

ZONE “C” KINETTE HOUSE RULES

MEMBERSHIP

1. We will be named Zone “C” of District One. The Zone will consist of all clubs in good standing, within the Zone.
2. We will adopt the National governing document and the District One House Rules as our governing force.

OFFICERS AND DUTIES

1. The officers of Zone “C” are the Zone “C” Kinette Deputy Governor and up to two Directors to include the positions of Cystic Fibrosis / Service Director and Membership, Awards & Risk Management Director. Duties of the Kinette Deputy Governor and Zone Directors are as outlined in the District One House Rules and as attached in Appendix A.
2. The official meeting for Zone “C” will be the annual Spring Zone Conference. The Zone Conference shall be the responsibility of and conducted by the current Kinette Deputy Governor. Notice shall be sent to clubs 30 days prior to date of said Conference.
3. Minutes from said Conference must be printed and sent to each club within 30 days following Zone Conference.
4. The incoming Kinette Deputy Governor is responsible for distributing one copy of the updated Zone “C” House Rules to each President at Executive Seminar.
5. The immediate past two years of records and files will be kept for reference purposes for the current Kinette Deputy Governor and all other past records and files will be returned to the respective past Kinette Deputy Governor for her disposal. Minutes from Zone Conference are not to be destroyed but are to be kept in a binder for future reference.
6. The Kinette Deputy Governor is to publish a minimum of four newsletters for the year. Newsletters are to be sent to each club in the Zone.
7. The incoming Deputy Governor is required to set up a bank account in the name of “Zone C Kinettes” requiring the signing authority of any two members of the Zone Executive. All funds submitted to Zone C Deputy Governor elect at Zone Conference are to be made payable to this account and all Zone C expenses are to be paid by cheque from this account throughout her term of office. At the conclusion of her term the Zone C Deputy Governor shall submit all cancelled cheques, deposit slips, bank statements, and any other documentation pertaining to this account to an independent reviewer for approval and that the reviewer's report shall be forwarded to all clubs in Zone C in September, following her term of office.

VOTING

1. Voting will be as stated in the National Policies & Procedures.
2. Each past Zone “C” Co-Ordinator/Kinette Deputy Governor will be a delegate-at-large at Zone Conference and shall be entitled to one personal vote over and above what they may carry for their club.
3. The Deputy Governor will circulate with the Call to Order for Zone Conference or any other meeting where voting is concerned, a club proxy form which must be completed by the Club President and

ZONE “C” KINETTE HOUSE RULES

Secretary and returned to the Deputy Governor at least 10 days prior to Zone Conference or said meeting. Proxy forms may be retrieved by the member(s) in attendance at Zone Conference or said meeting to whom the votes have been proxied and will allow that club their full voting strength.

ZONE ASSESSMENT

1. Zone dues are to be assessed at \$6.00 per Kinette as of the February Census with a minimum of \$90.00 for clubs fewer than 15 members. These dues are to be paid to the incoming Kinette Deputy Governor the day of Zone Conference.
2. The cost of single registration for the Speak-Off winner to attend Spring Convention will be shared among all Clubs and will be payable the day of Zone Conference.
3. Each Kinette Club in Zone C will be assessed a flat fee of \$30.00 per club as a Zone Conference Assessment. These monies are to be paid to the incoming Deputy Governor at Zone Conference. 30 days prior to that year's Zone Conference, the Deputy Governor will forward a cheque to the host club for the \$30.00 per club assessment. The first two attendees at Zone Conference, representing their home club, will be considered paid in full and each attendee thereafter will be assessed that days' entry fee. If no member of the club is in attendance at Zone Conference, the \$30.00 fee for that club will be defaulted to the host club.
4. The incoming Kinette Deputy Governor shall forward a copy of her proposed budget to all Clubs in the Zone by September 1.
5. The Kinette Deputy Governor shall prepare and present a financial statement to date at the Mid-Term Presidents' meeting and at Zone Conference. Should there be no Mid Term Presidents' meeting, the Deputy Governor MUST circulate a financial statement to date to all clubs electronically or by mail. A complete finalized and reviewed financial statement will be sent to all clubs in September following her term of office.

PROTOCOL

1. Clubs are to pay for the Kinette Deputy Governor's meal and that of her traveling companion for her first visit of the year and at any special function she may be officially asked to attend.
2. The Zone Officers will be seated at the head table at all visitations to the Club, if applicable.
3. Please keep in mind that the Kinette Deputy Governor has extra expenses through the year without buying raffle tickets, etc., at each club meeting she attends.

ZONE CONFERENCE GUIDELINES

Section 1 – Timing of Zone Conference

1. The official meeting for Zone C Kinettes will be the annual Zone Conference. The Zone Conference shall be the responsibility of and conducted by the current Deputy Governor. Zone Conference will be held between February 15th and March 31st of each year.

Section 2 - Place

1. Sixty (60) days prior to the Zone Conference each Deputy Governor shall write to the President of each club in the zone enclosing an invitation blank asking for invitations for the site of the Zone Conference for the following year.

ZONE “C” KINETTE HOUSE RULES

2. Invitations shall be submitted on the forms provided by the Deputy Governor thirty (30) days prior to the Zone Conference at which the invitations will be presented.
3. At the Zone Conference the location of the next Zone Conference shall be voted upon from the invitations received, by secret ballot with a simple majority deciding the election.
4. In the event no invitations have been received for the next Zone Conference, the location of the next Zone Conference shall be left to the discretion of the Deputy Governors - Elect.

Section 3 – Registration Fee

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

Section 4 – Attendance

1. Each Club in Zone “C” is responsible and liable for the costs of full registration for the committed numbers to the Host Club of Zone Conference. In the event of cancellations or absences after the stated deadline, a cheque will be submitted for the amounts owing to the Host Club within one week of the zone conference.

Section 5 – Resolutions

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

Section 6 – Voting

1. Each Zone C Club having paid its annual dues will be entitled to vote at Zone Conference.

Section 7 – Host Club Provide

1. A meeting location for the Zone Conference which meets the needs of the Deputy Governors
2. Appropriate meals and breaks meeting the needs of the Deputy Governors
3. Up to 3 judges for the Speak-off Competition (if numbers warrant) and present them with a nominal gift and a meal if appropriate.
4. Ballot box for voting purposes.

Section 8 – Deputy Governor Responsibilities

1. Supply a Zone Conference Secretary from their team or an appropriate appointment by the Deputy Governor(s) and notified previous to Zone Conference, to take minutes and handle credentials.
2. Minutes from said Conference must be printed and sent to each club within 30 days of Zone Conference.
3. Arrange for the immediate past Deputy Governors to act as Rules of Order Chairs for Zone Conference. If not available, the previous past Deputy Governor(s) and so on until the position is filled.
4. Scrutineers shall be appointed and notified by the Deputy Governor(s) previous to Zone Conference and shall be responsible for the proper conduct of any voting procedures taking place at the Conference.
5. Official ballots, authorized by the Zone Conference secretary shall be supplied to the Host club.

ZONE “C” KINETTE HOUSE RULES

AWARDS

1. JOKE-OFF

- a) Jokers will draw randomly in a manner set up by the Host Club to determine order of participation
- b) Following the presentation of all jokes, the winner shall be determined by a vote by secret ballot requiring a majority vote.
- c) The Joke-off winner will be awarded the Joker banner, a certificate and a banner crest for their home club banner.

2. SPEAK-OFF

- a) The Zone “C” Speak-Off competition will be held in accordance with the National Governing Documents.
- b) The cost of single registration for the Speak-Off winner to attend Spring Convention will be shared among all Clubs and will be payable the day of Zone Conference.
- c) The Speak-off winner will be awarded a keeper plaque and a banner crest for their home club banner.

3. ZONE “C” KINETTE BULLETIN AWARD

This award is sponsored by the Kinette Club of Durham

SENIOR Award: For all Clubs with membership of 15 or more as of the October membership reporting form.

JUNIOR Award: For all Clubs with membership up to and including 14 as of the October membership reporting form.

- a) All Kinette Clubs in Zone “C”, District One shall be eligible for this award.
- b) A minimum of five bulletins shall be submitted from September to March inclusive to be eligible for this award. The Kinette Deputy Governor will follow the National Kinette Bulletin Marking System. Up to six bulletins will be marked and the top five bulletins will determine the final mark for entry in the competition.
- c) Each Club shall submit all regular issues of their bulletin postmarked within one week after the Club meeting to the Kinette Deputy Governor.
- d) Entries shall be judged by the Kinette Deputy Governor or an impartial person(s) appointed by the Kinette Deputy Governor.
- e) The winner shall be presented with a banner and banner crest, keeper plaque and Certificate of Appreciation, and two runner-up winners shall be presented with a Certificate of Appreciation.
- f) Each winning club must provide 1 copy of each of the five issues to the Deputy Governor within one week of Zone Conference, to be sent to the District Awards Chairperson.

4. ZONE “C” KINETTE SERVICE AWARD

This award is sponsored by the Kinette Club of Collingwood

- a) The Zone “C” Kinette Service Award shall be awarded annually to the Kinette Club of Zone “C”, District One which contributed the most during the current year to the fundamental object of the Association of Kin Clubs, ie: Service Work, in accordance with the Myrtle Wilson Memorial Service Award, as outlined in the District One Kinette House Rules.
- b) The winner shall be presented with a banner and banner crest, a keeper plaque and a Certificate of Appreciation and two runners-up shall receive a Certificate of Appreciation.

ZONE “C” KINETTE HOUSE RULES

- c) Entries must be submitted 30 days prior to Zone “C” Conference and shall be judged by the Kinette Deputy Governor or an impartial person(s) appointed by the Kinette Deputy Governor.

5. ZONE C KEVIN DENBOK CYSTIC FIBROSIS AWARENESS AWARD

This award was introduced by the Kinsmen Club of Beaver Valley in memory of Kevin Denbok, a resident of Collingwood and a friend of the Zone. Kevin was himself affected by Cystic Fibrosis and was an inspiration to everyone that met him. He used his talent as a musician and songwriter to raise awareness of this disease through the District and the Association. The guidelines for this award are as follows and are the same as the District award.

PURPOSE: TO STIMULATE CLUB CYSTIC FIBROSIS AWARENESS OF THE PLIGHT OF PEOPLE AFFLICTED WITH CYSTIC FIBROSIS.

RULES:

1. There shall be awarded at each Zone Conference a banner to be known as “The Kevin Denbok Memorial Cystic Fibrosis Public Awareness Banner.”
2. Each club wishing to compete for this banner must submit to the Zone Service Chairman at least 30 days prior to Zone Conference evidence of their efforts to create public awareness of the plight of CF people along with a summary of the overall fundraising efforts carried out by them during the time from the immediate past Zone Conference.
3.
 - a) This submission should contain evidence of newspaper, magazine or other printed material
 - b) With respect to TV, cable or radio coverage - a summary written by a club member containing all pertinent factual data.
 - c) Any other matter in which CF awareness is promoted or recognized in the community shall be reported in full.
4. The best submission shall be determined by a committee appointed by the Kinsmen Deputy Governor and including the Zone Service Chairman and may include persons other than Kin.
5. The committee when reaching its decision shall consider the following:
 - a) The membership of the club.
 - b) The population of the area of the club.
 - c) The availability of news facilities.
 - d) The amount and the source of the creation of public awareness.
 - e) The effectiveness of the publicity in the fundraising efforts and any other matter as the Committee deems relevant.
6. In the event that no submissions are made, the Committee shall make their decision on the facts provided by the Zone Service Chairman and the Club CF Chairmen.
7. The winner of the award shall be presented with the banner at a suitable time during Zone Conference. The winner shall keep the banner until requested to return it by the Kinsmen Deputy Governor or until the next Zone Conference.
8. When a cure is found for Cystic Fibrosis, the banner shall become the property of the Kinsmen Club of Beaver Valley to do with as they deem fit.

ZONE “C” KINETTE HOUSE RULES

AMENDMENTS TO HOUSE RULES

1. Amendments to these House Rules may be made by a 2/3 vote of the delegates and delegates-at-large at Zone Conference.
2. The Kinette Deputy Governor shall receive proposed amendments at least 60 days prior to the Zone Conference. The Kinette Deputy Governor shall send a copy to each club 30 days prior to the Zone Conference.
3. The Zone “C” House Rules will be revised every 3 years by a committee of the present Kinette Deputy Governor and at least 3 Past Zone Co-Ordinators / Kinette Deputy Governors.

REV: 90/91, 92/93, 94/95, 97/98, 00/01 (Empowerment Changes), 02/03 (Zone Conference), 04/05 (Past DG Mtg/Zone Conference), 06/07 (Past DG Mtg/Zone Conference), Zone Conference 2010; Zone Conference 2011

ZONE “C” KINETTE HOUSE RULES

APPENDIX “A” - Job Duties and Responsibilities

EXECUTIVE DUTIES, DEPUTY GOVERNOR TEAM -- OVERVIEW

Zone C Deputy Governor

- liaison between clubs and District and Kinsmen Zone Team
- give a report and conduct a seminar at the Zone Executive Seminar
- answer all correspondence received
- attend District meetings, FLC and Spring Convention
- organize Zone Presidents’ meetings (2)
- collect Zone Dues from Clubs
- ensure Clubs have done all necessary paperwork for District and National
- visit all Clubs within the Zone and give reports
- write report for Zone newsletters
- attend Zone functions as requested by Clubs
- encourage inter-clubs and travel within the Zone—stress fun and fellowship
- organize Zone Conference and co-ordinate with host club
- assist with New Members’ seminar as requested by Membership Director
- publish four newsletters per year and distribute to each club in the Zone
- encourage and assist zone team members in their duties and responsibilities

Zone CF / Service Director

- liaison between clubs and District and Kinsmen Zone CF / Service Director
- give a report and conduct a seminar at the Zone Executive Seminar
- promote District and National CF/Service projects
- collect CF \$ from clubs
- attend District meetings, FLC and Spring Convention as required
- attend Zone Presidents’ meetings (2)
- write report for Zone newsletters
- give a brief report at each club visitation attended
- attend Zone CF/Service projects as requested by Clubs
- consider a Zone fundraising project
- evaluate, choose and present Zone CF / Service award winners
- attend and give a report at Zone Conference
- assist with New Members’ seminar as requested by Membership Director

Zone Membership, Awards & Risk Management Director

- liaison between clubs and District and Kinsmen Zone Membership / Awards Director & Risk Management
- give a report and conduct a seminar at the Zone Executive Seminar
- attend District meetings, FLC and Spring Convention as required
- attend Zone Presidents’ meetings (2)
- write report for Zone newsletters
- give a brief report at each club visitation attended
- evaluate, choose and present Zone award winners
- attend and give a report at Zone Conference
- organize Zone New Members’ seminar

ZONE “C” KINETTE HOUSE RULES

Zone Officer “DEPUTY GOVERNOR” Job Description

As deputy governor, you are the liaison between clubs in your zone and the district and national executives. It is your job to administer the zone’s Kin affairs through leadership and example. This position can become both a rewarding and valuable experience in your Kin career. You are a vital link in our Association. You are first and foremost a member of the district executive council. You share the responsibility for the management of your district. You are expected to attend district executive meetings and to participate in the decision-making process that establishes the direction and policy of your district. As you participate in this decision making process, you must also voice the concerns of the clubs in your zone, for you are their elected representative.

Once the decisions are made and the policies established, you are expected to carry them out. As a district officer, you must understand that the major role of the district is to provide service and assistance to clubs, not to dictate policies and programs to them. Here is where the true “uniqueness” of your position is illuminated, the “uniqueness” that makes you one of the most important Kinsmen or Kinettes in your district this year. It is your job to ensure that the decisions the executive council makes are what clubs really want. You are the one district officer who is closest to the clubs and sees first-hand what is fair and adequate and what service and assistance is really needed.

Your prime responsibilities to the clubs in your zone are to inform them and to service them. The zone leader is responsible for ensuring that the clubs in the zone are kept up-to-date concerning district and national programs as well as to pass on information about what other clubs in the zone and district are doing. This is best done by a combination of travel, telephone, letters, and newsletters. The zone leader is also responsible for ensuring that accurate records are kept regarding club efficiency, membership statistics, trophy and award submissions as well as membership fees and levy payments. These records are maintained as a sort of clearing house for information that needs to be passed on to district and national. A summary of responsibilities is as follows:

A. Responsibilities

1) To Clubs

- a) Conduct zone conference
- b) Motivate and provide leadership
- c) Co-ordinate zone events
- d) Communicate zone news to clubs and promote district and national programs
- e) Educate members regarding Kin history and purpose
- f) Mediate disputes and act as rules of order adviser
- g) Arrange for a membership recruitment workshop or membership retention workshop in each club
- h) Assist in arrangements for club charters
- i) Conduct club installations
- j) Visit each club in your zone at least twice
- k) Hold a new club officer seminar
- l) Chair zone meetings
- m) Cultivate your successor by encouraging your Zone Team members, Club Presidents and by being an advisor to the following Deputy Governor

2) To District

- a) Act as liaison between district and clubs
- b) Collect membership fees
- c) Attend and participate at district convention and fall leadership conference
- d) Promote district programs and projects
- e) Ensure clubs file reports as required
- f) Help solve club problems
- g) Follow-up and feedback
- h) Encourage submissions to district newspaper.

ZONE “C” KINETTE HOUSE RULES

3) To National

- a) Ensure clubs pay membership fees
- b) Promote Kin Sales
- c) Encourage KIN Mag submissions
- d) Encourage support of KIN Mag advertisers
- e) File reports and correspondence
- f) Suggestions and feedback

4) To Zone Team - Leadership

- a) Hold regular Zone Team meetings to encourage and assist your team members in their duties, and to organize and review your year
- b) Encourage and support team presentations at club visitations
- c) Encourage participation and input in meeting agendas and workshop preparations

B. Time commitment

The time required to properly do the job of zone leader should not be under-estimated. As a minimum, you will be required to commit the necessary time to attend the following meetings:

- 1) District leadership seminar (DLS) (1 weekend)
- 2) District pre-term meeting (1 weekend)
- 3) Incoming district council meeting and convention (3-4 days)
- 4) Club officer's seminar (1 day)
- 5) Fall leadership conference (1 weekend)
- 6) District mid-term meeting (1 weekend)
- 7) Zone conference (1 weekend)
- 8) Outgoing district council meeting and convention (3-4 days)
- 9) Installations (1 evening per club in zone)
- 10) Visitations (2 evenings per club in zone)

In addition, you will be required to spend some time preparing for these meetings, writing newsletters and other correspondence, maintaining membership statistics and other records, as well as spending time dealing with club management problems and disputes as they arise. You will gain a great deal from the time you invest in your year as a zone officer, but you should be aware of what your responsibilities will be before you commit to the job.

C. Financial commitment

- District covers the registration, hotel, and travel costs for the outgoing zone leaders at district convention (Spring Convention). However, you would be required to cover these costs as the incoming zone leader. In addition, should you wish to attend the national convention, you will have to pay your own expenses.
- District covers the cost for you to attend fall leadership conference and district convention.
- You may be required to pay for all or a portion of your district outfit.
- If you are visiting a club in your zone on official business (installation, visitations, any requested attendance), you are a guest of that club and the club should pick up your meal costs. Mileage and telephone costs relating to Kin at the Zone level are covered through your zone dues.
- District One currently allocates \$50 per club not including your own, to help offset expenses during your year.
- District One will cover the costs of attendance at any meetings called by the District (DLS, Pre-term, Mid-term, FLC and Spring Convention) including travel.

D. Reporting structure

- Reports zone and club concerns to district council.
- Reports district and national programs to clubs.

ZONE “C” KINETTE HOUSE RULES

E. Rewards for taking office

- Self-development through public speaking, administration and travel
- Increased knowledge of Kin through involvement
- Potential for many new friendships through Kin contact

F. Skills needed and developed

- Public speaking skills
- Writing skills
- Motivation and leadership skills
- Problem solving and conflict resolution skills
- Knowledge of parliamentary procedures
- Working knowledge of Kin history and affairs
- The ability to seek out information when you need to respond to an issue or situation for which you are not familiar
- Meeting organizational skills and agenda preparation
- Computer skills / abilities

G. Legal qualifications

- Must be a member of a club located in the zone you wish to serve.
- Can be nominated by your club. If so, you must have your nomination papers signed by both your club President and secretary and forward your papers to the district secretary 30 days prior to the zone conference.
- Can be nominated off the floor of a conference. If so, your nomination must be made by the duly elected delegates from each of any two clubs in the zone.
- Desirable to have been a club president.