

## **District 8 Kin Preamble**

District 8 Kin is a non-profit, service-based organization. Through its clubs across Central and Northern Ontario, Kin brings together volunteers to

***“Serve the Community's Greatest Need”***

District Eight Kin are an extension of Kin Canada, which is the pre-eminent “All Canadian Service Club” as such we support the following;

### **Respect Policy**

Kin Canada strives to promote a professional environment where all people shall be treated with dignity and respect. Inappropriate behaviour will not be tolerated. The Executive and members of District 8 Kin support the Canadian Human Rights Act

### **Anti-harassment**

District Eight Kin will not tolerate any untoward language, behaviour, communications or displays on the part of members which could be in any way characterized as offensive, illegal or contrary to the aims and goals of Kin, nor which undermine the promotion of good order and discipline among volunteers or the maintenance of a safe environment. (See Appendix 10)

### **Mentoring**

The growth of our organization will be predicated on the further development of our members. As such District Eight Kin understand and support mentoring (See Appendix 11)

### **Training**

District Eight Kin understand that there is a level of ability and professionalism needed to maintain and further develop our association. As such District Eight Kin are committed to training our members and our leaders to allow for continued success within kin as per our Kin Objectives. (See Appendix 12)

These policies, taken together, will allow Kin to foster a positive and progressive environment for all volunteers to provide a framework for furthering our Association and promoting the Kin experience

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## **Article 1 – Name**

### **Section 1**

The name of this organization is “Kin Canada - District Eight”.

## **Article 2 – Definitions**

In these by-laws, policy and procedures and all resolutions of the District, unless the context otherwise requires:

- .01 “Association” means “Kin Canada”;
- .02 “Board” means the board of directors of the District;
- .03 “By-laws” means all by-laws, including special by-laws, of the District as amended from time to time;
- .04 “Candidate” shall mean: a person seeking the office of Association Director, or a person seeking the office of Deputy Governor or a committee seeking the office of District Governor’s Committee, or a committee seeking the office of District Vice Governor’s Committee;
- .05 “Census Date” shall mean the last day of February, or with reference to the Fall Leadership Conference only, shall mean June 30, or with reference to a special convention only shall mean the last day of the month that is not less than 90 days prior to the start of the convention;
- .06 “Constitution” means the Governing Documents of the Association including General Operating By-Law No. 1 and amendments thereto;
- .07 “Director” means a member of the Board as defined in Article 10, Section 1, Paragraph .01;
- .08 “District” means those Kinsmen and Kinettes belonging to the Association in District Eight as defined in the Constitution;
- .09 “District Governor’s Committee” shall mean a committee duly elected as provided in these by-laws and comprised of the Governor, and such Directors as the Governor may deem necessary not to exceed four in number;
- .10 “District Vice Governor’s Committee” shall mean a committee duly elected as provided in these by-laws and comprised of the Vice Governor, and such Vice Directors as the Vice Governor may deem necessary not to exceed four in number;
- .11 “Executive” means the Executive Committee of the District as defined in Article 13, Section 1, Paragraph .01;
- .12 “Governor” shall mean the duly elected governor of District Eight as provided for in these by-laws;

- .13 "Member" means an Active Member (as defined in the Constitution) in good standing of a club situated in the District and includes Active Life Members in good standing of such a club but does not include Honourary Members;
- .14 "Officers" shall mean the officers of the District as defined in Article 8, Section 1.
- .15 "Official Membership" shall mean the number of active members and active life members in the club as of the census date according to the membership records maintained by the Association.
- .16 "Policy" means the appendices to these By-laws which are to be considered an addition to but not part of these By-laws;
- .17 "Representative" means a member of the Board, a member of the Executive or an employee of the District or other person who has undertaken or is about to undertake any liability on behalf of the District or any company controlled by it and their heirs, executors, legal representatives and administrators, and estate and effects, respectively.
- .18 "Vice Governor" shall mean the duly elected vice-governor of District Eight as provided for in these by-laws;
- .19 "Voting Delegates" means accredited delegates and accredited delegates-at-large present and voting at a meeting of members.

## **Section 2 - Gender**

In the By-laws unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa.

## **Section 3 - Laws**

In the event that any provision of the By-laws is or may be in conflict with any law of the Government of Canada or the Province of Ontario, or of any other government body having authority, such provision shall be inoperative to the extent only that the operation thereof unavoidably conflicts with such law and shall be in all other respects in full force and effect.

## **Section 4 - Constitution**

In the event that any provision of the By-laws is or may be in conflict with the Constitution such provision shall be inoperative to the extent only that the operation thereof unavoidably conflicts with the Constitution and shall be in all other respects in full force and effect.

### **Section 5 - Authority**

A decision by the Board as to the construction and interpretation of the Constitution, By-laws, policy and procedures of the District and whether in a particular instance the provisions thereof have been complied with shall be final and binding unless such decision is rescinded at the next meeting of the members of the District.

### **Section 6 – Kin Song**

The official song, of District 8 is ‘The Kin Song’. This song will be used at all District Events

### **Section 7 – Kin Grace**

The official grace of District 8 is ‘The Kin Grace’. This grace will be used at all District events

### **Section 8 – Kin Colours**

The official colours of District 8 be Red, & White. Black will be allowed as tertiary colour.

### **Article 3 - Mandate**

The District is an administrative organization within the Association established by the Constitution and is accountable to the National Board of Directors of the Association for all its actions and activities. Its purpose is:

- .01 To promote the Association;
- .02 To facilitate communication between the various levels of the Association;
- .03 To encourage and undertake the chartering of new clubs;
- .04 To support and assist in the recruitment and retention of club members;
- .05 To provide training for the members of the District;
- .06 To use its best efforts to ensure that each Club in the District properly complies with all the obligations imposed upon said Club by the Constitution and these By-laws; and

.07 To develop and implement such plans, policies, procedures, activities and other initiatives as may be necessary to achieve its mandate.

## **Article 4 – Administration**

### **Section 1 - Non-Profit**

All of the District's activities shall be carried on without purpose of gain for its members, and any profits or other accretions to the District shall be used solely to promote the District's mandate

### **Section 2 - Dissolution**

Upon the dissolution of the District and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of:

.01 To those clubs in the District based on the clubs' official membership; or,

.02 If there are no clubs remaining in the District, the disposition or distribution will be in Canada to charitable organizations or to organizations the objects of which are beneficial to the community.

### **Section 3 - Language**

The official language of the District shall be English.

### **Section 4 - Signing Authority**

Subject to the approval of the Executive, any two officers shall sign contracts, documents or any instruments in writing requiring the signature of the District, and all contracts, documents and instruments in writing so signed shall be binding upon the District without any further authorization or formality. The Executive shall have power from time to time by resolution to appoint an officer or officers on behalf of the District to sign specific contracts, documents and instruments in writing. The Executive may give the District's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks, bonds, and other securities of the District.

## **Section 5 - Year End**

The fiscal year end of the District shall be June 30.

## **Section - 6 Books and Records**

The Executive shall see that all necessary books and records of the District required by the By-laws or by any applicable statute or law are regularly and properly kept.

## **Section 7 – Auditor**

.01 The Executive shall appoint an auditor to audit the accounts and annual financial statements of the District for report to the members at the annual meeting. The auditor shall hold office until the next annual meeting provided that the Executive may fill any casual vacancy in the office of the auditor. The Executive shall fix the remuneration of the auditor.

.02 The audited financial statements for the year ended June 30 in each year shall be mailed to each Club in the District at least 30 days prior to the Fall Leadership Conference.

## **Article 5 - Amendment of By-laws**

### **Section 1 - Amendments**

These By-laws may be enacted or amended by a simple majority vote (unless otherwise specified in the By-laws) of the voting delegates at any District Convention.

### **Section 2 - Proposed Amendments and Other Resolutions**

Sixty days prior to the date of the District Convention the District Secretary shall mail or email to the President of each Club an invitation to submit proposed amendments to these By-laws and other resolutions to be considered at the District Convention. Any such proposed amendment or other resolution shall be submitted to the District Secretary at least 40 days prior to the District Convention. Notwithstanding this limitation any proposed amendment or other resolution duly passed at a Zone Conference shall be deemed to comply with the requirement to be submitted to the District Secretary 40 days prior to District Convention. Proposed

amendments shall wherever possible be specific as to the proper referencing of the article and section number. The District Secretary shall mail or email a copy of all proposed amendments or other resolutions to the President of each Club in the District at least 30 days prior to the date of District Convention.

### **Section 3 - Approved Changes**

Unless otherwise stated in the amendment or addition to the By-laws, the approved changes shall become effective immediately at the conclusion of the District Convention where the amendments or additions were passed.

### **Section 4 - Circulation of By-laws**

The District Secretary shall furnish a complete copy of these By-laws to the Executive Director of the Association, the Chair of the National By-laws Committee, each Club in the District and the Board.

### **Section 5 - Policy**

Policy may be enacted or amended by the Board or by a simple majority vote of the voting delegates at any District Convention.

### **Section 6 - Amendments to the Constitution**

Whenever the Association enacts changes to the Constitution the Executive may make the necessary amendments to these By-laws to ensure that there is no conflict with the Constitution.

### **Article 6 - Boundaries**

The District boundaries are defined in the Constitution but more particularly shall consist of that portion of the Province of Ontario lying between the following westerly and easterly boundaries.

.01 The westerly boundary of the District shall be as follows: A line drawn northerly from the north shore of Lake Ontario, through the east limits of the town of Oakville, and west limits of the towns of Georgetown, Mississauga, Brampton and Orangeville, through the easterly limits of the town of Stayner, and then in a north-westerly direction to the easterly limits of the town of Wasaga Beach and then north to the south shore of Georgian and/or Nottawasaga Bay; and, the 85 meridian north of Lake Superior.

.02 The easterly boundary of the District shall be a line drawn northerly from the north shore of Lake Ontario through the east limits of the town of Brighton, to the west limits of the town of Havelock and thence by a straight line through the east limits of the town of Bancroft through the east limits of the town of MacKay to the Ontario-Quebec border.

## **Article 7 - Zones**

### **Section 1 - Clubs**

The District shall be divided into zones containing the Clubs as specified in Policy.

### **Section 2 - Newly Chartered Clubs**

Any newly chartered Club shall be included in the zone it is best geographically suited as determined by the Executive.

### **Section 3 - Changing Zones**

The District may change the number of zones or which Clubs belong to each zone by a resolution passed at a District Convention provided that:

.01 The District Secretary, 30 days prior to the proposal of such resolution at a District Convention, gives notice in writing to all Clubs situated in the District of such proposed resolution; and,

.02 Such resolution is passed by a 2/3 majority of all votes cast by the voting delegates at such District Convention.

### **Section 4 - Zone By-laws**

Each Zone may enact Zone By-laws to regulate its operation provided that:

.01 Such By-laws are not inconsistent with the Constitution or these By-laws;

and,

.02 The Zone files a copy of such By-laws with the District Secretary within 30 days of enactment or amendment of such By-laws.

### **Section 5 - Qualifications of Zone Officers, Directors,**

Subject to Article 8, Section 3, Paragraph .03, all members of clubs in the Zone shall be qualified to serve as an officer, director, chair or member of a Zone executive.

## **Section 6 - Deputy Governor**

The officers of the Zone shall include one Deputy Governor, except in the case of Zone Mid-Ontario, which shall have two Deputy Governors, and such other officers as the Zone may determine in its Zone By-laws.

## **Section 7 – Vice Deputy Governor**

The Vice Deputy Governor's duties shall include but not be limited to;

- .01 To assist the sitting Deputy Governor co-ordinate the Zone spring conference
- .02 To promote & administer the Zone Awards programme
- .03 Visit the clubs in the zone at least once during the term as able.
- .04 The Vice-Deputy Governor will on Zone Council. (Not a member of District Council)
- .05 To chair annual review of Zone bylaws & information on resolutions
- .06 The VDG will attend Zone Council meetings & Spring Conferences as able.

## **Article 8 - District Officers**

### **Section 1 - Identification**

The officers of the District shall be the following: the Governor, the Vice Governor, the past Governor, the Zone Deputy Governors, and the Directors and Vice Directors elected as members of the District Governor's Committee and the District Vice Governor's Committee plus the Membership Director, and the Association Director.

### **Section 2 - Term of Office**

All officers, except as specified in this section, shall serve a one year term commencing on the first day of the fiscal year next following their election and ending on the last day of the fiscal year. The Association Director shall serve a two-year term commencing in even years on the first day of the fiscal year next following his/her election and ending on the last day of the next fiscal year. The Membership Director shall serve a two-year term commencing in odd years on the first day of the fiscal year next following his/her appointment and ending on the last day of the next fiscal year.

### **Section 3 - Qualifications**

Only a person who can meet the following qualifications shall be eligible to serve as an Officer of the District:

- .01 Each Officer shall, at the time he/she assumes office, be a member as defined in Article 2 Section 1 above.
- .02 The Governor, the Vice Governor, the past Governor, each Deputy Governor and the Association Director during his/her term of office, shall not be entitled to hold office on any Club executive except the office of Past President.
- .03 The Governor, the Vice Governor, each Deputy Governor and the Association Director must have served as a member of an executive of a Club for at least one full term prior to his/her election.
- .04 A Deputy Governor may not run for office in consecutive years without the permission of the present Executive.

### **Section 4 - Governor**

The Governor shall exercise general supervision over all activities of the District and shall perform certain mandatory duties that shall include:

- .01 Presiding over the District Convention, Fall Leadership Conference, and all meetings of the Board and Executive;
- .02 Directing the activities of the Executive;
- .03 Ensuring and maintaining the Association's Public image; .04 Promptly responding to all correspondence;
- .05 Becoming an ex-officio member of all standing and special Committees;
- .06 Ensuring that the Constitution is adhered to by the members and the clubs in the District;
- .07 Attendance by invitation to Club, Zone and District events such as life memberships but note that attendance by invitation to Club anniversaries and other such functions is optional; and
- .08 Shall perform such other duties as pertain to the office of President in an organization.

### **Section 5 - Vice Governor**

The Vice Governor and the other members of the Vice Governor's Committee shall thoroughly familiarize themselves with the operation of the District. The Vice Governor shall act as a liaison officer between such Committee and the Board. The Vice Governor's Committee shall prepare and present a budget for the following year.

### **Section 6 - Past Governor**

- .01 The immediate Past Governor shall ensure the audited financial statements for his/her year in office is completed by September 30.

## **Section 7 - District Directors**

The District Directors, including the Membership Director and the Association Director, shall perform such duties as shall be assigned by the Governor, the Board and the Executive. These shall include such duties as Secretary, Treasurer, Co-ordinator, Director of C.F. and Service, Membership, expansion, personal development, Kin information, bulletin publication, trophy control, etc. The Directors shall be responsible for carrying out the administration of the District in accordance with these By-laws and the Constitution as directed by the Board. Such duties may include taking minutes of meetings, overseeing of financial affairs of the District, liaison to the Deputy Governors, registering delegates to the annual Convention as well as chairing of the committee on credentials and elections at the Convention. In addition they shall be responsible for the following specific duties assigned to the Secretary, Treasurer and the Director(s) of C.F. & Service.

## **Section 8 - Secretary**

The Secretary shall be the recorder at the District Convention, Fall Leadership, Board Meetings and the Executive Meetings and shall maintain accurate minutes of the proceedings of the meetings and shall furnish copies thereof to such persons as the Executive shall direct and shall assist in conducting the business of the District performing such duties as may be assigned by the Governor.

## **Section 9 - Treasurer**

The Treasurer shall:

- .01 Collect all monies payable to the District and shall disburse the same as directed by the Executive;
- .02 Notify all Clubs in arrears in respect to District dues;
- .03 Keep the books of the District General Account and the District Cystic Fibrosis Account and shall keep a correct account of receipts and disbursements;
- .04 Present a detailed report thereof at the annual District Convention and at all meetings of the Executive and Board. His/her records and books shall at all times be open to the inspection of the Governor and the members of the Board and the auditor; and,
- .05 Collect from each Club, by November 1st, a copy of each Club's previous year's financial statements, the current year's budget and a copy of the Notice of Change filing and also a copy of the Annual Insurance Questionnaire.

## **Section 10 - Director(s) of C.F. and Service**

The Director(s) of C.F. and Service shall oversee the operation of the District Cystic Fibrosis project; Raise the Flag and any other service project adopted by the District. He/she shall prepare and circulate a budget of projected revenues and expenditures. The

Director(s) will attend meetings of the Canadian Cystic Fibrosis Foundation and National Kin Service Directors as required. He/she will provide educational and motivation support to the Zone C.F. and Service coordinators, if any, and the Clubs of the District. The Director(s) will arrange for the judging and presentation of District C.F. awards. He/she is responsible for the organization and chairing of:

- .01 District C.F. Pre-term and Mid-term meetings;
- .02 C.F. meetings at District Convention and at the Fall Leadership Conference(s) or at a separate Fall educational/training session.
- .03 C.F. luncheon or dinner at District Convention.

### **Section 11 - Deputy Governor**

Each Deputy Governor shall:

- .01 Be the presiding officer of all Zone Conferences held within his/her Zone. They shall be the Chief Executive Officers of their Zone. Under the direction and supervision of the Board of Directors he/she shall have the duty of implementing, within his/her Zone, the general policy adopted by the District and of furthering the Object and Aims of the Association and of promoting the interests of the Clubs within the Zone.
- .02 Be responsible to submit all expenses relating to the operation of their Zone to the District Treasurer for payment prior to June 30.
- .03 Hold at least 4 meetings 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 Governor may determine. Where the meeting is in person there should be a social component.
- .04 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 shall indicate the cost elements, within the limits specified in the District budget, needed to achieve the plan.
- .05 Ensure that a Zone Newsletter is published a minimum of four times in a year and distributed to each club in the Zone. This may be a joint Kinsmen and Kinette publication.
- .06 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.

.07 Appoint such zone officers as may be necessary to achieve the goals of the zone. Where there is more than one Deputy Governor in the zone such appointments shall be made jointly. See also Article 27, Section 1 Paragraph .03 on the appointment of a Zone C.F. and Service representative.

### **Section 12 - Association Director**

.01 The Association Director shall serve as the District's representative on the National Board of Directors and shall ensure that the District's concerns and opinions are fairly presented in any and all discussions of the National Board of Directors.

.02 The Association Director shall present a report at all Board and Executive meetings on the activities taking place and the issues being discussed by the National Board of Directors. Such reports shall include any recommendations for the District that the Association Director deems appropriate.

### **Section 13 – Past Governor**

The Past Governor responsibilities will be as such:

.01 To present training programmes as needed by clubs in district eight including Kin Kollege and as is possible by the district budget approved yearly

.02 Be responsible for the district awards programme, assigning the Awards Committee and maintaining the banner programme

.03 Maintaining and updating the District by-laws subsequent to district convention

### **Section 14 – Membership Director**

The membership director is appointed as member of the Vice-Team

The Membership Director's duties will include but not be limited to:

.01 Encourage clubs in the district to compete for District/National Membership awards

.02 Present a membership program, with budget to be completed through the year

.03 To create and/or present membership training sessions, new member sessions, recruiting sessions, protocol sessions

.04 Promote and support the development of new active club charters

### **Article 9 - Nominations and Elections**

## Section 1 – Procedure

.01 Subject to Article 16, Section 2 of these by-laws and Paragraph .14 in this Section, the District Governor's Committee, the District Vice Governor's Committee and the Association Director shall be elected at District Convention.

.02 Subject to Paragraph .14 in this Section, the Deputy Governor(s) shall be elected annually at the Zone Conference of each Zone.

.03 A candidate may stand for office if the candidate has been properly nominated for such office.

.04 A candidate shall be deemed to have been properly nominated within the meaning of Sub-section (.03) hereof if:

.i The candidate is nominated by a Club in good standing belonging to the District or, in the case of a the office of Deputy Governor, the candidate is nominated by a Club in good standing belonging to the Zone;

.ii The candidate's nomination papers are signed by the president and secretary of the club nominating the candidate;

.iii The candidate's nomination papers are forwarded to the District Secretary at least 30 days prior to the District Convention or, in the case of the office of Deputy Governor, the candidate's nomination papers are forwarded to the Zone Secretary at least 30 days prior to the Zone Conference; and

.iv The candidate's nomination papers are accompanied by written acceptance of the nomination from either the individual seeking to be elected or in the case of committees each individual member of the committee.

.v Notwithstanding anything contained in Paragraph (.04) hereof, a candidate shall be deemed to have been properly nominated within the meaning of Paragraph (.03) hereof if:

.01 The candidate is nominated from the floor of the District Convention by a majority of the duly accredited delegates from each of any three clubs in good standing belonging to the District or, in the case of the office of Deputy Governor, 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

.02 The candidate furnishes the District Secretary with the documents mentioned in Sub-Paragraphs (.02) and (.04) of Paragraph (.04) hereof or, in the case of the office of Deputy Governor, the candidate furnishes the Zone Secretary with the documents mentioned in Sub-Paragraphs (.02) and (.04) of Paragraph (.04) hereof.

.06 The day and hour of the election of the District Governor's Committee and the District Vice Governor's Committee and the Association Director shall be indicated in the official program and shall be subject to change only in accordance with the rules of procedure adopted at the District Convention.

.07 The day and hour of the election of the Deputy Governor(s) shall be indicated in the official program and shall be subject to change only in accordance with the rules of procedure adopted at the Zone Conference.

.08 The Credentials and Elections Committee shall be responsible for preparing, distributing and counting the ballots.

.09 Voting shall be by secret ballot except for a nominee that is unopposed.

.10 A majority of all votes cast shall be necessary for the election of any office. In the event that any ballot cast does not show a majority for any nominee for office, the balloting shall continue until such majority shall have been obtained by one of the nominees. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped and in each succeeding ballot the same procedure shall be followed until some nominee shall receive a majority of all votes cast.

.11 The Credentials and Election Committee shall report promptly to the presiding officer the results of the balloting and the report shall be signed by a majority of the committee. After the committee has so reported, the chair of such committee shall forthwith destroy such ballots.

.12 In the event of a vacancy on the District Governor's Committee or the District Vice-Governor's Committee, the remaining members of the committee with the vacancy may elect a member to serve for the balance of the unexpired term. In the event of a vacancy in the Office of Association Director the Executive may elect a member to serve for the balance of the unexpired term.

.13 The District Governor's Committee and the District Vice-Governor's committee shall assume office on the first day of July following its election or in accordance with its appointment and shall hold office until the following June 30th.

.14 In the event that no District Governor's Committee, or no District Vice-Governor's, or no Association Director is elected at District Convention, or in the event that there are no committee members remaining to fill a vacancy on the Vice Governor's Committee, or in the event of a vacancy in the office of Association Director, or in the event no Deputy Governor is elected at the Zone Spring Conference or in the event of a vacancy in the Office of Deputy Governor, the present Executive shall appoint such a person or committee. In the event that there are no members of the Executive to make such appointments the National Executive Committee may do so.

## **Article 10 - District Board of Directors**

### **Section 1 – Members**

.01 The Board shall consist of the Governor, the Vice Governor, the Zone Deputy Governors, and the Directors and Vice Directors elected as members of the District Governor's Committee and the District Vice Governor's Committee plus the Membership Director and the Association Director.

### **Section 2 - Powers and Functions**

.01 The Board shall have management and control of the District, not otherwise provided for in these By-laws, subject to the direction of the National Board of Directors.

.02 The Board shall have the power to act on behalf of all members and shall exercise these powers and such administrative duties as shall be necessary or expedient between meetings of the general membership so that the affairs of the District may be effectively carried on.

.03 The Board may by a two-thirds majority vote remove any member of the Board or Executive from office for misconduct or dereliction of duty provided that such member has been provided with 10 days notice by mail or email that such a motion is to be considered and is provided with an opportunity to respond to any questions that the Board may have prior to any vote on the issue being taken.

### **Section 3 Meetings**

.01 The Board shall meet at such time and place as may be determined by the Board, by the call of a Governor, the Executive or by the written request of the majority of the members of the Board. The Board may meet in person or by way of teleconference. A written notice of the time and place of all meetings of the Board shall be mailed or emailed to each member of the Board no later than 10 days prior to any such meeting. There shall be at least three meetings each year as follows:

.i Pre-term Meeting: The purpose of the meeting shall be to provide an opportunity for the Executive to present the proposed plan of action for the year and to review the plan of action prepared by each Deputy Governor. The District Vice Governor's Committee shall determine within the constraints of their proposed budget whether a separate Preterm meeting is to be held. Where a separate pre-term meeting is to be held it shall be held during the start of the current Kin year, after the completion of the District Convention and prior to September 1. Where a separate pre-term meeting is not held the District Vice Governor's Committee shall determine how best to incorporate the objectives of the pre-term meeting into one or more of the following events: District Leadership School (DLS), District Convention, and/or Fall Leadership Conference (FLC.) For the purpose of this paragraph only it is understood that the term District Vice Governor's Committee is to mean the District Executive once the District Vice Governor's Committee is elected and assume office as the District Executive.

.ii Mid-term Meeting: This meeting shall be held after January 1 and before February 1 each year. All members of the Board shall attend the meeting. The purpose of this meeting shall be to provide an opportunity to review the progress on the implementation of the District plan of action and to review the progress of each Deputy Governor in the implementation of his/her plan of action. In addition, the Vice Governor's Committee shall present their proposed plan of action for the coming year.

.iii Out-going Meeting: This meeting shall take place immediately before the District Convention and shall be attended by all members of the Board and such persons as may be invited by the Governor. Its purpose shall be to conduct the general business of the District prior to Convention.

.02 The Governor shall preside at all meetings of the Board and in his/her absence the board shall elect a chair.

.03 A majority of the members of the Board in office shall constitute a quorum for the transaction of all business at any meeting of the Board.

.04 A member of the Board cannot be represented by proxy at any meeting of the Board.

.05 The Governor may submit any resolution to the members of the Board by mailing or emailing the resolution to each member of the Board, and shall be governed by the majority of the votes returned by mail or email within fourteen (14) days after mailing or emailing the said resolution. All votes so returned by mail or email shall be retained by the Governor until permission for their destruction is given by a majority of the Board at a meeting thereof.

## **Article 11 - CONFLICT OF INTEREST**

### **Section 1 - Directors**

Any director who, either on the director's own behalf or while acting for, by, with or through another, has any direct or indirect material interest be it pecuniary or otherwise, in any contract, transaction or matter and, is present at a Board meeting at which the matter is the subject of consideration shall:

.01 Prior to any consideration of the matter at the meeting, disclose said interest and the general nature thereof;

.02 Not take part in the discussion of, or vote on, any question in respect of the matter and shall remove themselves from the room during all discussion and voting on the matter;

.03 Not attempt in any way whether before, during or after the meeting to influence the voting on any such question; and

.04 Where the interest of the director has not been disclosed as required by this section because of the director's absence from the meeting, then said director shall disclose such interest at the first meeting of the Board attended by the director following the meeting at which the matter was considered and shall otherwise comply with this section.

### **Section 2 - Executive and Committees**

Any committee member, including but not limited to members of the executive committee, who, either on the committee member's own behalf or while acting for, by, with or through another, has any direct or indirect material interest be it pecuniary or otherwise, in any contract, transaction or matter and, is present at a committee meeting at which the matter is the subject of consideration shall:

.01 Prior to any consideration of the matter at the meeting, disclose said interest and the general nature thereof;

.02 Not take part in the discussion of, or vote on, any question in respect of the matter and shall remove themselves from the room during all discussion and voting on the matter;

.03 Not attempt in any way whether before, during or after the meeting to influence the voting on any such question; and

.04 Where the interest of the committee member has not been disclosed as required by this section because of the committee member's absence from the meeting, then said committee member shall disclose such interest at the first meeting of the committee attended by the committee member following the meeting at which the matter was considered and shall otherwise comply with this section.

### **Section 3 – Quorum**

Any director, executive member, or committee member, disclosing an interest pursuant to the provisions of this article who, but for said disclosure, would otherwise be counted present for quorum purposes, shall be counted as present for the purposes of determining whether a quorum is present at the time the matter that gave rise to said disclosure is under consideration.

### **Section 4 - Common Interest**

Where the application of this article would otherwise require all the directors, executive members, or committee members present to absent themselves from the discussion, they shall be deemed to have an interest in common with the community and as a result shall not be required to absent themselves and they shall be permitted to participate as they might otherwise but for the provisions of this article.

## **Article 12 - INDEMNITIES TO DIRECTORS AND OTHERS**

Every Representative shall from time to time and at all times be indemnified and saved harmless out of the funds of the District, from and against:

.01 All costs, charges and expenses which such Representative sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against the Representative, or in respect of any act, deed, matter of thing whatsoever, made, done or permitted by the Representative, in or about the execution of the duties of the Representative's office or in respect of any such liability; and

.02 All other costs, charges and expenses which the Representative sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by the Representative's own willful neglect or default.

This indemnification may include all or any portion of the amount that such Representative is required to pay to defend themselves against any such claims or which was expended to pay for the proper defense against any action or threatened action against the Representative. This indemnification may also include the amount of any settlement that such Representative pays to settle any such

claims as well as any judgement, interest and cost which they are required to pay thereon. The Board shall determine the amount agreed to be paid in these matters.

## **Article 13 - DISTRICT EXECUTIVE COMMITTEE**

### **Section 1 – Members**

.01 The Executive shall consist of the District Governor's Committee and the Vice Governor together with the Membership Director and the Association Director.

### **Section 2 - Powers and Functions**

.01 Subject to the restrictions in this section the Executive shall have all the powers of the Board.

.02 The Executive shall not have the power to amend these By-laws.

.03 The Executive shall exercise its powers between meetings of the Board and only as shall be necessary so that the affairs of the District may be effectively carried on.

.04 The exercise by the Executive of its powers shall be subject to the approval and ratification of the Board at its meeting next following the exercise of such powers.

.05 The Executive may declare a Club within the District to be not in good standing if:

.i A Club is in arrears 30 days or more in payment of any Zone or District financial obligations;

.ii A Club has not provided the District

Executive Committee with its financial statements for the preceding year by November 1st .

.iii A Club has not provided the District Executive Committee with its Annual corporate return to provincial or territorial jurisdiction (Form 1) for the current year by November 1st .

.iv A Club has not provided the District Executive Committee with its Annual Insurance Questionnaire by the deadline for submission as set by National.

.06 Upon the Executive declaring a Club to be not in good standing, the District Secretary shall notify the Club president and Deputy Governor of such declaration and the reason. A Club will automatically be returned to good standing once it has rectified the breach or default that formed the basis for it being declared not in good standing. The Executive may reinstate a Club into good standing by a 2/3-majority vote. The District Secretary shall notify the Club that it has been returned to good standing.

.07 The Executive may by a unanimous vote of the members of the Executive, other than the particular member in question, remove any member of the Board or Executive from office for misconduct or dereliction of duty provided that such member has been

provided with 10 days notice by mail or email that such a motion is to be considered and is provided with an opportunity to respond to any questions that the Executive may have prior to any vote on the issue being taken.

### **Section 3 - Meetings**

.01 The Governor shall call such number of meetings of the Executive as he/she deems necessary for the effective transaction of the District's business.

.02 A majority of the members of the Executive shall constitute a quorum for the transaction of all business at any meeting of the Executive.

.03 A member of the Executive cannot be represented by proxy at any of the Executive meetings.

## **Article 14 - STANDING AND SPECIAL COMMITTEES**

### **Section 1 - Appointment**

The Governor with approval of the Board or Executive may appoint such Committees as are necessary for the promotion and furtherance of the District's affairs.

### **Section 2 - Responsibility**

All chairs and members of any such Committee shall be responsible to the Board and shall be subject to removal by it.

## **Article 15 - ZONE CONFERENCES**

### **Section 1- Time**

.01 Each Deputy Governor shall call a Zone Conference to be held in his/her Zone preferably between February 1st and March 31st of each year.

.02 The Deputy Governor shall before calling such a Conference obtain the Executive's approval to the date of such Conference.

### **Section 2 – Place**

The location of such Conference shall be left to the discretion of the Zone.

### **Section 3 – Notification**

The Deputy Governor shall notify the District Secretary of the date and location of his/her Zone Conference at least 40 days prior to the Zone Conference.

### **Section 4 - Agenda and Budget**

At least 50 days prior to the Zone Conference each Deputy Governor shall forward to the Governor a copy of the proposed agenda together with a copy of the proposed budget for such Zone Conference.

### **Section 5 - Approval by the Governor**

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 Governor may request.

### **Section 6 - Notice to Clubs**

At least 40 days prior to the Zone Conference, the Deputy Governor shall forward to each Club in good standing in the Zone a call to the Zone Conference, together with a copy of the agenda.

### **Section 7 - Chairperson**

The Deputy Governor shall chair the Zone Conference. In the absence of the Deputy Governor, the voting delegates shall elect a member present to chair the conference until the Deputy Governor is in attendance.

### **Section 8 – Procedure**

.01 Sections 7 to 11 of Article 16 (Delegates, Convention Business Committees, Convention Procedure and Rules of Order, Reports and Club Responsibilities) shall be the same for Zone Conferences except as specified in this article.

.02 The voting at the Zone Conference shall be restricted to voting delegates from the Clubs within the Zone. A quorum shall comprise of 50% of the voting delegates at the Conference representing not less than 50% of the Clubs in the zone.

### **Section 11 - Delegates-at-large**

The following persons shall be, as a minimum, the delegates-at-large at Zone Conference subject to being a member, other than an Honorary Member, of a Club within the Zone as of the date of the Zone Conference:

- .01 The current Deputy Governor(s), and;
- .02 Any other current elected or appointed Kinsmen/Kinette Zone Officer.

The Zone by-laws may specify additional delegates-at-large.

### **Section 12 - District Representation**

The Governor or his/her appointed representative, who shall be a member of the Executive, shall attend each Zone Conference.

### **Section 13 - Financial Statements**

Within 60 days of holding a Zone Conference, the host Club shall cause the financial statement of the Zone Conference to be forwarded to the Governor, Deputy Governor and to each Club in their Zone.

## **Article 16 - DISTRICT CONVENTION**

### **Section 1 - Required Annually**

Subject to Section 2 in this Article, the District shall hold an annual Convention (hereinafter called a "District Convention") in each fiscal year.

### **Section 2 - Convention Dispensed With**

In any year the District is hosting a National Convention the Board shall have the right to dispense with the holding of a District Convention in that year, and in the event of such dispensation shall provide for the transaction of the necessary business and election of officers by mail or such other method as the Board may deem advisable.

### **Section - 3 Time**

The District Convention shall be held no later than June 27.

<b>District Convention</b>	<b>Fall Leadership</b>
2007 Durham	2007 Zone C
2008 Zone C	2008 Halton Peel
2009 Halton-Peel	2009 Zone A
2010 Zone A	2010 Algoma rainbow
2011 Algoma Rainbow	2011 Mid-Ontario
2012 Mid Ontario	2012 Durham

**Section - 4 Place**

.01 The place of the District Convention shall be held within each Zone on an annual rotation basis as follows:  
 District Convention    Fall Leadership Conference (Article 17 – included for reference only)

.02 Subsequent to the completion of the rotation, the rotation will begin again.

.03 The Clubs within the host Zone will determine the actual location of the District Convention.

.04 In the event that a Zone is unable to host District Convention and with the consent of the District Board of Directors, a Zone may exchange for a future date with another Zone. If an exchange is not possible, the Board shall determine the location of the next District Convention.

.05 The District Convention shall be conducted within the physical boundaries of the province of Ontario.

**Section 5 - Official Call**

The District Secretary shall mail or email an official call to the District Convention to the President of each Club in the District and to the National Presidents at least 60 days prior to the Convention.

**Section 6 - Supervision, Management and Control**

.01 The Executive shall have full supervision and management of all District Conventions. All plans, arrangements, programs and budgets shall be subject to the approval of the Executive.

.02 The duties and responsibilities of the Club hosting the District Convention (hereinafter called “host Club”) shall be:

.i) To establish a District Convention Committee and appoint as chairperson a member of the host Club who has thorough knowledge of Committee procedures. This person shall be hereinafter be called the “District Convention Chairperson”;

.ii) To provide an estimate of the cost of the Convention and prepare a TV media and to keep the members informed in advance of the Convention so as to stimulate and encourage good attendance at the Convention; and

iii) To contact by telephone the President of each Club in the District that has not registered one or more delegates to Convention no later than 14 days prior to the start of Convention to confirm whether or not the Club will be sending one or more delegates.

.XIII) To provide and prepare all necessary news releases and publicity both to the members attending the Convention and to the press, radio and TV

.03 The duties and responsibilities of the District shall be:

- i) To provide the District Convention Chairperson with a complete agenda of the business portion of the Convention 30 days prior to the Convention date;
- ii) To co-operate with the District Convention Chairperson in co-ordinating the business sessions of the Convention with the social functions of the Convention;
- iii) To arrange with, and advise, the District Convention Chairperson of the presentation of any awards to be made by the District during the course of the Convention;
- . To arrange and organize all panel discussions, open forums or other discussions to be placed on the Convention agenda; and
- iv) To provide a Chairperson for meetings at the Convention. a written budget outlining a proposed registration fee and other revenue anticipated to together with a forecast of proposed expenditures to be Made in the operation of the Convention. The budget shall be submitted to the Executive not later than September 1 prior to the Convention;

.04 All profit resulting from the Convention operation shall be paid to the District or the host Club as may be agreed upon in the Convention agreement.

.05 Any loss or deficit resulting from the Convention shall be borne by the District or the host Club as may be agreed upon in the Convention agreement.

.06 In the event that the District Convention shall be cancelled due to the circumstances beyond the control of the host Club and the District, all expenses incurred by either the District or the host Club shall be paid by the District.

bank account, keep separate records and otherwise control all Convention revenue and expenses  
financial records of the host Club;  
within 90 days of the final day of the Convention an audited statement of all receipts and expenditures of  
all advanced and other registrations of delegates to the Convention;  
Convention Committees sufficient personnel to work at registration desks, or stations, at all such times as  
stration of delegates;  
registration forms, officer and delegate identification tags or name plates, programs and all other  
persons attending the Convention informed, both before and during the Convention proceedings;  
of the host Club attending the Convention shall pay such registration fees as may be agreed upon in  
hotels or other places of accommodation agree in writing to rates to be charged to the delegates to the  
registration;  
all necessary hotel accommodation required by the delegates to the Convention; to rent or arrange  
; and/or other functions involving the delegates and to provide such equipment as typewriters, public  
; and any other equipment which in the opinion of the Executive is required for the orderly, carrying  
ings, and to arrange for all meals, coffee breaks, bar facilities and entertainment required for the  
the Executive and the host Club;  
possible to do so, sufficient hotel accommodations at the hotel chosen to be the Convention  
if the Executive;

.07 The host Club and the District, prior to the District Convention, shall enter into a Convention agreement embodying all their respective duties and obligations and providing for such other terms and conditions as may mutually be agreed upon.

.08 The District Convention Chairperson, or such other person as the host Club may designate, shall have full power on behalf of the host Club to negotiate, sign and carry out the responsibilities of the Convention agreement.

.09 The Governor or such other person as the Executive may designate, shall have full power on behalf of the District to negotiate, sign and carry out the responsibilities of the Convention agreement.

### **Section 7 - Delegates**

.01 Each club shall be entitled at each district convention to be represented by a number of delegates equal to its official membership on the census date.

.02 Delegate privileges:

i) A delegate, as defined in this Section, shall be entitled to all of his/her votes if he/she becomes an accredited delegate, or;

ii) A delegate who is not an accredited delegate shall be deemed to have abstained his/her votes, unless the delegate has proxied his/her votes as described in this Section.

.03 A person shall be deemed to be a delegate if he/she:

i) Has been duly appointed a delegate of his/her club at a regularly constituted meeting or executive meeting of his/her club, and; Is an active member or an active life member of such club as recorded on the census date .

ii) in the membership records maintained by the Association.

.04 A delegate must be registered at the credentials desk at the District Convention in order to become an accredited delegate at the convention.

.05 A delegate may proxy his/her votes to:

i) Another delegate of his/her own club or any club located in the district to which such delegate belongs, or;

ii) An incoming or outgoing deputy governor, or;

iii) A governor or vice governor

Provided that the person to whom such votes have been proxied files with the credentials committee, before the convention or at any time during the convention, a delegate proxy form duly signed by the president and secretary of the club proxying the delegate votes.

.06 The following persons shall be delegates-at-large at each District Convention subject to being a member, other than an Honorary Member, of a Club in the District:

.i)The members of the Board,

ii) Each past national president, and

iii) Each past governor of the district.

.07 A delegate-at-large shall be entitled to one vote at the convention upon becoming an accredited delegate-at-large.

.08 An accredited delegate-at-large is delegate-at-large who has presented himself/herself for a registration at the credentials desk at the District Convention.

.09 A delegate-at-large shall not be entitled to proxy his/her vote.

### **Section 8 - Convention Business Committees**

.01 Prior to each District Convention the Governor shall appoint:

- i) Committee on Credentials and Elections;
- ii) A Committee on Resolutions;
- iii) A Committee on Rules of Order; and
- iv) A Sergeant-at-arms.

.02 The Committee on Credentials and Elections shall:

- i) Peruse all delegate certificates and proxy forms filed in pursuance to the provisions of this article and shall decide who are delegates, accredited delegates and accredited delegates-at-large and the number of votes that each is entitled to exercise;
- ii) Have general charge of all ballot and poll votes and of distributing and counting all ballots cast during a ballot vote;
- iii) Have general charge of all elections and of distributing and counting the ballots cast thereat.

.03 The Committee on Rules of Order shall provide the chair of the meeting with guidance and interpretations of the constitution, these by-laws, policy and questions of procedure.

.04 The Sergeant-at-Arms shall take such steps as he/she deems advisable to ensure the prompt attendance of voting delegates at the business sessions of the convention and shall maintain peace and order thereat.

.05 Any decision made by the Committee on Credentials and Elections, the Committee on Resolutions, the Committee on Rules of Order or the Sergeant-at-arms may be appealed on a point of order to the voting delegates assembled for a business meeting during the Convention.

### **Section 9 - Convention Procedure and Rules of Order**

.01 At the commencement of the convention the chair shall announce the names of the members of the following committees: Credentials and Elections, Rules of Order and a Sergeant-at-Arms and shall call upon the chair of each committee to present his/her report.

.02 No business shall be transacted at any meeting during the convention unless a quorum is present.

.03 A quorum shall consist of 2/3 of the voting delegates at a convention.

.04 All questions put to any meeting at a district convention shall be voted upon and decided by a show of hands and no proxy vote shall be allowed unless before the next item of business is proceeded with and notwithstanding the taking of a vote by a show of hands, a poll or ballot vote is requested by:

- i) A Governor;
- ii) At least two deputy governors; or
- iii) At least 10 accredited delegates or delegates-at-large.

.05 A poll vote shall be deemed to mean a recorded vote of the voting delegates, each of whom shall be allowed to exercise his/her vote as well as the proxied votes that he/she carries.

.06 A ballot vote shall be deemed to mean a secret vote of the voting delegates, each of whom shall be allowed to exercise his/her own vote as well as the proxied votes that he/she carries.

.07 A poll or a ballot vote shall be conducted in such manner as shall be decided upon by the Committee on Credentials and Elections.

.08 Unless otherwise provided in the constitution or these by-laws, a majority of all the votes cast shall decide a question that has been put to a meeting.

.09 The chair shall vote only in the event of a tie upon any question that can be determined in the affirmative or negative. If, in the event of a tie, the chair declines to vote, the question shall be determined in the negative.

.10 The preceding sub-section does not apply in the election of officers, when in the event of a tie, the chair may have a second vote.

.11 Rules of Order shall be those contained in the Appendices of these By-laws.

## **Section 10 - Reports**

Within 30 days after the District Convention, the District Secretary shall make a report of the proceedings of the Convention comprising a complete synopsis of all actions taken and shall transmit a copy thereof to the Executive Director, all members of the Board and each Club in the District.

### **Section 11 Club Responsibilities**

.01 Each Club shall have a representative present at each District Convention.

.02 The penalty for cancellation subsequent to 48 hours prior to the Convention shall be an amount equal to the early registration (taken from the deposit). Such penalty is payable to the host club and it is the host club's responsibility to collect the penalty.

.03 It is a mandatory requirement for each Club President and or his/her designate to notify the host Club regarding their attendance. Any Club that is not able to attend must submit their intentions to the host Club within 14 days prior to the event. Failure to communicate your Club's intent of attendance or non-attendance will result in an automatic billing equal to one full early-bird registration.

## Article 17 - FALL LEADERSHIP CONFERENCE

### Section 1 – Time

The Fall Leadership Conference shall be held no earlier than October 1 and no later than November 15 each year.

### Section 2 - Format

The Fall Leadership Conference shall be a joint Kinsmen and Kinette conference.

### Section 3 - Place

The Fall Leadership Conference shall be held within each Zone on an annual rotation basis as follows:

Subsequent to the completion of the rotation, the rotation will begin again. The clubs within the host zone will determine the actual location of the Fall Leadership Conference.

In the event that a zone is unable to host Fall Leadership Conference and with the consent of the Executive, a zone may exchange for a future date with another zone provided the rotation of the District Convention is also taken into account in the exchange. If an exchange is not possible, the Executive shall determine the location of the next Fall Leadership Conference.

### Section 4 - Official Call

The District Secretary shall mail or email to the President of each Club in the District and to the National Executive Director, an official call to the Fall Leadership Conference at least 30 days prior to the Conference.

#### Section 5 Supervision, Management and Control

.01 The Executive shall have full supervision and management of all Fall Leadership Conferences. All plans, arrangements, programs and budgets shall be subject to the approval of the Executive.

.02 The duties and responsibilities of the Club hosting a Fall Leadership Conference (hereinafter called the "host Club") shall be the same as those of the Club hosting District Convention except that the budget must be submitted not later than May 15 prior to Conference.

.03 The duties and responsibilities of the District shall be as follows:

District Convention (Article 16 – included for reference only)

Year	Zone
2004	Zone A
2005	Algoma-Rainbow
2006	Mid-Ontario
2007	Durham
2008	Zone C
2009	Halton-Peel

Year	Zone
2010	Mid-Ontario
2011	Durham
2012	Zone C
2013	Halton-Peel
2014	Zone A
2015	Algoma-Rainbow

- i.) To provide the Fall Leadership Conference Chairperson with a complete agenda of the seminar/business portion of the Conference 30 days prior to the Conference date;
- ii) To co-operate with the Fall Leadership Chairperson in co-ordinating the seminar/business sessions of the Conference with the social functions of the Conference;
- iii) To hold seminars of an educational and instructive nature; and
- iv) To arrange and organize all panel discussions, open forums or other discussions to be placed on the Conference agenda.
- v) All profit resulting from the Conference operation shall be paid to the District or the host Club as may be agreed upon in the Conference agreement.
- vi) Any loss or deficit resulting from the Conference shall be borne by the District or the host Club as may be agreed upon in the Conference agreement.
- vii) In the event that the Fall Leadership Conference shall be cancelled due to the circumstances beyond the control of the host Club and the District, all expenses incurred by either the District or the host Club shall be paid by the District.
- viii) The host Club and the District, prior to the Fall Leadership Conference, shall enter into a Conference agreement embodying all their respective duties and obligations and providing for such other terms and conditions as may mutually be agreed upon.
- ix) The Fall Leadership Conference Chairperson, or such other person as the host Club may designate, shall have full power on behalf of the host Club to negotiate, sign and carry out all the responsibilities of the Conference agreement.
- x) The Governor or such other person as the District Executive Committee may designate, shall have full power on behalf of the District to negotiate, sign and carry out the responsibilities of the Conference agreement.

### **Section 6 - Club Responsibilities**

- .01 Each Club shall have a representative present at each Fall Leadership Conference.
- .02 The penalty for cancellation subsequent to 48 hours prior to the Conference shall be an amount equal to the early registration (taken from the deposit). Such penalty is payable to the host club and it is the host club's responsibility to collect the penalty.
- .03 It is a mandatory requirement for each Club President and or his/her designate to notify the host Club regarding their attendance. Any Club that is not able to attend must submit their intentions to the host Club within 14 days prior to the event. Failure to communicate your Club's intent of attendance or non-attendance will result in an automatic billing equal to one full early-bird registration.

### **Section 7 - Meeting Procedures**

Sections 7 to 11 of Article 16 (Delegates, Convention Business Committees, Convention Procedure and Rules of Order, Reports and Club Responsibilities) shall be the same for Fall Leadership Conference.

## **Article 18 - SPECIAL MEETINGS**

### **Section 1 Presidents-Elect School**

.01 During the District Convention or at any other suitable time prior to September 1 the Governor or an appointee shall hold training sessions for all Presidents-elect in the District.

.02 The purpose of the sessions shall be of an educational and instructional nature and shall deal with:

- i) All phases of the Association's business, including policy and administration on the National, District and Club levels; and
- ii) All phases of the President's responsibilities and duties so that the president may be better equipped to offer leadership to his/her Club.

The sessions shall be under the guidance of the Governor who shall be assisted by such qualified personnel as they may select.

### **Section 2 - Special Convention**

.01 A Special Convention of the District shall be called by the Governor upon the majority of the Clubs in the District or upon the written request of  $\frac{3}{4}$  of the members of the Board.

.02 The Executive, upon receiving such request, shall appoint a time and place for such Convention.

.03 The provisions of Article 16, Sections 5 through 11 inclusive shall apply to such Special Conventions excepting the official call thereto shall consist of a 30 day notice instead of 60 days notice.

### **Section 3 - Club Officers Seminar**

.01 The Governor shall ensure that each Deputy Governor shall conduct a Club Officers Seminar to be held between May 15 and September 15 of each year provided the date does not conflict with those for District and National Conventions.

.02 The purpose of the seminar shall be of an educational and instructive nature with particular emphasis on the duties and obligations of each member of the Club Executive.

## **Article 19 - FINANCE AND ACCOUNTING**

### **Section 1 - Budget**

The District Vice Governor's Committees shall prepare and present a budget of estimated income and expenditures for the next fiscal year, at the District Convention immediately prior to the start of the fiscal year. Said budget shall be circulated to all Clubs within the District no later than 30 days prior to the date of the District Convention and shall be approved at said Convention.

### **Section 2 - Official Depository**

The Executive shall designate the official depository or depositories (banking facility).

### **Section 3 - Operating Accounts**

The District shall maintain a general account and such other accounts as the Board deems necessary for the efficient operation of the District's business.

### **Section 4 - Signatures Required**

No cheques or other order for payment in respect of any bank accounts operated by the District shall be valid unless signed on behalf of the District by the Treasurer and the Governor.

### **Section 5 - District Service Project**

A District Service project shall be included with other financial reports to be tabled at the next Fall Leadership Conference.

### **Section 6 - Surplus or Deficit**

Any surplus for the previous year shall be turned over to the current Executive no later than August 31. The current Executive shall determine the disposition of any surplus or deficit from the previous District Treasury.

### **Section 7 - Internal Financial Controls**

.01 Two signatures are required for each cheque, one of which shall be the District Treasurer. The second signature shall be that of the Governor. .

.02 Cheques shall not be signed in advance and shall be completely filled in prior to signature with supporting documentation available for review.

.03 Cheques shall be pre-numbered and all numbers accounted for.

.04 Bank reconciliations shall be prepared on a monthly basis.

.05 Bank statements and cancelled cheques shall be mailed to the Governor for:

- i) Review cheques for reasonableness;
- ii) Ensure that two authorized signature are on each cheque; and,
- iv) Agree cheques and deposits to the receipts and disbursements journal.

.06 The Treasurer's report to the Executive shall include the following for all accounts:

- i) Copies of bank reconciliations;
- ii) .02 A copy of the disbursements journal; and,
- iii) .03 A copy of the receipts journal. The above report shall be prepared monthly and forwarded to all members of the Executive.

## **Article 20 - DUES**

.01 Each Club shall pay to the District, on or before June 1 in each year, for each active member, other than Honourary Members and Non-Active Life Members, based on its official membership, dues in a sum to be determined by the acceptance of the District budget at the District Convention. These dues shall cover the fiscal year immediately following the District Convention.

.02 The Current District Treasurer shall invoice each Club in April, dues based on the budget passed at the previous District Convention. All dues shall be collected by the current District Treasurer and turned over intact to the incoming District Treasurer at District Convention. Any difference between the previous year's dues and the dues determined at the current District Convention will be billed as a levy or paid as a refund to the Clubs by the incoming District Treasurer.

.03 All dues shall be deposited to the general account and shall be used for the operating expenses of the District except as may be otherwise designated by the Board or may be otherwise herein provided.

.04 Clubs newly chartered in the 12 month period preceding June 1 of each year shall be assessed \$3.00 per member for District dues based on the number of members shown on the Charter application. These dues shall cover the first complete fiscal year of the new Club. District dues to cover a new Club's second complete fiscal year, to be paid on or before June 1 of the first complete fiscal year, shall be assessed at \$3.00 per member based on the last official membership at the census date.

## **Article 21 - DISTRICT EXPENSES**

The payment of expenses by the District treasury is outlined in Appendix 3. Expenses incurred by a District Officer that are required to be the responsibility of an individual Club may be paid by the Officer and invoiced by the District Treasurer to that Club.

## **Article 22 - NATIONAL VICE PRESIDENT CAMPAIGN TRUST ACCOUNT**

### **Section 1 - Purpose**

The purpose of this account shall be to financially assist any District Eight candidate(s) for the position of National Vice President.

### **Section 2 - Limits and Restrictions**

.01 No monies shall be advanced to a candidate until the Board nominates a candidate, and the National Executive Director receives the candidate's nomination papers.

.02 The maximum limit that this account shall reach is five thousand dollars (\$5,000.00). Each annual District budget is to provide six hundred dollars (\$600.00) to this account until the maximum amount is reached. Subsequently this budgeted amount will not be required until there is less than the maximum amount in the account. Any interest made from the investments in this fund will be added to the fund each year. The fund may exceed the maximum if it is the interest that is causing it to exceed the maximum.

.03 The Board shall establish the amount of funding that a District Eight nominated candidate is to receive, and it shall not exceed two thousand dollars (\$2,000.00). If the candidate is a member of the Board, he/she may not take part in the voting or the discussion.

### **Section 3 Reporting**

Within thirty (30) days of the National Convention and the election, the candidate shall provide a financial statement of the campaign to the Governor and to the Board.

## **Article 23 - DISTRICT CHARTER FUND**

The District will provide \$500.00 for each New Charter in the District. Any Club sponsoring a new Club in District Eight will be given \$500.00 to help with the set up of the New Club. The fund is required to maintain a minimum balance of \$500.00 and a maximum balance of \$2,500.00. If the fund is operating within the stipulated minimum and maximum balances, \$500.00 is to be transferred to this account annually from the operating account until it reaches the maximum balance. Any interest made from the investments in

this fund will be added to the fund each year. The fund may exceed the maximum if it is the interest that is causing it to exceed the maximum.

## **Article 24 - OBLIGATIONS TO NATIONAL**

The Board shall use its best efforts to ensure that each Club in the District properly complies with all the obligations imposed upon it by the Constitution, these By-laws and the National Board of Directors and shall forthwith report to the National Executive Committee any continuous or persistent breach by a Club in its District of the Constitution, these By-laws or direction from the National Board of Directors or the Board.

## **Article 25 - RULES OF ORDER AND PROCEDURE**

### **Section 1 - Rules of Procedure**

Except as herein otherwise provided in all matters of procedure the District shall be governed by the Rules of Order set forth in Policy.

### **Section 2 - National Convention**

.01 The Governor shall cast all District proxy votes proxied to him/her and not previously committed in a ballot or poll vote as directed by the members in attendance at a National Convention.

.02 Both the incoming and outgoing Governor shall be present during the casting of all proxied District ballot votes cast at a National Convention.

## **Article 26 - CYSTIC FIBROSIS**

### **Section 1 Operation**

.01 Cystic Fibrosis shall be a District service project supported by all District Eight Clubs.

.02 The District Director(s) of C.F. and Service shall be responsible for the complete operation of the District Cystic Fibrosis project under the direction of the Executive.

.03 The Deputy Governor shall appoint, or where there is both Kinsmen Deputy Governor and a Kinette Deputy Governor both shall jointly appoint, a Zone C.F. and Service representative to serve as liaison between the District Director(s) of C.F. and Service and Club members. He/she shall be appointed as soon as possible following the election of the Deputy Governor(s).

.04 The Director(s) of C.F. and Service shall meet with the Zone C.F. representative and the Vice Director(s) of C.F. and Service at:

- i) C.F. Pre-Term meeting,
- ii) Fall Leadership Conference or a separate Fall educational/training meeting,
- iv) C.F. Mid-term meeting, and
- iv) District Convention.

.05 Each C.F. Representative shall:

- i) Unless excused from doing so by the District C.F. and Service Director(s), make one official visitation to each club in their zone for the purpose of promoting and/or educating the club with respect to C.F.
- ii) Except in July and August, attend no less than 4 meetings held by the Deputy Governor with the club presidents.
- iii) Make a written submission to the zone newsletter for each issue and have it published in that newsletter.
- iv) Prepare a plan of action and budget for his/her activities on behalf of C.F. The plan and budget are to be presented at the District Pre-Term meeting. The budget shall indicate the cost elements, within the limits specified in the District budget, needed to achieve the plan.
- v) Ensure that the District C.F. training/information binders are kept up-to-date and turned over to his/her successor prior to the District Pre-term meeting.
- vi) Ensure that a C.F. presentation is held at his/her Zone Spring Conference.
- vii) To the best of his/her ability, collect all club donations in the zone prior to the District Convention.

## **Section 2 - Finances**

.01 The fiscal year end of the District Cystic Fibrosis project shall be June 30 of each year. The District Treasurer shall maintain a separate bank account for the District Cystic Fibrosis project.

.02 The incoming Director(s) of C.F. and Service shall prepare a budget of projected revenues and expenditure and circulate it to all Clubs at least 30 days prior to the District Convention at which it is to be approved.

.03 All monies raised by Clubs for the District Cystic Fibrosis project shall be turned over to the Director(s) of C.F. and Service prior to being deposited to the District Cystic Fibrosis bank account. All funds so raised shall be used for Cystic Fibrosis research, public education and the operating expenses of the District Cystic Fibrosis project.

- .04 Two signatures shall be required on all cheques or orders for payment, one of which shall be a Director of C.F. and Service and one of which shall be the District Treasurer.
- .05 All bank statements and certificates of deposit shall be mailed to or picked up by the Director of C.F. and Service for perusal prior to being passed on to the District Treasurer.
- .06 Operating expenses related to the raising of funds for the District Cystic Fibrosis project shall be paid from the District Eight Cystic Fibrosis funds.
- .07 After District Convention, but prior to June 30 of each year, \$10,000.00 shall be advanced from the District Eight Cystic Fibrosis fund to the incoming Treasurer to open the next year's District Cystic Fibrosis account.
- .08 The balance in the District Eight Cystic Fibrosis account, after payment of all expenses, shall be donated to the Canadian Cystic Fibrosis Foundation no later than August 31.
- .09 The District Eight Cystic Fibrosis bank account shall be closed by August 31. A financial statement, reported upon by the Auditor appointed by the Executive, shall be prepared and mailed to all Clubs no later than 30 days prior to the earliest Fall Leadership Conference, together with a reconciliation of the total announced at District Convention to the revenue on the financial statement.
- .10 = The outgoing Director(s) of C.F. and Service shall turn over a complete list of donations by Club to the incoming Director(s) of C.F. and Service. Any donations received by the outgoing Director(s) of C.F. and Service after midnight on the Thursday of District Convention shall be submitted to the incoming Director(s) of C.F. and Service.

## **Article 27 - MISCELLANEOUS**

### **Section 1 - Loss of Club Regalia**

Any Club removing the regalia and/or property belonging to another Club will be subject to a fine, not to exceed \$25.00 payable to District funds, plus the cost of replacement of any lost regalia and such replacement is to be effected by the Board.

### **Section 2 - Inter-Club Relations**

- .01 Clubs holding inter-Club functions must submit invitations at least three weeks in advance of the set date of the function. Acceptance of such invitation shall be in writing and the number attending must be stated. Clubs accepting such invitations and guaranteeing certain attendance will be obligated to the host Club for the full number recorded in the invitation acceptance.
- .02 All dates for inter-Club meetings, sports events or any function where more than one Club will be involved will require the approval of the Deputy Governor of the Zone. If the function involves more than one Zone, the request will be forwarded to the



Ajax	X				
Bowmanville	X	X			
Oshawa	X				
Pickering	X	X			
Port Perry	X				
Stouffville	X				
Uxbridge	X				
Whitby	X	X			

**Appendix 2 - Past District Governors**

ins	Kirkland Lake		
e Budreo	Toronto		
Kaye	Matheson		
McLean	Toronto		
Murphy	Val D'Or-Bourlaimaque		
Whitney	Toronto-West		
leatherwax	Kirkland Lake		
onnolly	Lindsay		
Cranfield	Oshawa		
owe	Barrie		
t. Croix	Kapuskasing		
Bellian	Brampton		
leeson	Lindsay		
Dunn	Toronto-West		
oumbanis	North Bay		
ike	Sutton West		
rown	Bowmanville		
rtshore	Whitby		
elaney	South Peel		
ulos	Humber Valley		
Pepper	Timmins		
Clure	North York	Faye Weiss	North York
Guy	Port Hope	Terry Pidgeon	Oshawa
ir	Humber Valley	Carol Westrop	West Hill
unt	Orillia	Marion Carter	Barrie
Hewson	Whitby	Dorothy Tyrell	Oshawa
Graham	North Bay	Anne Bowes	Englehart
asterson	Bowmanville	Connie Wiseman	Bowmanville
blmes	Streetsville	Diane Hunter	Brampton
Sweet	Oshawa	Carol Fisher	Oshawa
lurphy	Timmins	Joelle Toal	Kapuskasing
Glass	Lindsay	Pat Clarke	Lindsay

Lorn Scanlon	Port Perry			
Jim Lawrence	Port Perry	Barb Bradbury	Port Perry	
Tony Duerden	Streetsville	Brenda Broughton	West Hill	
Jim Schell	Bowmanville	Rose Hartwig	The Great Pine Ridge	
Howard Phee	Newmarket	Carole Phee	Newmarket	
Andy Deme	Erin Mills	Carol Pearson	Georgetown	
Bob Carswell	Markham	Judy McKay	Markham	
Gary Warner	Cobourg	Ruth Goodes	Oshawa	
Ross Humphry	Mississauga	Lucy Macintosh	Erin Mills	
Peter Paton	Oshawa	Lynda Vaderzwet	Oshawa	
Jack Marshall	Brampton	Linda Duhamel	Scarborough	
Dave Robinson	Port Perry	Vanessa Taber	Port Perry	
Chris Sheridan	Sudbury	Trudy Fox	Huntsville	
Bill Pycock	Orillia	Marj Rempel	Whitby	
Dennis Stutt	North Bay	Peggy Hewson	Whitby	
Kim Jaspers	Orangeville	Deborah McCaig	North Bay	
Fayer				
Kim McCaig	North Bay	Fran Jeffery	Ajax	
Mark	Ajax	Audrey Jaspers Fayer	Orangeville	
Stephenson				
Bob Doutre	Newmarket	Pearl West	Timmins	
Glenn Drury	Kirkland Lake	Kathy French	Orangeville	
Les Mayer	Walden	Jeanine Bolger	Valley East	
Doug	Orangeville	Lucie Boissonneault	Timmins	
Robinson				
Randy Cruickshank	Bowmanville	Charlotte Stephenson	Bowmanville	46
Mike Croghan	North Bay	Rosa Montico	Timmins	

## **Appendix 3 - Financial Policies**

### **Section 1 Authority**

These financial policies shall govern the expenditure of funds by the Executive within the limits of the annual budget. Where these policies differ from the policies inherent in the annual budget, the budget shall prevail. The Executive shall decide any disputed financial policy issues.

### **Section 2 - Transportation**

The District pays for transportation based on the lower of:

- .01 25 cents per kilometre from home to meeting and return. Car pooling with other members of the Executive is mandatory where possible; or
- .02 Single airfare including taxes

### **Section 3 - Meals**

Expenses for meals will be paid for only when not otherwise provided through an organized meal function at the following rates:

Breakfast \$ 7.00

Lunch \$10.00

Dinner \$15.00

All bar costs will be paid personally or deducted from expense cheques.

**Section 4 - Accommodations**

The District pays for single accommodation costs (one person based on double occupancy). The member must ensure the bill is correct and signed upon checkout. All personal expenses must be paid at checkout time.

**Section 5 - District Leadership Seminar**

The District will pay transportation, meals and accommodation costs for members of the District Vice Governor's Committee and the Deputy Governors-elect. National will reimburse the District a portion of the costs.

**Section 6 - District Pre-term & Mid-term**

The District will pay transportation, meals and accommodation costs for the members of the Board, including the District Membership Director and the Association Director to Mid-term meeting.

**Section 7 - Fall Leadership Conference**

The District will pay transportation, registration, meals and accommodation for the District Board of Directors. The District will pay registration, meals and accommodation for the National representative.

**Section 8 - District Convention**

The District will pay transportation, single registration, meals and accommodation for:

- .01 The Board;
- .02 All members of the Vice Governor's Committee
- .03 District Public Speaking competitors.
- .04 The National representative except for transportation.

**Section 9 - Spring Zone Conferences**

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 Governors to Spring Conference. The

District will also pay for conference brochures and zone awards as part of the Deputy Governors' costs. The Deputy Governors' costs will be allocated to their individual Zone Accounts with the District. The District may pay other expenses including 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 10 - Visitations to Clubs by Deputy Governors**

.01 Transportation costs and meal costs for the Deputy Governor-elects to do Club installations are the responsibility of the host Club.

.02 The District pays for the transportation cost of one official visitation by the Deputy Governor to each Club. All other visitations will be the responsibility of the host Club. Meal costs and accommodation (if required) are the responsibility of the host Club.

.03 The District pays for telephone, postage, photocopies, Zone awards etc. expenses incurred by the Deputy Governor to a budgeted amount of \$100.00 per Club in their respective Zone.

### **Section 11 - Zone Membership Director Receipted Expenses**

.01 The Executive shall determine the need to pay for Zone Membership Directors on an annual basis as part of the budget process.

.02 In the event the District budget does not provide for Zone Membership Directors, the Deputy Governor may submit expenses for the Zone Membership director, if any, within the overall limit of the amount allocated to their individual Zone account within the District Budget.

.03 In the event the District Budget provides for Zone Membership Directors, the following shall govern those expenses.

.04 The District will pay transportation, meal and accommodation cost for the Zone Membership Directors to attend the District Pre-Term meeting. Budget

permitting, these same costs will be paid for the District mid-term meeting.

.05 The District pays for the transportation cost of one official visitation by the Zone Membership Director to visit each Club in the Zone, if necessary. Meal cost and accommodation (if required) are the responsibility of the host Club.

.06 The District pays for telephone, postage, photocopies, etc. incurred by the Zone Membership Director to a budgeted amount of \$50.00 per Zone.

### **Section 12 - District or Zone Representatives to Club or Zone Functions (other than zone conferences)**

Transportation costs, registrations, meals, accommodations (if required), etc. are the responsibility of the host Club or Zone.

**Section 13 - National Convention**

The Governor and the Governor-elect will be advanced \$100.00 each to defray out of pocket expenses incurred at National Convention.

The Governor-Elect will be advanced \$1000.00 each to subsidize their attendance at National Convention.

**Section 14 - Governor**

The Governor shall be advanced \$1,000.00 to cover un-receipted expenses.

**Section 15 - Vice Governor's Committee**

The District Vice Governor's Committee shall be advanced \$2,000.00 to offset their costs during their Vice year.

**Section 16 - Cystic Fibrosis**

.01 The District C.F. Committee consists of the District C.F. Director(s), The Vice C.F. and Service Director(s), and the Zone C.F. Representatives. All the committee expenses shall be paid for from the District Eight Cystic Fibrosis bank account according to the following policies.

.02 The District will pay transportation, meals and accommodation cost for the members of the District C.F. Committee to attend the District pre-term and mid-term meetings.

.03 The District will pay transportation, meals and accommodation cost for the members of the District C.F. Committee to attend FLC. Where FLC is not a joint Kinsmen and Kinette function, the Committee will be paid to attend either the Kinsmen or the Kinette FLC, but not both, as determined by the Executive. At the discretion of the Executive a separate Fall Educational/training meeting may be held in which case the District will pay for attendance at that meeting rather than FLC.

.04 The District pays for the transportation cost of one official visitation by the Zone C.F Representative to visit each Club in the Zone. Meal costs and accommodation (if required) are the responsibility of the host Club.

.05 The District pays for telephone, postage, photocopies, Zone awards and other expenses incurred by the Zone C.F. Representative to a budgeted amount of \$150.00 per Zone.

.06 The District pays the cost of the registration fee for Zone Spring Conference up to a maximum of \$50.00, which ever is lower of the two.

## **Appendix 4 - District Awards**

### **Section 1 - General**

.01 These rules do not form part of the By-laws of District Eight and the Board may amend them from time to time. They are provided here for information purposes only.

.02 The winning Club will receive a crest for its Club banner and will also receive the District banner or award to display at their meetings until the next District Convention. The winning Club is responsible for the well-being of any banner or award received.

.03 Kinette Clubs shall compete for Kinette awards. Kinsmen Clubs, Kin Clubs and Kinsmen and Kinette Clubs will compete for Kinsmen awards.

.04 Zone award winners wishing to compete at the District level must submit their entries to the Governor not later than 30 days prior to the date of the District Convention.

.05 Wherever a National award exists and corresponding award exists at Zone and/or District level, only winners of each lower level of the competition shall be eligible for each successive higher level of competition (with the exception of the Quill) i.e. Zone to District to National. Should there be only one award in a Zone, and two at the corresponding District level, the Zone winner will enter that District competition where it would normally fall, and there would be no Zone competition for the second award; i.e. should a Zone only have one bulletin award and the winner falls in the senior category, then the Zone would not be allowed to make another Zone entry for the Junior District award.

.06 Zone award rules shall correspond to the equivalent District award, where applicable, Zone awards shall be enacted or amended on a majority vote of voting delegates at any Zone Conference. It shall be the responsibility of the Deputy Governor to obtain these awards and the cost of such awards shall be borne by the Clubs in the Zone.

.07 The sponsor of all District Eight awards, banners, etc, enacted after July 1, 1983, and which require an ongoing expense; i.e. engravings of crest, must in addition to providing the award, provide a deposit of \$200.00 to the District Treasury, to help defray the costs of maintaining such awards, banners, etc.

.08 Unless otherwise stated in the Constitution or the National Award Rules, the winners of all District Awards will be forwarded to National Headquarters by the Governor of the day no later than 10 days following the conclusion of District Convention.

### **Section 2 - Service Banner/Award**

.01 Russ Tompkin Kinsmen Service Banner  
Presented in 1953 by Past Governor Russ Tompkin 1947-48 of Kirkland Lake.

.02 District Eight Kinette Service Award

Presented in 1968 by Past Governor Clark Pepper 1967-68 of Timmins.

.03 Rules

Shall be judged in accordance with the National Service Award rules.

### **Section 3 - Bulletin Award**

.01 Monty Kaye Kinsmen Senior Bulletin Award

Presented in 1950 by Past Governor Monty Kaye 1949-50 of Matheson.

.02 Bob Luke Kinette Senior Bulletin Award

Present by Past Governor Bob Luke 1962-63 of Sutton.

.03 Jim Paton Kinsmen Junior Bulletin Award

Presented in 1960 in memory of the late Jim Paton by the Kinsmen Club of Sudbury.

.04 Jim Vair Kinette Junior Bulletin Award

Presented by Past Governor Jim Vair 1970-71 of the Humber Valley Club.

.05 Rules shall be judged in accordance with the National Kinsmen/Kinette Senior & Junior Bulletin Award rules.

### **Section 4 - Public Speaking Banner/Award**

.01 Lorn Scanlon Memorial Kinsmen Public Speaking Banner

Presented in 1980 by the District Executive in memory of the late Governor Lorn Scanlon of Port Perry.

.02 Rules

Shall be judged in accordance with the National Founding Members Public Speaking Award rules except that the Kinsmen who have won this competition at either of the two immediately preceding District Conventions and any member of the Board shall not be eligible to compete at any level. Only the Zone public speaking winners (or in the event of his illness or inability to attend District Convention, the first runner-up) shall be deemed to be eligible to compete for this award.

.03 District Eight Kinette Co-ordinator's Public Speaking Award

Presented in 1978 by Joelle Toal, District Kinette Co-ordinator of Kapuskasing.

.04 Rules Shall be judged in accordance with the National Kinette Public Speaking Award except that the Kinette who has won this competition at either of the two immediately preceding District Conventions and any member of the Board shall not be eligible to compete at any level. Only the Zone public speaking winners (or in the event of her illness or inability to attend District Convention, the first runner-up) shall be deemed to be eligible to compete for this award.

## **Section 5 - Public Relations**

- .01 District Eight Kinsmen Public Relations Award  
Presented in 1975 by Past District Co-ordinator Jim Kilgour 1973-74.
- .02 District Eight Kinette Public Relations Award  
Presented in 1981-82 by the District Executive.
- .03 Rules Shall be judged in accordance with the National Public Relations Award rules.

## **Section 6 - Quill Awards**

- .01 John Murphy District Eight Kin Quill Award Presented in 1978 by District Eight Executive.
- .02 District Eight Kinette Quill Award Presented in 1978 by District Eight Executive.
- .03 Rules Shall be judged in accordance with the National Kin and Kinette Quill Award rules except that a member of the District Board of Directors shall not be eligible to compete for this award.

## **Section 7 - Cystic Fibrosis Awards**

Awards shall be presented to both Kinsmen and Kinette Clubs for the following:

- .01 Monetary (Overall Total Dollars)  
That the following awards be presented annually based upon actual donations, not pledges, from 12:01 a.m. of the Friday of the previous District Convention to 11:59 p.m. on the Thursday of District Convention. The Kinsmen Club and Kinette Club with the highest monetary donation will each be awarded the overall highest monetary donation banner (Platinum). The remaining Kinsmen, Kinette and Kin Clubs making a donation to Cystic Fibrosis will then be grouped together and ranked according to the size of their donation in a 3-tiered system as follows: top one-third of the clubs – tier 1 – Gold; second third of the clubs – tier 2 – Silver; bottom third of the clubs – tier 3 – bronze. The highest donation in the first tier will recognized as the winning club of the gold division and will be awarded a banner. The highest donation in the second tier will recognized as the winning club of the silver division and will be awarded a banner. The highest donation in the third tier will be recognized as the winning club of the bronze division and will be awarded a banner. Only Clubs that donated at least \$25.00 per member in the same period in the previous year are eligible for this award (based on the preceding Census Date membership information).
- .02 Monetary (Highest Percentage Increase)  
Presented annually to the Club with the highest percentage increase on a per member basis, of its cash donation to the Cystic Fibrosis Fund in comparison to its previous year's donation calculated on a per member basis using the preceding year's Census

Date membership. The basis for the per member calculation shall be the Census Date membership information. This award shall be based upon actual donations, not pledges, from 12:01 a.m. of the Friday of the previous District Convention to 11:59 p.m. on the Thursday of District Convention. Only Clubs that donated at least 25.00 per member in the same period in the previous year are eligible for this award (based on the preceding Census Date membership information).

.03 Public Relations

.01 Presented annually to the Club with the best pictorial and written presentation.

.02 Each Club wishing to compete for the awards must submit to the District Director of C.F. & Service, at least 30 days prior to the District Convention, presentation containing news media coverage, photographs and typewritten support material of the Club's public awareness campaign and fundraising for Cystic Fibrosis.

.03 A Committee comprised of representatives of the Canadian Cystic Fibrosis Foundation and District Eight Executive will determine the winners.

.04 The Committee in choosing a winner will consider:

- i) The size of the community.
- ii) The availability of news facilities.
- iii) The use of available materials on Cystic Fibrosis
- iv) The quality of the submitted presentation.
- v) The effectiveness of the awareness campaign in achieving its objectives.

.04 Club-of-The-Year Award

i) Awarded annually to the Club combining Cystic Fibrosis Fund raising and public awareness campaigns to the best interest of Kin

ii) Points will be allotted in each previous Cystic Fibrosis award category for the First, Second and Third placing. The highest point total will be declared the winner

ii) Points will be awarded as follows: First Second Third

Category #1 25 15 10

Category #2 25 15 10

Category #3 25 15 10

### **Section 8 - Outstanding Deputy Governor Awards**

The purpose of this award is to honour the Deputy Governor of District Eight who best exemplifies the office of Deputy Governor.

.01 The Ron Niddrie Outstanding Kinsmen Deputy Governor Award

Male recipients of the Outstanding Deputy Governor Award shall receive the Ron Niddrie Outstanding Kinsmen Deputy Governor Award Banner until such time as that banner is full at which time a new banner shall be used for both awards.

.02 The Marj Rempel Outstanding Kinette Deputy Governor Award

Female recipients of the Outstanding Deputy Governor Award shall receive the Marj Rempel Outstanding Kinette Deputy Governor Award Banner until such time as that banner is full at which time a new banner shall be used for both awards.

.03 Rules

The award shall be awarded on a points basis as follows:

Maximum Points 90

1) Attendance of Clubs at Club Officers Seminar 10

2) Filing of all reports as .01 required on time (Both District meetings) 20

3) Charter a new Club in your Zone 10

4) Ingenuity .02 i.e. Develop your own membership program, promote Inter-Club visitations in a new .03 manner, etc. 15

5) Spring Conference: Preparation, agenda, knowledge of By-laws, operation .04 of business 15

6) Governor's assessment 10

7) Show a net gain in membership in your Zone 10

### **Section 9 - Membership Award**

District Eight Denis Heaps Membership Award

The purpose is to stimulate new member growth. Award to be administered by the District 8 Membership Director

A. Your club is recognized as being the sponsoring club in the charter of a new Kinsmen, Kinette, Kin, club as per the charter documents. 10

B Your club completed a new member workshop 5

- C Your club held a membership promotion night 5
- D Your club hosted a Membership Recruitment and/or Orientation Workshop. 5
- E Your club investigated a community for a new charter (Attach copy of written submission.) 5
- F Three points for each GEM winner (No maximum). 5
- G Seven points for each new member brought into the club since July 1 (No maximum) (Does not include transfer ins).
- H Your club advertised in the local media (newspaper, radio, TV) giving the date, time, location of your next meeting and/or contact name and phone number. (1 point for each date).
- I .Must retain from June 30 to June 30 at least 90% retention – mandatory
- J Have a Club Mentoring program – 5

This award is awarded at the District Eight Convention at the end of the Kin year.

### **Appendix 5 - Rules of Order**

- .01 Only voting delegates may vote on the business of the Convention.
- .02 All resolutions, recommendations, amendments and motions must be in writing and submitted to the Resolutions Committee. Amendments and motions may be made from the floor but must be followed by written confirmation and submitted to the Recording Secretary.
- .03 All resolutions and/or recommendations shall be read and moved by the Chair or member of the Resolutions Committee and seconded by voting delegate.
- .04 Before a member can speak on a resolution, the member must first obtain the floor by rising and addressing the Chair, giving his/her name and Club, and declaring whether he/she is speaking for or against the resolution. The Chair will then recognize the member.
- .05 Each member may speak twice on the same resolution provided that no other member, who has not spoken previously, wishes the floor.
- .06 No member may speak longer than three minutes on any one question; three minutes should he/she speak a second time. He/she may speak additionally only with the unanimous approval of the assembled delegates.
- .07 It is requested that, wherever possible, members speak alternately for and against against the resolution being debated.
- .08 Except where a motion in violation of the Constitution, the District By-laws, a member wishing is to raise a point of order must do so at the time the breach occurs. In the foregoing case, it may be

raised at any time.

.09 Every speaker must confine his/her remarks to the question before the meeting; if he/she fails to do so, he/she must be ruled out of order.

.10 When a speaker is ruled out of order, he/she must take his/her seat immediately.

.11 An appeal from the ruling of the Chair must be made at the time the ruling is made. It is debatable in all cases except where it relates to the indecorum of the rules of speaking.

.12 Voting shall be by a show of hands or coloured card, except where a ballot or poll vote is requested. A ballot or poll vote may be requested before the question is put, or immediately after the question has been voted on, providing the next item of business on the agenda has not been placed before the meeting. Such a vote can only be requested by:

.01 AT DISTRICT CONVENTION

.01 The Governor, or

.02 At least two Deputy Governors, or

.03 At least ten voting delegates.

.02 AT ZONE CONFERENCE

.01 The Deputy Governor, or

.02 At least two Club Presidents, or

.03 At least ten voting delegates.

Appendix 6 – Due Dates

The following table does not form part of the By-Laws of District Eight. It has been provided for information purposes only.

Other	40 days prior to District Convention
District Secretary	30 days prior to District Convention
the District	30 days prior to District
ns to be sent	Convention November 1
etary	Due date set by National June 30
undaries or	Pre-Term 30 days prior to
District	District Convention (May also
er: Financial	be nominated at Convention -
se of Change	Article 9, Section 1,
nnual	Paragraph .05) After
for submitting	January 1 and before February 1
ition and	
Governor	
ceptance	
vernor's	
d by District	
m Meeting	

	Between February 1 and March 31. (Date to be approved by Executive)	
	40 days prior to Zone Conference	
	50 days prior to Zone Conference	
	7 days after receipt by Governor	
	40 days prior to Zone Conference	
	30 days after Zone Conference	
	60 days after Zone Conference	



clubs	60 days prior to District Convention
district	September 1
	90 days after District Convention
district	14 days prior to District Convention
to	14 days prior to District Convention
days	30 days prior to District Convention
see ant-	Prior to District Convention



	After September 30 and no later than November 15
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28	Article 17, Section 4	Official Call to FLC sent to clubs by District Secretary	30 days prior to FLC
29	Article 17, Section 5, Paragraph .02	FLC budget to District Executive	May 15
30	Article 17, Section 5, Paragraph .03.01	FLC Chair to receive agenda	30 days prior to FLC
31	Article 17, Section 6, Paragraph .03	Club Presidents or Club delegate to notify host Club of FLC regarding their attendance at FLC	14 days prior to FLC
32	Article 18, Section 1, Paragraph .01	Presidents-elect School to be held	Prior to September 1
33	Article 18, Section 3, Paragraph .01	Club Officers Seminar to be conducted by Deputy Governor	Between May 15 and September 15
34	Article 19, Section 1	Proposed District budget sent to all Clubs	30 days prior to District Convention
35	Article 4, Section 7, Paragraph .02	District Financial Statements to Clubs	30 days prior to FLC
36	Article 19, Section 6	Prior Year's District Surplus to be turned over to current Executive	August 31
37	Article 20, Paragraph .01	District Dues are to be paid	June 1

38	Article 20, Paragraph .02	Clubs are to be billed for dues by District Treasurer	April
39	Article 27, Section 1, Paragraph .05.04	Zone CF Plan of Action and Budget to be presented by Zone CF Rep	Pre-Term
40	Article 27, Section 1, Paragraph .05.07	Collect Club CF donations	Prior to District Convention
41	Article 27, Section 2, Paragraph .02	CF budget to Clubs	30 days prior to District Convention
42	Article 27, Section 2, Paragraph .07	Advance to next year's CF Directors	June 30
43	Article 27, Section 2, Paragraph .08	District CF donation to CCFF	August 31
44	Article 27, Section 2, Paragraph .10	Deadline for Club CF donations	Midnight Thursday of District Convention



### Appendix 7 – Nomination Forms

District Eight Kinsmen & Kinettes Nomination Form for District Governor’s Committee and District Vice-Governor’s Committee

To: District Secretary Date: Official nomination is hereby submitted for the District:

Governor’s Vice-Governor’s Committee: Committee

For the year: and the members of the committee are as follows:

Position Candidate’s Name Candidate’s Club

- 1. Kin Governor: \_\_\_\_\_
- 2. Kin Vice - Governor: \_\_\_\_\_
- 3. Director – Secretary \_\_\_\_\_
- 4. Director – Treasurer: Kinsmen: \_\_\_\_\_
- 5. Director – CF & Service: Kin: \_\_\_\_\_
- 6. Director – CF & Service: Kin: \_\_\_\_\_
- 7. Membership Director: Kin: \_\_\_\_\_

Complete either Section One or Section Two below as appropriate:

District Eight Kin Acceptance Form for District Governor’s Committee and District Vice-Governor’s Committee Section One:

(Nomination is submitted at least 30 days prior to District Convention)

Club: President: Secretary:

Section Two: (Nomination “from the floor”)

- 1. Club: Member: Member: Member: Member: Member:
- 2. Club: Member: Member: Member: Member: Member:
- 3. Club: Member: Member:

Member: Member: Member:

.3. .(a) .(b)

District Eight Kinsmen & Kinettes Acceptance Form for District Governor’s Committee and District Vice-Governor’s Committee

To: District Secretary Date: The undersigned hereby:

- 1. 1. Certify that we are members of the clubs indicated on the attached nomination form;
- 2. 2. Accept the nomination to the offices indicated below; and Pledge, if elected, to: Perform the duties of said offices to the best of our ability; and To administer the affairs of the organization in a fair and impartial manner

according to the National Constitution, National By-laws and the District By-laws.

Position Candidate's Name Candidate's Signature  
 Position Candidate's Name Candidate's Club  
 1. Kin Governor: \_\_\_\_\_  
 2. Kin Vice - Governor: \_\_\_\_\_  
 3. Director – Secretary \_\_\_\_\_  
 4. Director – Treasurer: Kin: \_\_\_\_\_  
 5. Director – CF & Service: Kin: \_\_\_\_\_  
 6. Director – CF & Service: Kin: \_\_\_\_\_  
 7. Membership Director: Kin: \_\_\_\_\_

District Eight Kinsmen & Kinettes Nomination Form for Association Director  
 To: District Secretary Date: \_\_\_\_\_  
 Official nomination is hereby submitted for the District Association Director.  
 For the two year term of office commencing with the year: \_\_\_\_\_

Position Candidate's Name Candidate's Club  
 Association Director  
 Complete either Section One or Section Two below as appropriate:  
 Section One: (Nomination is submitted at least 30 days prior to District Convention)  
 Club: President: Secretary: \_\_\_\_\_  
 Section Two: (Nomination "from the floor")  
 1. 1. Club: Member: \_\_\_\_\_ - Member: \_\_\_\_\_ - Member: \_\_\_\_\_  
 Member: \_\_\_\_\_ Member: \_\_\_\_\_  
 2. 2. Club: Member: Member: Member: Member: Member: Member:  
 3. 3. Club: Member: Member: Member: Member: Member: Member:

District Eight Kinsmen & Kinettes Acceptance Form For Association Director

To: District Secretary Date: The undersigned

hereby:

- 1. 1. Certify that he/she is a member of the club indicated on the attached nomination form;
- 2. 2. Accept the nomination to the office indicated below; and

according to the National Constitution, National By-Laws and the District By-Laws.

Position Candidate's Name Candidate's Signature

Association Director

.3. Pledge, if elected to: .(a) Perform the duties of said office to the best of my ability; And .(b) To administer the affairs of the organization in a fair and impartial manner

**Appendix 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

(Hereinafter called “The District”)

- AND

THE KINSMEN CLUB OF \_\_\_\_\_

- AND

THE KINETTE CLUB OF \_\_\_\_\_  
(Hereinafter called "The Clubs")  
WHEREAS The Clubs have agreed to host the \_\_\_\_\_ (Year) District Convention  
(hereinafter called "Convention") of The District on \_\_\_\_\_ (Dates) at the  
\_\_\_\_\_(Location);  
AND WHEREAS The Clubs 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  
Constitution and By-Laws of The Kinsmen & Kinette Clubs of Canada and The District  
By-Laws, The District and The Clubs have agreed as follows:  
1. 1. In this agreement: .01 Thursday shall mean Thursday, \_\_\_\_\_ (Date);  
.02 Friday shall mean Friday, \_\_\_\_\_ (Date); .03 Saturday shall mean  
Saturday, \_\_\_\_\_ (Date); .04 Sunday shall mean Sunday,  
\_\_\_\_\_(Date).  
2. 2. The Clubs shall be responsible for: .01 Setting the registration fee to cover the cost  
of all the responsibilities of The

Clubs with respect to hosting Convention;  
.02 Registration procedure;  
.03 Identification badges;  
.04 Registration forms and publicity;  
.05 Thursday evening welcome reception for all delegates;  
.06 Providing a meeting room for 35 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);  
.07 Co-ordinating arrangements for a private dinner for the District Executive on  
Thursday following the District Executive Meeting;  
.08 Bar facilities;  
.09 Adequate arrangements for delegate accommodations;  
.10 Providing a meeting room for 150 people for a District meeting on

Thursday evening (Public Speaking), 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, TV, overhead projector, projection screen, as required,  
for the meetings;  
.12 Providing a gong, flags, banners and lectern ("Kin Regalia") for the meetings;  
.13 Providing a room on Thursday evening from 7:00 p.m. until 1:00 a.m. Friday for use  
by the District CF & Service Directors;  
.14 Providing a Sergeant-at-arms and a Corporal-at-arms;  
.15 Arranging two coffee breaks: one mid-morning Friday and one mid-morning  
Saturday;  
.16 Providing all registered delegates with breakfast, lunch and dinner on Friday and  
Saturday and breakfast on Sunday; .17 Arranging entertainment for all registered  
delegates in the evening on Thursday, 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 2000 Convention and suggestions for future Convention's;
  - .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. The District shall be responsible for:
- .01 Paying The Clubs the cost of registration of the District Executive at a cost of \$xxx.xx per person prior to \_\_\_\_\_(Date);
  - .02 Preparing and mailing the official call to Convention in accordance with the District By-laws;
  - .03 Conducting the Thursday afternoon District Executive Meeting;
  - .04 Conducting the meetings;
  - .05 Conducting Friday Membership luncheon, Friday evening CF dinner,

Saturday awards luncheon and Saturday evening Governor's banquet ("the meal functions");

- .06 Preparing, reproducing and distributing all Convention minutes;
  - .07 Providing a Convention brochure for all delegates;
  - .08 Appointing a Rules of Order Chair;
  - .09 Credentials, proxy and voting procedures;
  - .10 Providing trainers and/or guest speakers as necessary; and,
  - .11 The agendas for Convention including The District Executive Meeting, the meals functions and the meetings.
  - .12 To comply with the District Convention District responsibilities specified in the District By-laws. (Article 16, Section 6, Paragraph .03 and all subparagraphs thereof).
3. Any profit or loss arising from Convention shall be to the benefit of, or the responsibility of, The Clubs.
2. 4. This Agreement shall be interpreted and construed in accordance with the laws of the Province of Ontario.
3. 5. This Agreement shall enure 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 Clubs and The District executed this Agreement.

The Clubs	
Convention Chair	Date
The District	
Governor	Date

Appendix 9 – FLC Contract

THIS AGREEMENT (which may be referred to as the "FLC Contract") entered into on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

BETWEEN:  
 DISTRICT 8 KINSMEN & KINETTES  
 (HEREINAFTER CALLED "The District")  
 - AND

THE \_\_\_\_\_ (Kin / Kinsmen / Kinette) CLUB OF \_\_\_\_\_

(HEREINAFTER CALLED "The Club")  
WHEREAS The Club has agreed to host the \_\_\_\_\_(Year) Fall Leadership Conference (hereinafter called "FLC") of The District on \_\_\_\_\_(Date) at the \_\_\_\_\_(Location);

AND WHEREAS The Club has authorized \_\_\_\_\_(FLC Chair) to enter into this agreement;

AND WHEREAS The District has authorized \_\_\_\_\_(Member of the Executive) to enter into this agreement; and \_\_\_\_\_(Member of the Executive) to enter into this agreement;

NOW THEREFORE in consideration of the covenants set forth herein, and subject to the Constitution and By-Laws of The Kinsmen & Kinette Clubs of Canada and The District By-Laws, The District and The Club have agreed as follows:

1. 1. In this agreement: .01 Friday shall mean Friday, \_\_\_\_\_(Date); .02 Saturday shall mean Saturday, \_\_\_\_\_(Date); .03 Sunday shall mean Sunday, \_\_\_\_\_(Date).

2. 2. The Club shall be responsible for:

.01 Setting the registration fee to cover the cost of all the responsibilities of The Club

with respect to hosting FLC;

.02 Registration procedure;

.03 Identification badges;

.04 Registration forms and publicity;

.05 Friday evening welcome reception for all delegates;

.06 Providing a meeting room for 25 people for a District Executive meeting on Friday Evening from 7:00 p.m. to 11:59 p.m. (hereinafter called "The Friday Evening District Executive Meeting");

.07 Providing a meeting room for 15 people for a District CF meeting on Friday Evening from 7:00 p.m. to 11:59 p.m. (hereinafter called "The Friday Evening CF Executive Meeting");

.08 Bar facilities;

.09 Adequate arrangements for delegate accommodations;

.10 Providing a meeting room for 150 people for a District meeting on Saturday from 8:00 a.m. to 5:00 p.m. (hereinafter called "The Saturday Business Meeting"); .11 Public Address system, VCR, TV, overhead projector, projection screen, as required, for The Saturday Business Meeting; .12 Providing a gong, flags, banners and lectern for The Saturday Business Meeting;

.13 Providing two meeting rooms (one of which may be the room used for The Saturday Business Meeting) for 75 people each from 11:00 a.m. to 3:00 p.m. on Saturday, for seminar sessions;

.14 Choosing a Sergeant-at-arms;

.15 Arranging two coffee breaks Saturday: one mid-morning Saturday and one mid-afternoon Saturday;

.16 Providing all registered delegates with breakfast, lunch and dinner on Saturday and breakfast on Sunday;

.17 Arranging entertainment for all registered delegates on Saturday evening;

.18 Providing, within 30 days of the adjournment of The Saturday Business Meeting, to the District Governor, a complete report of the activities, financial statements, comments on the FLC and suggestions for future FLC's; and,  
.19 Collecting all fines and turning them over to the District Treasurer at the conclusion of the Saturday Business Meeting.  
.20 To comply with the District Convention Host Club responsibilities specified in the District By-laws. (Article 17, Section 5, Paragraph .02).

3. The District shall be responsible for:

.01 Paying The Club the cost of registration of the District Executive and the National Representative at a cost of \$xxx.xx per person prior to \_\_\_\_\_ (Date);  
.02 Preparing and mailing the official call to FLC in accordance with the District By-laws;

.03 Conducting the Friday Evening District Executive Meeting;

.04 Conducting the Saturday Business Meeting;

.05 Conducting the Saturday evening dinner and awards presentations;

.06 Preparing, reproducing and distributing all FLC minutes;

.07 Providing an FLC brochure for all delegates;

.08 Appointing a Rules of Order Chair;

.09 Credentials, proxy and voting procedures;

.10 Providing trainers and/or guest speakers as necessary; and,

.11 The agendas for FLC, The Friday Evening District Executive Meeting and The Saturday Business Meeting.

.12 To comply with the District Convention District responsibilities specified in the District By-laws. (Article 17, Section 5, Paragraph .03 and all subparagraphs thereof).

1. 4. Any profit or loss arising from FLC shall be to the benefit of or the responsibility of The Club.

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

3. 6. This Agreement shall enure 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 and The District executed this Agreement. The Club  
FLC Chair Date

## Appendix 10 - Harassment in Kin

The Canadian Human Rights Commission has defined harassment as;

“Any unwanted physical or verbal conduct that offends or humiliates you”

Harassment involving a member, guest or end user will not be tolerated.

Harassment is a form of discrimination and human rights law prohibits discrimination on the basis of;

Race

Sex

Colour

Handicap or perceived handicap

Ancestry

Sexual orientation

Record of offence

Place of origin

Age

Ethnic origin

Marital status

Citizenship

Family status

Creed (religion)

Sexual harassment is a special kind of harassment involving conduct of a sexual nature;

Unwelcome physical contact, such as pinching, hugging, brushing up against, or patting

Unwelcome sexual requests, remarks or jokes

Sexually suggestive remarks, gestures, posters or photos

Leering or whistling

Sexual assault

Examples of harassment

Verbal threats, intimidation or abuse

Unwelcome remarks or jokes about subjects like race, religion, disability or age

The display of racist or other offensive pictures or posters in emails and/or bulletins

Consistent subjugation of an individual to practical jokes, or ridicule where the circumstances indicate that this treatment is motivated by a characteristic under human rights law

Harassment can also be inflicted by

Co workers

Customers

Business associates

Anyone connected with community

While humour is a normal part of every day life it can have a very positive effect, but it can also be used to degrade or insult.

If behaviour is unwelcome it is harassing

If a person after being informed persists in behaviour that is unwelcome that person is engaging in harassment

**Defining a Kin Function**

This includes not only the physical site but also other locations associated with the Kin organization including

Social gatherings, conferences, training sessions, travel, visitations, telephone calls, and emails

All places and occasions where people are gathered together for the good of \kin

A person faced with harassment should consider taking the following steps

Let the harasser know that the behaviour is unwelcome and make it clear that the behaviour must stop.

Document the incident related to the harassment record who, where, when, how and names of witnesses.

If the harassment does not stop, bring it to the attention of your club president or person of authority.

District 8 Kin take harassment complaints seriously. Complaints of harassment at Kin activities will be investigated by one of the District 8 executive and reported to the executive director for necessary follow up.

Unsubstantiated complaints will result in action by the association

## **Appendix 11 - Mentoring**

Successful mentoring depends upon a combination of factors. The mentor needs to have the appropriate expertise, knowledge and experience to be able to assist in developing the member's skills.

The nature and quality of the communication by the mentor is vitally important because it is often the key to the direction of the mentee's development.

The role of the mentor:

- Gives information
- Summarizes discussions
- Seeks information
- Suggests ideals
- Elicits ideals
- Adds to or challenges the mentees ideals

Match mentors to mentees  
Match people who are similar in personality  
Avoid putting a shy quiet type with an outgoing boisterous person  
Be aware of geographic limitations and time constraints  
Partner them up at as many functions as possible

## **Appendix 12 - Training**

### **District Eight Training Outline Training**

- 1) Kin Colleges
- 2) FLC
- 3) Visitations where invited
- 4) District Convention
- 5) Presidents Training Sessions

### **Kin Colleges/DG Visits**

- Return Club executives training sessions to Zone level.
- DG responsible.
- At installation a handout of the job guideline for each position.
- On 1<sup>st</sup> official visit, do a brief review of concerns and paperwork.

### **FLC**

- 1 session on mandatory Club paperwork.
- National Annual reporting form.
- Form 1 (Incorporation Papers)
- Insurance Form.
- Budgets.
- Financial Statements.

### **District Convention**

- How to run a controlled, professional meeting
- Mock Demo's of the meeting with difference scenarios.
- Demonstrate proper protocol. "The Power of the Gavel".

### **Preterm/Midterm**

- Running a professional Spring Conference.
- Rules of Order.

Motions / Resolutions

The District By-Laws  
Revised July 04, 2008

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