
D'Key Association

Member Onboarding Pack v6.2

Private Members Association · Member value · First 90 days · Safe boundaries

This pack supports a calm, credible and well-recorded member journey. It is intended for membership administration and orientation only. It is not legal, medical, financial, tax, safeguarding or regulated professional advice.

Purpose	Give accepted members a clear route: category, status, conduct standard, resources, notices and review points.
Status	Operational readiness pack for D'Key Association v6.2.
Boundary	Membership is review-based and not automatic. The Association is not a public authority, court, regulator, bank, charity or professional-advice channel.

1. Member Journey

The Association should handle every member as a recorded relationship, not as a loose contact. The journey below protects clarity, privacy, conduct, and long-term credibility.

Stage	Standard
Visitor	Reads public information and submits only basic, non-sensitive information if interested.
Applicant	Request is logged and reviewed. Membership is not created automatically.
Accepted Member	Member number, category, status, approval date and review date are recorded.
Orientation	Member receives the membership pack, conduct standard, privacy notice and relevant route guidance.
Participation	Member may access appropriate resources, notices, circles or gatherings subject to rules and capacity.
Review	Status, access, conduct and renewal are reviewed at a sensible interval.

Core rule: do not collect sensitive information unless there is a defined lawful need, retention period, access control and responsible person.

2. First 90 Days

Timing	Action
Day 0	Application received. Log date, name, email, route, interest and acknowledgement.
Days 1-7	Review category fit, safe boundaries, capacity and suitability.
Days 7-14	Confirm outcome. If accepted, issue member number and welcome note.

Timing	Action
Days 14-30	Member reads membership pack, code of conduct and privacy notice. Interests are recorded.
Days 30-60	Share appropriate resources, notices or invitations. Avoid overloading the member.
Days 60-90	Review status, fit, access and next steps. Update register and access log.

Suggested records: membership register, application review log, member interest register, resource index, access log, notice log and decision log.

3. Member Expectations

- Respect the code of conduct and participate without coercion, harassment, intimidation or pressure.
- Keep private member information and notices confidential unless permission is given.
- Use the correct D'Key branch for the correct purpose: Civic for public community work, Digital for commercial services, Academy for learning, Association for membership.
- Do not treat Association resources as legal, medical, tax, financial or regulated professional advice.
- Do not submit sensitive information through public forms or informal channels.
- Understand that membership access can be reviewed, paused, refused or ended under the rules.

The Association should remain beautiful and powerful because it is disciplined, not because it makes inflated claims.

4. Internal Checklist

Record	Complete?
Application logged	
Membership route reviewed	
Member number assigned	
Category and status recorded	
Welcome note sent	
Membership pack shared	
Conduct standard shared	
Privacy notice shared	
Interests recorded	
First review date set	

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