



PROGRAM RULES 2017-2018

1. **Attendance Requirements:** Attendance is mandatory. A Class member will be automatically dismissed from the Class, and cannot attend future functions of the Class, upon the occurrence of any of the following:
 - The Class Member misses any part of the mandatory two day overnight team building retreat meetings, functions, or activities;
 - The Class Member is absent from any two class meetings, functions, or activities;
 - The Class Member is absent from one class meeting, function, or activity and late twice in any one or more class meetings; functions, or activities; or
 - The Class Member is late four times in any class meetings, functions, or activities.
 - **Late**: Being late is defined as being late at the commencement of any portion or segment of the Class program (seated in place) or leaving prior to the conclusion of any portion or segment of the Class program, including breaks.
 - **Absence**: An absence is defined as missing more than one-half of a class meeting, function, or activity.

2. **Attendance Policy:** Attendance is strictly enforced in all circumstances. Compliance with attendance policies will be determined by, and inquiries about a Class Member's attendance status should be directed to, the General Chair. The Steering Committee's decision regarding compliance with attendance policies is final.

3. **Tuition:** Tuition must be paid in full before 5 p.m. Friday August 4, 2017. Tuition is not refundable under any circumstances.

4. **Conduct:** Appropriate conduct befitting the integrity of the Leadership Denton Program is required at all meetings. Insightful questions directed to speakers are encouraged, but argumentative or derogatory comments will not be tolerated. Failure to comply with conduct requirements may result in the Class Member being removed from that class meeting.



- 5. Attire:** Professional/Business attire (coats and ties for men, similar for women) will be worn at all Class meetings unless otherwise announced. Some Class tours will require closed toe, flat shoes. These tours will be announced in advance. Failure to comply with attire requirements will necessitate the Class Member acquiring appropriate attire before participation in a class meeting.
- 6. Electronic Devices:** WITHOUT EXCEPTION, no telephones, beepers, remote message devices, cameras, recorders, or other electronic devices, and no audio or video recordings, are allowed in the classroom or during any portion of a class meeting.
- 7. Tobacco:** Use of tobacco products is not permitted during any portion of class meeting. Use of tobacco products before or after class meetings or during breaks is permitted only outside the classroom and subject to building rules.
- 8. Alcoholic Beverages:** Alcoholic beverages are strictly prohibited during class meetings, including breaks. Inebriated Class Members will be removed from that class meeting.
- 9. Name Tags, Placards & Notebooks:** Name tags must be worn at all times during class meetings. Notebooks must be brought to, and name placards displayed at all class meetings except those which are exempted by the Program Co-Chairs.
- 10. Assessment.** Class evaluations must be completed within 24 hours of the session.
- 11. Outside Persons and Media:** Except for the graduation banquet, all class meetings and activities are closed to all persons not directly involved in the program, including spouses, children, relatives, friends, and the media. This prohibition is strictly enforced.



12. Group Projects: Participation in the preparation and presentation of group projects is required of all class members, without exception. No class time will be allocated to projects other than a brief progress report at each monthly Class meeting and final presentation of projects at the April class meeting; therefore, initiative and planning by each project participant will be essential.

13. Information & Inquiries about the Program: Although Leadership Denton is sponsored by the Denton Chamber of Commerce; the Program is administered and maintained with a high degree of autonomy by the Steering Committee. Therefore, (with the exception of the application process) inquiries about the Program, class meetings, and other information should be directed to the Program Co-Chairs and General Chair, not the Denton Chamber office. The Chamber staff will most likely not have needed information about specific Program matters and changes.

14. Compliance with Program Rules: The Program Co-Chairs and General Chair are responsible for enforcement of Program Rules. Class members should comply with their requests regarding conduct during class meetings. Class Members' compliance with and violations of Program Rules will be determined by the Steering Committee, whose decision is final. Class members may be dismissed from the Program for flagrant violation or repeated violations of Program Rules.