

DISTRICT 3 - By-Laws & Regulations

#1: Interpretations of District Regulations

Kin Canada General Operating By-laws, along with the national policies and procedures manuals form part of the district by-laws. Nothing in the district by-laws will be in conflict with those documents and should a question arise the national documents will be the final deciding factor.

#2: Physical Location

The physical boundaries of the District will be the Province of Saskatchewan and the District is known as District #3 of Kin Canada.

#3: Zone Boundaries

Included in this District will be 9 zones and the clubs that will be included in each zone can be found in Appendix A.

Each club may make application to the District Council to be reclassified in a different zone if they feel it would be beneficial. Each affected zone will then be contacted and, if approved at the each respective spring zone meeting by a simple majority of the delegates in attendance, the boundaries may be changed effective July 01 of the following Kin year. Should any dispute arise over the establishment of new boundaries, the District Council shall act as an arbitrator and in the best interests of those clubs involved make a decision on the boundaries to be effective July 01 of the following year.

#4: District Officers and Structure

The Officers of the District will be as follows:

- One Kin Governor to be filled by current Vice-Governor or elected if there is no current VG;
- One Kin Vice-Governor to be elected;
- One Past Kin Governor from the immediate past year;
- One Secretary appointed by the current Governor;
- One Treasurer appointed by the current Governor;
- One Service Director appointed by the current Governor;
- One Communication Director appointed by the Governor;
- One District Risk Manager appointed by the current Governor;
- One Saskin editor appointed by the current Governor;
- One Membership Director as elected by the membership (two-year term – elections in odd numbered years);
- The National Director will be considered as a member of the District Executive but without voting privileges (three-year term);
- Up to two other Directors as the current Governors deem necessary and approved by the general membership; and
- One Deputy Governor from each zone.

Any member, other than the National Director, may hold more than one position on the District Executive.

No member shall serve in a non-elected position for more than two consecutive years.

DISTRICT EXECUTIVE COMMITTEE shall be the District Governor, the Vice District Governor, the immediate past Governor, Secretary, Treasurer, Chair and Vice Chair of the Kinsmen Foundation Board and not more than six Directors.

DISTRICT BOARD OF DIRECTORS/COUNCIL shall be the District Governor, the Vice-Governor, immediate Past Governor, Deputy Governors and up to 8 other Directors as appointed by the Governor, as well as up to 2 Foundation appointee positions being the Chair and Vice Chair of the Kinsmen Foundation Board.

POWERS – the management and control of the District, not otherwise provided for in these bylaws, shall be vested in the District Board of Directors subject to the direction of the National Board of Directors.

ELECTION OF DISTRICT OFFICERS Candidates for the office of District Vice Governor, District Membership Director, and National Director, must be nominated and seconded by a Kinsmen Club, Kinette Club, Kin Club, or Kin Campus Club in good standing. The candidate must be present to accept the nomination.

Any candidate for election or appointment to any District office must be an Active Member of a Club in good standing in District 3.

The District Vice Governor, in the year subsequent to their election as Vice Governors, shall automatically fill the offices of District Governor.

Any election for the office of District Vice Governor, District Membership Director, and National Director, held in accordance with the foregoing provisions shall be held during a joint business session of Kinsmen and Kinettes at the District Convention.

Candidates for the office of Kinsmen Vice Governor shall, if successful, appoint Members in good standing to serve as District Board of Directors.

For **DUTIES OF OFFICERS** see sections 7.01(d)(v), (vii) and (viii) in the National Policies and Procedures.

For **ADMINISTRATION OF THE DISTRICT** (i.e.: meetings) see 7.01 in the National Policies and Procedures.

#5: Vacancy in Elected Office

Vice-Governor/Governor – see section 7.01(d)(ix)(i) of the National Policies and Procedures.

Membership Director, if no candidates are declared or elected by the end of business at District Convention or a vacancy in office occurs, the Governor elect will begin the process of selection of the appointment of persons to the position for the remainder of the term. The term of office shall be 2 years commencing July 1st of the calendar year in which they are elected or appointed and end June 30th two years later.

National Director – see section 5.09 of the National General Operating By-Law No. 2.

All other vacancies in any other office will be filled by the Governor of the day by appointment, as deemed necessary for the efficient operation of the District.

#6: Qualifications

The qualifications of the District Officers are as outlined by the National General Operating By-laws, except that the person in question must reside within the boundaries of the district. Should any member of the district move outside of the district during the term of his / her office, the procedures for vacancies in office will be followed as previously mentioned.

#7: Remuneration

As per the National Policies and Procedures, no officer or member of the District Council is eligible to receive any remunerative employment.

#8: District Convention and Conferences

Section 1: Required Annually

In accordance with section 7.01(d)(xi) of the National Policies and Procedures, a District Convention shall be held annually, no later than June 27 in each year.

Section 2: Place

As per the resolution passed at District Convention 2010, District Conventions and Fall Leadership Conferences will be hosted on a rotating basis through the zones and the clubs within the zone will decide on location and host club duties. See District 3 House Rules for schedule.

(1) Sixty (60) days prior to the District Convention, for District Conventions, and Fall Leadership Conference, for Fall Leadership Conferences, the District Secretary shall write to the President of each club in the **ASSIGNED ZONE** enclosing an invitation blank and ask for invitations for the site of the District Convention or Fall Leadership Conference for the following year.

(2) Invitation shall be submitted on the forms provided by the District Secretary thirty (30) days prior to the convention at which the invitations will be presented.

(3) In the event no invitation has been received for the next District Convention or Fall Leadership Conference by the start of the meeting in the year prior, any duly accredited delegate may invite the district to hold the next District Convention or Fall Leadership Conference at a location at or near his / her club's locale, provided the consent of the club executive has been obtained.

(4) If no invitation is brought forward at the District Convention or Fall Leadership Conference as aforesaid, the location of the next District Convention or Fall Leadership Conference shall be determined by the District Board of Directors.

(5) Notwithstanding anything contained in this section, the place of the District Convention or Fall Leadership Conference may be determined in accordance with the procedure adopted by a resolution properly placed before and passed by a 2/3 majority vote for the accredited delegates voting at any District Convention or Fall Leadership Conference.

Section 3: Registration of Host Club

The host club shall pay registration fees for full-time attendance at the expense of the host club. All members of the host club shall be entitled to attend the Convention in whole or in part by paying for meal costs only for the convention on as such other amount may be otherwise agreed upon between the host club and the District Executive Committee.

Section 4: Profits

The first \$1,000.00 profit or loss will be paid to (borne by) the host club and any additional profit (losses) will be split 50 / 50 between the host club and the District.

For Administration of the District Convention, see section in Policies and Procedures.

Section 5: Official Call

The District Secretary shall mail, or e-mail, to the President of each club in the district and to a National Director an official call to the District Convention at least sixty (60) days prior to the convention or conference.

Section 6: Invitations for Resolutions

Sixty (60) days prior to the date of the District Convention, the District Secretary shall write to the President of each club inviting resolutions to be considered at the District Convention. Any such resolution shall be submitted to the District Secretary forty-five (45) days prior to the District Convention. Notwithstanding this limitation any resolution duly passed at a Zone Conference shall be deemed to fall within the meaning of this article, and thirty (30) days prior to the date of the convention, the District Secretary shall forward to the President of each club a copy of each resolution to be included in the agenda of the convention.

Section 7: Supervision, Management and Control

(1) The District Executive Committee shall have full supervision and management of all District Conventions and all plans, arrangements; programs and budgets shall be subject to the approval of the District Executive Committee.

For Administration of the District Convention – Chapter 3 of the National Policies and Procedures.

Section 8: Fall Leadership Conference

The club hosting the Fall Leadership Conference meeting and the District Council shall enter into such agreement as may be mutually agreed upon with respect to the proper supervision, management and control of the Fall Leadership Conference.

The purpose of the Fall Leadership Conference shall be both for the general education needs and / or desires of the membership and for carrying out the administrative and general business of the district as it applies to either Kinsmen of Kinettes.

A majority of the delegates of the conference shall constitute a quorum for the transaction of all business at the conference. A member represented by proxy, shall, for the purposes of computing a quorum, be deemed to be present at such meeting. A majority of all votes cast at a conference shall decide any questions, with the exception of those questions for which a greater proportion is specifically required by these by-laws.

The Fall Leadership Conference is open to attendance to any member of the Association.

The District Secretary shall mail, or e-mail, to each club President at least twenty one (21) days prior to the Fall Leadership Conference, a district financial statement for the preceding year and resolutions concerning monetary matters to come before the Fall Leadership Conference.

Within thirty (30) days after any meeting of the District, the District Secretary shall make a report of the proceedings of the meeting, comprising a complete synopsis of all action taken and shall transmit a copy thereof to the National Executive Committee, the Executive Director and to each member of the Board of Directors

During a Fall Leadership Conference, the District Executive Committee or their appointee shall hold a seminar of an educational and instructive nature for all presidents in the district.

#9: Zone Conferences

(1) Each Deputy Governor shall call a Zone Conference to be held in their zone preferably between February 1st and March 31st of each year. The location of such conference shall be left to the discretion of the Deputy Governor.

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

(3) The District Governor shall give approval of the date of the proposed Zone Conference.

(4) At least forty (40) days prior to the Zone Conference each Deputy Governor shall forward to the District Governor a copy of the proposed agenda together with a copy of the proposed budget for such zone conference.

(5) The District Governor may within seven (7) 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.

(6) Zone and Conferences are to have a budget set on a break even basis but if a profit or loss occurs, the procedure to be followed is:

"If a profit of \$50.00 or less is realized by the host club, it is left to go to their Convention Account. If it is in excess of \$50.00 it is to be kept in a Zone divided among all the Clubs of that Zone and returned to the host club".

(7) The Zone Conference shall be chaired by the Deputy Governor.

(8) At least 20 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.

(9) A majority of all votes cast at a Zone Conference by the Kinsmen and Kinettes of the respective zone in attendance shall decide any question, with the exception of those questions for which a greater proportion is specifically required by these by-laws.

(10) Within in thirty (30) days after the holding of a Zone Conference, the Deputy Governor shall cause the minutes of the Zone Conference to be forwarded to the District Governor and to each club in the zone.

(11) The zone, with the permission of the District Governor may dispense with the holding of a Zone Conference.

(12) Within sixty (60) days after holding a Zone Conference, the host club shall cause the financial statement of the Zone Conference to be forwarded to the District Governor, Deputy Governor and to each club in their zone.

#10: District Operating Accounts

(1) District III Fiscal Year

The fiscal year of the District for finances is July 01 to June 30 annually.

Each year the current District Executive may establish a separate bank account for the operation of the district for that year, or may use the account held by the previous term. The Council must use separate accounts for service and general. Upon the fiscal year end of the district as outlined in the National Constitution and by-laws, the District Treasurer will have the books of record audited by a Chartered Professional Accountant. The resulting audit must be presented for approval by the district membership at the following Fall Leadership Conference, unless such audit has not been completed in which case it shall be presented for approval at the following District Convention and submitted to the National Boards of Directors within sixty (60) days of that approval.

(2) Other – District Service Project

A district service project shall be included with other financial reports to be tabled at the next Convention.

(3) 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 District Governor or the Secretary of the District, or in the event any of the two above-reference officers are related, a fourth district officer may be chosen as a signing officer.

#11: District Budget

The District Vice-Governor's Executive Committee shall submit a balanced budget of estimated income and expenditures for the next fiscal year at the District Convention immediately prior to said fiscal year commencing. Said budget to be circulated to all clubs within the District not later than thirty (30) days prior to the District Convention, and said budget be approved no later than the following Fall Leadership Conference.

#12: District Dues

(1) Existing Clubs

Each club shall pay to the District Executive Committee, by a date as determined by the District Executive Committee, in each calendar year, in respect of each active member shown in the last preceding official membership report, dues in such sum as may have been determined by resolution by the District Council at District Convention or other wise. In default of any of the aforementioned determinations in any calendar year, each club shall pay such sum per such member as may have been last so determined.

(2) Newly Chartered Clubs

The dues to be paid to the District by each new club admitted to membership shall be the sum of \$100 Administration fee for the balance of the fiscal year in which the Club was chartered, regardless of the number members shown on the charter application.

i) Any new club officially chartered in any Kin year shall pay one half of the dues assessed for the following Kin fiscal year which shall be based on the official membership of such club census

#13: Amendment to By-Laws

District By-Laws may be amended by a simple majority of those in attendance and votes proxed at District Convention. Any amendments to these regulations must be circulated to all clubs 30 days prior to District Convention in order to be eligible for consideration. Any motion to be considered and circulated must be in the hands of the District Governor forty-five (45) days prior to District Convention. Any amendments to District regulations will be considered to be effective at the close of business of the District Convention unless otherwise stated as a later date.

#14: Elections and Proxies

All elections and proxies will be the same as provided for in the National policies on elections and proxy systems.

#15: Outstanding Accounts Receivable resulting from Expenses Incurred by members of the Incoming and Outgoing National or District Board of Directors

In the event any Governor, Vice Governor, Deputy Governor, or Past Deputy Governor owes funds to National or District which have been outstanding for more than ninety (90) days, then no further credit shall be extended to any member of the Incoming or Outgoing National or District Board of Directors for that District until payment has been made in full.

In the event that any member of the Incoming or Outgoing National or District Board of Directors owes funds to National or District which have been outstanding for more than ninety (90) days, as of thirty (30) days prior to Fall Leadership Conference, Mid-Term or District Convention, then National or District shall withhold payment for the travel, mileage, accommodations, meals and registration for that member until payment has been made in full.

APPENDIX A

Zone A

Lashburn Kinettes
Lloydminster Kinettes
Lloydminster Kinsmen
Macklin Kinettes
Meadow Lake Kinettes
Meadow Lake Kinsmen
Paradise Hill Kinettes
St. Walburg Kin Club

Zone B

Kinistino Kinsmen
Melfort Kinettes
Melfort Kinsmen
Nipawin Kinettes
Nipawin Kinsmen
Rose Valley Kinettes
Tisdale Kinettes
Tisdale Kinsmen

Zone C

Dinsmore Kinettes
Dinsmore Kinsmen
Kerrobert Kinettes
Kerrobert Kinsmen
Lucky Lake Kinettes
Lucky Lake Kinsmen
Outlook Kinsmen
Rosetown Kinsmen
Wilkie Kinsmen

Zone D

Martensville Kinsmen
North Battleford Kinsmen
Saskatoon Kinettes
Saskatoon Kinsmen
Saskatoon POW City Kinsmen
Shellbrook Kinettes
Shellbrook Kinsmen
Prince Albert Kinettes
Prince Albert Kinsmen
U of S Campus Kin Club

Zone E

Invermay Kinettes
Melville Kinettes
Melville Kinsmen
Norquay Kin Club

Zone E cont'd

Sturgis Kinettes
Sturgis Kinsmen
Wadena Kin Club
Yorkton Kinettes
Yorkton Kinsmen

Zone F

Eastend Kinettes
Eastend Kinsmen
Gull Lake Kinettes
Gull Lake Kinsmen
Swift Current Kinettes
Swift Current Kinsmen

Zone G

Assiniboia Kinettes
Assiniboia Kinsmen
Coronach Kinettes
Coronach Kinsmen
Moose Jaw Kinettes
Moose Jaw Kinsmen
Parkland Kinettes
Parkland Kinsmen
Thunder Creek Kinsmen

Zone H

Broadview Kinettes
Estevan Kinettes
Estevan Kinsmen
Moosomin Kinettes
Moosomin Kinsmen
Pilot Butte and District Kinettes
Regina Queen City Kinettes
Regina Queen City Kinsmen
Weyburn Kin Club
U of R Campus Kin Club

Zone I

Davidson Kinettes
Davidson Kinsmen
Humboldt Kinettes
Humboldt Kinsmen
Jansen Kinsmen
Watrous Kinettes
Watrous Kinsmen
Wynyard Kinettes
Wynyard Kinsmen

