



**Kin Canada**  
Kinsmen • Kinettes • Kin  
**District 7 • Atlantic**

**Kin Canada Atlantic**  
**Zone B Kin Bylaws**  
**Approved February 3, 2019**  
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## ARTICLE 1 ADMINISTRATION

### **Section 1.01 Name**

- 1) The name of the Zone is Zone B, District 7, herein called "Zone"

### **Section 1.02 Terminology**

- 1) In these Bylaws, unless the context requires otherwise, "Association" means Kin Canada, "District" means District 7 of the Association, and "National GOB" means the National General Operating Bylaw and National Policies and Procedures.

### **Section 1.03 Authority**

- 1) In accordance with the National GOB, Zone B may provide Bylaws for Zone administration, provided, however, that no such regulation be inconsistent with the National GOB. In the case of any apparent conflict between Zone Bylaws and those of District 7, The District Bylaws shall take precedence. In the case of any apparent conflict between Zone Bylaws and the National GOB, the National GOB shall take precedence.

### **Section 1.04 Geographical Boundaries & Territorial Limits**

- 1) The geographical boundaries of the Zone shall be set down by the District Bylaws. That is:  
Include the counties of Halifax and Hants in the province of Nova Scotia and all of Nova Scotia to the west thereof.  
Currently, active clubs in Zone B are: ***Bridgewater & Area Kinsmen, Dartmouth Kinsmen, Halifax Kin Club, Kentville & District Kinsmen, Kentville & District Kinettes, Liverpool Kinsmen, Mid Annapolis Valley Kinsmen, Sackville (NS) Kinsmen, Sackville (NS) Kinettes.***

### **Section 1.05 Procedures**

- 1) Except as herein otherwise provided, all matters of procedure in Zone B shall be governed by the Rules of Order and Procedure as set down in the National GOB.

### **Section 1.06 Amendments**

- 1) Zone B Bylaws may be amended at any Zone Meeting of Members, by resolution, properly placed before the meeting and passed on the vote of the majority of the Accredited Delegates in attendance at the meeting.
- 2) Any proposed amendments to these Bylaws must be circulated to all Zone B Clubs at least 30 days prior to the Zone Meeting of Members.
- 3) Bylaw Circulation... So that all clubs are aware of the Bylaws and Awards Criteria of the Zone, the Bylaws and Awards Brochure will be distributed to all club Presidents and Secretaries at the Club Education Seminar.

**Section 1.07 Annual Bylaw Updates & Circulation**

- 1) It shall be the responsibility of the Deputy Governor, each year, to ensure that these Bylaws and Awards Brochure are updated to incorporate any amendments adopted at a Zone Meeting of Members and that a copy of the updated Bylaws and Awards Brochure is sent to each club within 30 days of the Zone Meeting of Members.
  
- 2) Annually the Deputy Governor shall review our Zone Bylaws. The Deputy Governor shall propose changes, as required, including changes made at District and National Convention, that affect our Zone Bylaws. Proposed changes shall be approved at a Zone Meeting of Members, in accordance with Section 1:06.

**Section 1.08 Transfer of Files**

- 1) The Deputy Governor shall forward all files and related information including updated Zone Bylaws, and all Zone Conference Files to his/her successor by July 1<sup>st</sup>.

**ARTICLE 11 ZONE EXECUTIVE**

**Section 2.01 Officers**

- 1) The Zone Executive shall consist of the Deputy Governor and officers appointed to perform the following functions: Secretary, Coordinator, Communications, Club Support and Service Director. The Deputy Governor shall determine the size of the Zone Executive.

**Section 2.02 Qualifications/ Eligibility**

- 1) Each Zone Officer shall be an Active or Active Life Member, as defined in the National GOB, in good standing of a club situated within the Zone and has been duly elected/appointed.
- 2) To obtain proper representation, each Zone Executive shall consist of Kinsmen, Kinette and Kin officers.
- 3) The Deputy Governor shall be elected at the Zone Mid Term Meeting of Members and shall assume office on the first day of July following election/appointment and shall hold office until their successor assumes office.

**Section 2.03 Duties / Responsibilities**

- 1) **Deputy Governor duties/responsibilities shall be (but not limited to):**
  - a) determine the number of executive members and assign duties to executive members as they deem appropriate for the efficient handling of Zone business
  - b) presiding Officer at all Zone Meeting of Members held within the Zone
  - c) to represent all Zone B clubs on the District Council

- d) responsible for chairing Zone Conference Business Meetings as detailed in these Bylaws under Article III Zone Conferences.
- e) make at least one "Official Visit" to each Zone club. The expenses incurred by these visits will be included in District 7 Budget
- f) responsible for judging, or appointment of judges for the various Awards in their Zone and forwarding results to the District Governor
- g) within 30 days after holding a Zone Meeting of Members, the Deputy Governor shall forward the Meeting Minutes to the District Governor
- h) the Deputy Governor shall circulate to Zone clubs a copy of the Spring Zone financial statement as submitted by the Host Clubs
- i) be responsible for updating and circulating the Zone Bylaws as per Article 1 Administration, Section 1.07 Bylaws update
- j) ensure all Club Executive Officers are installed by the National deadline
- k) conduct Club Education Seminar prior to the National deadline
- l) follow up with clubs and assist on all requirements

**2) Co-ordinator duties/responsibilities shall be (but not limited to):**

- a) substitute for the Deputy Governor and perform such duties specified by the Deputy Governor
- b) assume all duties of the Deputy Governor until such time as District 7 Executive appoints a Deputy Governor, in the event the Deputy Governor is unable to complete the term of office

**3) Secretary duties/responsibilities shall be (but not limited to):**

- a) responsible for recording minutes at all Zone Meetings of Members
- b) distribute the minutes of these meetings to the District Governor, District Secretary and each club in the Zone, within 30 days of the meeting

**4) Communications duties/responsibilities (but not limited to)**

- a) shall collect information on all activities and projects within the Zone and forward the same to the District Communications Director.
- b) enable effective communication within the zone

**5) Service Director duties/responsibilities shall be (but not limited to)**

- a) responsible for promotion of District and National Service projects within the Zone
- b) collect Service Donations from Zone B clubs at Zone Conferences for National and District Service Projects and forward same to the District Service Director
- c) responsible to follow up on Service Reporting by Zone clubs

**Club Support duties/responsibilities (but not limited to)**

- a) shall work with club membership directors. Encourage members to invite new guests out to meetings and events

- b) facilitate a New Members Seminar
- c) act as a liaison between district and clubs in matters pertaining to membership recruitment and retention
- d) promote Zone, District and National Awards

**Section 2.04 *Term of Office***

- 1) Each Deputy Governor shall assume office on the first day of July following their election or appointment, as the case may be, and shall hold office until the start of the new Kin year (July 1<sup>st</sup>) or their successor assumes office.
- 2) Each Zone Officer, other than the Deputy Governor, shall assume office on July 1<sup>st</sup>, following appointment and remain in office until the New Kin Year (July 1<sup>st</sup>) begins

**Section 2.05 *Vacancy in Office***

- 1) In the event of a vacancy in any of the Zone offices, other than the Deputy Governor, the Deputy Governor shall appoint a qualified replacement
- 2) In the event of a vacancy in the Deputy Governor position, they will be replaced in accordance with District 7 Bylaws

**ARTICLE 111 ZONE CONFERENCES**

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

**Section 3:01 *Time and Place***

- 1) The Zone B Deputy Governor shall call Zone Conferences to be held between February 1 and April 30 of each year. Zone Conferences can not be held during the first or last week-end of school March Break.
- 2) *The Deputy Governor shall obtain the District Governor's approval for such Conference dates.*

**SECTION 3:02 *Location***

- 1) The location of each Zone Conference shall be decided at the Fall Leadership Conference Zone Meeting of Members or at the Zone Conference in the previous year. Clubs wishing to host a Zone Conference must submit their bids, at this time. A simple majority vote will decide the location.

- 2) In the event there are no bids, the location of the Zone Conference shall be left to the discretion of the Deputy Governor.

**SECTION 3:03 Official Call to Spring Zone and Agenda**

- 1) At least 30 days before the Zone Conference, the Deputy Governor shall forward to each Club an Official Call to Spring Zone along with a copy of the Agenda including the date and location of the Zone Conference and any resolutions received.
- 2) At least 30 days prior to the Zone Conference, the Deputy Governor shall forward to the District Governor a copy of the proposed agenda and proposed budget of such Zone Conference. The agenda shall include Minutes of the previous Zone Meeting of Members, resolutions submitted by Clubs in the Zone, any reports from Clubs in Zone.

**SECTION 3:04 Budget**

- 1) The Host Club shall forward a copy of the proposed budget to the Deputy Governor, 60 days prior to the Zone Conference.
- 2) The Host club for a Zone Conference shall be entitled to charge a reasonable Registration Fee covering the cost of meals and entertainment.
- 3) The Kinsmen Host Club's budget shall include registration fee and accommodations for the Deputy Governor and the District Representative.
- 4) The Kinette Host Club's budget shall include registration fee and accommodations for the Deputy Governor only.

**SECTION 3:05 Approval of the District Governor**

- 1) Within 15 days of receipt of the proposed agenda and budget, the District Governor may request any item be added or removed from the agenda or the proposed budget be altered in such manner as they may request.

**SECTION 3:06 Club Reports**

- 1) Each Club President within the Zone shall forward to the Deputy Governor, not less than 20 days prior to the Zone Conference, a typewritten report of their Club's activities for the Kin year-to-date.
- 2) Club President Reports shall be printed in their respective Spring Conference brochure. Club Presidents Report from Kin Clubs shall be printed in both the Kinsmen and Kinette Spring Zone brochure.

**Section 3:07 Chairperson**

- 1) Zone Conference shall be chaired by the Deputy Governor or, in their absence, the District Representative.
- 2) The Chair will appoint the following committee chairs:
  - i) Secretary
  - ii) Rules of Order
  - iii) Credentials
  - iv) Resolutions
  - v) Two Fines persons

**SECTION 3:08 Minutes**

- 1) Minutes of Zone Conference proceedings shall be kept. The Deputy Governor shall, within thirty (30) days after Zone Conference, forward a copy of minutes to the Governor and to each club in Zone B.

**SECTION 3:09 Damage**

- 1) Upon confirmation of mutual acceptance of specific assignment of responsibility, any damages to person or property at Spring Zone, as a result of the actions of a member of the association, are to be resolved and payment made within 30 days.
- 2) If confirmation (mutual acceptance) of specific assignment of responsibility is not affected voluntarily, then a Committee (comprised of one member per club and chaired by the Deputy Governor) shall be formed to review the incident details and to establish specific assignment of responsibility.

**SECTION 3:10 Resolutions**

- 1) A Zone Conference may propose, discuss, and adopt resolutions for submission to the District Convention; shall also consider and act upon 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.
- 2) Any club may put forward a resolution that affects the Zone provided such resolution is consistent with National GOB and District Bylaws.
- 3) Resolutions adopted at a Zone Conference for submission to the District Convention shall be deemed to have been submitted to the District Secretary upon receipt by the District Governor of Zone Conference Minutes forwarded to them in accordance with District Bylaws Article 5, Zone Conferences.
- 4) At least 40 days prior to Zone Conference any Club wishing to submit resolutions shall forward same to the Deputy Governor.
- 5) 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

### **SECTION 3:12 Voting Procedures**

- 1)** The voting shall be outlined in our National GOB for National Convention.
- 2)** Accredited Delegates Vote at Meetings of Members
- 3)** 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.
- 4)** 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 3:12 Host Club Responsibilities**

- 1)** The host club of Spring Zone Conference shall establish a convention committee and appoint a chairperson.
- 2)** Provide a budget outlining an estimate of revenue anticipated together with proposed expenditures and cost of registration. The budget must be filed with the Deputy Governor sixty (60) days before the Zone Conference.
- 3)** Provide through the Convention Committee sufficient personnel to work the registration desk as required for the orderly registration of delegates
- 4)** Submit to the Deputy Governor thirty (30) days following the Zone Conference a statement of receipts and disbursements for the meeting.
- 5)** Provide all necessary registration forms and delegate nameplates or identification tags.
- 6)** Ensure that all hotel, motel or places of accommodation agree in writing to delegate rates charged, well in advance of registration.
- 7)** Arrange meetings, banquets, entertainment rooms, etc. This shall include a hospitality suite operated by the host club, with cost borne by the registration fee.
- 8)** Prepare all necessary news release both to members attending and the news media. Keep the members informed in advance of the Zone Conference so as to stimulate and encourage good attendance.
- 9)** Work closely with the Deputy Governor with their requirements for an efficient Zone Meeting. Host Clubs have the option to provide commemorative crests, pins or mugs as a memento of the event. These shall, where possible be purchased from Kin Sales.
- 10)** Keep the members informed in advance of the Zone Meeting so as to stimulate and encourage good attendance.

- 11) In addition to a Full Zone Registration, there will be an Early-Registration.
- 12) The Spring Zone Host Club shall provide an appreciation gift to the Deputy Governor, not to exceed \$50.00.

#### **Article IV – FINANCIAL RESPONSIBILITIES**

##### **Section 4.01 *Installations***

- 1) The Clubs within the Zone shall be responsible for the expenses including meals, transportation and accommodation, of the Deputy Governor or their alternate attending Installation Night. When accommodation is deemed desirable, the club shall also cover its cost, or provide suitable lodging (e.g. Kin billet).

##### **Section 4.02 *Official Visits***

- 1) The Deputy Governor will make at least one “Official Visit” to each club in the Zone. The expenses of the Official Visit will be the responsibility of the District Executive Council. Timing for the visit will be at the discretion of the Deputy Governor in consultation with the host club President.

##### **Section 4.03 *Special Events***

- 1) If a club within Zone B requests the Deputy Governor or their representative to attend a special club event, then all expenses incurred by the visit, including transportation, meals and accommodation if required, is the responsibility of the club requesting the visit.

##### **Section 4.04 *Expense Invoicing***

- 1) The Deputy Governor shall submit an expense claim to the Host Club President/Treasurer for reimbursement of expenses for Installation Night or invitation to special events.

##### **Section 4.05 *Zone Awards***

- 1) The budget for each Spring Zone Conference shall include the cost of engraving for all Zone Awards that are being presented at the Conference.

#### **Article V – ZONE EVENTS**

##### **Section 5.01 *Sale of Tickets***

- 1) There shall be no sale of tickets among Kinsmen and Kinette Clubs at any Zone event on behalf of any fundraising project.

- 2) It shall be in order for the host club to sell tickets on a prize to be drawn for at the function.
- 3) Money raised shall assist in financing the function.

**Section 5.02 *Club Education Seminars***

- 1) The Deputy Governor shall hold an education seminar between July 1 and September 30 of each year.
- 2) The purpose of the seminar shall be educational and instructive in nature, and as a minimum shall provide instruction on the duties and obligations of each Club Executive member.

**Section 5.03 *Mid-Term Meeting of Members***

- 1) There shall be a Mid-Term Meeting of Members hosted by a club in the Zone and held between January 15 and February 28 of each year.
- 2) Format and agenda of the meeting shall be at the discretion of the Deputy Governor in consultation with the host club.

**Section 5.04 *Bidding for Zone Events***

- 1) Clubs shall bid to host Zone Events.
- 2) Bidding shall take place at a Zone Meeting of Members.
- 3) Bids shall include proposed dates, cost per member and the location.

**Section 5.05 *Finances***

- 1) Budget- The host club of the event must submit a full budget to the Deputy Governor 30 days prior to the Zone event.
- 2) Profit- If the Zone event shows a profit, each club in the Zone will be reimbursed an equal share of the profit up to the amount of their mandatory registration.
- 3) Mandatory Registration-Each club in Zone B will be charged a mandatory registration fee to be determined by the Deputy Governor in consultation with the host club, for each of the Club Education Seminar and the Mid Term Meeting of Members.