



Delegate Conduct Practices and Procedures

All members, including Local Advisors of Oklahoma Business Professionals of America are required to sign this form and have on file with the Business, Marketing and Information Technology division of the Oklahoma Department of Career and Technology Education.

The term “**delegate**” shall mean any member, including any Local Advisor attending Fall Leadership Conference, State Leadership Conference, National Leadership Conference, and all other functions associated with Oklahoma Business Professionals of America.

Any delegate, who violates or ignores any rule listed below or engages in any other form of behavior deemed unacceptable, will be subject to the actions of the “**Grievance Committee**”. This committee shall be comprised of the Oklahoma BPA State Advisor, State Program Administrator, one Local BPA Advisor, and one CEAC member. The Oklahoma BPA State Advisor reserves the right to select all committee members, and may expand the number of people who serve on this committee.

- Delegates shall abide by all conference rules.
- Delegates shall stay at the approved hotel during all official conferences associated with Business Professionals of America. Participants residing within a 60-mile radius of the conference site may be exempt from the policy at the discretion of the Oklahoma BPA State Advisor.
- Delegates shall respect and abide by the authority delegated to the Oklahoma BPA State Advisor, Executive Committee, State Officer Team, Committee Chairperson, or any other authorized representative of the aforementioned.
- Delegates shall attend all sessions and activities assigned unless engaged in a specific assignment is taking place simultaneously.
- Delegates shall wear acceptable attire to all program activities as specified in the program.
- Delegates shall not willingly or knowingly commit any fraudulent activity related to BPA Competitive Events.
- Delegates shall not smoke in public while wearing the Business Professionals of America official blazer.
- Illegal drugs, tobacco (including electronic forms of cigarettes), or alcohol in any form, shall not be possessed or used by any delegate during official functions. 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 drugs, tobacco (including electronic forms of cigarettes), or alcohol are in one’s hotel/motel room or in another person’s possession.
- Identification badges shall be worn at all official functions.
- Business Professionals of America shall, under no circumstances, approve or condone the use or serving of alcoholic beverages by anyone during official functions on any premises contracted (i.e. hotel, convention center, etc.) This is in effect from the time the member leaves home until he/she returns home.
- Spouses may attend conferences if registered. They shall not have membership privileges and shall abide by all conference rules.
- Delegates shall keep their adult advisors informed of their activities and whereabouts at all times.
- Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an authorized Advisor.
- Non-registered individuals will not be allowed at conference activities.
- Whether at the conference site or in public places, delegates shall conduct themselves in such a manner, as to not bring reproach to the organization.
- Curfew each night shall be 11:00pm based on local time of where the conference is being held, and all delegates shall be in their rooms by curfew.
- Delegates are forbidden in rooms assigned to the opposite sex, unless accompanied by an official conference Advisor.
- Delegates shall conduct themselves in a professional manner at all times.

I _____ (print name) agree to follow all delegate conduct practices and procedures as outlined above.

Member Signature: _____

Local Advisor Signature: _____

Date: _____