



**Kin Canada**

Kinsmen • Kinettes • Kin

**District 1**

**KINSMEN & KINETTE**

**HOUSE RULES**

**2013-2014**

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# DISTRICT ONE HOUSE RULES

## PART 1

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

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

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

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

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

## **ARTICLE 1 - NAME**

### **Section 1 - Name**

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

### **Section 2 – Short Name**

The short name shall be "District One".

## **ARTICLE 2 - OBJECTS**

### **Section 1 - Objects**

The objects of District One shall be:

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

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

### **Section 1 - Territory**

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

### **Section 2 – Zones**

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

- Zone A - shall consist of Cambridge-North Dumfries, Brantford, Burlington, Flamborough & District, Galt, Guelph, Hamilton, Kitchener-Waterloo, Oakville, Preston, Stoney Creek, Waterloo-Grand River and Woolwich.
- Zone B - shall consist of Belgrave, Centre Wellington, Drayton, Fergus & District, Harriston, Listowel, Lucknow & District, Monkton & District, Mount Forest, and Palmerston & District.

- Zone C - shall consist of Beaver Valley, Collingwood, Feversham & District, Flesherton, Meaford, Owen Sound, Shelburne, Stayner & District, and Wasaga Beach.
- Zone D - shall consist of Niagara Peninsula shall consist of Caledonia, Cayuga, Dunnville, Fonthill & District, Fort Erie, Grimsby, Niagara On The Lake, Ridgeway-Crystal Beach, Stevensville, Garden City Kin Club, and West Lincoln Kin Club.
- Zone F - shall consist of Alymer, Delhi, Dorchester & Area, Greater London, London, Port Dover, St. Thomas, Simcoe, and Tillsonburg.
- Zone G - shall consist of Blenheim, Chatham, Dover, Dresden, Merlin & Area, Sarnia, Tilbury, and Wallaceburg.
- Zone H - shall consist of Amherstburg, Essex, Harrow, LaSalle Kin Club, Leamington & District, Wheatley, and Windsor.
- Zone J - shall consist of Chesley, Hanover, Paisley and District, Tara & District, Teeswater & District, 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 District Governors and Vice Governors for the year following the convention.
2. No club shall circularize the other clubs in the District supporting a candidate prior to the filing of the nomination with the District Secretary.
3. Any member who has been elected to the office of Deputy Governor at a Zone Conference shall not be permitted to stand for election for the office of Governor or Vice Governor at the convention immediately following the Zone Conference at which they were elected.

### **Section 3 – Time Frame**

Nominations for the office of 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 – Communications Director**

1. Shall be responsible for the publication and distribution of the District One newspaper/bulletin.
2. Shall be responsible for the administration of the official District One Kin Facebook Group and Twitter Page, as well as any other form of social media on which District One Kin is represented.
3. Work directly with the District 1 Webmaster to assure continuity of electronic communication to the District on the District One website.
4. Any other duties as required by the Governors to promote communication throughout the District.

### **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 Association Director, the Past Governor(s) will also act as chair of the AD candidates' forum.
9. Will accept all other duties as deemed necessary by the District Council of the day although not defined in this Section.

### **Section 10 – Vice Governor(s)**

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

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

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

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

Any District Officer (excluding the Vice Governor(s) and 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 and Aims of Kin Canada.

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

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

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

### **Section 1 - Requirements**

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

### **Section 2 - Nominations**

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

### **Section 3 – Elections**

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



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

1. Be responsible to their District Governor(s).
2. Make at least one official visit to each Club in the Zone other than an installation or Zone social function.
3. Ensure all Clubs are properly installed in the Zone.
4. Hold a Club Officer Seminar prior to September 15th, the purpose of which shall be educational with particular emphasis on the duties and obligations of each member of the club executive committee.
5. Send regular newsletter to clubs (min. of 4) with copies of the same to their District Governor(s).
6. Attend District pre-term, Fall Council, Fall Leadership Conference, District mid-term, and District Convention during their term of office.
7. Organize and officiate at the spring Zone Conference. At least thirty (30) days prior to the Zone Conference, the Deputy Governor shall forward to each club in the Zone, a call to the Zone Conference and a copy of the agenda. Minutes of such meeting to be circulated to the club Presidents and the appropriate District Governor no later than thirty (30) days following the conference.
8. Prepare a report for all Zone Meetings in their Zone.
9. Attend the District Leadership Seminar.
10. Administer a membership program in their Zone in conjunction with the District Membership Director.
11. Hold a pre-term meeting of the Club Presidents within the Zone not later than one (1) week preceding the Fall Leadership Conference and a mid-term meeting of the Presidents between January 1st and February 15th of each year.
12. Collect mini audits as of December 31st, on all clubs in their zone by January 31st. These will be forwarded to the District Treasurer at the next District Board of Directors meeting.
13. Any other assignments as required or requested by the District Governor(s).

## **Section 5 – Finances**

1. The Deputy Governor will create a financial budget for the operation of the zone and submit to the District Governor(s) by September Council meeting. This budget will include income of Zone Dues payable by the clubs within the zone as well as the specified Zone Allotment as noted in the District Budget (traditionally a set monetary amount per club, less the Deputy Governor's home club).
2. Deputy Governor expenses for attendance at all mandatory District Council meetings conferences and conventions will be covered under separate line items in the District budget. Expenses incurred over and above those that are covered by the District by the Deputy Governor will be the responsibility of the Deputy Governor.



3. Deputy Governor Zone Allotment will be paid to the Deputy Governor ½ upon completion of FLC and appropriately submitted documents required by District, and the remaining ½ allotment will be paid to the Deputy Governor upon completion of Spring Convention and appropriately submitted documents required by District. Such documents to be at minimum: Zone Budget, Club Visitation Reports, Expense Forms and any other documents at the discretion of the Governors.

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

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

## **ARTICLE 10 - MEETINGS**

### **Section 1 - Notification**

The District Secretary shall notify each member of the District Board of Directors and National Headquarters, in writing of the time, place, and date of any District meeting at least thirty (30) days prior to any such meeting, provided that if in the opinion of the District Governor(s) or District Board of Directors such meeting amounts to an emergency meeting, then at least ten (10) days prior to such meeting.

### **Section 2 – Notice of Meeting**

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

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

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

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

### **Section 1 - Responsibility**

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

### **Section 2 – Time and Location**

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

### **Section 3 - Notice**

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

### **Section 4 - Voting**

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

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

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

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

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

- District One Governor(s)
- District One Vice Governor(s)
- The current District Officers
- The current Zone Deputy Governors
- Past District One Governors, Past District One Kinette Conveners 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 it's District Dues Fall Leadership Conference levy, has at least one delegate paying a full single or single event registration greater than the levy, that club will be reimbursed it's levy at the close of the Fall Leadership Conference. If the club does not have at least one delegate paying a full single or single event registration greater than the levy, that club will forfeit its levy to the Host Club.

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

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

## **Section 10 – Sergeant-At-Arms**

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

## **Section 11 – Profits/Loss**

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

## **Section 12 – Financial Statement**

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



### **Section 13 – Roll Call**

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

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

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

### **Section 15 – FLC Host**

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

## **ARTICLE 13 - ZONE CONFERENCES**

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

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

### **Section 2 - Place**

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

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

### **Section 3 – Registration Fee**

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

### **Section 5 – Attendance**

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



## **Section 6 – Resolutions**

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

## **Section 7 – Voting**

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

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

## **Section 1 - Budget**

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

## **Section 2 - Financial Reporting**

1. The Treasurer of the day shall present to each District Board Meeting, 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 find pot from the Annual District Convention meetings shall go towards maintaining the NVP fund. Fine pots from all other District meetings or conferences may be used for this fund or any other cause as the floor of the meeting may decide.

### **Section 3 – Membership Fund**

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

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

**Note:** The District Awards have been printed separately this year due to budget constraints. The District Awards Package, as well as listings of each award individually, can be found on the District Awards page of the District 1 website: [www.district1kin.ca](http://www.district1kin.ca). Awards can be found under District Executive in the sidebar.

### **Section 1 – Kinsmen and Kinettes Awards General**

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



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

<u>Inc. #</u>	<u>Club #</u>	<u>Club Name</u>	<u>Inc. #</u>	<u>Club #</u>	<u>Club Name</u>
<b><u>ZONE A</u></b>			<b><u>ZONE F</u></b>		
0122593	10218	Brantford	0117611	10317	Aylmer
0236185	10656	Burlington	0117948	10082	Delhi
0069423	10262	Cambridge-Preston	0349462	11303	Dorchester & Area
1788861	11672	Cambridge-North Dumfries	0089151	11079	Greater London
0058191	10001	Hamilton	0148520	10809	Port Dover
0066496	10226	Kitchener-Waterloo	0094006	10027	Simcoe
0110228	10638	Stoney Creek	0113033	10265	St. Thomas
0457225	11473	Waterloo-Grand River	0125682	10323	Tillsonburg
<b><u>ZONE B</u></b>			<b><u>ZONE G</u></b>		
0545483	11372	Belgrave	0084097	10361	Blenheim
0290023	11014	Drayton	0054978	10045	Chatham
0899223	11589	Fergus & District	0411378	11283	Dover
0120120	10844	Harriston	0125420	10190	Dresden
0119562	10459	Listowel	0104532	10728	Merlin & Area
0369847	11191	Lucknow & District	0100827	10078	Sarnia
0380712	11280	Monkton & District	0153054	10974	Tilbury & District
			0112570	10102	Wallaceburg
<b><u>ZONE C</u></b>			<b><u>ZONE H</u></b>		
0391993	11381	Beaver Valley	0117612	10627	Harrow
0465909	11388	Feversham & District	0089150	10259	Leamington
0131402	10659	Flesherton			
0227757	10582	Meaford			
0124023	10811	Shelburne			
0429301	11375	Stayner & District			
<b><u>ZONE D</u></b>			<b><u>ZONE J</u></b>		
0121272	10632	Caledonia	0645635	10160	Chesley
0202527	10560	Cayuga	0120684	10154	Hanover
0085245	10210	Dunnville	0353088	11278	Paisley & District
0105340	10562	Fonthill & District	0739249	11559	Teeswater & District
0072972	10229	Fort Erie	0111693	10115	Walkerton
0241350	10995	Grimsby			
0305672	11069	Niagara on the Lake			
0241020	10380	Stevensville			
			<b><u>ZONE K</u></b>		
			0123358	10578	Clinton & District
			0067122	10373	Goderich
			0106049	10635	Hensall & District
			0377752	11285	Mitchell & District
			0137074	10706	St. Marys
			0112984	10319	Stratford

**Part VI – Kinette Clubs of District One – Incorporation & Club Numbers**

<u>Inc. #</u>	<u>Club #</u>	<u>Club Name</u>	<u>Inc. #</u>	<u>Club #</u>	<u>Club Name</u>
<b><u>ZONE A</u></b>			<b><u>ZONE F</u></b>		
0837504	10630	Guelph		11686	Delhi
1723431	10002	Hamilton – Stoney Creek	0824774	10080	London
0827815	10227	Kitchener-Waterloo	0824766	10028	Simcoe
0909050	11657	Oakville		11691	St. Thomas
0827814	10263	Preston	0986325	10324	Tillsonburg
<b><u>ZONE B</u></b>			<b><u>ZONE G</u></b>		
	11683	Centre Wellington	0824770	10046	Chatham
0824792	10460	Listowel	0824771	11638	Dover
0824788	11192	Lucknow			
0824791	11481	Palmerston			
<b><u>ZONE C</u></b>			<b><u>ZONE J</u></b>		
1572233	11649	Beaver Valley	1050768	10161	Chesley
0824793	10901	Collingwood	0827822	11562	Tara
0824795	10583	Meaford	0827821	10116	Walkerton
0824779	10812	Shelburne			
0824781	11141	Wasaga Beach			
<b><u>ZONE D</u></b>			<b><u>ZONE K</u></b>		
0824782	10230	Fort Erie	0827820	10579	Clinton
0824784	10996	Grimsby	0827819	10374	Goderich
0824778	10381	Stevensville	0824796	10636	Hensall
			0827818	11286	Mitchell
			0827817	10707	St. Marys

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

<u>Inc. #</u>	<u>Club #</u>	<u>Club Name</u>	<u>Inc. #</u>	<u>Club #</u>	<u>Club Name</u>
<b><u>ZONE A</u></b>			<b><u>ZONE D</u></b>		
0415275	11367	Flamborough	0824783	11535	Garden City
0101967	10663	Oakville	0091604	10377	Ridgeway Crystal Beach
	11680	Woolwich			
<b><u>ZONE B</u></b>			<b><u>ZONE H</u></b>		
	10925	Mount Forest	1544690	11648	LaSalle
			0057239	10076	Windsor

## Part VIII – Kinsmen Past Governors

<u>Year</u>	<u>Name</u>	<u>Home Club</u>	<u>Notes</u>
1933-34	Gordon Harbinson	Hamilton	Past National President
1934-35	Wilf Reeves	Toronto (Downtown)	
1935-36	Charlie Sherwood	St. Catharines	
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	Past National President
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	
1946-47	Edward Freeland	Fort Erie	Past National President
1947-48	Jay Dunn	St. Catharines	Drowned while Governor-Elect
1947-48	Ken Smylie	London	
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	Past National President
1954-55	John Brooker	Fort Erie	
1955-56	John Nelson	Chatham	
1956-57	Harvey Moore	Hamilton	
1957-58	Hart Watts	Simcoe	
1958-59	Ken MacKenzie	Listowel	
1959-60	Paul Mills	Hanover	
1960-61	Bill Mickle	Hensall	
1961-62	Bob Burdick	St. Catharines	
1962-63	Dusty Miller	Thorold	
1963-64	Hal Taggart	London	Past National President
1964-65	Mait Edgar	Clinton	
1965-66	Larry Woods	Preston	
1966-67	David Jenkins	Welland	
1967-68	Bill Watson	Fonthill	
1968-69	Bill Stewart	Kitchener-Waterloo	
1969-70	George Irvin	Galt	Past National President
1970-71	Gordon McInnes	Chippawa	
1971-72	Wayne Boddy	Woodstock	Past National President
1972-73	Bruce Crozier	Leamington	
1973-74	Peter Baird	Cayuga	
1974-75	Ed Conner	Merlin	
1975-76	John Green	Drayton	Past National President
1976-77	Bob Smith	Stratford	
1977-78	Wayne Newell	St. Catharines	
1978-79	Richard Shantz	Preston	
1979-80	Mike Hoyles	Listowel	
1980-81	Grant Burgener	Cayuga	



<b><u>Year</u></b>	<b><u>Name</u></b>	<b><u>Home Club</u></b>	<b><u>Notes</u></b>
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	Larry Norster	Waterloo-Grand River	Past National President
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	
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	
2012-13	Marty Makins	Hamilton	

## 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	Past National President
1990-91	Joan Norster	Waterloo-Grand River	
1991-92	Debbie Burchatzki	Kitchener-Waterloo	
1992-93	Kathy Jeffery	Collingwood	
1993-94	Elizabeth Morris	Tara & District	
1994-95	June Byron	Guelph	

<b><u>Year</u></b>	<b><u>Name</u></b>	<b><u>Home Club</u></b>	<b><u>Notes</u></b>
1995-96	Cheryl Middlemist	Leamington	
1996-97	Susan Meyers	Clinton	
1997-98	Kathryn Muir	Waterloo Grand River	
1998-99	Cheryl Paterson	The Garden City	
1999-00	Monika McKean	Collingwood	
2000-01	Wendy Charlong	Hamilton–Stoney Creek	
2001-02	Carol Cooper	London	
2002-03	Kim Switzer	Stratford	
2003-04	Kerry Rajotte	Waterloo Grand River	
2004-05	Darlene Cole	Collingwood	
2005-06	Kathrin Delutis	Oakville	
2006-07	Kim Switzer	Stratford	
2007-08	Arlene Gray	Oakville	
2008-09	Odette Houle	Shelburne	
2009-10	Judy Dallaway	Simcoe	
2010-11	Elaine Couch	Kitchener-Waterloo	
2011-12	Colleen Wake	London	
2012-13	Terri Iredale	St. Marys	