



## Braden River High School Key Club Code of Conduct

2022-2023

1. Key Club members must complete a minimum of 6 Key Club Points for the first quarter of their membership ONLY. It is mandatory to complete a minimum of 8 Key Club Points for each additional quarter of membership. Key Club Points can be earned from service hours and other services that are not counted as community service hours. The service hours must be earned by participating in Braden River High School Key Club projects and/or a Board of Directors approved project. Failure to serve the minimum number of Key Club Points in a given quarter will deem the student ineligible to continue their membership in Braden River High School Key Club.
2. For the first quarter of acceptance, the member is considered a Trial Member. The member must earn 10 service hours, meet the meeting requirements, and uphold all aspects of this Code of Conduct. Once a Trial Member has proven successful, they will be fully accepted into the club and dues will be collected.
3. Members will receive a mid-quarter Progress Report of their BRHS Key Club hours via email. If a member sees a mistake with the hours or Key Club Points, they have one week to notify the club secretary by email explaining what needs to be fixed. If no problems are reported during the designated week, all hours will be recorded as standing for official Key Club records.
4. The Three Strike Rule holds members accountable. If a Braden River High School Key Club member receives 3 strikes in one quarter, they will be ineligible to continue to membership. The Three Strike Rule will start over again each quarter and is separate from the service hour requirement. Members can receive a strike from the following offenses.
  - a. If they fail to be present at an event they signed up for, they will earn a strike. To avoid getting a strike, the member must find a replacement member to take their spot if they cannot attend the event. There will be a replacement sheet next to the sign-up sheets. If the replacement attends the project, no strikes will be given. If the replacement does not attend, then only replacement will receive a strike.
  - b. If the member does not attend the meeting requirement per quarter as denoted in Section 4.
  - c. If the member does not attend/participate in a Major Emphasis Event/Program.
5. Every Key Club member must attend 5/9 or 55% of the meetings per quarter. A strike will be earned if a member does not reach the meeting requirement per quarter. If a member cannot

attend the meetings due to extracurricular activities or work, they can fill out a meeting exemption form and turn it in to the club secretary for approval.

- a. Every member must report to their Class Director to sign in to each meeting at the end of the meeting. Members are expected to attend the entire meeting. If a member needs to leave the meeting early, their attendance for the meeting will not be counted.
  - b. The Meeting Exemption Form may be filled out and returned to the Secretary folder if a member cannot attend the meeting requirement for the year.
    - i. The form includes:
      1. The Form, as found on the BRHS Key Club website.
      2. Submission of a 3-5 sentence summary of the most recent newsletter and confirmation signature from the coach/advisor/employer.
        - a. Submission of a 3-5 sentence summary of the most recent newsletter and confirmation signature from the coach/advisor/employer.
        - b. Failure to turn in the summary and confirmation email on time will void the Meeting Exemption Form.
6. At each event, a member must sign in and sign out on a sign-in sheet provided by the Officer in Charge of the event. No hours will be awarded if these aspects are missing on the sheet. This is so that the club can keep track of attendance, service, and safety while in the community.
- a. It is the responsibility of the member to find the Officer in Charge and sign in/sign out.
  - b. Some events occur on an ongoing basis and are called "On Your Own Hours." These events will not have a BRHS Key Club Officer in Charge present. The member is responsible for providing documentation of their service to the club secretaries. Documentation includes, but not limited to, signature of event coordinator at event, email from event coordinator, photo evidence, etc.
7. Every Key Club member must participate in all Major Emphasis Programs, major club fundraiser(s), and Board of Directors mandatory projects. These include, but are not limited to Life;Story (September 21, 2019) Trick-or-Treat for UNICEF and Dance Marathon 2020 (January 18, 2020), and quarterly socials. If a member does not participate/attend, they will earn a strike.
8. Key Club members, who want to run for a Key Club Office or be a Committee Chair, must be in good standing with the club, must not owe money to the club, and must have their 10/12 hours per quarter.
9. Key Club members must keep track of their own service hours and document those hours with the school for their official transcripts. The Key Club Secretary will also keep track of the hours for the club purposes and to document with Key Club International.
10. Every Key Club member is required to conduct themselves at school, at Key Club project/events, and in the community when representing the club in a manner that is becoming of a member/leader and in accordance with the School Board Conduct/Discipline Policies.

11. Every Key Club member is required to display positive characteristics, a good work ethic, remain engaged/active and act respectfully and responsibly when at any Key Club/K-Family project or event. Failure to do so can lead to revocation of hours and reevaluation of standing in the club by the club advisors.
12. Every Key Club member is required to report any indiscretions of the club's Code of Conduct to the faculty advisor or other responsible adult at any Key Club/K-Family project or event within one week of the indiscretion. This includes all discipline issues at Braden River High School. Failure to report to the faculty advisor within one week will result in removal from the club.
13. Every Key Club member is expected to wear the Key Club shirt to events and projects unless specifically told otherwise.
14. If a member leaves an event before the scheduled end time (without being released by the Officer in Charge or Event Coordinator), they will not receive service hours for the event.
15. Every Key Club member is expected to read and adhere to all Articles and Sections in the Braden River High School Key Club's Bylaws (available on the club's website: brhskeyclub.weebly.com) and will be subject to dismissal from the club as outlined in that document.
16. If a member wishes to withdraw their membership from the club, a Withdrawal Form may be obtained from the website and returned or emailed to the Secretaries. It is in effect upon submission.

*As indicated by my signature, I agree to abide by the Key Club Code of Conduct and Bylaws. My signature also gives me and my guardian/parent's permission to use photos taken at club events in the club's publications and website. My guardian/parent's signature below also grants their permission for me to join the club and indicates their agreement with the Key Club Code of Conduct and Bylaws.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian/Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* This form must be signed by both member and guardian/parent and returned with the Membership Application. Thank you!