



TOP TEENS OF AMERICA

CODE OF ETHICS

Chapter _____ Area _____

The following “Code of Ethics” must be adhered to while participating and/or attending any Local, Area or National Top Teens of America event. You are required to read this document in its entirety and acknowledge your understanding of the complete “Code of Ethics” which must be followed at all times.

1. All Top Teens are expected to be present at all TTA meetings and activities. If a Teen is unable to attend, the Chapter Top Teens Advisor (TTA) and Assistant Top Teens Advisor must be notified. Approval of where the Teen will be will be determined by the Chapter Top Teens Advisor or the Chapter Assistant TTA Advisor in the absence of the Chapter TTA Advisor.
2. All Top Teens must strictly adhere to the established curfew at all times. All Top Teens must be settled in their room by 12:00 AM (MANDATORY). All visitations in other rooms ends at 12:00 A.M. (Midnight). The National Top Teens Director with the agreement of the National TLOD President will determine any extensions of this hour, and said extension will be communicated to all Top Teens.
3. Top Teens are not to leave the meeting/convention site and/or hotel under any circumstances without the permission of and direction from their Top Teens Advisor. Any Teen doing so without permission, will be disciplined. All TLOD members (mother, aunt, grandmother or other relatives) must respect the directives of TTA Advisors when TTA members are under the auspices of TLOD members.
4. Alcoholic beverages, marijuana, illegal stimulants, depressants, or weapons are not permitted at any function or activity of Top Teens of America. Any Top Teen found with any of these substances will be disciplined. Parents and the proper authorities shall be notified of any Teen’s involvement in any illegal activities and shall be sent home at the parent’s expense.
5. There shall be no co-ed visitations in the hotel sleeping rooms at conferences. **THERE ARE ABSOLUTELY NO EXCEPTIONS.** Any co-ed visitation will be considered a breach of the Code of Ethics and will be handled accordingly.
6. Top Teens, and especially the TTA Officers, represent TLOD and should therefore be role models and shall conduct themselves in a manner that will be a credit to the organization: demonstrating good manners, dressing in the proper attire, exhibiting high moral and ethical behavior and character and avoiding unnecessary boisterousness.
7. Top Teens may not be a parent, and if a Teen becomes a parent, the Teens membership shall be terminated.
8. Dress for the occasion: Proper attire for a Teen includes: hemlines no more than three (3) inches above the knees at any time. No sagging. No see-through tops or extremely low cut tops. No short shorts where pants can be worn. Mid-calf capris may be worn when pants are used. **No jeans shall be worn unless communicated by TTA Advisor.**
9. Cooperation and self-control are necessary when participating in chapter meetings.
10. No Teen has the right to treat another in any manner that will cause physical or emotional pain. Therefore, harassment or bullying of any kind is considered unacceptable behavior.
11. Coercion or bullying, threats, or physical abuse will be dealt with accordingly.

12. Top Teens shall abide by the national TTA governance, the local chapter rules, TTA Code of Ethics and TTA Bylaws.
13. A Top Teens Review Board shall be appointed to review cases of Teens allegedly or known to have violated the Code of Ethics.
 - a. The National Review Board shall be composed of seven (7) Top Teens consisting of the National TTA President and one Teen from each Area, three (3) TTA Advisors from the National Advisory Council and the National TTA Director. The National TTA President shall preside. Should the original grievance be against the National TTA President, the National Officer on the Review Board shall be the National TTA First Vice President.
 - b. The Area Review Board shall be composed of five (5) Top Teens within the Area, consisting of three (3) TTA Chapter Advisors and the Area TTA Advisor. The Area TTA Advisor shall appoint the five (5) Teens and three (3) TTA Chapter Advisors. The Area TTA President shall preside over the Review Board. Should the original grievance be against the Area TTA President, the Area Officer on the Review Board shall be the Area TTA First Vice President.
 - c. The Chapter Review Board shall be composed of four (4) Top Teens consisting of three (3) members of the Chapter and the Chapter President, the TTA Chapter Advisor and two (2) Top Ladies of Distinction, Inc. from the Chapter TTA Service to Youth Committee. The Chapter TTA President shall preside over the Review Board. Should the original grievance be against the Chapter TTA President, the Chapter Officer on the Review Board shall be the Chapter First Vice President.
 - d. The decision of the Board is final upon consultation with the Chapter TLOD President of the chapter where the Top Teen is considered a member. If the infraction takes place at Area, it will be in consultation with the respective Area Director, if at National, it would be the National TLOD President.

Penalties for infractions shall be any of the following:

- (1.) If the Teen is an officer – removal/suspension from office
- (2.) Recommendation to National for revocation of TTA membership
- (3.) Teen becomes ineligible to compete for awards. Chapter shall forfeit any awards received.
- (4.) Fines may be imposed upon the Teen(s) determined by the chapter per infraction; and/or Community service time (documented by the Chapter TTA Advisor)
- (5.) The use of monies collected from fines shall be designated by the chapter
- (6.) Inability to attend a National, Area or Cluster event

Please refer to TTA Governance, 2015 Edition, National Bylaws, Article III Membership, Sections 4 and 5 for additional clarification.

14. Inappropriate physical contact of any type (i.e. PDA, twerking, groping, touching, fondling, bumping and grinding) and any other conduct and behavior that are not considered appropriate are prohibited.
15. There is zero-tolerance for fighting or other illegal and immoral activities. Violators will be subject to established consequences.
16. Top Teens must follow all local, state and federal laws without question.
17. All cell phones, smartphones, and other electronic devices (e.g., tablets, iPods) must be turned off during TTA meetings unless approved by the TTA Advisor.
18. Profanity and abusive language is prohibited.

- 19. Teens are prohibited from taking inappropriate photos or recordings of other Top Teens with cell phones or other electronic devices and down loading, uploading or sharing them electronically.
- 20. Documentation of service is a required and valuable part of our program, therefore a photo release form must be on file for all Teens.

I have read, understand and will comply with the established Code of Ethics. Failure to do so will result in National, Area and Chapter imposed sanctions as previously listed, and my parents being notified.

Reviewed Code of Ethics with Teen and Parent/Guardian present:

Teen Name	Teen Signature	Date Reviewed
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Parent/Guardian Name	Parent/Guardian Signature	Date Reviewed
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Reviewed by TLOD President: _____

Signature	Date Reviewed
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Reviewed by Chapter TTA Advisor: _____

Signature	Date Reviewed
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