



## Royal Scottish Country Dance Society, Twin Cities Branch

### Code of Conduct

#### **SECTION I BEHAVIOR EXPECTATIONS**

Scottish Country Dancing is an enjoyable activity created within an atmosphere of trust and camaraderie within a group of people dancing together. The Royal Scottish Country Dance Society, Twin Cities Branch, wants to assure that a welcoming and safe environment for all Dancers is always provided.

Courteous and respectful behavior is expected at all times at Branch Events, Classes and Performances. The objective of this Code of Conduct is to inform Members that the Branch takes problem behavior seriously, and to assist the Board in responding more effectively should the need arise.

The following behaviors detract from the trust and camaraderie among Dancers and are not acceptable at Branch Classes, Events, Performances or meetings.

#### **A. Disruptive Behavior**

Disruptive behavior means willfully engaging in behavior that substantially or repeatedly interrupts Class or rehearsals; or disrupts Branch Classes, Events, Performances or meetings.

Disruptive behavior includes but is not limited to: repeatedly interrupting the Instructor and interfering with either the Instructor's ability to teach or the students' learning; making rude or derogatory remarks to the Instructor, other Members or the audience; swearing or yelling; engaging in teasing or horseplay that detracts from the Class, Event, Performance or meeting.

#### **B. Threatening, Harassing, or Assaultive Conduct**

Threatening, harassing, or assaultive conduct means engaging in conduct that endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to: offensive verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, inappropriate physical contact, and unwelcome sexual attention, physical or verbal threats or abuse; assault or other physical violence.

#### **C. Inebriation or Influence of Drugs**

Any Dancer whose behavior is apparently or obviously affected by an impairing substance is subject to the same sanctions applying to other problem behaviors.

## **D. Violation of Federal or State Laws**

Violation of federal or state laws means engaging in conduct that violates a federal or state law, including, but not limited to, laws governing alcoholic beverages, drugs, sex offenses, or indecent conduct.

## **F. Violation of Minnesota Renaissance Festival Rules**

The Branch's contract to perform at the Minnesota Renaissance Festival may contain behavior requirements that are more restrictive than this Code of Contact particularly with respect to alcohol consumption. Branch Members and Guests performing at the MN Renaissance Festival are subject to those requirements.

## **SECTION II REPORTING A CODE OF CONDUCT INCIDENT**

### **A. Chain of communication**

- If an incident occurs and is witnessed by the Chair, the Chair shall respond immediately to try to resolve the incident. If the Chair is absent, the Instructor, FOD or Event coordinator in charge who witnessed the incident shall respond.
- If a Dancer wishes to report an incident they are encouraged to do so as soon as reasonably possible to a Member of the Board.
- Upon notification of a conduct incident or report, the Chair shall identify a Conduct Response Delegate (CRD).

### **B. Report of a conduct incident (Initial response)**

- Board Member or CRD shall respect the reporting individual's needs and wishes.
- Find a relatively safe and private place to talk with the reporting individual.
- Document as much as possible, including the time of the incident, names, location, etc.
- Share the information with the Board according to Time for Response guidelines.
- Follow up according to Time for Response guidelines
- Communicate with the reporting individual at each step in the process

### **C. Time for response**

- Chair informs the Board about the incident or report within 24 hours of notification
- Written summary of the incident issued to the Board within five (5) days by the Chair or CRD.
- Update the Board if additional information from other branch Members becomes available
- Board shall determine what response is needed (e.g. email discussion is acceptable if a meeting is not possible quickly).
- A Board Meeting, if necessary, should be held as soon as possible, ideally within two (2) weeks of the Board receiving the written summary of the incident.

## **D. Board Response**

- Identify time frame and parties responsible for response
- Determine if a Code violation occurred
- Determine consequences commensurate with the seriousness of the violation.
- Enforce any appropriate consequences.

## **E. Official Statement**

- If a Dancer is issued a warning, removed from Class or put on probation, that individual will be informed verbally or in writing by the CRD.
- If a Dancer is suspended or expelled, a formal statement will be made to the Branch and a statement posted via the Branch's current formal communication method.
- The CRD shall notify the reporting individual of the Board's decision.
- Record a summary of the Board's decision officially as part of the Board's Minutes.

## **SECTION III SANCTIONS**

Any Dancer found by the Board to have violated or to have attempted to violate the Code is subject to appropriate disciplinary action under this policy. The following sanctions may be imposed:

### **A. Interim Suspension**

The Board Chair may impose an immediate suspension on a Dancer pending a hearing or meeting by the Board. During the interim suspension, the suspended person shall be denied access to all Branch activities or privileges until investigation is completed and the Branch has officially notified the Dancer.

### **B. Warning**

A warning means the issuance of an oral or written warning or reprimand. A warning may be issued by the Chair, Instructor, FOD or Event coordinator. The person issuing the warning must report this to the Board as soon as possible.

### **C. Removal from Class, Event or Performance:**

The Chair, Instructor, FOD or Event coordinator may ask a Dancer to temporarily leave the dance set, leave an Event, or leave a Performance if a Dancer's behavior is found to violate this Code of Conduct, in their judgment.

### **D. Probation.**

Probation means special status with conditions imposed for a defined period of time and includes the probability of more severe disciplinary sanctions if the person is found to commit a further violation during the probationary period.

## **E. Suspension**

Suspension means separation of the person from Branch activities and Events for a defined period of time, after which the person is eligible to return. Suspension may include whatever conditions for re-admission the Board considers appropriate to protect the safety and well being of the Dancers.

## **F. Expulsion**

Expulsion means the permanent separation of the person from the Branch. Branch will notify RSCDS Headquarters that the Membership is terminated. Attendance at any RSCDS Branch Class, Event or private Performance is prohibited.

## **SECTION IV DEFINITIONS**

**Branch** – Royal Scottish Country Dance Society (RSCDS), Twin Cities Branch

**Board** – Board of the Branch

**Chair** – Chair of the Branch's Board.

**Class** – regular lessons provided by the Branch

**Conduct Response Delegate (CRD)** – person assigned by Chair or Board to coordinate response to a behavior problem

**Dancer** – any dancing Member or Guest

**Event** – any social dance or ball sponsored by the Branch

**FOD – Facilitator of the Day** – designated Performance contact for the Branch at a Performance

**Guest** – any visitor to the Branch activities, visiting Dancer, all Musicians and volunteers

**Instructor** – designated Instructor of the Branch

**Member** – Member of the Branch

**Musician** – paid or unpaid Musician providing music for the Branch

**Performance** – any Performance by the Branch

**Persistent Violations** – Persistent violations means engaging in repeated conduct or action in violation of this Code.