



# District 8 – Fall Leadership Convention Contract

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

BETWEEN:

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

- AND

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

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

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

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

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

1.0 In this agreement:

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

2.0 The Club(s) shall be responsible for:

1. Setting Fall Leadership Convention budget (year x) by District Convention (year x) and getting approved no later than 14 days thereafter. Approval is by the current District Executive running Fall Leadership Convention of year x;
2. Setting the registration fee to cover the cost of all the responsibilities of The Club(s) with respect to hosting Fall Leadership Convention;
3. Registration procedure;
4. Identification badges;
5. Registration forms and publicity;
6. OPTIONAL - Friday evening welcome reception for District Executive;
7. Friday evening welcome reception for all delegates;
8. Providing a meeting room for \_\_\_ people for a District meeting on Saturday morning starting at 8:00 a.m. and running to 12:00 p.m. (hereinafter called “The Saturday Business Meeting”);
9. Providing for up to \_\_\_ additional meeting rooms for \_\_\_ people per room for Development Breakout Sessions starting at 1:30 p.m. to 4:30 p.m. (hereinafter called “the Development Sessions”);
10. Providing a meeting room for \_\_\_ people for a District Executive meeting (Mid Term) Sunday from 8:00 a.m. to 5:00 p.m. (hereinafter called “Mid Term Meeting”);
11. Providing a meeting room for \_\_\_ people for a District Service meeting on Sunday from 8:00 a.m. to 12:00 p.m.; (hereinafter called “The Sunday Service Meeting”);
12. Bar facilities;

13. Adequate arrangements for delegate accommodations;
14. Public Address system, VCR / DVD, TV, overhead projector for computers, projection screen, as required, for “the Saturday Business Meeting” and OPTIONALLY for “the Development Sessions”;
15. Providing a gong, flags, banners and lectern (“Kin Regalia”) for The Saturday Business Meeting;
16. Providing a Sergeant-at-arms and a Corporal-at-arms;
17. Arranging for up to (2) coffee breaks; mid morning Saturday and mid afternoon Saturday;
18. OPTIONAL – Arranging for up to (2) coffee breaks; mid morning Sunday and mid afternoon Sunday (“Mid Term Meetings”);
19. Providing all registered delegates with breakfast, lunch and dinner on Saturday, and breakfast on Sunday;
20. OPTIONAL – Providing for lunch and dinner for “Mid Term Meetings” on Sunday;
21. Arranging entertainment for all registered delegates on Saturday evening;
22. 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 Fall Leadership Convention and suggestions for future Fall Leadership Convention’s; and,
23. Collecting all fines and turning them over to the District Treasurer at the conclusion of the Saturday Business Meeting;
24. To comply with the District Convention Host Club(s) responsibilities specified in the District By-laws. (Article 17, Section 5, Paragraph .02).

3.0 The District shall be responsible for:

1. Paying the Club(s) the cost of registration of the District Executive at a cost of \$xxx.xx per person prior to \_\_\_\_\_(Day, Date, Month and Year);
2. Preparing and mailing the official call to Fall Leadership Convention in accordance with the District Bylaws;
3. Conducting the Saturday Business Meeting;
4. Conducting the Saturday evening dinner and awards presentations;
5. Preparing, reproducing and distributing all Fall Leadership Convention minutes;
6. Providing a Fall Leadership Convention brochure for all delegates;
7. Appointing a Rules of Order Chair;
8. Reviewing with all delegates - credentials, proxy and voting procedures;
9. Providing appropriate developmental session subject matter experts as necessary; and,
10. The agendas for Mid Term Meetings (Sunday) and the Fall Leadership Convention (Friday evening and Saturday);
11. To comply with the District Convention District responsibilities specified in the District By-laws. (Article 17, Section 5, Paragraph .03 and all subparagraphs thereof).

4.0 Any profit or loss arising from Fall Leadership Convention shall be to the benefit of or the responsibility of the Club(s).

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

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

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

The Club(s)  
Convention Chair

Date

The District  
Governor

Date