
 - a. If I must arrive late, or leave early, I will notify my Advisor and YMCA staff and understand that my absence will leave a void in the program.
- d) I will follow all rules of decorum in committees, House and Senate Chambers, and during debate, discussions and other proceedings.
- e) I will participate in my Role only and allow other participants to do theirs.

Business Professional Dress Code

Participants will be expected to abide by the following business professional dress code during Leadership Training and Youth and Government Weekend. Participants are responsible for following the same standards followed by the Maine legislature. The dress code will be enforced.

Participants not abiding by dress code will not be allowed to take seats in House, Senate, Court, or Committee Sessions. Lobbyists and Newspaper Staff will not be allowed into Committee Rooms, and Chambers.

Advisors are asked to review with delegations to ensure they understand the Dress Code.

Business professional attire consists of structured, tailored clothing suitable for a formal business environment. Participants may choose any combination from the following options:

Clothing

- **Suits:** Matching two-piece pant suits or skirt suits
- **Jackets & Blazers:** Tailored suit jackets, blazers, or structured sport coats paired with slacks, dress trousers, or a matching skirt
- **Tops:** Button-up dress shirts with a collar, collared blouses, or formal shell tops. Dress shirts worn with a suit jacket should be tucked in and accompanied by a necktie or bowtie.
- **Dresses & Skirts:** Tailored dress or skirt suits. Hemlines should reach no higher than the top of the knee when standing.

Footwear & Accessories

- **Footwear:** Closed-toe dress shoes (oxfords, loafers, flats, or low pumps). Shoes should be clean and polished.

General Standards

- All clothing must be clean, ironed/pressed/steamed, well-fitted, and free of rips, fraying, or visible logos.
- Undergarments should not be visible
- No exposed shoulders
- No deep V-cut or scoop neck tops
- No sunglasses
- No hats
- No denim clothing
- No sheer materials
- No ill-fitting (too big or too small) clothing

Use of Electronic Devices

- Cell Phones must be silenced and may not be used in the State House for calls or text messaging.
- Earbuds or Headphones may not be used in the State House
- Lap Top Computers or Tablets must be silenced and may be used for research or legislative type work. The State House is wireless available.

Participants bring electronic devices at their own risk. The YMCA Youth and Government program is not responsible for accidents or theft during the program.

RULES OF TRANSPORTATION

Due to liability and safety considerations, the use of personal cars by delegates during the Youth and Government Weekend is prohibited. "During the weekend" shall include Thursday start of Leadership Training or Friday registration (depending on delegate's Role) until Sunday's adjournment at 12:30 PM. Anyone using a personal car without permission of the Program Director or their Advisor shall be subject to disciplinary actions.

Hotel Policies

Participants requiring housing will stay at the Hotel arranged by the State YMCA of Maine Youth and Government program. Delegations must have an adult as their chaperone for the Hotel. Advisors/Chaperones are responsible for students in their delegation. The YMCA does not monitor student behavior in the Hotel.

- a. Participants may not switch room assignments. Room changes are only done with the permission of both the Delegation Advisor and Program Director.
- b. We reserve the right to make special arrangements for students with special circumstances and needs.
- c. Participants will have access to the Hotel pool only during times announced and with an adult Chaperone is in the pool area. Pool closes at 10:00 PM in the evening.
- d. Participants may not make outgoing phone calls from Hotel phones, order room service, rent movies or games.
- e. Participants will observe quiet time in the Hotel from 11:00 PM to 6:00 AM. No participants should be outside of their room during this time. Do not disturb other guests at the Hotel.
- f. Participants must be in their assigned rooms by curfew and stay there for the night unless given specific permission by their Advisor or Program Director. Advisors/Chaperones will conduct a Room check at 11:00 PM and at any time, as necessary.
- g. Participants may not have more than 6 people in their room at any time and the door must be propped open when visitors are in the room.
- h. Participants will not be in the Hotel except at times that the program is scheduled to be at the property, unless accompanied by an Advisor or Youth in Government Staff.
- i. At no time shall a participant have someone in their room that is not a part of the Youth and Government program.
- j. Participants may only leave the Hotel Property with their adult Chaperone
- k. Participants understand that the Youth and Government Program Staff, Delegation Advisors/Chaperones, and Hotel Personnel shall have the right to search participant's rooms, luggage, and personal items.
- l. Participants will not have tobacco products or alcohol in rooms. Violation of this rule will result in immediate removal from the Program

of everyone in that room. Parents or Guardians will be expected to pick up students up at the Hotel.

m. Participants understand that Advisors/Chaperones will check rooms on Sunday prior to check out for any room damage.

n. Youth and Government will provide transportation from Hotel to State House and or other Program venues.

Disciplinary Action

This agreement is binding and by registering and attending the conference participants, legal guardians, and advisors are agreeing to all policies and procedures spelled out in this document. It is not the intent of this agreement to punish an entire delegation for the actions of a few. Delegations must be aware that serious violations may lead to groups not being able to participate. All participants must be aware that serious violations of this agreement could lead to the loss of Youth and Government's ability to use the State House facilities.

Disciplinary Action Steps:

1. All violations will be reported to the student's parents or guardians, the State YMCA of Maine, and school officials.
2. Dress Code violators will be returned to the Hotel to be dressed properly.
3. If a situation arises where a participant is no longer eligible, the student will be removed from the program until they are picked up.
4. Phone call will be made to parents or guardians to come and pick up the delegate, no matter what time of day or night.
5. Student and their family are responsible for all costs to remedy or replace any damage they caused to buildings or property in the State House, Hotel, other buildings, or buses.

With my signature, I agree to the Code of Conduct and all parts of this agreement.

Delegate Signature

Date

Parent/Guardian Signature

Date