

Kin Canada Atlantic—District 7

ZONE C By-Laws – Approved October 18, 2019

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ARTICLE 1: ADMINISTRATION

Section 1: Name:

The name of the Zone is “Zone C, Kin Canada Atlantic--District 7”, hereinafter called “the Zone”.

Section 2: Terminology:

In these by-laws, unless the context requires otherwise, “the Association” means Kin Canada; “the District” means Kin Canada Atlantic--District 7 of the Association; and “the By-laws” means the General Operating By-Laws of the Association.

Section 3: Boundaries:

The Zone includes all parts of the Province of Prince Edward Island and that part of the Province of Nova Scotia known as Cumberland County, Colchester County, Pictou County, Antigonish County, Guysborough County and the parts of the Island of Cape Breton that is home to the Margaree Kinette Club. It currently includes the Kinsmen, Kinette and/or Kin Clubs of: Antigonish, Bible Hill, Charlottetown, Margaree, New Glasgow Summerside, and Central PEI.

Section 4: Authority:

In accordance with the By-Laws of Kin Canada, the Zone may provide within its By-Laws for the Zone, such guidelines and regulations that are necessary for the administration of the Zone provided there are no conflicts with the General Operating By-Laws, Kin Canada Policy and Procedures and District By-laws. In the case of a conflict between the Zone By-Laws and those of National or District the latter shall take precedence.

Section 5: Procedures:

Except as herein otherwise provided, in all matters of procedure, the Zone shall be governed by the Rules of Order and Procedure as set down in Kin Canada’s Policy and Procedures Manual.

Section 6: Amendments:

- a) Amendments to the Zone C By-Laws may be made at a Zone C conference of members (FLC Zone Meeting or Midterm Meeting) on the vote of 50% + 1 of the accredited delegates in attendance.
- b) New By-Laws may be added with a resolution forwarded to all clubs 30 days prior to a Zone Conference of members and accepted by 50% + 1 of the accredited delegates in attendance.
- c) The Deputy Governor shall amend the Zone C By-Laws, if need be, each year. Proposed changes shall be approved at a Zone Meeting of Members, in accordance with Section 6.a.
- d) Should an amendment be brought forward at a Zone Conference that affects all clubs in the Zone, it shall be tabled and brought to the next Zone Meeting of Members (FLC or Midterm) as determined by the Deputy Governor.

Section 7: Updating:

It shall be the responsibility of the Outgoing Deputy Governor each year to ensure that these by-laws are updated to incorporate any amendments adopted, and that a copy of the updated by-laws is sent out to each club in the Zone within 30 days of the conference.

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ARTICLE 2: ZONE EXECUTIVE

Section 1: Officers:

The Zone Executive shall consist of the Deputy Governor and officers appointed to perform the following duties: Secretary, Treasurer, Membership, Risk manager and Service and any combination thereof. The Deputy Governor shall determine the size of the Zone Executive.

Section 2: Qualifications:

Each Zone Officer shall be an active or active life member in good standing, of a club in Zone C, which is in good standing as defined in the National By-Laws. The Deputy Governor shall be elected at the Spring Zone Conference. The vote shall be by ballot, and the Deputy Governor shall appoint all other officers.

Section 3: Chain of Office:

The Chain of Office is to be worn by the Deputy Governor at all official functions throughout their term in office. It is to be presented to the Deputy Governor-Elect upon their election and exchanged at District Convention during the Governor's Banquet.

Section 4: Duties:

The duties of each officer shall be as follows:

- a) Deputy Governor: Shall be the presiding officer at all Zone Meetings and Conferences held in the Zone. They shall be the chief executive officer within the Zone and shall represent the interests of all Zone C Kin on the District Council.
- b) Secretary: Shall be responsible for recording all minutes at all Zone meetings and conferences. The minutes of these meetings are to be forwarded to the Zone Executive, District Governor, District Secretary and each club in the Zone within 30 days.
- c) Service: Shall be responsible for the promotion of the District and National Service Programs in the Zone and collect all monies raised for the same and forward to the District Service Chair.
- d) Membership: Shall be responsible to act as liaison between the Zone and the District Membership Chairperson(s). It shall be their responsibility to promote membership retention, recruitment at the club level during official visits, distribute information to the clubs from National or District and to provide a report on these activities as directed by the Deputy Governor.
- e) Risk Manager: Shall be responsible to act a liaison between the clubs and District and National representatives.

Section 5: Terms of Office:

Each Zone Officer shall assume office on the first day of July following his/her election or appointment and shall hold office until his/her successor assumes office following District Convention.

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Section 6: Vacancies in Office:

In the event of a vacancy in any of the Zone offices, other than Deputy Governor, the Deputy Governor shall appoint a replacement who possesses the qualifications outlined in Article 2; Section 2. In the event that the Deputy Governor is unable to complete their term of office, the District Governor shall appoint a replacement that meets the necessary criteria.

ARTICLE 3: ZONE CONFERENCE

There will be (2) two separate Spring Zone Conferences (Kinsmen and Kinette) held in Zone C.

Section 1: Date of Conference:

Date of Conference:

The Zone C Deputy Governor shall call Zone Conferences to be held between February 1st and April 30th of each year. The Deputy Governor shall obtain the District Governor's approval for the date of such conference.

Section 2: Location of Zone Conference:

Clubs wishing to host the Spring Zone Conference shall present their bids at the Spring Zone one year prior to the one they are bidding to host. Clubs in attendance shall then vote to determine the winning bid. In the case of a tie the Deputy Governor shall vote a second time for the deciding vote.

In the event that no clubs submit a bid, then bids will be accepted at Fall Leadership Conference. If no bids are received the Deputy Governor shall accept proposals up until the last day of November and the Zone Executive will vote on the proposals and decide the location.

Section 3: Official Call:

KINSMEN: *At least 30 days prior to Zone Conference, the Deputy Governor shall forward to each club in the Zone a call to the conference along with a copy of the agenda and any resolutions received.*

KINETTE: *The Deputy Governor shall notify club within the Zone and District Governor of the date and location of the Zone Conference at least forty (40) days prior to the Zone Conference. At least forty (40) days prior to the Zone Conference the Deputy Governor shall forward to the District Governor, a copy of the proposed budget of such Zone Conference. The host club for Spring Zone Conference must prepare a financial statement to be sent to the Governor and each club no later than 60 after Spring Zone Conference.*

The Governor may, within fifteen (15) days of receipt of the proposed agenda, request that any items be added to or removed from the agenda. At least thirty (30) days prior to the Zone Conference, the Deputy Governor shall forward to each club in the Zone, an Official Call to the Zone Conference, together with a copy of the proposed agenda.

Section 4: President's Reports:

Each club President shall forward to the Deputy Governor, not less than 14 days prior to the Zone Conference, a typewritten report of their clubs' activities for the Kin year to date.

Section 5: Chairman:

The Zone Conference shall be chaired by the Deputy Governor.

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Section 6: Minutes:

Minutes of the proceedings of the Zone Conference shall be kept by the Zone Secretary and shall be forwarded, within 30 days of the Zone Conference, to the District Governor and each club in the Zone. The minutes shall include the minutes of the Zone Presidents Meeting, the Business Meeting and the presentation of Awards to the winners and the clubs they represent.

Section 7: Deputy Governor's Expenses:

The host club will be responsible for accommodations (Deputy Governors portion of room), travel expenses, and registration fee for the Deputy Governor, as well as accommodations - travel and registration for the District Rep (if applicable) which shall be included in the Spring Zone Budget.

Section 8: Damage:

Any member causing damage at a Zone C Conference shall be held personally responsible for such damage. In the event that the member fails to pay for any such damage for any such damage, the club of which he is a member shall be responsible for such payment.

Section 9: Resolutions:

- a) A Zone Conference may propose and discuss resolutions for submission to the District Convention and shall also consider matters submitted to it by the Association and generally discuss matters of interest to clubs within the Zone as may be brought before it by any delegate at the Conference.
- b) Resolutions from clubs/individuals must be typewritten with sufficient copies for all delegates and deposited with the Zone Secretary on or before the evening prior to the Zone Meeting.
- c) Resolutions may come from the floor, only if submitted with the signatures of three accredited delegates.
- d) Resolutions concerning the changing of the Zone C By-laws must be submitted to the Deputy Governor at least (30) thirty days prior to the Zone Conference of members. The Deputy Governor must include these By-law changes with his/her Notice to the Clubs.
- e) Should a resolution be brought forward at a Zone Conference that affects all clubs in the Zone, it shall be tabled and brought to the next Zone Meeting of Members (FLC or Midterm) as determined by the Deputy Governor.

Section 10: Kin Clubs:

KINSMEN: *Spring Zone conferences shall be considered to be a Kinsmen only event. This rule shall apply to all functions except the business meeting. If in any given year the President of a Kin Club is a Kinette she may attend the business meeting but shall appoint a Kinsmen representative for all other functions during the Spring Zone weekend. For purposes of voting the accredited delegate shall carry the vote for the Kin Club.*

KINETTE: *Spring Zone conferences shall be considered to be a Kinette only event. This rule shall apply to all functions except the business meeting. If in any given year the President of a Kin Club is a Kinsmen, he may attend the business meeting but shall appoint a Kinette representative for all other functions during the Spring Zone weekend. For purposes of voting the accredited delegate shall carry the vote for the Kin Club.*

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Section 11: Voting Procedure:

- a) The voting shall be as outlined in our National GOB for National Convention.
- b) Accredited Delegates Vote at Meetings of Members
- c) Each club In Good Standing may designate in writing (1) one Accredited Delegate and up to (2) two Alternate Accredited Delegates of that club, ranked in order of priority, to act on behalf of the club at Zone Meetings of Members.
- d) An Accredited Delegate or, if applicable, an Alternate Accredited Delegate, may cast (1) one vote at meetings on behalf of the club 'In Good Standing' they represent.

Section 12 – Election of the Deputy Governor:

As per Article 7, Section 1 of District 7 Bylaws

- a) The Deputy Governors shall be elected at a Zone Meeting of Members (Zone Conferences).
- b) Any member in good standing interested in running for the position of Deputy Governor, shall formally declare their nomination no later than the January 31 immediately preceding the Zone Conference(s).
- c) Each candidate for Deputy Governor would be provided an equal opportunity at Zone Conference(s) to campaign, with time set aside in the Business Meeting(s), whether in person, digitally, or otherwise.
- d) If there are separate Kinsmen and Kinette Zone Conferences, a secret, written ballot will be taken at each Zone Conference, with the votes being sealed in an envelope signed by both the current Deputy Governor and District Representative, and then being held in trust by the Deputy Governor. The current Deputy Governor and the District Representative at the 2nd Zone Conference will tally all votes and the results will be announced at the end of the 2nd Zone Conference election.
- e) If there is a single Zone Conference, voting would occur based on the existing voting protocols as set out by the Association.
- f) If no election occurs, the Vice-District Executive will appoint a Deputy Governor before May 1.
- g) Final election results will be communicated to each candidate within one week of the second Spring Zone Conference.
- h) Club Presidents will be notified after the candidate(s) have been contacted.

Section 13: Club Gongs:

Any gong claimed by any Club during a visitation will be returned to said Club at Spring Zone and must not be kept over the summer.

Section 14: Host Club Responsibilities:

The host club of Spring Zone shall:

- (a) Establish a convention committee and appoint a chairman.
- (b) Provide a budget-outlining estimate of revenue anticipated together with proposed expenditures and cost of registration. The budget is to be forwarded to the Deputy Governor 30 days prior to Zone Conference.
- (c) Submit to the Deputy Governor 30 days following the Zone Conference a statement of receipts and disbursements for the meetings.
- (d) Provide sufficient personnel to work the registration desk as required for the orderly registration of delegates.
- (e) Provide all necessary registration forms.

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- (f) Ensure that all hotel, motel, or places of accommodation agree in writing to rates to be charged to the delegates well in advance of registration.
- (g) Arrange for rooms for meetings, banquets, entertainment, etc.
- (h) Prepare all necessary news releases both to the members attending and the news media. Keep the members informed in advance of the Zone Conference so as to stimulate good attendance.
- (i) Work closely with the Deputy Governor in working out his/her requirements for an efficient Zone meeting.
- (j) Arrange for the provision of commemorative crest, pins or mugs as a memento of the event. These shall, when possible, be purchased from Kin Sales.
- (k) Deputy Governor's and the District Representatives expenses are to be covered in the Host club's budget for Spring Zone Conference. Where possible, to minimize expense, the Deputy Governor and District Representative shall stay in the same room and travel together.
- (l) Must arrange for a Zone recreational activity, to be held in conjunction with Spring Zone.
- (m) Other fellowship events may be planned upon approval of the Zone Executive and Host Committee.
- (n) Publishers of the bulletin (Electronic formats are accepted)
- (o) Transportation cost during the convention
- (p) Updating of trophies

ARTICLE 4: FINANCIAL RESPONSIBILITIES

Section 1: Installations:

The clubs within the Zone shall be responsible for the expenses incurred by the Deputy Governor or their alternate in connection with installation night. (If necessary, the host club may billet the DG)

Section 2: Official Visits:

The Deputy Governor will make at least one 'Official Visit' to each club in the Zone. The expenses incurred will be the responsibility of the District Executive Council.

Section 3: Special Events:

If a club within Zone C requests the Deputy Governor or their representative to attend a club event, then all reasonable expenses incurred in connection with the visit, i.e. transportation, meals, and accommodations (if required), are the responsibility of the club requesting the visit.

Section 4: Payment:

All clubs shall pay all monies due under Article 4; Sections 1 & 3 to the Deputy Governor or their alternate during the event.

Section 5: Travel:

Reimbursement of the Deputy Governor's expenses or their alternate shall be at the prevailing District rate.

Section 6: Levy:

There will be a special \$2.00 Levy per Kinsmen/Kinette in Zone C to be sent to the Deputy Governor. These monies will go towards defraying the cost of any office expenses such as printing, mailing and visits outside required and invited. This levy will be based on the June 30th stats and should be forwarded to the Deputy Governor no later than September 30th of each year.

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ARTICLE 5: ZONE MEETINGS

Section 1: Sale of Tickets:

There shall be no sale of tickets among Kin at any Zone event on behalf of any club fundraising project. However, it shall be in order for the host club to sell tickets on a prize to be drawn at the function to assist in financing that function only.

Section 2: Zone Seminar:

The Deputy Governor shall hold an executive seminar between May 15th and September 30th of each year. The purpose of the seminar shall be of an educational and instructive nature with particular emphasis on the duties and obligations of each club executive position.

Section 3: Mid-Term Presidents Meeting:

There will be a Mid Term President's Meeting hosted by a club in the Zone as arranged by the Deputy Governor; and held between January 1st and February 15th of each year. Format and agenda of the meeting will be at the discretion of the Deputy Governor in consultation with the host club.

Section 4: Financial Commitment

Any club that makes a commitment for additional registrations to a Zone event (including Spring Zone & Sporting), and does not give proper notice of cancelling (seven days prior to the event) will be deemed responsible to pay these registration amounts to the host club.

ARTICLE 6: SPORTING EVENTS

Section 1: Participation:

All Zone events shall be open to all Kinsmen, Kin, K-40 and Kinette members of Zone C, including family members potential new members and guests at the discretion of the host club.

Section 2: General Guidelines:

- a) Bidding for all events will take place at the Spring Zone Conference or at the Fall Leadership Zone meeting. Bids will be written and include proposed dates, cost per member and location. In the event that no bids for a particular event are received, the winning club from the previous year would automatically assume responsibility for hosting the event.
- b) Zone sporting events will not be for any club's profit and the budget should reflect this. The budget will also reflect the cost of a keeper plaque or trophy for the winning participant(s).
- c) Should the Zone Executive participate in a Zone sporting event, the registration shall be waived.

Section 3: Specific sporting Events in zone C will be in accordance with the attached Appendix A.

ARTICLE 7: MISCELLANEOUS

Each Club Executive shall maintain a Booklet containing the current Zone By-Laws. This booklet shall be passed along to each new executive for reference. This booklet is to be updated each year following Spring Zone.

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ARTICLE 8: ZONE AWARDS

Zone C Service Awards shall be as per attached Appendix B

ARTICLE 9: ZONE SPEAK OFF

Section 1: Levy:

There will be a special levy of \$1.00 per member in Zone C, to establish a “Zone Speak Off Fund” These monies will go towards defraying the cost of sending our Zone C Speak Off representative(s) to District Convention. This Levy will be based on the February 28 stats, and is to be capped at no more than the cost of registration and accommodations for District Convention, including the District contribution.

Section 2: Zone Speak Off Fund:

The Fund will be administered by Deputy Governor, who will; turn the monies over to the Zone Speak Off winner(s) to cover actual expenses incurred in them attending District Convention and entering the Speak Off competition at that level.

Section 3: Surplus:

Any and all surplus in the Zone Speak-Off Fund at the end of the year will be turned over to the Incoming Deputy Governor to be used for future year.

Section 4: Speak Off Competition:

Speak Off at the Spring Zone Conference will be held at the discretion of the Deputy Governor. Judges for the event will be made up of one outside judge as well as a representative from two other Clubs in attendance. The host club will be responsible for choosing the panel with final decision decided by the Deputy Governor. Order of Speak Off contestants will be decided at the Presidents Meetings by drawing numbers. Deputy Governors will be responsible for the confirmation of the Speak-Off Rules and handing the criteria to the Judges prior to Speak-Off Competition. The Deputy Governor will collect the Judge’s decisions immediately after the competition.

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Appendix A:

KINSMEN:

SPORTING EVENTS – ZONE C

a) Golf

- 1) The host club shall provide fellowship following the golf
- 2) Preferably to be held in September
- 3) Prizes to be determined by the host club

b) Curling

- 1) The host club shall provide fellowship following the curling
- 2) Prizes to be determined by the host club

c) Slo-Pitch

- 1) The host club shall provide fellowship following the games
- 2) Each team should have at least 3 women on the field
- 3) Each team to supply a bat and a new ball
- 4) Rules to follow slow pitch rules

d) Darts/Tarabish/Cribbage/Bowling

- 1) Other events to be considered
- 2) Host club shall determine rules and fellowship

Appendix B:

KINSMEN: SERVICE AWARDS – ZONE C

1) EVERETT TELFER TRAVEL AWARD

- a) Eligibility: Any Kinsmen/Kin club in the zone who accumulates the most travel miles during the year (DG visits excluded) Forms outlying the travel miles shall be presented to the Deputy Governor before Spring Zone showing each trip number of visiting members and the date of the visit
- b) Judging: The judges shall consist of the current Deputy Governor and one member of the Antigonish club and presented by a member of the Antigonish club or their representative
- c) Award: The winner of the award shall receive a perpetual plaque donated by Antigonish Kinsmen and a banner crest

KINETTE: Zone Awards:

Zone C Quill Award: Presentation of the award is done by the Deputy Governor.

Zone C Angie Lennon Sprit Award: In order to qualify for this award, the winner must be a Kinette who is in good standing, attend all functions both business and social; participate with sprit and enthusiasm, be outgoing, and good natured. Each club will submit two Kinette names, not necessarily from their club, by the end of the business meeting Saturday so that the Deputy Governor and their committee can select the winner for presentation at the banquet. The Kinette Club of the winner is responsible to return the main plaque in time for presentation the following Spring Zone. The club with the winning Kinette is responsible for the engraving. This award was first presented by the Kinette Club of New Glasgow in 2011 Spring Zone Conference in memory of Angie Lennon a Kinette of the Club who was taken from us far too early in life.

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Linda LeBlanc Spring Zone Rookie Award: *The winner must be a Kinette who is in good standing, attend all functions both business and social at their first Spring Zone and who exemplifies a keen sense of humor, fellowship and is an outstanding all around fun loving Kinette. The award is to be presented by the Margaree Kinette Club, at the Deputy Governors Banquet each year. This award was first presented by the Kinette Club of Margaree at the 2014 Spring Zone Conference in memory of Linda LeBlanc. Linda was a founding member of the Margaree Kinette Club who loved to have a good time with lots of fun and laughter. Linda always enjoyed Spring Zone, she passed away October 30th, 2007. The Kinette Club of the winner is responsible to return the plaque in time for presentation at the following Spring Zone.*

Speak-Off Trophy and Banner: *is to be passed on to the next Speak-Off Award winner at the Spring Zone Conference, to be displayed at the club functions, and that the 1985-86 Zone Co-ordinator – Pearl MacMillian or a representative from the club of New Glasgow present the Speak-Off Award Banner to the winner. Zone C Service Awards shall be as per attached Appendix B.*