

SPJST Rules of Conduct for Youth Activities

SPJST maintains a valued and well-deserved reputation for integrity, fairness and for providing the best protection for our members and their families. The SPJST Rules of Conduct are provided to help you make the right choices. While there may not always be specific laws to direct us, integrity and personal responsibility should guide our actions. Where there are laws, we have to obey them, and we should be aware that violations of the law; SPJST By-Laws or Rules of Conduct or guidelines set forth in the SPJST Youth Club Handbook can lead to disciplinary action, dismissal and prosecution. No matter how positive our image may be, it can be damaged by the actions of a few. For that reason, our behavior must be appropriate at all times. Our members have come to expect the highest standards of care and ethical behavior from anyone represent-

ing SPJST. We must continue to live up to those expectations. The Rules of Conduct reflect our ongoing commitment to ethical conduct, integrity and fairness.

All youth club members, leaders, chaperones, staff personnel or volunteers representing or acting on behalf of the SPJST have a responsibility and obligation to thoroughly know and understand the SPJST Rules of Conduct and SPJST Grievance Guidelines at Youth Activities. That is why you are requested to review these and acknowledge your understanding in writing. Your signed acknowledgement will become a permanent part of SPJST's files. If you have any questions regarding this acknowledgement, please contact the Supreme Lodge President or the State Youth Director.

SPJST has jurisdiction over youth club members during official SPJST state, district and local lodge activities. This jurisdiction includes any SPJST youth activity regardless of time or location. Youth club members who violate the Rules of Conduct will be subject to disciplinary action.

Youth club members at SPJST youth activities are prohibited from:

- Leaving SPJST activities without proper authorization from the party in charge.
- Hazing.
- Abusing property or equipment
- Selling, giving, possessing or using alcohol, tobacco products, illegal drugs, weapons, or fireworks.

- Any malicious or deliberate intent to do bodily harm.
- Stealing
- Engaging in inappropriate physical or sexual behavior disruptive or offensive to other members of the SPJST environment.
- Engaging in conduct constituting a felony as defined by law.
- Insubordination, such as disobeying a directive from SPJST representatives, being disrespectful or directing profanity, vulgar language, or obscene gestures towards members, leaders, SPJST staff or any SPJST representative.
- Disobeying the rules as set forth in the Current SPJST Youth Club Handbook.
- Driving a car at Camp. Keys will be turned

into the District Youth Counselor (DYC) upon arrival

- Negligence of assigned duties. (*Leader-In-Training assignments*)

Consequences for Violations

Punishment will be according to severity of the violation. The DYC or youth leader in charge will determine the proper punishment. Any decisions by the State Youth Director, DYC or youth leader at the time of the violation will be final. The State Youth Director, DYC or youth leader will discuss any serious violations with the youth's parent or guardian. Any formal opposition must be made as outlined in the SPJST Grievance Guidelines at Youth Activities.

SPJST Grievance Guidelines at Youth Activities

The Hearing Procedure for when a written complaint has been filed concerning adults and/or youth club members during SPJST state, district or local lodge youth activities is as follows:

- A. The Supreme Lodge Officers will appoint a three-member Grievance Committee, each from a different district other than the accused member's district.
- B. Should a complaint be made against any member for violating any part of the rules, regulations, by-laws, or Rules of Conduct for Youth Activities, provisions contained in *Robert's Rules of Order, Newly Revised* concerning formal procedures for fair disciplinary process must be followed, except if covered in Article 73 of the SPJST By-Laws, the SPJST By-Laws will govern.
- C. All proceedings under these rules shall be private. The name of the member under investigation shall not be disclosed in any communication or to any person other than to persons whose testimony is necessary in connection with the proceeding, or to members of the Grievance Committee. However, at the request of the accused member, a disciplinary hearing and the entire record and proceedings shall be made public. All communications concerning the disciplinary proceedings are to be marked "Confidential," and all disciplinary files are to

be maintained in strict confidence.

- D. In the event of a finding of guilt of the charges filed and a suspension or expulsion from a position, the member may appeal, in writing, to the Supreme Lodge President for a hearing before the Supreme Lodge. Such an appeal must be made within 15 days after receiving the Grievance Committee's notice of action. Likewise, the aggrieved member, if not satisfied with the Grievance Committee's findings, may appeal to the Supreme Lodge in the same manner as the accused member. Upon request by the Supreme Lodge President, the Grievance Committee will furnish a certified transcript of the proceedings to the Supreme Lodge President.
- E. The Supreme Lodge shall hear all evidence, and such manner can be suspended with a two-thirds vote of the members present and voting.
- F. The Supreme Lodge shall investigate thoroughly all facts pertinent to the issues of suspension or expulsion of a member from the position and sustain or reject such suspension or expulsion. All proceedings under these rules shall be private, and the name of the member under investigation shall not be disclosed in any communication or to any person other than the persons whose testimony is necessary in connection with the proceeding, or to any person other than to

persons whose testimony is necessary in connection with the proceeding, or to members of the Grievance Committee. However, at the request of the accused member, a disciplinary hearing and the entire record and proceedings shall be made public. All communications concerning disciplinary hearing and the entire record and proceedings shall be made public. All communications concerning disciplinary proceedings are to be marked "Confidential," and all disciplinary files are to be maintained in strict confidence. A representative of the Supreme Lodge shall make a full report of the findings and actions taken by the Supreme Lodge and inform the member under investigation.

- G. In the event that any accusation is found to be unfounded or based on personal spite or malice, the member making the accusation shall be reprimanded by the Supreme Lodge. If such member continues to make such disturbances, then his membership may be suspended.
- H. If a member is suspended for any other reason except nonpayment of premiums, dues and assessments, or misrepresentation or fraud at the time of admission into the Society, he may keep his insurance in force by paying his premiums as due. Except that he may retain his insurance in force, such a suspended member has no social connection with the SPJST or his former local lodge.

Disclaimer: Should there be any discrepancy or conflict in any rules, or should a contingency arise not covered by these rules, the SPJST Supreme Lodge President and/or State Youth Director reserve the right to interpret and proceed in the way they feel is fairest and best for all concerned.

I have read and understand the above texts entitled "SPJST Rules or Conduct for Youth Activities" and "SPJST Grievance Guidelines at Youth Activities" and pledge to govern myself accordingly.

Youth's Signature _____ Lodge No. _____ Date _____

Parent/Guardian's Signature _____ Date _____

Please write legibly and submit original to the SPJST Home Office. Make a copy for member's files.