



## District 8 – District Convention Contract

THIS AGREEMENT (which may be referred to as the “District Convention Contract”) entered into on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

BETWEEN:

DISTRICT 8 KINSMEN / KINETTES / KIN (Hereinafter called “the District”)

- AND

THE KINSMEN / KINETTE / KIN CLUB(S) OF \_\_\_\_\_  
(Hereinafter called “the Club(s)”)

WHEREAS the Club(s) have agreed to host the \_\_\_\_\_ (Year) District Convention (hereinafter called “Convention”) of the District on \_\_\_\_\_ (Days, Dates, Month & Year) at the \_\_\_\_\_ (Location);

AND WHEREAS The Club(s) have authorized \_\_\_\_\_ (Convention Chair) to enter into this agreement;

AND WHEREAS The District has authorized \_\_\_\_\_ (Governor) to enter into this agreement;

THEREFORE in consideration of the covenants set forth herein, and subject to the National Policy and Procedures of Kin Canada (Association of Kinsmen and Kinettes) and the District By-Laws; the District and the Club(s) have agreed as follows:

1.0 In this agreement:

1. OPTIONAL - Thursday shall mean Thursday, \_\_\_\_\_ (Date);.
2. Friday shall mean Friday, \_\_\_\_\_ (Date);
3. Saturday shall mean Saturday, \_\_\_\_\_ (Date); .
4. Sunday shall mean Sunday, \_\_\_\_\_ (Date).

2.0 The Club(s) shall be responsible for:

1. Setting District Convention budget (year x) by Fall Leadership Convention (year x-1) and getting approved no later than 14 days thereafter. Approval is by the current District Executive running District Convention of year x;
2. Setting the registration fee to cover the cost of all the responsibilities of the club(s) with respect to hosting Convention;
3. Registration procedure;
4. Identification badges;
5. Registration forms and publicity;
6. Thursday or Friday evening welcome reception for all delegates (depending on the start day of District Convention);
7. OPTIONAL - Provide a meeting room for \_\_\_\_ people for a “District Executive Meeting” on Thursday afternoon 3:00 p.m. to 6:00 p.m. (Such room or an alternate to be used for a meeting with the public speaking participants);
8. OPTIONAL - Co-ordinating arrangements for a private dinner for the District Executive on Thursday following the District Executive Meeting;
9. Bar facilities;
10. Adequate arrangements for delegate accommodations;
11. Providing a meeting room for up to \_\_\_\_ people for a District meeting on Friday (Business) and Saturday (Business) (hereinafter collectively referred to as “the

- meetings” and individually as “Public Speaking”, “Friday Business” and “Saturday Business”);
11. Public Address system, VCR / DVD, TV, overhead projector for computers, projection screen as required;
  12. Providing a gong, flags, banners and lectern (“Kin Regalia”) for the meetings;
  13. OPTIONAL - Providing a room on Thursday evening from 7:00 p.m. until 1:00 a.m. Friday for use by the District Service Directors;
  14. Providing a Sergeant-at-arms and a Corporal-at-arms;
  15. OPTIONAL – Providing coffee break on Friday mid-morning. Required to arrange up to three (3) coffee breaks: one mid morning Saturday and one mid afternoon Friday and Saturday;
  16. OPTIONAL - Providing all registered delegates with breakfast on Friday morning. Required to arrange for lunch and dinner on Friday, breakfast, lunch and dinner on Saturday and breakfast on Sunday;
  17. OPTIONAL – Providing all registered delegates with entertainment on Thursday evening. Required for all registered delegates during the evenings of Friday and Saturday;
  18. Providing, within 30 days of the adjournment of Saturday Business, to the District Governor, a complete report of the activities, financial statements, comments on the 20\_\_ Convention and suggestions for future Conventions;
  19. Collecting all fines and turning them over to the District Treasurer at the conclusion of Saturday Business; and
  20. To comply with the District Convention host club responsibilities specified in the District By-laws. (Article 16, Section 6, Paragraph .02 and all sub-paragraphs thereof).

3.0 The District shall be responsible for:

1. Paying the cost of registration of the District Executive at a cost of \$xxx.xx per person prior to \_\_\_\_\_(Day, Date, Month & Year);
2. Preparing and mailing the official call to Convention in accordance with the District By-laws;
3. OPTIONAL - Conducting the Thursday afternoon District Executive Meeting;
4. Conducting the meetings;
5. Conducting Friday \_\_\_\_\_ luncheon, Friday evening Service (Cystic Fibrosis) dinner, Saturday Awards luncheon and Saturday evening Governor’s banquet (“the meal functions”);
6. Preparing, reproducing and distributing all Convention minutes;
7. Providing a Convention brochure for all delegates;
8. Appointing a Rules of Order Chair;
9. Reviewing with all delegates - credentials, proxy and voting procedures;
10. Providing trainers and / or guest speakers as necessary
11. The agendas for Convention including The District Executive Meeting (OPTIONAL), the meals functions and the meetings.
12. District Executive to provide gifts of recognition (as required).
13. To comply with the District Convention District responsibilities specified in the District By-laws. (Article 16, Section 6, Paragraph .03 and all subparagraphs thereof).

4.0 Any profit or loss arising from Convention shall be to the benefit of, or the responsibility of the club(s).

5.0 This Agreement shall be interpreted and construed in accordance with the laws of the Province of Ontario.

6.0 This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns.

IN WITNESS WHEREOF The Club(s) and The District executed this Agreement.

The Club(s)  
Convention Chair

Date

The District  
Governor

Date