**Club Standards**

**Current Service Year: 2021-2022**

# COVID-19 Changes

The below standards are subject to change as the COVID-19 situation changes.

* Masks are mandatory for all meetings and events.
* QR Codes will be used to incorporate online resources into the meeting - look at them with your camera to scan them.

# The Club Year

* Key Club **service years** do not directly correspond with the school year.
  + Service years change upon the conclusion of the Key Club District Convention (DCON), generally in March.
* If you have any questions, issues, or concerns whatsoever, [contact an officer here](https://drive.google.com/file/d/19etcGapJIn45mtR5MXNZr22HUuqX3iUh/view?usp=sharing).

### **Membership/Dues**

* In order to be an official member of Key Club, dues need to be paid.
  + **Early Bird Dues: $15, Normal Dues: $20**
  + **Early Bird Deadline: November 4th, 2021**
* Official membership in DHS Key Club lasts for the service year you paid dues in.
* When [registering to be a member,](https://docs.google.com/forms/d/13moliC3EePgvD5YQALj5Fr_yZWA29a8ArrhVRhGdsUY/edit?usp=sharing) use the name you would like to be officially registered as**.**
  + **You will be expected to use this name for anything Key Club related.**
* You MUST be an official member in order to earn service hours, and attend DCON.

### **Meetings**

* As of the ‘21-’22 year, Dulaney Key Club will hold general meetings every Thursday at:
  + **In-Person Meetings**: 2:45 pm.
  + **(In the event of) Virtual Meetings:** 3:15 pm.
    - [*Use this link to attend virtual meetings*](https://meet.google.com/hvm-dauz-jon)
* In the general meeting, club news, events, and other information will be shared.
* Following the general meeting, there will be a board meeting.
  + **Everyone is invited to stay after for the board meeting!**
  + The board meeting is for those who want to be more involved in Key Club.
  + To gain access to the resources that the board has, please show up to the board meeting and [fill out this form](https://docs.google.com/forms/d/1lyT2qn5RADK6Fl6ac6FE2RsFXu4FCtYSVGlcujQO2gg/viewform).

### **Events (Participation)**

* Every event has at least one event chair - someone who will coordinate the event.
  + If you have any concerns about the event, make sure you contact them first.
* To sign-up for an event, contact an event chair, [use our online website](https://dulaneyhighkeyclub.wixsite.com/dulaneyhighkeyclub/event-signup), or scan the QR code for the event during the meeting!
* When signing up for an event, **use the name you registered in Key Club under.**
  + *If you list a name that’s different from your officially registered name, we will have issues granting points to you.*
* After signing up for an event, **you will be expected to show up.**
  + If you must cancel, please contact the event chair about it **at least a few days** prior to the event occurring.
* If you do not show up, **event chairs have the jurisdiction to deduct points** if you did not contact them.
  + *The only exception would be if there was a genuine emergency*
  + Deducted points cannot be more than the total amount of points a member can earn for the event.
* Points for an event depend on the event chair and board, though they usually will follow these general rules:
  + **Minimum Points**: 0.5 points
  + **Maximum Points**: 5 points.
    - *This is a soft limit. There may be exceptions.*
  + For every service hour of volunteering, 1 point will be earned
  + For donation-type events, donations per point will be specified by the chair.

### **Events (Chairing)**

* If you would like to chair an event, please stay for the board meeting after the general meeting.
* If you would like to chair an existing/new event, raise your hand or notify the President when they ask for chairs.
* If you have a proposal for a new event, you may propose it during the meeting.
  + Please have a general idea of what your event will be about, and if you will need any helpers.
* After having an event proposal approved, [refer to this guide to chairing events](https://docs.google.com/document/d/10lmFM6l3hTcJn6prv4vXfCaMi9wlHVZQ2eGlF--Q3gA/edit?usp=sharing).

### **Points**

* **In Dulaney Key Club, points equate to service hours.**
  + You may view your points [here](https://pandakidz2.github.io/DHSKeyPoints/points.html) (Login Token: DHSKeyClub)
  + Alternatively, you can view the spreadsheet directly [here](https://docs.google.com/spreadsheets/d/1L88aiK9tt3bM2OZzvztkVLktJeiBv1XYzeIjrTg6vPE/edit?usp=sharing).
* Members shown are **only the people who have earned points**.
  + If your name does not appear, **that does not mean you are not a registered member.**
  + After participating in an event, your name should automatically appear once the points for that event are entered.
* If there are any issues with your points, please [contact an officer](https://drive.google.com/file/d/19etcGapJIn45mtR5MXNZr22HUuqX3iUh/view?usp=sharing) or [fill out this form](https://dulaneyhighkeyclub.wixsite.com/dulaneyhighkeyclub/contact-membership-secretary).
* Upon the conclusion of a service year, all points for that year will be finalized.
* When points are finalized:
  + **They will no longer be changed**, and will be archived accordingly.
  + The points of all official members will be converted into service hours.
* Past years’ points can be located in the [Points Archive](https://docs.google.com/document/d/1Fu_NO-uRmWAPuAyHwFFou1pMgFObmGCCHR6w44wt9As/edit?usp=sharing).

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# Officers

### **Officer Terms**

* Officers will be elected, and elections will occur usually a month or so before DCON.
  + The date of elections will be decided by the board and revealed to the general meeting as they approach.
  + **‘21-’22 Election Dates:** February 10th, February 14th
* The term of a Key Club officer **begins with the conclusion of DCON**, and **ends with the conclusion of the next DCON**.

### **Officer Nomination Requirements (‘21-’22):**

* To nominate yourself for office, contact the president when the nomination window is open.
* To run for office, you must meet the following requirements **by the election date** for that position.
  + You must be a dues-paying member to run.
  + If you are running for a divisional / district position, you may seek an **endorsement** from the board.
* **You can only run for one office at once -** you may **not** run for club office if you are already running for a divisional / district position.

| **Position** | **Requirements** | **Election Date (‘21-’22)** |
| --- | --- | --- |
| President | 20 points, 2 chaired events | February 10 |
| Vice-President | 20 points, 2 chaired events | February 17 |
| Membership Secretary | 15 points | February 10 |
| Recording Secretary | 15 points | February 10 |
| Historian | 15 points | February 17 |
| Treasurer | 15 points | February 17 |
| Webmaster / Editor | 15 points | February 17 |

### **Officer Elections**

* The date of the general elections (for officers) will be determined by the board every year. General elections will always take place before DCON.
  + Typically, general elections are held in February, being split between two dates.
* During the election, every candidate will have a **2 minute speech**, and a **2 minute Q&A**.
  + The nominee’s points will be listed behind them as they speak.
  + For any given position, the other candidates will wait in the hall while their competitors are giving their speech and Q&A.
* **Time indications** for both the speech and Q&A will be provided.
  + *The speech has no specific requirements - show us why you’re most qualified for the position!*
* All present members, **including the nominees**, get one vote for each position. Please listen to each nominee and choose carefully!
* Results of the election will be released at the following board meeting, after votes are tallied.
  + Candidates who lose in the running for president may run for vice president (if they so wish).

### **Officer Duties**

*Please keep in mind that this is a general list of duties that may not include every duty an office has.*

#### **General Duties**

* Being available to members if they have any issues, questions or concerns
* Employ effective communication with the other officers

#### **President**

* Delegate club tasks to board members
* Lead and adjourn general and board meetings
  + *Includes creating the meeting powerpoints*
* Reaching out to chairs, officers, and advisors to keep the club running smoothly

#### **Vice-President**

* Assist the President in leading general/board meetings
  + *Includes leading the meeting if the President isn’t present.*
* Create and manage the club’s QR code sign-ups.
* Manage the digital resources and make them more accessible for members.

#### **Membership Secretary**

* Receive, enter and archive the points from events
* Manage membership information
* Manage the write-up spreadsheet
* Upload dues paid members to the international branch (info provided by Mr. Lovett)

#### **Recording Secretary**

* Create and upload an agenda of club activities weekly (for the Board)
* Send a monthly club report to the district branch
* Record time of meetings
* Take attendance at meetings
* Keep track of any club updates

#### **Historian**

* Creating and coordinating a club scrapbook (for submission at DCON)
  + *Includes leading and scheduling times for the Scrapbook Committee*
* Taking pictures during events
* Obtaining pictures from event chairs
* Decorating bulletin board, update the calendar monthly
* Additional club advertising/decoration (by need)
  + Examples: Flyers, Club Rush Boards, Display Case, etc.

#### **Treasurer**

* Manage club dues and keep track of the number of new members
* Manage the club’s financial records, and send a monthly copy to them to Mr. Wexler and Ms. House
* (In Person) Collect dues from members
* Help organize and lead club fundraisers

#### **Webmaster/Editor**

* Manage the club’s social media page (Instagram: [@dulaneyhskeyclub](https://www.instagram.com/dulaneyhskeyclub/))
* Manage the club website
* Create and maintain the online event sign-ups