



PROTOCOL GUIDE

A Resource for Kin Members

INTRODUCTION

By definition, *protocol* is a set of guidelines for use in various circumstances; a rule which guides how an activity should be performed.

This manual is intended to be a resource for members and clubs regarding everything from events to making toasts or how to properly wear your pins and badges. It will be a valuable source of information for new members as well as those who are looking for a refresher.

The information has been gathered from a variety of sources and it covers the basics only. It is **not** intended to replace “official” documents. Members are encouraged to refer to *National General Operating By-law No.1, National Policies and Procedures* and other Governing Documents of the Association if more definitive information is needed on a given subject.

***Best Practices:** If you are looking for a quick idea on how to deal with a certain circumstance, these points will give you some sound advice on protocol you should follow to be sure you have covered any circumstance correctly.

RESPECT

Treating people with respect makes our world a better place to live in, whether at home, out in your community or at a meeting. It is easy - all you have to do is treat people the way you like to have them treat you.

We live in a diverse nation made up of many different cultures, languages, races, and backgrounds. This kind of diversity can make all our lives more interesting, but only if we get along with each other. To do this we have to respect each other.

*** *Best Practices***

- *Do not insult people or make fun of them, do not mock or tease*
- *Listen to others when they speak.*
- *Value other people's opinions.*
- *Be considerate of people's likes and dislikes.*
- *Do not talk about people behind their backs or spread unconfirmed rumours or gossip*
- *Be sensitive to other people's feelings.*
- *Try to learn something from the other person.*
- *Never stereotype people.*
- *Show interest and appreciation for other people's cultures and backgrounds.*
- *Do not give credence to prejudices and racist attitudes.*

“Collective strength through individual similarities and differences”

THE KIN CREST

The Kin Crest is composed of a Cross & Square intertwined, surrounded by 13 Maple Leaves and 1 scroll with the Kin Canada name written on it.

The cross is the St. Andrew's cross, which has been the symbol of service by personal sacrifice for centuries, and is the underlying principle of the Kin Association.

The square has been the symbol of virtue and justice for even longer. This part of the emblem stands for integrity of character.

The 13 maple leaves are emblematic of the 10 Canadian provinces and 3 territories. The maple leaf on top represents your province, denoting the National scope of the organization.

The design the cross & the square are so intertwined as to be insuperable. This is the finest illustration of the idea of Kinship: Kin is a word for relationship. It suggests the intercrossing and interlacing of the lives and tasks of Kin Members. Kin recognize the necessity to be a part of the community they live in.

The design stands as a protest against isolation & apathy.

Protocol for use of the Kin Crest

Before using the Kin Crest for any purpose any club or member must contact the communications department at Headquarters and request permission to do so.

Clubs making the request will be required to fully outline how and where the crest will be used and will be required to fill out and sign a disclaimer form before final approval is given.

*** *Best Practice***

This is a requirement for any use of the Kin crest and is necessary each time the use of the crest is desired for any purpose.

*** *Best Practice***

The Kin crest is a registered trademark and must be treated as such. If you are not sure about using the crest in a certain circumstance, please contact the communications department at Kin Headquarters.



BADGES

Your Kin Badge should be viewed as one of the most important pieces of Kin regalia you will ever wear. It is a symbol you have been duly installed as a member of a club within the Kin Canada Association. With this in mind you should remember the following when you put on your badge:

- When you put on your name badge you are indicating to those you come in contact with you have accepted the ideals and the object and aims of Kin Canada.
- It is an honour to be able to wear any name badge bearing your name and the Kin Crest.
- You should be prepared to act in a manner befitting of a Kin member when you are wearing your badge. This means you are expected to behave in a professional, ethical, morally and legally correct way.

Your name badge is to be worn on your left chest at a height that will enable it to be easily viewed and read.

*** *Best Practice***

It has become commonplace to see members with their name badge pinned at the end of a ribbon or the like enabling the wearer to avoid damage to their clothing.

If you do not wish to pierce your clothing with a pin, you may wish to consider ordering a new badge with a magnet instead. The magnet will hold your badge on securely onto most materials without causing any damage to clothing.

Only one name badge should be worn at any given time.

*** *Best Practice***

The badge should never be marred or pierced in any way; this would include the piercing to carry any pin.

If your badge is damaged in any way it should not be worn and should be replaced immediately. Should you wish to order a replacement badge, Kin Sales is the only accredited provider of Association badges.

Badge add-ons were intended to be worn one at a time, (two at the most if for example you hold two executive positions in one year). They are an indication of your elected position or special standing, i.e. an acknowledgement of a district or national program participation. Simply adding more onto the bottom year after year is not an acceptable practice.

*** *Best Practice***

Each add-on should be removed at the end of the year in which it was given.

*** *Best Practice***

In the case of a Zone, District, or National officer badge, no add-ons should be adhered to the badge at any time.

PINS

Your Association pin should also be viewed with the same respect accorded your name badge. To that end; the Association pin is worn on your left chest.

****Best Practice***

Nothing should be placed higher than your pin, at any time.

It should be worn two finger widths and centered above your badge. If you are wearing a suit jacket the pin should reside on the upper portion near the center of the lapel.

There are several Association pins that are viewed as acceptable for any meeting or event. They would include;

- An Association pin
- A past District or National office pin
- A Life Member pin
- The Maple Leaf Award of Distinction pin

****Best Practice***

No more than one Association pin should be worn at any time. If you have several to choose from, select one that you deem appropriate for the occasion.

The only acceptable add-on to any Association pin is the perfect attendance add-on, which will hang from the pin stem between the pin and your clothing.

Damaged or marred Association pins should not be worn at any time. Should you wish to order a replacement pin, Kin Sales is the only accredited provider of Association pins.

KIN SONG

The Kinsmen song was created in 1922 and written by Mickey Heath, a member of the Kinsmen Club of Hamilton (ON). The tune is that of the French marching song *Madelon*.

The singing of the Kin song is a tradition that has been with Kin since our earliest history. Traditionally the Kinsmen, Kinette or Kin song is sung at the beginning of a meeting.

***Best Practice**

Sing the song if possible however if you are not able to sing the Kin song you may wish to have a member read the Object and Aims of the Association instead.

If your club is not in the habit of singing the Kin song at the start of your club meetings you may rest assured the song in some form will be sung at all Zone, District and National meetings, so it is preferable that members be familiar with the words so they are not left out in this simple fellowship rite at any meeting.

It has become more commonplace to sing the Kin song as opposed to the Kinsmen and Kinette songs when the delegation at a meeting is mixed; however it is up to the chair of the meeting to decide which song(s) will be sung at the outset of any meeting.

KINSMEN SONG

**Here we are, together once again
One and all a happy bunch of men
Leave your cares and worries for a while
Let your face break forth in smile
Look around, grab someone by the hand
They're your friends, the finest in the land
Now all set, let's shout to beat the band
Kinsmen, Kinsmen, Kinsmen**

KINETTE SONG

**Here we are, together once again
Happy in the family of Kin
We've forgot our cares and worries too
Kinettes we've work to do
Each of us will help to bind the ties
So the heart of Kin will never die
One and all, let's raise our voices high
What do you say?
Kinettes, Kinettes, Kinettes**

*** *Best Practice***

Use the Kin Song when both Kinsmen and Kinettes are present.

KIN SONG

**Here we are together once again
One and all a happy bunch of Kin
Leave your cares and worries for a while
Let your face break forth in smile
Look around grab someone by the hand
They're your friends the finest in the land
Now all set, let's shout to beat the band
Kinsmen, Kinettes and Kin**

KIN GRACE

Kinsmen/Kinette or Kin grace is said prior to any meal during a meeting, event, conference or convention. It is said as a way to remind all present for the meal how glad we are to come together in the spirit of giving and we are thankful for all we have been given as a result of being a member of the Kin family.

*** Best Practice**

Prior to sitting down to your meal, ask a member to say grace and provide them with the words if necessary.

KINSMEN GRACE

Happy to meet

Sorry to Part

Happy to meet again

For what we are about to receive

O Lord make us truly thankful

Amen

KINETTE GRACE

May the Lord make us true Kinettes

In our thoughts and deeds

And make us truly grateful for the food we receive

Amen

*** Best Practice**

Use the Kin Grace when both Kinsmen and Kinettes are present.

KIN GRACE

Happy to meet

Sorry to Part

Happy to meet again

May the Lord make us true Kin

In our thoughts and deeds

And make us truly grateful

For the food we receive

Amen

KIN RULES OF ORDER

MOTIONS AND AMENDMENTS

The purpose of a motion is to bring before the body a specific proposal or concern for discussion and decision.

Typical motions involve appropriations, resolutions, appointments, creation of committees, etc.

Motions are generally debated and then accepted with a majority 'yes' vote.

Steps to present a motion

1. Member rises and addresses the meeting chair using the address to the chair.
2. The member is recognized by the chair.
3. The member proposes the motion.
"I move..."
Proposing member sits down.
4. Another member seconds the motion. A motion must be seconded before debate can take place.
5. The chair of the meeting states the motion to the assembly.
"The motion is..."
Followed by: "Is there any discussion?"

Debate can then ensue.

The mover of the motion may reserve the right to speak last on a motion at this point, before yielding the floor to the first speaker.

If the chair has reason to believe the motion is a contentious one, he/she may set parameters for the discussion by indicating debate will be limited to three speakers for and three against before the question is called. If this parameter is set and during the debate there are two consecutive speakers for or two against the motion, the question may be called.

Amending a motion

To modify a motion that is being considered by the assembly so that it will express more satisfactorily the will of the members.

A motion can be amended by: (1) addition, (2) deletion, (3) striking out and inserting, and (4) by substituting a new amendment; however amendments which change the intent of the original motion are not permitted

Only two amendments may be made to any motion during discussion
Amendments are voted in the reverse order of their proposal. An amendment requires only a majority vote regardless of the priority of the motion being amended

Tabling a Motion

To postpone debate on a motion and move it, with amendments and adhering motions, from the consideration of the assembly during the current meeting or convention.

For instance a motion may be tabled to allow for more information on a topic to be gathered. This motion is not debatable other than its reference to timeline and cannot be amended.

Motion to Close Debate

“Call the Question”

To stop discussion on the pending question or questions, to prevent the proposal of other subsidiary motions except to postpone temporarily, and to bring the pending motion to an immediate vote.

This motion may be posed at any time after the motion to which it applies has been stated to the body. This motion is not debatable. It cannot be combined with the motion to which it applies. For example, one could not say "I move that we recess for five minutes and that we close debate on this motion." A 2/3 vote is required for this motion to pass.

Common practice is to call out "Question!" from the floor of the body. It is out of order to do so while another member is speaking, however, during a lull in the discussion, it can be treated as an information motion to close debate. The chair may proceed by general consent or may ask for a vote. This may not take place as a means to stop debate before others have had a chance to speak on a motion. Such behaviour would be ruled out of order.

Motion to Reconsider

To enable a body to set aside a vote on any motion taken at the same meeting and to consider the motion as if no vote had been previously taken.

This motion is limited to reconsideration of any motion, passed or defeated. This motion may be made by any member. Debate on this motion is restricted to the motion to reconsider, not the merits of the main motion or the previous vote/action. This motion may not be made regarding a motion to table or a motion to adjourn.

Motion to Adjourn

To terminate a meeting or convention

This motion can end the meeting immediately or can end the meeting at a specified time (e.g., 5:00 pm).

No seconder is required and a formal vote of adjournment is not required. Once the motion has been made the chair simply asks for any further business, and hearing none, may state, "Hearing no objection, this meeting is adjourned."

Point of Order

To call to the attention to an error, mistake, or violation of protocol

It is the right of any member to call attention to the violation by rising on a point of order. In general, points of order must be raised immediately following the violation. This motion cannot be brought up at a subsequent time. Exceptions to this rule would include questions regarding the accuracy of minutes from previous meetings. The president must rule immediately on the point of order. If the president is unsure, they may then refer the question to the entire meeting.

Question of Privilege:

If a member feels his/her own or the Club's or the Association's reputation or position is endangered, s/he is entitled to "RAISE A QUESTION OF PRIVILEGE".

The procedure to deal with this circumstance is the same as for a point of order

Questions

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

Limitation on Speaking

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

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

Voting on Motions and Amendments:

Voting on motions and amendments is made in the reverse order in which they are made. Carrying the amendment does not carry the motion, and the motion as amended must be voted on.

Abstaining does not indicate a "yes" or a "no", but simply "no vote" and does not affect the quorum.

A quorum is required to consider the question; but all questions will be decided by a majority of those members present and voting unless otherwise provided.

*** *Best Practice***

The following would apply regarding how many votes are necessary to render a decision.

MOTIONS: Majority of those present and voting.

TABLE: Majority of those present and voting.

***RECONSIDER: If at same meeting: majority of those present & voting.
If at a subsequent meeting: 2/3 majority of members present.***

ADJOURN: Majority of those present and voting.

Deciding Vote:

The Chair has the right to vote on every motion; however, NORMALLY the Chair does not vote, except in the case of a tie. S/he generally explains his/her reasons for voting the way s/he does, and customarily votes against a motion on the premise that, if half the members are opposed, the matter should not be forced on them.

Where voting is done by secret ballot and the Chair has already voted s/he will not, in the case of a tie, have a second or casting vote, and the question will be determined in the negative.

ADDRESS TO THE CHAIR

Addressing the chair is done as a sign of respect for the chair of the meeting, and signals meeting delegates you are ready to speak on a topic.

Protocol for addressing the chair is as follows;

At any given meeting the chair will indicate an appropriate address.

*** *Best Practice***

It is inappropriate to use an address that is defamatory or derogatory in any way. Chose appropriate language and keep the address simple and direct to enable proper usage and to allow the meeting to proceed in a timely fashion

*** *Best Practice***

In the address to the CHAIR; it is not necessary to include dignitaries, Kin or otherwise, once they have haven introduced. If you have non-Kin in attendance you will include the word 'guests' in your address . Remember the President or their delegate is the chair of the meeting regardless of any ranking Kin officer who may be in attendance.

Once you have been recognized by the chair you will stand and state the proper address to the chair prior to expressing your opinion on any topic currently being discussed. This is the case at all Kin meetings club, Zone, District and National.

*** *Best Practice***

ALWAYS stand to speak.

For recording purposes, members may be asked to state their name and club when speaking at a Zone, District or National convention.

VISITATIONS BY DIGNITARIES

A highlight for any club at a meeting or event is a visitation by a Dignitary, Kin or otherwise. The list of Dignitaries includes the National President, a National officer, a Governor or your Deputy Governor, a Mayor, a Regional Councillor, an MPP or MP, a Guest speaker, a visitor from another Service organization.

Once the dignitary has been invited by the Club President to attend your meeting and your club begins making preparations to receive such a guest there are specific things every club member needs to be aware of: certain behaviours which should be observed and protocol to observe:

Properly greeting the dignitary upon arrival at your meeting – If the Dignitary is a member of your Zone or District they may be acquainted with one or more members of your club, however if the visitor is the National President he/she may not know any members in attendance. Be sure to introduce your visitor properly to as many members of your club as you can during the social time prior to the meeting. If you are the President or a member of the executive, you may have other duties to attend to in preparation for your meeting and may not be able to spend time with the visitor. Be sure you choose a member of your club to take your place as club diplomat until you are able to renew your attentions.

***Best practice**

Under no circumstances should the visitor be left standing or sitting on their own.

Choose a member prior to the meeting and ask them if they are comfortable taking on this responsibility for you. Choose an individual who is affable and knowledgeable about your club, zone and District. This will enable them to carry on conversation with the visiting dignitary helping them to get to know your club better during their visit.

Introducing your guest – Remember this individual is attending your meeting at your request and is there in an ‘official’ capacity. When making an introduction you would use their full name and title, unless they advise otherwise. I.e. Kin John this is National President, Member of Parliament, Mayor, etc John/Jane Doe. If the introduction is being made to a group or the entire club at once you may want to try ‘Fellow Kin, we are pleased to have with us this evening National President, Governor, Deputy Governor, Mayor, Members of Parliament etc. John/Jane Doe. It may be helpful if you can give one or two other details about the dignitary as well during your introduction such as the home club of the dignitary, the district if not your own, or add information about their past Kin career.

*** Best Practice**

It is never wrong to remind your club members to accord your visitor every respect while they are at your meeting.

Show me the money – When you have a visiting dignitary your club should be prepared to cover all costs associated with the visit. If the visitor is coming for your dinner meeting only, your club is expected to cover the cost of the evening's meal. In most cases it is also expected your visitor will have beverages provided during their stay, (it would be pertinent to enquire and find out what your guest would like to drink during the evening prior to their visit. If this is not possible make the enquiry at the start of the evening and ensure you ask if they are in need of a refill frequently). Travel and accommodation expenses are items that should be discussed prior to the visit and a decision reached as to who will be paying these bills. The last thing you want is for a visitor to be faced with an unexpected travel or accommodations bill.

*** Best practice**

Asking the Dignitary to purchase club draw or raffle tickets is not appropriate under any circumstances.

If they offer then accept with dignity but make it a club practice not to ask any visitor to purchase any items your club may have for sale. Figure in that in the course of a year any dignitary, particularly a Governor, or National President may visit a large number of clubs and events through the course of their term. It may only be a two dollar ticket but repeated 100 times means your fellow Kin is pulling 200 dollars out of their own pocket.

If you are unsure about who covers which costs refer to your house rules. If there is nothing stated there start making phone calls until you find a source who can provide you with valid information. The best case scenario and expected reality is that your visitor will not have to pay any amount out of their pocket during their invited visit to your club.

Seating your Dignitary – See SEATING ARRANGEMENTS

Asking a visiting dignitary to perform any official duties during your meeting –

*** Best Practice**

Whatever you do, do not wait until your visitor arrives to ask them to perform any official functions, such as making toasts, installing members, making presentations or speaking to your group.

Any guest is as close as a phone call away. Make the call as a courtesy and an indication of your respect for your visitor prior to your meeting/event. Let the visitor know you would like them to take on a particular task during your meeting. Be specific when you are speaking to them and once you have asked do not change the task without letting them know first. It could prove embarrassing and uncomfortable for both of you if you do not take the time to identify any expectations you may have of them prior to your meeting. You will find most dignitaries are very willing and able to perform any tasks you may ask them to perform if they are given prior notice.

If you are able to observe these best practices for any visiting dignitary you will ensure your guest has an enjoyable time and you will be able to feel proud about having hosted honoured Kin or non-Kin at your meeting or event.

DIGNITARIES WOULD INCLUDE:

National Kin President

Member of the National Board of Directors

Executive Director

Kinsmen or Kinette Governor

Kinsmen or Kinette Deputy Governor

Members of Parliament

Members of Provincial Parliament

Mayor

Member of City or Regional Council

Invited Guest Speakers

WHEN THE NATIONAL PRESIDENT VISITS

The National President is the highest ranking Kin Canada office and should be treated with the respect due the position at all times.

There are certain protocols which must be observed where the National President is concerned.

TRAVEL AND ACCOMODATIONS

If the National President is coming at the invitation of a club, Zone or District, whoever is extending the invitation is responsible for the travel and accommodation costs associated with the visit.

If the National President is coming to attend an event or meeting at his/her request a club, Zone or District should ensure the following as a sign of respect;

He/She should be met at the airport, if traveling by plane, by a designate of the event committee and transported either directly to the event or to the arranged accommodations.

Arrangements for the return trip should be arranged on their behalf, and communicated clearly prior to the travel date.

He/She should be assigned single accommodations, not shared, for the duration of their stay.

If hotel accommodations are not a budgeted item, with the approval of the National President alternate arrangements, i.e. billeting, should be made on his/her behalf. This kind of arrangement needs to be discussed with the National President or his/her designate when the invitation is extended.

The host should confirm with the National President or their designate if smoking accommodations are required.

OTHER COSTS ASSOCIATED WITH THE VISIT

The cost of all meals associated with an event or meeting will be covered by the host.

The National President should also be offered a beverage of their choosing and it behooves the host to ensure he/she has refills as required.

The National President should never be asked to buy any manner of ticket. If your club, Zone or District has a raffle or draw of any kind during the meeting or event the National President should be given a ticket at no cost; asking if he/she wishes to participate is not acceptable, the ticket should be offered without expectation.

TIME ON THE AGENDA

The National President is to be offered time on any agenda. It is always a privilege to have him/her speak to the delegates or attendees at a meeting or event. The chair of the meeting will indicate when this time will arise on the agenda and how much time will be allowed prior to the meeting or event.

REPLY TO THE TOAST

The National President is always the highest ranking Kin officer in the room and would therefore give the reply to the toast to the Association. There are no exceptions to this rule of protocol. If, for instance, the host wishes to have the National President say grace this would be in addition to the reply to the toast and not instead of.

ASSIGNING A COMPANION

The National President should never be left standing or sitting alone at any meeting or event. Nor should they be traveling alone to or from any meeting or event, unless specified. It is important the host assign a Kin member as a companion for the National President during the course of his/her visit. A member who is knowledgeable about your club, zone, district, can answer questions and can introduce him/her in an appropriate manner is suggested.

OTHER ITEMS

A good host will ensure the National Presidents needs are met within reason. When an invitation is extended be sure to establish if the National President has any special meal requirements or food allergies. Proper seating protocol should be observed during a meeting or event.

SEATING ARRANGEMENTS

Club meetings

It is customary to seat the President at the head table near the podium, whether it is on the table or a free standing podium.

The Secretary should be seated beside the President, in order for the President to convey or receive information regarding the minutes

The Club Treasurer should also be seated close to the president. The rest of the executive may be seated at the head table if room permits, however this is not mandatory.

Zone meetings

The Deputy Governor as the chair of the meeting takes the place of the President as discussed in the previous section. Their Zone Directors would be seated accordingly; Secretary beside the Deputy Governor, then Treasurer and any others as space permits.

If a ranking District or National Officer is present for the meeting they should be seated at the head table where room permits. If no room is available at the head table the ranking officer should be seated at a reserved table close by.

The same applies to any other invited dignitaries or guests. If room does not permit them to be seated at the head table, they should be seated close to the head table to allow them easy access to the podium for speaking.

*** Best Practice**

If room does not allow for a ranking Kin officer or an invited dignitary or guest to be seated at the head table, try to offer them reserved seating as close to the head table as possible

District/National Meetings

It is often the practice to have an upper and lower head table at a District meeting to allow for all members of the District Council to be seated in front of the delegates.

More recently it has been common practice to forgo seating for all members of the council and to seat only the District Executive at a single head table, allowing the remaining members of the council to be seated at reserved seating close by.

*** Best Practice**

For a formal head table observe these rules;

- *Seat individuals in alternating male, female format where possible*
- *A female should never be seated at the end of a head table*
- *Ranking officers would flow out from the center of the table, beginning with the chair(s) of the meeting, i.e. Governor(s).*
- *Ensure there is enough room at the head table for each individual to eat comfortably during a meal; if there is not enough room move invited guests to a reserved table close by*

If there is no head table ensure enough tables are reserved for each dignitary and their guest. In this case they would be seated close to a free standing podium to allow them access for speaking. If there are non-Kin guests, or family members other than a significant other, who have been invited to a formal dinner or occasion by the ranking officer, if they cannot be seated with the officer they would be seated at tables as close by as possible. For instance at a Governor's Ball, where there is no head table, any guests of the Governor, such as children, parents or siblings, they would be seated as close as possible to the Governor's table.

*** Best Practice**

Where there is no head table;

- *It is normal practice to arrange the tables moving around and away from the podium and seating officers according to rank*
- *Seat invited guests of the ranking office at reserved seating as close as possible to the officers table*
- *Seat any other invited dignitaries at reserved seating as close as possible to the podium*

REMEMBER: *Whether you have a formal head table or not, there is often a march-in procession; it should be easy for all to arrive at their seats without complicated process.*

LIFE MEMBERSHIPS

It is understood the bestowing of a Life Membership is one of the most significant events for the member receiving the Life Membership.

This is **THE** highest honour Kin Canada can bestow on any member. The event should be recognition of their commitment to the Kin Association. To that end, whether it is a sit down dinner or an afternoon tea, special attention should be paid to the invited guest list, the order of speakers and the presentation of the Life Membership pin, badge and plaque.

***Best Practice For the invitation list:**

Members of the club, past and present

Members of the recipient's family

The National President

The current Governor(s)

The current Deputy Governor(s)

Mayor, Councillors, Member of Provincial Parliament, Member of Parliament

Recipient's co-workers

Members of any Zone teams, District Council or National Board or Committees the recipient has been a part of

Special Friends or associates of the recipient

Dignitaries from other service organizations the recipient may be involved with

All members of the Zone and District

REMEMBER: *In some of the above cases the club may be responsible for travel, accommodation and dinner costs for some of those noted above.*

Be specific when the invitation is extended whether you are extending an invitation to be a guest of the club or simply extending an invitation to attend the event.

You may decide whether or not to have a head table. If you decide not to have one follow the protocol noted in the **SEATING ARRANGEMENTS** section

A podium equipped with a microphone should be provided, to allow for speakers during the event.

***Best Practice**

Individuals should be asked prior to the event to perform any special functions such as speaking, making presentations or toasts

The tone of the event is usually formal; however, it is common practice to include some levity in the form of a 'roast' of the recipient. Be clear when asking individuals to speak regarding the tone of the event, how long they have to speak and what you would like them to speak about.

This would include invited guests like the Mayor or member of local council, the MPP and or MP, as well as any dignitaries from other organizations the recipient is involved with.

*** *Best Practice***

Allow time on the agenda for a member of every group of invitees to speak. For instance a member of the recipient's family, a co-worker, or a member of a Kin council or board; each of the Mayor or members of local council, the MPP and the MP should always be allowed time to speak and make presentations.

Once all the formal speeches have taken place and if time allows, the master of ceremonies could be instructed to extend an invitation to any other guest who wishes to speak to come to the podium.

Take special care when presenting the Life Membership regalia. There is no specific protocol regarding who should present any of the items to the recipient; however take care when choosing those who will make the presentations. You may wish to have the highest ranking Kin officer make a presentation and you may wish to have a family member make a presentation as well. Remember this is a once in a life time event and should be given all the dignity and respect it deserves. The member receiving his or her Life Membership will remember the presentation and the manner in which it was done.

*** *Best Practice***

You may wish to have the highest ranking Kin officer make a presentation and you may wish to have a family member make a presentation as well. Be sure this honour is given with dignity and distinction and the presenters recognize the significance of the event.

The information noted here would also apply to ceremonies to award Member Achievement Awards or Club Anniversaries.

TOASTS

Any number of toasts will be given at a formal Kin function; however there are clubs who make toasts a regular part of their dinner meetings. At a club meeting the toast may be limited to a toast to the Association or Canada and the Association.

*** *Best Practice***

All toasts should be made with water.

*** *Best Practice***

Chose a member prior to the meeting and ask them to prepare a toast to the Association.

There is protocol which should be observed when asking individuals to make a toast at your event:

- The toast to the Association should be given by the second highest-ranking Association officer present.
- The reply to the toast to the Association should be given by the highest-ranking officer present.
- The toast to Canada to be given by a Kinsman or Kinette.

A toast need not be complicated or long winded; it may be as simple as asking those present to raise their glasses in a toast to the desired object of the toast.

*** *Best Practice***

If you are asked to make a Toast, be sure to take your filled glass with you when you go to the podium.

If you are asked to give a reply to the Toast, ask who is making the toast and ask them what they will be saying. In this way you will be able to give an appropriate reply.

A reply to the toast would always start by thanking the maker of the toast for their words.

No matter if you are making a toast to the Association or a reply to a toast be sure you use appropriate language as befits the honour of the appointed duty.

INDUCTION CEREMONIES

New Member Induction

This induction ceremony may be used as an alternative to the Kinsmen or Kinette installation ceremony as outlined in the Presidents Manual

This induction ceremony is in four parts; history, object and aims, what Kin is and the presentation of badge, pin and new members kit

The Club President may want to choose three individuals and ask each to read a section of the induction, or he/she may wish to have the member sponsor read part of the induction.

History

Kin was born in Hamilton, Ontario on February 20th, 1920.

Harold (Hal) A. Rogers had been encouraged by his father, a Rotarian, to join the Rotarian organization. Due to a rule stating a club could not have more than one member engaged in the same profession, Hal was denied membership. Undaunted he gathered together several young men for dinner at the Namking Restaurant. The result was the Kinsmen Club of Hamilton, and Kin Canada was born.

From this group of a dozen earnest young men, determine to perpetuate in peacetime the ideal of service to Canada, has grown Kin Canada: nearly 600 clubs serving communities all across Canada.

OBJECTS

The objects of the Association are to promote & direct service work through fellowship amongst its members, to the end that:

1. They may enjoy personal development through Kin;
2. They may be improved and educated in modern business and professional methods and ethics;
3. The involvement of each in the enrichment of their community may be stimulated;
4. A spirit of co-operation, tolerance, understanding and equality among all nations and peoples be fostered and that unity of thought and purpose throughout Canada be established toward this goal;
5. They shall serve their community's greatest need.

What Kin Is?

An opportunity to associate with outstanding members of your community in an atmosphere of mutual respect, service and kinship

An opportunity to express Canadian pride and share in Kin success from coast to coast

An opportunity for personal development through active participation in club projects and socials and through the fulfillment of your accepted responsibilities to the best of your ability

An opportunity to build lasting friendships with like minded individuals who share in the pursuit of the accepted Kin ideals

PRESIDENT'S CHARGE

Having heard the object and aims and understanding what Kin is and having expressed a desire to join this club, it is my pleasure to administer this induction ceremony

Are you willing to accept the Kin ideals as presented to you?

Initiate will answer "*I will*"

In the presence of these duly inducted members of Kin Canada, Do you solemnly swear you acknowledge and will honour the privileges bestowed on your now?

I will

Will you accept the General Operating Bylaws of Kin Canada as they now stand and may hereafter be amended as your guide to maintaining the democratic society of Kin Canada?

I will

Will you provide service to your community, your club and the Association to the best of your ability?

I will

We look to you as to all Kin to uphold the honour and maintain the dignity of our Association at all costs, and recognize your acceptance of all you have heard this evening to be recognition of the importance of this oath and your desire to make a difference in your community and your own life by being a member of Kin Canada.

ALTERNATE PRESIDENT'S CHARGE

Be a person of good character, upholding high moral and ethical standards.

Let integrity and mutual respect for others guide your decisions and actions.

Endeavour to value and respect diversity.

Believe that our strength lies in our inclusiveness and in our ability to collaborate and learn from one another.

Set the standard for excellence by exploring new possibilities. It is through innovation and perseverance that we can build a better future together.

Make a commitment to support the activities of this club, our leadership, and our National Association

You are offered the opportunity to enhance your organizational and communication skills; as well as build on your leadership skills.

Kin are leaders in their communities, and the greatest leaders are the greatest servants.

We look to you as to all Kin to uphold the honour and maintain the dignity of our Association at all costs, and recognize your acceptance of all you have heard this evening to be recognition of the importance of this oath and your desire to make a difference in your community and your own life by being a member of Kin Canada.

The alternate charge is based on one developed by the Kinsmen Club of Peterborough and has been modified for use by all clubs

*** *Best Practice***

The President may wish to have the members sponsor present the newly inducted member with their pin and badge or their new members kit.

The Club, as a group, should then be invited to come forward and formally welcome the newest member(s).

*** *Best Practice***

A club may decide not to use the ceremony as described above however every attempt should be made to convey the importance of the role and responsibilities as well as the expectations which new members have accepted. A formal presentation ceremony should be held during a club meeting if possible, to leave this lasting impression.

Once each individual has been introduced and recognition has been made of his or her contribution to the club, proceed with the charge.

HONORARY MEMBER INDUCTION

Once a year clubs may take the opportunity to recognize individuals who are not members of the club for the service they have provided to the club.

An Honorary membership is held for a one year term by the inductee and is voted on by the members of the club each year. An Honorary Member may be recognized in successive years or it may be a one time recognition based on continued support over a period of time.

***Best Practice**

This is an opportunity to hold a special induction ceremony at the club level and should be recognized as such and treated with the respect and dignity it deserves.

***Best Practice**

Take the time to introduce each honorary member individually and speak to the service each individual has offered the club over the course of the year.

THE CHARGE

The Club President or Appointed officer reads the following:

Congratulations on being selected as an honorary member of the ***name of club***

Your selection as an honorary member to this club was based on your committed support to our club and is therefore recognition of your service and leadership in our community.

Our Association was formed in Hamilton, ON, in February 1920 by Harold A. Rogers. From this group of a dozen earnest young men, determine to perpetuate in peacetime the ideal of service to Canada, has grown Kin Canada: 600 clubs serving communities all across Canada

Today, Kinsmen and Kinettes across the country have a well earned reputation for their energetic activities and concern for their communities.

Through service to this club you have set a standard of leadership in this community which meets the ideals which form the foundation of Kin Canada's object and aims. We recognize your support of and offer you our gratitude with this presentation tonight

Presentation of Certificate, Badge (if being presented) would be made at this point

Club President or presiding officer would invite all present to recognize and welcome the honorary member(s)

This Charge for Honorary members has developed by the Kinsmen Club of Peterborough and has been modified for use by all clubs

DRESSING FOR SUCCESS

By dressing appropriately, you pay a compliment to your host and homage to the position you hold within the kin organization.

What qualifies as business casual?

Specifics for men's business casual

Ties: Ties are generally not necessary for business casual, but if you are in doubt, wear a tie

Shirts: Long-sleeved shirts are considered dressier than short-sleeved and are appropriate even in summer. Choosing conservatively is your safest bet. Plain golf shirts with a collar and tucked into a belted pant are also acceptable

Pants: For the most business-like appearance, pants should be creased and tailored. Solid colours are always acceptable, however small patterns or pinstripes are also acceptable. Khakis are acceptable, cargo pants are not, basically anything with more than four pockets, two front and two back, is not acceptable. Jeans of any colour are never acceptable.

Socks: Wear socks which match your pant colour as closely as possible, mid-calf length so no skin is visible when you sit down.

Shoes: Loafers or shoes which tie up. No sandals, athletic shoes or hiking boots.

Specifics for women's business casual

Pants / skirts: Women can wear casual pants or skirts. Colors should generally be solid; however small checks or pinstripes are acceptable; navy, black, gray, brown and khaki are always safe bets. For the most business-like appearance, pants should be creased and tailored; without an extremely tight or flowing pant leg. Jeans of any colour are never acceptable, neither are jean skirts.

Shirt / sweaters: In addition to tailored shirts or blouses, tailored knit sweaters and sweater sets are appropriate business casual choices for women. Cotton, silk, and blends are appropriate. Velvets and sparkly fabrics suitable for parties are not appropriate.

Shoes: Should be leather or fabric / micro fibre. Appropriate colors would coordinate with your other attire and accessories; white and pastels are not appropriate. For the most conservative look, toes should be covered. Sandals which are neither extremely dressy nor extremely casual might be appropriate. Thin straps and high heels are not appropriate. Chunky heels and platforms are not appropriate.

When is business casual acceptable

Most club, zone district and national meetings are where you would be appropriately dressed in what has been described as business casual. Some clubs may accept Kin wear at meetings. This would include items such as a golf shirt with your club name. Any clothing you would wear to exercise in is not acceptable at a business meeting. This would include t-shirts, track pants and sweat shirts.

You may reconsider what is appropriate if your club meeting is a 'theme' meeting.

In the case of Zone, District or National officers you may have specific shirt you are expected to wear for these meetings.

***Best Practice**

It never hurts to be slightly overdressed.

***Best Practice**

You can never be wrong dressed in clean, freshly pressed, well-fitted clothing at any meeting. If you think it may be inappropriate, it probably is and you should rethink.

***Best Practice**

Fit should not be tight. Cleavage or an exposed midriff is not appropriate for any business occasion.

What qualifies as formal wear?

Specifics for men's formal dress

Suit and tie would be considered necessary when the occasion calls for formal dress. Conservative colours are best as are plain fabrics. If you feel the need to show your style wear a tie which makes your case but is still within the acceptable levels of good taste.

Long sleeved shirts are the accepted norm for a formal occasion

Dark shoes and socks would also be considered the accepted norm for men's formal wear. Again socks should be knee-length so no skin shows when you sit down.

In very formal situations normally referred to as "Black Tie", you would wear a tuxedo and bow tie.

Specifics for women's formal dress

Dresses or skirts should be long or cocktail length.

Hosiery would always be worn on a formal occasion

Fabrics may include the more shimmery or sparkly variety if you so choose. Velvet, satin and silk is also appropriate.

Shoes may have slim straps and be high heeled.

A small evening bag is best in a formal situation; a clutch or small shoulder evening bag, larger

*** Best Practice**

The fit of any garment is important for both men and women.

*** Best Practice**

Ladies be sure you can walk in your shoes. Men and Ladies, shoes should not pinch or hurt your feet. Remember you may be sitting through dinner, or a business meeting for that matter, for several hours; sore feet can ruin a lovely evening for any person.

*** Best Practice**

Your comfort is always a consideration; however, your comfort should not be confused with inappropriate dress.

When dressing for any function you should use a common sense approach to making your decision regarding what to wear. The guidelines noted above are just that, guidelines. If you are unsure whether something is appropriate for the occasion, think back to the last event of the same kind you attended and remind yourself what others were wearing. Or ASK a trusted friend or colleague.

*** Best Practice**

Always be conscious of the image you are projecting at any event or social by your style of dress.

FLAG ETIQUETTE

– when facing the flags...

For three flags, the Canadian flag is in the center.

If there are two or more than three flags, the Canadian flag is on the left.

The Canadian and Provincial flags should be flown at all functions.