Maine Model United Nations Conference
XVIII
University of Southern Maine
May 18th-20th

Code of Conduct and Conference Rules
Photo Consent
Release and Assumption of Risk

Directions
Advisors: Please either provide this form for your delegates. Hard copies are required for every student participating in MeMUNC.

Please read this entire document carefully. Signature noting acceptance and understanding of the following are REQUIRED FOR PARTICIPATION IN MeMUNC:
✓ Code of Conduct and Conference Rules
✓ Release and Assumption of Risk

Completed forms are to be either mailed in advance of the conference or turned in to MeMUNC Staff at Registration. As always, please contact us with any questions.

Thank you!
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RULES & RELEASES

I, ____________________________, of ____________________________,

(Name) (Town, State/Country)

a student enrolled at ____________________________

(Name of School)

having been born on ____________________________, acknowledge, declare and agree as follows:

(mm/dd/yyyy)

CODE OF CONDUCT AND CONFERENCE RULES

The Maine Model United Nations Conference (hereinafter referred to as MeMUNC) was founded on the principle of respect for diversity and the necessity of preparing our future leaders for success in an increasingly globalized world. Through preparation for and participation in MeMUNC, students gain an understanding of the complex realities and challenges facing the international community. Thus, all MeMUNC participants, including delegates, staff, school Advisors and guests are expected to follow a mature, professional and respectful code of conduct at all times and are expected to have read, understand and agree to abide by this code of conduct and the specific conference rules outlined below.

I. CODE OF CONDUCT

➢ Delegates, Advisors and staff at MeMUNC are responsible for their own behavior. To ensure a successful conference, all participants must act in a manner respectful of the rights of others.

➢ MeMUNC staff and school Advisors share an equal responsibility for the enforcement of these rules and behavior guidelines, regardless of where they are from. Delegates are to respect all members of MeMUNC and USM staff, as well as all school Advisors. Advisors will be held responsible for the behavior of their delegation.

➢ MeMUNC’s success is both defined and enhanced by the diversity of participant backgrounds it attracts. The cultural, ethnic, racial, and even religious diversity of MeMUNC participants is what makes this program unique and indispensible. Therefore it is a given that differences are to be respected at all times, both in and out of committee session.

➢ ALL University of Southern Maine (USM) facilities are to be treated with respect and care at all times. Use of these facilities is a privilege, and your behavior towards them directly impacts MeMUNC’s ability to use them in the future.

II. CONFERENCE RULES

Derogation from any of the following rules may result in disciplinary action as deemed appropriate by MeMUNC staff and respective school Advisors. These actions may include immediate expulsion from all MeMUNC activities and committee sessions, payment for damages incurred, notification of parents/ legal guardians and contacting law enforcement if necessary. The Executive Director of MeMUNC or his/her designee has the authority to interpret these rules and apply any disciplinary action he/she deems appropriate to uphold the integrity of the conference.
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RULES & RELEASES

Please note that Federal, State, County, City and USM laws/rules apply to all MeMUNC delegates, Advisors, staff and guests at all times.

1. Rude, disrespectful, cruel or otherwise offensive behavior toward any delegate, staff member, Advisor or guest, in or outside of committee, will not be tolerated. Harassment of any individual based on his/her race, gender, sexual orientation, ethnicity, religion, disability, national origin, appearance or any other criteria is strictly prohibited. Bullying, name-calling and any form of hazing are also prohibited.
2. Any act of vandalism, destruction of property, or misuse of a facility may be considered a crime and will be treated as such.
3. Consumption and/or possession of alcohol by those less than 21 years of age are strictly prohibited, as is possession/consumption of illegal drugs by ANY individuals.
4. USM IS NOW A SMOKE-FREE CAMPUS. NO SMOKING ANYWHERE AT ANY TIME.
5. Weapons of any kind and items that could cause injury or damage to participants and/or property are strictly prohibited.
6. Theft and/or shoplifting are crimes and will be treated as such. This includes food items from the cafeteria.
7. Activities that endanger the health/safety of yourself or others are prohibited.
8. For safety reasons, all MeMUNC participants will wear their assigned badges at all times, and keep them visible. MeMUNC staff and Advisors must be able to immediately distinguish between MeMUNC and non-MeMUNC participants. ABSOLUTELY NO SWITCHING/SHARING OF BADGES. $5 will be charged for replacing a lost badge.
9. Inappropriate and/or uninvited physical contact between any delegate, MeMUNC/USM staff member, advisor or guest is not allowed.
10. Participants shall observe all curfews and be in their **ASSIGNED** dorm rooms at the established curfew times.
11. Delegates wishing to change dorm rooms are required to get approval from their school Advisor **AND USM RESIDENTIAL LIFE BEFORE SWITCHING.** For safety reasons, an accurate dorm assignment list is needed at all times.
12. Dorm rooms are **NOT** co-ed. Unless an Advisor is present in the dorm room or has given permission, delegates are not allowed to be in any dorm room with a member of the opposite sex.
13. Delegates are not allowed to leave the USM campus unless accompanied by an Advisor or MeMUNC/USM staff member.
14. Dorm keys and passcards are given to Advisors at registration. A sizeable fee will be charged to the delegation for any lost dorm key(s) or passcard(s). If locked out, delegates will be let in **ONCE.** Repeated lock-outs will result in the delegate’s Advisor being notified.

**III. CONDUCT AND RULES DURING COMMITTEE SESSION**

1. DRESS CODE: The minimum standard of dress required is business casual. All participants are encouraged to dress according to Western Business Attire, as that is more in line with the professional level of the conference. The MeMUNC dress code is required during all committee sessions, as well as opening and closing ceremonies. The Secretary-General and his/her MeMUNC staff have the authority to determine both the appropriateness of appearance and participant attire.
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**RULES & RELEASES**

**Appropriate female clothing:** Western Business Attire, suits (with or without jacket), dresses, skirts, sweaters or blouses, and coordinated slacks/top combinations. No jeans, denim jackets, shorts or flip-flops allowed.

**Appropriate male clothing:** Western Business Attire (full suit with tie), business casual attire, and slacks ("Dockers" types are OK) with collared shirts (polo/golf type or short/long sleeve button shirts). Socks must be worn at all times. No jeans, denim jackets, shorts, sandals (including flip flops) or collarless shirts of any kind.

*The following clothing is not permitted at any time during MeMUNC: clothing with rude, offensive or otherwise inappropriate logos/markings on them, mini-skirts, belly shirts, halter tops, strapless tops, tops with holes in them, or any otherwise revealing clothing. Flip-flops/plastic beach shoes are ONLY permitted during free time.*

2. Delegates must be present and punctual for all committee sessions.
3. The use of cell phones, iPods, iPads, pagers, Blackberries, and all other electronic devices is strictly prohibited in committee session. **TURN ALL SOUNDS OFF.**
4. Contents of notes passed in committee must be kept strictly to the agenda topic. Notes will be monitored and inappropriate notes will be dealt with immediately, particularly notes that violate any element of Conference Rule #1.
5. Do not interrupt another delegate, MeMUNC staff member, advisor or invited guest.
6. Be respectful of other delegates. Sit up straight in your chair and do not fall asleep.

**IV. DISCIPLINARY ACTIONS**

MeMUNC ASSUMES ABSOLUTELY NO LIABILITY FOR COSTS RELATED TO VIOLATION OF THESE RULES OR SUBSEQUENT DISCIPLINARY ACTION. ALL EXPENSES AND LOGISTICAL ARRANGEMENTS RELATED TO ANY DISCIPLINARY ACTION ARE THE SOLE RESPONSIBILITY OF THE DELEGATE/DELEGATION, ADVISOR, AND PARENT(S)/LEGAL GUARDIAN(S) CONCERNED. DELEGATIONS MUST BE PREPARED TO ASSUME ANY AND ALL FINANCIAL OBLIGATIONS IMMEDIATELY.

Advisors are welcome to institute their own set of rules concerning their delegation’s behavior. However, the rules and behavior guidelines set out in this document are the minimum standard, and must be adhered to at all times. No delegation-specific rule may violate the rules set forth in this document.

**PHOTO CONSENT**

I hereby grant full permission to the University of Southern Maine Marketing and Brand Management/Public Affairs offices and the Department of History & Political Science/Maine Model United Nations Program to use my photograph and name (if necessary) in any publication or advertising materials (printed or electronic). This consent also serves to waive all rights of privacy or compensation, which I may have in connection with the use of my photograph and/or name.
RELEASE AND ASSUMPTION OF RISK

1.) That I have voluntarily agreed to participate in the Maine Model United Nations Conference at the University of Southern Maine from May 18-20, 2016, and in consideration of being permitted to participate in this activity, do voluntarily execute this “Release and Assumption of Risk” on behalf of myself, my heirs and next-of-kin, my personal representatives and my estate.

2.) I acknowledge that I have been fully informed of the nature, scope and demands of the Maine Model United Nations Conference and I understand that this activity may include other similar activities that could be dangerous to me.

*See below for risks and dangers of this specific activity.

3.) I accept and assume full responsibility for all harm and injury, of every nature, including death, which may occur to me or which I may suffer, and for all damages or loss to any personal property owned by me while I am participating in this activity and, in furtherance thereof, I agree to indemnify and hold harmless the University of Maine System, its Trustees, faculty, employees and agents from and against any and all claims, demands, actions or causes of action, on account of damage to my personal property, or my personal injury, or death, which may occur or result directly or indirectly from my participation in this activity, and which are not the result of the negligent act or omission of the University of Maine System, its Trustees, faculty, employees and agents.

4.) I understand that it is not the purpose of this activity or the responsibility of the University of Maine System that safety rules and regulations be taught but only that reasonable safety standards be adhered to and agreed to by all participants. I acknowledge that the University of Maine System does not serve as a guardian of students’ safety and its faculty, employees and agents will not be responsible for administering any required first aid, treatment or medication to me.

5.) I declare that I am able to physically withstand and cope with the indicated rigors of this activity, with or without an accommodation. If an accommodation is needed, I will contact Tim Ruback, Director, at truback@gmail.com within one week prior to the conference.

6.) I request that this “Release and Assumption of Risk” be construed and interpreted pursuant to the laws of the State of Maine, and if any portion thereof is held invalid, I request the remainder continue in full force and effect.

*Such dangers, hazards and risks of this activity may include, but are not limited to injuries inflicted by the following:

- Participation in social events (dance, recreational sports, etc).
- Participation in committees
- Living in University residence halls
- Eating meals in University dining facilities
SIGNATURE PAGE

✓ CODE OF CONDUCT AND CONFERENCE RULES

Delegate Signature

Parent or Guardian Signature (REQUIRED)

Advisor Signature

Secretary-General, MeMUNC XVIII

✓ PHOTO CONSENT

Student’s Name

Address

City

State

Zip

Parent/Guardian’s Name (required if delegate is under 18)

Signature* Phone Number

*If under 18, signature of parent or guardian required

✓ RELEASE AND ASSUMPTION OF RISK

I declare that I completely understand and have fully informed myself to the terms and conditions of this “Release and Assumption of Risk” by having read it; or having it read to me, before signing.

Assented and agreed to on this ____________ day of ____________________, 2016.

Delegate Signature

Parent or Guardian (if under the age of 18 years)