

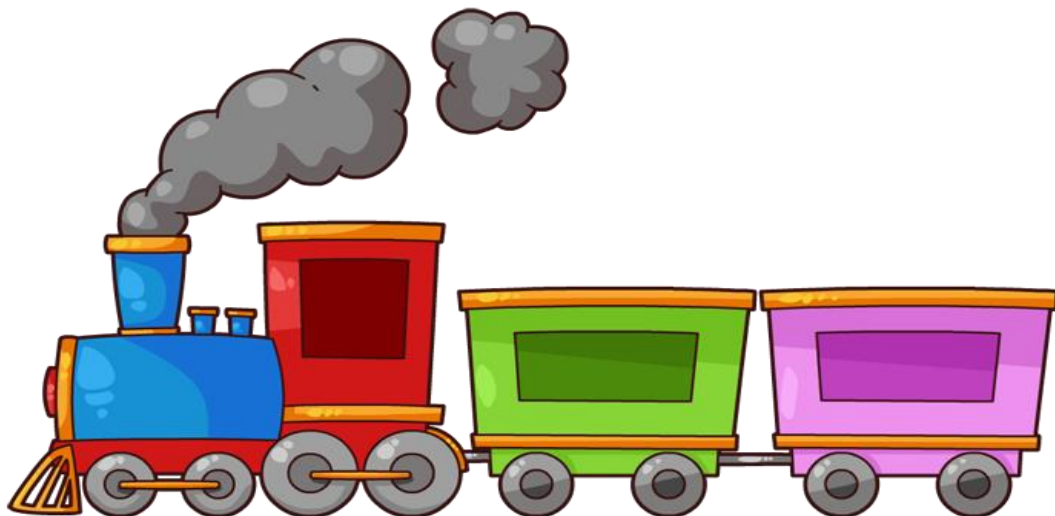
# ZONE “B” ZONE CONFERENCE

SUNDAY APRIL 3<sup>RD</sup>, 2016

HOSTED BY THE  
*LISTOWEL KINETTES*

~

## DELEGATES BROCHURE



# ZONE "B" CONFERENCE 2016 APRIL 3<sup>RD</sup> ...

## ***RIDING THE KIN TRAIN TO SUCCESS***

***So This is What We'll Cover ....***

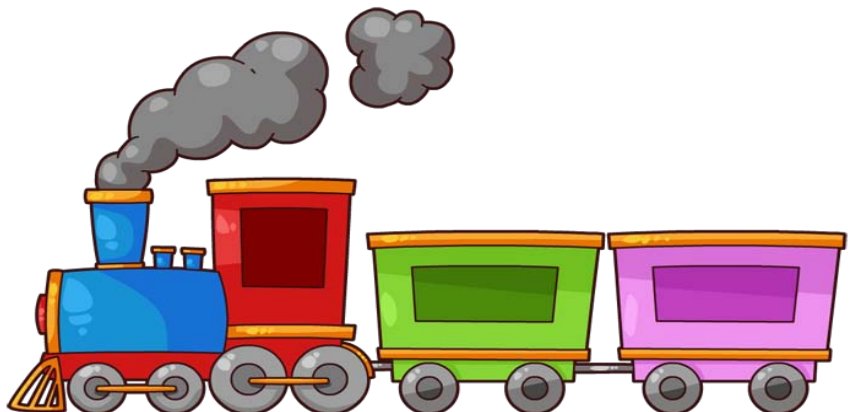
### **CALL TO ORDER 9:30 a.m.**

- 🚂 Formalities
- 🚂 Welcome & Introductions
- 🚂 Appointments
- 🚂 Open Nominations and First Call
- 🚂 Roll Call / Credentials
- 🚂 District Team Report
- 🚂 Speak-off and Joke-off
- 🚂 Presidents Highlights
- 🚂 Financials
- 🚂 Vice Team Report & Resolutions
- 🚂 Proposed Vice Governor Team Presentations
- 🚂 Second Call for Nominations
- 🚂 Zone CF / Service presentation
- 🚂 Awards Presentations
- 🚂 Final Call for Nominations
- 🚂 Deputy Governor Candidate and Zone Conference presentations
- 🚂 Elections & Results
- 🚂 Old Business
- 🚂 New Business
- 🚂 Host Club Final Remarks

- 🚂 Announcements and Donation Presentations
- 🚂 Sergeant-at-Arms Report
- 🚂 Final Remarks & Presentations
- 🚂 Motion to Adjourn

### **NOTE:**

For those of you keeping track, YES, there will be a coffee break and YES, there will be lunch and YES, there can loo / smoke breaks too if needed! And it probably won't be all in this order either.



# WELCOME TO YOUR 2016 ZONE CONFERENCE!

On behalf of the Back to the Future Team, we welcome you to your 2016 Zone Conference.

We hope that you leave your Zone Conference having learned something new, participated in pertinent business and having had some fun.

Your Deputy Governor(s) have put a lot of energy and time not only into your Zone Conference, but into your Zone this year. We would like to say a huge THANK YOU to each and every one of them for all of the hard work and dedication they have given to District One over the past year.

The Back to the Future Team has a representative at each Zone Conference, so you will be hearing a more in depth report at some point today. Just a few quick reminders:

- *Register ASAP for Spring Convention (May 6-8 in Fort Erie)*
- *Complete your Accredited Delegate Form for Spring Convention – ensure your Accredited Delegate knows which way your club wishes to vote (there are resolutions AND a Vice Governor election) – these are due by April 29, 2016 to [credentials@district1kin.ca](mailto:credentials@district1kin.ca)*
- *Make sure to contact any of the BTTF Executive Members to help out at your events!*

We are looking forward to the next few months in District One. There are lots of exciting events happening, including some milestone anniversaries.

If you have any questions, concerns, invitations or would just like to chat – do not hesitate to contact us!!!

See you all in Fort Erie! Have an awesome Zone Conference ☺

Yours in Kin,  
Governor Katie

[khvmckean@gmail.com](mailto:khvmckean@gmail.com)





March 2016

Happy spring and Happy Spring Zone!

Well, spring may not be here yet, but Spring Zone certainly is!

I am sure that you've had a busy year doing what you do best; being a big part of supporting and serving your community. I am hoping that you have also spent some time enjoying the company of Kin along with all of your hard work. Perhaps along the way you've been able to pick up some new skills that translate over to your day job...that's always a plus. :)

Spring Zone is one of my favorite times in our Kin year because it is an opportunity to reconnect with members from nearby clubs experiencing similar things. It is a chance to offer support and share ideas within your Clubs and Communities. It is also an event which allows us to get a real feel for what the bigger picture in Kin looks like; how we all fit together across Clubs, Zones, Districts and the Association all while making a difference for all Canadians.

I'm glad you have decided to attend spring zone. The National Board would like to share some of what we've been focused on over the last few months. We would love to hear your thoughts.

Kim Peters  
National President, Kin Canada  
[kimpeters.kincanada@gmail.com](mailto:kimpeters.kincanada@gmail.com)  
403-308-8771



March 2016

Fellow Kin,

The National Board would like to take this opportunity to highlight our Strategic Committees and how we are aligning to our strategic plan. In the beginning of the year all of our committees were tasked with developing a Terms of Reference to ensure consistency, outcomes and accountability. This focus ensures that we are moving the association forward and improving what we do.

Please take the time to look at the committees and what they are trying to achieve.

#### **Communication Committee**

As the voice of the NBOD of Directors, this committee will ensure the membership is kept informed of relevant Board activities and encourage dialogue with the ownership through consistent and collaborative communications. Overview of created and developing Presentations & Communications:

- FLC Presentation - October
- Inside the Board Room Communication– November, March, June, August
- Midterm Communication -January
- Spring Zones Communication - February
- Kin Magazine Communication - May
- Developing District Conference Presentation - May

#### **Governance and Policy Committee**

The purpose of the Governance and Policy Committee is to ensure that the board fulfills its legal, ethical, and functional responsibilities through adequate governance policy development, recruitment strategies, training programs, monitoring of board activities, and evaluation of board members' performance. To review and change policies, procedures and practices with regard to the National Board of Kin Canada in cooperation with the board and operations staff of Kin Canada.

Currently working on:

- Creating - National Board Guidelines Manual
- Updating - Code of Conduct Policy in conjunction with Executive Director
- Reviewing - Governance Policies of the Board

#### **National Succession Committee**

The Committee shall be responsible at the National level for the orderly succession of people on the board of directors and the planning by National for ensuring we identify qualified persons into these positions.

Currently working on:

- Creating - National Board of Directors –Recruitment Package

### **NBOD Education Committee**

The committee shall be responsible to ensure that quality education is available to the NBOD to help directors further understand their roles and develop the competencies needed to discharge their responsibilities in governing the organization effectively.

Currently working on:

- collecting information on educational courses that would be of a benefit to the NBOD
- exploring various methods and tools in providing access to those courses

### **Board Audit Committee**

The Committee shall be responsible to the NBOD for monitoring the performance of the Board against the Association's Strategic Plan and for considering and advising the Board on any matters relating to Board performance and responsibility.

Currently working on:

- Reviewing - Governance Policies of the Board

### **Kin Canada Centennial Committee**

In 2020, Kin Canada will be celebrating our centennial and with that comes a great opportunity to acknowledge our achievements, show case our work and launch ourselves into our next century of meeting the Community's Greatest Need. Kin Canada's Centennial Committee has been struck to ensure the 100<sup>th</sup> anniversary is celebrated in a style that pays tribute to our members, Founder Hal's Legacy and our contribution to Canadian Communities.

### **Election Appointees**

The appointees shall be responsible to provide for the orderly and fair election process for the position of National Vice President of Kin Canada.

Currently working on:

- Updating - National Vice President Election Process

Please feel free to send National President Kim any comments you may have at [kimpeters.kincanada@gmail.com](mailto:kimpeters.kincanada@gmail.com)



The National Board at Districts 1's FLC





# Terri MacCannell

## National Vice President Candidate 2016/17

### Who am I ...

- I was born and raised in Spirit River, Alberta.
- Moved to Calgary in 2007
- Married to Rob (Stampede City Kinsmen)
- Daughter Daelyn (Stampede City Kinette)
- Daughter Morgan (Spirit River Kinette )
- Son in law Shaun ( Still working on him to join)
- 1st Grand baby due Feb 26<sup>th</sup> (Future Kin)
- Stepson Christopher ( Lives in Yorkton, Sask)
- I work for Cenovus Energy as a Senior Advisor in Information Management

### My Kin accomplishments ...

- Joined Kin in 1991 with the Spirit River Kinettes
- Current member of the Stampede City Kinettes
- Life member since Dec 2006
- Served in all capacities within the club
- Kinette of the year (twice)
- District 4 Kinette Governor - Winner of the Decew Phee Outstanding District Award (2009-10)
- Currently National Secretary - Kin Canada National Board of Directors



What Kin has given to me, is what drives me to give back to all of you and our Association. Club meetings, service projects and executive positions at the Club, District & National level have been instrumental in me developing leadership, accountability, commitment and compassion. It is important to me that all members have an opportunity to develop. Understanding the qualities you possess and developing the skills you need is fundamental to your personal growth and the growth of our Association. To me, being the National Vice President is the opportunity to make a difference in our Association's future. The opportunity to inspire, influence and create awareness amongst our members and communities. We are creating leaders, we are changing lives and we are making a difference.

**Every member has something we need!!!** When we all come together, and bring our own special something, there's no limit to what we can accomplish. Strong members, Strong leaders, Strong clubs, is the path to excellence.

# **Zone B Conference Agenda**

Date March 8 2015

**1) Call to order:**

\*8:30AM- Breakfast ; 9:00AM- Reminder; 9:33AM- Call to Order\*

**2) Grace:** Richard Bowman (Tiny)- Monkton Kinsmen

**3) O' Canada:** William Orth- Belgrave Kinsmen

**4) Kinsmen/Kinette/Kin Song:** Curtis Thoms- Vice Governor

**5) Moment of silence**

**6) Address to the Chair:** Deputy Governor's Lisa & Fred, Guests, Fellow Kin, Welcome to 50 shades of pink and grey were going to find the cure for the devil's dumplings and the medulla oblongata.

**7) Introductions:**

- a. Head Table
  - i. Fred Mollison– Zone B Membership Director
  - ii. Fred Mollison – Zone B DG Counterpart
  - iii. Dominique Orth – Zone B Secretary
  - iv. Lynn Williamson-Treasurer
  - v. District Officer –Marty Makins
  - vi. Jenn Searson – Zone B CF/Service Director
  - vii. Curtis Thoms - Vice Governor
  - viii. National Director- Colleen Wake
- b. Past National, District and Zone Officers
- c. Life Members
- d. New Members
- e. Guests- Sue House, Earl Cabana



# Zone B Conference Agenda

## Date March 8 2015

### 8) Attendance:

Club	President	Members
Belgrave Kinsmen	Paul Willie	1
Centre Wellington	Jenn Feil	8
Drayton Kinsmen	Al Huberts	2
Drayton Kinettes	Wanda Dobben	3
Fergus Kinsmen	Bruce Lloyd	2
Harriston Kinsmen	Chris Langridge	Absent
Listowel Kinsmen	TBA	1
Listowel Kinettes	Cathy V	3
Lucknow Kinsmen	Luke Smith	Absent
Lucknow Kinettes	Maureen Matchett	Absent
Monkton Kinsmen	Richard Bowman	1
Mount Forest Kin	Lynn Williamson	3
Palmerston Kinettes	Tina Glanville	8
Wingham (Guest Club)	Annalese Salter	3

### 9) Appointments:

- a. Rules of Order: Colleen Wake (National Director of Kin Canada)
- b. Scrutineers: Curtis Thoms (Vice Governor) Marty Makins (District Officer)
- c. Sergeant at Arms: Brad Brebner (Wingham Guest Club) Paul Salter (Wingham Guest Club)
- d. Fines Chair: John Williamson (Mount Forest Kin)

# **Zone B Conference Agenda**

## **Date March 8 2015**

- e. Judges: Bruce Lloyd (Fergus Kinsmen), Earl Cabana (Guest), Sue House (Guest)

Rules for the day:

Maximum per fine \$2, to pass the chair

Will only allow 3 speakers for and against on any motions or resolutions to be voted on.

### **10) Fine Session open**

### **11) Welcome to Zone Conference – Tina Glanville (Palmerston Kinettes)**

### **12) 1<sup>st</sup> Call for Nominations:**

- a. Perc Dawson Golf Tournament

- b. Next Zone Conference

- c. Deputy Governor Nominations

Nomination for the position of Zone B Deputy Governor: Lisa Orth (Palmerston Kinettes)

Motion by Lisa Orth (Palmerston Kinettes) to nominate Wanda Dobben (Drayton Kinettes) for Deputy Governor 2015/2016 seconded by Chris Clausing (Palmerston Kinettes).

### **13) District Representatives Remarks – Marty Makins**

### **14) Vice Governors Team Remarks – Curtis Thoms**

### **15) Counterpart Deputy Governors Remarks – Fred Mollison**

### **16) Credentials Report**

Total Sign in: 31 & 8 Guests

Total Straw Vote: 39

Show of hands:

Accredited Delegates-10

Simple Majority- 6

2/3 Majority- 7

# **Zone B Conference Agenda**

## **Date March 8 2015**

Ballot Vote: 237

Simple Majority- 118.5

2/3 Majority: 158

### **17) Zone Reports**

#### **18) Secretary**

Motion to accept pages 16-26 as printed in the bulletin made by Dominique Orth (Palmerston Kinettes) seconded by Theresa McColl (Centre Wellington Kinettes).

\*Opposed-Curtis Thoms (Vice Governor)

Carried

#### **19) Treasurers Report**

Motion to accept Amended income statement as stated, made by Brenda Dineen (Palmerston Kinettes) seconded by Cathy V (Listowel Kinettes).

\*Opposed- Richard Bowman (Monkton Kinsmen)

Carried

#### **20) Membership**

-7 Members from the previous Kin year.

#### **21) CF/Service**

#### **22) Past DG Report**

#### **23) Other Zone Business Reports –**

Centre Wellington Kinettes date and time correction: Scrap & Chat: June 13 from 9:00AM-4:00PM

#### **24) Joke Off /Speaking Competition:**

Joke-John Williamson (Mount Forest Kin)

Joke-Lisa Orth (Palmerston Kinettes)

# Zone B Conference Agenda

Date March 8 2015

Speaker- Lori Schnarr – Organ Donation (Palmerston Kinettes)

Speaker- Marie M – Family (Listowel Kinettes)

## 25) 2<sup>nd</sup> Call for Nominations:

a. Perc Dawson Golf Tournament

b. Next Zone Conference

-Centre Wellington Kinettes

-Listowel Kinettes

c. Deputy Governor Nominations

-Lynn Williamson (Mount Forest Kin Club)- Nominated by Mount Forest Kin Club

-Jenn Searson- Nominated by Centre Wellington

-Tina Glanville- Nominated by Centre Wellington

## 26) National Director campaign remarks

Candidate Introduction: Bruce Lloyd

Brenda Dineen (Palmerston Kinettes) has filed nomination paperwork to become National Director of Kin Canada.

## 27) Guest Speaker: Kin Education-Sue House

## 28) District/National & Zone Resolutions:

Jan 12, 2015

Submitted By Lynn Williamson Treasurer & President Mt.Forest

Amendment to House Rules

Numbering of Zone B House Rules should be corrected. House Rules as presented in year 2013-14 were numbered 1-10. Zone B House Rules issued for year 2014-15 are numbered 1- 11. House rules 4 – 11 should be renumbered to bring House Rules back in line with previous years(s). Amendments made at Zone Conference 2014 reference previous year numbering.

Request that house rule reference date each time a revision/change is made.

Request that house rule 5d (current numbering – previous numbering 4d) be revised as follows:

*The Deputy Governors and the Zone Treasurer.....All disbursements to be paid by cheque and **all cheques to have 2 of the 3 Zone Officer's signatures affixed &.....shall be signing officers***

## Discussion:

# Zone B Conference Agenda

Date March 8 2015

Motion to treat the above resolutions individually 1) as “house keeping” and 2) to amend the house rules to state all cheques to have 2 of the 3 Zone Officer’s signatures, made by Lynn Williamson (Mount Forest Kin), seconded by Kim Lesperance (Centre Wellington Kinettes).

Ruled out of order

Feb 8 2015

## **Proposed Resolution to define Dual DG responsibilities:**

The Deputy Governor in the second year of their term will be responsible for the all of the administration between Zone B and District, being the only representative on the district council. It is also their responsibility to be a mentor to the first year Deputy Governor.

The Deputy Governor in the second year of their term shall appoint the executive team which will include the first term DG as a member holding a position on the executive except for that of Treasurer.

When possible, club installations will be attended by both Deputy Governors and the other members of the executive.

Each Deputy Governor must make one official visit to each club, either jointly or on their own and report on the Zone and their particular executive position.

The Zone requires that one of the Deputy Governors attend an additional meeting per club and these meetings can be split between the two Deputy Governors taking into consideration schedules, demographics, club preferences, etc.

The basic idea is that the first term DG will be a Executive member and hold a position on the executive reporting on said to clubs upon visitations. When possible the executive team should attend visitations, events, and socials as a team and their personal schedules allow. Giving the first term DG a chance to learn the various responsibilities of the DG, get to know the other clubs in the Zone, and be better prepared to do the job of DG in their second term with the added responsibility of the District council expectations.

Submitted By Lisa Orth

## **Discussion:**

Ruled out of order

## **29) 3<sup>rd</sup> Call for Nominations:**

- a. Perc Dawson Golf Tournament
- b. Next Zone Conference
- c. Deputy Governor Nominations

# **Zone B Conference Agenda**

## **Date March 8 2015**

### **30) Motion Closing**

Motion to close nominations made by Bruce Lloyd (Fergus Kinsmen) seconded by Jenn Feil (Centre Wellington Kinettes).

Carried

### **31) Proposed Vice Team Remarks**

### **32) Election Results**

a. The host club for the Perc Dawson Golf Tournament will be:

b. The next Zone Conference will be hosted by:  
Listowel Kinettes

c. Zone B Deputy Governor will be:  
Tina Glanville Knette Club of Palmerston

Motion to have the ballots destroyed made by Fred Mollison (Deputy Governor) seconded by Phil Myers (Mount Forest Kin).

Carried.

### **33) President's Reports**

Belgrave Kinsmen:

16 Members Approx – 7 New in last 12 months

Past Events:

-Halloween Dance & Childrens Halloween Party

-Cash Calendar Draw

-Family Day breakfast, approx 265 people

-Family Day vintage snowmobile show

Up Coming Events:

-Mother's Day breakfast- May 10h

# **Zone B Conference Agenda**

## **Date March 8 2015**

-Cystic Fibrosis co ed Slo-Pitch Tournament – June 5-7 (Looking for help contact [willorth@gmail.com](mailto:willorth@gmail.com))

Centre Wellington: Date change

Listowel Kinettes: April 25 Mom to Mom sale missed

Drayton Kinettes: Added 2 members now sitting at 20, Market beginning in May-September, Open house TBA

Mount Forest Kin: No Changes

Palmerston Kinettes: No Changes

Monkton Kinsmen: Added 2 members

Drayton Kinsmen: July 11 “Smoke n Sound”

Wingham Kin Club: Muscratt Festival, New Orleans Pizza cards

Fergus Kinsmen: +2 members at next meeting

### **34) Zone Awards Presentation**

John Day Bulletin award- Centre Wellington

Speak Off Award- Lori Schnarr (Palmerston Kinettes)

### **35) Fine Session Closed**

### **36) Sergeant at Arms Report: \$51.80**

Motion to donate fines pot to Brain & Breast cancer made by Paul Schnarr (Listowel Kinsmen) seconded by Tina Glanville (Palmerston Kinettes).

### **37) New Business**

Palmerston Kinettes Cystic Fibrosis lacrosse tickets

### **38) Old Business**

Belgrave Kinsmen cash calendars

### **39)**

Motion to propose the left over Zone funds (325.25) be put towards clubs dues made by Kim Lesperance(Centre Wellington Kinettes) seconded Jenn Feil (Centre Wellington Kinettes).

Defeated



# **Zone B Conference Agenda**

Date March 8 2015

Motion to carry left over Zone funds (325.25) towards H.R.E.F made by William Orth (Belgrave Kinsmen)

Seconded by Nanci Sheperd (Centre Wellington Kinettes).

Carried.

## **40) Adjournment:**

Motion to adjourn Zone Conference made by Kristina Lewis (Centre Wellington Kinettes) seconded by Chad Bridge (Drayton Kinsmen).

Carried

## ZONE B KIN JOINT HOUSE RULES

1. Members of Zone B Kin will adopt the current National General Operating By-Laws and the District One House Rules as our governing force.
2. The Clubs of Zone B will consist of the following:

<u><b>Kinsmen</b></u>	<u><b>Kin</b></u>	<u><b>Kinette</b></u>
Belgrave	Mount Forest	Listowel
Drayton		Lucknow & District
Fergus & District		Palmerston & District
Harriston		Centre Wellington
Listowel		Drayton
Lucknow & District		
Monkton & District		

And any clubs which may be chartered within the boundaries of Zone B.

3. Membership is as per Article #4 of the current District One House Rules.
4. **ZONE OFFICERS**
5. Zone B, under dual leadership serve a two-year term, the terms be staggered such that there is always a Deputy Governor in place in their second year of the term, the staggered term will be effective as of the 2014 Zone B Conference, with the term start date of July 1<sup>st</sup>, 2014.
  - a. The elected Zone Deputy governors will perform the duties as outlined in article # 9 of District One House Rules.
  - b. The Deputy Governors will make two (2) visitations to all clubs, not including the installation of club executive, official or social functions.
  - c. The elected Deputy Governors shall appoint an executive team to a maximum of four (4) additional members to cover the positions of: Secretary, Treasurer, C.F./Service, Bulletin, and Membership, from clubs within the Zone and shall include both Kinsmen and Kinette members when possible.
  - d. The Deputy Governors and the Zone Treasurer will set up a bank account for all Zone funds, NOT in any PERSONAL account held by a Zone Officer. All disbursements to be paid by cheque and all cheques to have 3 different Zone officer's signatures affixed & No 2 members of same household shall be signing officers.
  - e. The Zone treasurer shall provide the incoming Deputy Governors with a \$300 start up fund to finance Zone expenses incurred before June 30th of the current year. These monies to be paid 30 days after Zone Conference OR the filling of the Deputy Governors position should no one be elected at Zone Conference. This start up fund will be forwarded to all incoming Deputy Governors.
  - f. The Deputy Governors are required to inform all clubs in writing, at least 30 days in advance, of any Zone meetings. Failure to do so shall relieve clubs of the financial responsibilities for a missed meeting. A copy of this notification must be sent to the District One Governor.

- g. Zone meetings, shall occur at the location determined by the Deputy Governors and shall be held as outlined in Article #9 Section 4, of the current District One House Rules. Recommended time frame is:
  - President Round Table – October
  - President Midterm – January
  - Zone Conference – March

6. **HOST CLUBS** - Host clubs will pay for the meals/expenses of the Deputy Governors at all visitations and official functions attended.

- a. The meals for the Zone Officers will be covered by the host club for visitations and official functions to which they have been invited. The Zone Officers will be responsible for payment of meals ordered but not used.

7. **PROPERTY** - All Deputy Governors and Zone Executive Officers' personal and Zone property shall remain intact and in their possession when on "official Zone business". LIKEWISE, all club property shall receive the same respect from the Zone Officers.

8. **INTERCLUBS** - Zone Interclub's as per Article # 16 (Section 2) of the current District One House Rules.

9. **ZONE FINANCES**

- a. All Clubs in Zone B will pay to the Zone Treasurer, Zone Dues of \$7.00/member, based on the May census, and these shall be paid by September 30th of the current year, to finance the expenses of the Zone operations and programs. Any surplus shall be turned over to the incoming Zone Executive.
- b. All Clubs shall pay to the Zone Treasurer, a \$50.00 bond to cover Zone meetings. These meetings include; President's Roundtable, President's Mid Term, Zone Conference, Fall Leadership Conference and District Convention. Repayment of this bond to the club, will be made by June 30th of each year if the President and/or one club member has attended ALL of the aforementioned meetings. Any Club failing to have attendance at these meetings shall forfeit the \$50.00 bond to the Zone account, to be used for Zone expenses. This Bond to be paid by September 30th of each year.
- c. All Clubs shall pay to the Zone Treasurer a \$50.00 bond to cover attendance by the club at Zone Conference. Clubs will be reimbursed the \$50.00 bond in June of each year if the President and/or one member is in attendance at Zone Conference. Any Club not in attendance at Zone Conference shall forfeit the \$50.00 bond to the Zone Conference host club to cover expenses. This Bond to be paid to the Zone Treasurer by September 30th of each year.
- d. There will be kept in the Zone a Surplus Fund, not to exceed \$300.00, which will be turned over to the incoming Zone Executive.
- e. If the surplus is in excess of \$300.00 the additional monies will be reimbursed to the clubs in the form of a dues reduction per member based on the September census.
  - i. Reimbursement from surplus funds will only be made to Clubs that are in Good Standing at all levels of the Association. (Article #4, Section 5, of current District One House Rules)

- f. The \$50.00 bond outlined in Sections 8b and 8c are payable in addition to the dues assessment outlined in Section 8a.
- g. The Zone Treasurer will pay One (1) early Bird Registration to District Spring Convention for the Deputy Governor Elect. No payment for this if the Deputy Governor elect's expenses is already covered by district or National.
- h. The Deputy Governor, or his designate, shall upon being notified, that a Kinsmen, Kinette or an immediate family member's passing, shall send a card to the Funeral home on behalf of the Zone.
- i. The outgoing Deputy Governor and Zone Treasurer shall provide, to all clubs, an audited report of finances which shall be circulated on or before the first President's meeting of the following Kin year. All surplus funds shall be dispersed at this time to the Clubs in Good Standing as per House Rule 8e.
- j. The auditor(s) of the Zone finances shall not be a member of the Zone Officers or of their home club.

\*Note District Dues based on Februarys censuses and Not based on September Censuses\*

## **10. ZONE CONFERENCE**

- a. A Zone Conference shall be held each year according to Article 13 of the current District One House Rules.
- b. The host club will pay the expenses of Zone Conference, with the exception of the Zone Award expenses, from the Conference fee and the un-claimed club bonds.
- c. The expenses of Zone Awards (banner crests & plaque plates) will be covered by the Zone treasury. Zone Awards see appendix A to these House Rules.

## **11. ZONE HOUSE RULES**

- a. The updated Zone B House Rules shall be published each year by the incoming Zone Executive and a copy of these House Rules shall be mailed or delivered to each Club President prior to District One Fall Leadership Conference.
- b. These House Rules shall only be amended at Zone Conference by the Clubs in attendance. All proposed amendments shall be circulated to all Zone B Clubs a minimum of 30 days prior to Zone Conference.

## Appendage-Awards

Zone B "Kin" CF- David Diamond Memorial Cystic Fibrosis's (event)  
Zone B "Kin" Service- Myrtle Wilson Memorial (Rules as District)  
Zone B "Kin" Service- Sinclair Service Award (any project)  
Zone B "Kin" Participation –John Green Participation(Expansion & Attendance)  
Zone B "Kin" Quill- Bill Esson Memorial Kin Quill (Rules as District)  
Zone B "Kin" Speak-off- Gord Harbison Public Speaking  
Zone B "Kin" Speak-off- Ferne Carter Memorial  
Zone B "Kin" Joke Off  
Zone B "Kin" Photography (same as district rules)  
Zone B "Kin" Arnie Zimmermam Visitation Award  
Zone B "Kin" Charlie Becker Public Relations (all media inc.)  
Zone B "Kin" Kin Rookie of the year (Rules as district men/ette)  
Zone B "Kin" Outstanding Kin (rules as National)  
Zone B "Kin" Ray Gilmore Scrapbook Award  
Zone B "Kin" John Day Bulletin Award  
Zone B "Kin" Fight for the "CF" Cure (Challenge for a Cure Award)

District 1 want you to realize just how important awards are to Kin. Inspiration is a key to building a lifelong member in KIN and what better way to do that than by recognizing their efforts. Recognition for those little goals and accomplishments that turn into big projects is a key to building a person's self esteem and letting them grow in Kin. Remember some people will desperately want to win an award and others feel that we should do away with awards altogether. For the Kin member in the latter group, encourage them to participate anyway, and help the eager members to be the leaders for their club. REMEMBER! It's all about encouragement and personal growth. Encourage participation – not to win an award but following the criteria will make you do a better job and develop personally in Kin. Most of all remember to have fun and enjoy the fellowship of your fellow KIN members .

## **Zone B “Kin” CF- David Diamond Memorial Cystic Fibrosis’s (event)**

This banner is to be presented annually in Zone B in memory of David Diamond, a member of the Kinsmen Club of Listowel, who passes away on March 11, 1989. David had been a member of the Association for six years and at the time of his death was the immediate Past President of the Listowel Kinsmen Club. As a member he chaired many committees and held many executive positions, but he took particular pride as a C.F. chairman in creating a community awareness of the plight of children afflicted with C.F. and for raising funds to assist in the research for a cure.

**Purpose:** Banner to be awarded to the Kinsmen club in Zone B which has contributed the most to stimulate within their community as awareness of the plight of children afflicted with C.F.

### **Rules:**

- 1) There will be awarded at each Zone conference a banner to be known as “The David Diamond Memorial Cystic Fibrosis Award”.
- 2) Each club wishing to compete for this banner must submit to the Zone C.F. chairman at least 20 days prior to Zone conference evidence of their efforts to increase community awareness of the plight of C.F. children, along with a summary of their overall fundraising efforts during the time of the current Kin year.
- 3) This submission should contain evidence of newspaper, magazine, or other printed material.
- 4) The best submission shall be determined by a committee appointed by the Deputy Governor and including Zone C.F. chairman and may include persons other than Kinsmen.
- 5) The committee when reaching its decision, shall consider the following:
  - a) The amount and source of the creation of the community awareness.
  - b) The effectiveness of the publicity in their fund raising efforts.
  - c) The membership of the club.
  - d) The availability of facilities to promote awareness.
  - e) Any other such matter that the committee deems relevant.
- 6) In the event no submissions are made, the award will not be presented that year.
- 7) The winner of the award will be presented with the banner at Zone conference and shall keep the banner until requested to return it by the Zone C.F. chairman or until the next Zone conference.
- 8) The winner of the award will be entered into the District one Kevin Denbok Memorial Cystic Fibrosis Public Awareness Award.
- 9) In case of Zone realignment the award shall remain in the Zone which the Kinsmen Club of Listowel is a member.
- 10) When a cure is found for Cystic Fibrosis, the banner will become the property of the Kinsmen Club of Listowel to do with as they deem fit.

## **Zone B “Kin” Service- Myrtle Wilson Memorial (Rules as District)**

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

### **Objective:**

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

### **Management:**

1. The service project must have been completed between April 1<sup>st</sup> of the previous and March 31<sup>st</sup> of the current year submitted. Submissions must be made to the District Awards Chair by April 15<sup>th</sup>.
2. The same service project may not be entered in two successive years unless it has been materially advanced and/or compared to the involvement of any other parties on the submitted project.
3. Where multiple clubs collaborate on and/or jointly participate in a service project, or where one club materially contributes to the service project of the other during the currency of that project, and only one club chooses to submit the project for award consideration, the other club cannot submit the same project in the following year unless it complies with the previous requirement.
4. The preferred method of entry is electronically (including but not limited to emailed as an attachment, emailed as a link to the document source, on cd or on memory stick), including at least 10 photographs and a written narrative of between 1500 and 2000 words.
5. See the Service Award Marking Guideline for submission layout and points structure.

*NOTE: The winning entry of the current year will be forwarded to National before June 30<sup>th</sup> as the District One Kinette entry in the Hal and Elspeth Rogers National Service Award Competition.*



## **Zone B “Kin” Service- Sinclair Service Award (any project)**

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

*Criteria brought into line with the Hal & Elspeth Rogers National Service Award for publication, 2011*

### **Objective:**

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

### **Management:**

1. The service project must have been completed between April 1<sup>st</sup> of the previous and March 31<sup>st</sup> of the current year submitted. Submissions must be made to the District Awards Chair by April 15<sup>th</sup>.
2. The same service project may not be entered in two successive years unless it has been materially advanced and/or compared to the involvement of any other parties on the submitted project.
3. Where multiple clubs collaborate on and/or jointly participate in a service project, or where one club materially contributes to the service project of the other during the currency of that project, and only one club chooses to submit the project for award consideration, the other club cannot submit the same project in the following year unless it complies with the previous requirement.
4. The preferred method of entry is electronically (including but not limited to emailed as an attachment, emailed as a link to the document source, on cd or on memory stick), including at least 10 photographs and a written narrative of 1500 to 2000 words.
5. The winning entry of the current year will be forwarded to National before June 30<sup>th</sup> as the District One Kinsmen entry in the Hal and Elspeth Rogers National Service Award Competition.

## **Zone B “Kin” Participation –John Green Participation(Expansion & Attendance)**

### **Expansion Award**

This trophy is presented to the club in District one with the best net increase in membership as of June 15<sup>th</sup> preceding the Fall Leadership Conference.

### **Attendance Award**

This award is awarded to the club that has the highest percentage attendance of club members present at meetings during the year. Attendance should be recorded as outlined in Article 20 of the National By-laws (club section).

## **Zone B “Kin” Quill- Bill Esson Memorial Kin Quill (Rules as District)**

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

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

### **Objective:**

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

### **Eligibility:**

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

### **Submission Guidelines:**

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

### **Judging:**

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

### **Reward:**

- The winner will receive a personal plaque.
- The District-winning entry must be forwarded by the District Governor(s) or District Awards Chair to the National Awards Committee **no later than June 30** to qualify for the National Award.

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

#### D. Treatment of Topic

1.	Introduction	5
2.	Knowledge of Subject	5
3.	Organization of Material	5
4.	Development of Material	5
5.	Summary and Conclusion	5

#### E. Language

Number of Words in Submission (make note)

1.	Choice of Words	5
2.	Sentence Structure	5
3.	Grammar and Spelling	5

#### General Effectiveness

1.	Originality and Inventiveness	10
2.	Challenge to Thought	10
3.	Sincerity and Conviction	10
4.	Achievement of Purpose	10
5.	Reader Attention/Interest	10

#### Acknowledgement:

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

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

**AUTHOR SIGNATURE:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

**AUTHOR NAME (PRINTED):** \_\_\_\_\_ **CLUB:** \_\_\_\_\_

**DISTRICT:** \_\_\_\_\_ **SUBMITTED BY:** \_\_\_\_\_

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

## **Zone B “Kin” Speak-off- Gord Harbison Public Speaking**

### **Objective**

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

### **Eligibility:**

1. All active, active life or associate members in good standing shall be eligible to compete for this award with the following exceptions:
  - a. The competitors of a national public speaking competition will be considered ineligible to compete at club, zone, district or national level for a period of 2 years following the national convention in which they competed.
  - b. The winners of a national public speaking competition will no longer be considered eligible to compete at club, zone, district or national level having achieved the highest reward for self-development in Kin through the public speaking competition.
  - c. The winner of the prior year District competition will also be ineligible to compete at club, zone and District levels for a period of two years.
2. The present members of the District Executive and the present and incoming members of the National Board of Directors are not eligible to compete in the current competition.
3. The Zone Winner's name and club will be submitted to the District Governor(s) or District Awards Chair, at least 10 days prior to District Convention, to be eligible to compete in the District Competition.

### **Management:**

1. The public speakers marking guideline shall be used as a guide for speakers and judges alike (ATTACHED)
2. Speeches shorter than five minutes or longer than seven minutes thirty seconds will be disqualified (see item #3)
3. Lights or flash cards will be used to advise the speaker at the 5 minute, 6 minute and 7 minute point of their speech (there is a thirty second grace to conclude speech)
4. The speech will be materially the same as presented at Club and Zone Competitions
5. The speech will not include a power point component
6. The speech shall be authored by the speaker
7. Electronic devices such as projectors cannot be used

### **Judges:**

- The District Awards Chair will appoint a panel of 3 judges
- At least one judge will not be an active or active life member of the Association.
- The judges will select a chair who will be responsible to co-ordinate the judging
- The judges will provide the name of the winner and a written critique for each speaker to the District Awards Chair.

# Speak Off Award Scoring

Will be done in accordance with the National Public Speaking Rules as shown below.

## PART 1 – MATERIAL

### A) Treatment of Topic

Organization of material	10
--------------------------	----

Development of material	10
-------------------------	----

Conclusion	10
------------	----

### B) Language

Choice of words	5
-----------------	---

Sentence structure	5
--------------------	---

Grammatical usage	5
-------------------	---

Originality & Inventiveness	5
-----------------------------	---

<b>TOTAL - PART 1</b>	<b>50</b>
-----------------------	-----------

## PART 2 – DELIVERY

### A) General Effectiveness

Challenge to thought	15
----------------------	----

Sincerity	10
-----------	----

Conviction	10
------------	----

Audience reaction	5
-------------------	---

### B) Appearance and Voice

Stance	3
--------	---

Voice and tone quality	4
------------------------	---

Composure	3
-----------	---

<b>TOTAL - PART 2</b>	<b>50</b>
-----------------------	-----------

<b>TOTAL</b>	<b>100</b>
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## **Zone B “Kin” Speak-off- Ferne Carter Memorial**

### **Objective**

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

### **Eligibility:**

1. All active, active life or associate members in good standing shall be eligible to compete for this award with the following exceptions:
  - a. The competitors of a national public speaking competition will be considered ineligible to compete at club, zone, district or national level for a period of 2 years following the national convention in which they competed.
  - b. The winners of a national public speaking competition will no longer be considered eligible to compete at club, zone, district or national level having achieved the highest reward for self-development in Kin through the public speaking competition.
  - c. The winner of the prior year District competition will also be ineligible to compete at club, zone and District levels for a period of two years.
2. The present members of the District Executive and the present and incoming members of the National Board of Directors are not eligible to compete in the current competition.
3. The Zone Winner's name and club will be submitted to the District Governor(s) or District Awards Chair, at least 10 days prior to District Convention, to be eligible to compete in the District Competition.

### **Management:**

1. The public speakers marking guideline shall be used as a guide for speakers and judges alike (ATTACHED)
2. Speeches shorter than five minutes or longer than seven minutes thirty seconds will be disqualified (see item #3)
3. Lights or flash cards will be used to advise the speaker at the 5 minute, 6 minute and 7 minute point of their speech (there is a thirty second grace to conclude speech)
4. The speech will be materially the same as presented at Club and Zone Competitions
5. The speech will not include a power point component
6. The speech shall be authored by the speaker
7. Electronic devices such as projectors cannot be used

### **Judges:**

- The District Awards Chair will appoint a panel of 3 judges
- At least one judge will not be an active or active life member of the Association.
- The judges will select a chair who will be responsible to co-ordinate the judging
- The judges will provide the name of the winner and a written critique for each speaker to the District Awards Chair.

# Speak Off Award Scoring

Will be done in accordance with the National Public Speaking Rules as shown below.

## **PART 1 – MATERIAL**

### **A) Treatment of Topic**

Organization of material	10
--------------------------	----

Development of material	10
-------------------------	----

Conclusion	10
------------	----

### **B) Language**

Choice of words	5
-----------------	---

Sentence structure	5
--------------------	---

Grammatical usage	5
-------------------	---

Originality & Inventiveness	5
-----------------------------	---

<b>TOTAL - PART 1</b>	<b>50</b>
-----------------------	-----------

## **PART 2 – DELIVERY**

### **A) General Effectiveness**

Challenge to thought	15
----------------------	----

Sincerity	10
-----------	----

Conviction	10
------------	----

Audience reaction	5
-------------------	---

### **B) Appearance and Voice**

Stance	3
--------	---

Voice and tone quality	4
------------------------	---

Composure	3
-----------	---

<b>TOTAL - PART 2</b>	<b>50</b>
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<b>TOTAL</b>	<b>100</b>
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## **Zone B “Kin” Joke Off**

Each club shall have the opportunity to present a joke during Zone Conference.

Ballots will be available to all Kinsmen present. These Kinsmen will have the opportunity to mark these ballots in such a way to indicate their choice of the funniest joke.

The winner will be decided by simple majority, of the ballots indicating said joke to be the choice of the Kinsman turning in said ballot.

Only those ballots marked and turned in, as indicated by the chair, shall be eligible for counting

## **Zone B “Kin” Photography (same as district rules)**

### **Purpose:**

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

### **Eligibility:**

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

### **Submission Guidelines:**

1. The entry must include a 100 – word essay outlining how the photograph related to Kin Canada’s Objects.

Entries must include the Photographer’s name and club, where the photo was taken and must also contain a model release notation if the photograph contains identifiable people. (Ensure that the model / models in the photograph are aware that their picture may be circulated publicly).

2. Printed entries can be mailed to the District Awards Chair and clearly marked as a submission for the District Photography award contest. Digital entries can be emailed to the District Awards Chair.
3. The District Photography Award contest runs from July 1 – June 15 of each current Kin year. Entries must be received by June 30 of the current year.
4. One entry per person.
5. Acceptable printed entries may be in colour or black & white and should be submitted as a minimum 5” x 7” print using photo-quality paper. The original file resolution must be a minimum of 3.1 mega pixels (300 dpi). The digital prints should match the quality and character of the original digital capture. For all entries, original material, including original negative and/or capture file must be available for reproduction purposes. All entries and contest material received become the property of the District and will not be returned.

### **Judging:**

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

**Date:** \_\_\_\_\_ **Photographer:** \_\_\_\_\_

I hereby declare that I am of the full age of eighteen (18) years or more.

I hereby consent that any photographs or images taken for the purpose of the District One Photography Award contest, in which I appear, may be used by Kin Canada in its related publications, posters, exhibits, films, video presentations, audio-visual presentations, new releases, advertisements and related communications media.

**Location:** \_\_\_\_\_

**Description:**

**Name (please print):** \_\_\_\_\_

**Address:**

**Signature:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

(if model is under 18 years of age)

*\*By signing the model release / entry form, the participant consents to entry of his or her submission and agrees to these Official Rules and Regulations and the decisions of the judges, which are final and binding in all matters to this contest. The participant also grants District One and Kin Canada the unrestricted and exclusive rights to use the photograph for any purpose. This includes, but is not limited to, publishing your photograph in print or electronic form for promotional purposes without further compensation, and the right to use the photographer's name as a credit along with the photograph.*

## **Zone B “Kin” Arnie Zimmermam Visitation Award**

- 1) One point per member per visit for the first visit, then ½ point for each subsequent visit. In case of tie the club with the highest percentage of members involved will win.
- 2) 10 bonus points for each member who visits all clubs in Zone B in kin year plus a special lapel pin for the individual.
- 3) Registrar of the club will record visitors to the club as well as members from the club who visit other clubs.
- 4) Submissions to be made at the same time as other awards for Zone conference. Registrars to submit records for their club as well as those who visit their club.
- 5) Zone executive exempt from bonus points but eligible for lapel pin.
- 6) Attendance awarded as according to first portion of club By-laws, part II – club administration, article 20, section 3, which states “A member must be present for the full breakfast, luncheon, dinner or full business portion of the regular meeting”.

## **Zone B “Kin” Charlie Becker Public Relations (all media inc.)**

**Purpose:** To encourage Kin to promote themselves, their club and the Association to their, local, national and global community. There shall be awarded at each zone conference a banner to be known as the Charlie Becker Memorial Public Relations Banner.

### **Submission of Entries:**

- 1) Each club wishing to compete for this award must submit to the Deputy Governor of the Zone awards chairman, at least 30 days prior to the zone conference, a presentation copy containing evidence of all news media coverage obtained by the club, together with a summary of the overall publicity obtained by the club during the period February 1 to January 31 inclusive, immediately prior to the submission of the presentation copy.
- 2) The presentation copy shall include:
  - (a) With respect to newspaper, magazine or coverage by other printed matter, newspaper clippings, pictures or articles taken directly from the publication.
  - (b) With respect to television or radio coverage, a summary written by a club member containing any pertinent factual data. No video or audio tapes to be included.
  - (c) Any other manner in which the club or its projects are recognized or made known to the community shall be reported in full.
  - (d) A written evaluation by the club president outlining the effect of the publicity on club projects or the reputation of the club in the community.

### **Submission of Entries for District Competition:**

- 1) The winning club shall be responsible for ensuring the delivery of the submission to District for judging.

### **Criteria for Judging:**

In selecting the winner the following items shall be considered.

- a) The membership of the club
- b) The existence of a written planned public relations program or emphasis in the club.
- c) The population of the community.
- d) The availability of news facilities.
- e) The amount and source of publicity.
- f) The effectiveness of the publicity, and
- g) Such other matters as deemed relevant.

## **Zone B “Kin” Kin Rookie of the year (Rules as district Kinsmen/Kinette)**

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

### **Purpose:**

This award is to be presented to the Rookie Kinette/Kinsmen in District One who attains the highest points in the marking system.

### **Management:**

1. The following are the rules governing the District One Kinette/Kinsmen Rookie Award.
  - a. Affidavit must be filled out on or before the completion of the twelve-month period following the new member's induction.
  - b. This affidavit must be submitted to the District Awards Chair for judging by June 30th following completion.
  - c. The President must sign it before being forwarded.
2. Induction to be the month a new member is officially accepted as an active Kinette according to National Headquarters records. Along with the affidavit an essay written by the Rookie Kinette/Kinsmen entitled “*Why I Like Being a Kinette/Kinsmen*” must be submitted. This essay is necessary to determine a winner in case of a tie.

## **Zone B “Kin” Outstanding Kin (rules as National)**

### Objective:

- To recognize one member who embodies excellence in volunteerism through their contributions of leadership, inspiration and dedication to Kin Canada

### Eligibility:

- All active, active life or associate club members in good standing shall be eligible to be nominated

### Management:

- The Member Relations Coordinator must receive Applications at National Headquarters no later than June 30th
- A nominator and seconder who are members in good standing (do not need to be from the nominees home club) of Kin Canada must sign application form
- Application must include a description of why the nominee is deserving of the award in no less than 300 words and no more than 1000
- Application must include contact information for nominator and seconder in case the judges need any clarification

### Judges:

- The National Awards & Recognition Committee

### Criteria:

- The following criteria will be considered in determining a winner:
- Involvement - the individual has been involved in Kin Canada through activities, committees and/or programs
- Leadership - the individual shows qualities that exemplify leadership and motivation related to participation in Kin Canada
- Service and Membership - the individual promotes service, new membership and retention of members
- Innovation - the individual exemplifies innovation in supplying service to Kin Canada
- Achievements - any notable achievements within his/her club, community, province or country relating to Kin Canada
- Inspiration - the individual has inspired others through his/her work in his/her club, community, province or country
- All activities must be in the 12 month period prior to submission

### Reward:

- The winner will be announced at National Convention

- The winner's name will also be added to the national plaque
- The winner will receive a keeper plaque

OUTSTANDING KIN AWARD AFFIDAVIT

NOMINEE

Name: \_\_\_\_\_

Club and District: \_\_\_\_\_

NOMINATED BY

Nominator: \_\_\_\_\_



Contact Information: \_\_\_\_\_  
Club and District: \_\_\_\_\_  
Seconder: \_\_\_\_\_  
Contract Information: \_\_\_\_\_  
Club and District: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Seconder: \_\_\_\_\_ Date: \_\_\_\_\_

#### INVOLVEMENT

Please list examples of the Nominee's involvement in Kin Canada (use additional page if necessary)

#### LEADERSHIP

Describe the Nominee's qualities that exemplify leadership and motivation in Kin Canada (please use additional page if necessary)

#### SERVICE AND MEMBERSHIP

Describe the Nominee's involvement in service and in promoting/ retaining membership of the Association (please use additional page if necessary)

#### INNOVATION

Describe how the Nominee exemplified innovation in promoting Kin Canada (please use additional page if necessary)

#### NOTABLE INVOLVEMENT

Describe the Nominee's other notable involvement outside of Kin Canada e.g. to the community, province or country (please use additional page if necessary)

Describe in no less than 300 words and no more than 1000 why the Nominee is deserving of the Outstanding Kin Award

## **Zone B “Kin” Ray Gilmore Scrapbook Award**

<b>Order:</b>	100 points minus 10 points for every item out of order.
<b>Captions:</b>	100 points minus 1 point for each caption missed.
<b>Number of events:</b>	10 points for each.
<b>Photos:</b>	1 point for each (maximum of 5 per event).
<b>Newspaper items:</b>	1 point for each.
<b>Headings:</b>	2 points for each.
<b>Layout &amp; Neatness:</b>	25 points maximum.
<b>Other:</b>	1 point for each bulletin cover, tickets, etc. (anything other than photo or newspaper clippings).

## **Zone B “Kin” John Day Bulletin Award(see district guidelines)**

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

### **Purpose:**

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

### **Rules:**

1. Entries shall be judged on five complete monthly issues of the Club's Bulletin, submitted either in paper form or via an electronic submission (including but not limited to email as an attachment, emailed as a link to the document source, on cd or on memory stick).
2. Entries shall be judged by the Deputy Governor or his appointee according to the comprehensive marking scheme attached.
3. A Junior and Senior winner shall be selected in each Zone, and their names and bulletins forwarded to the District Awards Chair for final judging within ten days of the holding of the zone conference.
4. Judging shall be done and points awarded as outlined in the District Senior and Junior Bulletin marking scheme attached.
5. *CRITERIA – as per the criteria set out in the District Bulletin Award Marking Scheme noted below.*

### **A. Mandatory Requirements (each issue)**

1. Outside front cover, inside front cover or first immediate page following
  - a) Club name, Zone and District
  - b) Names of club president and bulletin editor
  - c) Club contact information
  - d) Date, time and place of meeting
  - e) Issue number of bulletin
2. Minutes of last general meeting
3. President's report
4. Calendar of events

### **B. Content**

#### **1. Club Activities**

- |  |                 |
|--|-----------------|
| a) Activities of club members, birthdays, etc.....                 | <b>5 points</b> |
| b) Reports on social   | <b>5 points</b> |
| c) Reports/Updates on service projects                             | <b>5 points</b> |
| d) Articles submitted by club members (other than bulletin editor) | <b>5 points</b> |
| e) Kin profiles/Kin Kid section                                    | <b>5 points</b> |

#### **2. Editorials(5 points each to a maximum of 10)**

- |  |                  |
|--|------------------|
| a) Must be original and be labelled as editorials        | <b>10 points</b> |
| b) Can be submitted from anyone in the club or community |                  |

#### **3. Kin Education**

**15 points**

#### **4. Association News**

- |                  |                  |
|------------------|------------------|
| a) Zone news     | <b>10 points</b> |
| b) District news | <b>10 points</b> |
| c) National news | <b>5 points</b>  |

<b>Total Section B</b>	<b>75 points</b>
------------------------	------------------

### **C. Presentation**

- |   |                  |
|---|------------------|
| 1. Layout and quality of production                             | <b>10 points</b> |
| 2. Quality of content; reader's interest, humour and good taste | <b>15 points</b> |

<b>Total Section C</b>	<b>25 points</b>
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<b>GRAND TOTAL</b>	<b>100 points</b>
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## **Zone B “Kin” Fight for the “CF” Cure (club award)**

Deadline Feb 1<sup>st</sup>

Will be presented to a club in Zone B that donates the most funds to CF per member between Feb 1<sup>st</sup> & Jan 31<sup>st</sup> of each year. (Criteria adopted as Challenge for a cure)

Challenge for a Cure Award (JOINT)

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

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

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

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

Rules:

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

## **Not A Zone Award**

Perc Dawson Golf Tournament Trophy  
Presented at Fall Leadership Conference

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

Rules:

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

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

## RESOLUTION #1

### Article 4 – Membership Section 4 – Attendance District Meetings

#### CURRENTLY READS:

Article 4 – Membership 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.

#### RESOLUTION:

Whereas, the above noted Article forces the District Executive to track and declare Not in Good Standing due to failure to attend meetings outside of the club, and

Whereas, this article has not been enforced over the years, and

Whereas, the clubs that have chosen not to attend zone or district meetings may still be extremely active in supporting their community, and

Whereas, as long as the clubs are remaining in good standing financially and legally at every level of the Association, and

Whereas, it is up to the leadership to create meetings that will attract all members of the Association,

Therefore be it resolved that: Article 4, Section 4 be removed in its' entirety and Section 5 be renumbered accordingly.

**Intent:** To remove a redundant Section from our House Rules.

Status: IN ORDER

# District One House Rules – Amendments 2016-2017

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## RESOLUTION #2

### Article 5 – Organization Section 1 – District Executive #3 Appointments

Whereas, the required complement of Kin members to fill District Executive positions requires many to take on multiple portfolios and,  
Whereas, this limits the number of members in District One willing and able to take on these extra challenges and work, making filling these positions more and more difficult and,  
Whereas, expecting District Executive members to have time consuming and demanding portfolios in and ex-officio capacity is unfair and which again, causes difficulty filling the positions, and  
Whereas, current house rules demand gender parity where such is not always attainable,

Therefore be it resolved that: article 5 section 1 #3 be amended as follows:

(Changes to existing read are noted with a strike through and highlight)

3. The District Governor(s) will appoint up to ~~five (5)~~ **seven (7)** 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 Website

Of 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.~~

#### Intent:

To encourage more “new to the council” District One members to take on executive positions which will in turn result in increased training opportunities and expand the pool of Kin experienced to pursue higher levels such as Vice Governor / Governor, in the Association.

\*\* If this resolution is passed and not the following, it will have a financial impact on the budget as it will add 2 more members to the District Executive.

Status: IN ORDER

## RESOLUTION #3

### ARTICLE 5 – ORGANIZATION

#### Section 1 – District Executive #4 Immediate Past District Governor(s)

Whereas, the position of Past Governor has not been utilized as a mentoring / support role by District teams in power as was the initial intent, primarily because they have found and had their own mentors and support system usually from the start of their pursuit of the position and,

Whereas, having these two positions as paid members of the District Executive is really not being fiscally responsible in using district dues for training, education and facilitation,

Therefore be it resolved that: the position of Past Governor(s) be made an ex-officio position on the District Executive unless the District of the day wishes to include that person(s) in that position as one of the positions noted in Section 1 #3.

THEREFORE BE IT FURTHER RESOLVED THAT SECTION 1 #4 be reworded to read

#4 Immediate Past District Governor(s) **as ex-officio members**

#### **Intent:**

To allow the District Executive to appoint members to fulfil portfolios and offer further personal training in executive leadership roles.

NOTE: Past Governor(s) will still be covered to attend their outgoing National Convention through the District Budget as was passed at the Annual District Convention May 2015

\*\* if this resolution is passed it will have a financial impact on the budget by reducing the financial outlay for two executive members

Status: IN ORDER

# District One House Rules – Amendments 2016-2017

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## RESOLUTION #4

### Article 6 – Elections and Article 9 – Election and Duties of Deputy Governor

Whereas, changes have been made to the National Operating By-Law/Policies and Procedures with regards to the close of nominations at call date and no further nominations are accepted after that time and

Whereas, consistency is important at all levels of Kin and bringing the elections/voting procedures for the positions of Deputy Governor, Vice Governor, and National Director in line with National is part of that consistency

Therefore be it resolved that:

**Article 6 – Elections Section 2 – Nomination #4** will be amended to read:

4. Nominations for the office of Vice Governor **being a member in good standing of a District One club in good standing**, will be submitted to the District Secretary **no later than** thirty (30) days prior to the Annual District Convention. **At the end of that day, nominations will be closed and no further nominations will be accepted for the position.**

**Article 6 – Elections Section 3 – National Director # 3** will be amended to read:

Nominations for **the candidate for** National Director **being a member in good standing of a District One club in good standing**, will be submitted to the District Secretary **no later than** thirty (30) days prior to the Annual District Convention **At the end of that day, nominations will be closed and no further nominations will be accepted for the position.**

**Article 6 – Elections Section 5 – Call for Nominations – shall be removed in its entirety**

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

**Article 6 – Elections Section 6 – to be renumbered as Section 5 and amended to read:**

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

### Article 9 – Election and Duties of Deputy Governor

**Section 2 – Nominations #2 – be removed in its entirety and replaced with:**

~~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.

2. Nominations for the candidate for Deputy Governor being a member in good standing of a District One club in good standing, will be submitted to the current Deputy Governor or their appointee, no later than thirty (30) days prior to the Zone Conference. At the end of that day, nominations will be closed and no further nominations will be accepted for the position.

### Article 9 – Election and Duties of Deputy Governor

**Section 2 – Nominations #3 shall be removed in its entirety**

~~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.~~

**Intent:** to bring District One in line with National policy and procedures for elections.

**Status:** IN ORDER



### RESOLUTION #5

#### **Article 9 – Election and Duties of Deputy Governor Section 3 –Elections**

Whereas, the Deputy Governors being elected will be a part of the Incoming District Team and,  
Whereas, the responsibility of filling said District Team falls as a duty of the Vice Governors elect,

Therefore be it resolved that:

#### **Article 9 – Election and Duties of Deputy Governor**

#### **Section 3 –Elections #4 be amended to read:**

Should a Zone Conference fail to elect a Deputy Governor, the responsibility to fill this position will be that of the current Vice Governor(s) and their team.~~the current District Executive shall be responsible for an appointment not later than thirty (30) days following the Conference.~~

#### **Intent:**

Rather than imposing a time limit on the outgoing team to fill a position on the incoming council, this will allow the incoming team time to find a suitable candidate or system in which to fill the opening, that will work best with their plans for the District.

Status: IN ORDER

# District One House Rules – Amendments 2016-2017

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## RESOLUTION #6

### Article 10 – Meetings Section 1 – Notification and Section 2 – Notice of Meeting

Whereas, Sections 1 and 2 relate to District Team Operations and

Whereas, meetings and meeting notifications for members of the District Team should be at the discretion of the District Team,

Therefore be it resolved that Article 10 Sections 1 and 2 be removed in their entirety, and Section 3 be renumbered as 1.

#### **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 1 ~~3~~ – Club Leadership Seminar**

#### **Intent:**

To remove unneeded sections that should be in place at the discretion of the District Team.

Status: IN ORDER

# District One House Rules – Amendments 2016-2017

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## RESOLUTION #7

### Article 10 – Meetings Section 3 – Club Leadership Seminar (to be renumbered as 1)

Whereas, the current District Team chose to try a different approach to the training seminar that is indicated in this Section and,

Whereas, the leeway to put on a training seminar should be in the hands of the current District Team and,

Whereas, as long as the seminar is conducted, the District Team of the day should be able to determine time, place and content to best educate and inform the District

Therefore be it resolved that Section 3 – Club Leadership Seminar be amended as follows:

### Section 1 ~~3~~ – Club Leadership Seminar

1. ~~Prior to the July 1st commencement of the Kin year, The District Executive committee shall hold~~ **no later than the end of September** ~~a meeting of all Presidents elect in the District~~ District wide educational seminar for the benefit of all Kin members.

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 to~~

**bring together all members of District One for the opportunity to be brought up to date with all phases of the Association's business including policy and administration and training and education in Kin.**

All phases of **at minimum** the President's responsibilities and duties **shall be reviewed** so that he / she may be better equipped to offer leadership to his / her Club.

### Intent:

To allow the District Executive of the day to facilitate their educational day in whatever format they feel is best beneficial to the membership.

Status: IN ORDER

## RESOLUTION #8

### Article 11 – Annual District Convention and Article 12 – Fall Leadership Conference

Whereas, both Articles are confusing and need clarification, and

Whereas, there is continuing confusion as to timing for submission of budgets / signing contracts, etc. and

Whereas, it would be beneficial for clarity and continuity of information for both events for the membership

Therefore be it resolved that **Article 11 Annual District Convention be amended to read:**

#### Section 1 – Responsibility and Purpose

The Annual District Convention shall be the responsibility of and conducted by the District Executive. **Being the annual general meeting of District One, 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 2 – Time, Location and Notice

1. **The District Executive will give District One Clubs ninety (90) days' notice in writing of the time and place of the Annual District Convention.**
2. Ninety (90) days prior to the Annual District Convention, the District Secretary shall write to each Club in the District enclosing an invitation blank and ask for invitations for the site of convention for the following year. **Invitations shall be submitted to the District Secretary thirty (30) days prior to the Annual District Convention at which they will be presented.**
3. The time and location of the Annual District Convention shall be determined at the immediately preceding Annual District Convention by a **majority** vote of the accredited delegates. **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.**
4. 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 – 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 3 – Voting / Rights of Delegates

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

#### Section 4 – 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 therefore determining the voting strength.~~

#### ~~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.~~

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~~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 5 – Special Committees**

The District Governor(s), with the approval of the District Executive, may appoint special committees needed to conduct the business of the day. ie resolutions committee, scrutineers committee, etc.

## **Section 6 – Budget / Contract**

The Host Club of the Annual District Convention will work with the District Executive on a contract and shall submit its proposed budget to the District Executive. **The Contract and Budget will be signed and accepted no later than District Mid-term meeting. Registration for the Annual District Convention will be determined by the budget set forth by The Host Club. The Host Club cannot advertise or promote convention until the District Board of Directors approves its budget and has a signed contract.**

## **Section 7 – 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 audio-visual 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 8 – 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 if needed.

## **Section 9 – 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 10 – 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 by the Host Club. If the Club does

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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 15<sup>th</sup>, 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 30<sup>th</sup>).

An up-to-date list of Clubs having remitted their dues will be given to the host Club no later than the commencement of the Annual District Convention to enable them to create refund cheques.

### **Section 11 – Sergeant-at-Arms**

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

### **Section 12 – 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 13 – 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.

Please note that clarification to “purpose” has been added to include other items of business that are done at FLC.

**Therefore be it further resolved that: ARTICLE 12 – FALL LEADERSHIP CONFERENCE be amended to read:**

### **Section 1 – Responsibility and Purpose**

Fall Leadership Conference (FLC) shall be the responsibility of and conducted by the District Executive. The purpose of Fall Leadership Conference is to provide education to the members. Such education may deal with Kin, Business, Professional Ethics or Personal Development. The only business to be dealt with over and above the operations necessary for the meeting shall be: The District financial review of the previous year; the financial review of the previous Annual District Convention; review of minutes of the previous Annual District Convention; motions pertaining to any surplus expenditure requests as authorized in Article 14 Section 5; the awarding of the next Fall Leadership Conference.

### **Section 2 – Time, Location and Notice**

1. The District Executive will give District One Clubs sixty (60) days' notice in writing of the time and place of Fall Leadership Conference.
2. Sixty (60) days prior to Fall Leadership Conference, the District Secretary shall write to each Club in the District enclosing an invitation blank and ask for invitations for the site of FLC for the following year. Invitations shall be submitted to the District Secretary thirty (30) days prior to FLC at which they will be presented.
3. The time and location of the FLC shall be determined at the immediately preceding FLC by a majority vote of the accredited delegates. Should no Club vie for the host of such FLC, the Vice Governor(s) elect shall have the authority to choose a site in District One.
4. 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 – Voting / Rights of Delegates**

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

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## Section 4 – Roll Call

Immediately prior to any elections, an official roll call will be conducted to determine the number of accredited delegates, therefore determining the voting strength.

## Section 5 – Special Committees

The District Governor(s), with the approval of the District Executive, may appoint special committees needed to conduct the business of the day. ie resolutions committee, scrutineers committee, etc.

## Section 6 – Budget / Contract

The Host Club of the Fall Leadership Conference will work with the Vice Governor(s) Team on a contract and shall submit its proposed budget to same. **The Contract and Budget will be signed and accepted no later than District Pre-term meeting. Registration for the Annual District Convention will be determined by the budget set forth by The Host Club. The Host Club cannot advertise or promote convention until the Vice Governor(s) Team approves its budget and has a signed contract.**

## Section 7 – Host Club Provide

The Host Club of FLC shall appoint at least one (1) conference host / hostess whose duties shall be assigned by the Vice Governor(s). They shall work in conjunction with the Team under the terms of a contract to be negotiated between the convention host / hostess and the Vice Governors. The Host Club for Fall Leadership Conference 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-FLC expenses such as advertising, traveling, etc.
2. Administrative and incidental expenses necessary to the success of 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 business sessions of the conference as deemed necessary.
5. The required break-out rooms (separate areas) along with any necessary audio visual equipment deemed as necessary.

## Section 8 – Host Club Arrange

The Host Club for Fall Leadership Conference 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.

## Section 9 – 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 10 – 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 Fall Leadership Conference Levy, has at least one delegate paying a full single or single event registration greater than the levy, that Club will be reimbursed its levy at the close of Fall Leadership Conference by the Host Club. If the Club does not have at least one delegate paying a full single or single event registration greater than the levy, that Club will forfeit its levy to the Host Club.

Host Club for the Fall Leadership Conference shall be remitted all paid levies by September 15<sup>th</sup>, 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 30<sup>th</sup>).

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An up-to-date list of Clubs having remitted their dues will be given to the host Club no later than the commencement of Fall Leadership Conference to enable them to create refund cheques.

### **Section 11 – Sergeant-at-Arms**

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

### **Section 12 – Profits / Loss**

Any profits derived from 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 13 – Financial Statement**

The Host Club of Fall Leadership Conference in each year shall supply within ninety (90) days following the final day of the conference to the Host Club of 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 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.

**Please note that Section 5, Resolutions has been removed and added to Article 18 – Amendments / Resolutions**

Intent: To bring clarity and consistency to both FLC and Annual District Convention for reference purposes

Status: IN ORDER



## RESOLUTION #9

### Article 14 – Finance Section 1 – Budget

Whereas, a motion was made and passed on the floor of the Annual District Meeting May 2015, and  
Whereas, it was agreed the District One House Rules need to be reworded to accommodate the changes

Therefore be it resolved that: Article 14 – Finance, Section 1 – Budget be amended to read:

#### Existing:

##### 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.

#### REVISION:

1. The incoming District Executive committee shall prepare and present to be passed, a budget of estimated income and expenditures for the next fiscal year, at the Annual District Convention immediately prior to said fiscal year commencing.
2. The proposed budget shall include the Trust Funds as noted in Article 15 as separate line items.
3. The proposed budget shall be circulated to all clubs within the District not later than thirty (30) days prior to the date of the Annual District Convention.
4. To assist in preparation of the proposed budget, it is recommended that communication with National is made to discover the estimated costs of the following:
  - Outgoing Governor(s) travel, registration and accommodation for National Convention
  - National President Tour expectations for District One
  - Any costs that are expected to be borne by the District Budget for National representation to attend the Annual District Convention

**Intent:** to bring the house rules in line following the motion that passed on the floor of the Annual District Meeting May 2015 and to clarify the entire section

**Status:** IN ORDER

## RESOLUTION #10

### Article 15 – Trust Funds Section 1 – Charter Fund

Whereas, the Charter Fund in District One is currently sitting at approximately \$5500, and  
Whereas, applications to the Charter fund for Charters is maxed at \$500 per application, and  
Whereas, the charter number requirement is 15 members which when those first year dues go into the account, they average over the \$500 amount per club and,  
Whereas, these dues could be used by the current District Executive to help offset operating expenses,

Therefore be it resolved that the above Article, Section 1, #6 be added stating:

#### Existing:

#### 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.

#### REVISION:

#6 The Charter Fund will be capped at \$3000. The District Treasurer will ensure that any first year dues be first placed into the Charter Fund trust fund to maintain the \$3000 maximum and any monies above that will be used to offset the operating expenses of the district in their budget for the year.

#### Intent:

To ensure that funds are not just sitting accumulating, but are being used as intended, for the operation of the District.

Status: IN ORDER

## RESOLUTION #11

Whereas **Section 5 Resolutions** was contained in **Article 11 Annual General Meeting** and

Whereas it is easier for reference for membership to have all items of the same purpose located in one Article and

Whereas moving the above noted Section to be included in Article 18 will be an easier point of reference,

Therefore be it resolved that Article 18 be renamed Amendments & Resolutions and be rewritten as follows:

EXISTING:

### 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.

REVISION:

### ARTICLE 18 – AMENDMENTS & RESOLUTIONS

#### **Section 1 – Resolution Submissions and Circulation Timeline**

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

## District One House Rules – Amendments 2016-2017

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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 2 – 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 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.

**Intent:** The keep information in one place for easy reference.

Status: IN ORDER

### RESOLUTION #12

#### District One Awards

Whereas National has singular winners for specific awards and

Whereas individual Kinsmen / Kinette awards are still viable for specific individual acknowledgements, and

Whereas current rules indicate Kin Clubs are to be kept under the umbrella of “Kinsmen” with respect to awards etc.,

Therefore be it resolved that the following awards become singular awards to accommodate Kinsmen, Kinette and Kin Club members to compete on an even platform:

The Myrtle Wilson Service Award and the George and Mildred Sinclair Service Award would become the:

M. Wilson / G&M Sinclair Service Award

Intent: A singular winner is chosen at National; we would forward our winner.

The District One Kinsmen and District One Kinette Quill Awards will become:

The District One Kin Quill Award

Intent: A singular winner is chosen at National; we would forward our winner.

The Fern Carter Memorial Speak Off Award and the Gord Harbinson Public Speaking Award would become the:

Fern Carter / Gord Harbinson Public Speaking Award

Intent: A singular winner is chosen at National; currently nationwide, we are able to send our two best speakers. Having a singular competition will allow us to truly send our two best speakers, not limiting to winner of Kinsmen and Kinette separate competitions. Clubs / Zones would still have the option to hold their individual competitions however, some joint zones may choose to combine their competition, but all Kin members would compete together at District.

Currently, all criteria for the above awards is identical for both the Kinsmen and Kinette submissions, as they were brought in line to National criteria so no changes would be needed in that respect.

Status: IN ORDER

### RESOLUTION #13

#### Perc Dawson Golf Tournament

Whereas: it is becoming more and more difficult to find a host for this event, and

Whereas: it is becoming increasingly costly to host this event and have a good level of participation, and

Whereas: many clubs in District One are holding their own fundraising golf tournaments which causes a conflict.

Therefore be it resolved that: the Perc Dawson Golf Tournament Award / Trophy be retired.

Status: IN ORDER

All other awards to remain as they are.

After reviewing resolutions 1-13 as listed above, I have found each of them to be in order and ready to be presented to the membership of District 1.

M.Colleen Wake

Rules of Order Chair

District Convention 2016

# DISTRICT CONVENTION 2016

## Accredited Delegate Form



Forms are due by April 29, 2016.

Failure to submit a completed form by this deadline means your club is unable to vote at DISTRICT CONVENTION 2016.

(Please v one) ☐ Kinsmen ☐ Kinette ☐ Kin

(Please Print Clearly) Club of: \_\_\_\_\_ Zone: \_\_\_\_\_

**ALL CLUBS**, whether you are attending DISTRICT CONVENTION or not, MUST fill out this form in order to exercise your vote. The form must be SIGNED by the Club President and Club Secretary, certifying the appointment of Accredited Delegates, in order for it to be accepted at Credentials and enable your Accredited Delegate to register. Your club may appoint one (1) Accredited Delegate to register and vote on behalf of your club and up to three (3) Alternate Accredited Delegates, ranked in preferred order to serve only in the event that your Accredited Delegate cannot attend. One of your Alternative Accredited Delegates may ONLY register with Credentials, in order of their ranking, to vote on the club's behalf if your Accredited Delegate is unable to attend.

Your Accredited Delegate can be a member of your club or, if no one from your club is attending, your Accredited Delegate can be a member of a different club who plans to attend. This applies to Alternative Accredited Delegates as well.

### ACCREDITED DELEGATE:

Name: \_\_\_\_\_ Club: \_\_\_\_\_

### ALTERNATE ACCREDITED DELEGATE(S) (in order of ranking):

1. Name: \_\_\_\_\_ Club: \_\_\_\_\_

2. Name: \_\_\_\_\_ Club: \_\_\_\_\_

3. Name: \_\_\_\_\_ Club: \_\_\_\_\_

### CLUB CERTIFICATION:

We, the undersigned President and Secretary of the above named club, hereby certify that our club, at a regularly constituted meeting held on \_\_\_\_\_, \_\_\_\_\_, has voted to appoint the people named above as our Accredited Delegate and Alternate Accredited Delegates:

**President**

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

**Secretary**

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Please provide email address to receive confirmation of receipt of form:

\_\_\_\_\_

Completed form can be mailed to: Credentials Secretary PO Box 262, St Marys, ON, N4X 1B1, or scanned and emailed to [credentials@district1kin.ca](mailto:credentials@district1kin.ca) DEADLINE IS April 29, 2016.