

Key Club Membership & Bylaws

Southport High School Key Club

CONTACT INFORMATION
Co-President: Filemon Sang Co-President: Sarah Malsawm
Club email: shscards.kc@gmail.com
Advisor: Dr. Carnes
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**Due to an increasing number of members in our club,
we are setting our club to a limit of 200 students.
Please read the rest of the document for all
information.**

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The form links and email addresses in this document are also clickable.

Welcome Key Club Members

This document will serve as an establishment of our official bylaws and rules for Key Club. In other words, a rulebook. Please refer to this document whenever you have a question regarding membership, club policies, or anything of the club in general. If you have a question that is not directly addressed in this document, please feel free to contact either of our Co-Presidents via email. You can reach them through their email addresses listed below:

Filemon Sang	Sarah Malsawm
271463@student.perryschools.org	280737@student.perryschools.org

However, if you have any complaints about the document, please send an email to our club email address:

shscards.kc@gmail.com

Do not direct any complaints to any specific member involved in Key Club.

Membership Limit Notice

Due to an increasing number of members in our club, we are setting our club to a limit of 200 students. Please read the rest of the document for all information.

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New Selection Process and an Explanation of Why it is Required

Why?

Before breaking down the new process, we understand that frustrations may stir amongst you all and we are deeply sorry. We understand that this club, in previous years, has been a club accessible to all students, and we genuinely intended to keep it that way. We value all of our members, but it is extremely difficult to keep our club going without facing other major complications. I hope each of you can understand the importance of this implementation and why we cannot avoid it. Our club had nearly 280 members last year, and it is only expanding by each passing year. We would love to remain a large club that finds strength in our size, but it is becoming increasingly difficult over the years.

For both the present and future of this club, we cannot possibly hope to maintain this club and keep everything moving smoothly with such a high member count. I hope you're all aware of what type of school Southport is, and I beg of you to please understand our circumstances: we do not have nearly the amount of resources nor the manpower to handle a club that is over 10% of the entire student body count in our school. Last year, 1 in 10 Southport Students were a part of Key Club. When you let that fact sit in, remember that ONE teacher is in charge of everything with no extra compensation. It is not a matter of doing it for the money. Our teachers have their own jobs and personal lives we must respect. Moving forward, I hope you all can understand this transition.

We didn't cap the club to be exclusive; we capped it because we physically cannot run safe, meaningful volunteer events when 10% of the school is in one room. It is a safety, capacity, and management limit, not a judgment on any student's worth.

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Problems we face with such a high member count

1. There are not enough events for each student to hit the 9 points per semester goal. With 300 members, that is 2700 points per semester which is practically impossible.
2. Advisors are not paid for this position. Advisors go far much more than dealing with club members, and 99% of their work is behind the scenes. It is simply too overbearing for them to work with a club that is larger than the entire athletic department.
3. Tracking service hours, event attendance, and dues for 300 members is an overwhelming amount of data entry, even with the technology we have.
4. Communication is hard. With an overload of members, communication gets watered down and becomes difficult. Weak communications leads to even weaker operations within the club.

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New Selection Process

1. Students must fill out and submit the online application form by Friday September 4th.
 - a. **We will take measures to ensure that AI is not used for your responses. If we have definitive proof that you've used AI, your application will be terminated.**
 - b. **This is not an English class, we do not expect you to write out a whole academic essay. We only want you to answer the questions with effort and honesty.**
2. Students must get a copy of the teacher's signature sheet outside of Dr. Carnes room and turn it in completely filled out and signed. (room 104 downstairs in the language arts hallway)

If you'd like to print it out yourself, feel free to do so:

 [key_club_teacher_and_guardian_form.pdf](#)

 - a. **Never disrupt Dr. Carnes while he is teaching. The form will be outside of his room. If you have any questions, contact one of our co-presidents.**
 - b. **Do not disrupt Dr. Carnes' lessons to turn them in. There will be a turn in folder outside his room. These forms are due by Friday before Dr. Carnes leaves the building.**
3. Students must refrain from having any F's. However, we understand that grades are not a reliable tool to determine your value. If you maintain better grades in other classes, or if you have other personal reasons that conflict with school, your F may be overlooked as long as we receive a decent explanation. Please give us a reasonable explanation why an F is in your gradebook (included in the application form in extra information). We will confirm your standings with other teachers listed in your schedule.
 - a. Please note that we will still do grade checks throughout the year. In the event that you have an F, we will contact you to ensure that you're doing okay and move forward from there.
 - b. **We want our members to put at least some priority in their education and pass their classes. We also care for the situations our members are dealing with personally, so we will continue to be open ears and even offer help academically if needed.**
4. Students must not have more than one disciplinary offense in this school year (Excluding any disciplinary offense that is related with technology. We understand that the new technology situation is something everyone is getting used to).

However, your disciplinary offense must not be a federal offense or a state crime for this rule to apply.

5. Students must show that they're able to remain devoted to our club and its policies. This can be done either by evaluating your previous years served as a Key Club member, or by describing previous experiences in the application form. If you have no previous experience, that is fine. We do not require experience for you to become a member. Do not worry about not having enough experiences.
6. Do **NOT** worry about your overall GPA. We do not want to define character by how good all of your grades are. We value your contributions to our community much more than a number assigned to you by our school. Our F rule is in place to ensure that students will also prioritize passing high school classes while maintaining a good standing with the club.

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Rules for Members in The Club

Most of the rules listed below are no different from previous years.

1. Points Requirement

1. Members must have at least 9 points by the end of each semester. One volunteering hour equates to one point, while one meeting attendance equates to 0.5 points.
 - a. **Disclaimer: Our requirement for a cord is 40 volunteer hours, not 40 points. Points include both events and meetings, while hours are strictly from volunteering events. Hours will be accumulated over ALL years in Key Club.**

2. Meeting Attendance, Exemptions & Make-Up Points

2. Missing a meeting with no notice will result in a strike. Exemptions of this rule will only occur in the cases listed below:
 - a. **If you have a test, exam, or quiz to retake, email shscards.kc@gmail.com and include your class as well as the name of your teacher.**
 - b. **If you're a C9 student or take part in a program and cannot attend meetings, we will have a form for you to fill out and turn in. This form will excuse you from meetings while still retaining eligibility for cords.**
 - i. **If you want to print it out yourself, you may do so with this link, but please only turn this in if you are a member:**
[key club external program form.pdf](#)
 - c. **If you're a work based learning student and have a shift scheduled resulting in you being absent, we will have an online form for you to fill out as well to excuse you from a meeting. Note that this form must be filled out for every meeting that you miss.**
 - d. **If you fall in any of these categories, you will unfortunately not receive the 0.5 points immediately because you did not attend the meeting.**
 - i. **However, we will have a meeting summary posted on Canvas for each meeting.**
 - ii. **At the end, it will ask you to confirm that you've completed the video**
 - iii. **You will receive your 0.5 points.**

- iv. This must be done within 24 hours of the meeting taking place. Failing to complete this will not result in a strike as long as you're excused from the meeting, you simply will not earn the 0.5 points.
- v. **Do not try to lie on any of our forms provided. These forms are in place to provide students with a complicated schedule a way to maintain good standing with Key Club. We have various ways to verify your claims. Intentionally falsifying information will result in a review by the advisors and potential loss of cord eligibility. Please double-check your details before submitting.**
- vi. In the event that a student lies on one of these forms, we will verify whether or not it was an honest mistake.
- e. Seniors who are unassigned during iPass must attend if they do not fall in any of the categories listed above.

3. Points & Hours Tracking

- 3. Points and hours will be tracked in three separate ways to ensure absolute security of all student data:
 - a. Our Southport Key Connect platform that is specifically designed for members
 - b. Our Southport Key Club member directory site
 - c. Our google spreadsheet
 - d. If you have any questions or concerns regarding points/hours, please feel free to contact either of our co-presidents.

4. Event Shift Attendance & Replacements

- 4. Members must give a 24 hour notice and attempt to find a replacement if they are unable to attend their shift for an event. Failure to give this notice will result in a strike. Please make sure to only sign up for events you're sure you are able to attend. Contact shscards.kc@gmail.com to report absences.
 - a. Absences reported at least 24 hours in advance will not result in a strike.

- b. If you find a replacement and they confirm that they are the new volunteer and they don't show up, the strike goes on their record. A replacement must be a person who is already in the club.
- c. To ensure you are not a victim of this rule, do not sign up for events if you're unsure you will be able to attend. We send our list of volunteers sometimes days prior to an event when the list is full, so it is better to leave a spot empty than giving our community partner false expectations. We have absolutely no problem with a couple empty spots, we will find measures to get it filled out so you don't have to worry about that aspect.

5. Strikes

- 5. A violation of one of any of these rules will result in a strike. If you accumulate 3 strikes in a single semester, you will be unable to receive a cord. Strikes reset each semester.

6. Cord Requirements

- 6. Cord requirements: No semesters with 3 strikes, 40 volunteering hours across all years, and must be an active member your senior year
 - a. Seniors who already qualified for a cord in previous years are not exempt from the new rules and must remain fully active and compliant during their senior year to receive it.
- 7. All of these rules are rules we've applied in previous years. These expectations remain the same.
- 8. We've gone through the works to ensure each student has a fair chance of avoiding strikes and receiving their cord for their hard work, dedication, and contribution to our community. If you believe that this document is unfair, or you have certain rules you disagree with, do not bash any board member or our advisor. Feel free to contact shscards.kc@gmail.com. Changes to our rules can be applied, and we are open ears to any criticism.

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