

# **THE KINSMEN CLUBS OF ZONE 'C' HOUSE RULES**

## **BOUNDARIES**

We will be named Zone "C" of District One. The clubs in the Zone shall consist of: Beaver Valley, Feversham & District, Flesherton, Meaford, Shelburne, and Stayner & District, and we shall be referred to throughout these house rules as the "Zone".

## **MEMBERSHIP**

We will adopt the National Constitution and By Laws and the District One House Rules as our governing force.

## **OFFICERS AND DUTIES**

1. The sole officer of Zone C will be the Zone C Deputy Governor. Duties of the Deputy Governor are as outlined in the District One House Rules.
2. The Zone C Kinette Deputy Governor's expenses are to be paid from the Kinsmen Zone funds when she is asked to participate in Kinsmen business or functions.
3. The incoming Deputy Governor is responsible for distributing one copy of the updated Zone "C" House Rules to each President at Executive Seminar.
4. Minutes from Zone Conference are not to be destroyed but are to be kept in a binder for future reference.
5. The Deputy Governor shall have published a minimum of four (4) newsletters for the year. Newsletters are to be sent to each club within the Zone as well as pertinent District Executive.
6. The Deputy Governor is required to appoint a Zone C Executive member to set up a Zone C business bank account requiring the signing authority of both the Zone C Deputy Governor and the Zone C Executive member. Further, that all funds submitted to Zone C be made payable to this account and that all Zone C expenses are to be paid by cheque from this account. Further, that at the conclusion of his term of office, 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 auditor for his approval and that the auditors report shall be forwarded to all clubs in Zone C.

## **VOTING**

1. Voting will be as stated in the National Policies and Procedures:
2. Delegates at large for Zone Conference shall consist of:
  - a) The current Kinsmen Deputy Governor of Zone C
  - b) The current Kinsmen Zone C Executive
  - c) All past Kinsmen Deputy Governors of Zone C

All delegates at large shall be a member in good standing of a Kinsmen Club in Zone C. Delegates at large may not proxy their vote.

3. The Deputy Governor will circulate with the Call to Order for Zone Conference 30 days prior to zone conference. A proxy form will accompany the call to order. This must be completed by the club President and Secretary and returned to the Deputy Governor at least 10 days prior to Zone Conference. Proxy forms may be retrieved by the member in attendance at Zone Conference to whom the votes have been proxied and will allow that club their full voting strength.

# **THE KINSMEN CLUBS OF ZONE 'C' HOUSE RULES**

## **ZONE ASSESSMENTS:**

1. Each club in the Zone shall be assessed \$125.00 (One Hundred and Twenty-five Dollars) as zone dues, each Kin year, payable to the incoming Deputy Governor at Zone Conference.
2. Each club within the Zone shall be assessed an equal portion to cover the cost of sending the Kinsmen Zone Harbinson speak-off winner to Spring Convention. The costs will cover accommodation and full single registration. This assessment will be paid at the current years' Kinsmen Zone Conference as assessed by the Deputy Governor. The Deputy Governor will be responsible for submitting the registration form and payment prior to the cut-off date of early registration.
3. Each club in the zone shall be assessed ten (\$10) dollars to offset Award costs. These monies are payable at Zone Conference to the incoming Deputy Governor for the following years awards.
4. Each club within the Zone shall pay thirty (\$30) dollars Zone Conference assessment. This money will be made payable to the incoming Deputy Governor. It shall be paid out thirty (30) days prior to the incoming Deputy Governor's Zone Conference, to the Zone Conference host club(s). This \$30.00 shall entitle the club to send two (2) members at no charge to Zone Conference; each additional member will pay the fee set by the host club.
5. The Deputy Governor shall prepare and present a financial statement to date at Zone Conference. A complete financial statement will be sent to all clubs by September 30, following his year.
6. The incoming Deputy Governor shall forward a copy of his proposed budget to all clubs in the Zone by September 1.

## **PROTOCOL**

1. Clubs are to pay for the Deputy Governor's meal and that of his travelling companion at any official visitation or event he may be officially asked to attend. It is hoped that all clubs within the Zone will pay for the meals of all Zone Executive members present with the Kinsmen Deputy Governor.
2. The Deputy Governor shall be seated at the head table at all visitations.

## **ZONE CONFERENCE GUIDELINES**

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

1. The official meeting for Zone C will be the annual Zone Conference. The Zone Conference shall be the responsibility of and conducted by the current Deputy Governors. Zone Conference will be held between February 15<sup>th</sup> and March 31<sup>st</sup> 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.
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.

# **THE KINSMEN CLUBS OF ZONE 'C' HOUSE RULES**

## **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.

## **Section 9 – Zone C Perc Dawson**

1. The Zone "C" Perc Dawson competition host shall be bid for at Zone Conference every year with the event to be held not later than August 15th of that year as per the outline of the tournament stated in the District One 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 declared by a vote by secret ballot requiring a majority vote.
- c) The Joke-Off winner will be awarded the Joke-Off Trophy.

### **2. GORD HARBINSON SPEAK-OFF:**

- a) The Zone "C" Speak-Off competition will be held in accordance with the National By-Laws.
- b) See Assessment #2.
- c) The Speak-Off winner will be awarded a Keeper plaque and the home club shall receive the Banner.

## **THE KINSMEN CLUBS OF ZONE 'C' HOUSE RULES**

### **3. ZONE "C" KINSMEN BULLETIN AWARDS:**

- a) All Kinsmen Clubs in Zone "C" District One shall be eligible for this award.
- b) Entries shall be judged on five complete monthly issues of the Club's Bulletin, not including the monthly flyer, the last of which shall be forwarded not later than January 31.
- c) Entries shall be judged by the Deputy Governor or his appointee according to the National Bulletin Award marking scheme.
- d) The winners' names shall be forwarded to the District Bulletin Editor for final judging within ten days of the holding of the Zone Conference.
- e) The Junior winner and the Senior winner shall be presented with a keeper plaque and the home club shall receive a plaque for display. All other qualifying entrants shall receive a certificate of appreciation.

### **4. MILT BROWN ZONE "C" KINSMAN OF THE YEAR AWARD:**

- a) See criteria in appendix a.
- b) The winner shall receive a keeper plaque and the home club shall receive a plaque for display.

### **5. RIC HAWLEY ZONE "C" ROOKIE OF THE YEAR AWARD:**

- a) See criteria in appendix a.
- b) The winner shall receive a keeper plaque and the home club shall receive a banner for display.

### **6. KEVIN DENBOK MEMORIAL C.F. PUBLIC AWARENESS AWARD:**

- a) See criteria in appendix a.
- b) The winning club shall receive a banner for display.

### **7. SINCLAIR SERVICE AWARD:**

- a) See criteria in appendix a.
- b) The winning club shall receive a banner for display.

### **8. BILL LENNOX AWARD:**

- a) See criteria in appendix a.
- b) The winning club shall receive a plaque for display.

### **9. GUS FERGUSON AWARD:**

- a) See criteria in appendix a.
- b) The winning club shall receive a plaque for display.

### **AMENDMENTS:**

- 1. Amendments to these House Rules may be made by a 2/3 vote of Delegates and Delegates-at-Large at Zone Conference.
- 2. Proposed Amendments shall be received by the Deputy Governor at least sixty (60) days prior to the Zone Conference. The Deputy Governor shall send a copy to each club thirty (30) days prior to the Zone Conference.

**Amended:**      ***Zone Conference 1996, 2004, 2005, 2008, 2010***

# THE KINSMEN CLUBS OF ZONE 'C' HOUSE RULES

## APPENDIX "A"

### ZONE AWARD CRITERIA/WORKSHEETS

#### RIC HAWLEY ZONE "C" ROOKIE OF THE YEAR AWARD

#### **RULES:**

1. Kinsman must be a member of a club in Zone "C" and have earned the points toward this award in his first 12 months as an active member.
2. The Deputy Governor or his Membership Chairman must receive submissions by January 31 prior to Zone Conference.
3. This award is to be presented annually.

POINT STRUCTURE	POINTS	ACHIEVED
1. Read Constitution and By-Laws	10	
2. General Understanding of Club History <ol style="list-style-type: none"> <li>a) Year Chartered</li> <li>b) Projects Club is or was known for</li> </ol>	5 5	
3. Attend a work party	10 ea max. 50	
4. Member of a committee that is separate and different from a work party for a Service project	10 ea max. 50	
5. Attend a New Members Seminar	10	
6. Attendance: <ol style="list-style-type: none"> <li>a) General Meeting</li> <li>b) Executive Meeting</li> <li>c) 100% Attendance</li> </ol>	1 ea 1 ea 20	
7. Be a Candidate for Club Executive <ol style="list-style-type: none"> <li>a) Be elected</li> </ol>	5 10	
8. Write an article for the Club Bulletin <ol style="list-style-type: none"> <li>a) Content of article(s) as judged by Zone Executive</li> </ol>	3 ea max. 15  25 max.	
9. Enter Club Speaking contest	20	
10. Attend a Club Social	5 ea max. 20	
11. Attend a meeting of another Zone C Club	10 ea max. 20	
12. Attend a Zone Conference	20	
13. Attend Fall Leadership Conference	20	
14. Attend District or National Convention	20	
15. Bring a Prospective member to meeting <ol style="list-style-type: none"> <li>a) He becomes a Kinsmen</li> </ol>	10 10 ea	
16. Submit essay by another Club Member why applicant should be Zone C Rookie of the year. (to be judged by Zone Exec.)	25 max.	

# **THE KINSMEN CLUBS OF ZONE 'C' HOUSE RULES**

## **APPENDIX "A"**

### **ZONE AWARD CRITERIA/WORKSHEETS**

#### **DISTRICT ONE ZONE "C" KEVIN DENBOK MEMORIAL CYSTIC FIBROSIS PUBLIC AWARENESS AWARD**

##### **PURPOSE:**

To stimulate public awareness of the plight of children afflicted with Cystic Fibrosis

##### **CRITERIA:**

1. Submissions must be received by the Deputy Governor or his Cystic Fibrosis Director on or before January 31 prior to Zone Conference.
2. a) This submission should contain evidence of newspaper, magazine or other printed material  
b) With respect to T.V. or Radio coverage, a summary written by a club member containing all pertinent factual data.  
c) Any other matter in which C.F. awareness is promoted or recognized in the Community shall be reported in full

#### **DISTRICT ONE ZONE "C" SINCLAIR SERVICE AWARD**

##### **PURPOSE:**

The Sinclair Service Award shall be awarded to the Kinsmen Club of Zone C which has contributed the most to the fundamental object of the Association, that being service work, during the twelve (12) month period prior to the Zone Conference at which the Club's presentation is given.

##### **CRITERIA:**

1. To be eligible for this award, the Club must have undertaken a new or advanced an old service project within the twelve (12) month period prior to the date of the Zone Conference at which it is to be submitted.
2. The same service project may not be entered in two successive years unless it has been materially advanced and/or supported within the above timeline.
3. Submissions must be received by the Deputy Governor on or before January 31 prior to Zone Conference.
4. Judging will be conducted by the Zone "C" Executive.
5. The club selected at Zone Conference shall qualify to enter the District competition and must comply with all District rules regarding the award.
6. No other Zone C club shall compete for this trophy at District Convention.

# THE KINSMEN CLUBS OF ZONE 'C' HOUSE RULES

## APPENDIX "A"

## ZONE AWARD CRITERIA/WORKSHEETS

### DISTRICT ONE ZONE "C"

### MILT BROWN

### KINSMAN OF THE YEAR AWARD

#### RULES:

1. Kinsman must be a member of a club in Zone "C" for more than one year.
2. Points may be earned in a twelve-(12) month period only.
3. The Deputy Governor or Zone Membership Chairman must receive submissions by January 31, prior to Zone Conference.
4. This award is to be presented annually.

POINT STRUCTURE	POINTS	MAX.
1. Bring a prospective member to a meeting a) He becomes a member b) He wins his Maple Leaf Award	5 ea 10 ea 5 ea	50 50 50
2. Be an instructor at new members seminar	10	
3. Be a member of a committee that instructs, educates and encourages prospective members to join	2 ea member	
4. Chairman of a club project	20 ea	
5. Co-Chairman of a club project	10 ea	
6. Committee member other than a service project	5 ea	
7. Participate in a work party	5 ea	
8. Attend a social function	3 ea	
9. Awards won: a) Gem award b) Founders award c) Club award d) Zone award e) District award f) National award	20 10 10 20 20 20	
10. Member of Club Executive	10	
11. Member of Zone, Dist. or Nat. Executive	20	
12. Attendance: a) General Meetings b) Executive Meetings c) 100 % Attendance d) Inter-Club visits e) Personal visits to clubs f) Zone Conference g) Fall Leadership Confer. h) District Convention i) National Convention	1 ea 1 ea 20 10 ea 10 ea 10 10 10 10	10 20 20
13. Submissions to: a) Club Bulletin b) Zone Bulletin ABOVE ARTICLES MUST BE PUBLISHED c) Kinship One d) Kin Magazine DO NOT REQUIRE PUBLICATION	2 ea 3 ea 4 ea 5 ea	
14. Enter Club Speaking contest	10	
15. Bring a Guest Speaker to General Mtg.	15	
16. Present an accepted new project to club	20	
17. Write a newspaper article or speak on radio or T.V. on some aspect of Kinsmen	10 ea	
18. Have a club member explain in writing why applicant should be Zone C Kinsman of the Year (to be judged by Zone C Executive.)	25 max.	

# **THE KINSMEN CLUBS OF ZONE 'C' HOUSE RULES**

## **APPENDIX "A"**

### **ZONE AWARD CRITERIA/WORKSHEETS**

#### **ZONE "C" BILL LENNOX ZONE SUPPORT AWARD**

This award was donated by the 91/92 Zone "C" Executive of which Bill was a member. Bill was very involved in his community and his home club of Beaver Valley.

#### **PURPOSE**

The purpose of this award is to promote fun and fellowship through Club attendance and involvement at Zone sanctioned events.

#### **GUIDELINES OF AWARD**

The guidelines for this award is the highest average percentage of Clubs attendance at each Zone sanctioned function

- |                                 |                         |
|---------------------------------|-------------------------|
| 1} Fall Leadership Conference   | 2} Spring Convention    |
| 3} President's Roundtables      | 4} President's Mid Term |
| 5} Zone Conference              | 6} Kin Kamp             |
| 7} Other Zone sanctioned events |                         |

#### **TIME PERIOD OF AWARD**

The time period for this award is:

It will start the day following the close of the previous year's competition and will run until thirty days prior to the annual Zone Conference.

#### **CLUB RESPONSIBILITIES**

The clubs become responsible to provide the Deputy Governor with verified attendance at District Convention; FLC ; and all other Zone sanctioned events . It will be the Deputy Governors responsibility to keep a record of attendance at all meetings that he is running such as Zone Executive Seminar, Presidents Round Table, President's Mid Term and Zone Conference. Said verified attendance from the clubs to be submitted not less than forty (40) days prior to Zone Conference.

#### **AWARD PRESENTATION**

The winning club shall receive a plaque with the club name and year won engraved on it. This will be in the club's possession for one (1) year or until the next Zone Conference.

This award was presented in the memory of past Zone Officer Bill Lennox by the members of the 1991/92 Zone Executive. The initial cost of the plaque will be the responsibility of the past Zone "C" Executive of 1991/92. The engraving each year will be the responsibility of the Zone "C" Executive of the day and will be paid out of the Zone budget.



## THE KINSMEN CLUBS OF ZONE 'C' HOUSE RULES

### APPENDIX "A"

#### ZONE AWARD CRITERIA/WORKSHEETS

#### ZONE "C" GUS FERGUSON PARTICIPATION AWARD

This award is named for GUS FERGUSON a past Deputy Governor of the association; an active member of the Kinsmen Club of Meaford and now an active member of the K40 Club of Meaford.

#### PURPOSE

The purpose of this award is to encourage participation in all aspects of Zone Participation. Your clubs participation in Zone competitions, Zone meetings, and other Zone events as explained in the marking layout below.

Marking and points	Max Points	Time Frame
1) Internal Expansion - Transferees included - 5 points per new member to max.	25	From last Zone conference. to date 7 days preceding next Zone Conference
2) Regular issues of Club bulletin Received by Zone Bulletin Editor 10 Points per Issue to a max. of (6) Bulletins	60	Current Kin Year
3) Submissions to Zone bulletin - 10 points per entry to max.	40	Current Kin Year
4) Competitions -10 points for each serious entry 1} Gord Harbinson Public Speaking 2} Sinclair Service Shield 3} Perc Dawson Golf Challenge 4} Candidate for District or National Office 5} Hosting an Authorized Zone or District Interclub 6} District Kinsmen of the year Award	60	From last Zone conference. to date 7 days preceding next Zone Conference
5) Club Represented at Zone Presidents' meetings and Change over meeting - 5 points each to Max	15	
6) Effective use of Maple Leaf Program or Current National Program	25	Judged by Deputy Governor or Assistant
7) Attention to reports or Correspondence	25	Judged by deputy Governor Or Assistant
<b>Total Points attainable</b>	<b>250</b>	

Every Club in the Zone is automatically eligible for this award marking is to be done by the Deputy Governor and Zone Executive. This award is to be presented every Year. Winning club will receive a wall plaque with club name and year won engraved on it to keep for one year or until the next zone conference