

All conference participants must sign a Delegate Conduct Policies and Procedures form and submit to local advisor. The local chapter coordinator will collect and submit the signed documents to the state at the SLC registration site and will file an additional copy. Students without a signed Delegate Conduct Policies and Procedures form will not be allowed to participate at SLC.

**BUSINESS PROFESSIONALS OF AMERICA
DELEGATE CONDUCT POLICIES AND PROCEDURES
SECONDARY AND POST-SECONDARY MEMBERS**

Policies and Procedures adopted by the Business Professional Educators of Iowa (BPEI) Board

All delegates:

- Delegate conduct is in effect from the time the member leaves home until he/she returns home.
- The term “delegate” shall mean any member attending any of the Leadership Conferences.
- Delegates must be in good academic standing to participate in conferences.
- Delegates shall abide by all conference rules.
- Delegates shall respect and abide by the authority delegated to the BPEI Executive Board, presiding officers, and advisor or authorized representatives 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 by the conference dress code.
- Illegal drugs shall not be possessed (on one’s person, in one’s belongings, or in one’s hotel/motel room) or used by any delegate.
- Identification badges shall be worn at all official functions.
- Delegates will respect and abide by the rules and regulations of the hosting facility.
- Spouses are allowed to attend conferences if they officially register as a special registrant. They shall not have membership privileges and shall abide by all conference rules.
- Delegates shall keep their local chapter advisor/designee informed of their activities and whereabouts at all times.
- Non-registered individuals will not be allowed at conference activities.
- Delegates shall not patronize public places which would bring reproach to BPA or to themselves.
- Delegates shall conduct themselves in a professional manner.
- Delegates are responsible for any costs incurred for breach of this Code of Conduct or late cancellations or withdrawals from the conferences. Costs may include but not limited to transportation, hotel (including any damages), tours, and registration.
- Delegates must abide by all policies and procedures set forth by their respective school and chapter even though those policies and procedures are not included in this list.

Secondary delegates:

- Shall not possess or use tobacco (including electronic and vape products) or alcohol in any form (on one’s person, in one’s belongings, or in one’s hotel/motel room).
- Shall not use their own cars or ride in cars belonging to others during any conference or training unless accompanied by an authorized advisor or approved by school administrator. Documentation must be shared with state advisor in advance.

- Curfew each night shall be midnight or 15 minutes following the end of an official function. All delegates shall be in their OWN rooms by curfew. There will be no exceptions for leaving rooms after curfew.
- The hotel/motel shall assign certain rooms to male and female delegates. Delegates will not be allowed in the rooms assigned to the opposite sex unless approved by or accompanied by a conference advisor or approved chaperone. (Note: Not allowed at Nationals without advisor present.)

VIOLATION OF DELEGATE CONDUCT

Any delegate who violates the "Delegate Conduct Policies and Procedures" will be reported to the State Advisor and local chapter advisor/designee IMMEDIATELY. A delegate reported for rule infraction will meet with the BPEI Executive Board, representation from the state officer team, and the delegate's advisor/designee. The advisor/designee shall report all rule infractions requiring disciplinary action to the appropriate school administrative office IMMEDIATELY.

Post-Secondary and Secondary

Penalties for Breaking the Delegate Code of Conduct may result in

- Disqualification from competition.
- Expulsion from conference.
- Elimination of recognition at Awards Ceremony.
- Notification of law enforcement.
- Sent home at own expense immediately.
- Disciplinary action by the local school.

Consent

We have read and agree to abide by the Business Professionals of America Delegate Conduct Policies and Procedures. We also agree that the school officials, the chapter advisor/s, the state association staff, have the right to send _____ home from the activity at our expense, provided that they have violated the Code of Conduct and/or their conduct has become detrimental to the event.

Student Name

Student Signature

Parent or Guardian Signature

Parent or Guardian Phone #