

## **THE BOYS' CLUB OF NEW YORK CODE OF MEMBER CONDUCT**

BCNY's Code of Member Conduct is presented below. A major intent of the code is the establishment of a standard for acceptable behavior. Violation of rules in the Code of Member Conduct may result in disciplinary action including, but not necessarily limited to, suspension and/or expulsion from BCNY.

### **Member's Pledge**

As a member of the Jefferson Park Clubhouse I will always:

- Respect Myself (The way I talk, dress etc.)
- Respect Others
- Be Courteous
- Be Trustworthy
- Be Supportive
- Be Kind to Others
- Try My Best
- Be a Good Leader
- Maintain a Positive Attitude
- Believe that I am Someone Important
- Have a Membership Card at all Times

## **Code of Conduct Clubhouse Rules**

As a Jefferson Park Clubhouse member the following rules must always be followed:

- No Weapons
- No Fighting
- No Profanity (cursing, bad words)
- No Stealing
- No Name Calling
- No Cheating or Lying
- No Hurting Others in Anyway
- No Running, Pushing or Shouting
- No Loitering (no hanging out)
- No Electronic Devices
- No Drugs or Alcohol

There is a "0" tolerance level for fighting, carrying weapons and drug possession. It is understood that breaking rules (1, 2, 4, 8, & 12) will result in an immediate suspension and or expulsion from the clubhouse. Depending on the severity of the infraction, all other violations may result in suspension and or termination of clubhouse privileges.

## **RULES FOR MEMBER CONDUCT**

A. The purposes of listing rules for member conduct and disciplinary action that may be taken for violations are as follows:

1. To inform members and their families of what is considered unacceptable behavior.
2. To inform members of the possible consequences of unacceptable behavior.

Violation on the part of a member of any one or more of the following rules of conduct shall result in disciplinary action. Record of a disciplinary action shall be maintained at the clubhouse of attendance. Action may include, but not be limited to:

- Verbal and/or written reprimand;
- Loss of membership privileges;
- Confiscation of items not appropriate for BCNY;
- Loss of extracurricular activity privileges;
- Loss of leadership positions;
- Loss of privileges to attend or participate in special events or awards ceremonies;
- Loss of awards or recognition;
- Suspension, emergency removal, intervention referral, permanent expulsion, and/or referral to appropriate legal authorities.

The Code of Member Conduct governs member behavior at all times, on or near BCNY grounds, while riding BCNY provided transportation and during all curricular and/or extracurricular activities in any location. Further, it includes those members who assist or in any way participate in the violation of rules of the code.

### **1. Description of Inappropriate Conduct & Consequences**

A member shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, deceit, withholding of information or through any other conduct, cause the substantial and material disruption or obstruction of any lawful mission, process or function of the BCNY. A member shall not initiate or circulate a report or warning of an alleged or impending fire, explosion, crime or other catastrophe knowing that such a report or warning is false. Included in this prohibition are those members who assist or in any way participate in the violation of this rule. These actions are considered felonies and may result in legal action.

## **2. Damage or Destruction of Property**

A member shall not cause or attempt to cause damage to private or BCNY property or while participating on BCNY related trips. Included in this prohibition are those members who assist or in any way participate in the violation of this rule.

Members and their parents or guardians will be held responsible for any vandalism, damage, or destruction that the member commits on BCNY property. Payment for the complete restoration of the damage will be required.

Vandalism and the unauthorized use of property could be considered a felony.

## **3. Tobacco**

The use, possession or co-possession of tobacco in any form by members on or near BCNY property, on BCNY provided transportation or on BCNY-sponsored field trips is expressly forbidden. The member shall not use, possess or co-possess tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, rolling papers, look-alike tobacco products, chewing tobacco, snuff or any other tobacco, in any area under the control of BCNY. Included in this prohibition are those members who assist or in any way participate in the violation of this rule.

## **4. Alcoholic Beverages and Harmful Drugs**

A member shall not possess, use, transmit, attempt to transmit, or be under the influence of any illegal/harmful drug, alcoholic beverage, (including substances containing any measurable amount of alcohol such as "near-beer"), inhalants, mood-altering chemical, or mood altering substances. A member shall not possess or transmit drug paraphernalia and/or instruments, including rolling papers.

"Under the influence" is defined as manifesting before a BCNY official signs of drug or alcohol misuse such as, but not limited to, staggering, reddened eyes, odor of drugs or alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep during activities or any other behavior not normal for the particular member such that BCNY officials are led to uncover further evidence of the drug or alcohol misuse.

Included in this prohibition are those members who assist or in any way participate in the violation of this rule.

## **5. Assault/Fighting**

A member shall not cause physical injury, menace, intimidate, or behave in such a way that could threaten to cause physical injury or emotional stress to another person. A member shall not assemble to either observe or encourage an assault or fight nor inhibit BCNY personnel from intervening when a fight or assault occurs.

## **6. Arson/Unauthorized Fires**

A member shall not set nor attempt to set any unauthorized fires nor commit nor attempt to commit any act of arson. A member shall not have in his/her possession cigarette lighters, matches or any other items used to start a fire.

By law, staff members must report all "unfriendly fires" to administration that will be responsible of notifying the fire department.

## **7. Theft/Deprivation of Property**

A member shall not steal, attempt to steal or otherwise deprive the rightful owner of private or BCNY property, or possess or transmit lost or stolen property. Failure to return property to its owner or transmit it to BCNY officials is in violation of this code. Included in this prohibition are those members who assist or in any way participate in the violation of this rule.

## **8. Profane, Vulgar, or Other Improper Language**

A member shall not use profane, vulgar or other improper language or gestures including, but not limited to, racial or ethnic slurs.

## **9. Weapons ("0 Tolerance")**

A member shall not possess, handle, or transmit any object that can be considered a weapon (for example, but not limited to, guns, knives, chains, chemicals, to include mace, fireworks of any kind or other dangerous object or any object that looks like a weapon, the use of which is unrelated to the educational or recreational process of the clubhouse). Included in this prohibition are those members who assist or in any way participate in the violation of this rule.

## **10. Dress**

Clothing with profane or obscene pictures and/or lettering which refers to alcohol, tobacco, chemicals, or related material is prohibited. Clothing relating to gang colors, symbols or clothing styles is prohibited. Pants will be worn at the waist.

In circumstances that might be considered dangerous to a member wearing a particular mode of dress or hairstyle, that member may be required to wear special clothing for that period and/or some sort of hair restraint. Immodest or inappropriate clothing such as, but not limited to, hats, cut-off t-shirts, halters, or any clothing exposing the body are not permitted to be worn or displayed. Coats and jackets are to be kept in designated areas.

Members will be expected to comply with stipulations placed on them by staff that considers standards of dress as necessary parts of their programs (example: field trips, athletic squads, work programs, etc.).

## **11. Forgery or Impersonation**

Members shall not forge parent or guardian signatures on BCNY forms, attendance notes, or any other document, nor impersonate parents or guardian for the purpose of deceiving BCNY officials. Included in this prohibition are those members who assist or in any way participate in the violation of this rule.

## **12. Gambling**

Gambling or the possession of gambling devices (for example, but not limited to, dice) is prohibited. Included in this prohibition are those members who assist or in any way participate in the violation of this rule.

## **13. Insubordination**

A member shall not refuse to comply with the reasonable requests of staff employees or adult volunteers. In the case of extracurricular activities, "insubordination" shall also include the failure to comply with the rules or requirements established by the coach or advisor for that particular activity.

## **14. Physical Displays of Affection**

Physical displays of affection between members are not permitted. Included in this prohibition are those members who assist or in any way participate in the violation of this rule.

## **15. Off-Limit Areas**

Members may not occupy any rooms or areas designated as off-limits by BCNY administrators, or occupy any area at times during which such areas have been designated as off-limits. Included in this prohibition are those members who assist or in any way participate in the violation of this rule.

## **16. Dishonesty**

Members shall not engage in any dishonest behavior, including, but not necessarily limited to, cheating, providing false information, or misuse of technology. Included in this prohibition are those members who assist or in any way participate in the violation of this rule.

## **17. Merchandising**

Members shall not offer any items for sale to other members without the approval of the Clubhouse / Camp Director. Included in this prohibition are those members who assist or in any way participate in the violation of this rule.

## **18. Electronic Devices**

A member shall not use or possess, while in the clubhouse, electronic communication devices that are not related to the clubhouse's activities including, but not limited to, pagers, cellular phones.

## **19. Harassment (“0 Tolerance”)**

A member shall not harass, intimidate, disparage, incite, provoke, stalk, or threaten any individual on BCNY premises or otherwise disrupt the BCNY environment. For this purpose, harassment or intimidation includes: slurs; profanity, written information: denigrating remarks or actions: obscene gestures, the wearing or display of insignia, signs, buttons, clothing, or apparel; or other verbal or physical conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, handicap, age or sex that have the purpose or effect of (1) causing or intending to cause any other member or BCNY employee to be reasonably placed in fear of his or her personal safety; (2) causing or intending to cause a hostile, intimidating, or offensive educational environment for any other member or BCNY employee; (3) causing or intending to cause material disruption of programs; (4) unreasonably interfering with a member's curricular, co-curricular or extracurricular performance; or (5) otherwise unreasonably having an impact on a member's educational opportunities.

## **20. Violation of BCNY Rules**

A member shall not fail to comply with BCNY rules and regulations properly established for the safe and efficient operation of the clubhouse.

### **ZERO TOLERANCE**

BCNY has “zero tolerance” for violent, disruptive or inappropriate behavior by its members. This means that BCNY will seek to prosecute to the fullest extent of the law, anyone found violating any rule subject to the “Zero Tolerance” categorization.

### **DANGEROUS WEAPONS**

A member shall not possess, transport, transmit, conceal or attempt to possess, transport, transmit or conceal a dangerous weapon, firearm, knife, explosive or dangerous instrument, or “look-alike” counterfeit weapon, firearm, knife, explosive ordnance or dangerous instrument. "Look-alike" weapons, firearms, knives, explosive ordnance, or instruments include, but are not limited to, any object a reasonable person might consider under the circumstances a dangerous weapon, firearm, knife, explosive ordnance or dangerous instrument.

“Fire arm(s)” is defined as and shall include, but not be limited to: any weapon (including a starter gun) which will or is designed to or may readily be converted to

expel a projectile by the action of an explosive or other propellant at the frame or receiver of any such weapon any firearm muffler or firearm silencer or any destructive device. The definition of "destructive device" includes, but is not limited to: (1) any explosive, incendiary, or poisonous gas including, but not limited to, a bomb, grenade, rocket having a propellant charge, missile having an explosive or incendiary charge, mine, or a device similar to any of the devices described herein and from which a destructive device may be readily assembled.

"Knife" is defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing. This definition shall include, but is not limited to: straight razors, razor blades, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.

A member who brings a firearm or any other form of weaponry to BCNY or on to property owned or controlled by BCNY, to BCNY sponsored activities or events whether on or off BCNY premises, whether or not BCNY is in session, in any vehicle whose use is controlled or organized or arranged by BCNY, or at any time when the member is subject to the authority of BCNY personnel, shall be expelled from BCNY. The Clubhouse Director / Camp and Management Team may reduce, on a case-by-case basis, the required expulsion period or when the Director, in the Director's sole discretion, determines that the interest of the expelled member is served and the interest of other members, BCNY employees, and other members of the BCNY community are not disproportionately deserved by such a reduction.

## **CONSEQUENCES FOR VIOLATING CLUBHOUSE RULES**

Members who violate the BCNY rules are subject to a variety of consequences as deemed appropriate by the BCNY officials. The intent of the consequences is to control and improve the behavior of members.

### **1. Emergency Removal**

"Emergency Removal" means that a member may be removed from a program if it is determined that the member is a posing or a continuing danger to persons or property or poses an ongoing threat of disrupting program and activities within BCNY premises or premises used for BCNY activities.

### **2. Loss of Program Privileges**

"Loss of Program Privileges" means the exclusion from some or all of the activities in which a member is participating or eligible to participate unless otherwise specified. The exclusion from a particular activity is total and applies to practices, rehearsals, field trips, competitions, and all other activities related to the activity.

### **3. Parent Intervention Option**

In those instances when a member repeatedly violates the Code of Member Conduct, the Management Team and/or designee may modify the suspension/expulsion if the parents participate in an agreed upon intervention program such as, but not limited to, parenting classes, family counseling etc.

### **4. Suspensions**

All suspensions are made under the authority of all BCNY conduct code that provides procedural safeguards for the suspension of member from BCNY.

"Suspension" is defined as a removal of a member from BCNY's clubhouses and all activities the period to be determined by the Management Team. Examples are as follow:

- Repeated minor violations for which the member has been previously suspended for an accumulated total of fifteen (15) or more days. Further, it includes those members who assist or in any way participate in the violation of rules of the code.
- Transmission, sale, or attempted transmission of illegal/harmful drugs, beverages, mood altering chemicals or substances represented as mood-altering chemicals. Included in this prohibition are those members who assist or in any way participate in the violation of this rule.

## 5. Expulsions

All expulsions are made under the authority of all BCNY conduct code that provides procedural safeguards for the expulsion of member from BCNY.

"Expulsion" is defined as the "permanent" removal of a member from all BCNY's clubhouses and activities.

### **RECOMMENDATION FOR EXPULSION**

Listed below are violations that may be considered serious enough to warrant a recommendation for expulsion. This list does not represent an exclusive listing of all misconduct that might warrant a recommendation for expulsion. The following violations are offered as examples of misconduct that may warrant a recommendation to the Discipline Committee for the expulsion of a member. Further, they include members who assist or in any way participate in the violations of rules of the Code of Member Conduct.

- Willful destruction or vandalism of BCNY or other's property on or off BCNY grounds. Included in this prohibition are those members who assist or in any way participate in the violation of this rule.
- Willful physical contact of administrator or other BCNY employee. Included in this prohibition are those members who assist or in any way participate in the violation of this rule.
- Repeated violation of the alcoholic beverages and harmful drugs rules. Included in this prohibition are those members who assist or in any way participate in the violation of this rule.

## **SUSPENSION AND EXPULSION PROCEDURES FOR MEMBERS EXHIBITING DRUG AND/OR ALCOHOL RELATED BEHAVIOR IN VIOLATION OF THE CODE OF MEMBER CONDUCT**

If the member is in possession of, or behavior is determined to be related to, the illegal use or misuse of drugs, alcohol (including beverages containing a measurable amount of alcohol including, but not limited to, "near-beer") or substance believed to be or represented as a mood altering chemical, drug paraphernalia or instruments such as pipes, roach clips, syringes, hypodermic needles, rolling papers, cocaine spoons, kits, or any other item normally or actually used for the packaging, conveyance, dispensing or use of illegal drugs, the member shall be suspended and/or recommended for expulsion in compliance with the member's due process procedures and Code of Member Conduct. Disciplinary actions shall progress as follows:

- 1st offense – One (1) week (reduced to three (3) if willing to participate in an evaluation and treatment.)
- 2nd offense – Two (2) weeks (possible recommendation for expulsion)
- 3rd offense - Expulsion

In the case of possession for sale or transmission of illegal drugs, alcohol or drug paraphernalia or a substance believed to be or represented as a drug, the Discipline Committee shall recommend the member for expulsion from BCNY on the first offense.

If it is determined that when a member is in possession or control of illegal drugs or substance believed to be or represented as a mood altering chemical and/or has transmitted same to others, law enforcement officials may be notified and requested to take appropriate action. Efforts will be made to notify parents of BCNY's intent to notify law enforcement officials and to give the parent(s) the opportunity to be present while their member is interviewed by law enforcement officials.

### **PERMANENT EXPULSION**

BCNY may seek the permanent expulsion of a member who is convicted of committing or adjudicated as a delinquent child for committing one or more of the following acts:

1. Carrying deadly weapons or dangerous articles onto BCNY property or to a BCNY function.
2. Possessing deadly weapons or dangerous article on BCNY property or at a BCNY function.
3. Carrying a concealed weapon on BCNY property or at a BCNY function.

4. Trafficking or aggravated trafficking in drugs or the sale of a controlled substance on BCNY property or at a BCNY function.
5. **Murder, aggravated murder, voluntary manslaughter, or involuntary manslaughter on BCNY property or at a BCNY function.**
6. Felonious assault or aggravated assault on BCNY property or at a BCNY function.
7. Rape, gross sexual imposition, or felonious sexual penetration on BCNY property, at a BCNY function, or when the victim is a BCNY employee.

Complicity in any of the above offenses, regardless of whether the act was committed on BCNY property or at a BCNY activity.