



Kin Canada

Kinsmen • Kinettes • Kin

District 1

KINSMEN & KINETTE

HOUSE RULES

2012-2013



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NOTES:

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 1st 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 30th census.

Zone A - shall consist of Brantford, Burlington, Cambridge-North Dumfries, Flamborough & District, 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, 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, Simcoe, St. Thomas, and Tillsonburg.
- Zone G - shall consist of Blenheim, Chatham, Dover, Dresden, Merlin & Area, Sarnia, Tilbury, and Wallaceburg.
- Zone H - shall consist of Essex, Harrow, LaSalle Kin Club, Leamington & District, and Windsor.
- Zone J - shall consist of Chesley, Hanover, Paisley and District, Tara & District, Teeswater & District, and 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 1st 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 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 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 – National Director

Election of National 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 National 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 – Cystic Fibrosis/Service Director(s)

1. The Cystic Fibrosis/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 National Director, the Past Governor(s) will also act as chair of the ND 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 National 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 National 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 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 30th, 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 $\frac{1}{2}$ upon completion of FLC and appropriately submitted documents required by District, and the remaining $\frac{1}{2}$ 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 15th.

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 its 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 its 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 installment 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, Fall Leadership Conference 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 purposes 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 15th 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 28th census at National Headquarters, to be due June 30th 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 – Cystic Fibrosis/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 15th 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 30th 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 15th 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 15th, 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 30th cut off date; to be published in the FLC brochure for information purposes only.
6. Any funds not deposited by June 30th 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 CF/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 28th 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 30th 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 30th 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 fine 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 31st 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 Cystic Fibrosis Canada 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 – Identity

Kinship One will be recognized as the official newsletter of District One Kin.

Section 2 – Subscription

Kinship One will be created electronically and be available for all members of Kin through the District One website. As the District Council of the day decides, there may also be paper copies distributed throughout the District. Minimum publication will be four times annually.

Section 3 – Expenses

All expenses for Kinship One will be covered through the District One budget with efforts to offset the costs through the selling of advertising.

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 – National 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.

Key changes for 2012-2013

- The National Quill Award has been reinstated. The District Quill Award criteria have been revised to match the National Award. See page 41 (Kinettes) or 66 (Kinsmen) to make sure that your submission follows this year's criteria or it will be disqualified.
- There is a change in the criteria for the Public Speaking Awards. Speech topics no longer need to be Kin-related.

Kinette Awards

Kinette Bulletin Awards

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.

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

Rules:

1. Entries shall be judged on five complete monthly issues of the Club's Bulletin, submitted either in paper form or via an electronic submission (including but not limited to emailed as an attachment, emailed as a link to the document source, on cd or on memory stick).
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

Bulletin Criteria

A. Mandatory Requirements (each issue)			√
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. Content			
1.	Club Activities		
	a)	Activities of club members, birthdays, etc	5
	b)	Reports on social events	5
	c)	Reports/Updates on service projects	5
	d)	Articles submitted by club members (other than bulletin editor)	5
	e)	Kin profiles/Kin Kid section	5
2.	Editorials (5 points each to a maximum of 10)		10
	a)	Must be original and labeled as editorials	
	b)	Can be submitted from anyone in the club or community	
3.	Kin Education		15
4.	Association News		
	a)	Zone news	10
	b)	District news	10
	c)	National news	5
C. Presentation			
1.	Layout and quality of production		10
2.	Quality of content; reader’s interest, humour and good taste		15
MARKING WORKSHEET SECTION			
Section A - Mandatory Section:			√ or X
Section B – Content:			75
Section C – Presentation:			25
GRAND TOTAL			100

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

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 1st of the previous and March 31st of the current year submitted. Submissions must be made to the District Awards Chair by April 15th.
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 electronically (including but not limited to emailed as an attachment, emailed as a link to the document source, on cd or on memory stick), including 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 30th as the District One Kinette entry in the Hal and Elspeth Rogers National Service Award Competition.

SERVICE AWARD MARKING GUIDELINE			
	MAX	PTS	COMMENTS
COMMUNITY BENEFITS	20		
a) Community's acceptance of the project	10		
b) Number of people benefiting from the project	10		
PUBLIC RELATIONS	20		
a) Did the club gain community recognition?	5		
b) Were additional members obtained as a result of the project?	5		
c) Was the public awareness of the Association raised?	5		
d) Were media outlets used i.e. newspaper, radio, T.V?	5		
PARTICIPATION	20		
a) How did the club support the project?	2		
b) Percentage of members participating?	2		
c) Duration of the project	2		
d) Number of person hours spent on the project	2		
e) Duration of fund raising for the project	2		
f) Number of person hours spent on fund raising for the project	2		
g) Other clubs participation	2		
h) Community participation	2		
i) Government funding	2		
j) Other sources of funding	2		
PROJECT DESCRIPTION	20		
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		
TOTAL POINTS	80		

Kinette District One Quill Award

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

****Criteria brought into line with the reinstated National Quill Award, 2012**

Objective:

The Quill Award is designed to help Kin foster the development of written communication and enhance overall communication skills by producing a story of general interest to Kin.

Eligibility:

1. Open to all active Kinettes in good standing
2. Members of the District Executive of the day whose job it is to judge said entries are not eligible to submit

Submission Guidelines:

1. Story may be on any subject of interest to Kin with the following exclusions:
 - a) Personal political views
 - b) Negative or derogatory commentary deemed offensive towards the Association
2. Story must be written in good taste and must be a minimum of 600 words and a maximum of 1,000 words in length; each and every word will be counted as one word. Note: You must indicate the number of words on your Quill Award score sheet. Quill submissions over or under the limit, or those without a word count on the cover page or at the top of the first page, will be disqualified from judging.
3. An original copy of the Quill entry, labelled as such, shall be sent to the District Governor or District-level Awards Chair (or their designate) who is responsible to ensure that the submissions have met the criteria of the competition including:
 - a) Word Count – minimum 600, maximum 1000
 - b) Writing ability
 - c) General interest to Kin
 - d) Story written in good taste
 - e) Originality and presentation
4. Submission of the story must be accompanied by a 25-50 word biographical sketch of the author, included with each entry on a separate sheet of paper.

Judging:

- Shall be administered by the District Governor(s) or District Awards Chair or their designate

- The Judging committee reserves the right to reject and disqualify any submission that could be offensive or inappropriate or that does not meet the outline of the award criteria

Reward:

- The Kinette Quill Award banner shall be awarded to the author by a member of the District Executive at District Convention. The winner will also receive a personal plaque, and the winner's home club will receive a crest for its club banner.
- The District-winning entry must be forwarded by the District Governor(s) or District-level Awards Chair (or their designate) to the National Awards Committee **no later than June 30** to qualify for the National Award.

Scoring:

- Scoring shall be done under the following headings and point system as follows:

A. Treatment of Topic				
	1.	Introduction	5	
	2.	Knowledge of Subject	5	
	3.	Organization of Material	5	
	4.	Development of Material	5	
	5.	Summary and Conclusion	5	
TOTAL SECTION A.....25				
B. Language				
		Number of Words in Submission (make note)		
	1.	Choice of Words	5	
	2.	Sentence Structure	5	
	3.	Grammar and Spelling	5	
TOTAL SECTION B.....15				
C. General Effectiveness				
	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	
TOTAL SECTION C.....50				
GRAND TOTAL:			90	

Acknowledgement:

1. Entrants retain the copyright to their story. However, by entering the award competition, you hereby grant irrevocable, perpetual, non-exclusive and transferable license to print, publish, use, reproduce, distribute, prepare derivative works of, and display your full name and Quill entry in any media format, including Kin Magazine and the national Kin Canada website.
2. All entries shall become the property of Kin Canada and as such will not be returned to the author.
3. The submission(s) from the Districts will only be accepted as an attachment via email.
4. In connection with your submission, the author affirms that (i) you own or have the necessary licenses, rights, consents and permissions to use and authorize Kin Canada to use all copyright, trademark or other proprietary rights in your submission to enable the use of your Quill entry in the manner contemplated by these award rules; and (ii) you have the written consent, release and/or permission of each and every identifiable individual person in the Quill entry to enable inclusion in your submission.

I, the author, having read and acknowledge all the criteria, hereby agree to abide by all its provisions and requirements in all respects.

AUTHOR SIGNATURE: _____ **DATED:** _____

AUTHOR NAME (PRINTED): _____ **CLUB:** _____

DISTRICT: _____ **SUBMITTED BY:** _____

NOTE: Submissions for the Quill award must include the Quill entry, the author autobiography and this signed acknowledgement to be accepted.

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.

Rookie Kinette Marking Scheme

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	
GRAND TOTAL:			

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 public speakers marking guideline shall be used as a guide for speakers and judges alike
2. Speeches shorter than five minutes or longer than seven minutes thirty seconds will be disqualified (see item #3)
3. 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)
4. The speech will be materially the same as presented at Club and Zone Competitions
5. The speech will not include a power point component
6. The speech shall be authored by the speaker
7. 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
- The judges will provide the name of the winner and a written critique for each speaker to the District Awards Chair.

SPEECH SCORING:

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

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.

Kinette of the Year

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.

Kinette of the Year Scoring:

Attendance: (100 points available)	
Club Meetings (<i>Deduct 5 pts. For each meeting missed and not made up</i>)	50 pts
Visits to Other Clubs (<i>Other than make-up, 5 points each to a max. of 10</i>)	10 pts
Zone Conference	10 pts
Fall Leadership Conference	10 pts
District Convention	10 pts
National Convention	5 pts
Zone Interclub	5 pts
Kinetteship: (70 points available)	
Sponsoring a new Kinette in the year being marked	
- first member	6 pts
- second member	9 pts
- third member	15 pts
Club Bulletin submission (<i>2 points for 1st submission, 3 points for 2nd and 5 points for 3rd</i>)	10 pts
Speak-off - entry at Club level	10 pts
Member of the Executive	10 pts
Attendance at Social Functions (<i>2 points per social function</i>)	10 pts
Efficiency: (20 points available)	
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 pts
Committee Functions: (30 points available)	
Acting as Chairman of one committee and submitting report	10 pts
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 pts
Club Projects and Service Work: (60 points available)	
Money raising - 5 points for first money raising project participated in, 10 points for the second, 15 points for third	30 pts
Participation on service project (non-fundraising project)	10 pts
Personal Service (<i>5 points for each full hour or personal service</i>)	35 pts
General: (20 points available)	
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 pts
GRAND TOTAL	300 points

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.

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 15th 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
GRAND TOTAL:		100 POINTS

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.

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:

Categories: (100 points available)		
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
GRAND TOTAL:		100 POINTS

Kinsmen Awards

George & Mildred Sinclair Service Shield

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

Criteria brought into 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 1st of the previous and March 31st of the current year submitted. Submissions must be made to the District Awards Chair by April 15th.
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 electronically (including but not limited to emailed as an attachment, emailed as a link to the document source, on cd or on memory stick), including 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 30th as the District One Kinsmen entry in the Hal and Elspeth Rogers National Service Award Competition.

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

SERVICE AWARD MARKING GUIDELINE			
	MAX	PTS	COMMENTS
COMMUNITY BENEFITS	20		
a) Community's acceptance of the project	10		
b) Number of people benefiting from the project	10		
PUBLIC RELATIONS	20		
a) Did the club gain community recognition?	5		
b) Were additional members obtained as a result of the project?	5		
c) Was the public awareness of the Association raised?	5		
d) Were media outlets used i.e newspaper, radio, T.V?	5		
PARTICIPATION	20		
a) How did the club support the project?	2		
b) Percentage of members participating?	2		
c) Duration of the project	2		
d) Number of person hours spent on the project	2		
e) Duration of fund raising for the project	2		
f) Number of person hours spent on fund raising for the project	2		
g) Other clubs participation	2		
h) Community participation	2		
i) Government funding	2		
j) Other sources of funding	2		
PROJECT DESCRIPTION	20		
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		
TOTAL POINTS	80		

Jay Dunn Memorial Shield and Improvement Awards

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.

Attendance:		
	Average more than 80% for the year	5 points
Membership:		
	Increase membership over last Kin year	10 points
Bulletins:		
	Produce a bulletin or flyer for each club member for each regular meeting	5 points
Responsibility (total points 50);		
President attends:	Zone Presidents Meetings	5 points
	Fall Leadership Conference	5 points
	Zone Conference	5 points
	District Convention (with 4 members)	5 points
President submits:	Sanctioned Interclub	5 points
	District and National Reports/Requests	5 points
	All level of dues on time	10 points
Club:		
	Raised over \$100 per member	5 points
	Rendered 5 man hours per member	5 points
Participation (total points 10):		
	Compete in two (2) Zone, District or National competitions	5 points
	Run a candidate for any beyond club level office	5 points
Proficiency:		
	Win Outstanding President Award	10 points
Deputy Governor Evaluation:		
	Satisfy the Zone Deputy Governor with all aspects of club operations	10 points
GRAND TOTAL: 100 POINTS		

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.

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 public speakers marking guideline shall be used as a guide for speakers and judges alike
2. Speeches shorter than five minutes or longer than seven minutes thirty seconds will be disqualified (see item #3)
3. 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)
4. The speech will be materially the same as presented at Club and Zone Competitions
5. The speech will not include a power point component
6. The speech shall be authored by the speaker
7. 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
- The judges will provide the name of the winner and a written critique for each speaker to the District Awards Chair.

SCORING:

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

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)

John Hughes Peckitt Memorial Trophy

Deadline: July 31 for the year July 1-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.

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:

Kinsman Of The Year		
Name and age of Kin:		
Attendance: (100 points available)		
	Club Meetings (Deduct 5 pts. for each meeting missed and not made up)	50 pts
	Visits to other clubs (other than make-up meetings, 5 points per meeting)	15 pts
	Zone Conference	10 pts
	Fall Leadership Conference	10 pts
	District Convention	10 pts
	National Convention	5 points
Kinship: (40 points available)		
	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 pts
	Harbinson Speaking at club level	10 pts
	Attendance at Social Functions (2 points per social function)	10 pts
Efficiency: (40 points available)		
	Prompt payment of dues as per club house rules, but no later than Sept. 15 th (Deduct 2 points for each meeting in arrears to a max. of 10)	10 pts
Committee Functions		
	Acting as Chairman of one committee and submitting report	10 pts
	Proficiency in assignments and committees (5 points for each committee assignment position given, excluding chairman)	20 pts
Club Projects and Service Work: (60 points available)		
	Money raising - 5 points for first money raising project participated in 10 points for the second	15 pts
	Participation on service project (non-fundraising project)	10 pts
	Personal Service (5 points for each full hour of personal service)	35 pts
General: (15 points available)		
	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 pts
GRAND TOTAL		
255 POINTS		

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, submitted either in paper form or via an electronic submission (including but not limited to emailed as an attachment, emailed as a link to the document source, on cd or on memory stick).
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:

A. Mandatory Requirements (each issue)		
	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. Content		
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 pts
	b) Can be submitted from anyone in the club or community	
3. Kin Education		15 pts
4. Association News		
	a) Zone news	10 pts
	b) District news	10 pts
	c) National news	5 points
Total Section B		75 points
C. Presentation		
	1. Layout and quality of production	10 points
	2. Quality of content; reader's interest, humour and good taste	15 points
Total Section C		25 points
GRAND TOTAL		100 points

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.

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 15th 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
TOTAL	100 points

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.

Bill Esson Memorial Kin Quill Award

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

Criteria brought into line with the reinstated National Quill Award, 2012

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.

Objective:

The Quill Award is designed to help Kin foster the development of written communication and enhance overall communication skills by producing a story of general interest to Kin.

Eligibility:

1. Open to all active Kinsmen in good standing
2. Members of the District Executive of the day whose job it is to judge said entries are not eligible to submit

Submission Guidelines:

1. Story may be on any subject of interest to Kin with the following exclusions:
 - a) Personal political views
 - b) Negative or derogatory commentary deemed offensive towards the Association
2. Story must be written in good taste and must be a minimum of 600 words and a maximum of 1,000 words in length; each and every word will be counted as one word. **Note:** You must indicate the number of words on your Quill Award score sheet. Quill submissions over or under the limit, or those without a word count on the cover page or at the top of the first page, will be disqualified from judging.
3. An original copy of the Quill entry, labelled as such, shall be sent to the District Governor or District-level Awards Chair (or their designate) who is responsible to ensure that the submissions have met the criteria of the competition including:
 - a) Word Count – minimum 600, maximum 1000
 - b) Writing ability
 - c) General interest to Kin
 - d) Story written in good taste
 - e) Originality and presentation

4. Submission of the story must be accompanied by a 25-50 word biographical sketch of the author, included with each entry on a separate sheet of paper.

Judging:

- Shall be administered by the District Governor(s) or District Awards Chair or their designate
- The Judging committee reserves the right to reject and disqualify any submission that could be offensive or inappropriate or that does not meet the outline of the award criteria

Reward:

- The Bill Esson Memorial Kin Quill Award banner shall be awarded to the author by a member of the District Executive at District Convention. The winner will also receive a personal plaque, and the winner's home club will receive a crest for its club banner.
- The District-winning entry must be forwarded by the District Governor(s) or District-level Awards Chair (or their designate) to the National Awards Committee no later than June 30 to qualify for the National Award.

Scoring shall be done under the following headings and point system as follows:

A. Treatment of Topic				
	1.	Introduction	5	
	2.	Knowledge of Subject	5	
	3.	Organization of Material	5	
	4.	Development of Material	5	
	5.	Summary and Conclusion	5	
TOTAL SECTION A.....			25	
B. Language				
		Number of Words in Submission (make note)		
	1.	Choice of Words	5	
	2.	Sentence Structure	5	
	3.	Grammar and Spelling	5	
TOTAL SECTION B.....			15	
C. General Effectiveness				
	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	
TOTAL SECTION C.....			50	
GRAND TOTAL:			90	

Acknowledgement:

- Entrants retain the copyright to their story. However, by entering the award competition, you hereby grant irrevocable, perpetual, non-exclusive and transferable license to print, publish, use, reproduce, distribute, prepare derivative works of, and display your full name and Quill entry in any media format, including Kin Magazine and the national Kin Canada website.
- All entries shall become the property of Kin Canada and as such will not be returned to the author.
- The submission(s) from the Districts will only be accepted as an attachment via email.
- In connection with your submission, the author affirms that (i) you own or have the necessary licenses, rights, consents and permissions to use and authorize Kin Canada to use all copyright, trademark or other proprietary rights in your submission to enable the use of your Quill entry in the manner contemplated by these award rules; and (ii) you have the written consent, release and/or permission of each and every identifiable individual person in the Quill entry to enable inclusion in your submission.

I, the author, having read and acknowledge all the criteria, hereby agree to abide by all its provisions and requirements in all respects.

AUTHOR SIGNATURE: _____ **DATED:** _____

AUTHOR NAME (PRINTED): _____ **CLUB:** _____

DISTRICT: _____ **SUBMITTED BY:** _____

NOTE: Submissions for the Quill award must include the Quill entry, the author autobiography and this signed acknowledgement to be accepted.

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

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.

Scoring is as follows:

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)

ACTIVITY	Points each	
1. Be a candidate for Club Executive	10	
2. Give a two minute speech or enter Club Public Speaking Competition (other than mandatory)	20	
3. Write an article for Club Bulletin (other than mandatory)	10	
4. Member of a committee or work party (other than mandatory)	20	
5. Attend a social function (apart from meeting)	5	
6. Attend a meeting of another club in your zone	10	
7. Attend a Spring Zone Conference	25	
8. Attend a Fall Leadership Conference	25	
9. Attend a District Convention	35	
10. Complete all six mandatory	10	
11. Sponsor a further new member	10	
10. Serve as chairman of a club project	25	
11. Complete the mandatory requirements (Part 1) inside of three months of induction	20	
GRAND TOTAL:		

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

Joint Kinsmen & Kinette Awards

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.

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.
 - (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.
3. 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.
4. 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.
5. 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.
6. 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.

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.

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 15th.
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.

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.

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:

Part A – Content Maximum 90 pts.

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

Part B – Form Maximum 20pts.

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.

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.

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.

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

1788861	Cambridge-North Dumfries
0122593	Brantford
0236185	Burlington
0058191	Hamilton
0066496	Kitchener-Waterloo
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
0153054	Tilbury & District
0112570	Wallaceburg

ZONE H

0117612	Harrow
0089150	Leamington

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

1852353 Centre Wellington
0824792 Listowel
0824788 Lucknow
0824791 Palmerston

ZONE C

1572233 Beaver Valley
0824793 Collingwood
0824795 Meaford
0824779 Shelburne
0824781 Wasaga Beach

ZONE D

0824782 Fort Erie
0824784 Grimsby
0824778 Stevensville

ZONE F

0824774 London
0824766 Simcoe
0986325 Tillsonburg
Delhi

ZONE G

0824770 Chatham
0824771 Dover

ZONE J

1050768 Chesley
0824761 Hanover
0827822 Tara
0881899 Teeswater
0827821 Walkerton

ZONE K

0827820 Clinton
0827819 Goderich
0824796 Hensall
0827818 Mitchell
0827817 St. Marys

Part VII – Kin Clubs of District One – Incorporation Numbers

ZONE A

0415275 Flamborough
0101961 Oakville
Woolwich

ZONE B

000136040 Mount Forest

ZONE D

0824783 Garden City
0445197 West Lincoln

ZONE H

1544690 LaSalle
0057239 Windsor

Part VIII – Kinsmen Past Governors

<u>Year</u>	<u>Name</u>	<u>Home Club</u>	<u>Notes</u>
1933-34	Gordon Harbinson	Hamilton	National President 34-35
1934-35	Wilf Reeves	Toronto (Downtown)	
1935-36	Charlie Sherwood	St. Catharines	National President 42-43
1936-37	Edward Davis	Wallaceburg	
1937-38	Bruce Whiteside	Simcoe	
1938-39	Mickey McKee	St. Catharines	
1939-40	Sam Dunbar	Owen Sound	
1940-41	Jerry Knechtel	Hanover	
1941-42	Dunc Campbell	Hamilton	
1942-43	Niven Judd	Hamilton (London)	
1943-44	Charles Peacock	Owen Sound	
1944-45	Al Sinnott	London	
1945-46	Doug Farley	Brantford	National President 48-49
1946-47	Edward Freeland	Fort Erie	
1947-48	Jay Dunn	St. Catharines	Drowned while Governor-Elect
1947-48	Ken Smylie	London	National President 56-57
1948-49	Andy Johnston	Windsor	
1949-50	Donald Patterson	Hanover	
1950-51	Harold Schultz	Preston	
1951-52	William Colby	Chatham	
1952-53	Philip Scalisi	Woodstock	
1953-54	Irving Cantor	Leamington	
1954-55	John Brooker	Fort Erie	
1955-56	John Nelson	Chatham	
1956-57	Harvey Moore	Hamilton	
1957-58	Hart Watts	Simcoe	National President 56-57
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	Hal Taggart	London	
1964-65	Mait Edgar	Clinton	
1965-66	Larry Woods	Preston	
1966-67	David Jenkins	Wellsand	
1967-68	Bill Watson	Fonthill	National President 73-74
1968-69	Bill Stewart	Kitchener-Waterloo	
1969-70	George Irvin	Galt	National President 76-77
1970-71	Gordon McInnes	Chippawa	
1971-72	Wayne Boddy	Woodstock	National President 79-80
1972-73	Bruce Crozier	Leamington	
1973-74	Peter Baird	Cayuga	National President 79-80
1974-75	Ed Conner	Merlin	
1975-76	John Green	Drayton	National President 79-80
1976-77	Bob Smith	Stratford	
1977-78	Wayne Newell	St. Catharines	National President 79-80
1978-79	Richard Shantz	Preston	
1979-80	Mike Hoyles	Listowel	National President 79-80
1980-81	Grant Burgener	Cayuga	

<u>Year</u>	<u>Name</u>	<u>Home Club</u>	<u>Notes</u>
1981-82	Lou Michell Al Spak	Preston	Deceased Governor for 2 months
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	Dave Norster	Waterloo-Grand River	National President 92-93
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	
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	NP Bruce Lloyd (Fergus & District)
2007-08	Earl Cabana	Listowel	
2008-09	Rob Houle	Shelburne	
2009-10	Darrell Cooper	Greater London	
2010-11	Norm McColl	Kitchener-Waterloo	
2011-12	Dan Strugar	St. Marys	

Part IX – Kinette Past Coordinators and Governors

<u>Year</u>	<u>Name</u>	<u>Home Club</u>	<u>Notes</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	
1987-88	Liz Russell	Simcoe	
1988-89	Laurie Sinclair	Paisley & District	
1989-90	Gail Malcolm	Dorchester	National President 91-92
1990-91	Joan Norster	Waterloo-Grand River	
1991-92	Debbie Burchatzki	Kitchener-Waterloo	
1992-93	Kathy Jeffery	Collingwood	National President 98-99
1993-94	Elizabeth Morris	Tara & District	
1994-95	June Byron	Guelph	

<u>Year</u>	<u>Name</u>	<u>Home Club</u>	<u>Notes</u>
1995-96	Cheryl Middlemist	Leamington	National President 01-02
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	Odetta Houle	Shelburne	
2009-10	Judy Dallaway	Simcoe	
2010-11	Elaine Couch	Kitchener-Waterloo	
2011-12	Colleen Wake	London	