

ZONE C KINSMEN and KINETTE BY-LAWS

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●ARTICLE 1 – NAME:

The name of the Zone is Zone C and the Zone is a part of District Eight of the Association of Kin Canada.

●ARTICLE 2 – AMENDMENTS TO BY-LAWS:

These by-laws may be enacted or amended by a simple majority vote (unless otherwise specified herein) of the accredited delegates and delegate-at-large voting at any Spring Conference.

Unless otherwise stated in the amendment or addition by the by-laws, the approved changes shall become effective immediately at the conclusion of the Spring Conference.

●ARTICLE 3 – DEPUTY GOVERNOR:

○Section 1): **Election of Deputy Governor:**

The Kinsmen and Kinettes of Zone C shall elect a Deputy Governor for the following year at their annual Zone Spring Conference.

○Section 2): **Qualifications:**

Any person who possesses the qualifications outlined in the National By-Laws may Stand for election for the office of Deputy Governor if:

- a) He/She is nominated by a Club within the Zone.
- b) The President and Secretary of the nominating Club sign his/her nomination papers.
- c) His/Her nomination papers are forwarded to the Governors and Deputy Governor at least thirty (30) days prior to the date of the election.
- d) His/Her nomination papers are accompanied by his/her written acceptance of his/her nomination and a certificate signed by him/her certifying that he/she shall do all things necessary to remain qualified for his/her office in accordance with the National By-Laws.

○Section 3): **Nomination From the Floor of the Conference:**

Notwithstanding anything contained in Section 2 hereof, a member shall be deemed to have been properly nominated for Deputy Governor within the meaning of Section 2 hereof if:

- 1) The candidate is nominated from the floor of the Zone Conference by a majority of the duly accredited delegates from each of any two Clubs in good standing belonging to the Zone; and
- 2) He/She furnishes the presiding officer or the Deputy Governor with the documents mentioned in Section 2 hereof.

○Section 4): **Alternate Procedure:**

notwithstanding Section 1, and Section 3, Sub-section (1) hereof, the Zone shall be permitted to adopt an alternate procedure for electing a Deputy Governor provided such procedure is endorsed by the District Board of Directors, and said procedure is circulated to all Kinsmen and Kinette Clubs within the Zone at least forty (40) days prior to the election.

○Section 5): **Voting:**

The voting procedure for the election of the Deputy Governor should be done by accredited delegates and accredited delegates-at-large except for a nominee who is unopposed. In this case, the acting secretary will cast one vote in favour of the nominee.

○Section 6): **Scrutineers:**

Each candidate will appoint a scrutineer of his/her choice and the Deputy Governor shall appoint an impartial scrutineer to oversee the counting of the ballots.

○Section 7): **Term of Office:**

Each Deputy Governor shall assume office on the first day of July following his/her election or appointment as the case may be and shall hold office until June 30th of the following year.

○Section 8): **Vacancy:**

In the event of a vacancy in the office of Deputy Governor, the District Executive Committee shall appoint a Deputy Governor who possesses the qualifications outlined in the National By-Laws to fill the office for the unexpired term.

●ARTICLE 4 – DEPUTY GOVERNOR’S DUTIES AND RESPONSIBILITIES:

○Section 1): The Deputy Governor will be the liason between the Clubs in his/her Zone and the District Board of Directors.

○Section 2): The Deputy Governor will be responsible for the efficient administration of Zone affairs and activities.

○Section 3): The Deputy Governor shall be responsible for the promotion of personal development/education:

- a) He/She shall hold at least 4 meeting during the Kin year with his/her club Presidents. These meetings may be joint Kinsmen and Kinette meetings where there is agreement at the Zone level to do so. Club Vice Presidents are to be encouraged to attend as a means of training them for higher office. The meetings may be by way of conference call and /or other electronic means where practical or where necessary. Each of these meetings must include: a training component, an opportunity for the participants to exchange information on their club’s activities; a component on District and National activities; a component on the District Service Project; a review of the Deputy Governor’s Plan of Action and efforts to achieve that plan; and such other business as the Presidents and Deputy Governors may determine. Where the meeting is in person there should be a social component.
- b) He/She shall conduct a President Elect Seminar prior to July 31st. The seminar may be in conjunction with the Club Officers or separately.
- c) He/She shall assist Zone Clubs in planning personal development/educational programs for use at the Club level.

○Section 4): The Deputy Governors will communicate (a minimum of four newsletters and Phone calls as required) with the Zone Clubs. He/She shall keep the Clubs

- Section 4): (cont'd) informed of all Zone, District and National news/activities. May be a joint publication.
- Section 5): The Deputy Governor shall schedule at least one official visit (other than social) to each club in the Zone. He/she shall schedule additional visits to a Club(s) if deemed Necessary.
- Section 6): The Deputy Governor Elect shall be responsible for arranging for the proper Installation of all Club Executives in the Zone. If he/she is unable to attend this scheduled function, he/she along with the President of the club(s) shall arrange an alternate to perform said duties. Each Club is required to inform the Deputy Governor Elect of the date and location of their installation and to invite Him/Her to this function. The Club executive installations shall be completed by October 15th.
- Section 7): The Deputy Governor shall assist in the chartering of any new Clubs in the Zone.
- Section 8): The Deputy Governor shall plan and conduct a Presidents' Mid-term meeting in January or February and a year end Presidents' Meeting in May or June.
- Section 9): The Deputy Governor, as a member of the District Board of Directors shall Attend the following as his/her Zone's representative:
 - a) One District Eight District convention as outgoing Kinsmen/Kinette Deputy Governor.
 - b) District Leadership Seminar.
 - c) District Eight pre-term meeting.
 - d) District Eight mid-term meeting.
 - c) District Eight Fall Leadership Conference.
- Section 10): The Deputy Governor shall assist the Host Club in organizing the Zone Spring Conference and shall preside over the business portion of the conference. The Deputy Governor shall arrange for personal development/educational workshops to be conducted at the Zone Spring Conference.
- Section 11): The Deputy Governor will perform the following duties regarding Zone Awards As follows:
 - *Set the deadline for submission of awards for competition.
 - *Obtain judges for awards as required. At least two out of three judges in all categories should be associated with Kin.
 - *Purchase keeper plaques and have them engraved for:
 - a) Junior Bulletin Award
 - b) Senior Bulletin Award
 - c) Quill Award
 - d) Public Speaking Award (to be presented to the winner at the Fall Interclub)
 - *Purchase banner crests (to be presented to the winner at the Joint Fall Interclub) for the following awards:
 - a) Attendance award
 - b) Skit award
 - c) Travel award

Banner Crests (cont'd)

- d) Service award
 - e) Junior Bulletin award
 - f) Senior Bulletin award
- Section 12): Prepare a plan of action and budget for his/her zone, which may be a joint Kinsmen and Kinette plan and budget. The plan and budget are to be Presented at the District Pre-Term meeting. The plan will detail what Actions the Deputy Governor proposes to take during his/her term of office and in addition to whatever else might be in the plan, will detail what actions will be taken with respect to training, membership and new charter activities in the zone. The budget will indicate the cost elements within the limits specified in the District budget, needed to achieve the plan.
- Section 13): Prepare a file on each club in the zone to turn over to his/her successor to aid in the development of the zone in subsequent years.

ARTICLE 5 – ZONE COUNCIL

- Section 1): **Definition:**
The Zone Council shall consist of the Deputy Governor, the immediate Past Deputy Governor, the Vice Deputy Governor, Zone CF Representative, Secretary, and the Presidents of the Zone Clubs.
- Section 2): **Function:**
The Zone Council is responsible for management and control of the Zone subject to the direction of the District and National Board of Directors.

ARTICLE 6 – FINANCES

- Section 1): **Deputy Governor’s Official Visitation:**
- a) Zone clubs are responsible for paying the cost of the Deputy Governor’s meal and the meal of his/her official traveling companion. The District will cover the cost of his/her mileage. However, clubs are responsible to cover the cost of the Deputy Governor and his/her official travelling companion’s meals and mileage if a club invites him/her to another club function and/or meeting other than his/her official visitation.
 - b) Zone clubs are responsible for payment of meals and mileage of the Deputy Governor elect and his/her spouse (if applicable) associated with his/her invitation to any club’s installation night.

ARTICLE 7 – ZONE CONFERENCES

- Section 1): **Time:**
The deputy Governor shall call a Zone Conference to be held in the Zone between February 1st and March 31st of each year.
The Deputy Governor shall, before calling such a Conference, obtain District

Zone Conferences

Section 1 (cont'd)

Executive Council approval and notify the District Secretary at least 40 days prior to the conference.

○Section 2): **Host Club:**

The responsibility for hosting the Zone Conference shall be determined by the Deputy Governor. He/she shall consider all clubs-Brighton Kin club, Port Hope Kinsmen Club, Port Hope Kinetite Club, Peterborough Kinsmen Club, Lindsay Kinsmen, Minden Kin Club and Bobcaygeon Kinetite Club.

The Deputy Governor, with the approval of Zone Council, may arrange for an alternate Club or for the clubs in the Zone to collectively host the Zone Conference.

○Section 3): **Place:**

- 1) The location of the Conference shall be left to the discretion of the Host Club.
- 2) It shall be the decision of the Host Club as to whether the Conference will be held over one or two days.

○Section 4): **Notification:**

Official Call-The Deputy Governor shall notify the Clubs within the Zone and the Governors of the date and location of the Zone Conference at least forty (forty) days prior to the Zone Conference. A copy of the minutes from the previous year's Conference is to be forwarded to the Zone Clubs with this Official Call.

○Section 5): **Agenda and Budget:**

- 1) At least fifty(50) days prior to the Zone Conference, the Deputy Governors shall forward to the Governors, a copy of the proposed agenda together with a copy of the proposed budget for the Zone Conference.
- 3) The host Club shall present the proposed budget for the Zone Conference at a Zone Council meeting at least sixty (60) days prior to the Zone Conference for approval.

○Section 6): **Approval by the Governors:**

The Governor may within seven days of receipt of the proposed agenda and proposed budget request that any item be added to or removed from the agenda or that the proposed budget be altered in such manner as the Governors may request.

○Section 7): **Business Meeting:**

- 1) The business portion of the Zone conference will be chaired by the Deputy Governors, or in his/her absence, by the Past Deputy Governor or his/he Designate.
- 2) Any member who has been appointed by the Deputy Governor shall record minutes of the Zone Conference meeting.
- 3) These minutes shall be circulated within thirty (30) days of the Zone Conference to the Deputy Governor and Governor and to all clubs in the Zone.

○Section 8): **Resolutions (Advance):**

Any resolutions to be presented at a Zone Conference shall be forwarded to

ZONE C RESOLUTIONS (cont'd)

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○Section 8) **Resolutions (Advance) cont'd**

The Deputy Governor at least forty five (45) days prior to the Zone Conference. The Deputy Governor shall circulate these resolutions to each Club and Governor at least thirty (30) days prior to the Zone Conference.

○Section 9): **Resolutions (Other):**

Resolutions not duly presented under Section 8 above, shall require a Two-thirds(2/3) delegate vote to be placed before the Conference.

○Section 10): **Expenses:**

The District pays for registration, accommodation (if necessary) and mileage for the District Representative to Spring Conference. The District will pay registration, accommodation (if necessary) and mileage for the Deputy Governor to Spring Conference. The District will also pay for Conference brochures and Zone awards as part of the Deputy Governor's costs. The Deputy Governors costs will be allocated to their individual Zone accounts with the District. The District may pay for other expenses including guest speakers, public speaking judges, mileage, gifts and the expenses for other Zone executives provided the Zone account is not over budget and provided the Deputy Governor has detailed these expenses in His/her budget.

○Section 11): **Host Club Responsibilities:**

- 1) The Host Club will be responsible for any losses incurred at a Zone Spring Conference. Any profit derived from a Zone Conference will be for the General account of the Host Club.
- 2) The Host Club is responsible for the preparation of a financial statement related to the expenses and receipts for the Zone Conference. The Deputy Governor shall send the financial statement within sixty (60) days of the completion of the Conference to all the Kinsmen or Kinette clubs in the Zone as well as the Governor.

○Section 12): **Delegates:**

- 1) Each club President or his/her alternate(as registered in writing to the Deputy Governor) shall appoint members of his/her Club as delegates to carry the Club's vote. One Delegate may carry all of the Club Votes. A delegate shall be entitled to vote at the Zone Spring Conference, provided he/she has registered at the Zone Conference.
- 2) Number of Votes: Each club is entitled at each Spring Conference to a number of accredited delegates and votes equal to the club's official membership. Official membership means the total number of active members and active Life members registered by a club on the National membership roster as of 35 days prior to the start of the Conference.

○Section 13): **Delegates-at-large:**

- 1) The following persons shall be delegates-at-large at each Zone Conference Business session:
 - a) The current Deputy Governor.
 - b) Each Past Deputy Governor.
 - c) Past National President who is a member of a club in the Zone.

ZONE C BY-LAWS (cont'd)

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d) District Governor who is a member of a club in the Zone.

SECTION 13) Delegates at Large:

- 2) A delegate-at-large shall be entitled to one vote at the Zone Conference Business session, if he/she has registered at the Zone Conference.
- 3) A delegate-at-large shall not be entitled to proxy his/her vote.

○Section 14): **Procedure:**

- 1) A quorum shall comprise of 2/3rds of delegates attending the Zone Conference, representing not less than 50% of all Clubs in the Zone.
- 2) A poll or ballot vote may only be requested by:
 - a) The Deputy Governor or designated Chairperson.
 - b) At least two (2) Zone Club Presidents.
 - c) At least ten (10) delegates or delegates-at-large.

●ARTICLE 9-AWARDS

○Section 1) **The Kinette Zone Awards as follows:**

- a) The Kinette Attendance Award-donated by the Kinsmen Club of Newmarket-judged by the Deputy Governor according to the Award Rules
- b) The Travel Award-donated by the Clubs of Zone South Simcoe-judged by the Deputy Governor according to the Award Rules.
- c) The Skit Award-donated by Past Kinette Deputy Governor Kerry Lea Chadwick. Judged according to the Award Rules.
- d) The Club of the Year Award-donated by the Kinette Club of Newmarket. Judged by the Deputy Governor according to the Award Rules.
- e) The Senior Bulletin Award-donated by Past Deputy Governor Gord King. Judged according to the National rules.
- f) The Junior Bulletin Award-donated by the Kinette Clubs of Zone South Simcoe. Judged according to the National rules.
- g) The Service Shield Award-donated by the Kinette Club of Bolton. Judged according to the National rules.
- h) The Quill Award-donated by the Kinette Club of Orangeville. Judged according to the National Rules.
- i) The Public Speaking Award-donated by the Clubs of Zone South Simcoe. Judged according to the National rules.
- j) The Tim Fisher Memorial Award-donated by the Kinette Club of North Bay. Judged according to the Award Rules.

○Section 2): **The Kinsmen Zone Awards as follows:**

- a) Service Shield-shall be judged in accordance with the Hal Rogers National Service Shield.
- b) Senior Bulletin Award-shall be judged in accordance with the Ritchie Senior Bulletin trophy.
- c) Junior Bulletin Award-shall be judged in accordance with the Ritchie Junior Bulletin trophy.
- d) Attendance (Percentage)-shall be judged in accordance with the Harry McLean Attendance trophy.

ZONE C BY-LAWS (cont'd)

SECTION 2) Kinsmen Awards (cont'd)

- e) Public Speaking-shall be judged in accordance with the Founding Members' Speakers trophy.
- f) Public Relations-shall be judged in accordance with the National Public Relations award.
- g) Quill-shall be judged in accordance with the National Rules.
- h) President of the Year Award-shall be judged in accordance with the award rules.
- i) Kinsmen of the Year Award-shall be judged by the Deputy Governor, in accordance with the Zone criteria.
- j) Zone Travel Award-shall be judged in accordance with the Zone criteria
- k) The Liar's contest-speaker to be judged by applause at Zone Spring Luncheon.
- l) Tim Fisher Memorial Award-donated by the Kinette Club of North Bay, to be judged in accordance with the Award rules.

oSection 3): **Zone Conference Award Presentations:**

The Deputy Governors will present the trophies/plaques/banners for the following awards:

- ▶ Attendance Award
- ▶ Travel Award
- ▶ Junior Bulletin Award
- ▶ Senior Bulletin Award
- ▶ Skit Award
- ▶ Public Speaking Award
- ▶ Service Award
- ▶ Quill Award
- ▶ Tim Fisher Memorial Award

The Deputy Governors will be responsible for updating all banners and trophies immediately following Spring Conference.

oSection 4): **Zone Fall Kinsmen/Kinette Interclub Presentations**

The immediate Past Deputy Governors at this Interclub will make the following presentations.

- a) Engraved keeper plaques for Public Speaking.
- b) Banner crests for all Zone Awards to winners (individual or club)
- c) District or National Award (individual or club) which have not been presented or received on another occasion.
- d) Zone Club of the Year Award Banner and crest to the Past President of the winning Club, or in his/her absence, to a representative from the winning Club.
- e) Kinsmen of the Year award.
- f) Exchange of the "Home of the Deputy Governor" banner.

● **ARTICLE 10 PAST DEPUTY GOVERNOR**

○ **Section 1): Identification:**

The Past Deputy Governor shall be the immediate Past Officer. If, for any reason, the immediate Past Officer is unable to fulfill the duties, this office shall be filled by the most recent Past Deputy Governor who is an active member in good standing of a Club within Zone Mid-Ontario.
