



Kin Canada

Kinsmen • Kinettes • Kin

District 1

HOUSE RULES

2015 – 2016

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PART ONE

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

Whenever there may be changes made to the National Awards Program, which have implications in the District One House Rules/Awards Programme, all housekeeping (references to award 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 5 and voted on at the Annual District Convention.

The District One House Rules shall be printed and distributed no later than October First 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 results 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 current 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

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 through 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 thirtieth census.

- Zone A Shall consist of Ancaster, Brantford, Cambridge-North Dumfries, Cambridge-Preston, Flamborough & District, Guelph, Hamilton, Kitchener-Waterloo, Oakville, 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, Palmerston & District and Wingham.
- Zone C Shall consist of Beaver Valley, Collingwood, Feversham & District, Flesherton, Flesherton & District, Meaford, Shelburne, Stayner & District and Wasaga Beach.
- Zone D Shall consist of Caledonia, Cayuga, Dunnville, Fonthill & District, Fort Erie, Grimsby, Niagara On The Lake, Ridgeway-Crystal Beach, and Stevensville.
- Zone F Shall consist of Alymer, Delhi, Dorchester & Area, Elgin-St. Thomas, Greater London, London, Port Dover, St. Thomas, Simcoe and Tillsonburg.
- Zone G Shall consist of Blenheim, Chatham, Dover, Dresden, Merlin & Area, Sarnia, Tilbury & District and Wallaceburg.
- Zone H Shall consist of Harrow, LaSalle, Leamington and Windsor.
- Zone J Shall consist of Chesley, Hanover, Paisley & District, Saugeen Shores, 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

Section 1 – Eligibility

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

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. Annual 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

Section 1 – District Executive

1. The District Executive shall meet all requirements and qualifications as per the current Kin Canada General Operating By-Law and National Policies and Procedures.
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
 - Communications
 - District Awards
 - Risk Management
 - District Coordinator
 - District WebsiteOf those appointed, the District Executive of the day must have a minimum one (1) of each; 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 One.

Section 3 – District Board of Directors

The District Board of Directors shall be comprised of the following persons; all District Officers, all members of the District Executive Committee, and all Deputy Governors of the Zone.

ARTICLE 6 – ELECTIONS

Section 1 – Election of Vice Governor(s)

1. The Kinsmen, Kinette and Kin Clubs of District One shall elect the Vice Governor(s) from the submitted nominees at the Annual District Convention. Once elected, the Vice Governor(s) will form a joint District Executive and 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 automatically fill the office of the Governor(s) on July First of the year following completion of their Vice Governor year.

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 Governor(s) 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 Vice Governor at the convention immediately following the Zone Conference at which they were elected.
4. 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 District Convention.

Section 3 – National Director

Election of District One National Director candidate for the National Board of Directors:

1. At least ninety (90) days prior to the Annual District Convention, in the year an election will take place, the District Secretary shall write to each Club in the District, enclosing a nomination blank and asking for nominations for the District One candidate for the office of National Director on the National Board of Directors.
2. The election for District One's candidate shall take place at the Annual District Convention.
3. Nominations for District One National Director candidate 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 District Convention.

Section 4 – Nomination Announcement

The nominations as provided for in Section 2 and 3 shall be placed before the Annual District Convention immediately after the preliminary formalities of opening the business portion of the convention has been concluded.

Section 5 – 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 6 – 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

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 Governor(s).
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.

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 One Web Master to assure continuity of electronic communication to the District on the District One website.
4. Any other duties as required by the Governor(s) 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 Co-Ordinator

1. Shall be conversant with all activities in the District.
2. Shall co-ordinate the activities of all District Executive, District Council, FLC and Annual 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 Governor(s).

Section 7 – District Membership Director

1. Shall act as a liaison to the Membership Directors at the Zone and Club levels, and the National Membership Committee.
2. Shall participate as required, in conference calls with the National Membership Committee.
3. Shall report on current membership statistics and any Kinsmen, Kinette or Kin Club charters.
4. 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 disbursed.
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 Co-Ordinator 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 (i.e. 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 Annual District Convention.
4. Will act as Rules of Order Chairperson(s) for all District meetings, as well as Fall Leadership Conference and Annual District 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 Annual District 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)) not meeting the duties outlined in the House Rules by the date of Fall Leadership Conference 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 is 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.

ARTICLE 9 – ELECTION AND DUTIES OF DEPUTY GOVERNOR

Section 1 – Requirements

Any active member who is a member in good standing, of a club in good standing in their 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 current Kin Canada Operating By-Law and National Policies and Procedures.
3. A simple majority of votes by the accredited delegates in attendance shall determine the election.
4. 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 newsletters to Clubs (minimum of 4) with copies of the same to their District Governor(s).
6. Attend District Pre-Term, District Leadership Seminar, September Council, 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 District Governor(s) no later than thirty (30) days following the Conference.
8. Prepare a report for all Zone meetings in their Zone.

9. Administer a membership program in their Zone in conjunction with the District Membership Director.
10. 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.
11. Collect mini-financial reviews as of December 31st, on all Clubs in their Zone by January 31st. These to be forwarded to the District Treasurer by the next District Board of Directors meeting.
12. 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 by the Deputy Governor, over and above those that are not covered by the District, 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 District Governor(s).

Section 6 – Accountability of Deputy Governors

Any Deputy Governor not meeting the mandatory requirements according to the Outstanding Deputy Governor Award by the date of Fall Leadership Conference 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 District, associated with attending any and all District Council Meetings, Conferences and Conventions. 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 the meeting.

Section 2 – Notice of Meeting

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

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 (90) days prior to the Annual 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 accredited delegates.
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 / Rights of Delegates

Each District One Club having paid its annual dues will be entitled to votes as per the current Kin Canada General Operating By-Law and National Policies and Procedures.

Section 5 – Resolutions

1. Ninety (90) days prior to the date of the Annual District Convention, the District Secretary shall write to the President of each Club inviting resolutions to be considered at the Annual District Convention. Any such resolution must be submitted to the District Secretary sixty (60) days prior to the Annual 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 e-mail blast 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 the Annual 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 6 – Roll Call

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

Section 7 – Special Committees

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

Section 8 – 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 9 – 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 10 – 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 11 – 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 its District Dues Annual District Convention 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 Annual District 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 the Annual District 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 the Annual District Convention to enable them to create refund cheques.

Section 12 – Sergeant-at-Arms

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

Section 13 – Profits / Loss

Any profits derived from the Annual 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 14 – Budget

The Host Club of the Annual District 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 15 – Financial Statement

The Host Club of the Annual District Convention in each year shall supply within ninety (90) days following the final day of the Convention to the Host Club of the Annual 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 one thousand dollars (\$1000.00) of the District registration until receipt of said financial statement. The \$1000.00 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 16 – Business at Convention

The delegation 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 17 – Election of Convention Location

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 Governor(s) elect shall have the authority to choose a site in District One.

Section 18 – Registration Fees

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

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 FLC, 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 FLC at which the invitations will be presented.
3. At FLC the location for the next FLC shall be voted upon from the invitations received by the accredited delegates with the majority vote deciding the location.
4. In the event no invitations have been received for the next FLC, any duly accredited delegate may invite the District Board of Directors to hold the Fall Leadership Conference at a location or near their Clubs locale providing that the consent of their Club Executive has been obtained.
5. If no invitation is brought forward at the FLC 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 FLC 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 FLC. 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 FLC; along with any necessary audio visual equipment deemed as necessary by the District Executive.

Section 7 – Host Club Arrange

The Host Club for the FLC 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.
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 Board of Directors 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 even registration greater than the levy, that Club will be reimbursed its levy at the close of FLC. 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 FLC 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 FLC 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 FLC, 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 12 – Financial Statement

The Host Club of the FLC in each year shall supply within ninety (90) days following the final day of the FLC to the Host Club of the Fall Leadership Conference 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 one thousand dollars (\$1000.00) of the District registration until receipt of the said financial statement. The one thousand dollars (\$1000.00) 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 13 – Roll Call

Immediately prior to any voting, an official roll call will be conducted to determine the number of accredited delegates. These numbers will determine the voting strength for FLC and will be counted for the Kinsmen Jay Dunn Memorial Shield.

Section 14 – Fall Leadership Conference as a Mini Convention

Any FLC 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 sixty (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 Zone Conference.

Section 4 – Attendance

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

Section 5 – Resolutions

Every resolution to be presented to a Zone Conference shall be submitted to the Deputy Governor at least sixty (60) day 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 Zone Conference.

Section 6 – Voting

Each District One Club having paid its annual dues will be entitled to votes as per the current Kin Canada General Operating By-Laws and National Policies and Procedures.

ARTICLE 14 – FINANCE

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 thirty (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 communication 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 accounts. An interim financial statement is to be submitted to 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 thirty (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 accredited 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 Treasurer and their Zone Deputy Governor, not later than October 31st.
5. All financial records must be turned over to the current District Treasurer by August 15th following their term in office. These records must be kept for seven (7) years.
6. Upon filing of the most recent records, the records from eight (8) years prior to the ear newly filed are to be shredded or discarded appropriately.

Section 3 – Dues

1. The District Executive shall have the authority to levy a 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 Governor(s)-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:
 - Zone Conference and Zone Executive Seminars

- Clubs wishing to personally discuss a problem with the Governor(s)
 - 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 is to be paid by the District Treasurer.
 3. The registration fee and room accommodations of the District Board of Directors attending the Fall Leadership Conference and the Annual District Convention 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 in 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.
 6. Signing authority for the District Executive accounts will be comprised of the District Treasurer, the Governor(s) or alternate totalling three (3) signing officers, with a minimum of two signatures on each cheque written.

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 accredited delegates at Fall Leadership Conference or the Annual District Convention as per standard voting practices.
4. The District surplus may be utilized for the educational purpose of a District Leadership Seminar, Club Leadership Seminar and other operating expenses prior to taking office, for a Vice Governor's team in the form of an advance without submitting to item three (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 (CF) / Service

1. The incoming District CF/Service Director(s) shall submit, at the Annual District Convention prior to taking office, a joint CF/Service budget for expenses to promote CF awareness, service and fundraising. The budget shall be circulated thirty (30) days in advance of said convention.
2. The District Governor(s) shall appoint an audit committee from the current council to include the District Treasurer and two/three additional 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 the Annual District Convention.
3. The outgoing District CF/Service Director(s) shall deposit all funds received as of June 30th each year in the District CF/Service 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 Cystic Fibrosis Canada.
4. The outgoing District Treasurer and District CF/Service Director(s) shall release all signing authority on the account by January 15th, following their term of office.
5. The outgoing District CF/Service Director(s) shall prepare an interim financial statement based on the funds received and deposited as of June 30th cut-off date; to be provided for the Fall Leadership Conference 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 Director(s) shall present a financial statement reviewed by the audit committee, of the CF/Service account at the Annual District Convention immediately following their term of office.

8. The District CF/Service Director(s) shall keep accurate records by Club of all monies collected. They shall present at each District Board Meeting, Fall Leadership Conference and the Annual District Convention a printed interim financial statement showing the status of the CF/Service account. An interim statement is to be provided for the FLC brochure for information purposes only.
9. All CF/Service financial records must be turned over to the current CF/Service Director(s) 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 eight (8) years prior to the ear newly filed are to be shredded or discarded appropriately.

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 Governor team.
2. The Vice Governor 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 Governor team 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 dollars (\$500.00) 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 Governor(s) signed by the 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 (NVP) fund not to exceed five thousand dollars (\$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 fine pot from the Annual District Convention 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 plans two-year period.
4. Applications will be reviewed by the District Executive of the day. Approval of the applications to be forwarded, in writing, to the District Treasurer who will disperse the funds, said funds not to exceed five hundred dollars (\$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 (5) 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 of five thousand dollars (\$5,000.00) on the condition that this shall not deplete the District surplus to less than ten thousand dollars (\$10,000.00).

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 inter-Club 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 the sanction the event.
3. The District Governor(s) cannot sanction more than one (1) Inter-Club 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 District 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 District 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 current Kin Canada General Operating By-Law and National Policies and Procedures.

Section 5 – Appointment

1. The District Governor(s), with the approval of the District Executive, may appoint such members as are necessary.
2. The District 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

Section 1 – Amendments to House Rules

Amendments to these House Rules, if in conformity with the current Kin Canada General Operating By-Law and National Policies and Procedures, may be adopted by a two-thirds vote of the accredited delegates present and voting at the Annual District Convention.

Section 2 – Proposed Amendments

Any proposed amendments must be submitted to the District Secretary 60 days prior to the Annual 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 these House Rules, the approved changes shall become effective immediately at the conclusion of the Annual District Convention and / or Mini-Convention where the amendments or additions were passed.

ARTICLE 19 – PUBLISHING OF HOUSE RULES

Section 1 – Amending and Publishing

1. These House Rules shall be amended each year by the incoming District Executive to include all resolutions passed at the Annual 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 Annual District Convention subject to the current Kin Canada Operating By-Law and National Policies and Procedures.

Section 2 – Amendments

Amendments to Part II, Part III and Part IV of these House Rules shall be proposed as in Articles 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 Annual District 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 Convention Flag is to help promote either FLC or the Annual District Convention in the host community.

Section 3 – Display Choices

The Convention 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 inches by 90 inches. It has a middle white section, with wide red horizontal strips at the 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, Ontario.

Section 5 – Governor Rules

1. The District One Convention Flag is the property of the District One Board of Directors.
2. At each Annual District Convention, the District Governor(s) are to call for the District One Convention Flag to be presented by the hosts of the Annual District Convention to the hosts of the next Fall Leadership Conference, before those in attendance.
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 hoses of FLC, to the hoses of the next Annual District Convention, before those in attendance at the FLC dinner.
4. The flag is to be displayed by the host Club for the duration of the convention / conference. 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 Annual 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 Annual District Convention or FLC host requiring it.

ARTICLE 24 – DISTRICT ONE COMPUTER & SOFTWARE

The District Executive will maintain in good working condition, the district laptops (2), 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 shall 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 (4) 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 Governor(s)
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 current Kin Canada General Operating By-Law, National Policies and Procedures and the District One House Rules.

DISTRICT ONE 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 one thousand dollars (\$1000.00) 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

Any District One Kinsmen, Kinette or Kin 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 Annual District Convention subject to the section governing submission of resolutions. After acceptance by the accredited delegates, this award or competition shall come into effect at the beginning of the next Kin year.

NOTE

The District Awards package is maintained separately from the District One House Rules.

This District Awards package can be found on the District Awards page of the District One Website:
www.district1kin.ca.

PART V – KINSMEN CLUBS OF DISTRICT ONE (INCORPORATION & CLUB NUMBERS)

	INCORPORATION #	CLUB #	CLUB NAME
ZONE A	0122593	10218	Brantford
	1788861	11672	Cambridge-North Dumfries
	0069423	10262	Cambridge-Preston
	0058191	10001	Hamilton
	0066496	10226	Kitchener-Waterloo
	0101967	10663	Oakville
	0110228	10638	Stoney Creek
	0457225	11473	Waterloo-Grand River
ZONE B	0545483	11372	Belgrave
	0290023	11014	Drayton
	0899223	11589	Fergus & District
	0120120	10844	Harriston
	0119562	10459	Listowel
	0369847	11191	Lucknow & District
	0380712	11280	Monkton & District
ZONE C	0391993	11381	Beaver Valley
	0465909	11388	Feversham & District
	0131402	10659	Flesherton
	0227757	10582	Meaford
	0124023	10811	Shelburne
	0429301	11375	Stayner & District
ZONE D	0121272	10632	Caledonia
	0202527	10560	Cayuga
	0085245	10210	Dunnville
	0105340	10562	Fonthill & District
	0072972	10229	Fort Erie
	0241350	10995	Grimsby
	0305672	11069	Niagara on the Lake
	0241020	10380	Stevensville
ZONE F	0117611	10317	Almer
	0117948	10082	Delhi
	0349462	11303	Dorchester & Area
	0089151	11079	Greater London
	0148520	10809	Port Dover
	0094006	10027	Simcoe
	0113033	10265	St. Thomas
	0125682	10323	Tillsonburg
ZONE G	0084097	10361	Blenheim
	0054978	10045	Chatham
	0411378	11283	Dover
	0125420	10190	Dresden
	0104532	10728	Merlin & Area
	0100827	10078	Sarnia
	0153054	10974	Tilbury & District
	0112570	10102	Wallaceburg
ZONE H	0117612	10627	Harrow
	0089150	10259	Leamington

ZONE J	0645635	10160	Chesley
	0120684	10154	Hanover
	0353088	11278	Paisley & District
	0739249	11559	Teeswater & District
	0111693	10115	Walkerton
ZONE K	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)

	INCORPORATION #	CLUB #	CLUB NAME
ZONE A	0837504	10630	Guelph
	0827815	10227	Kitchener-Waterloo
	0909050	11657	Oakville
	0827814	10263	Preston
ZONE B	1852353	11683	Centre Wellington
		11698	Drayton
	0824792	10460	Listowel
	0824788	11192	Lucknow
	0824791	11481	Palmerston
ZONE C	1572233	11649	Beaver Valley
	0824793	10901	Collingwood
		11693	Flesherton & District
	0824795	10583	Meaford
	0824779	10812	Shelburne
	0824781	11141	Wasaga Beach
ZONE D		11701	Fonthill & District
	0824782	10230	Fort Erie
	0824784	10996	Grimsby
	0824778	10381	Stevensville
ZONE F	824799	11686	Delhi
	1913011	11691	Elgin-St. Thomas
	0824774	10080	London
	0824766	10028	Simcoe
	0986325	10324	Tillsonburg
ZONE G	0824770	10046	Chatham
	0824771	11638	Dover
ZONE J	1050768	10161	Chesley
	0827822	11562	Tara
	0827821	10116	Walkerton
ZONE K	0827820	10579	Clinton
	0827819	10374	Goderich
	0824796	10636	Hensall & District
	0824818	11286	Mitchell & District
	0827817	10707	St. Marys

PART VII – KIN CLUBS OF DISTRICT ONE (INCORPORATION & CLUB NUMBERS)

	INCORPORATION #	CLUB #	CLUB NAME
ZONE A	0415275	11367	Flamborough
	1828175	11680	Woolwich
	0236185	10656	Ancaster
ZONE B	0136040	10925	Mount Forest
		11703	Wingham
ZONE D	0091604	10377	Ridgeway Crystal Beach
ZONE H	1544690	11648	LaSalle
	0057239	10076	Windsor
Zone J		11697	Saugeen Shores

PART VIII – KINSMEN PAST GOVERNORS & KINETTE PAST COORDINATORS/GOVERNORS

YEAR	KINSMEN	HOME CLUB	KINETTE	HOME CLUB
1933-1934	Gordon Harbison	Hamilton		
1934-1935	Wilf Reeves	Toronto (downtown)		
1935-1936	Charlie Sherwood	St. Catharines		
1936-1937	Edward Davis	Wallaceburg		
1937-1938	Bruce Whiteside	Simcoe		
1938-1939	Mickey McKee	St. Catherines		
1939-1940	Sam Dunbar	Owen Sound		
1940-1941	Jerry Knechtel	Hanover		
1941-1942	Dunc Campbell	Hamilton		
1942-1943	Niven Judd	Hamilton (London)		
1943-1944	Charles Peacock	Owen Sound		
1944-1945	Al Sinnott	London		
1945-1946	Doug Farley	Brantford	Irene Kuhn	St. Catharines
1946-1947	Edward Freeland	Fort Erie	Mildred Johnson	Windsor
1947-1948	Jay Dunn/Ken Smylie	St. Catharines/London	Gwen Laidlaw	Hamilton
1948-1949	Andy Johnston	Windsor	Marg Hosie	Stratford
1949-1950	Donald Patterson	Hanover	June Brooker	Fort Erie
1950-1951	Harold Schultz	Preston	Margaret Brown	Essex
1951-1952	William Colby	Chatham	Jean Allin	Chatham
1952-1953	Philip Scalisi	Woodstock	Nova Burgess	Wallaceburg
1953-1954	Irving Cantor	Leamington	Betty Combe	Niagara Falls
1954-1955	John Brooker	Fort Erie	Peg Scott	Leamington
1955-1956	John Nelson	Chatham	Jane Leach	Dunnville
1956-1957	Harvey Moore	Hamilton	Lois Peckitt	Chatham
1957-1958	Hart Watts	Simcoe	Bertha Townsend	Harrow
1958-1959	Ken MacKenzie	Listowel	Agnes Braun	Delhi
1959-1960	Paul Mills	Hanover	Doris Anger	Simcoe
1960-1961	Bill Mickle	Hensall	Helyn Drysdale	Hensall
1961-1962	Bob Burdick	St. Catharines	Ethel Cumming	Galt
1962-1963	Dusty Miller	Thorold	Margaret Green	Dresden
1963-1964	Hal Taggart	London	Doreen Atkinson	Niagara Falls
1964-1965	Mait Edgar	Clinton	Colleen Misener	Stratford
1965-1966	Larry Woods	Preston	Pat Meikle	London
1966-1967	David Jenkins	Welland	Nancy Browne	St. Thomas
1967-1968	Bill Watson	Fonthill	Rose Richards	Blenheim
1968-1969	Bill Stewart	Kitchener-Waterloo	Vicki Scalisi	Woodstock
1969-1970	George Irvin	Galt	Jean Girvin	Guelph
1970-1971	Gordon McInnes	Chippawa	Jean Turnbull	East London
1971-1972	Wayne Boddy	Woodstock	Melba Gray	Walkerton
1972-1973	Bruce Crozier	Leamington	Linda Lowe	Niagara Falls

1973-1974	Peter Baird	Cayuga	Anne Gammage	Blenheim
1974-1975	Ed Conner	Merlin	Lynn Thomas	Beamsville
1975-1976	John Green	Drayton	Pat Staley	Dundas
1976-1977	Bob Smith	Stratford	Myrna Schmidt	London
1977-1978	Wayne Newell	St. Catharines	Phyllis Livesey/Nancy Benson	Essex/London
1978-1979	Richard Shantz	Preston	Rita Hodgkinson	London
1979-1980	Mike Hoyles	Listowel	Sharon Wilson	Mount Forest
1980-1981	Grant Burgener	Cayuga	Jill Rogers	London
1981-1982	Lou Mitchell/Al Spak	Preston	Jane Heipel	Guelph
1982-1983	Brian Cleaver	Paisley	Dianne Garrett	Wallaceburg
1983-1984	Paul Burroughs	Burlington	Beath Crerar	Leamington
1984-1985	Rick Shular	Fort Erie	Charlene Germuska	Dorchester
1985-1986	Norm Robinson	Stayner	Gretta Gill	Collingwood
1986-1987	Wayne Grosvenor	St. Thomas	Shirley Mitchell	Preston
1987-1988	Larry Cadotte	Dover	Liz Russell	Simcoe
1988-1989	Dave Norster	Waterloo-Grand River	Laurie Sinclair	Paisley & District
1989-1990	Jim Burkhart	Shelburne	Gail Malcolm	Dorchester
1990-1991	John Creaser	Preston	Joan Norster	Waterloo-Grand River
1991-1992	Dave McKenzie	London	Debbie Burchatzki	Kitchener-Waterloo
1992-1993	George Bulmer	Flamborough	Kathy Jeffery	Collingwood
1993-1994	Jerry Neville	Grimsby	Elizabeth Morris	Tara & District
1994-1995	Gord Trecartin	Mount Forest	June Byron	Guelph
1995-1996	Bob Hughes	Chatham	Cheryl Middlemist	Leamington
1996-1997	John Hutcheson	Preston	Susan Meyers	Clinton
1997-1998	David Proudlove	St. Marys	Kathryn Muir	Waterloo-Grand River
1998-1999	Richard Paquette	Windsor	Cheryl Paterson	Garden City
1999-2000	Dave Muir	Waterloo-Grand River	Monika McKean	Collingwood
2000-2001	Don Cousins	Fergus	Wendy Charlong	Hamilton-Stoney Creek
2001-2002	Tom Reimer	Kingsville	Carol Cooper	London
2002-2003	Brad Parkes	Collingwood	Kim Switzer	Stratford
2003-2004	Corky Corcoran	Goderich	Kerry Rajotte	Waterloo-Grand River
2004-2005	Dave Hart	London	Darlene Cole	Collingwood
2005-2006	Greg Delutis	Oakville	Kathrin Delutis	Oakville
2006-2007	Brad Rockefeller	Port Dover	Kim Switzer	Stratford
2007-2008	Earl Cabana	Listowel	Arlene Gray	Oakville
2008-2009	Rob Houle	Shelburne	Odette Houle	Shelburne
2009-2010	Darrell Cooper	Greater London	Judy Dallaway	Simcoe
2010-2011	Norm McColl	Kitchener-Waterloo	Elaine Couch	Kitchener-Waterloo
2011-2012	Dan Strugar	St. Marys	Colleen Wake	London
2012-2013	Marty Makins	Hamilton	Terri Iredale	St. Marys
2013-2014			Melissa Suggitt	Preston
2014-2015	Marty Makins	Hamilton	Joanne Bint	Oakville