

D'Key Association Governance Pack v6.1

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Boundary: This pack is an operating framework for Association development. It is not legal, financial, tax, medical or safeguarding advice. Use qualified professional support where needed.

1. Purpose and nature

D'Key Association is a private members association for structured learning, culture, member resources, private gatherings, conduct standards and guided ecosystem participation.

It is designed to support the wider D'Key ecosystem without merging the Association into Civic, Digital, Academy, University, Method, Republic or founder affairs.

2. Public and professional boundaries

The Association is not a government body, court, regulator, bank, charity, legal practice, medical provider, financial adviser or tax adviser.

Content, documents and resources are informational and educational unless separate professional terms are entered with a qualified provider.

3. Membership rules

Membership is by request and review. Submitting a form does not create membership automatically.

- Membership routes: Founding Member, General Member, Family Member, Learning Member, Contributor Member and Honorary Member.
- Membership statuses: Visitor, Applicant, Provisional Member, Active Member, Contributor Member, Lapsed, Resigned or Suspended.
- Applications may be accepted, declined, paused or routed to a more appropriate D'Key branch.

4. Conduct standard

- Respectful, peaceful and lawful communication.
- No harassment, intimidation, coercion, nuisance, abuse or unsafe behaviour.
- No misrepresentation of Association status, authority or branch relationship.
- No use of the Association to avoid lawful obligations.
- Respect privacy, confidentiality and event boundaries.

5. Governance and records

Minimum records should include membership register, application review log, decision log, minutes, finance record, concern/complaint log, safeguarding incident record where relevant and document version register.

6. Safeguarding baseline

Family and children-facing activity must be planned with consent, suitable venue rules, named helper roles, incident records and escalation routes. Appropriate checks should be considered where roles or regulated activity require them.

7. Finance separation

If fees, donations, reimbursements or event income are introduced, records must separate Association funds from personal funds, company funds, Civic funds, Academy funds, Digital funds and Republic affairs. Tax/accounting duties should be checked before regular income or trading starts.

8. Complaints and concerns

Concerns should be recorded, acknowledged where appropriate, reviewed proportionately and closed with a recorded outcome. Serious matters should be escalated through appropriate professional, safeguarding, medical, police, legal or statutory routes.