

KEYS helps Alabama private clubs organize membership records, scan-assisted intake, serialized cards, door decisions, payments, meeting records, and ABC-review materials in one electronic system.

DIRECT RULE 20-X-5-.03 SUPPORT

01

Required application information · (4)(a)

Captures name, date of birth, home address, telephone number, occupation, and place of employment as part of the member record.

05

Electronic transfer and ABC review · (4)(d)

Provides readable PDF/CSV outputs and controlled read-only review access so electronic records can be made available to authorized ABC personnel without opening venue records to changes.

02

Accepted identity verification · (4)(b)

Supports verification using a valid driver license, U.S. Uniformed Service ID, passport, or qualifying state photo ID. Records the credential type, identifying information, verifier, and time without storing an ID photograph.

06

Inactive file retention · (4)(d)

Moves removed or resigned members out of the active roster while retaining the inactive record for the required two-year period.

03

Temporary membership controls · (4)(c)

Supports temporary status only after a bona fide application is filed; tracks the issue date, 30-calendar-day maximum, displays the issue date on the temporary card, and limits the applicant to one temporary card per year per club.

07

Guests, members, and service providers · (4)(e)-(f)

Keeps hosted guests separate from members and ties the guest to a permanent-member host. Employees and persons providing services or materials remain separately classified; the venue determines bona fide guest and host eligibility.

04

Complete membership record · (4)(d)

Keeps application, election/admission, initiation-fee, dues, sponsor, remarks, member name/address, and unique membership-card serial information together for each member.

08

Annual meeting records · (4)(g)

Stores meeting attendees and annual minutes so the venue can retain them and make them available for ABC review for at least three years.

ADDITIONAL KEYS OPERATING CONTROLS

Plain-English audit history · manager PIN and reason capture · compliance-readiness checks · door analytics · temporary read-only ABC access · exportable PDFs and CSVs