

---

**DISTRICT ONE**  
**KINSMEN & KINETTE**  
**HOUSE RULES**  
**2011-2012**



**Kin Canada**

---

## TABLE OF CONTENTS

<b>PART 1 .....</b>	<b>7</b>
<b>ARTICLE 1 - NAME .....</b>	<b>7</b>
SECTION 1 - NAME.....	7
SECTION 2 – SHORT NAME.....	7
<b>ARTICLE 2 - OBJECTS.....</b>	<b>7</b>
SECTION 1 - OBJECTS.....	7
<b>ARTICLE 3 - BOUNDARIES (B. III – A19).....</b>	<b>8</b>
SECTION 1 - TERRITORY.....	8
SECTION 2 – ZONES .....	8
SECTION 3 – NEW CLUBS .....	8
<b>ARTICLE 4 – MEMBERSHIP (B. II – A12).....</b>	<b>8</b>
SECTION 1 - ELIGIBILITY.....	8
SECTION 2 – MEMBERSHIP IN DISTRICT ONE.....	8
SECTION 3 – NOT IN GOOD STANDING.....	9
SECTION 4 – ATTENDANCE DISTRICT MEETINGS.....	9
SECTION 5 – NOT IN GOOD STANDING NATIONALLY.....	9
<b>ARTICLE 5 – ORGANIZATION (B. III – A20) .....</b>	<b>9</b>
SECTION 1 – DISTRICT EXECUTIVE.....	9
SECTION 2 - INSTALLATION .....	9
SECTION 3 – DISTRICT BOARD OF DIRECTORS .....	10
<b>ARTICLE 6 – ELECTIONS (P&amp;P – ELECTIONS PII).....</b>	<b>10</b>
SECTION 1 - ELECTION OF DISTRICT GOVERNOR(S) AND VICE GOVERNOR(S).....	10
SECTION 2 - NOMINATION .....	10
SECTION 3 – TIME FRAME.....	10
SECTION 4 – ASSOCIATION DIRECTOR.....	10
SECTION 5 – NOMINATION ANNOUNCEMENT.....	10
SECTION 6 – CALL FOR NOMINATIONS .....	11
SECTION 7 - ELECTIONS.....	11
<b>ARTICLE 7 - DUTIES OF THE DISTRICT OFFICERS (B. III – A20).....</b>	<b>11</b>
SECTION 1 – DISTRICT GOVERNORS .....	11
SECTION 2 - SECRETARY .....	11
SECTION 3 - TREASURER.....	11
SECTION 4 – BULLETIN EDITOR.....	12
SECTION 5 - CF/SERVICE DIRECTOR(S).....	12
SECTION 6 – DISTRICT COORDINATOR.....	12
SECTION 7 – DISTRICT MEMBERSHIP DIRECTOR.....	12
SECTION 8 – RISK MANAGEMENT DIRECTOR .....	12
SECTION 9 – PAST DISTRICT GOVERNOR(S) .....	12
SECTION 10 – VICE GOVERNOR(S) .....	13
SECTION 11 – ABSENCE OR RESIGNATION .....	13
SECTION 12 – ACCOUNTABILITY OF DISTRICT OFFICERS.....	13
<b>ARTICLE 8 - LIMITATIONS OF DISTRICT EXECUTIVE .....</b>	<b>13</b>
SECTION 1 – DETERMINING POLICY.....	13

SECTION 2 – COURSES OF ACTION .....	13
SECTION 3 - POWER AND FUNCTION OF EXECUTIVE.....	14
<b>ARTICLE 9 - ELECTION AND DUTIES OF DEPUTY GOVERNOR .....</b>	<b>14</b>
SECTION 1 - REQUIREMENTS .....	14
SECTION 2 - NOMINATIONS .....	14
SECTION 3 – ELECTIONS .....	14
SECTION 4 – DUTIES OF DEPUTY GOVERNORS.....	14
SECTION 5 – FINANCES.....	15
SECTION 6 – ACCOUNTABILITY OF DEPUTY GOVERNORS .....	15
<b>ARTICLE 10 - MEETINGS.....</b>	<b>15</b>
SECTION 1 - NOTIFICATION .....	15
SECTION 2 – NOTICE OF MEETING.....	16
SECTION 3 – CLUB LEADERSHIP SEMINAR .....	16
<b>ARTICLE 11 - ANNUAL DISTRICT CONVENTION (B III – A22).....</b>	<b>16</b>
SECTION 1 - RESPONSIBILITY.....	16
SECTION 2 – TIME AND LOCATION.....	16
SECTION 3 - NOTICE.....	16
SECTION 4 - VOTING .....	16
SECTION 5 – RIGHTS OF DELEGATES.....	16
SECTION 6 – DELEGATES AT LARGE.....	16
SECTION 7 - RESOLUTIONS.....	17
SECTION 8 – ROLL CALL .....	17
SECTION 9 – SPECIAL COMMITTEES.....	17
SECTION 10 – HOST CLUB PROVIDE .....	17
SECTION 11 - HOST CLUB ARRANGE .....	18
SECTION 12 – EXPENSES OF DISTRICT BOARD OF DIRECTORS.....	18
SECTION 13 – CONVENTION ASSESSMENT.....	18
SECTION 14 – SERGEANT-AT-ARMS .....	18
SECTION 15 – PROFITS/LOSS .....	18
SECTION 16 – BUDGET .....	18
SECTION 17 – FINANCIAL STATEMENT .....	18
SECTION 18 – BUSINESS AT CONVENTION .....	19
SECTION 19 – ELECTION OF CONVENTION LOCATION .....	19
SECTION 20 – REGISTRATION FEE.....	19
<b>ARTICLE 12 - FALL LEADERSHIP CONFERENCE (B III – A22).....</b>	<b>19</b>
SECTION 1 – PURPOSE .....	19
SECTION 2 – HOST CLUB.....	19
SECTION 3 - TIMING.....	19
SECTION 4 – LOCATION.....	19
SECTION 5 - REGISTRATION FEE.....	20
SECTION 6 – HOST CLUB PROVIDE.....	20
SECTION 7 – HOST CLUB ARRANGE.....	20
SECTION 8 – EXPENSES OF DISTRICT BOARD OF DIRECTORS.....	20
SECTION 9 – CONFERENCE ASSESSMENT .....	20
SECTION 10 – SERGEANT-AT-ARMS .....	21
SECTION 11 – PROFITS/LOSS .....	21
SECTION 12 – FINANCIAL STATEMENT .....	21
SECTION 13 – ROLL CALL.....	21
SECTION 14 – FALL LEADERSHIP AS A MINI CONVENTION.....	21
SECTION 15 – FLC HOST .....	21

<b>ARTICLE 13 - ZONE CONFERENCES .....</b>	<b>21</b>
SECTION 1 - TIMING OF ZONE CONFERENCE.....	21
SECTION 2 - PLACE.....	21
SECTION 3 – REGISTRATION FEE .....	22
SECTION 5 – ATTENDANCE.....	22
SECTION 6 – RESOLUTIONS.....	22
SECTION 7 – VOTING.....	22
<b>ARTICLE 14 - FINANCE (B III – A23) .....</b>	<b>22</b>
SECTION 1 - BUDGET.....	22
SECTION 2 - FINANCIAL REPORTING .....	22
SECTION 3 - DUES .....	23
SECTION 4 - EXPENDITURES .....	23
SECTION 5 - SURPLUS .....	23
SECTION 6 - CF/SERVICE .....	24
SECTION 7 – VICE GOVERNOR(S).....	24
<b>ARTICLE 15 - TRUST FUNDS.....</b>	<b>24</b>
SECTION 1 – CHARTER FUND.....	25
SECTION 2 - NVP FUND.....	25
SECTION 3 – MEMBERSHIP FUND .....	25
<b>ARTICLE 16 - INTERCLUB ACTIVITIES.....</b>	<b>26</b>
SECTION 1 – JOINT MEETING .....	26
SECTION 2 – ZONE INTER-CLUB.....	26
SECTION 3 – DISTRICT INTER-CLUB .....	26
SECTION 4 – NOTIFICATION OF ATTENDANCE.....	26
<b>ARTICLE 17 - STANDING &amp; SPECIAL COMMITTEES.....</b>	<b>26</b>
SECTION 1 - APPOINTMENT .....	26
SECTION 2 – TERMS OF REFERENCE .....	27
SECTION 3 - FINANCE.....	27
SECTION 4 - QUALIFICATIONS .....	27
SECTION 5 - APPOINTMENT.....	27
SECTION 6 - RESPONSIBILITY.....	27
<b>ARTICLE 18 – AMENDMENTS (B.III – A19).....</b>	<b>27</b>
SECTION 1 – AMENDMENTS TO HOUSE RULES.....	27
SECTION 2 - PROPOSED AMENDMENTS.....	27
SECTION 3 – RESOLUTION WORDING.....	27
SECTION 4 - APPROVED CHANGES .....	27
<b>ARTICLE 19 - PUBLISHING OF HOUSE RULES (B.III – A25).....</b>	<b>28</b>
SECTION 1 – AMENDING AND PUBLISHING.....	28
<b>ARTICLE 20 - TRAVELING TROPHIES.....</b>	<b>28</b>
SECTION 1 – ANIMALS.....	28
<b>ARTICLE 21 - DISTRICT AWARDS .....</b>	<b>28</b>
SECTION 1 – RESOLUTIONS .....	28
SECTION 2 – AMENDMENTS.....	28
<b>ARTICLE 22 - CYSTIC FIBROSIS EMPHASIS PROGRAM.....</b>	<b>28</b>
SECTION 1 – ENDORSEMENT DURATION.....	28

<b>ARTICLE 23 - DISTRICT ONE CONVENTION FLAG .....</b>	<b>28</b>
SECTION 1 - BACKGROUND.....	28
SECTION 2 - PURPOSE.....	28
SECTION 3 – DISPLAY CHOICES.....	28
SECTION 4 - DESCRIPTION.....	29
SECTION 5 – GOVERNOR RULES.....	29
<b>ARTICLE 24 - DISTRICT ONE COMPUTER &amp; SOFTWARE.....</b>	<b>29</b>
<b>ARTICLE 25 – KINSHIP ONE.....</b>	<b>29</b>
SECTION 1 – SUBSCRIPTION.....	29
SECTION 2 – SUBSCRIPTION PAYMENT.....	29
<b>ARTICLE 26 - DISTRICT ONE WEBSITE.....</b>	<b>30</b>
SECTION 1 – WEBMASTER.....	30
SECTION 2 – THE WEBSITE .....	30
<b>DISTRICT 1 POLICY #1 – ASSOCIATION DIRECTOR CAMPAIGN GUIDELINES.....</b>	<b>30</b>
<b>PARTS II, III &amp; IV- DISTRICT AWARDS.....</b>	<b>30</b>
SECTION 1 – KINSMEN AND KINETTES AWARDS GENERAL.....	30
<b>PART II- KINETTE AWARDS.....</b>	<b>30</b>
SECTION 1 – KINETTE BULLETIN AWARDS .....	30
SECTION 2 - THE MYRTLE WILSON MEMORIAL SERVICE AWARD.....	31
SECTION 3- KINETTE QUILL AWARD .....	33
SECTION 4 - THE ROOKIE KINETTE AWARD .....	34
SECTION 5- FERNE CARTER MEMORIAL SPEAK OFF AWARD.....	35
SECTION 6 - KINETTE OF THE YEAR AWARD .....	36
SECTION 7 – KINETTE DISTRICT PUBLIC RELATIONS AWARD.....	38
SECTION 8 - DISTRICT ONE OUTSTANDING ZONE AWARD.....	39
<b>PART III - KINSMEN AWARDS.....</b>	<b>39</b>
SECTION 1 - JAY DUNN MEMORIAL SHIELD AWARD.....	39
SECTION 2 - JAY DUNN IMPROVEMENT AWARD .....	40
SECTION 3 - GEORGE & MILDRED SINCLAIR SERVICE SHIELD .....	40
SECTION 4 - GORD HARBINSON PUBLIC SPEAKING AWARD.....	41
SECTION 5 - JOHN HUGHES PECKITT MEMORIAL TROPHY .....	42
SECTION 6- KINSMAN OF THE YEAR.....	42
SECTION 7 - JOHN BROOKER SENIOR & JUNIOR BULLETIN TROPHIES.....	43
SECTION 8 - PERC DAWSON GOLF TOURNAMENT TROPHY .....	45
SECTION 9 - MAX WESTLAKE PUBLIC RELATIONS AWARD .....	45
SECTION 10 - BILL ESSON MEMORIAL KIN QUILL AWARD.....	46
SECTION 13 - DISTRICT ONE OUTSTANDING ZONE AWARD.....	48
SECTION 12 - DISTRICT ONE ROOKIE OF THE YEAR.....	48
<b>PART IV – JOINT KINSMEN &amp; KINETTE AWARDS.....</b>	<b>49</b>
SECTION 1 - JIM STERLING MEMORIAL COSTUME AWARD.....	49
SECTION 2 - KEVIN DENBOK MEMORIAL CYSTIC FIBROSIS AWARD.....	49
SECTION 3 – PHIL AND VICKI SCALISI MEMBERSHIP AWARD .....	50
SECTION 4 – MICHAEL McBEATH MEMORIAL CYSTIC FIBROSIS AWARD FOR INDIVIDUAL ACHIEVEMENT .....	51
SECTION 5 – CHALLENGE FOR A CURE AWARD .....	51
SECTION 6 – DISTRICT WEBSITE AWARD .....	52
SECTION 8 – DAVE RUSSELL MEMORIAL INDIVIDUAL SERVICE AWARD.....	54

SECTION 9 – SIXTY FIVE ROSES AWARD ..... 54

**PART V - KINSMEN CLUBS OF DISTRICT ONE – INCORPORATION NUMBERS..... 55**

**PART VI – KINETTE CLUBS OF DISTRICT ONE – INCORPORATION NUMBERS..... 55**

**PART VII – KIN CLUBS OF DISTRICT ONE – INCORPORATION NUMBERS ..... 56**

**PART VIII – KINSMEN PAST GOVERNORS ..... 56**

**PART IX – KINETTE PAST COORDINATORS AND GOVERNORS ..... 58**

# DISTRICT ONE HOUSE RULES

## PART 1

These House Rules shall be supplementary to any provisions of the Kin Canada General Operating by-law and shall in no way contradict them. For reference purposes, the Kin Canada General Operating By-law should be consulted initially, and these House Rules secondly as a source of additional information and clarification.

For assistance the corresponding article of the Kin Canada General Operating by-law and the Kin Canada Policy and Procedures Manual is indicated in brackets. If at any time these corresponding article references are changed through resolutions at National Convention, the District Executive Elect will be responsible to ensure that those changed references are updated for publication to the District One House rules for that year.

Whenever there may be changes made to the National Awards Program, which have implications in the District One House rules, all housekeeping (references to Awards submission rules, eligibility rule, etc) changes will be the responsibility of the District Executive Elect.

All non-housekeeping changes to the District One House Rules and its Awards section must be proposed as per Article 11, Section 7 and voted on at District Convention.

The District One House Rules shall be printed and distributed no later than October 1<sup>st</sup> of each year and will reflect all changes made as a result of resolutions carried at both District and National Conventions and any housekeeping changes as a result of changes to the National Awards Program which have District One Award implications.

## ARTICLE 1 - NAME

### Section 1 - Name

The name of this organization is "District One of Kin Canada".

### Section 2 – Short Name

The short name shall be "District One".

## ARTICLE 2 - OBJECTS

### Section 1 - Objects

The objects of District One shall be:

1. To administer the affairs of District One.
2. To seek within the District and through the Clubs of the District, the attainment of the objects of the Association as set forth in the Kin Canada General Operating By - Law of said Association.
3. To increase the fellowship and co-operative efforts of the Clubs.
4. To co - operate with the Association in building new Clubs and in educating and strengthening the Clubs within the District.
5. To promote participation of the Clubs in the District in the general objective programs and policies of the District and of the Association.
6. To transact all business and carry on all correspondence between the Association and the Kin within the territorial limits of this District.

## **ARTICLE 3 - BOUNDARIES (B. III – A19)**

### **Section 1 - Territory**

District One shall consist of the territory comprising the Niagara Peninsula and that portion of the province of Ontario lying south of Georgian Bay and west of a line drawn northerly from the north shore of Lake Ontario thru the east limits of the Town of Oakville, the west limits of the Towns of Georgetown, Mississauga, Brampton, Orangeville, and the easterly limits of the Town of Stayner, and then in a northwesterly direction to the easterly limits of the Town of Wasaga Beach, and then north to the south shore of Georgian Bay and/or Nottawasaga Bay.

### **Section 2 – Zones**

The District Executive, responsible for updating and printing the house rules following District convention, may automatically amend this section according to the June 30<sup>th</sup> census.

- Zone A - shall consist of Cambridge-North Dumfries, Brantford, Burlington, Flamborough & District, Galt, Guelph, Hamilton, Kitchener-Waterloo, Oakville, Preston, Stoney Creek, Waterloo-Grand River and Woolwich.
- Zone B - shall consist of Belgrave, Centre Wellington, Drayton, Fergus & District, Harriston, Listowel, Lucknow & District, Monkton & District, Mount Forest, and Palmerston & District.
- Zone C - shall consist of Beaver Valley, Collingwood, Feversham & District, Flesherton, Meaford, Owen Sound, Shelburne, Stayner & District, and Wasaga Beach.
- Zone D - shall consist of Niagara Peninsula shall consist of Caledonia, Cayuga, Dunnville, Fonthill & District, Fort Erie, Grimsby, Niagara On The Lake, Ridgeway-Crystal Beach, Stevensville, Garden City Kin Club, and West Lincoln Kin Club.
- Zone F - shall consist of Alymer, Delhi, Dorchester & Area, Greater London, London, Port Dover, St. Thomas, Simcoe, and Tillsonburg.
- Zone G - shall consist of Blenheim, Chatham, Dover, Dresden, Merlin & Area, Sarnia, Wallaceburg and Tilbury.
- Zone H - shall consist of Amherstburg, Essex, Harrow, LaSalle Kin Club, Leamington, & District, Wheatley, and Windsor.
- Zone J - shall consist of Chesley, Hanover, Paisley and District, Tara & District, Teeswater & District, Walkerton.
- Zone K - shall consist of Clinton & District, Goderich, Hensall & District, Mitchell & District, St. Marys, and Stratford.

### **Section 3 – New Clubs**

Any newly chartered club shall belong to the Zone best geographically suited to that club.

## **ARTICLE 4 – MEMBERSHIP (B. II – A12)**

### **Section 1 - Eligibility**

Membership in the Club shall conform to the Kin Canada General Operating By-Laws.

### **Section 2 – Membership in District One**

Every Kinsmen, Kinette or Kin Club within the territorial limits of this District shall be a member of this District.



### **Section 3 – Not in good Standing**

Any member club more than thirty (30) days in arrears for any indebtedness to the association, or to the District, shall be considered not in good standing.

### **Section 4 – Attendance District Meetings**

If any club consecutively missed two (2) District Meetings (i.e. District Convention, Fall Leadership Conference, Zone Conference) the following shall apply:

1. The District Secretary shall forward notice to the President of such club that if the club fails to attend the next District Meeting or provide the appropriate Governor with a satisfactory explanation, it may result in the club being declared not in good standing.
2. If the club fails to attend the next District Meeting or fails to provide an explanation for paragraph 1) hereof, the District Secretary shall request the National Board of Directors to declare the club not in good standing.

### **Section 5 – Not in Good Standing Nationally**

1. Any member club not in good standing with the Association shall be considered not in good standing with the District.
2. If a club is not in good standing at the zone level (i.e. Zone dues not paid as per zone House Rules), they are considered not in good standing at the District level. The Deputy Governor of said Zone shall notify the current District Governors of any clubs not in good standing.

## **ARTICLE 5 – ORGANIZATION (B. III – A20)**

### **Section 1 – District Executive**

1. The District Executive shall meet all requirements and qualifications as per the Kin Canada General Operating By-Law No. 1, Section IV, 4.01, subsection D in its entirety.
2. Any mention of the District Executive and/or individual executive member within this document is referencing the current executive and/or member for the time frame governed by these house rules.
3. The District Governor(s) will appoint up to five (5) individuals as part of the District Executive and any number of District One members to serve as ex-officio members of the District Executive to fulfill the following areas of responsibility:
  - District Treasurer
  - District Secretary
  - District CF/Service
  - District Membership
  - Kinship One
  - District Awards
  - Risk Management
  - District Coordinator
  - District Website

Of those appointed, the District Executive of the day must have a minimum one (1) each of; District Secretary, District CF/Service, and District Membership, as mandatory, active members of the District Executive. All other positions may be active member or ex-officio, dependent upon the Governor(s) of the day. All those appointed, active or ex-officio, shall be active members in good standing of a Kinsmen, Kinette or Kin Club within the District, with equal representation by both Kinsmen and Kinettes.

4. Immediate Past District Governor(s).
5. District Vice-Governor(s).

### **Section 2 - Installation**

The District Executive and District Board of Directors shall be installed at the discretion of

the District Executive of the day; but in any event no later than Fall Leadership Conference of District 1.

### **Section 3 – District Board of Directors**

The District Board of Directors shall consist of the District Executive Committee, and the Kinsmen and Kinette Zone Deputy Governors.

## **ARTICLE 6 – ELECTIONS (P&P – Elections PII)**

### **Section 1 - Election of District Governor(s) and Vice Governor(s)**

1. Elections of nominees for District Governor(s) and Vice Governor(s) shall be done in a joint session of Kinsmen and Kinette business. The Kinsmen, Kinette and Kin Clubs of District One shall elect the Vice Governor(s) from the submitted nominees. Once elected, the Vice Governor(s) must form a joint District Executive with a proposed budget.
2. Nominees to the Office of Vice Governor shall be an active member in good standing of a District One Kinsmen, Kinette or Kin Club. Nominations will be one or two individuals on the nomination form – if two, running jointly.
3. The Vice Governor(s) shall, in the year subsequent to their election as Vice Governor(s), automatically fill the office of the Governor(s) after their newly elected Vice Governor(s) assumes their office or July 1<sup>st</sup> of the subsequent year of their being Vice Governor(s).

### **Section 2 - Nomination**

1. At least ninety (90) days prior to the annual convention, the District Secretary shall write to each club in the District enclosing nomination blanks and asking for nominations for the office of District Governors and Vice Governors for the year following the convention.
2. No club shall circularize the other clubs in the District supporting a candidate prior to the filing of the nomination with the District Secretary.
3. Any member who has been elected to the office of Deputy Governor at a Zone Conference shall not be permitted to stand for election for the office of Governor or Vice Governor at the convention immediately following the Zone Conference at which they were elected.

### **Section 3 – Time Frame**

Nominations for the office of District Governor and Vice Governor by the District One club of which the nominee is a member in good standing, will be submitted to the District Secretary thirty (30) days prior to the Annual Convention.

### **Section 4 – Association Director**

Election of Association Director on the National Board of Directors:

1. At least ninety (90) days prior to the Annual Convention, in the year an election will take place, the District Secretary shall write to each club in the District, enclosing Nomination blank and asking for nominations for the office of Association Director on the National Board of Directors.
2. The election for this position shall take place during a joint business session.

### **Section 5 – Nomination Announcement**

The nominations as provided for in Section 2, 3 and 4 shall be placed before the Annual Convention immediately after the preliminary formalities of opening the business portion

of the convention has been concluded.

### **Section 6 – Call for Nominations**

Nominations may also be made from the floor with the consent of three (3) clubs in good standing in the District and with the proper nomination papers having been filed with the District Secretary.

### **Section 7 - Elections**

The elections shall take place immediately prior to the adjournment of the business portion of the convention and their term of office shall run in conjunction with that of the Kin year.

## **ARTICLE 7 - DUTIES OF THE DISTRICT OFFICERS (B. III – A20)**

### **Section 1 – District Governors**

1. Shall preside at the Annual District Convention, Fall Leadership Conference and at all meetings of the District Board of Directors.
2. Shall be Chief Executive Officers, exercising general supervision over the work and activities of the District.
3. Shall make a report of the activities of the District at the Annual District Convention.
4. Shall be ex-officio members of any special committees that may be appointed.
5. Shall be responsible for the arrangement of the Annual District Convention in conjunction with the convention Host/Hostess and a meeting of the members attending the Fall Leadership Conference.
6. Shall act as a source of information to all Deputy Governors.
7. Shall appoint a Web Master who shall be responsible for the District One Website.

### **Section 2 - Secretary**

1. Shall be the recorder of the minutes of *all* District meetings.
2. Shall record and maintain accurate minutes of the proceedings of the Fall Leadership Conference and Annual District Convention. Such minutes to be distributed to all club Presidents and District Board of Directors members no later than thirty (30) days after each aforementioned meeting. The minutes of the FLC will be ratified at the next District Convention and minutes of the District Convention will be ratified at the FLC immediately following District Convention.
3. Shall be responsible for all correspondence under the direction of the District Governors.
4. The records of the Secretary shall at all times be open to inspection of the District Board of Directors and the members of the District.
5. Shall maintain up to date lists of addresses of the Presidents and Clubs of the District as per National green form.

### **Section 3 - Treasurer**

1. The Treasurer shall collect all monies payable to the District and shall disburse the same as ordered by the District Executive.
2. Shall notify all Clubs in arrears in respect of dues and the Club will be declared not in good standing when said dues are in arrears thirty (30) days or more.
3. Shall maintain the financial books of the District, showing therein an up-to-date accounting of receipts and disbursements.
4. Shall perform all duties of the Treasurer in Article 9, 14 and 15.
5. The Treasurer's records and books of account shall be available at all times upon request of a member of the District One Board of Directors and members of the

Executives of District One Clubs.

#### **Section 4 – Bulletin Editor**

1. Shall be responsible for the publication and distribution of the District One newspaper/bulletin.

#### **Section 5 - CF/Service Director(s)**

1. The CF/Service Director(s) shall co-ordinate all District Service related projects in District One.
2. Shall be the Kin liaison with regards to Cystic Fibrosis activities of District One.
3. Shall perform all duties required by Article 14, Section 6.

#### **Section 6 – District Coordinator**

1. Shall be conversant with all activities in the District.
2. Shall coordinate the activities of all District Executive, District Council, FLC and District Convention.
3. Shall promote all policies and programs as adopted by the Board of Directors.
4. Any other assignments as required or requested by the District Governors.

#### **Section 7 – District Membership Director**

1. Shall act as a liaison to the Membership Directors at the Zone and Club levels.
2. Shall report on current membership statistics and any Kinsmen, Kinette or Kin club charters.
3. Shall identify struggling clubs and initiate support and work with them to provide membership plans and growth.

#### **Section 8 – Risk Management Director**

1. Participate in training sessions/conference calls provided by the National Risk Management Committee to become familiar with the issues regarding Risk Management and to establish how Risk Management information should be collected and dispersed.
2. Act as an information and education resource to all clubs and individuals within the District with respect to matters pertaining to Risk Management.
3. Provide support to Zone and or Club Risk Managers as needed.
4. Liaise with the National Risk Management Coordinator at Headquarters and National Risk Management Committee.
5. Work with the Deputy Governors to ensure that all required club documentation and submissions to each level of the association are filed correctly and on time (e.g., dues, membership reporting status forms, insurance questionnaires, etc.)
6. Ensure that each club is in good standing with respect to provincial or territorial corporate status.
7. Provide education to fellow District Executive/Council members on risk management.

#### **Section 9 – Past District Governor(s)**

1. Shall be members of the District Executive (as stated in Article 5 – Organization) and shall share the duties as their strengths dictate.
2. Shall actively participate in an annual review of District One House Rules with the current Executive Committee and assist with any resolutions put forth by the Executive Committee.
3. Will assist with the Credentials process at both Fall Leadership Conference and Spring Convention.
4. Will act as Rules of Order Chairpersons for all District meetings as well as Fall Leadership Conference and Spring Convention, unless a conflict of interest has been

declared. At the discretion of the Governor(s) of the Day, these duties would then be given to a Past Governor of their choosing, willing to accept the responsibility.

5. Will act as District One Kin Education Officer with responsibility to submit timely Education articles to Kinship One and each District One Council mailing.
6. Will be responsible for the presentation of at least one workshop at Fall Leadership Conference either pertaining to Kin Education or a topic of choice made by the Governor(s) of the day.
7. Will compile and maintain District Officer job descriptions to be reviewed with members of the incoming District Council.
8. Will act as chair of the candidates' forum for the position of Vice Governor at Spring Convention, if necessary. In the event that the year also includes an election for Association Director, the Past Governor(s) will also act as chair of the AD candidates' forum.
9. Will accept all other duties as deemed necessary by the District Council of the day although not defined in this Section.

### **Section 10 – Vice Governor(s)**

1. Shall form a Vice-Governor's Committee.
2. The Vice Governor(s) and the committee shall thoroughly familiarize themselves with the operation of the District.
3. The Vice Governor(s) shall act as a liaison officer between such committee and the District Executive.
4. The Vice Governor(s) shall present a budget to be voted on at the Annual District Convention prior to their term of office as District Governor(s).

### **Section 11 – Absence or Resignation**

In the event of the absence, resignation or death of a District Governor, the District Executive shall meet and select or choose one of their members to act in the place of the District Governor and to perform all the duties assigned to the Governor by these House Rules and may appoint another person to fill the vacant position.

### **Section 12 – Accountability of District Officers**

Any District Officer (excluding the Vice Governor(s) and Association Director) not meeting the duties outlined in the house rules by the date of Fall Leadership Council of that year, and not being able to provide reasonable justification for their inaction to the current District Governor(s), along with a plan to better serve the membership, will lose the privileges given to them through the District including having any expenses paid for by District, associated with attending any and all District Council meetings, conferences and conventions. The District Governor(s) have the right to ask the District Officer (excluding the Vice Governor(s) and Association Director) to step down from their position if they are unable to present and implement a mutually agreed upon plan.

## **ARTICLE 8 - LIMITATIONS OF DISTRICT EXECUTIVE**

### **Section 1 – Determining Policy**

The District Executive will not determine policy for District One Clubs.

### **Section 2 – Courses of Action**

The District Executive will not recommend courses of action or procedures that are inconsistent with the Objects and Aims of Kin Canada.

### **Section 3 - Power and Function of Executive**

1. The District Executive Committee shall exercise its powers between meetings of the District Board of Directors and only as shall be necessary so that the affairs of the district may be effectively carried on.
2. The exercise by the District Executive Committee of its powers shall be subject to the approval and ratification of the District Board of Directors at its next meeting following the exercise of such powers.

## **ARTICLE 9 - ELECTION AND DUTIES OF DEPUTY GOVERNOR**

### **Section 1 - Requirements**

Any active member who is a member in good standing in their club and zone.

### **Section 2 - Nominations**

1. At least ninety (90) days prior to the date of the Zone Conference the current District Secretary shall write to each club in the District enclosing a nomination blank and asking for nominations for the office of Deputy Governor for the Zone for the Kin year following the conference.
2. A member may be deemed to be properly nominated if their nomination is received thirty (30) days prior to the Zone Conference by the current Deputy Governor and signed by their home Club President and Secretary.
3. Notwithstanding Section 2 subsection 2, a member shall be deemed properly nominated if a nomination is received from the floor of the Zone Conference and seconded by the majority of accredited delegates in attendance from each of two (2) clubs.

### **Section 3 – Elections**

1. The election shall take place at the Zone Conference, by secret ballot.
2. Each club shall receive votes as per the National Policies and Procedures, Elections Part V – Voting Rights.
3. A simple majority of votes shall determine the election.
4. In the case of a tie vote, the current Deputy Governor shall have cast his/her vote in a separate sealed envelope prior to the collection of ballots.
5. Should a Zone Conference fail to nominate or elect a Deputy Governor, the current District Executive shall be responsible for an appointment not later than thirty (30) days following the conference.

### **Section 4 – Duties of Deputy Governors**

1. Be responsible to their District Governor(s).
2. Make at least one official visit to each Club in the Zone other than an installation or Zone social function.
3. Ensure all Clubs are properly installed in the Zone.
4. Hold a Club Officer Seminar prior to September 30<sup>th</sup>, the purpose of which shall be educational with particular emphasis on the duties and obligations of each member of the club executive committee.
5. Send regular newsletter to clubs (min. of 4) with copies of the same to their District Governor(s).
6. Attend District pre-term, Fall Council, Fall Leadership Conference, District mid-term, and District Convention during their term of office.
7. Organize and officiate at the spring Zone Conference. At least thirty (30) days prior to the Zone Conference, the Deputy Governor shall forward to each club in the Zone,

a call to the Zone Conference and a copy of the agenda. Minutes of such meeting to be circulated to the club Presidents and the appropriate District Governor no later than thirty (30) days following the conference.

8. Prepare a report for all Zone Meetings in their Zone.
9. Attend the District Leadership Seminar.
10. Administer a membership program in their Zone in conjunction with the District Membership Director.
11. Hold a pre-term meeting of the Club Presidents within the Zone not later than one (1) week preceding the Fall Leadership Conference and a mid-term meeting of the Presidents between January 1st and February 15th of each year.
12. Collect mini audits as of December 31st, on all clubs in their zone by January 31st. These will be forwarded to the District Treasurer at the next District Board of Directors meeting.
13. Any other assignments as required or requested by the District Governor(s).

### **Section 5 – Finances**

1. The Deputy Governor will create a financial budget for the operation of the zone and submit to the District Governor(s) by September Council meeting. This budget will include income of Zone Dues payable by the clubs within the zone as well as the specified Zone Allotment as noted in the District Budget (traditionally a set monetary amount per club, less the Deputy Governor's home club).
2. Deputy Governor expenses for attendance at all mandatory District Council meetings conferences and conventions will be covered under separate line items in the District budget. Expenses incurred over and above those that are covered by the District by the Deputy Governor will be the responsibility of the Deputy Governor.
3. Deputy Governor Zone Allotment will be paid to the Deputy Governor ½ upon completion of FLC and appropriately submitted documents required by District, and the remaining ½ allotment will be paid to the Deputy Governor upon completion of Spring Convention and appropriately submitted documents required by District. Such documents to be at minimum: Zone Budget, Club Visitation Reports, Expense Forms and any other documents at the discretion of the Governors.

### **Section 6 – Accountability of Deputy Governors**

Any Deputy Governor not meeting the mandatory requirements according to the Outstanding Deputy Governors Award by the date of Fall Leadership Council of that year, and not being able to provide reasonable justification for their inaction to the current District Executive, along with a plan to better serve their Zone, will lose the privileges given to them through the District including having any expenses paid for by District, associated with attending any and all District Council meetings, conferences and convention. The District Executive with the approval of the Zone through a President's Roundtable, can ask the Deputy Governor to step down from their position if they are unable to present and implement a mutually agreed upon plan to ensure they are meeting the requirements and duties as outlined in Article 9 Section 4 of the District House Rules.

## **ARTICLE 10 - MEETINGS**

### **Section 1 - Notification**

The District Secretary shall notify each member of the District Board of Directors and National Headquarters, in writing of the time, place, and date of any District meeting at least thirty (30) days prior to any such meeting, provided that if in the opinion of the

District Governor(s) or District Board of Directors such meeting amounts to an emergency meeting, then at least ten (10) days prior to such meeting.

### **Section 2 – Notice of Meeting**

The District Board of Directors shall meet at the call of the Governor(s) or upon written notice of two (2) members of the Executive. The District Secretary shall mail notice of such meeting to each member not later than ten (10) days prior to the date of the meeting, provided that the members of the Executive may unanimously waive notice of such meetings.

### **Section 3 – Club Leadership Seminar**

1. Prior to the July 1st commencement of the Kin year the District Executive committee shall hold a meeting of all presidents-elect in the District.
2. The purpose of the meeting shall be of an educational and instructive nature and shall deal with:
  - All phases of the Association’s business including policy and administration at the National, District, and Club levels; and
  - All phases of the president’s responsibilities and duties so that he/she may be better equipped to offer leadership to his/her club.

## **ARTICLE 11 - ANNUAL DISTRICT CONVENTION (B III – A22)**

### **Section 1 - Responsibility**

The Annual District Convention shall be the responsibility of and conducted by the District Executive.

### **Section 2 – Time and Location**

1. Ninety days prior to the District Convention, the District Secretary shall write to the president of each club in the District enclosing an invitation blank and ask for invitations for the site of convention for the following year.
2. The time and location of the Annual District Convention shall be determined at the immediately preceding Annual District Convention by a vote of the delegates in attendance.
3. The Host Club can be a Kinsmen, Kinette, or Kin Club in good standing and if co-hosted must also be a Club in good standing.

### **Section 3 - Notice**

The District Executive will give District One clubs ninety (90) days notice in writing of the time and place of the Annual District Convention.

### **Section 4 - Voting**

Each District One Club, having paid its annual dues, will be entitled to votes as per the Kin Canada General Operating By-Law No. 1, Section V National Administration, 5.02 (h) Voting Rights and Proxies.

### **Section 5 – Rights of Delegates**

Each District One Club having paid its annual dues, will be entitled to votes as per the Kin Canada General Operating By-Law No. 1, Section V National Administration, 5.01 Delegates at Membership Meetings, (a) (b) and (c).

### **Section 6 – Delegates at Large**

The following persons shall be Delegates- at - large at each Annual convention of District One, subject to being an Active or Active Life Member of a club in District One:

- District One Governor(s)



- District One Vice Governor(s)
- The current District Officers
- The current Zone Deputy Governors
- Past District One Governors, Past District One Kinette Convenors and Past District One Kinette Coordinators.
- Current or Past National Presidents from District One

They shall be entitled to carry only one (1) delegate-at-large vote and are not permitted to proxy this vote.

## **Section 7 - Resolutions**

1. Ninety days prior to the date of District Convention, the District Secretary shall write to the President of each club inviting resolutions to be considered at the District Convention. Any such resolution must be submitted to the District Secretary sixty (60) days prior to District Convention. Notwithstanding this limitation, any resolutions having been passed at a zone conference will be deemed to fall within the meaning of this article. The District Secretary will forward club-submitted and Zone Conference-produced resolutions, along with the convention agenda, to all club Presidents no later than thirty (30) days prior to Convention, electronically through the Deputy Governors and via bulk email through Kin Canada headquarters,
2. Resolutions that are put forward by the current District Council, including the Vice Governors' team, must be submitted to the District Secretary for circulation to the clubs no later than ninety (90) days prior to the date of District Convention.
3. All resolutions received in accordance with this section shall be subject to a review by the appointed Rules of Order Chair and any resolution considered out of order at that time will be provided the opportunity of withdrawal or amendment, by the original club/individual making the resolution, until such motion is withdrawn or considered to be in order. The amended motion will then be circulated via any means available at the time, such as the District Website, District One Mailing, District One Group Email, and through communications to the Deputy Governors. In doing so and having been circulated by said means, up to and including thirty (30) days prior to the opening of the respective Convention, the resolution shall be deemed to satisfy the conditions for consideration.

## **Section 8 – Roll Call**

Immediately prior to any elections, an official roll call will be conducted to determine the number of accredited delegates and accredited delegates-at-large, and the number of proxy votes being carried. These numbers will determine the voting strength for elections and will be counted for the Kinsmen Jay Dunn Memorial Shield.

## **Section 9 – Special Committees**

The Governor(s), with the approval of the District Executive, may appoint special committees, prior to the annual meeting, such as a committee on resolutions and a committee of scrutineers.

## **Section 10 – Host Club Provide**

The Host Club of the District Convention shall appoint at least one (1) convention host/hostess whose duties shall be assigned by the District Governor(s). They shall work in conjunction with the District Executive under the terms of a contract to be negotiated between the convention host/hostess and the current Executive. The Host Club for the Annual District Convention shall arrange, provide and pay for the following out of the Convention Registration Fee and any other means at their disposal such as souvenir programs, advertising etc.

1. Pre-convention expenses such as advertising, traveling, etc.
2. Administrative and incidental expenses necessary to the success of the convention such as audiovisual equipment and public address system.
3. All social functions including entertainment and meals.
4. Accommodations for Council meetings and the business sessions of the convention as deemed necessary by the District Council.

### **Section 11 - Host Club Arrange**

The Host Club for the Annual District Convention shall arrange and provide, but not be financially responsible for the following:

1. Hotel accommodations for all club delegates and non-delegates, National and District Officers.
2. A means of recording the proceedings suitable to the District executive to record and submit the minutes of the business session (paid by the District Treasury).

### **Section 12 – Expenses of District Board of Directors**

In lieu of a grant from the District Treasury to the Host Club, all expenses of the District Board of Directors shall be borne by the District Treasury.

### **Section 13 – Convention Assessment**

An equal dollar amount, to be set at Fifty (50.00), shall be collected from each club in the District by the District Treasurer each year, said sum to be due and payable at the same time as District dues. If any club, having remitted it's District Dues Spring Convention levy, has at least one delegate paying a full single or single event registration greater than the levy, that club will be reimbursed it's levy at the close of Spring Convention. If the club does not have at least one delegate paying a full single or single event registration greater than the levy, that club will forfeit its levy to the Host Club.

Host Club for Spring Convention should be remitted all paid levies by March 15th, with the next instalment paid with the Council registrations. Any late remittances of District Dues levies will be paid to the Host Club as received, but no later than the end of the Kin Year, June 30th.

An up to date list of clubs with outstanding dues will be given to the host club at the commencement of Spring Convention to enable them to create refund cheques

### **Section 14 – Sergeant-at-Arms**

The Host Club shall provide a Sergeant- at - Arms acceptable to the District Executive.

### **Section 15 – Profits/Loss**

Any profits derived from such District Convention, after payment of all expenses, shall accrue to the Host Club, and similarly, any excess of expenses over receipts shall be borne by the Host Club.

### **Section 16 – Budget**

The Host Club of Annual Convention shall submit its proposed budget and financial statement on a format outlined by the District Executive. The Host Club cannot advertise or promote convention until the District Board of Directors approves its budget.

### **Section 17 – Financial Statement**

The Host Club of the District Convention in each year shall supply within ninety (90) days following the final day of the Convention to the Host Club of the District Convention for the following year and to the District Executive, a financial statement of receipts and disbursements, reviewed by an independent Kin member. The District Executive shall withhold \$1,000.00 of the District registration until receipt of the said financial statement. The \$1,000.00 is to be forfeited to the District General Account if the statement is not

received within the designated time. The financial statement shall be published in Kinship One.

### **Section 18 – Business at Convention**

The Convention may propose, discuss and adopt Resolutions recommending legislation to the Association subject to the provisions of the By-laws in that respect. It shall also consider and act upon matters submitted to it by the Association.

### **Section 19 – Election of Convention Location**

Immediately prior to the election of the District Governors, the place of the next Convention shall be voted upon, a majority vote being required to determine the choice. Should no club vie for the host of such Annual District Convention, the District Governors shall have the authority to choose a site in District One.

### **Section 20 – Registration Fee**

The Host Club for any Annual District Convention shall establish with the approval of the District Executive a uniform registration fee to be paid by all persons attending the Annual District Convention. Such to be submitted with the budget and after the budget is approved by the District Executive; the host club can advertise and promote the Annual District Convention.

## **ARTICLE 12 - FALL LEADERSHIP CONFERENCE (B III – A22)**

### **Section 1 – Purpose**

The purpose of Fall Leadership Conference (FLC) is to provide educational seminars to the members. Such Education may deal with Kin, Business, professional ethics or personal development. The only business to be dealt with shall be the District Financial Review; Approval of the minutes from the previous District Convention and the awarding of the next FLC.

### **Section 2 – Host Club**

The Club hosting FLC and the District Board of Directors shall enter into a contract as mutually agreed upon.

### **Section 3 - Timing**

The FLC in each fiscal year shall be held not later than November 15<sup>th</sup>.

### **Section 4 – Location**

The place of the FLC shall be determined as follows:

1. Sixty (60) days prior to the Fall Leadership Conference the District Secretary shall write to the president of each club in the District enclosing an invitation blank and ask for invitations for the site of Fall Leadership Conference for the following year.
2. Invitations shall be submitted on the forms provided by the District Secretary thirty (30) days prior to the Fall Leadership Conference at which the invitations will be presented.
3. At Fall Leadership Conference the location for the next Fall Leadership Conference shall be voted upon from the invitations received by the delegates and delegates-at-large in attendance with the majority vote deciding the location.
4. In the event no invitations have been received for the next Fall Leadership Conference any duly accredited delegate may invite the District Board of Directors to hold the Fall Leadership Conference at a location or near their club's locale providing that the consent of their Club Executive has been obtained.
5. If no invitation is brought forward at the Fall Leadership Conference as aforesaid, the

District Executive Committee shall determine the location of the next Fall Leadership Conference.

### **Section 5 - Registration Fee**

The Host Club for any Fall Leadership Conference shall establish with the approval of the District Vice Governors Committee, a uniform registration fee to be paid by all persons attending the Fall Leadership Conference. Such to be submitted with the budget no later than January 15th prior to the Fall Leadership Conference. After the budget is approved by the Vice Governors Committee the host club can advertise and promote the conference.

### **Section 6 – Host Club Provide**

The Host Club for the FLC shall arrange, provide and pay for the following out of the Fall Leadership Conference Registration fee and any other means at their disposal such as souvenir programs, advertising, etc.

1. Pre-Fall Leadership Conference expenses such as advertising, traveling, etc.
2. Administrative and incidental expenses necessary to the success of the Fall Leadership Conference such as audio visual equipment and public address system.
3. All social functions including entertainment and meals.
4. Accommodations for Council meetings and the sessions of the conference as deemed necessary by the District Council.
5. A minimum of four (4) break-out rooms (separate areas) must be provided on the Saturday of Fall Leadership Conference; along with any necessary audio visual equipment deemed as necessary by the District Executive.

### **Section 7 – Host Club Arrange**

The Host Club for the Fall Leadership Conference shall arrange and provide but shall not be financially responsible for the following:

1. Hotel accommodations for all club delegates and non-delegates, National and District officers (to be paid for individually by the occupants).
2. A means of recording the proceedings suitable to the District executive to record and submit the minutes of the business session (paid by the District Treasury).

### **Section 8 – Expenses of District Board of Directors**

In lieu of a grant from the District Treasury to the Host Club, all expenses of the District Officers shall be borne by the District Treasury.

### **Section 9 – Conference Assessment**

An equal dollar amount, to be set at Fifty (50.00), shall be collected from each club in the District by the District Treasurer each year, said sum to be due and payable at the same time as District dues. If any club, having remitted it's District Dues Fall Leadership Conference levy, has at least one delegate paying a full single or single event registration greater than the levy, that club will be reimbursed it's levy at the close of the Fall Leadership Conference. If the club does not have at least one delegate paying a full single or single event registration greater than the levy, that club will forfeit its levy to the Host Club.

Host Club for the Fall Leadership Conference should be remitted all paid levies by September 15th, with the next instalment paid with the Council registrations. Any late remittances of District Dues levies will be paid to the Host Club as received, but no later than the end of the Kin Year, June 30th.

An up to date list of clubs with outstanding dues will be given to the host club at the commencement of the Fall Leadership Conference to enable them to create refund

cheques

### **Section 10 – Sergeant-At-Arms**

The Host Club shall provide a Sergeant-At-Arms acceptable to the District Executive.

### **Section 11 – Profits/Loss**

Any profits derived from such Fall Leadership Conference after payment of all shall accrue to the Host Club, and similarly, any excess of expenses over receipts shall be borne by the Host Club.

### **Section 12 – Financial Statement**

The Host Club of the Fall Leadership Conference in each year shall supply within (90) days following the final day of the FLC to the Host Club of the Fall Leadership Conference and to the District Board of Directors a financial statement of receipts and disbursements, reviewed by an independent Kin member, in a format as outlined by the District Executive. The District Executive shall withhold \$1,000.00 of the District registration until receipt of the said financial statement. The \$1,000.00 is to be forfeited to the District General Account if the statement is not received within the designated time to both the above mentioned parties. The financial statement shall be published in Kinship One.

### **Section 13 – Roll Call**

Immediately prior to any elections, an official roll call will be conducted to determine the number of accredited delegates and accredited delegates-at-large in attendance, and the number of proxy votes being carried. These numbers will determine the voting strength for elections and will be counted for the Kinsmen Jay Dunn Memorial Shield.

### **Section 14 – Fall Leadership as a Mini Convention**

Any Fall Leadership Conference may be declared a Mini Convention at the discretion of the District Board of Directors of the day providing notification to the clubs is no later than 60 days prior to the declared date.

### **Section 15 – FLC Host**

The Host Club can be a Kinsmen, Kinette or Kin Club in good standing and if co-hosted, must also be a Club in good standing.

## **ARTICLE 13 - ZONE CONFERENCES**

### **Section 1 - Timing of Zone Conference**

Each Deputy Governor shall call a zone conference to be held in his / her zone between February 15th and March 31st of each year. Approval of the requested date must be given by the Governor(s) of the day.

### **Section 2 - Place**

The place of the Zone Conference shall be determined as follows:

1. Sixty (60) days prior to the Zone Conference each Deputy Governor shall write to the President of each club in the zone enclosing an invitation blank asking for invitations for the site of the Zone Conference for the following year.
2. Invitations shall be submitted on the forms provided by the Deputy Governor thirty (30) days prior to the Zone Conference at which the invitations will be presented.
3. At the Zone Conference the location of the next Zone Conference shall be voted upon from the invitations received by secret ballot with a simple majority deciding the election.
4. In the event no invitations have been received for the next Zone Conference, the

location of the next Zone Conference shall be left to the discretion of the Deputy Governor - Elect.

### **Section 3 – Registration Fee**

The Host Club for any Zone Conference shall establish, with the approval of the Deputy Governor, a uniform registration fee to be paid by all persons attending the Conference.

### **Section 5 – Attendance**

Each Conference shall be open to attendance by all members in good standing, provided notification is given 10 days prior to the number attending.

### **Section 6 – Resolutions**

Every resolution to be presented to a Zone Conference shall be submitted to the Deputy Governor at least sixty (60) days in advance by the club sponsoring the same. The Deputy Governor will circulate the resolutions to each Club in the Zone, thirty (30) days prior to the conference.

### **Section 7 – Voting**

Each District One Club, having paid its annual dues, will be entitled to votes as per the Kin Canada General Operating By-Law No. 1, Section V National Administration, 5.02 (h) Voting Rights and Proxies.

## **ARTICLE 14 - FINANCE (B III – A23)**

### **Section 1 - Budget**

The incoming District Executive committee shall prepare and present a budget of estimated income and expenditures for the next fiscal year, at the District Convention immediately prior to said fiscal year commencing. The budget shall also include the Surplus Fund, the Charter Trust Fund, the NVP Trust Fund, the Membership Trust Fund and any other special funds or accounts as separate line items and not shown as a single amount. The budget shall be circulated to all clubs within the District not later than 30 days prior to the date of the District Convention and shall be approved at said convention. To assist in preparation of the budget, it is recommended that the incoming District Executive communicate with the incoming National Executive Committee as to their proposed expenses for travel to District One Convention or National President's Tour in the upcoming year.

### **Section 2 - Financial Reporting**

1. The Treasurer of the day shall present to each District Board Meeting, FLC and the Annual District Convention a printed interim financial statement showing the status of the District Executive accounts. An interim statement is to be printed in the FLC brochure for information purposed only.
2. The Past District Governor(s) shall provide a copy of financial statements, reviewed by an independent Kin member, to the current District Executive, in order that it may be distributed to all clubs or printed in Kinship One, at least 30 days prior to Fall Leadership Conference.
3. The Past District Governor(s), or their appointee, shall present, at Fall Leadership Conference following their term of office, said Financial Statement, to be examined and voted upon by all delegates in attendance.
4. Each club shall forward a reviewed financial statement of all of the club's accounts for the preceding year ending June 30th, and the clubs approved budget for the current year, to the District Executive not later than October 31st.
5. All Financial records must be turned over to the current District Treasurer by August

15<sup>th</sup> following their term on office. These records must be kept for seven (7) years.

6. Upon filing of the most recent records, the records from 8 years prior to the year newly filed, are to be shredded.

### **Section 3 - Dues**

1. The District Executive shall have the authority to levy an assessment per member, per annum, per Club as determined by the approved budget at the Annual District Convention held in that fiscal year, based on the membership as of February 28<sup>th</sup> census at National Headquarters, to be due June 30<sup>th</sup> to cover the Kin year immediately following said payment. The funds shall be collected by the incoming Treasurer as appointed by the Governors - Elect.
2. When the District Executive wishes to raise dues, all clubs in District One will be notified at least thirty (30) days prior to the Annual District Convention with a financial statement and justification of the change.
3. Newly chartered clubs, chartered prior to the February 28th census date, will be responsible for payment of District membership dues billed for the following year. Clubs chartered after the February 28th census date will not be responsible for payment of District membership dues for the following year but will become responsible when their membership numbers are recorded on the subsequent February 28th membership census.

### **Section 4 - Expenditures**

1. The Host Club will be responsible for the meals of the Governor(s) or their designate and one traveling companion when attending:
  - Spring Zone Conference and Zone Executive Seminars
  - Clubs wishing to personally discuss a problem with the District Governor
  - Any invitation issued to the District Executive
  - Charter nights of new Clubs
  - Life Memberships
2. For traveling to functions in District One, mileage at a rate approved by the District Executive, to be paid by the District Treasurer.
3. The registration fee and room accommodations of the District Board of Directors attending the Annual District Convention and Fall Leadership Conference shall be borne by the District Treasury.
4. The Past District Officer 'pins' shall be purchased from District Funds, to be presented to those District Officers at the end of their term of office, in appreciation for their efforts.
5. All authorized duly related expenses incurred by the District Board of Directors will be reimbursed by cheque, upon submission of supporting receipts to the District Treasurer. Signing authority for the District Executive Accounts will be comprised of the District Treasurer and either of the two District Governors.

### **Section 5 - Surplus**

1. A surplus fund shall be established and maintained by the District Treasurer.
2. Any surplus from the District Treasury shall be added to the Surplus account each year.
3. Any expenditure of surplus monies first requires a majority approval of all delegates at Fall Leadership Conference or District Convention as per standard voting practices.
4. The District Surplus may be utilized for the educational purpose of a District Leadership Seminar and Club Leadership Seminar and other operating expenses prior to taking office, for a Vice Governors' team in the form of an advance, without submitting to item 3. Funds will be fully reimbursed to the surplus fund by that

team during their District year. Both the advance and the repayment will be noted accordingly in the financial accounting of the Surplus account.

5. All disbursements shall be made solely by cheque.

### **Section 6 - CF/Service**

1. The incoming District CF/Service Directors shall submit, at the Annual District Convention prior to taking office, a joint CF and Service budget for expenses to promote CF awareness, service and fundraising. The budget shall be circulated 30 days in advance of said convention.
2. The District Governors shall appoint an audit committee from the current council to include the District Treasurer and 2-3 other council members to review the CF/Service finances by March 15<sup>th</sup> following the closing of the books, for the previous Kin year, for circulation, printing and presentation at District Convention.
3. The outgoing CF/Service directors shall deposit all funds received as of June 30<sup>th</sup> each year in the District CF account to be administered by an independent financial institution with direction to release all funds a minimum of five (5) business days prior to January 15<sup>th</sup> in the following year to the Canadian Cystic Fibrosis Foundation.
4. The outgoing Treasurer and Service Directors shall release all signing authority on the account by January 15<sup>th</sup>, following their term of office.
5. The outgoing CF/Service Directors shall prepare an interim financial statement based on the funds received and deposited as of June 30<sup>th</sup> cut off date; to be published in the FLC brochure for information purposes only.
6. Any funds not deposited by June 30<sup>th</sup> each year will be carried forward and credited as funds for the following year.
7. The outgoing District CF/Service Directors shall present a financial statement reviewed by the audit committee, of the C.F./Service Account at the District Convention immediately following their term of office.
8. The CF/Service Directors shall keep accurate records by club of all monies collected. The Service Directors shall present at each District Board Meeting, FLC and the Annual District Convention a printed interim financial statement showing the status of the CF/Service accounts. An interim statement is to be printed in the FLC brochure for information purposes only.
9. All CF/Service Financial records must be turned over to the current CF/Service Directors by February 28<sup>th</sup> following their term of office. These records must be kept for seven (7) years.
10. Upon filing of the most recent records, the records from 8 years prior to the year newly filed, are to be shredded.

### **Section 7 – Vice Governor(s)**

1. Following election, the Vice Governor(s) will be required to complete a budget that must be approved by the current District One Executive before any funds are released to the Vice Governors' Team.
2. The Vice Governors' Team must file a financial statement on or before June 30<sup>th</sup> of the current year to be approved by the District One Executive.
3. Any surplus funds shown in the Vice Governors' Teams financial statement must be turned into the District Treasurer on or before June 30<sup>th</sup> of that current year. These excess funds will be deposited into the Surplus Account.

## **ARTICLE 15 - TRUST FUNDS**



## **Section 1 – Charter Fund**

District Dues collected from a newly chartered club in its first billing year shall be placed by the District Treasurer in a trust fund for the purpose of external expansion.

These funds need to be shown as a separate revenue line item. These funds shall be disbursed as follows:

1. Any Charter Committee from District One sponsoring a new club from District One shall be entitled to be reimbursed a maximum of five hundred (\$500.00) dollars towards the cost of sponsoring a new club.
2. The sponsoring Committee will be eligible to apply for these funds immediately following the charter night ceremonies and no later than sixty (60) days following this charter.
3. Applications in writing must be made to the District Governors signed by Charter Committee Chairperson(s) and the Deputy Governor(s) of the zone.
4. Expenses such as mailing costs, hall rental, newspaper advertising, guest meals, and telephone calls would be allowed. Receipts for these expenses must be attached to the application.
5. The District Treasurer shall place the funds in an interest bearing account for expenses of the District each year.

## **Section 2 - NVP Fund**

The District should maintain with non-dues revenue a National Vice President Fund not be exceed \$5,000.00. The Fund should be administered by the District Board of Directors with no disbursement to any NVP candidate from District One to exceed one half of said fund. Such fund established from the "Go with Grove" campaign of 1988 and the Norster Campaign of 1991. The Fund shall be maintained without dues revenue. The find pot from the Annual District Convention meetings shall go towards maintaining the NVP fund. Fine pots from all other District meetings or conferences may be used for this fund or any other cause as the floor of the meeting may decide.

## **Section 3 – Membership Fund**

The District shall maintain a trust fund for the purpose of supporting clubs in need of financial assistance in their membership endeavors. These funds are to be shown as a separate revenue line item and will be disbursed as follows:

1. Application for funds from the trust fund will consist of the submission by a club of a detailed two-year membership plan.
2. The membership plan must include, but is not limited to, the following; financial need, timelines, membership growth expectations, event proposals including proposed budgets, proposed training of current and new members, and methods of review and follow-up
3. Clubs are required to be current on all paperwork and other obligations to Zone, District, and National and considered "in good standing" for the plan's two-year period.
4. Applications will be reviewed by the District Executive of the day. Approval of applications to be forwarded, in writing, to the District Treasurer who will disperse the funds, said funds not to exceed \$500.00 per club.
5. Monies received by a club from this fund must be used for membership initiatives only and are not to be used to pay dues or any other expenses.
6. Clubs are required to submit a financial statement to the District Treasurer by October 31<sup>st</sup> of the year following the two-year plan. Any funds remaining will be turned back into the District Treasurer to be deposited into the membership fund.
7. Any club receiving monies from this fund will be ineligible for any further funding for

a period of five years.

8. At the end of each fiscal year, funds are to be transferred from the District surplus to bring the membership trust fund back to a maximum \$5000.00 on the condition that this shall not deplete the District surplus to less than \$10,000.

## **ARTICLE 16 - INTERCLUB ACTIVITIES**

### **Section 1 – Joint Meeting**

A Joint Meeting shall be defined as a meeting between the members of two (2) or more Kinsmen, Kinette, or Kin Clubs, not to exceed three (3) Clubs at which each Club taking part shall conduct its own business in the normal way.

### **Section 2 – Zone Inter-club**

A Zone inter-club shall be considered any social event planned by a Club that adheres to all of the following guidelines:

1. The Zone Deputy Governor(s) must be advised sixty (60) days prior to the proposed event in writing with full details as to theme, time, place, cost and any other pertinent information.
2. The Zone Deputy Governor(s) must reply in writing to any request within seven (7) days to sanction the event.
3. All Clubs in the Zone must be given thirty (30) days written notice by the host club of the sanctioned interclub with full particulars as to theme, place, cost, reply deadline and any other pertinent information.
4. Where it is the desire of the Host Club that the inter-club includes more than one (1) Zone but not the entire District, guidelines 1 through 4 must be followed for each Zone to be included.
5. The Zone Deputy Governor(s) cannot sanction more than one (1) inter-club on the same date.

### **Section 3 – District Inter-club**

A District Inter-club shall be considered any social event planned by a club that adheres to all of the following guidelines:

1. The District Governor(s) must be advised sixty (60) days prior to the proposed event in writing with full details as to theme, time, place, cost and any other pertinent information.
2. The District Governor(s) must reply in writing to any request within seven (7) days to sanction the event.
3. The District Governor(s) cannot sanction more than one (1) interclub on the same date within one hundred (100) Kilometer radius.

### **Section 4 – Notification of Attendance**

Clubs must notify the host club either verbally and/or in writing as to the number attending. Clubs confirming certain attendance will be obligated to the host club for the full number confirmed.

## **ARTICLE 17 - STANDING & SPECIAL COMMITTEES**

### **Section 1 - Appointment**

The Governor(s), with the approval of the District Executive, may appoint such committees as are necessary for the promotion and furtherance of the District's affairs.

## **Section 2 – Terms of Reference**

1. The terms of reference of a standing or special committee shall be those prescribed by the District Executive from time to time.
2. The terms of reference for all standing and special committees shall be published in the District One House rules.

## **Section 3 - Finance**

1. Funds for the operations of these committees shall be part of the proposed budget presented at the Annual District Convention for approval.
2. All expenditures from this approved amount will be disbursed by the District Treasurer upon submission of supporting receipts.

## **Section 4 - Qualifications**

Each member of the Standing or Special committee must be an active member in good standing of a District One club or a life member of the Association as defined in the Kin Canada General Operating Bylaws - Article 12.

## **Section 5 - Appointment**

1. The District Governor(s), with the approval of the District Executive, may appoint such members as are necessary.
2. The Governor(s) shall be ex-officio member(s) of all Standing and Special committees.
3. No member shall serve a term longer than two (2) years.

## **Section 6 - Responsibility**

1. All chairpersons and members of any such committee shall be responsible to the District Executive and subject to removal by it.
2. Duties of the committee shall be as outlined in terms of reference.

# **ARTICLE 18 – AMENDMENTS (B.III – A19)**

## **Section 1 – Amendments to House Rules**

Amendments to these House Rules, if in conformity with the Kin Canada General Operating By-Law No. 1 of the Association, may be adopted by a two-thirds vote of the delegates and delegates-at-large present and voting at any Annual District Convention.

## **Section 2 - Proposed Amendments**

Any proposed amendments must be submitted to the District Secretary 40 days prior to District Convention. Notwithstanding this limitation, any amendments having been passed at a Zone Conference will be deemed to fall within the meaning of this article. The District Secretary will forward these amendments along with the convention agenda, to all club presidents 30 days prior to convention.

## **Section 3 – Resolution Wording**

Any resolution proposing an amendment to these House Rules shall include the exact wording of the Article and/or Section to be amended.

## **Section 4 - Approved Changes**

Unless otherwise stated in the amendment or addition to the house rules, the approved changes shall become effective immediately at the conclusion of the District Convention and/or mini-convention where the amendments or additions were passed.

## **ARTICLE 19 - PUBLISHING OF HOUSE RULES (B.III – A25)**

### **Section 1 – Amending and Publishing**

1. These rules shall be amended each year by the incoming District Executive to include all resolutions passed at the District Convention prior to their assuming office.
2. All amendments to these House Rules shall be published each year by the incoming District Executive and a complete copy of these House Rules shall be mailed or delivered to each incoming Club President.

## **ARTICLE 20 - TRAVELING TROPHIES**

### **Section 1 – Animals**

District One of Kin Canada shall not permit live animals to be used as traveling or roving trophies.

## **ARTICLE 21 - DISTRICT AWARDS**

### **Section 1 – Resolutions**

Any District One Kinsmen, Kinette, or Kin Club or District Executive shall submit in writing to the District Executive a resolution for consideration at the next District Convention subject to the Kin Canada General Operating By-Law No. 1

### **Section 2 – Amendments**

Amendments to Part II, Part III and Part IV of these House Rules shall be proposed as in Article 18 of these House Rules.

## **ARTICLE 22 - CYSTIC FIBROSIS EMPHASIS PROGRAM**

### **Section 1 – Endorsement Duration**

District One shall endorse Cystic Fibrosis as our District Emphasis Program until a cure or control is found for this disease. All funds raised are to be forwarded to the Canadian Cystic Fibrosis Foundation for their continued research programs.

## **ARTICLE 23 - DISTRICT ONE CONVENTION FLAG**

### **Section 1 - Background**

The District One Convention Flag was designed by Kin Don Johnson of the Kinsmen Club of Paisley & District. The flag was a joint project of the Kinsmen & Kinette Clubs of Zone J, in the 1990-1991 Kin year. The flag was presented to the District One Board of Directors, at the 1991 Spring Convention Awards Dinner in Chatham, on Sunday, May 19th, by Zone J Kinette Coordinator Judy Clark and Deputy Governor Ian Gentles on behalf of all Zone J Clubs.

### **Section 2 - Purpose**

The purpose of the flag is to help promote either FLC or District Convention in the host community.

### **Section 3 – Display Choices**

The flag is designed to be displayed in one of two ways. It can be flown from a flagpole, or a rod may be inserted into the pocket at the top of the flag and hung as a banner.

## **Section 4 - Description**

The District One Convention Flag measures 45 in. by 90 in. It has a middle white section, with wide red horizontal strips at top and bottom. The top strip contains the word "DISTRICT" in white, while the bottom strip contains the word "CONVENTION" in white. The middle white section has a narrow red band at both top and bottom. In the centre is a large red "1" flanked by two KIN logos. The left logo has the word "KINSMEN" in the bottom scroll section; while the right logo has the word "KINETTES" in the bottom scroll section. The design is on file at Flags Unlimited in Thornton (Barrie), Ontario.

## **Section 5 – Governor Rules**

1. The District One Convention flag is the property of the District One Board of Directors.
2. At each District One Spring Convention, the District Governor(s) are to call for the District One Convention Flag to be presented by the hosts of the District Convention to the hosts of the next Fall Leadership Conference, before those in attendance at the Awards Dinner.
3. At each District One Fall Leadership Conference, the District Governor(s) are to call for the District One Convention Flag to be presented by the hosts of FLC, to the hosts of the next District Convention, before those in attendance at the Fall Leadership Conference Dinner.
4. The flag is to be displayed by the host club for the duration of the convention. That is, from opening, until the flag presentation ceremony. The flag is to be either flown from a flagpole, or hung as a banner, at the convention hotel or the conference facility.
5. The host club of either District Convention or FLC is responsible for the care and security of the District One Convention Flag while in their possession. Should the flag become damaged or lost during this time, the host club is liable for the cost of replacement and is to ensure such replacement occurs well in advance of the next District One District Convention or FLC host requiring it.

## **ARTICLE 24 - DISTRICT ONE COMPUTER & SOFTWARE**

The District Executive will maintain in good working condition, the District computer, monitor, printer, LCD projector and all associated software for the preparation of all District documents throughout their term. The District equipment will be turned over to the incoming District Executive by July 31st. Any equipment no longer usable can be disposed of at the discretion of the incoming District Executive upon receipt of such equipment and noted in the next District Council meeting minutes. An inventory of all equipment, including serial numbers, is to be kept by the District Secretary.

## **ARTICLE 25 – KINSHIP ONE**

### **Section 1 – Subscription**

Kinship One shall be restructured to be a subscription based magazine, and that the necessary applications and restructuring be made to receive a postal grant. This subscription structure will not apply in the event funding is not obtained.

### **Section 2 – Subscription Payment**

The District budget will pay the subscriptions for all active members of District One.

## ARTICLE 26 - DISTRICT ONE WEBSITE

### Section 1 – Webmaster

1. Shall be appointed by the District One Governors
2. Shall be responsible for the District One Website
3. Shall be conversant with all activities in the District.

### Section 2 – The Website

Shall represent the District in a manner that does not contravene with Kin Canada General Operating Bylaws, the Kin Canada Policies and Procedures Manual, the National Ends Policies and the District One House Rules.

## DISTRICT 1 POLICY #1 – ASSOCIATION DIRECTOR CAMPAIGN GUIDELINES

1. Hospitality suites will not be made available for this campaign
2. Campaign skits will not be permitted
3. Campaign funds should not exceed \$1,000 of donated goods or personal funds.
4. Signs, posters or banners are allowed at the convention site based on stipulations regarding placement, method and technique as set by the Host committee.

## PARTS II, III & IV- DISTRICT AWARDS

### Section 1 – Kinsmen and Kinettes Awards General

A banner crest for the District banner and a banner crest for the home club's banner shall accompany all District Kinsmen and Kinette awards. These crests shall be the responsibility of the current District Executive. Along with the District banner, an individual plaque is awarded with the name of the award, name of the winner, and the year of presentation.

It will also be the responsibility of the current District Executive to purchase the crests for the District banner for the District Vice Governor(s) and the District Governor(s).

Any District One Kinsmen or Kinette Club or District Executive wishing to introduce a District Award or competition shall submit it in writing to the District Executive for consideration at the Spring Convention subject to the section governing submission of resolutions. After acceptance by the delegates, this award or competition shall come into effect at the beginning of the next Kin year.

## PART II- KINETTE AWARDS

### Section 1 – Kinette Bulletin Awards

*Deadline: Ten (10) days after the completion of Zone Conference and presented at District Convention*

**Senior Award:** For all Clubs with membership of 15 and more as of the October membership reporting form.

**Junior Award:** For all Clubs with membership of 14 or less as of the October membership reporting form.

#### **Rules:**

1. Entries shall be judged on five complete monthly issues of the Club's Bulletin.
2. Entries shall be judged by the Deputy Governor or her appointee according to the comprehensive marking scheme supplied by the District Awards Chairperson. A Junior and Senior winner shall be selected in each Zone, and their names and

bulletins forwarded to the District Awards Chairperson for final judging within ten days of the holding of the zone conference.

3. Judging shall be done and points awarded as outlined in the District Kinette Senior and Junior Bulletin marking system.
4. Bulletin awards shall be banner crests and banner, one for each division. A personal plaque to be given to the winners in each division, with certificates of appreciation given to the runners up in each division.
5. **CRITERIA** – as per the criteria set out in District Bulletin Award Marking Scheme

<b>A. Mandatory Requirements (each issue)</b>		√
1.	<i>Outside front cover, inside front cover or first immediate page following.</i>	
	a) <i>Club name, Zone and District</i>	
	b) <i>Names of Club President and Bulletin Editor</i>	
	c) <i>Club contact information</i>	
	d) <i>Date, time and place of meeting</i>	
	e) <i>Issue number of bulletin</i>	
2.	<i>Minutes of last general meeting</i>	
3.	<i>President's report</i>	
4.	<i>Calendar of events</i>	
<b>B. Content</b>		
1.	<i>Club Activities</i>	
	a) <i>Activities of club members, birthdays, etc</i>	5
	b) <i>Reports on social events</i>	5
	c) <i>Reports/Updates on service projects</i>	5
	d) <i>Articles submitted by club members (other than bulletin editor)</i>	5
	e) <i>Kin profiles/Kin Kid section</i>	5
2.	<i>Editorials (5 points each to a maximum of 10)</i>	10
	a) <i>Must be original and labeled as editorials</i>	
	b) <i>Can be submitted from anyone in the club or community</i>	
3.	<i>Kin Education</i>	15
4.	<i>Association News</i>	
	a) <i>Zone news</i>	10
	b) <i>District news</i>	10
	c) <i>National news</i>	5
<b>C. Presentation</b>		
1.	<i>Layout and quality of production</i>	10
2.	<i>Quality of content; reader's interest, humour and good taste</i>	15
<b>MARKING WORKSHEET SECTION</b>		
<i>Section A - Mandatory Section:</i>		√ or X
<i>Section B - Content:</i>		75
<i>Section C - Presentation:</i>		25
<b>GRAND TOTAL</b>		<b>100</b>

*Clubs may still forward copies of their bulletins to District for information purposes, addressed to the District Governor(s).*

## **Section 2 - The Myrtle Wilson Memorial Service Award**

*Deadline: April 15th for the year April 1-March 31 and presented at District Convention*

The original rules set up by the Delhi Kinette Club were revised to be brought in line with the **Hal & Elspeth Rogers National Service Award**, for publication 2011.

**Objective:**

- To encourage clubs to participate in service work within their community
- To recognize the club that has contributed the most to the fundamental objective of the Association i.e. service work

**Management:**

1. The service project must have been completed between April 1<sup>st</sup> of the previous and March 31<sup>st</sup> of the current year submitted. Submissions must be made to the District Awards Chair by April 15<sup>th</sup>.
2. The same service project may not be entered in two successive years unless it has been materially advanced and/or compared to the involvement of any other parties on the submitted project.
3. Where multiple clubs collaborate on and/or jointly participate in a service project, or where one club materially contributes to the service project of the other during the currency of that project, and only one club chooses to submit the project for award consideration, the other club cannot submit the same project in the following year unless it complies with the previous requirement.
4. The preferred method of entry is a power point presentation which includes at least 10 photographs and a written narrative of up to 2000 words.
5. The winning entry of the current year will be forwarded to the National Executive before June 30<sup>th</sup> as the District One Kinette entry in the Hal and Elspeth Rogers National Service Award Competition.

<b>SERVICE AWARD MARKING GUIDELINE</b>			
	<b>MAX</b>	<b>PTS</b>	<b>COMMENTS</b>
<b>COMMUNITY BENEFITS</b>	<b>20</b>		
a) Community’s acceptance of the project	<b>10</b>		
b) Number of people benefiting from the project	<b>10</b>		
<b>PUBLIC RELATIONS</b>	<b>20</b>		
a) Did the club gain community recognition?	<b>5</b>		
b) Were additional members obtained as a result of the project?	<b>5</b>		
c) Was the public awareness of the Association raised?	<b>5</b>		
d) Were media outlets used i.e newspaper, radio, T.V.?	<b>5</b>		
<b>PARTICIPATION</b>	<b>20</b>		
a) How did the club support the project?	<b>2</b>		
b) Percentage of members participating?	<b>2</b>		
c) Duration of the project	<b>2</b>		
d) Number of person hours spent on the project	<b>2</b>		
e) Duration of fund raising for the project	<b>2</b>		
f) Number of person hours spent on fund raising for the project	<b>2</b>		
g) Other clubs participation	<b>2</b>		
h) Community participation	<b>2</b>		
i) Government funding	<b>2</b>		
j) Other sources of funding	<b>2</b>		



<b>PROJECT DESCRIPTION</b>	<b>20</b>		
a) Organization of the project	5		
b) Development of the project	5		
c) Detailed description of the project	5		
d) Quality of submission (introduction, conclusion, language etc.)	5		
<b>TOTAL POINTS</b>	<b>80</b>		

### Section 3- Kinette Quill Award

*Deadline: April 15th for the year April 1-March 31 and presented at District Convention*

The purpose of this award and banner as outlined in these rules will be to encourage all Kinettes to produce articles of general interest to all Kinettes.

1. Any Kinette in good standing shall be eligible to participate in this competition, except the members of the District Executive whose job it will be to judge said entries.
2. Articles may be on any subject, but must be a minimum of 600 words and a maximum of 1,000 words in length, each and every word to be counted as one word. (Note: When submitting a Kinette Quill you must indicate on your submission the number of words. Quills over and under the limit will be disqualified from the Kinette Quill judging)
3. Articles will be judged by the District Executive or Awards Chair and the following will be considered:
  - a) General interest to all Kinettes
  - b) Originality and presentation
  - c) Writing ability
4. Scoring shall be done under the following headings and point system as follows:

<b>A. Treatment of Topic</b>				
	1.	Introduction	5	
	2.	Knowledge of Subject	5	
	3.	Organization of Material	5	
	4.	Development of Material	5	
	5.	Recapitulation and Conclusion	5	
<b>TOTAL SECTION A.....</b>			<b>25</b>	
<b>B. Language</b>				
	1.	Choice of Words	5	
	2.	Sentence Structure	5	
	3.	Grammar and Spelling	5	
<b>TOTAL SECTION B.....</b>			<b>15</b>	
<b>C. General Effectiveness</b>				
	1.	Originality and Inventiveness	10	
	2.	Challenge to Thought	10	
	3.	Sincerity and Conviction	10	
	4.	Achievement of Purpose	10	
	5.	Reader Attention/Interest	10	
<b>TOTAL SECTION C.....</b>			<b>50</b>	
<b>GRAND TOTAL:</b>			<b>90</b>	

5. An original copy of the Kinette Quill entry, labelled as such, be sent to the District Governor and to the Editor of Kinship One by the author.
6. All entries should be published in the Club's bulletin, from and including, September to April, in order that all could be judged before convention.
7. The District Executive will choose the first, second and third best essays and reproduce one copy per Club for distribution no later than FLC following the presentation of the Awards.
8. The Kinette Quill banner shall be awarded to the author by a member of the District Executive at District Convention, with certificates of appreciation presented to the two runners-up. The winner will also receive a personal plaque, and the winner's home club will receive a crest for its club banner.
9. If the home club of an author of a Kinette Quill entry does not produce a Kinette Bulletin, she may forward a copy to the District Governor and to the Editor of Kinship One by March 31.
10. All Kinette entries will be graded in order of placement and a brief constructive critique will be attached to every entry when requested by the entrant.

#### **Section 4 - The Rookie Kinette Award**

*Deadline: June 30th and presented at Fall Leadership Conference. Donated by the Kinette Club of Burlington.*

1. The award to be presented to the new Kinette in District One who attains the highest points in the marking system. The winner will receive a personal plaque in recognition of their achievement.
2. The banner award to be passed on each year to the next winner.
3. The following are the rules governing the Rookie Kinette Award.
  - a. Application must be filled out on or before the completion of the twelve-month period following the new member's induction.
  - b. This application must be submitted to the District Secretary or District Awards Chair for judging by June 30th following completion.
  - c. The President and Kin Education Chairman must sign it before being forwarded.
  - d. A copy of the application must also be sent to your Zone Deputy Governor.
4. Induction to be the month a new member is officially accepted as an active Kinette according to National Headquarters records. Also, along with the application must be submitted an essay written by the Rookie Kinette entitled "Why I Like Being a Kinette". This essay is necessary to determine a winner in case of a tie.

#### **MARKING:**

##### ***Part 1 - Mandatory Requirements: (4 out of 5)***

- a) Membership - Be a member of a committee or attend a work party on a service project.
- b) Activities - Give an oral or written report at a general meeting.
- c) Participation - Attend your club's New Members' School.
- d) Lessons - Understand the Aims and Objects of the Association.
- e) Enthusiasm - Make contribution to your own Club Bulletin.

##### ***Part 2 - Optional Requirements: (100 points required in minimum of 5 activities)***

\*Each activity may be used only twice with the exceptions of 2, 4, and 11 which may be used only once.

	ACTIVITY	Points each	
1.	Attend a Club Executive Meeting	5	
2.	Attend a Fall Leadership Conference*	25	
3.	Attend 5 General Meetings in a row	30	
4.	Attend a District Convention*	30	
5.	Visit another Kinette Club's General Meeting (Official Zone or District visitation not included)	10	
6.	Attend Club Social Function	5	
7.	Serve as Chairman of a club project	25	
8.	Attend a Spring Zone Conference	10	
9.	Write an accepted article for a District Bulletin or KIN Magazine, or newspaper, radio or TV	20	
10.	Complete the mandatory requirements (Part 1) inside of three months of induction	20	
11.	Give a two minute speech at a General Meeting, (other than mandatory) or enter the club's Public Speaking contest*	20	
<b>GRAND TOTAL:</b>			

### Section 5- Ferne Carter Memorial Speak Off Award

*Presented at District Convention ~ Donated by the St. Marys Kinette Club*

#### Objective

- To encourage members to develop and improve their public speaking skills.
- To promote self-development in Kin by means of public speaking.

#### Eligibility:

1. All active & active life, associate or campus club members in good standing shall be eligible to compete for this award with the following exception:
  - a. The competitors of a national public speaking competition will be considered ineligible to compete at club, zone, district or national level for a period of 2 years following the national convention in which they competed.
  - b. The winner of the prior year District competition will also be ineligible to compete at club, zone and District levels.
2. The present members of the District Executive and the present and incoming members of the National Board of Directors are not eligible to compete in the current competition.
3. The Zone Winner's name and club will be submitted to the District Governor(s) or District Awards Chair, at least 10 days prior to District Convention, to be eligible to compete in the District Competition.

#### Management:

1. The topic should preferably be on some phase of Kin
2. Speeches shorter than five minutes or longer than seven minutes thirty seconds will be disqualified (see item #4)
3. The public speakers marking guideline shall be used as a guide for speakers and judges alike

4. Lights or flash cards will be used to advise the speaker at the 5 minute, 6 minute and 7 minute point of their speech (there is a thirty second grace to conclude speech)
5. The speech will be materially the same as presented at Club and Zone Competitions
6. The speech will not include a power point component
7. The speech shall be authored by the speaker
8. Electronic devices such as projectors cannot be used

**Judges:**

- The District Awards Chair will appoint a panel of 3 judges
- At least one judge will not be an active or active life member of the Association.
- The judges will select a chair who will be responsible to:
  - Co-ordinate the judging
  - Provide the names of the winner and runner-up and a written critique for each speaker to the Public Speakers coordinator.

MARKING SCHEME	Max.	Pts	Comments
<b>PART 1 – MATERIAL</b>			
<b>A) Treatment of Topic</b>			
Organization of material	10		
Development of material	10		
Conclusion	10		
<b>B) Language</b>			
Choice of words	5		
Sentence structure	5		
Grammatical usage	5		
Originality & Inventiveness	5		
<b>TOTAL - PART 1</b>	<b>50</b>		
<b>PART 2 – DELIVERY</b>			
<b>A) General Effectiveness</b>			
Challenge to thought	15		
Sincerity	10		
Conviction	10		
Audience reaction	5		
<b>B) Appearance and Voice</b>			
Stance	3		
Voice and tone quality	4		
Composure	3		
<b>TOTAL - PART 2</b>	<b>50</b>		
<b>TOTAL</b>	<b>100</b>		

Winner Recognition: The winner’s club will receive a crest for its club banner and will also receive the District banner to display at their meetings for one year plus the winner will receive a personalized plaque and the two runners-up will receive a certificate of appreciation. Should, at any time in the future the boundaries of District One be changed, the award is to stay in the area where St. Marys Club is located.

**Section 6 - Kinette of The Year Award**

*Deadline: June 30th for the year July1-June 30 and presented at Fall Leadership Conference ~ Donated by Heather and Gary Kitchen, Hamilton*

1. Selection of the candidate will be based on the activities and qualifications shown by her within the one full Kinette year preceding her selection, that is, within the year ending June 30th.
2. Regulation entry form will be circulated among the clubs of District One, which will give the Rules of the competition and explain in detail the points awarded for each section. All members of the District are eligible for nomination excluding the Club President, and any member serving on the current District Board of Directors. At the club level, two or three members of the club executive, making use of the detailed form supplied by the District Executive, will select their club's nomination for District Kinette of the Year. Each club must submit the completed form to the District Secretary by the closing date of June 30th.
3. The District Executive committee or its appointees, after consideration of all nominations, will select the District Kinette of the Year, to be announced at the Fall Leadership Conference.
4. Entry form must be signed by the President and dated.

<b>Attendance: (100 points available)</b>	
Club Meetings ( <i>Deduct 5 pts. For each meeting missed and not made up</i> )	50 points
Visits to Other Clubs ( <i>Other than make-up, 5 points each to a max. of 10</i> )	10 points
Zone Conference	10 points
Fall Leadership Conference	10 points
District Convention	10 points
National Convention	5 points
Zone Interclub	5 points
<b>Kinetteship: (70 points available)</b>	
Sponsoring a new Kinette in the year being marked	
- first member	6 points
- Second member	9 points
- Third member	15 points
Club Bulletin submission ( <i>2 points for 1<sup>st</sup> submission, 3 points for 2<sup>nd</sup> and 5 points for 3<sup>rd</sup></i> )	10 points
Speak-off - entry at Club level	10 points
Member of the Executive	10 points
Attendance at Social Functions ( <i>2 points per social function</i> )	10 points
<b>Efficiency: (20 points available)</b>	
Prompt payment of dues as per club house rules, no later than September 30th ( <i>deduct 2 points for each meeting in arrears - max. of 10</i> )	10 points
<b>Committee Functions: (30 points available)</b>	
Acting as Chairman of one committee and submitting report	10 points
Proficiency in assignments and committees ( <i>what assignment of committee positions were given – excluding chairman in the immediate committee previous</i> ) ( <i>5 points each to a maximum of 20</i> )	20 points
<b>Club Projects and Service Work: (60 points available)</b>	
Money raising - 5 points for first money raising project participated in, 10 points for the second, 15 points for third	30 points
Participation on service project (non-fundraising project)	10 points
Personal Service ( <i>5 points for each full hour or personal service</i> )	35 points
<b>General: (20 points available)</b>	

In 150 words or less, describe what makes this Kinette outstanding. What are her qualifications and contributions not covered in the preceding sections of these rules? If your club has a local Public Relations program - how is she involved? ( <i>Attach written description</i> )	20 points
<b>GRAND TOTAL</b>	<b>300 points</b>

WINNER RECOGNITION: The winner will receive the District Banner with crest and will also receive a crest for her home club banner. She will also receive a personal keepsake plaque.

**Section 7 – Kinette District Public Relations Award**

*Deadline: April 15th for the year April 1-March 31 and presented at District Convention*

Rules:

1. There shall be awarded at each District Convention a banner to be known as the Kinette District Public Relations Banner.
2. Each club wishing to compete for the trophy must submit to the District Governor or District Awards Chair by April 15<sup>th</sup> a presentation copy containing evidence of all news media coverage obtained by the club, together with a summary of the overall publicity obtained by the club during the period of April 1st to March 31st, immediately prior to the current District Convention.
3. The presentation copy shall include:
  - a) With respect to newspaper, magazine or coverage by other printed matter; newspaper clippings, pictures or articles taken directly from the publication.
  - b) With respect to television or radio coverage, a summary written by a club member outlining all pertinent factual data. No video or audio tapes to be included.
  - c) Any other manner in which the club or its projects are recognized or made known to the community shall be reported in full.
  - d) A written evaluation by the club president or public relations chair outlining the effect of the publicity on club projects or the reputation of the club in the community as well as:
    - i) The membership of the club
    - ii) The population of the community
    - iii) The availability of various news media
4. Where Zone competitions are held, the Zone winners only will qualify for District judging.
5. Judging shall be done by the heading and point system as outlined (100 points):

a) Judges evaluation of PR effectiveness	30 points
b) PR Scrapbook contents; Print media pictures and articles; Written summaries of radio and TV coverage and other promotional material (as local facilities allow)	50 points
c) Existence of written planned PR program or emphasis in club	10 points
d) President's or Public Relations Chair written evaluation of PR effectiveness	10 points
<b>GRAND TOTAL:</b>	<b>100 POINTS</b>

6. Criteria for Judging:  
The committee or Awards Chairman, in reaching its decision, shall consider the following items:

- the membership of the club
  - the existence of a written planned public relations program or emphasis in the club
  - the population of the community
  - the availability of various media
  - the amount and source of publicity
  - the effectiveness of the publicity, and
  - such other matters as the committee deems relevant
7. The best submission shall be determined at each District Convention by a committee appointed by the District Governor(s) or District Awards Chair and which may include persons other than Kin.

**Section 8 - District One Outstanding Zone Award**

*Presented at District Convention*

This award shall be presented annually at District Convention to encourage excellence in leadership among the Kinette Deputy Governors of District One. The banner and plaque shall be presented at the District Convention concurrent to the Deputy Governor’s term of office. The judging shall be on 10 categories, each worth 10 marks, and will be done by the District Executive. In the event of a tie, the Governor shall cast the deciding vote:

<b>Categories: (100 points available)</b>		
1.	Club visitations completed, reports filed, installations	10 points
2.	President’s meetings - executive seminar, midterm, others	10 points
3.	Communications with clubs and with District	10 points
4.	Financial - follow up on Zone dues, District dues and National dues - other District/National projects - C.F.	10 points
5.	Reports - to council meetings, Kinship 1, other necessary information; budgets/maps as requested	10 points
6.	Zone Conference - notification to clubs, chairmanship of meetings, encouragement of participation in awards and elections	10 points
7.	Kinsmen relations	10 points
8.	Council meetings - attendance, participation	10 points
9.	Conventions - attendance (FLC, District, National) promotion of conventions	10 points
10.	Membership - personal sponsorship, promotion in the zone, participation in charter investigations	10 points
<b>GRAND TOTAL:</b>		<b>100 POINTS</b>

**PART III - KINSMEN AWARDS**

**Section 1 - Jay Dunn Memorial Shield Award**

*Deadline: June 30th and presented at Fall Leadership Conference*

Instructions for Judging: (Total Points 100)

All clubs in District One shall be eligible for judging. The judging of the Jay Dunn Award shall begin on July 1st of the Kin Year and end June 30th of that Kin year. The award shall be presented at the following Fall Leadership Conference.

<b>Attendance:</b>		
	Average more than 80% for the year	5 points

<b>Membership:</b>		
	Increase membership over last Kin year	10 points
<b>Bulletins:</b>		
	Produce a bulletin or flyer for each club member for each regular meeting	5 points
<b>Responsibility (total points 50):</b>		
President attends:	Zone Presidents Meetings	5 points
	Fall Leadership Conference	5 points
	Zone Conference	5 points
	District Convention (with 4 members)	5 points
	Sanctioned Interclub	5 points
President submits:	District and National Reports/Requests	5 points
	All level of dues on time	10 points
<b>Club:</b>		
	Raised over \$100 per member	5 points
	Rendered 5 man hours per member	5 points
<b>Participation (total points 10):</b>		
	Compete in two (2) Zone, District or National competitions	5 points
	Run a candidate for any beyond club level office	5 points
<b>Proficiency:</b>		
	Win Outstanding President Award	10 points
<b>Deputy Governor Evaluation:</b>		
	Satisfy the Zone Deputy Governor with all aspects of club operations	10 points
<b>GRAND TOTAL: 100 POINTS</b>		

## Section 2 - Jay Dunn Improvement Award

*Deadline: June 30th and presented at Fall Leadership Conference*

The Jay Dunn Improvement Award shall be awarded annually at the Fall Leadership Conference following criteria:

The award shall be presented to the Kin club that has improved the most from the previous year in total points for a Jay Dunn Award. To be eligible, a club must have filed a Jay Dunn report in the year previous to the year being judged for the Improvement Award.

## Section 3 - George & Mildred Sinclair Service Shield

*Deadline: April 15th for the year April 1-March 31 and presented at District Convention*

### Objective:

- To encourage clubs to participate in service work within their community
- To recognize the club that has contributed the most to the fundamental objective of the Association i.e. service work

### Management:

1. The service project must have been completed between April 1<sup>st</sup> of the previous and March 31<sup>st</sup> of the current year submitted. Submissions must be made to the District Awards Chair by April 15<sup>th</sup>.



2. The same service project may not be entered in two successive years unless it has been materially advanced and/or compared to the involvement of any other parties on the submitted project.
3. Where multiple clubs collaborate on and/or jointly participate in a service project, or where one club materially contributes to the service project of the other during the currency of that project, and only one club chooses to submit the project for award consideration, the other club cannot submit the same project in the following year unless it complies with the previous requirement.
4. The preferred method of entry is a power point presentation which includes at least 10 photographs and a written narrative of up to 2000 words.
5. The winning entry of the current year will be forwarded to the National Executive before June 30<sup>th</sup> as the District One Kinette entry in the Hal and Elspeth Rogers National Service Award Competition.

Reward: The winner will receive a keeper plaque and club banner crest.

## **Section 4 - Gord Harbinson Public Speaking Award**

*Presented at District Convention*

This public speaking contest is held each year in District One in memory of Kinsman Gord Harbinson, a Past National President of our Association. The trophy was donated by the Kinsmen Club of Hamilton, the home of Kin Gord, in hopes that it would foster and encourage an idea put forth by Kin Gord, that the art of speech was one of God's highest gifts to man.

### **Objective**

- To encourage members to develop and improve their public speaking skills.
- To promote self-development in Kin by means of public speaking.

### **Eligibility:**

1. All active & active life, associate or campus club members in good standing shall be eligible to compete for this award with the following exception:
  - a. The competitors of a national public speaking competition will be considered ineligible to compete at club, zone, district or national level for a period of 2 years following the national convention in which they competed.
  - b. The winner of the prior year District competition will also be ineligible to compete at club, zone and District levels.
2. The present members of the District Executive and the present and incoming members of the national board of directors are not eligible to compete in the current competition.
3. The Zone Winner's name and club will be submitted to the District Governor or District Awards Chair, at least 10 days prior to District Convention, to be eligible to compete in the District Competition.

### **Management:**

1. The topic should preferably be on some phase of Kin
2. Speeches shorter than five minutes or longer than seven minutes thirty seconds will be disqualified (see item #4)
3. The public speakers marking guideline shall be used as a guide for speakers and judges alike

4. Lights or flash cards will be used to advise the speaker at the 5 minute, 6 minute and 7 minute point of their speech (there is a thirty second grace to conclude speech)
5. The speech will be materially the same as presented at Club and Zone Competitions
6. The speech will not include a power point component
7. The speech shall be authored by the speaker
8. Electronic devices such as projectors cannot be used

**Judges:**

- The District Awards Chair will appoint a panel of 3 judges
- At least one judge will not be an active or active life member of the Association.
- The judges will select a chair who will be responsible to:
  - Co-ordinate the judging
  - Provide the names of the winner and runner-up and a written critique for each speaker to the Public Speakers coordinator.

MARKING SCHEME (see Kinette Speaking Award for Marking Scheme)

The winner's club will receive a crest for its club banner and will also receive the District banner to display at their meetings for one year plus the winner will receive a personalized plaque and the two runners-up will receive a certificate of appreciation.

*NOTE: No change in the rules can be made without the consent of the sponsoring club, the Kinsmen Club of Hamilton. (except changes made under PART 1 of the District House Rules)*

**Section 5 - John Hughes Peckitt Memorial Trophy**

*Deadline: July 31 for the year July1-June 30 and presented at Fall Leadership Conference*

The Chatham, Ontario club donated this trophy in honour of one of its most beloved and respected members, John Peckitt, (whose untimely and sudden death in June of 1956 came as a great shock to all of his many friends across the association). John, who was the District Expansion Chairman at the time, spent countless hours in his quest to see our Association grow, and it is to his memory that this award was dedicated.

The John Hughes Peckitt Trophy shall be awarded annually at the Fall Leadership Conference to the club in District One with the best net increase in membership as of June 15th preceding the conference.

The trophy/banner shall be displayed in the home club of the winner for one year and be returned to the District Executive at least three weeks prior to the next Fall Leadership Conference.

**Section 6- Kinsman Of The Year**

*Deadline: June 30th and presented at Fall Leadership Conference*

Selection of the candidate will be based on the activities and qualifications shown by him within the one full Kin year preceding his selection, that is, within the year ending June 30th.

A regulation entry form will be circulated among the clubs of District One, which will give the Rules of the competition and explain in detail the points awarded for each section. All members of the District are eligible for nomination excluding the Club President, and any member serving on the current District Board of Directors.

At the club level, two or three members of the club executive, making use of the detailed form supplied by the District Executive, will select their club's nomination for District Kinsman of the Year. Each club must submit the completed form to the District Secretary or District Awards Chair by the closing date of June 30th.

The District Executive committee or its appointees, after consideration with the Deputy Governor of the year involved, will select the District Kinsman of the Year, to be announced at the Fall Leadership Conference. The form will provide space for the following:

<b>KINSMAN OF THE YEAR</b>		
<b>Name and age of Kin:</b>		
<b>Attendance: (100 points available)</b>		
	Club Meetings (Deduct 5 pts. for each meeting missed and not made up)	50 points
	Visits to other clubs (other than make-up meetings, 5 points per meeting)	15 points
	Zone Conference	10 points
	Fall Leadership Conference	10 points
	District Convention	10 points
	National Convention	5 points
<b>Kinship: (40 points available)</b>		
	Sponsoring a New Kin - First member	2 points
	Second Member	3 points
	Third Member	5 points
	Club Bulletin submission(2 points for first submission, 3 points for second and 5 points for third)	10 points
	Harbinson Speaking at club level	10 points
	Attendance at Social Functions (2 points per social function)	10 points
<b>Efficiency: (40 points available)</b>		
	Prompt payment of dues as per club house rules, but no later than Sept. 15 <sup>th</sup> (Deduct 2 points for each meeting in arrears to a max. of 10)	10 points
<b>Committee Functions</b>		
	Acting as Chairman of one committee and submitting report	10 points
	Proficiency in assignments and committees (5 points for each committee assignment position given, excluding chairman)	20 points
<b>Club Projects and Service Work: (60 points available)</b>		
	Money raising - 5 points for first money raising project participated in 10 points for the second	15 points
	Participation on service project (non-fundraising project)	10 points
	Personal Service (5 points for each full hour of personal service)	35 points
<b>General: (15 points available)</b>		
	In 150 words or less, describe what makes this Kin outstanding. What are his qualifications and contributions not covered in the preceding sections of these rules? Outline this Kin's participation in the club's local PR program	15 points
<b>GRAND TOTAL 255</b>		

### **Section 7 - John Brooker Senior & Junior Bulletin Trophies**

*Deadline: Ten (10) days after the completion of Zone Conference and presented at District Convention*

Conditions of Presentation:

The original shields will be presented to the District Executive by the Kinsmen Club of Fort Erie and once accepted, become the property of the District Executive for annual presentation at the District Convention. The individual trophies/banners or shields, to be retained by the winning editors, will be presented annually by the District Executive and will bear the same name.

**Purpose:**

These are awarded annually with the object of stimulating interest in the improvement of the club bulletins, and to encourage clubs without bulletins to devise ways and means of publishing a regular issue. Any editor who achieves 100 percent or 1,000 points on 8 of his best issues submitted will receive a trophy or plaque to commemorate his excellence and diligence.

**Rules:**

1. Entries shall be judged on five complete monthly issues of the Club's Bulletin.
2. Entries shall be judged by the Deputy Governor or her appointee according to the comprehensive marking scheme supplied by the District Awards Chairperson. A Junior and Senior winner shall be selected in each Zone, and their names and bulletins forwarded to the District Awards Chairperson for final judging within ten days of the holding of the zone conference.
3. Judging shall be done and points awarded as outlined in the District Senior and Junior Bulletin marking system.
4. Bulletin awards shall be banner crests and banner, one for each division. A personal plaque to be given to the winners in each division, with certificates of appreciation given to the runners up in each division.
5. *CRITERIA - as per the criteria set out in the District Bulletin Award Marking Scheme*

**Judging Criteria:**

<b>A. Mandatory Requirements (each issue)</b>		
	1. Outside front cover, inside front cover or first immediate page following	
	a) Club name, Zone and District	
	b) Names of club president and bulletin editor	
	c) Club contact information	
	d) Date, time and place of meeting	
	e) Issue number of bulletin	
	2. Minutes of last general meeting	
	3. President's report	
	4. Calendar of events	
<b>B. Content</b>		
1. Club Activities		
	a) Activities of club members, birthdays, etc.....	5 points
	b) Reports on social	5 points
	c) Reports/Updates on service projects	5 points
	d) Articles submitted by club members (other than bulletin editor)	5 points
	e) Kin profiles/Kin Kid section	5 points
2. Editorials(5 points each to a maximum of 10)		
	a) Must be original and be labelled as editorials	10 points
	b) Can be submitted from anyone in the club or community	
3. Kin Education		15 points
4. Association News		

	a) Zone news	10 points
	b) District news	10 points
	c) National news	5 points
<b>Total Section B</b>		<b>75 points</b>
<b>C. Presentation</b>		
	1. Layout and quality of production	10 points
	2. Quality of content; reader's interest, humour and good taste	15 points
<b>Total Section C</b>		<b>25 points</b>
<b>GRAND TOTAL</b>		<b>100 points</b>

## **Section 8 - Perc Dawson Golf Tournament Trophy**

### *Presented at Fall Leadership Conference*

The Perc Dawson Challenge Trophy was donated by the Kinsmen Club of Hamilton to honour Charter Member Perc Dawson for his work in Kin in Hamilton and for the Association. The trophy will be awarded each year to the winning team at District One Fall Leadership Conference. The winners shall have possession until next year's Fall Leadership Conference.

#### Rules:

The following rules and regulations shall be used in judging the winner:

1. Each Zone may conduct an interclub tournament to be held not later than August 15th.
2. Each club may enter as many members who are in good standing prior to March 31st of the year of the competition, as that would like to compete.
3. Competitors' names must be declared and witnessed prior to play golf. (See entry form)
4. Competitors shall play eighteen holes of golf and these must be played in competition with another Kin club.
5. The lowest four (4) gross scores from each Club will be used to determine the total team low gross score.
6. The club with the total Team Low Gross (as outlined in paragraph 5) shall be declared the winner of the Perc Dawson Golf Challenge Trophy which will be presented at the District Fall Leadership Conference.
7. That the hosting of the Perc Dawson District final be awarded to the club who bids and wins by District vote. Should no club come forward to host Perc Dawson, it shall be awarded by the District Executive of that year. The District Executive of the day will be responsible for promoting the date and location of the tournament.

## **Section 9 - Max Westlake Public Relations Award**

### *Deadline: April 15th for the year April 1-March 31 and presented at District Convention*

This award shall be presented annually at District Convention to encourage Kin to promote themselves, their clubs and their Association to their communities, local, national, and global.

#### Rules:

1. There shall be awarded at each District Convention a banner to be known as the Max Westlake District Public Relations Banner.
2. Each club wishing to compete for the trophy must submit to the District Governor or District Awards Chair by April 15<sup>th</sup> a presentation copy containing evidence of all news media coverage obtained by the club, together with a summary of the overall

publicity obtained by the club during the period of April 1st to March 31st, immediately prior to the current District Convention.

3. The presentation copy shall include:
  - a) With respect to newspaper, magazine or coverage by other printed matter; newspaper clippings, pictures or articles taken directly from the publication.
  - b) With respect to television or radio coverage, a summary written by a club member outlining all pertinent factual data. No video or audio tapes to be included.
  - c) Any other manner in which the club or its projects are recognized or made known to the community shall be reported in full.
  - d) A written evaluation by the club president or public relations chair outlining the effect of the publicity on club projects or the reputation of the club in the community as well as:
    - i) The membership of the club
    - ii) The population of the community
    - iii) The availability of various news media
4. Where zone competitions are held, the zone winners only will qualify for district judging.
5. Judging shall be done by the heading and point system as outlined (100 points):

Judges evaluation of PR effectiveness	30 points
PR Scrapbook contents; Print media pictures and articles; Written summaries of radio and TV coverage and other promotional material (as local facilities allow)	50 points
Existence of written planned PR program or emphasis in club	10 points
President's or Public Relations Chair written evaluation of PR effectiveness	10 points
<b>TOTAL</b>	<b>100 points</b>

**Criteria for Judging:**

The committee or Awards Chairman, in reaching its decision, shall consider the following items:

- the membership of the club
  - the existence of a written planned public relations program or emphasis in the club
  - the population of the community
  - the availability of various media
  - the amount and source of publicity
  - the effectiveness of the publicity, and
  - such other matters as the committee deems relevant
6. The best submission shall be determined at each District Convention by a committee appointed by the District Governor and which may include persons other than Kin.

**Section 10 - Bill Esson Memorial Kin Quill Award**

*Deadline: April 15th for the year April 1-March 31 and presented at District Convention*

This award was first presented in 1984 by the Kinsmen Club of Sarnia in honour of Bill Esson who was a dedicated member of the Sarnia Club. Kin Bill believed in the value of a practical idea and this award is a memorial to that ideal.

All Kin Quill submissions received by the District Executive prior to April 1st of each year shall be considered in the judging and the award shall be presented at the District Convention.

1. Any Kinsmen in good standing shall be eligible to participate in this competition, except the members of the District Executive whose job it will be to judge said entries.
2. Articles may be on any subject, but must be a minimum of 600 words and a maximum of 1,000 words in length, each and every word to be counted as one word. (Note: When submitting a Kinsmen Quill you must indicate on your submission the number of words. Quills over and under the limit will be disqualified from the Kinsmen Quill judging)
3. Articles will be judged by the District Executive or Awards Chair and the following will be considered:
  - a) General interest to all Kinsmen
  - b) Originality and presentation
  - c) Writing ability
4. Scoring shall be done under the following headings and point system as follows:

<b>a) Treatment of Topic</b>		
	Introduction	5
	Knowledge of Subject	5
	Organization of Material	5
	Development of Material	5
	Recapitulation and Conclusion	5
<b>TOTAL SECTION A</b>		<b>25</b>
<b>b) Language</b>		
	Choice of Words	5
	Sentence Structure	5
	Grammar and Spelling	5
<b>TOTAL SECTION B</b>		<b>15</b>
<b>c) General Effectiveness</b>		
	Originality and Inventiveness	10
	Challenge to Thought	10
	Sincerity and Conviction	10
	Achievement of Purpose	10
	Reader Attention/Interest	10
<b>TOTAL SECTION C</b>		<b>50</b>
<b>TOTAL POINTS</b>		<b>90</b>

5. An original copy of the Kinsmen Quill entry, labelled as such, be mailed to the District Governor and to the Editor of Kinship One by the author.
6. All entries should be in the bulletin, from and including, September to April, in order that all could be judged before convention.
7. The District Executive will choose the first, second and third best essays and reproduce one copy per Club for distribution no later than FLC following the presentation of the Awards.
8. The Kinsmen Quill banner shall be awarded to the author by a member of the District Executive at District Convention, with certificates of appreciation presented to the two runners-up. The winner will also receive a personal plaque, and the winner's home club will receive a crest for its club banner.
9. If the home club of an author of a Kinsmen Quill entry does not produce a Kinsmen Bulletin, she may forward a copy to the District Governor and to the Editor of Kinship One by March 31.

10. All Kinsmen entries will be graded in order of placement and a brief constructive critique will be attached to every entry when requested by the entrant.

### **Section 13 - District One Outstanding Zone Award**

*Presented at District Convention*

The award was donated by Past Governor Wayne Grosvenor in 1987 in honour of the 1985-86 District Council and the "Grove Team" Executive. This award shall be presented annually at District Convention to encourage excellence in leadership amongst the Deputy Governors of District One. The banner and plaque shall be presented at the District convention concurrent to the Deputy Governor's term of office. The judging shall be on 10 categories, each worth 10 marks, and will be done by the District Executive. In the event of a tie, the Governor shall cast the deciding vote.

#### **Categories: (100 points available)**

1	Club visitations completed, reports filed, installations complete	10 points
2	President's meetings - executive seminar, midterm, others	10 points
3	Communications with clubs and with District	10 points
4	Financial - follow up on Zone dues, District dues and National dues – other District/National projects - C.F.	10 points
5	Reports - to council meetings, Kinship One, other necessary information; budgets/maps as requested	10 points
6	Zone conference - notification to clubs, chairmanships of meeting, encouragement of participation in awards and elections	10 points
7	Kinette relations	10 points
8	Council meetings - attendance, participation	10 points
9	Conventions - attendance (FLC, District, National), promotion of conventions	10 points
10	Membership - personal sponsorship, promotion in the zone, Participation in charter investigations	10 points

### **Section 12 - District One Rookie Of The Year**

*Deadline: June 30th and presented at Fall Leadership Conference*

Sponsored by the Kinsmen Club of Collingwood.

Application must be filled out on or before the completion of the twelve month period following the new member's induction. This application must be submitted to the District Secretary or District Awards Chair on or before June 30th. The form must be signed by the President and Awards Chairman. A copy must be forwarded to the Zone Deputy Governor. Induction to be the date a new member is officially accepted as an active Kinsmen according to National Headquarters records.

Also, along with the application, an essay written by the Rookie Kinsmen entitled "Why I Like Being a Kinsmen" must be submitted. This essay is necessary to determine a winner in case of a tie.

#### **Part 1 - Mandatory Requirements: (5 out of 6)**

- Education - Know the Aims and Objects of the Association. Read By-Laws and Constitution.
- Membership - Be a member of a committee or attend a work party on a service project.
- Growth - Sponsor a new member into the club.
- Attendance - Attend a minimum of 7 consecutive meetings.



- Participation - Attend your club's New Members' School and at least one Executive meeting.
- Activities - Give an oral report at a general meeting and write a minimum of one article for the club bulletin.

**Part 2 - Optional Activity Areas: (minimum of 150 points)**

Be a candidate for Club Executive .....	10 points
Give a two minute speech or enter Club Public Speaking Competition (Other than mandatory) .....	20 points
Write an article for Club Bulletin (other than mandatory) .....	10 points
Member of a committee or work party (other than mandatory) .....	20 points
Attend a Social Function (apart from meeting) .....	5 points
Attend a meeting of another club in your zone .....	10 points
Attend a Zone Conference .....	25 points
Attend a Fall Leadership Conference .....	25 points
Attend a District Convention .....	35 points
Complete all six mandatory .....	10 points
Sponsor a further new member .....	10 points
Serve as Chairman of a club project .....	25 points
Complete the mandatory requirements (Part 1) inside of three month..	20 points

The optional activity areas may only be used twice in any one category, except sponsoring a new member.

**PART IV – JOINT KINSMEN & KINETTE AWARDS**

**Section 1 - Jim Sterling Memorial Costume Award**

*Presented at District Convention*

This award shall be presented annually at the District Convention by the Kinsmen Club of Caledonia in memory of the late Jim Sterling who was a respected member of that club. The host club will be charged with the responsibility of promoting the Jim Sterling Costume Award during their original bid and convention promotions.

Rules:

The following rules and regulations shall be used in judging the winner:

1. Competition to take place at each District Convention.
2. Clubs must have at least four representatives in attendance which may include any of the clubs' family of Kin in attendance at the District Convention.
3. The winning clubs shall be judged to have the best costume to complement the advertised theme of the District Convention that year.
4. The judging shall take place as close to 11:00 pm as possible on the Friday night of District Convention.
5. Judging committee shall consist of two District executive members and one Convention committee member.
6. The decision of the committee is final.
7. Members of the host club shall not be eligible.

**Section 2 - Kevin Denbok Memorial Cystic Fibrosis Award**

*Deadline: April 15th for the year April 1-March 31 and presented at District Convention*

This award was presented in 1989 by the Kinsmen Club of Beaver Valley. This banner is to be presented annually in District One, in memory of KEVIN DENBOK, an honorary member of our Association who passed away on November 24, 1986 from Cystic Fibrosis.

Kevin spent the last eight of his twenty-one years writing and singing songs for our Association to help create public awareness of the children afflicted with Cystic Fibrosis.

Purpose: To stimulate Club Cystic Fibrosis Awareness of the plight of children afflicted with Cystic Fibrosis.

Rules:

1. There shall be awarded at each District Convention a banner to be known as "The Kevin Denbok Memorial Cystic Fibrosis Public Awareness Banner".
2. Any club (Kinsmen or Kinette or Kin Club) wishing to compete for this banner must submit to the District CF/Service Chairman at least 30 days prior to District Convention, evidence of their efforts to create Public Awareness of the plight of CF children, along with a summary of the overall fundraising efforts carried out by them during the time from the immediate last District Convention.
3.
  - (a) This submission should contain evidence of newspaper, magazine or other printed material.
  - (b) With respect to television, cable or radio coverage, a summary written by a club member containing all pertinent factual data. Any other matter which Cystic Fibrosis Awareness is promoted or recognized in the community shall be reported in full.
  - (c) The best submission shall be determined by a committee appointed by the Governor and including the District CF/Service Chairman and may include persons other than the Governor.
4. The committee, when reaching its decision, shall consider the following:
  - (a) The membership of the club
  - (b) The population of the area of the club
  - (c) The availability of news facilities
  - (d) The amount and source of the creation of public awareness
  - (e) The effectiveness of the publicity in the fundraising efforts, and any other such matter as the committee deems relevant.
5. In an event that no submissions are made, the committee shall make their decision on the facts provided by the District CF/Service Chairman and the Zone CF Chairman.
6. The winner of the award shall be presented with the banner at the suitable time during the District Convention. The winner shall keep the banner until requested to return it by the District CF/Service Chairman or until the next District Convention.
7. When a cure is found for Cystic Fibrosis, the banner shall become the property of the Kinsmen Club of Beaver Valley to do with as they deem fit.

### **Section 3 – Phil and Vicki Scalisi Membership Award**

*Deadline: April 15th for the year April 1-March 31 and presented at District Convention*

This banner is to be awarded at the District Convention annually, to any active or privileged member sponsoring the most new members in the District during the current Kin year, which for this purpose shall be a period of one year concluding on March 31st.

The District Membership Director shall forward an entry form to all clubs in the District not later than March 15th and any club wishing to enter the contest for such award shall complete and submit such entry form to the District Executive no later than April 15th of that year. The said entry form shall consist solely of the name of the sponsor and the new members he has sponsored, as well as the dates they joined the club and total meetings attended by each.

In the event that any new members leave the club during this time period, the sponsor shall not list him in his new members report, unless he transfers him to another club, and he remains in Kin.

Only the name of the sponsor bringing in the most members in his club shall be eligible for this award.

Any previous winner of this award shall be eligible to participate in future competition.

The banner shall be displayed in the home of the winner, for one year, and returned to the District Executive at least three weeks prior to the next District Convention.

In case of a tie, the aggregate number of meetings attended by the new members will be taken into consideration.

The rules of this award may be changed or amended at a District convention.

#### **Section 4 – Michael McBeath Memorial Cystic Fibrosis Award for Individual Achievement**

*Deadline: April 15th for the year April 1-March 31 and Presented at District Convention*

Rules:

1. There shall be awarded at each District One Convention a banner known as "The Michael McBeath Memorial Cystic Fibrosis Award for Individual Achievement".
2. Submissions must contain evidence of the active promotion of Cystic Fibrosis awareness during the candidate's membership in Kin.
3. The recipient must be an active, privileged or life member of the association.
4. Each club in District One is eligible to submit the name of one member who has consistently promoted Cystic Fibrosis awareness.
5. Each entry for this award must be submitted to the District Awards Chairperson by April 15<sup>th</sup>.
6. A committee consisting of the current District CF/Service Directors, the Vice CF/Service Directors and one person, who may be other than Kin appointed by the District Governor(s), will determine the best submission.
7. The committee, when reaching its decision should consider the following:
  - (a) The member's efforts both inside and outside of Kin.
  - (b) The level of involvement of the member in various CF activities.
  - (c) The population of the area in which the individual's home club encompasses.
  - (d) The availability of media facilities.
  - (e) The ingenuity and creativity shown in their efforts.
  - (f) The amount of public awareness.
  - (g) The effectiveness of the publicity in fund raising efforts.
  - (h) The Corporate participation.
8. The recipient shall keep the banner at their home club until requested to return it, by District Awards Chairperson, or 30 days prior to Convention.
9. When a cure for Cystic Fibrosis is discovered the banner shall be returned to the Kinsmen Club of Fergus and District, to do with as they deem fit.

#### **Section 5 – Challenge for a Cure Award**

*Deadline for submissions: June 30th. The banner is to be presented annually in District One, at Fall Leadership Conference. Banner donated by the Kinsmen Club of Windsor.*

Purpose: To encourage all zones in District One to donate more money so that we will find a cure for Cystic Fibrosis sooner.

The award was created in 2005 by then District CF/Service Directors Rob & Odette Houle. Guidelines not to be changed without their home zone's consent.

Eligibility: All zones in District One, with all clubs in that zone in good standing, with each club having made at least one donation to the District One Cystic Fibrosis fund.

**Rules:**

1. Each club in the zone must make at least one donation to the District One Cystic Fibrosis Fund during the Kin year, between July 1 and June 30th.
2. All clubs within the zone must be in good standing to be considered for the award.
3. The District One CF/Service Directors must receive all monies by June 30th in order to be eligible.
4. The zone with the highest total donations in District One shall receive the *Challenge For A Cure* banner, donated by the Kinsmen Club of Windsor, at the Fall Leadership Conference following the deadline.
5. The winning zone shall keep the banner with their Deputy Governor, until requested to return it by the District One CF/Service Director or until the next Fall Leadership Conference.
6. When a cure is found for Cystic Fibrosis the banner shall become the property of the Kinsmen Club of Windsor, to do with as they deem fit.

**Section 6 – District Website Award**

*Due April 15th, to be presented at Spring Convention*

**Purpose:** To provide a guideline for clubs to follow in producing an effective means of club communication and to recognize the efforts of the Webmaster and club in producing an outstanding website.

**Eligibility:**

Entries will be accepted by the District Awards Chair(s) by mail, fax or email no later than April 15th.

**Judging:**

1. Entries shall be judged by the District Awards Chair(s).
2. Entries shall be judged according to form and content. The maximum allowable points for each category will be outlined in the judging criteria below.
3. All entrants shall receive a written critique within 60 days of District Convention, upon request.
4. The District Awards Chair(s) shall determine the winner and runner-up for the award.

**Judging Criteria:**

<b>Part A – Content Maximum 90 pts.</b>	
1. Club information: Contact Info.....	2
2. Meeting Info. (date, time, location).....	2
3. Club Executive.....	2
4. Calendar of Events.....	4
5. Correct Use of Crest, Motto, Association name.....	5
6. Programs: Cystic Fibrosis info, Kin ODAC, Kin Canada Bursaries, Zone, District and National news promoted.....	10
7. Club Projects: Reports with photos.....	10
8. Club Social Activities: Reports with photos.....	10
9. Links: National and District Websites, CF, Kin Canada Bursaries.....	10
10. Kin Education.....	5

11. Mission Statement.....	2
12. Founder's History.....	2
13. Charter Date.....	1
14. Archives.....	5
15. Interest to non-Kin .....	10
<b>Part B – Form Maximum 20pts.</b>	
1. Overall style of presentation.....	10
2. Currency of information.....	5
3. Ease of navigation.....	5

**Reward:**

District Banner for one year, banner add on for home club banner and keeper plaque for winner. Certificate for runner-up.

**Section 7 – District Photography Award**

*Due June 30th to be presented at FLC*

**Purpose:**

To recognize individual Kin that have excelled at capturing the essence of the Objects and Aims of Kin Canada through photography during the past 12 months.

**Eligibility:**

1. Any Kinsmen/Kinette in good standing (other than Honourary) shall be eligible to participate.
2. Only the photographer has the right to submit a photograph, and the photographer must sign the entry form.
3. To be eligible for this award, the photograph must have been taken within the past Kin year.
4. The photograph must illustrate some aspect of the Objects and Aims of Kin Canada

**Submission Guidelines:**

1. Contest entries must include a complete entry form and model release form if the photograph contains identifiable people. The entry must include a 100 – word essay outlining how the photography related to Kin Canada’s Objects and Aims.
2. Entries can be mailed to the District Awards Chairs(s) and clearly marked as a submission for the District Photography award contest. Digital entries can be emailed to the District Awards Chair(s).
3. The District Photography Award contest runs from July 1 – June 15 of each current Kin year. Entries must be received by June 30 of the current year.
4. One entry per person.
5. Acceptable entries must be in colour, or black & white un-mounted prints. Digital entries may be submitted on a minimum 5” x 7” print using photo-quality paper. The original file resolution must be a minimum of 3.1 mega pixels (300 dpi). The digital prints should match the quality and character of the original digital capture. For all entries, original material, including original negative and/or capture file must be available for reproduction purposes. All entries and contest material received become the property of the District and will not be returned.

**Judging:**

1. Judging will be done by the District Awards Chair(s)
2. All eligible submissions will be displayed at the FLC awards banquet.

**Reward:**

District Banner for one year, banner add on for home club banner and keeper plaque for winner.

### **Section 8 – Dave Russell Memorial Individual Service Award**

*Due March 31st, to be presented at Spring Convention*

To be presented to the individual with the most hours recorded between Spring Convention of this year and April first of the following year.

Times to be included would be:

1. Planning Time
2. Setting up the event
3. Taking down the event
4. Banking related to the event
5. The arrangements necessary to advertise the event
6. Working the event. Not included are driving to the event, and to meetings for the event, partying at the event or after the event.

The President or their designate is to keep track of the hours over the year. Checking at the end of each month would be an easy way to check.

Those with the most hours in each Zone will have their name and record of hours submitted to the District awards committee by their Deputy Governor by May 1st. The President of the individual clubs shall be responsible to send the name and record of the club member with the most hours to their Deputy Governor by March 31st. The winner of each Zone would then be submitted onward. The winner at District will receive a wooden plaque with brass name bars, which the winner will keep until the next year. The winner will also receive a chevron for the club banner.

### **Section 9 – Sixty Five Roses Award**

Banner donated by: The Kinette Club of Collingwood

*The banner is to be presented annually in District One, at Fall Leadership Conference.*

**Purpose:** To encourage all clubs in District One to donate more money so that we will find a cure for Cystic Fibrosis sooner.

Award created in 2005 by then District CF/Service directors Rob & Odette Houle. Guidelines not to be changed without their home zone's consent.

**Eligibility:** All clubs in District One, in good standing, that makes a donation to the District One Cystic Fibrosis fund.

**Rules:**

1. The club must make a donation to the District One Cystic Fibrosis Fund during the Kin year, between July 1 and June 30th.
2. The club must be in good standing to be considered for the award.
3. The District One CF/Service Directors must receive all monies by June 30th in order to be eligible.
4. The club with the highest total donations per member in District One shall receive the Sixty Five Roses banner, donated by the Kinette Club of Collingwood, at the Fall Leadership Conference following the deadline.
5. The winning club shall keep the banner until requested to return it by the District One CF/Service Director or until the next Fall Leadership Conference
6. When a cure is found for Cystic Fibrosis the banner shall become the property of the Kinette Club of Collingwood, to do with as they deem fit

## Part V - Kinsmen Clubs of District One – Incorporation Numbers

### ZONE A

0122593 Cambridge-North Dumfries  
 0236185 Brantford  
 0236185 Burlington  
  
 0058191 Hamilton  
 0066496 Kitchener-Waterloo  
 0101967 Oakville  
 0069423 Cambridge-Preston  
 0110228 Stoney Creek  
 0457225 Waterloo-Grand River

### ZONE B

0545483 Belgrave  
 0290023 Drayton  
 0899223 Fergus & District  
 0120120 Harriston  
 0119562 Listowel  
 0369847 Lucknow & District  
 0380712 Monkton & District

### ZONE C

0391993 Beaver Valley  
 0465909 Feversham & District  
 0131402 Flesherton  
 0227757 Meaford  
 0124023 Shelburne  
 0429301 Stayner & District

### ZONE D

0121272 Caledonia  
 0202527 Cayuga  
 0085245 Dunnville  
 0105340 Fonthill & District  
 0072972 Fort Erie  
 0241350 Grimsby  
 0305672 Niagara on the Lake  
 0091604 Ridgeway Crystal Beach  
 0241020 Stevensville

### ZONE F

0117611 Aylmer  
 0117948 Delhi  
 0349462 Dorchester & Area  
 0089151 Greater London  
 0148520 Port Dover  
 0094006 Simcoe  
 0113033 St. Thomas  
 0125682 Tillsonburg

### ZONE G

0084097 Blenheim  
 0054978 Chatham  
 0411378 Dover  
 0125420 Dresden  
 0104532 Merlin & Area  
 0100827 Sarnia  
 0112570 Wallaceburg

### ZONE H

0082624 Essex  
 0117612 Harrow  
 0089150 Leamington  
 0153054 Tilbury & District

### ZONE J

0645635 Chesley  
 0120684 Hanover  
 0353088 Paisley & District  
 0739249 Teeswater & District  
 0111693 Walkerton

### ZONE K

0123358 Clinton & District  
 0067122 Goderich  
 0106049 Hensall & District  
 0377752 Mitchell & District  
 0137074 St. Marys  
 0112984 Stratford

## Part VI – Kinette Clubs of District One – Incorporation Numbers

### ZONE A

0837504 Guelph  
 1723431 Hamilton – Stoney Creek  
 0827815 Kitchener-Waterloo  
 0909050 Oakville  
 0827814 Preston  
 0827813 Waterloo-Grand River

### ZONE B

Centre Wellington

### ZONE F

0824774 London  
 0824766 Simcoe  
 0986325 Tillsonburg

### ZONE G

0824770 Chatham  
 0824771 Dover

### ZONE J

0824792	Listowel	1050768	Chesley
0824788	Lucknow	0824761	Hanover
0824791	Palmerston	0827822	Tara
		0881899	Teeswater
		0827821	Walkerton
<b><u>ZONE C</u></b>			
1572233	Beaver Valley		
0824793	Collingwood	<b><u>ZONE K</u></b>	
0824795	Meaford	0827820	Clinton
1023067	Owen Sound	0827819	Goderich
0824779	Shelburne	0824796	Hensall
0824781	Wasaga Beach	0827818	Mitchell
		0827817	St. Marys
<b><u>ZONE D</u></b>		<b><u>ZONE H</u></b>	
0824782	Fort Erie	1544690	LaSalle
0824784	Grimsby	0057239	Windsor
0824778	Stevensville		

**Part VII – Kin Clubs of District One – Incorporation Numbers**

<b><u>ZONE A</u></b>	
0415275	Flamborough Woolwich
<b><u>ZONE B</u></b>	
	Mount Forest
<b><u>ZONE D</u></b>	
0824783	Garden City
0445197	West Lincoln

**Part VIII – Kinsmen Past Governors**

<b><u>Year</u></b>		<b><u>Name</u></b>	<b><u>Home Club</u></b>
1933-34 (a) (b)	Gordon	HARBINSON	Hamilton
1934-35 (a)	Wilf	REEVES	Toronto (Downtown)
1935-36	Charlie	SHERWOOD	St. Catharines
1936-37	Edward	DAVIES	Wallaceburg
1937-38	Bruce	WHITESIDE	Simcoe
1938-39	Mickey	MCKEE	St. Catharines
1939-40	Sam	DUNBAR	Owen Sound
1940-41 (b)	Jerry	KNECHTEL	Hanover
1941-42	Dunc	CAMPBELL	Hamilton
1942-43 (a)	Niven	JUDD	Hamilton (London)
1943-44	Charles	PEACOCK	Owen Sound
1944-45	Al	SINNOTT	London
1945-46	Doug	FARLEY	Brantford
1946-47 (a) (b)	Edward	FREELAND	Fort Erie
1947-48 (a) (c)	Jay	DUNN	St. Catharines
1947-48 (a)	Ken	SMYLIE	London
<b><u>Year</u></b>		<b><u>Name</u></b>	<b><u>Home Club</u></b>
1948-49	Andy	JOHNSTON	Windsor
1949-50	Donald	PATTERSON	Hanover
1950-51 (a)	Harold	SCHULTZ	Preston
1951-52	William	COLBY	Chatham



1952-53	Philip	SCALISI	Woodstock
1953-54 (a) (b)	Irving	CANTOR	Leamington
1954-55 (a)	John	BROOKER	Fort Erie
1955-56	John	NELSON	Chatham
1956-57	Harvey	MOORE	Hamilton
1957-58	Hart	WATTS	Simcoe
1958-59	Ken	MACKENZIE	Listowel
1959-60	Paul	MILLS	Hanover
1960-61	Bill	MICKLE	Hensall
1961-62	Bob	BURDICK	St. Catharines
1962-63	Dusty	MILLER	Thorold
1963-64 (b)	Hal	TAGGART	London
1964-65	Mait	EDGAR	Clinton
1965-66 (a)	Larry	WOODS	Preston
1966-67	David	JENKINS	Welland
1967-68 (b)	Bill	WATSON	Fonthill
1968-69	Bill	STEWART	Kitchener-Waterloo
1969-70 (b)	George	IRVIN	Galt
1970-71	Gordon	MCINNES	Chippawa
1971-72 (b)	Wayne	BODDY	Woodstock
1972-73	Bruce	CROZIER	Leamington
1973-74	Peter	BAIRD	Cayuga
1974-75	Ed	CONNER	Merlin
1975-76 (b)	John	GREEN	Drayton
1976-77 (a)	Bob	SMITH	Stratford
1977-78	Wayne	NEWELL	St. Catharines
1978-79	Richard	SHANTZ	Preston
1979-80	Mike	HOYLES	Listowel
1980-81	Grant	BURGENER	Cayuga
1981-82 (d) (a)	Lou	MICHELL, Al Spak	Preston
1982-83	Brian	CLEAVER	Paisley
1983-84	Paul	BURROUGHS	Burlington
1984-85	Rick	SHULAR	Fort Erie
1985-86	Norm	ROBINSON	Stayner
1986-87	Wayne	GROSVENOR	St. Thomas
1987-88	Larry	CADOTTE	Dover
1988-89 (b)	Dave	NORSTER	Waterloo-Grand River
1989-90	Jim	BURKHART	Shelburne
1990-91	John	CREASER	Preston
1991-92	Dave	MCKENZIE	London
1992-93	George	BULMER	Flamborough
1993-94	Jerry	NEVILLE	Grimsby
1994-95	Gord	TRECARTIN	Mount Forest
1995-96	Bob	HUGHES	Chatham
1996-97	John	HUTCHESON	Preston
1997-98	David	PROUDLOVE	St. Marys
1998-99	Richard	PAQUETTE	Windsor
1999-00	Dave	MUIR	Waterloo-Grand River
2000-01	Don	COUSINS	Fergus
<b>Year</b>		<b>Name</b>	<b>Home Club</b>
2001-02	Tom	REIMER	Kingsville
2002-03	Brad	PARKES	Collingwood
2003-04	Corky	CORCORAN	Goderich
2004-05	Dave	HART	London
2005-06	Greg	DELUTIS	Oakville

2006-07	Brad	ROCKEFELLER	Port Dover
2007-08	Earl	CABANA	Listowel
2008-09	Rob	HOULE	Shelburne
2009-10	Darrell	COOPER	Greater London
2010-11	Norm	McCOLL	Kitchener-Waterloo

(a) Deceased

(c) Drowned while Governor-Elect

(b) Past National President

(d) AI Spak, Governor for 2 month period

**Part IX – Kinette Past Coordinators and Governors**

<u>Year</u>		<u>Name</u>	<u>Home Club</u>
1945-46	Irene	KUHN	St. Catharines
1946-47	Mildred	JOHNSON	Windsor
1947-48	Gwen	LAIDLAW	Hamilton
1948-49	Marg	HOSIE	Stratford
1949-50	June	BROOKER	Fort Erie
1950-51	Margaret	BROWN	Essex
1951-52	Jean	ALLIN	Chatham
1952-53	Nova	BURGESS	Wallaceburg
1953-54	Betty	COMBE	Niagara Falls
1954-55	Peg	SCOTT	Leamington
1955-56	Jane	LEACH	Dunnville
1956-57	Lois	PECKITT	Chatham
1957-58	Bertha	TOWNSEND	Harrow
1958-59	Agnes	BRAUN	Delhi
1959-60	Doris	ANGER	Simcoe
1960-61	Helyn	DRYSDALE	Hensall
1961-62	Ethel	CUMMING	Galt
1962-63	Margaret	GREEN	Dresden
1963-64	Doreen	ATKINSON	Niagara Falls
1964-65	Colleen	MISENER	Stratford
1965-66	Pat	MEIKLE	London
1966-67	Nancy	BROWNE	St. Thomas
1967-68	Rose	RICHARDS	Blenheim
1968-69	Vicki	SCALISI	Woodstock
1969-70	Jean	GIRVIN	Guelph
1970-71	Jean	TURNBULL	East London
1971-72	Melba	GRAY	Walkerton
1972-73	Linda	LOWE	Niagara Falls
1973-74	Anne	GAMMAGE	Blenheim
1974-75	Lynn	THOMAS	Beamsville
1975-76	Pat	STALEY	Dundas
1976-77	Myrna	SCHMIDT	London
1977-78	Phyllis	LIVESEY	Essex
1978	Nancy	BENSON	London
1978-79	Rita	HODGKINSON	London
1979-80	Sharon	WILSON	Mount Forest
1980-81	Jill	ROGERS	London
1981-82	Jane	HEIPEL	Guelph
1982-83	Dianne	GARRETT	Wallaceburg
1983-84	Beath	CRERAR	Leamington
1984-85	Charlene	GERMUSKA	Dorchester
1985-86	Gretta	GILL	Collingwood
1986-87	Shirley	MITCHELL	Preston

<b><u>Year</u></b>		<b><u>Name</u></b>	<b><u>Home Club</u></b>
1987-88	Liz	RUSSELL	Simcoe
1988-89	Laurie	SINCLAIR	Paisley & District
1989-90	Gail	MALCOLM	Dorchester
1990-91	Joan	NORSTER	Waterloo-Grand River
1991-92	Debbie	BURCHATZKI	Kitchener-Waterloo
1992-93	Kathy	JEFFERY	Collingwood
1993-94	Elizabeth	MORRIS	Tara & District
1994-95	June	BYRON	Guelph
1995-96	Cheryl	MIDDLEMIST	Leamington
1996-97	Susan	MEYERS	Clinton
1997-98	Kathryn	MUIR	Waterloo Grand River
1998-99	Cheryl	PATERSON	The Garden City
1999-00	Monika	McKEAN	Collingwood
2000-01	Wendy	CHARLONG	Hamilton – Stoney Creek
2001-02	Carol	COOPER	London
2002-03	Kim	SWITZER	Stratford
2003-04	Kerry	RAJOTTE	Waterloo Grand River
2004-05	Darlene	COLE	Collingwood
2005-06	Kathrin	DELUTIS	Oakville
2006-07	Kim	SWITZER	Stratford
2007-08	Arlene	GRAY	Oakville
2008-09	Odette	HOULE	Shelburne
2009-10	Judy	DALLAWAY	Simcoe
2010-11	Elaine	COUCH	Kitchener-Waterloo

