



**Deputy Governors  
&  
Club Presidents  
Planner  
2024-2025**



**Kin Canada**

Kinsmen • Kinettes • Kin

**District 1**

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## Welcome to Pump Up Kin!

This is going to be a GREAT year. This binder contains your tools for the year to help you succeed and have a successful year. This is your official planner.

There is a Club Presidents and Deputy Governors calendar, broken down by month. Many District and National dates and deadlines are included, but we really suggest you add in your Zone and Club dates as well.

For those of you that use an electronic calendar we have included a page with KEY dates you will need throughout the year So that you can put them into your electronic calendar. We have included all District Council meetings that will happen each month via Teams.

The criteria for the Boake Efficiency, Outstanding Club and Zone awards have also been included. The Risk management team will be looking for your help getting your zone to submit the paper on time so **Keep an eye on these**. We have also included the awards package so that you have the information at your finger tips when you are out at club meetings.

We know that not everyone reads the District House Rules or the General Operating Bylaws so copies of them have also been provided. If you are at a meeting and get asked a question you don't know the answer to, you can look in both of these for the answer. If they don't work then you can contact a member of the executive to assist you.

Looking for templates for general and executive meeting agendas, or for club project reports? You'll find them after the awards.

We hope that the information in this planner will help you build a successful Kin year for your Zone and your Club. There are many more resources available to you, so if there is anything else you need as we go through the year, please don't hesitate to ask one of us! Your feedback will help future district councils improve this planner as well as the other resources that we have to share.

## **Ten Skills to Becoming a Good Leader**

**Time Management** – Time is your most important resource. People get things done because they have learned to effectively manage their time.

**Speaking** – You do not need to be a great orator or poet. Just know your subject and present it in an organized fashion.

**Listening** – Stop talking. Look at the speaker. Don't Interrupt. Don't change the subject. Keep your emotions in check and be responsive.

**Writing** – Written communication is important to follow-up on oral communication, to reinforce and document the discussion.

**Goal Setting** – Planning and organizing is the key to success. A goal establishes what you want to achieve and defines the standard of measurement.

**Decision Making** – Always determine the problems. Get the facts and opinions. Develop alternative solutions. Select the best alternative and always give feedback.

**Delegating** – Delegating is the act of passing the responsibility of a task from one person to another under mutually defined terms. Delegating is **asking** not telling.

**Recognition** – Volunteers; everyone wants to be needed, wants to be doing something important and wants to be recognized. A sincere Thank-you and praise are very important.

**Evaluation / Feedback** – the purpose of evaluation / feedback is to help another person become a more effective leader or to improve their skills and performance.

**Coaching** – Coaching is the process of instructing, directing, guiding or prompting individuals toward a desired outcome.

## District Executive

<b>Name</b>	<b>Contact Info</b>
<b>Paul Schnarr Governor</b>	Cell: 519-573-4112 Email: pschnarr2012@yahoo.ca
<b>Lori Schnarr Governor</b>	Cell: 519-591-6805 Email: lorischnarr@yahoo.ca
<b>Melissa Whetham Co Ordinator</b>	Cell: 519-716-6329 Email: missy_w8@hotmail.com
<b>Casi McCrea Secretary</b>	Cell: 226-203-0505 Email: casimccrae@gmail.com
<b>Matt Sharpe Treasurer</b>	Cell: 519-459-2818 Email: treasurer@district1kin.ca
<b>Tina Swarthout Communications</b>	Cell: 519-573-7027 Email: kinetteteenie@hotmail.ca
<b>Brenda Dineen Service Director</b>	Cell: 519-897-3488 Email: momofbrats@hotmail.com
<b>Francine Burt Service Director</b>	Cell: 647-309-2698 Email: francineburt@rogers.com
<b>Shawn Holroyd Risk Management/ Club Support</b>	Cell: 519-619-1367 Email: spincities@hotmail.com
<b>Lori Dawn Antaya Awards:</b>	Cell: Email: lori dawnantaya@gmail.com

## Zone Team Contact Information

Many Deputy Governors put together a Zone team to help support their clubs. Put contact information for your zone team on this page, which you can then forward to your club presidents.

If you have any positions that are vacant in your zone, you can contact the person at the District level with that portfolio for any information that you need.

Deputy Governor: \_\_\_\_\_  
\_\_\_\_\_

Treasurer: \_\_\_\_\_

Cystic Fibrosis/Service: \_\_\_\_\_

Membership: \_\_\_\_\_

Awards: \_\_\_\_\_

Bulletin: \_\_\_\_\_

## National Headquarters Contact Information

			<b>CYSTIC FIBROSIS CANADA</b> 2221 Yonge Street Toronto ON M4S 2B4  1-800-378-2233 <a href="http://www.cysticfibrosis.ca">www.cysticfibrosis.ca</a>	
Title	Name	Ext.	E-mail	
Operations Manager	Carmen Preston	205	<a href="mailto:cpreston@kincanada.ca">cpreston@kincanada.ca</a>	Need to make arrangements for national dues payments?
Administration Assistant	Jenn Haug		<a href="mailto:jhaug@kincanada.ca">jhaug@kincanada.ca</a>	
Risk Management Coordinator	Melanie Nieson	208	<a href="mailto:mnieson@kincanada.ca">mnieson@kincanada.ca</a>	Any insurance/risk management questions - reporting forms, new project coverage, PAL insurance certificates for special
Projects Coordinator	Lindsay Irvine	215	<a href="mailto:lirvine@kincanada.ca">lirvine@kincanada.ca</a>	
Communications Coordinator	Krista Nicol		<a href="mailto:knicol@kincanada.ca">knicol@kincanada.ca</a>	
Membership Services	Melina Hayward	201	<a href="mailto:mhayward@kincanada.ca">mhayward@kincanada.ca</a>	
<b>Not sure who to contact? Use the Kin Help Desk link at the top of the page in iKin.</b>				

## Important Dates

– if you use an electronic calendar, please enter this information into it so that you have the dates.

June 22	DOLP on boarding for District Council
Sept 15	Club Executive Seminars must all be complete
Sept 17	KinKollege (AKA Club Leadership Seminar)
Oct 1	Kin Canada Bursary applications available online
Oct 15	Club Installations must all be complete
Oct 21	Accredited Delegate forms for Fall Leadership Conference due
Nov 9-10	Fall Leadership Conference
Nov 15	<ul style="list-style-type: none"> <li>• Insurance Reporting form to National</li> <li>• Proof of Incorporation filing for prior year due to HQ</li> <li>• 1<sup>st</sup> dues payment to National</li> <li>• Accident Coverage Benefit deadline</li> <li>• Annual Good Character and Community Good Standing Declarations due to Kin Canada</li> <li>• Criminal Record Check and Consent Form due for club president &amp; treasurer and all district council members</li> </ul>
Dec 31	T2 tax return deadline
Feb 01	Students submitting their Kin Canada bursary application form online
Feb 20	Founder's Day
Feb 17	National Day of KINdness
Feb 28	Changes for National Awards program
Mar 01	Clubs must submit endorsed Kin Canada Bursary applications to National HQ
Mar 31	2 <sup>nd</sup> National dues installment due
Apr 13	Deadline for district awards for spring convention
May TBD	Accredited Delegate forms for Spring Convention due
May TBD	Spring Convention
May 15	Club elections must be completed
May 26	Walk to Make Cystic Fibrosis History
May TBD	National Resolutions that require circulation
Jun 15	Annual Club Reporting form due ( <a href="http://www.kincanada.ca/club-reporting-form">www.kincanada.ca/club-reporting-form</a> )
Jun 15	Annual Service Reporting form due
Jun 30	Submit most National awards
Jun 30	Early Bird deadline for registration to National Convention
Jul TBD	Accredited Delegate forms for National Convention due



# Goal Setting

*"If you don't know where you are going, you might wind up someplace else."*

*Yogi Berra*

There are a variety of ways to approach goal setting, and maintaining simplicity in its development is necessary. Using SMART goal setting is an effective way for district executives, zone executives, and clubs to establish both long and short-term planning.

## **1. Specific**

The goal must be so specific that it can be completely understood. Kin or anyone will not actively work very long towards a goal they do not understand. There is no such thing as a goal that is too specific. "I am going to have a better year and involve more Kinsmen than ever before in my programs" is not very specific. "I am going to achieve 10% membership growth in my zone and be 100% efficient" are specific goals. Use the monthly memberships to track your progress and measure your success.

## **2. Measurable**

When a goal is set, it must include the standard of measurement and the specific result. That is the only way we will ever know if we are accomplishing anything. Continuing from the example; measure your success club by club, zone by zone, and month by month using the National monthly membership reports. "The most difficult thing about doing nothing is determining when you are finished." Your goal will be realized when you have finished a project or solved a problem.

## **3. Attainable**

Goals should be logical and have an aspect of challenge that will involve more than a minimal effort to achieve. However, the goal must be defined well enough through expectations that can be explored in lists, responsibility tracking and consistent review that clubs feel that they are able to accomplish them. Attainability is set by both the specific nature of the goal and way the goal is measured. Attainability is being able to achieve the goal within the set time and expectations.

## **4. Relevant**

(Not Realistic –which would be the same as Attainable.) All goals need to be relevant towards your vision / mission.

## **5. Timely**

When you establish goals, they should be based on the idea of improving what now exists. Set both short and long-range goals. This helps to provide a feeling of accomplishment. Don't hesitate to set some goals that will take more than one year to complete, even though you will complete only one leg of the total program.

## Calendar & Checklists

The next several pages include monthly checklist & calendars to help you stay on track all year. Please add your club meetings & projects!

### June 2024

District Executive	Vice Governor	Deputy Governors	Clubs
<input type="checkbox"/> Prepare District pre-term meeting <input type="checkbox"/> Share detailed membership listings with Deputy Governors (Available from Kin Canada Membership Services)	<input type="checkbox"/>	<input type="checkbox"/> Review Outstanding Zone Award and start to plan your year <input type="checkbox"/> Contact the clubs via letter and thank them for their support/confidence in electing you as Deputy Governor. <input type="checkbox"/> Contact clubs via phone (not email) and ask them: <ul style="list-style-type: none"> <li>○....For a list of new executive officers and contact information</li> <li>○....When you can do the Installation of Officers (Must be between July 1st and October 15th)</li> <li>○....If they need help to prepare their plans and goals</li> <li>○....If they need help to complete their Club Annual Reporting requirements</li> <li>○....For their meeting dates and other important dates</li> </ul> <input type="checkbox"/> Review Accredited Delegate voting procedures, as you <i>may be</i> assisting with the credentials desk at district convention. <input type="checkbox"/> Prepare Zone budget <input type="checkbox"/> Start preparing a number of speeches and toasts for your year <input type="checkbox"/> Start planning for the delivery of a Club Executive Seminar <input type="checkbox"/> Prepare your first newsletter <input type="checkbox"/> Organize turnover meeting <input type="checkbox"/> Membership recruitment strategies	<input type="checkbox"/> Complete Club Health Assessment. <input type="checkbox"/> Complete year-end review on Club Action Plan (Part III) for the past year.* <input type="checkbox"/> (*If completed in the previous year) <input type="checkbox"/> Club president: Submit completed Club Health Assessment to Deputy Governor for their records. (prior to June 30th each year) <input type="checkbox"/> Annual club reporting form due by June 15 <sup>th</sup> . <a href="http://www.kincanada.ca/club-reporting-form">www.kincanada.ca/club-reporting-form</a>

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## July/August 2024

Past Governor	District Executive	Vice Governor	Deputy Governors	Clubs
<input type="checkbox"/> Submit your District Year-End Report to National by July 15 (also serves as your Decew-Phee Outstanding District Award submission) <input type="checkbox"/> Review national resolutions <input type="checkbox"/> Attend national convention <input type="checkbox"/> Your district needs you as a resource person. Be there when asked! <input type="checkbox"/> Be an advisor to the new District Executive <input type="checkbox"/> Be supportive of the new District Executive and its goals <input type="checkbox"/>	<input type="checkbox"/> Membership assessed <input type="checkbox"/> Submit District Operational Plan to Kin Headquarters by July 15 <input type="checkbox"/> Appoint signing officers <input type="checkbox"/> All meetings and functions filled in on calendar pages <input type="checkbox"/> Promote inter-clubs <input type="checkbox"/> Review General Operating By-law, Policies & Procedures and District By-laws <input type="checkbox"/> Prepare files and get yourself organized <input type="checkbox"/> Prepare for your year – meeting dates, goals, visitations, etc. <input type="checkbox"/> Send out first call for FLC (60 days prior)  <input type="checkbox"/> Finalize travel plan for national convention <input type="checkbox"/> Attend national convention		<input type="checkbox"/> Review all submitted Club Health Assessments for their Zone and discuss any potential resource supports identified within Club Action Plan (Part 3).	<input type="checkbox"/> VERY IMPORTANT SUMMER ACTIVITY: Be sure all Executive members attend the Club Leadership Seminar. If not being offered as a Zone activity, arrange to have one held at your club. A senior member of the club can present. <input type="checkbox"/> Ensure every executive member has access to a copy of the Successful Club manual, National General Operating Bylaws, District, Zone, and Club house rules. <input type="checkbox"/> Review Master Club Award and use it to plan your year and to set your goals / objectives <ul style="list-style-type: none"> <li>▪ Set next year's meeting dates and themes</li> </ul> <input type="checkbox"/> Consult with membership to finalize your goals and objectives <input type="checkbox"/> Plan summer social events. Ask club members to invite prospective members. <input type="checkbox"/> Hold a Club Executive turnover meeting <input type="checkbox"/> Appoint auditor / Financial Reviewer and turn over previous year's financial books <input type="checkbox"/> Talk to each member – determine if they plan on returning after the summer. If not – find out why and determine if things can be done to change their minds. Find out their interests and jointly decide on which committees the person should serve / chair. <input type="checkbox"/> Start preparing a budget for the upcoming year. <input type="checkbox"/> Appoint new signing officers and arrange for transfer of signing officers <input type="checkbox"/> Hold at least one executive meeting in July and August <input type="checkbox"/> New executive should review audited financial statements <input type="checkbox"/> Ideal time to work on a Strategic plan – SWOT analysis and set goals and objectives for the year

# JULY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 <b>CANADA DAY</b>	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Deadline for Decew-Phee Outstanding District Award; Boake Efficiency Award; Outstanding Club Award; Outstanding Zone Award **	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# August 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 KIN KAMP	3 KIN KAMP
4 KIN KAMP	5 KIN KAMP	6	7	8	9	10
11	12	13	14	15 National Convention in P.E.I	16 National Convention in P.E.I	17 National Convention in P.E.I
18 National Convention in P.E.I	19	20	21	22	23	24
25	26	27	28	29	30	31

Founded by Hal Rogers on Feb. 20, 1920, Kin Canada is the nation's largest all-Canadian service club organization. Kinsmen, Kinette and Kin clubs across the country work to better their communities, enhance the well-being of Canadians and improve the environment. The Association boasts a proud history dedicated to fostering life-long friendships while 'Serving the Community's Greatest Need.'

## September 2024

District Executive	Vice Governor	Deputy Governors	Clubs
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review July plan</li> <li><input type="checkbox"/> Ensure executive members have organized next year's portfolios and plans</li> <li><input type="checkbox"/> Finalize your plans for the year</li> <li><input type="checkbox"/> Review requirements for DeCew/Phee Outstanding District Award</li> <li><input type="checkbox"/> Prepare first newsletter</li> <li><input type="checkbox"/> Present membership workshop (recruitment or retention) in all clubs</li> <li><input type="checkbox"/> Issue second call to Fall Leadership Conference (FLC)</li> <li><input type="checkbox"/> Request reports from Deputy Governors and District officers for FLC</li> <li><input type="checkbox"/> Incorporate current resource and programming information into your Fall Leadership Conference (reach out to your District Club Support Director for more information)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pay close attention to what the current Governor is doing. This is the best way to learn your job – by observation.</li> <li><input type="checkbox"/> Attend Vice Governors' Training / Information Meeting at Kin National Headquarters</li> <li><input type="checkbox"/> Start planning for your year</li> <li><input type="checkbox"/> Prepare rough draft of Toast to the Association and reply or Toast to the Ladies</li> <li><input type="checkbox"/> List year's activities for your own club and zone. Fill in time slots and plan your travel</li> <li><input type="checkbox"/> Promote Fall Leadership Conference</li> <li><input type="checkbox"/> Prepare Fall Leadership Conference report</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Organize and Chair President's Pre-Term meetings .</li> <li><input type="checkbox"/> Club Executive Seminar completed?</li> <li><input type="checkbox"/> Arrange to present a membership workshop (recruitment or retention) in all clubs. Note: Seminar should be strategic to address club's needs</li> <li><input type="checkbox"/> Complete and send newsletter.</li> <li><input type="checkbox"/> Advise Clubs of dates and location of Fall Leadership Conference. Arrange/notify Clubs that you will conduct a brief Zone meeting with them at Fall Leadership and ensure they attend</li> <li><input type="checkbox"/> Prepare Fall Leadership Report and forward to District on time (if required).</li> <li><input type="checkbox"/> Prepare speech for club visitations</li> <li><input type="checkbox"/> Reach out to club presidents to have an initial discussion regarding their Club Health Assessment.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan a gala first meeting</li> <li><input type="checkbox"/> Circulate audited financial statements, proposed goals / plans &amp; budget</li> <li><input type="checkbox"/> Present financial statements, club budget and plan complete with goals for membership approval</li> <li><input type="checkbox"/> Finalize review of club membership – ensure Membership Status Reporting Form (MSRF) has been filed for all members leaving the club through transfer or resignation.</li> <li><input type="checkbox"/> Reach out to your District Club Support Director to get information about resources and programming the club can take advantage of for new and seasoned members.</li> <li><input type="checkbox"/> Reintroduce the Club Health Assessment: Club Action Plan (Part 3) to the Club and have an initial discussion regarding steps to take to accomplish the plan for the year.</li> </ul>

# September 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 <b>Labour Day</b>	3	4	5	6	7
8	9	10	11	12	13	14
15 Club Executive Seminars must be complete	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



## October 2024

District Executive	Vice Governors	Deputy Governors	Clubs
<input type="checkbox"/> Submit audited statement for last fiscal year to National Headquarters <input type="checkbox"/> Check with treasurer on clubs' dues <input type="checkbox"/> Support Association policies <input type="checkbox"/> Comply with all requests from National Headquarters <input type="checkbox"/> Review outcomes and issues resulting from national convention (i.e. changes to district by-laws, informing clubs, etc.) <input type="checkbox"/> Mail letters to new members, award winners, clubs that have increased in members, etc. <input type="checkbox"/> Be ready for FLC (written reports, etc.) <input type="checkbox"/> Send newsletter <input type="checkbox"/> Check on Accredited Delegate Forms versus the registrations for FLC <input type="checkbox"/> Become acquainted with national programs <input type="checkbox"/> Write report for FLC (if required) <input type="checkbox"/> Contact club presidents and impress upon them the importance of their attendance at FLC <input type="checkbox"/> Prepare second newsletter	<input type="checkbox"/> Attend Fall Leadership Conference (FLC) <input type="checkbox"/> Conduct a review of FLC with your vice district executive	<input type="checkbox"/> Is your first round of Official Visits to your Clubs completed (including Deputy Governor Visitation Form) <input type="checkbox"/> Conduct Zone meeting at Fall Leadership Conference. Have Clubs set their service and membership goals during meeting if not already done – review your goals <input type="checkbox"/> Send Newsletter to your Clubs. <input type="checkbox"/> Discuss with your clubs' possibilities for charters next year. Have Clubs appoint a Charter Chair to investigate a charter and call Membership Services at Kin Headquarters to get you started at 1-800-742-5546 <input type="checkbox"/> Set Zone levy in presenting Zone budget during Zone meeting (rules vary). <input type="checkbox"/> Ensure clubs have paid membership fees. <input type="checkbox"/> Insurance forms and dues billing mailed together to clubs (due at HQ by Nov. 15 <sup>th</sup> ). <input type="checkbox"/> Kin Canada Bursary Application form on website <input type="checkbox"/> Kin Canada Bursary package mailed to clubs and posted on web <input type="checkbox"/> Review Club Health Assessments with clubs during their official visits and discuss possible support resources where applicable.	<input type="checkbox"/> Invite new members to learn more about Kin by attending upcoming FLC (if possible). <input type="checkbox"/> Review your membership plans. <input type="checkbox"/> Work with your Committee chairs and Executive to complete the Insurance Reporting Form <input type="checkbox"/> Club installations need to be finished by October 15th <input type="checkbox"/> Review Outstanding Club award – how are you doing? <input type="checkbox"/> Has the education chair presented education at each meeting? Is the schedule set up for the remainder of the year? <input type="checkbox"/> Reach out to your District Club Support Director to get information on resources and programming for new and seasoned members. <input type="checkbox"/> Kin Canada Bursary Application form on website <input type="checkbox"/> Kin Canada Bursary package mailed to clubs and posted on web <input type="checkbox"/> Promote Kin Canada Bursaries in local highschools, media, radio, etc. <input type="checkbox"/> Review Club Health Assessments with Deputy Governors during their official visit and discuss possible support resources where applicable.

# October 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><b>Vision:</b> To be Canada's National Service Organization.</p> <p><b>Our Mission Statement:</b> Volunteer members impacting Canadian communities through service, leadership, fellowship, and personal development.</p> <p><b>Values:</b> Excellence, Pride, Integrity, Inclusiveness, Compassion.</p>						
		1 Kin Canada Bursary applications available online	2	3	4	5
6	7	8	9	10	11	12
13	14 <b>Thanksgiving</b>	15 Club installations complete	16	17	18	19
20	21 FLC Accredited Delegate forms due	22	23	24	25	26
27	28	29	30	31		

## November 2024

District Executive	Vice Governor	Deputy Governors	Clubs
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure Fall leadership conference plans are set</li> <li><input type="checkbox"/> Order Christmas items from Kin Sales</li> <li><input type="checkbox"/> Continue to follow up the proxies for FLC</li> <li><input type="checkbox"/> Attend FLC</li> <li><input type="checkbox"/> Mail minutes from FLC within 30 days to clubs, district council, and Executive Director</li> <li><input type="checkbox"/> Mail letters</li> <li><input type="checkbox"/> Seek information on spring zone dates and locations from Deputy Governors</li> <li><input type="checkbox"/> Ensure clubs have submitted National dues</li> <li><input type="checkbox"/> Prepare speech for club visitations</li> <li><input type="checkbox"/> Promote club membership expansion through potential charters and recruitment</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review your ideas with your vice district executive and set your policies</li> <li><input type="checkbox"/> Discuss with current Deputy Governors, possible candidates for Deputy Governor in your Governor year.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Host a President's meeting</li> <li><input type="checkbox"/> Attend FLC</li> <li><input type="checkbox"/> Work with clubs to prepare a Membership Recruitment seminar</li> <li><input type="checkbox"/> Should a New Member's Seminar be presented centrally or by the individual clubs? Decide in consultation with clubs</li> <li><input type="checkbox"/> Review Club Health Assessments with clubs during their official visit and discuss possible support resources where applicable. (October - December)</li> <li><input type="checkbox"/> Send Christmas cards to Clubs and key individuals</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend FLC</li> <li><input type="checkbox"/> Organize a New Member's Seminar</li> <li><input type="checkbox"/> Host a Membership Recruitment seminar</li> <li><input type="checkbox"/> Submit Club Insurance forms online (due November 15<sup>th</sup>)</li> <li><input type="checkbox"/> Submit Proof of Filing of Incorporation Papers to HQ (due November 15<sup>th</sup>)</li> <li><input type="checkbox"/> Submit National District and Zone dues (due November 15<sup>th</sup>)</li> <li><input type="checkbox"/> Submit Annual Declaration</li> <li><input type="checkbox"/> Submit Criminal Record consent forms for positions designated in the <a href="#">Screening Policy</a></li> <li><input type="checkbox"/> Review Zone District and National Award rules – start preparing to win</li> <li><input type="checkbox"/> Reach out to your District Club Support Director to get information on resources and programming for new and seasoned members.</li> <li><input type="checkbox"/> Promote Kin Canada Bursaries in local highschoools, media, radio, etc.</li> <li><input type="checkbox"/> Register for National Day of KINdness</li> <li><input type="checkbox"/> Review Club Health Assessments with Deputy Governors during their official visit and discuss possible support resources where applicable.</li> </ul>

# November 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
The <b><u>National Awards Program</u></b> recognizes members and the various executive teams across Canada for their hard work, dedication and impact.					1	2
3	4	5	6	7	8	9 Fall Leadership Conference
10	11 <b>Remembrance Day</b>	12	13	14	15 Risk Management paperwork due at National	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December 2024

District Executive	Vice Governor	Deputy Governors	Clubs
<input type="checkbox"/> Order Christmas items from Kin Sales <input type="checkbox"/> Comply with all requests from National Headquarters <input type="checkbox"/> Consider sending a Christmas greeting to your club presidents, DG's, Council <input type="checkbox"/> Meet with District Convention committee, tour facilities, finalize convention contract Send to National Headquarters: <input type="checkbox"/> List of outstanding District dues as of Nov.15 <input type="checkbox"/> List of financial statements not in on time <input type="checkbox"/> List of clubs not in attendance at FLC <input type="checkbox"/> Time for another newsletter (timely for Christmas greetings!) <input type="checkbox"/> Plan team representation and presentations for zone conferences and decide on representative(s) for each <input type="checkbox"/> Check on outstanding dues <input type="checkbox"/> Review Operational Plan and Decew/Phee Outstanding District Award requirements	<input type="checkbox"/>	<input type="checkbox"/> Start reviewing potential District officers within your clubs <input type="checkbox"/> Past due reminders, sent from National, to clubs for National Dues and Annual Insurance Reporting Form <input type="checkbox"/> Start planning your Zone Conference – host club plans and promotion schedule in place? <input type="checkbox"/> Send a newsletter <input type="checkbox"/> Host a president's meeting <input type="checkbox"/> Review Club Health Assessments with clubs during their official visit and discuss possible support resources where applicable. (October - December)	<input type="checkbox"/> Are new members being involved with club activities and actively pursuing their Maple Leaf Award of Distinction? <input type="checkbox"/> T2 Tax return to be submitted by December 31 <input type="checkbox"/> Has everyone paid their dues? <input type="checkbox"/> Christmas social event planned? <input type="checkbox"/> Register for National Day of KiNDness <input type="checkbox"/> Review Club Health Assessments with Deputy Governors during their official visit and discuss possible support resources where applicable. <input type="checkbox"/> Complete mid-year progress column of the Club Health Assessment within Club Action Plan (Part 3) and do a check in on the Club's Action Plan progress.

December 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 <b>Christmas Day</b>	26 <b>Boxing Day</b>	27	28
29	30	31 T2 Tax return deadline				

## January 2025

District Executive	Vice Governor	Deputy Governors	Clubs
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review your goals</li> <li><input type="checkbox"/> Don't forget zone conferences are coming. How are your plans?</li> <li><input type="checkbox"/> Comply with all requests from National Headquarters</li> <li><input type="checkbox"/> Have a good District Mid-term Meeting</li> <li><input type="checkbox"/> Mail District Mid-term Meeting minutes within 30 days</li> <li><input type="checkbox"/> Finalize presentation for spring zone conferences</li> <li><input type="checkbox"/> District convention is closer than you think!</li> <li><input type="checkbox"/> Distribute third newsletter, promoting District and National Conventions</li> <li><input type="checkbox"/> Encourage Founder's Night celebrations (Feb. 20)</li> <li><input type="checkbox"/> Appoint credentials chair, sergeant-at-arms, recording secretary, and rules of order chair for district convention</li> <li><input type="checkbox"/> Review voting procedures for your district</li> <li><input type="checkbox"/> Call for resolutions</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend District Mid-term Meeting as part of the current district council. Have draft budget completed and make revisions as necessary</li> <li><input type="checkbox"/> Ensure District Leadership Seminar facility is booked</li> <li><input type="checkbox"/> Ensure Pre-term Meeting facility is booked</li> <li><input type="checkbox"/> Plan team representation at zone mid-terms (if applicable)</li> <li><input type="checkbox"/> Plan team representation at spring zone conferences</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend District Mid-Term meeting (January – February)</li> <li><input type="checkbox"/> Host a president's meeting – start to cultivate potential successors</li> <li><input type="checkbox"/> Ask clubs to submit to you 30 days before Spring Zone, any agenda items they would like added to the Spring Zone agenda. Ask clubs if they have any Awards they would like you to present at Spring Zone (Maple Leaf, Founder's, etc.)</li> <li><input type="checkbox"/> Start preparing your Spring Zone agenda – review last year's and ensure unfinished business is addressed</li> <li><input type="checkbox"/> Start preparing for educational workshops/seminars, guest speakers at your Spring Zone</li> <li><input type="checkbox"/> Appoint credentials chair, sergeant-at-arms, recording secretary, and rules of order chair</li> <li><input type="checkbox"/> Review voting procedures for your zone</li> <li><input type="checkbox"/> Appoint judges for zone awards (i.e.: bulletin, public speaking, etc.).</li> <li><input type="checkbox"/> Organize and Chair President's Mid-Term meeting (January/February)</li> <li><input type="checkbox"/> First Notice to clubs that have not submitted their national dues or Annual Insurance Reporting Form</li> <li><input type="checkbox"/> Conduct follow ups with clubs as required on their Club Health Assessments.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We are at the halfway point through the Kin year</li> <li><input type="checkbox"/> Review and if necessary re-evaluate your goals</li> <li><input type="checkbox"/> Review strategies to meet your goals.</li> <li><input type="checkbox"/> Have all chairs submit a report to the executive – are they on track?</li> <li><input type="checkbox"/> Mid-term financial audit and recommendations</li> <li><input type="checkbox"/> Kin Canada Bursaries: students will submit bursary applications to clubs (they have until February 1st to apply to clubs)</li> <li><input type="checkbox"/> Prepare for Founders Night (in February)</li> <li><input type="checkbox"/> Review progress on various awards</li> <li><input type="checkbox"/> Complete mid-year progress column of the Club Health Assessment within Club Action Plan (Part 3) and do a check in on the Club's Action Plan progress.</li> <li><input type="checkbox"/> Reach out to your District Club Support Director to get information on resources and programming for new and seasoned members.</li> <li><input type="checkbox"/> Register for National Day of KINdness</li> <li><input type="checkbox"/> Order National Day of KINdness supplies</li> </ul>

January 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 New Year's Day	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MID POINT OF KIN YEAR	
Time to reflect on the past and if necessary, revise plans. Have treasurer & all chairs submit a mid-term report.	
Compare where you are with where you had planned to be. Are you on track for meeting your goals?	
Time for the President to contact every club member for a “chat” to see if the club is meeting their needs.	

Time to reflect on the past and if necessary, revise plans. Have treasurer & all chairs submit a mid-term report.

Compare where you are with where you had planned to be. Are you on track for meeting your goals?

Time for the President to contact every club member for a “chat” to see if the club is meeting their needs.



## February 2025

District Executive	Vice Governor	Deputy Governors	Clubs
<ul style="list-style-type: none"> <li><input type="checkbox"/> You're more than halfway through the year. Check on all activities, past and future.</li> <li><input type="checkbox"/> Follow up on outstanding dues</li> <li><input type="checkbox"/> Continue planning for district convention</li> <li><input type="checkbox"/> Co-ordinate attendance of National Director at District Convention</li> <li><input type="checkbox"/> Motivate members at spring zone conferences</li> <li><input type="checkbox"/> Prepare fourth newsletter</li> <li><input type="checkbox"/> At least 30 days prior to the zone conference (40 days for Kinettes), forward a copy of your proposed agenda and budget for the zone meeting to District from Deputy Governors</li> <li><input type="checkbox"/> Kin Week proclamations</li> <li><input type="checkbox"/> Encourage Founder's Night celebrations (Feb. 20)</li> <li><input type="checkbox"/> Promote Bring-a-Buddy Month</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm with current deputy governors who from your team will be attending their zone conference. Confirm also that you have time on the agenda for a presentation.</li> <li><input type="checkbox"/> Start looking for encouraging candidates within zones which do not appear to have candidates for deputy governor</li> <li><input type="checkbox"/> Prepare information package, including information/profile sheet and details of district leadership seminar to give deputy governors-elect upon their election at Spring Zone Conferences.</li> <li><input type="checkbox"/> Attend zone conferences – meet the new Deputy Governors-Elect forming part of your District Council</li> <li><input type="checkbox"/> Prepare to order district uniform (if applicable). Get sizes, etc. from newly elected deputy governors.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> During President's meeting – encourage clubs to celebrate Founder's Day / week</li> <li><input type="checkbox"/> 2<sup>nd</sup> round of club visitations planned</li> <li><input type="checkbox"/> Second Notices to clubs that have not paid their National Dues or submitted their Annual Insurance Reporting Form</li> <li><input type="checkbox"/> Send Spring Zone proposed agenda and budget for the zone meeting to district (see District house rules for timelines).</li> <li><input type="checkbox"/> Prior to the zone conference, forward an official call to the zone conference together with a copy of the agenda to each club in the zone (20 days before Spring Zone). Include seminars and workshops being conducted.</li> <li><input type="checkbox"/> Complete and send Newsletter to your Clubs</li> <li><input type="checkbox"/> Chair Spring Zone Meeting (between mid-February – mid April).</li> <li><input type="checkbox"/> Seek Club Accredited Delegate forms for District Convention</li> <li><input type="checkbox"/> Encourage clubs to be involved with the Kin Canada Bursaries Program by reviewing bursary applications received from local students; select one for endorsement and send to National Headquarters by March 1<sup>st</sup>. (clubs that receive 20 or more applications may endorse two for submission to National)</li> <li><input type="checkbox"/> Conduct follow ups with clubs as required on their Club Health Assessments.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Feb 1 – deadline for students to submit Kin Canada Bursary applications to clubs</li> <li><input type="checkbox"/> Founder's Week (February 17-23, 2020) Contact local media</li> <li><input type="checkbox"/> Deadline for suggested changes to National Awards Program – February 28</li> <li><input type="checkbox"/> Appoint nominations committee and charge them with the task to find two people to run for each executive position</li> <li><input type="checkbox"/> Review Bursary applications and forward to National</li> <li><input type="checkbox"/> Appoint Accredited Delegate and up to 3 alternate accredited delegates to attend Zone Conference and submit the completed form to the Deputy Governor</li> <li><input type="checkbox"/> Order National Day of KINdness materials before February 6th</li> </ul>

February 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>Grow. Learn. Make Friends. Have Fun.</b>						1 Kin Bursary application to club's deadline
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 <b>Family Day</b> National KINDness Day	18	19	20 Founders Day	21	22
23	24	25	26	27	28	

On Feb 19, 1960 The Hon. Ellen Fairclough, Federal Minister of Citizenship & Immigration unveiled a bronze plaque honoring the 11 young Hamiltonians who met at the Namking Café, near Gore Park 40 years ago to launch what became the first Kinsmen Club, with the names of the 11 pioneer Kinsmen: Harold A. Rogers; Barney Sisler; Percy L. Dawson; H.L. Bruce; Clifford Kendall; T.E. Arthurs; Trevor Thompson; Rev. William Cook; H.G. Phillips; Reginald Goodall; & Morton Vale  
~Cross & Square page 21 & 22

## March 2025

District Executive	Vice Governor	Deputy Governors	Clubs
<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss resolutions for district and national conventions</li> <li><input type="checkbox"/> Order materials from Kin Sales for installation, turnover, awards</li> <li><input type="checkbox"/> Spring zone conferences continue</li> <li><input type="checkbox"/> Call to district convention/circulation resolutions and proxy forms (watch those deadlines)</li> <li><input type="checkbox"/> Mail letters and minutes</li> <li><input type="checkbox"/> Prepare for district convention</li> <li><input type="checkbox"/> Distribute fourth newsletter</li> <li><input type="checkbox"/> Encourage clubs to apply for district and national awards</li> <li><input type="checkbox"/> Meet with incoming district officer to discuss current programs, problem areas, etc.</li> <li><input type="checkbox"/> Promote Membership Month</li> <li><input type="checkbox"/> Promote Outstanding Master Club Award</li> <li><input type="checkbox"/> Encourage expansion</li> <li><input type="checkbox"/> Review Operational Plan and Decew/Phee Outstanding District Award requirements</li> <li><input type="checkbox"/> Incorporate information about the Kin Canada Mentoring Program into your promotion of membership month and into your planning for District Convention. Reach out to you District Club Support Director for more information.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend zone conferences with information per above</li> <li><input type="checkbox"/> Meet with current district executive to plan for district convention and begin preparation of your presentations for introductions, membership programs, budget, etc.</li> <li><input type="checkbox"/> Design pins, bannerettes, etc. for your year, and place order through Kin Sales</li> <li><input type="checkbox"/> Discuss resolutions that are being brought forward to district convention and determine your executive stand</li> <li><input type="checkbox"/> Meet with FLC hosts</li> <li><input type="checkbox"/> Start planning speakers, meetings, etc. for FLC</li> <li><input type="checkbox"/> Finalize your programs</li> <li><input type="checkbox"/> Check with current district council to include your proposed budget with their call to district convention</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Stimulate clubs to apply for district and national awards</li> <li><input type="checkbox"/> Following zone conference, forward a copy of the minutes to district and to each club in the zone (<i>see District House rules for timing</i>)</li> <li><input type="checkbox"/> Organize Club President's meeting</li> <li><input type="checkbox"/> Send out Zone newsletter</li> <li><input type="checkbox"/> Promote Outstanding Master Club Awards</li> <li><input type="checkbox"/> Consider running for vice-governor</li> <li><input type="checkbox"/> National will send final notices to clubs that have not paid their National Dues or submitted their Annual Insurance Form</li> <li><input type="checkbox"/> Conduct follow ups with clubs as required on their Club Health Assessments.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Zone Award submissions finalized</li> <li><input type="checkbox"/> Deadline (March 1<sup>st</sup>) for clubs to submit endorsed Bursary application form to HQ. Clubs that receive 20 or more applications, or donate more than \$2500 in a calendar year, may submit 2 endorsed applicants for consideration</li> <li><input type="checkbox"/> Send emails/letters to all bursary applicants notifying them of their application's status</li> </ul>

# March 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Heading into the home stretch. Re-assess the goals you set for the club.  Are you on track? Is there some adjustment needed? It is time to start preparing to pass the torch.						1 Deadline for Bursaries submissions from clubs to HQ
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 2nd National dues installment deadline					

## April 2025

District Executive	Vice Governor	Deputy Governors	Clubs
<ul style="list-style-type: none"> <li><input type="checkbox"/> Check with expansion and check on new members' drive</li> <li><input type="checkbox"/> Review items to be brought up at District Convention</li> <li><input type="checkbox"/> Check Accredited Delegates for district convention</li> <li><input type="checkbox"/> Finalize details for district convention (including brochures and executive reports)</li> <li><input type="checkbox"/> Get those clubs in good standing before they get to district convention</li> <li><input type="checkbox"/> Promote national convention</li> <li><input type="checkbox"/> Check progress toward Decew/Phee Outstanding District award</li> <li><input type="checkbox"/> Encourage clubs to order installation and turnover supplies</li> <li><input type="checkbox"/> Encourage candidates for district office</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan president-elect seminar</li> <li><input type="checkbox"/> Hold district leadership seminar, making great friends and forming a team that'll be the best</li> <li><input type="checkbox"/> Plan pre-term meeting</li> <li><input type="checkbox"/> Finalize plans for district convention</li> <li><input type="checkbox"/> Be sure clothing, pins, etc. are going to arrive in time for District Convention</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send Newsletter</li> <li><input type="checkbox"/> National Media Release re: Membership Month (April)</li> <li><input type="checkbox"/> District Leadership Seminars for incoming District teams (various dates)</li> <li><input type="checkbox"/> Check out progress towards Outstanding Zone award</li> <li><input type="checkbox"/> Provide Club Health Assessment to club and inform them that evaluation will be completed at a club meeting in May.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> April is Membership Month – Recruit!!</li> <li><input type="checkbox"/> Carry out club elections (May 15 deadline)</li> <li><input type="checkbox"/> Submit Accredited Delegate forms for District</li> <li><input type="checkbox"/> Check out progress to Outstanding Club award</li> <li><input type="checkbox"/> Appoint Accredited Delegates and up to 3 alternates to attend District Convention (May/June), Submit the completed form to District. Deadline is one week before the Convention</li> <li><input type="checkbox"/> Reach out to your District Club Support Director for more information on resources and programming to help with recruitment.</li> <li><input type="checkbox"/> Obtain the Club Health Assessment and set a meeting to complete or discuss the completion of the assessment in May.</li> <li><input type="checkbox"/> Review the Club Health Assessment from the past year as a Club. (If the club completed the assessment in the previous year)</li> </ul>

# April 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Founded in 2005, the <b>Kin Canada Foundation</b> supports the efforts of Kin clubs across the country in serving their local communities. As the official charitable organization of Kin Canada, the Foundation assists Kin members' work by providing funding for their local service projects. The Foundation is supported by voluntary contributions from Kinsmen, Kinettes and friends of the Foundation. Numerous Canadian charities also directly benefit from the Foundation's funds.</p>						
		1	2	3	4	5
6	7	8	9	10	11	12
13 Deadline for District awards for Spring Convention	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## May 2025

District Executive	Vice Governor	Deputy Governors	Clubs
<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan Canada Day celebrations</li> <li><input type="checkbox"/> Remind your executive to start organizing material and working on year-end report and recommendations for their incoming counterparts</li> <li><input type="checkbox"/> Set date for change-over meeting with new executive for latter part of June and no later than the first week of July</li> <li><input type="checkbox"/> Comply with all requests from National Headquarters</li> <li><input type="checkbox"/> Mail minutes from district convention within 30 days</li> <li><input type="checkbox"/> Send list of clubs not in attendance to national headquarters</li> <li><input type="checkbox"/> Send district award winners list to national headquarters along with award submissions</li> <li><input type="checkbox"/> Send congratulatory letters to award winners</li> <li><input type="checkbox"/> Solicit bulletins for district competition</li> <li><input type="checkbox"/> Write year-end report</li> <li><input type="checkbox"/> Prepare final newsletter</li> <li><input type="checkbox"/> Promote district convention</li> <li><input type="checkbox"/> Attend district convention</li> <li><input type="checkbox"/> Get installation materials lettered at district convention for awards, DGs and council</li> <li><input type="checkbox"/> Ask clubs to notify incoming zone leader when installations are to be held</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend district convention and give a great presentation</li> <li><input type="checkbox"/> Solidify your district council. Have an informal gathering and sit together at a few functions.</li> <li><input type="checkbox"/> Notify all clubs of the details of president-elect seminar</li> <li><input type="checkbox"/> Finalize plans for president-elect seminar</li> <li><input type="checkbox"/> Send call to pre-term meeting to District Council</li> <li><input type="checkbox"/> Review delegate voting procedures, as you'll likely be running the credentials desk at district convention</li> <li><input type="checkbox"/> Ensure clubs have submitted national database information and membership confirmation to national headquarters</li> <li><input type="checkbox"/> Finalize plans for pre-term meeting</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Club President meeting – invite incoming Presidents to attend</li> <li><input type="checkbox"/> Newsletter</li> <li><input type="checkbox"/> Promote District Convention</li> <li><input type="checkbox"/> Ensure all clubs have filed their Accredited Delegate forms to the credentials chair of Convention before the deadline.</li> <li><input type="checkbox"/> Congratulate your clubs for a job well done in reaching your membership goals for this year!</li> <li><input type="checkbox"/> Thank the membership team that you put into place last summer for their help and encouragement throughout the year</li> <li><input type="checkbox"/> Provide Club Health Assessment to clubs and inform them that you are available to assist with the assessment if need be.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clubs elections complete (May 15)</li> <li><input type="checkbox"/> Make sure new members are invited to District Convention. Also, inform them about National Convention and make sure that they know that "First Timers" to convention are treated very special</li> <li><input type="checkbox"/> Kin Canada Bursary recipients chosen</li> <li><input type="checkbox"/> Walk to Make Cystic Fibrosis History – last Sunday in May</li> <li><input type="checkbox"/> Prepare Bill Skelly award submission to National CF</li> <li><input type="checkbox"/> Sponsoring clubs of national bursary recipients notified verbally</li> <li><input type="checkbox"/> Advise District of proposed Club Executive installation date</li> <li><input type="checkbox"/> Obtain the Club Health Assessment and set a meeting to complete or discuss the completion of the assessment in May.</li> <li><input type="checkbox"/> Review the Club Health Assessment from the past year as a Club. (If the club completed the assessment in the previous year)</li> </ul>

May 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>National Charity</b> Kin Canada has been a partner in the fight against cystic fibrosis since 1964. During this time, Kin members have raised over \$50 million in support of the work of Cystic Fibrosis Canada.				1	2	3
4	5	6	7	8	9	10
11 <b>Mother's Day</b>	12	13	14	15 Club elections must be completed	16	17
18	19 <b>Victoria Day</b>	20	21	22	23	24
25 Walk to make Cystic Fibrosis History	26	27	28	29	30	31

The **Hal Rogers Fellow** is the highest award given by the Kin Canada Foundation. This award was established to recognize Canadians who, by their leadership, accomplishments, and community endeavors, have demonstrated the high ideals to which Kin Canada founder Hal Rogers, was committed. This award may also be given posthumously where circumstances warrant.



## June 2025

District Executive	Vice Governor	Deputy Governors	Clubs
<ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule meeting to discuss national convention resolutions</li> <li><input type="checkbox"/> Wind up year with a “year in review”. Find two achievements for each member and profile everyone at district convention council meeting</li> <li><input type="checkbox"/> Prepare and send year-end report to National Headquarters</li> <li><input type="checkbox"/> Promote June 30 as National awards deadline</li> <li><input type="checkbox"/> Encourage clubs to get National Convention Accredited Delegate Form to National Headquarters by July 15</li> <li><input type="checkbox"/> Plan turnover meeting. Get your paperwork completed quickly and neatly. Remember what you would have appreciated as Vice Governor</li> <li><input type="checkbox"/> Get those clubs in good standing before national convention! They all deserve a voice.</li> <li><input type="checkbox"/> Ensure zone materials are passed on to incoming zone leaders</li> <li><input type="checkbox"/> Finalize financial statements</li> <li><input type="checkbox"/> Begin working on your District Year-End Report, due at National by July 15, with your team while the information is fresh.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hold president-elect seminar</li> <li><input type="checkbox"/> Hold district pre-term meeting (sometimes in May with DLS)</li> <li><input type="checkbox"/> Remember to include the vice governors-elect as part of your team</li> <li><input type="checkbox"/> Conduct a review of District Convention with your council.</li> <li><input type="checkbox"/> Encourage clubs to attend Presidents Pre-Term Seminars</li> <li><input type="checkbox"/> Club Leadership Seminar should take place between May 15 and Sept. 15</li> <li><input type="checkbox"/> Start finalizing plans for FLC</li> <li><input type="checkbox"/> Review requirements for Decew/Phee Outstanding District Award</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ask clubs to notify incoming zone leader when installations are to be held.</li> <li><input type="checkbox"/> Plan for summer turnover meeting with your replacement and present them with all your files.</li> <li><input type="checkbox"/> Deadline for submission of Outstanding Zone Award to Nat’l HQ – July 15</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete <a href="#">Annual Club Executive Reporting Form</a> by June 15th.</li> <li><input type="checkbox"/> Complete the Annual Service Reporting form (service hours and dollars) and submit to National (June 30).</li> <li><input type="checkbox"/> Kin Canada Bursary recipients and sponsoring clubs (successful/unsuccessful) notified in writing</li> <li><input type="checkbox"/> Deadline for early registration of National Convention – June 30</li> <li><input type="checkbox"/> Start collating all the previous year’s information (minutes, reports, correspondence, financial information etc.) for turnover</li> <li><input type="checkbox"/> Appoint Accredited Delegates and up to 3 alternates to attend National Convention (May/June). Submit completed for to National. Deadline is July 15, 2020.</li> <li><input type="checkbox"/> Complete Club Health Assessment in your Club’s chosen format and setting.</li> <li><input type="checkbox"/> Complete year-end review on Club Action Plan (Part 3) for the past year. (If the Club completed the assessment in the previous year)</li> <li><input type="checkbox"/> Club president: Submit completed Club Health Assessment to Deputy Governor for their records. (prior to June 30th each year)</li> </ul>

# June 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Kin Canada established the <b>Hal Rogers Endowment Fund</b> in memory of Hal Rogers, Kin Canada's founder who passed away in 1994. The HREF Board of Trustees carry out the Fund's purpose to promote, encourage and sponsor educational programs and activities.						1
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 <b>Father's Day</b> Annual club reporting form and Service reporting form due.	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Submissions for most National awards Early bird deadline for National Convention					

## **Reporting for District Council Meetings**

Written reports will be expected from each Deputy Governor for each in person meeting such as FLC, MID TERM and SPRING CONVENTION.

Written reports may include the following information:

- Membership information – clubs with concerns, new member growth, etc.
- Any achievements by individuals within your Zone.
- Dates and locations of upcoming Zone meetings including Zone Conference progress (It is extremely important to share this information as soon as you can!)
- Reports from these meetings including installations, club incorporation, etc.
- Potential charter activity (Have you made the Club Support Director aware? Is your Membership Director working on this?)
- Reports on Club Visitations
- CF Activities – money raised, projects planned (Your Service Director will be responsible to the District Service Directors for this information as well.)
- Highlights of what is happening in your Zone
- Special events such as Life Memberships, Anniversaries, etc.
- Potential bids for FLC and/or Spring Convention hosts
- Potential candidates for Zone, District and National officers

During the meetings, verbal reports can be given. This is a terrific time to highlight a great project or event happening in your Zone. This will also be your opportunity to discuss any concerns you may be having with the operation of the clubs within your Zone. Feel free to ask for direction from your fellow DGs and the District Executive.

At each council meeting, every DG will also have time for a private discussion with the Governors if they have issues or concerns they wish to deal with beyond the scope of a group council meeting.

<b>Awards</b> (See District House rules for criteria)	<b>DUE DATE TO DISTRICT</b>	<b>PRESENTED AT</b>
John Brooker Bulletin Award	10 days after winner declared at Zone Conference	Spring Convention
Fern Carter / Gord Harbinson Public Speaking Award	Must be winner at Zone Conference	Spring Convention
Myrtle Wilson/George & Mildred Sinclair Service Award	April 15th	Spring Convention
District 1 Kin Quill Award	April 15th	Spring Convention
District One Public Relations Award	April 15th	Spring Convention
Rookie of the Year Award	June 30th	Fall Leadership Conference
Kin of the Year Award	June 30th	Fall Leadership Conference
Perc Dawson Golf Tournament Trophy		Fall Leadership Conference
Kinsmen Jay Dunn Memorial Shield	June 30th	Fall Leadership Conference
Kinsmen Jay Dunn Improvement Award	June 30th	Fall Leadership Conference
Kinsmen John Hughes Pickette Memorial Trophy	June 30th	Fall Leadership Conference
Jim Sterling Memorial Costume Award		Spring Convention
Dave Russell Memorial Individual Service Award	March 31st	Spring Convention
District Website Award	April 15th	Spring Convention
Kevin Denbok Memorial Cystic Fibrosis Award	April 15th	Spring Convention
Phil and Vicki Scalisi Membership Award	April 15th	Spring Convention
Michael McBeath Memorial Cystic Fibrosis Award for Individual Achievement	April 15th	Spring Convention
District Photography Award	June 30th	Fall Leadership Conference
Challenge for a Cure Award	June 30th	Fall Leadership Conference
Sixty Five Roses Award	Chosen by CF/Service Directors	Fall Leadership Conference

## **Awards to help you Plan**

The Boake Efficiency and Outstanding Club awards are National Awards that recognize successful clubs. Using the criteria for these awards as guidance will help you and your club have a truly outstanding Kin year. The official affidavits can be found on [www.district1kin.ca](http://www.district1kin.ca) under Awards.

### **Boake Efficiency Award Criteria**

This is a national award presented to clubs who complete 7 of the 9 requirements.

#### **National Requirements**

1. National Dues paid by Nov 15th
2. National Insurance reporting completed by Nov 15th
3. Proof of filing Annual Incorporation Return for prior Kin year provided by Nov 15
4. Annual Club Information form filed with National Headquarters by June 15<sup>th</sup>
5. Sent in National AD form on time
6. Completed National annual Service Reporting on time
7. All members completed declarations
8. Provided criminal record checks for president and treasurer

#### **District Requirements**

9. District dues paid by deadline
10. Letter from club President attesting that a financial audit or review has been completed on the club's previous year's financial statements sent to the District Governor by December 31
11. Letter from Club President attesting that the Corporations T2 form has been duly filed with CRA
12. Invite a member of the District Council to attend a club meeting or function

### **Outstanding Boake Efficiency Award**

Presented to all clubs who have earned the Boake Efficiency Award and complete all 3 of the following:

#### **District Requirements**

13. Club in attendance at Zone Conference
14. Club in attendance at Fall Leadership Conference
15. Club in attendance at District Convention

## Outstanding Club Award Criteria

To be eligible for this award, your club must have earned the Boake Efficiency Award.

A club must achieve the minimum points for each section as well as a minimum total of 215 to be eligible for this award.

Category	Min / Max
1 – Club Operations	25 / 5
2 – Membership Growth	25 / ***
3 – Service	35 / 75
4 – Membership Development & Education	25 / ***
5 – General Participation	45 / 90
6 - Public Relations	20 / 60

\*\*\* No maximum in these categories

### Category 1:

- A. Your club published at least 5 issues of the club bulletin and/or newsletter in print or electronic form during the current fiscal year and / or maintained a website which was updated on a minimum of 5 dates throughout the year. (1 point per issue / update to a max of 5)
- B. Your club has held organized fellowship or social functions (2 points each to a max of 10)
- C. Your club has held informative meetings, which include Kin Education and/or a guest speaker (2 points each to a max of 10)
- D. Your club held organized family social events (2 points each to a max of 10)
- E. Club executive members attended a training session on their position conducted by a zone or District officer(s) – President (6 pts), Vice President, Secretary, Treasurer, Bulletin Editor (3 pts each), Others (2 pts each)
- F. The president attended at least one zone president's meeting conducted by the zone officer (5 points each to a max of 5)

### Category 2:

- A. Your club investigated a community for a new charter (Attach copy of written submission)
- B. Your club assisted with the charter of a new Kinsmen, Kinette, Kin, or Kinsmen & Kinette Club (Provide certification from charter chairman)
- C. Your club held a membership promotion night (1 point per prospective member to a maximum of 10)

## **Outstanding Club Award Criteria** (continued)

- D. Your club hosted a Membership Recruitment and/or Retention Workshop (5 points)
- E. Your club advertised the date, time, & location of your next meeting and/or contact name and phone number in any form of public media (Newspaper, radio, billboard TV etc. [1 pt each to a max of 5])
- F. Your club displayed and / or distributed membership recruitment material at a service project (2 points per different event to a max of 10)
- G. Your club registered a transfer-in or reinstated a member who has been out of Kin for at least 5 years away (2 points each - No maximum)
- H. Your club recruited new member(s)(5 points each - no maximum)
- I. Your club has a GEM Winner. (5 point each - no maximum)

### Category 3:

- A. Your club conducted service projects (5 points each to a max of 15)
- B. Your club entered a zone or district service competition (5 points each to a max of 10)
- C. Your club participated in a district and/ or the national service project (5 points each to a max of 10)
- D. Your club promoted and/or submitted a Hal Rogers Bursary Application. (5 points to a max of 10).
- E. Donations: Hal Rogers Endowment Fund, Cystic Fibrosis, and general service donations are calculated on a per-member basis for points

### Category 4:

- A. Club conducted new member's seminars, inviting all new members in the club at that time (5 points each to a max of 10)
- B. Club conducted regular Kin education programs (5 points each to a max of 20)
- C. Club held a club speak-off contest (5 points to a max of 5)
- D. Club had members achieve their Maple Leaf Award of Distinction (2 point each - No maximum)
- E. Club had members achieve their Founder's Award for Achievement (5 points each - No maximum)
- F. Club had members achieve their Member Award of Excellence (8 points each - No maximum)
- G. For each meeting where you had greater than 75% attendance (2 points each to max 10)
- H. Submission for other Zone and District awards (2 points each to maximum 10)

## **Outstanding Club Award Criteria** (continued)

### Category 5:

- A. If your club sent a submission to zone or district publication (5 points each to a max of 10)
- B. If your club sent a submission to be used by Kin Canada HQ or other outside of Kin publications (5 points to a max of 5)
- C. Your club hosted / participated in a Zone or District interclub, service project or meeting [(Excluding zone conference or FLC) & (1 points each to a max of 5)]
- D. At least one member of your club other than the club president visited the general meeting of another club (5 points for each different club to a max of 10)
- E. If your club had a candidate for zone, district, or national office or committee (5 points each to a max of 10)
- F. For each \$100 spent at Kin sales (1 point for each \$100. Round off to nearest \$100 to a max of 10)
- G. The President attended a spring zone meeting (10 points)
- H. Club attends fall leadership conference and / or district convention (10 points each to a max of 20)
- I. Your club directed members to contact Kin Sales in your bulletin or on your social media page (5 points to a max of 10)

### Category 6:

- A. Your club has obtained write-ups in a local paper [(other than ads) & (5 points per clipping to a max 10) NOTE: Clippings to be attached and photocopies are acceptable]
- B. Your club has had a radio, TV, newspaper or some other public campaign promotion [(Joint participation with another club(s) is permissible) & (5 points per promotion to a max 10)]
- C. Your club is involved in a community sponsored celebration or event involving other community organizations (5 points per event to a max of 10)
- D. Your club members wore clothing bearing Kin crest or club name during public service or fundraising project(s). (5 points per event to a max of 10)
- E. Your club's name was prominently displayed by banners, signs, etc. (5 points each to a max of 10)
- F. Your club had the Founders day proclamation signed by the local authorities (10 points each to a max of 10)



## **Outstanding Zone Award Criteria (for Deputy Governors)**

### **Mandatory Requirements**

Items 1 – 4 may include responsibilities assigned by District executive

1. Arrange a club officer seminar to be held prior to September 30th
2. Ensure all clubs are properly installed prior to November 15th
3. Deputy Governor or designate to make one official visit to each club in zone other than installation or zone social function
4. Deputy Governor's should ensure that membership recruitment and retention is addressed with the clubs and that all clubs are encouraged to have a membership growth and retention program in place
5. Must attend during term in office:
  - a. District pre-term meeting
  - b. Fall leadership conference
  - c. District mid-term meeting
  - d. Spring zone conference
  - e. District convention
  - f. District leadership seminar (provided DG was elected/appointed prior to DLS)

**Optional Points** Must attain a minimum of 110 points

### **PART (A) – SELF ASSESSMENT**

1. 5 points for each 1% growth in zone membership (excluding charters and statistics from Kin Club members resulting from mergers of existing Kinsmen and Kinette Clubs)
2. Be involved in charter of new Kin Club (5 points each)
3. Arrange for a zone president's pre-term meeting by Oct 5th (5 points)
4. Arrange for a zone president's mid-term meeting by Feb 15th (5 points)
5. Arrange a new members seminar (5 points)
6. Attend national convention (5 points)
7. Visit club meetings in your zone (other than home club) other than mandatory (5 points per visit)
8. Promote Kin Sales within your zone (5 points each, max 20)

### **PART (B) – DISTRICT EXECUTIVE ASSESSMENT**

1. Submit FLC Reports on time (5 points)
2. Submit District Convention Report on time (5 points)
3. Prompt circulation of Zone Minutes (15 days after Zone was held) (5 points)
4. Submit Zone Award winners on time (5 points)
5. Receipt of club insurance Reporting Form (1 point (rounded up) for each 10% of total clubs in Zone being completed by required deadline ( max 10 points)
6. Proof of club incorporation papers being filed (1 point (rounded up) for each 10% of total clubs in Zone being completed by required deadline (max 10 points)
7. Receipt of district & national dues paid by deadline (1 point (rounded up) for each 10% of total clubs in Zone being completed by required deadline (max 10 points)
8. Meeting the requests from the District Executive on time. (2 points each, max 8)
9. Kept club & zone info up-to-date on district1kin.ca (max 6 points)

PART C – Scored by District representative to Spring Zone

1. Prepared & circulated Conference brochure (5 points)
2. Prepared and circulated agenda (5 points)
3. Kin Rules of Order followed (5 points)
4. Promotion of District Service projects. (2 points)
5. Deputy Governor and executive were well organized (2 points)
6. Promotion of Kin Sales (2 points)
7. Promotion of HREF, Kin Canada Foundation, National Disaster Fund, National Awards, National Service (2 points each)

PART D – District Executive discretionary points.

1. Points to be awarded at the discretion of the District Executive as to the performance of the Deputy Governor throughout the year. (max 15 points)

# Agenda Template for General Meeting

(Replace top sentence with club name)

**Date**

**General meeting #**

Call to Order - \_\_\_\_\_

O'Canada - \_\_\_\_\_

Kin Song - \_\_\_\_\_

Kin Grace - \_\_\_\_\_

Address to the Chair: \_\_\_\_\_

Sergeant-at-arms: \_\_\_\_\_

Introduction of Guests: \_\_\_\_\_

Presentations:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Recording Secretary's Report : \_\_\_\_\_

It was MOVED by \_\_\_\_\_, Second by \_\_\_\_\_ that the minutes of the \_\_\_\_\_ Executive Meeting and the \_\_\_\_\_ General Meeting be approved as printed in the bulletin. CARRIED

Corresponding Secretary's Report: \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Business arising from the correspondence:

- \_\_\_\_\_
- \_\_\_\_\_

Treasurer's Report: Should include: cheques written & deposits made since last meeting, balance sheet, budget vs actual for current Kin year.

General Account                    --        \_\_\_\_\_

Service Account                    --        \_\_\_\_\_

Lottery/Nevada/Bingo Account                    --        \_\_\_\_\_

It was moved by \_\_\_\_\_, second by \_\_\_\_\_ that the Treasurer's report be accepted as stated. CARRIED / DEFEATED

Bills for Payment:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Committee Reports:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Old Business:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

New Business:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Sergeant-at-Arms Report: \_\_\_\_\_

Raffle Report: \_\_\_\_\_

50/50:                    \$\_\_\_\_\_ to club \$\_\_\_\_\_ to \_\_\_\_\_

Registrar's Report: \_\_\_\_\_

Total membership (Active plus Active Life) \_\_\_\_\_

Total members present (Active plus Active Life) \_\_\_\_\_

Members on Leave \_\_\_\_\_

Percentage in attendance \_\_\_\_\_

Life Members in attendance \_\_\_\_\_

Guests in attendance \_\_\_\_\_

Announcements for the Good of Kin:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

It was Moved by \_\_\_\_\_ , second by \_\_\_\_\_ that the meeting adjourn at \_\_\_\_\_ pm.

## Agenda Template for Executive Meeting

The \_\_\_\_ Executive Meeting of the Kin Club of Somewhere was held at the \_\_\_\_\_ and was called to order at \_\_\_\_ p.m. by President \_\_\_\_\_

Corresponding Secretary — \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Business Arising from Correspondence:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Treasurers Report — Should include: cheques written & deposits made since last meeting, balance sheet, budget vs actual for current Kin year, comparison to previous years if appropriate.

General Account — \_\_\_\_\_

Service Account — \_\_\_\_\_

Nevada Account — \_\_\_\_\_

Motion \_\_\_\_\_, Second \_\_\_\_\_, that the Treasurers Report be accepted as read. CARRIED

Bills for Payment:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Motion \_\_\_\_\_, Second \_\_\_\_\_, that the bills be paid. CARRIED

Committee Reports:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Old Business:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

New Business:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Registrars Report — \_\_\_\_\_, those in attendance were

\_\_\_\_\_

Announcements for the Good of Kin:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

On motion by \_\_\_\_\_, second by the \_\_\_\_\_, the meeting was adjourned at \_\_\_\_\_ p.m.

## Club Project Report Template

To be used for ongoing reports to the club executive, and for a final report to the general membership.

EVENT \_\_\_\_\_ CHAIR \_\_\_\_\_

COMMITTEE MEMBERS:

_____	_____
_____	_____
_____	_____
_____	_____

Meeting held/Project completed: \_\_\_\_\_

RESULTS:

_____
_____
_____
_____

RECOMMENDATIONS:

_____
_____
_____
_____

MOTIONS/NOTICE OF MOTION:

_____
_____

1) Total net (after expenses) amount raised for service from this project:

\$ \_\_\_\_\_



2) Total number of manhours (service hours) by members on this project:

\_\_\_\_\_ service hours

3) Value of non-labour items contributed by club/members on this project (labour, equipment, etc.)

\$\_\_\_\_\_

**The President needs this information to fill out year-end reports.**

**Make sure it is completed and submitted in a timely manner.**

**Use the online Service Reporting form – it can be found on the National website.**

## **Kin Rules of Order**

Rules of Order are the formalities used to help conduct business at meetings. While they can seem awkward and fussy at first, when used properly these strategies do make for very effective meetings. They help move meetings along faster, help control discussions and side conversations, and help set the tone of a proper business meeting (as opposed to a social event).

### **1. Notice of Motion:**

Advance notice of certain motions is sometimes required. Generally, this applies in cases of important measures, such as revisions to house rules, new projects, or expenditures of large sums of money. The amount of advanced time must be stated, and is set by the House Rules.

### **2. Motions:**

Before any question may be discussed at a meeting, it must be submitted in the form of a motion, which is moved by one member and seconded by another. It should be submitted in writing to ensure its accuracy. The motion is then debatable and may be accepted, amended, withdrawn or rejected. When a motion has been adopted, it becomes a resolution.

### **3. Similar Motions:**

No motion or amendment which is the same or substantially similar to a previous motion or amendment voted upon by the meeting may be put to the same meeting or any subsequent session during the same Kin year.

### **4. Motion to Reconsider:**

A motion to reconsider a vote on any previous motion made in the Kin year, except for motions to table and adjourn will be accepted at any time as long as the original motion has not already been actioned.

### **5. Motion to Table:**

A motion to table is not debatable, unless it includes a motion to table until a particular time, then it is debatable as to time only. If carried, it automatically comes back on floor at the appointed time.

### **6. Withdrawal of Motion:**

Withdrawal of a motion requires the consent of the mover and seconder. Amendments must first be withdrawn in reverse order, with full consent of their sponsors. If any should refuse the motion must stand.

## **7. Committee of the Whole:**

A meeting may resolve itself into a "COMMITTEE OF THE WHOLE", during which time all members present act as a committee to consider a matter of business, and the meeting, as such, is suspended during this time. The regular RULES OF ORDER are not strictly applied, and the motions are limited to that which report to the meeting upon its resumption, or which resolve to revert from the committee of the whole and resume the meeting.

## **8. Adjournment:**

A motion to adjourn may be moved at any time. It is not debatable except if its intent is to adjourn to a time other than the next regular meeting time, when discussion is permitted on that point only. The motion requires a simple majority, and if passed, the meeting ends. The Chair, at their discretion, may refuse such a motion if, in their opinion, the motion is offered for the purpose of obstructing the meeting, or will make impossible completion of the orders of business.

## **9a. Amendments:**

Amendments to a motion may be proposed at any time during the discussion. No amendment may be entertained which has the effect of nullifying the main motion. Any amendment must be relevant to the subject matter of the motion and may amend it in only by: (1) leaving out certain words, (2) adding certain words, or (3) by deleting certain words and replacing them with others.

## **9b. Number of Amendments:**

In order that discussion may be confined within reasonable bounds, not more than two amendments may be before the meeting at one time. However, as soon as one amendment has been accepted or rejected, another may be proposed; provided, of course, that it is different in purport from one already defeated.

## **CHAIR**

**C Come to the Microphone – or stand. Wait to be recognized**

**H Have your thoughts ready and organized**

**A Address the chair**

**I Introduce yourself**

**R Render your wisdom**

## **Speaking to a Motion**

### **A) Recognition by the Chair:**

Any member in good standing shall be permitted to speak only if and when they have been recognized by the Chair, and all remarks SHALL BE DIRECTED to the Chair. In order to gain recognition, the member shall, when no other person recognized by the Chair, has the floor, stand and wait to be recognized. (Chair shall not withhold recognition).

### **B) Speaking to a Motion:**

When speaking to a motion, a member SHALL, before entering upon the substance of their remarks, state whether they are for or against the motion.

### **C) Limitations on Speaking:**

Any member who has spoken to a motion once shall not, without the express permission of the Chair to be given or withheld at the sole discretion of the Chair, speak again EXCEPT:

- With leave of the chair in explanation of his/her previous remarks
- On the case of a mover or seconder only at the request of the Chair to answer questions from the floor directed to the Chair.
- In the case of the mover only who may reply closing debate upon any substantive motion after all others have had an opportunity of being heard, provided the mover specifically requests such privilege before previously yielding the floor.

### **D) Questions:**

If a member wishes to ask a question or seeks clarification they shall, upon recognition by the chair, so state and shall not proceed further without leave of the Chair. The question shall be directed to the Chair. The speaker has the floor to ask a question only, and may not use the time to discuss the merits of the motion.

### **E) Interruption of Speaker:**

No member shall interrupt any other member who has been recognized by the Chair and has the floor, except upon recognition by the Chair upon a point of order, or a question of privilege.

### **F) Point of Order:**

If a member feels that improper language has been used, irrelevant argument introduced, or a rule of procedure broken, they are entitled to "RISE TO A POINT OF ORDER" interrupting the speaker. The point of order must be stated definitely and concisely.

**G) Question of Privilege:**

If a member feels that their own or the Club's or the Association's reputation or position is endangered, they are entitled to "RAISE A QUESTION OF PRIVILEGE".

**H) Ruling Point of Order/Question of Privilege:**

In either case, the Chair shall decide without debate, although they may ask opinions. They should not argue, and should state their opinion authoritatively. Their ruling may be appealed by the member. If so, the Chair states their decision and the point of appeal, then puts the question (which is not debatable): "SHALL THE DECISION OF THE CHAIR STAND AS THE JUDGEMENT OF THIS MEETING?" A simple majority determines the issue. This merely settles a point of procedure, and is not a vote of confidence in the chairperson.

**I) Closing Debate:**

Upon a reasonable opportunity for discussion of a motion, in the opinion of the chair, and when no other person is holding the floor, a motion may be made that the "question now put" which motion is neither amendable or debatable; and if such motion is passed, the main motion or amendment, as the case may be, shall be forthwith voted upon without further amendment or debate.

### **Voting on Motions and Amendments:**

A quorum is only required to consider the question; but all questions will be decided by a majority of those members **present and voting** unless otherwise provided by in the house rules. Abstaining does not indicate a "yes" or a "no", but simply "no vote" and does not affect the quorum. Voting on amendments is made in the reverse order in which they are made. Carrying the amendment does not carry the motion, and the motion as amended must be voted on.

MOTIONS: Majority of those present and voting  
TABLE: Majority of those present and voting  
RECONSIDER: If at same meeting: majority of those present and voting  
If at a subsequent meeting: 2/3 majority of members present  
ADJOURN: Majority of those present and voting

### **Deciding Vote:**

The Chair has the right to vote on every motion, however, NORMALLY the Chair does not vote, except in the case of a tie. They generally explain their reasons for voting the way they do, and customarily vote against a motion on the premise that, if half the members are opposed, the matter should not be forced on them. Where voting is done by secret ballot and the Chair has already voted they will not, in the case of a tie, have a second or casting vote, and the question will be determined in the negative. (An exception to this rule is in the election of Club officers. In this case, the Chair will cast two ballots, the second of which will be held in reserve by the scrutineer(s), and only used in the case of a tie vote.)

### **Quorum:**

General Meeting: A majority of active members including Active Life Members  
Executive Meeting: A majority of the members of the executive  
Zone/District Meeting: A majority of Accredited Delegates

## Resources

There are a number of resources you have at your disposal that can help you during your year as a District leader. Remember that you are not expected to rattle off the answer to every question a club member might ask, but you should know where to get the answers. The following are tools you can use to help you find the answers you need.

**Successful Club / Zone / District Manuals:** Often questions asked by club, zone and district officers can be answered by referring to these excellent resources which are now available free on the Association's web site ([www.kincanada.ca](http://www.kincanada.ca)).

**Kin Meeting Rules of Order:** The rules of order all Kin must follow at all levels of Kin meetings. Available on the Association's web site ([www.kincanada.ca](http://www.kincanada.ca)).

**Kin Education Manual:** Contains 21 – 5-minute segments on a variety of Kin subjects. The information on each subject is limited to one page followed by 8 – 10 questions. Ideally suited for a Kin meeting, the one pager, printed double sided with the info on one side and the questions on the flip side can be handed out. The presenter can cover the contents (there is a PowerPoint presentation also available for each segment), then the members can do the self-test and the presenter can then announce the correct answers.

**New Member's Registration Kit:** Every new member will receive this from National Headquarters as soon as the Membership Status Report Form, with payment, has been received. It contains, among other things, a new member's handbook which serves as a good reference tool. You should review the kit and be familiar with its contents.

**Kin Sales:** Club regalia, clothing, Awards plaques, and custom items are available for purchase. Prepayment is required, credit card preferred, but if you wish to pay by club cheque your order will not be processed until payment is received. You may go online and order through Kin Sales, you can call or email HQ with your orders.

**National Headquarters:** Get to know the individuals at National Headquarters that are available to help you and your clubs. A list of the current staff members and their areas of responsibilities, along with their contact numbers and general email address is included within your training materials at the meeting.

**HREF Kin Canada Bursaries:** In memory of the Association's founder, who passed away in September 1994 at the age of 95, Kin Canada established Kin Canada Bursaries, a program of the Hal Rogers Endowment Fund. Its purpose is to promote, encourage and sponsor educational programs and activities. Application forms are sent to all clubs in the fall and are also available on the Kin Canada website (<http://www.kincanada.ca/apply>). Clubs are asked to forward them to their local school boards and high schools **no later than December 1<sup>st</sup>**. Clubs play a vital role in the Kin Canada Bursaries program. It is our goal to obtain 100% participation of all clubs in our association in Founder Hal's vision to support those pursuing education dreams. Clubs can support the bursary program by donating to the Endowment Fund. The number of bursaries that are awarded each year depends on the amount of donations the previous year.

**Other:** Two other publications that may help you become more familiar with our Association's history are *The Cross and the Square* by Robert Tyre and *Only in Canada - Kinsmen and Kinettes* by Ken Coates and Fred McGuinness. They will also give you ideas that can be used in speeches and new members' seminars. Make sure club officers are also aware of these resources. This might be a topic you want to place on the agenda for your presidents' seminar.

You should also make a habit of visiting [iKin.ca](http://iKin.ca). Not only does it contain several essential resources for members' use; it also offers frequent information updates as well.