



**Kin Canada**

Kinsmen • Kinettes • Kin

**District 3**

**By-laws**

**2021 - 2022**

## DISTRICT 3 – By-laws & Regulations

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## **DISTRICT 3 – By-laws & Regulations**

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### **Article 1 - Physical Location and Name**

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

### **Article 2 – Defining and Interpreting the By-laws**

#### **Section 1 – Definitions**

In these By-laws, the following words and phrases have these meanings:

**Accredited Delegate** means an individual identified as an Accredited Delegate by his/her Club, and properly submitted and approved as the primary voting representative of that Club for a District meeting.

**Active Member of a Club** or **Active Member** means a Person who is an active member in Good Standing of a Club and has the rights and duties associated therewith.

**Saskatchewan (Corporate) Registry** is the Saskatchewan provincial authority that grants official recognition as a Society under the Societies Act.

**Alternate Accredited Delegate** means an alternate individual (Alternate 1, Alternate 2, or Alternate 3) to replace the primary Accredited Delegate if they are unable to attend a District meeting.

**Association** means Kin Canada, a federal, non-share capital corporation, through which it's directors, members, employees, volunteers and agents may associate and collectively work together in the fulfillment of the purposes.

**Ballot Vote** means a secret vote of the Accredited Delegates and Alternate Accredited Delegates present, with voting rights applying on the same basis as for a poll vote.

**By-laws** means the By-laws of the District hereinafter set down.

**CRA** means Canada Revenue Agency (or its successors).

**Club** means any Kinsmen, Kinette, Kin Club, or Kin Campus Club of District 3.

**Committee Chairperson** means a director or member appointed by the District Executive to chair a District Committee.

**Deputy Governor** is the Zone representative on the District Board of Directors

**Director** means any person elected or appointed to the District Executive to perform a specific function, for example, District Club Support Director or District Service Director.

**District Board of Directors** shall be comprised of all District Officers, all members of the District Executive Committee, and all Deputy Governors of the Zones located in the District.

**District Conference** is the annual spring meeting of the membership of the District, presided over by the District Governor of the day.

**District Executive Committee** is the body of executive officials charged with the responsibility of discharging the day-to-day business of the District. Composition of the District Executive Committee shall consist of the positions as identified in Article 7 of these By-laws.

**District 3** means that part of the association comprising the Province of Saskatchewan.

**Fall Leadership Conference** is the annual fall meeting of the membership of the District, presided over by the Governor of the day.

**Kinsmen TeleMiracle Foundation Chairperson** means the director who shall act as the Chief Executive Officer of the TeleMiracle Foundation.

**Kinsmen TeleMiracle Foundation Vice Chairperson** means the Foundation Director elected at District convention and who shall perform the duties of the Foundation Chair in their absence or incapacity and shall assume the chair in the following year.

**General Operating Bylaws (G.O.B)** means General Operating By-Law No. 2 and any other subsequent By-Laws of the Association, in place from time to time.

**Governing Documents** means the Articles of Continuance, General Operating By-Law, all other by-laws, and Policies and Procedures of the Association, as adopted or amended by the Association from time to time, to which all members, directors, and officers are required to subscribe and adhere.

**House Rules** means the house rules adopted by a Club, Zone, District, or Auxiliary Club of the association to govern any internal matter or policy of such Club, Zone, District or Auxiliary Club in accordance with the requirements of the governing documents.

**“In Good Standing”** means material compliance with the duties and requirements of a particular position in accordance with the requirements of the governing documents in place from time to time as verified by the national membership records maintained at National Headquarters.

**Governor** is the Chief Executive Officer of District 3.

**Kin Year** means a year commencing at 12:01 a.m. on July 1<sup>st</sup> and ending at 12:00 midnight on the June 30<sup>th</sup> following.

**Member** means a Club of the association, inclusive of all rights, responsibility, and applicable powers to vote associated therewith, unless otherwise indicated in the General Operating By-Law Governing Documents.

**Members or Membership** means the collective club membership of the Association.

**Member in Good Standing** means a Club in District 3 who is held to be in good standing within the District and within the Association.

**Motion** means any business put before a meeting, by way of making a motion, that has been duly moved and seconded.

**Not in Good Standing** means material non-compliance with the duties and requirements of a particular position in accordance with the requirements of the General Operating By-Law and the other governing documents in place from time to time as determined by policy, with the resulting loss of rights associated therewith.

**Officer** means any officer of the District as listed hereinafter or as may be appointed from time to time by the District Executive Committee.

**Official Membership** means the total number of Active Members, registered by a Club on the national membership roster as of the membership date to be utilized for the purposes of voting at a meeting of the District.

**Ordinary Resolution** means a resolution passed by a majority of the votes cast on that resolution.

**Person** means an individual person, but does not include corporations, partnerships, trusts or unincorporated organizations.

**Poll Vote** means a recorded vote of the Registered Accredited Delegates (or applicable Registered Alternate Accredited Delegates)

**Quorum** shall consist of a majority of the Accredited Delegates (or Alternate Accredited Delegates, as applicable), duly registered with the Credentials committee and present at the meeting, as set out in GOB Section 4.7.

**Resolution** means a motion proposed at a meeting, such as a Zone Conference or District Convention.

**Rules of Order** means the Kin rules of order of the association set out in Chapter 1 of the National Policies, as amended from time to time.

**“Show of Hands” Vote** means a vote conducted at a District meeting, typically through the use of flash cards, which uses the simplified approach of one vote per flash card, the results of which are binding on the meeting. A show of hands in the standard method of member voting to be used in Association meetings, except in a case of either a secret ballot (such as an election), or when a poll vote is called (for which Club voting strength equal to its membership comes into play). The show of hands method is not the same as a “straw vote” which commonly has the meaning of a non-binding, informal indication of the opinion of delegates, generally for information purposes.

**Simple Majority** means fifty percent (50%) plus one (1) of the votes cast.

**Special Resolution** means a resolution passed by a majority of not less than two thirds (2/3rds) of the votes cast on that resolution.

**Spring Zone Conference** shall be the annual spring conference held by each Zone in District 3.

**TeleMiracle Committee Chairperson** means the director who shall act as the Chief Executive Officer of TeleMiracle

## **Section 2 - Interpretations of District Regulations**

The following rules of interpretation must be applied in interpreting these By-laws:

- **General Operating By-law No. 2** – these By-laws are intended to be read and followed in conjunction with General Operating By-law No. 2 (G.O.B.) of the Association. In the event of any conflict with the G.O.B. or other national Governing Documents, the terms and conditions expressed in the G.O.B. shall take precedence, then the other national Governing Documents, and then these By-laws.
- **Other Definitions and Interpretations** – any other Definitions and Interpretations not specifically described in Article 2, Section 1 of these By-laws, shall be deemed to be in accordance with the G.O.B. No. 2, Section 1.01.
- **Headings** – are for convenience only and do not affect the interpretation of these By-laws.

## **Article 3 – Membership**

### **Section 1 – Members**

All members (Clubs) in District 3 and in good standing with Kin Canada are deemed to be members of the District.

### **Section 2 – Fees and Assessments**

Fees and assessments shall be levied by the District Executive as required in accordance with Article 13 section 7 of these By-laws.

### **Section 3 – Rights and Privileges**

A Member (Club) in good standing is entitled to:

1. receive notice of Zone Conferences, Fall Leadership Conferences and District Conferences,
2. attend any Zone Conference, Fall Leadership Conference or District Conference,
3. speak at any Zone Conference, Fall Leadership Conference or District Conference,
4. vote on any Resolution at Fall Leadership Conference or District Conference and at any Zone Conference in the Zone of which they are a member.
5. exercise all other rights and privileges given to members in these By-laws.
6. no Person, who is a member in Good Standing of a Club in District 3, in their individual capacity, shall be liable for a debt or liability of the District.

### **Section 4 – Resignation of Membership**

Please refer to Kin Canada National Policies and Procedures, Section 2.04 through 2.07.

### **Section 5 - Suspension of Membership**

Please refer to Kin Canada National Policies and Procedures, Section 2.04 through 2.07.

## **Article 4 - Amendment to By-laws**

### **Section 1 – Amendments**

1. District By-laws may be amended by a simple majority of the votes cast at a District Convention and will follow the voting procedure as set out in Section 3 of the National Policy and Procedures.
2. Any proposed amendments to these By-laws must be circulated to all clubs 30 days prior to the District Convention in order to be eligible for consideration.
3. Any proposed amendments to these By-laws that are presented and carried at a Spring Zone Conference shall be deemed submitted to the District Executive in accordance with Article 4, Section 1(4) of these By-laws, but in any event, the Deputy Governors of the Zone shall ensure that the proposed amendments are submitted to the District Executive in good form.
4. Any Motion to be considered and circulated must be in the hands of the District Executive forty-five (45) days prior to the District Convention.
5. Any amendments to the District 3 By-laws shall be considered to be effective at the close of business of the District Convention unless otherwise stated.

### **Section 2 – Circulation of By-laws**

Each year the District Executive Committee shall make available to the membership no later than 30 days following the close of convention via access to the District 3 Kin website.

## **Article 5 - Objects of District 3**

The objects of District 3 shall be:

1. To administer the affairs of District 3.
2. To seek within the District and through the Clubs of the District, the attainment of the objects of the association as set forth in the current Kin Canada General Operating By-Law.
3. To increase the fellowship and co-operative efforts of the Clubs.
4. To cooperate with the association in building new Clubs and in educating and strengthening the Clubs within the District.
5. To promote participation of the Clubs in the District in the programs and policies of the District and of the Association.
6. To transact all business and carry on all correspondence between the Association and the Kin within the territorial limits of this District.

## **Article 6 - 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 an application to the District Board of Directors 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 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 Board of Directors 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. Any newly chartered Clubs shall belong to the Zone best geographically suited to that Club.

## **Article 7 - District Officers and Structure**

### **Section 1 – District Board of Directors**

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

The Officers of the District will be as follows:

- One District Governor to be filled by current Vice-Governor or elected if there is no current VG;
- One District Vice-Governor to be elected;
- One Past District 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 Risk Manager appointed by the current Governor;
- One Club Support Director as elected by the membership (two-year term);

- Kinsmen TeleMiracle Foundation Chairperson
- TeleMiracle Committee Chairperson of the year; and
- Up to two other Directors as the current Governor deems necessary and approved by the general membership; and
- One Deputy Governor from each zone.

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

### **Section 2 - District Executive Committee**

The District Executive Committee shall be as follows:

- District Governor
- District Vice Governor
- Past District Governor from the immediate past year;
- Kinsmen TeleMiracle Foundation Chairperson
- TeleMiracle Committee Chairperson
- and any elected or appointed District directors

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

## **Article 8 – Election or Appointments of the District Board of Directors**

### **Section 1 – Qualifications**

The general qualifications of members of both the District Executive Committee and the District Board of Directors are as follows:

1. The Person must be nineteen (19) years of age or older and have power under law to contract;
2. The Person must be in full agreement with the Governing Documents;
3. The Person must not have bankruptcy status at the time of his/her election or at any time during their term;
4. The Person must not have been found by a court in Canada or elsewhere to be mentally incompetent at the time of their election, or at any time during their term;
5. The Person must not be in contravention of the conflict-of-interest provisions established in the National Policies and Procedures of the Association;
6. The Person must not be in contravention of the confidentiality provisions established in the National Policies and Procedures of the Association;
7. The Person must not be in contravention of any Code of Conduct established in the Policies and Procedures of the Association;
8. The Person must be an Active Member of a Club in Good Standing in District 3. Should any District Officer move outside of the District during the term of their office, the procedures for vacancies in office shall be followed as noted in Article 9 of these By-laws;
9. Candidates for the office of District 3 Vice Governor shall have served a minimum of one year on the District Board of Directors, prior to allowing their name to stand for election to the office.

### **Section 2 – Nomination of Candidates**

1. Candidates for the office of District Vice Governor and Club Support Director must be nominated and seconded by a Kinsmen Club, Kinette Club, Kin Club, or Kin Campus Club in good standing.
2. The candidate must be present at District convention to accept the nomination.
3. The District Vice Governor, in the year subsequent to their election as Vice Governor, shall automatically fill the office of District Governor.

### **Section 3 – Election of Candidates**

1. The election and/or appointment of the District Board of Directors members shall take place at District convention.
2. Any election for the office of District Vice Governor and Club Support Director, held in accordance with the foregoing provisions shall be held at District Convention.

### **Section 4 – Filling of Vacancies**

see section 7.01(d)(ix)(i) of the National Policies and Procedures.

1. If there is no candidate for the position of District Governor at the time of District Convention, or if a vacancy occurs during the term of office of the Governor, then the board of directors of a District shall fill such vacancy by appointment for the remainder of the term. When the District Board of Directors are unable to fill such a vacancy, the appointment shall be made by the National Board of Directors.



2. If the Vice Governor is unable to complete their term for any reason, the Governor in consultation with the current District Board of Directors would accept nominations from Clubs within District 3 that are in good standing for a new candidate. From this list of nominees, the District Board of Directors would select the replacement Vice Governor.
3. If a member of the District Board of Directors is unable to complete their term for any reason, the District Governor may appoint a replacement in consultation with the remaining District Board of Directors.
4. If a Deputy Governor is unable to complete their term for any reason, the District Governor may appoint a replacement in consultation with the remaining District Board of Directors and a majority of the Club Presidents from the applicable Zone.

## **Article 9 - Duties of the District Officers**

### **Section 1 – District Governor**

1. Shall preside at District Convention, Fall Leadership Conference and at all meetings of the District Board of Directors.
2. Shall be Chief Executive Officer, exercising general supervision over the work and activities of the District.
3. Shall make a report of the activities of the District at District Convention.
4. Shall be ex-officio members of any special committees that may be appointed.
5. Shall be responsible for the arrangement of District Convention in conjunction with the convention Host / Hostess and a meeting of the members attending the Fall Leadership Conference.
6. Shall act as a source of information to all Deputy Governors.

### **Section 2 – Secretary**

1. Shall be the recorder of the minutes of all District meetings.
2. Shall record and maintain accurate minutes of the proceedings of the Fall Leadership Conference and District Convention. Such minutes to be distributed to all Club Presidents and District Board of Directors members no later than thirty (30) days after each aforementioned meeting. The minutes of the Fall Leadership Conference will be ratified at the next District Convention and minutes of the District Convention will be ratified at the Fall Leadership Conference immediately following District Convention.
3. Shall be responsible for all correspondence under the direction of the District Governor.
4. The records of the Secretary shall at all times be open to inspection of the District Board of Directors and the members of the District.
5. Shall coordinate the activities of all District Executive, District Council, Fall Leadership Conference and District Convention.

### **Section 3 – Treasurer**

1. The Treasurer shall collect all monies payable to the District and shall disburse the same as ordered by the District Executive.
2. Shall notify all Clubs in arrears in respect of dues and the Club(s) will be declared not in good standing when said dues are in arrears thirty (30) days or more.
3. Shall maintain the financial books of the District, showing therein an up-to-date accounting of receipts and disbursements.
4. The Treasurer's records and books of account shall be available at all times upon request of a member of the District 3 Board of Directors and members of the executives of District 3 Clubs.
5. The District Treasurer will use QuickBooks as the professional accounting software and will ensure the successful and timely transition of the file to the following team.

### **Section 4 – Communications Director**

1. Shall be responsible for the publication and distribution of the District newspaper/bulletin at the request of the District Governor.
2. Shall be responsible for the administration of the official District 3 Facebook accounts as well as any other form of social media.
3. Maintain and update the District 3 website.
4. Any other duties as required by the Governor to promote communication throughout the District.

### **Section 5 – Service Director**

1. Service Director shall coordinate all District Service-related projects in District 3.
2. Shall be the Kin liaison with regards to Cystic Fibrosis activities of District 3.
3. Shall foster and promote all District and National Service partnerships.
4. Any other assignments as required or requested by the District Governor

### **Section 6 – Club Support Director**

1. Shall act as a liaison to the Membership directors at the Club level, and the National Club Support Committee.
2. Shall participate as required, in conference calls with the National Club Support Committee.
3. Shall report on current membership statistics and any Kinsmen, Kinette or Kin Club charters.
4. Shall identify struggling Clubs and initiate support and work with them to provide membership plans for retention and growth.
5. This position is a two-year term and is elected by the membership at District Convention.
6. Any other assignments as required or requested by the District Governor.

### **Section 7 – Risk Manager**

1. Participate in training sessions / conference calls provided by the National Risk Management Committee to become familiar with the issues regarding Risk Management and to establish how Risk Management information should be collected and disbursed.
2. Act as an information and education resource to all Clubs and individuals within the District with respect to matters pertaining to Risk Management.
3. Provide support to Club Risk Managers as needed.
4. Liaise with the National Risk Management Co-Ordinator at National Headquarters.
5. Work with the Deputy Governors to ensure that all required Club documentation and submissions to each level of the Association are filed correctly and on time (i.e., dues, membership reporting status forms, insurance, declarations, CRC, consent forms and questionnaires etc.).
6. Ensure that each Club is in good standing with respect to provincial or territorial corporate status.
7. Provide education to fellow District Executive members on Risk Management.
8. Any other assignments as required or requested by the District Governor.

### **Section 8 – Awards Director**

1. Promote participation by clubs in various Club, Zone, District and National awards programs.
2. Organize, promote, and compile the District awards.
3. Any other assignments as required or requested by the District Governor.

### **Section 9 – Education Director**

1. To promote and/or facilitate personal development opportunities among members of clubs.
2. Point of contact for Kin Headquarters education and training staff.
3. Promote the use of Kin Education and training material that is available.
4. Any other assignments as required or requested by the District Governor.

### **Section 10 – Deputy Governor**

1. Provides support and guidance to ensure the clubs within the zone are successful.
2. Acts as a recourse and support for all clubs through club visitations, club installations, regular communication, coaching, mentoring, and motivating.
3. Organize and chair Zone meetings.
4. Any other assignments as required or requested by the District Governor.

## **Section 11 – Past District Governor**

1. Shall be member of the District Executive.
2. Shall act as a mentor to the District Governor and the District Executive
3. Any other assignments as required or requested by the District Governor.

## **Section 12 – District Vice Governor**

1. Shall spend the year shadowing and learning the function of the District Governor.
2. Develop goals and plans to achieve them.
3. Evaluate your appointed team members to confirm they have the skills and experience to do the job expected of them.
4. The Vice Governor shall present a budget to be voted on at District Convention prior to their term of office as District Governor.
5. Work with the current District team to ensure smooth transition of programs and provide continuity from year to year.

## **Article 10 - Accountability of District Officers**

Any District Officer not meeting the duties outlined in the By-laws, and not being able to provide reasonable justification for their inaction to the current District Governor, along with a plan to better serve the membership, will lose the privileges given to them through the District including having any expenses paid for by District, associated with attending any and all District Executive meetings, conferences and conventions. The District Governor has the right to ask the District Officer to step down from their position if they are unable to present and implement a mutually agreed upon plan.

## **Article 11 – Remuneration**

As per the G.O.B. No. 2, Section V (5.10), and National Policies and Procedures, Section 7.01 (d) (x), no Director, Officer or Member shall directly or indirectly receive any profit from their position as such, nor shall they receive any direct or indirect remuneration from the District, except that they may be reimbursed for reasonable expenses incurred by them in the performance of their duties as described in Article 7 of these Bylaws.

## **Article 12 - Meeting of the members**

### **1) District Convention**

In accordance with Chapter 7.01(d)(xi) of the National Policies and Procedures, a District Convention shall be held annually, no later than June 27<sup>th</sup> of each year.

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

#### **Section 1: Responsibility and Purpose**

District Convention shall be the responsibility of and conducted by the District Executive. Being the annual general meeting of District 3, the delegation may propose, discuss and adopt resolutions recommending legislation to the Association subject to the provisions of the By-laws in that respect. It shall also consider and act upon matters submitted to it by the Association.

#### **Section 2: Time, Location and Notice**

1. 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 convention.

2. District Convention 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. The host club can be a Kinsmen, Kinette or Kin Club in good standing.

- 60 days prior to District Convention, the District Secretary or designate shall communicate with the membership of the **ASSIGNED ZONE** for the site of District Convention for the following year.

- In the event no club has stated their intent to host the next District Convention by the start of the meeting in the year prior, the Governor or designate may invite the clubs in the next assigned zone in rotation to hold the next District Convention at a location at or near his/her club's locale, provided the consent of the club executive has been obtained.

#### **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: Voting/Rights of Delegates**

Each District 3 Club in good standing will be entitled to vote as per the current Kin Canada General Operating By-Laws and National Policies and Procedures. Refer to Article 12 in these Bylaws for further information pertaining to voting.

#### **Section 5: Profits**

The first \$1,000.00 profit or loss will be paid to (borne by) the host club and any additional profit (losses) up to \$1000 will be split 50/50 between the host club and the District. The remaining profit goes to the host club.

#### **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: Communication regarding conventions**

The District Executive Committee shall be advised of all District Convention plans and arrangements; programs and a draft budget shall be subject to the approval of the District Executive Committee and they shall provide guidance and direction as needed.

#### **Section 8: Meeting minutes**

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. Such minutes to be distributed to all Club Presidents and District Board of Directors members no later than thirty (30) days after District Convention.

### **2) Fall Leadership Conference**

Fall Leadership Conference shall be held annually between September 15<sup>th</sup> and November 30<sup>th</sup>

For Administration of the Convention, see Chapter 3 of the National Policies and Procedures.

#### **Section 1: Responsibility and Purpose**

Fall Leadership Conference (FLC) shall be the responsibility of and conducted by the District Executive. The purpose of the Fall Leadership Conference shall be primarily for the general education needs and/or desires of the membership and secondly, where absolutely deemed necessary, for the administrative and general business of the District as it applies to Kinsmen, Kinettes and Kin

#### **Section 2: Time, Location and Notice**

1. 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 Fall Leadership Conference at least sixty (60) days prior to the conference.

2. 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. The host club can be a Kinsmen, Kinette or Kin Club in good standing.

(a) 60 days prior to Fall Leadership Conference the District Secretary or designate shall communicate with the membership of the **ASSIGNED ZONE** for the site of Fall Leadership Conference for the following year.

(b) In the event no club has stated their intent to host the next Fall Leadership Conference by the start of the meeting in the year prior, the Governor or designate may invite the clubs in the next assigned zone in rotation to hold the next Fall Leadership Conference at a location at or near his/her club's locale, provided the consent of the club executive has been obtained.

#### **Section 3: Voting/Rights of Delegates**

Each District 3 Club in good standing will be entitled to vote as per the current Kin Canada General Operating By-Laws and National Policies and Procedures. Refer to Article 12 in these By-laws for further information pertaining to voting.

#### **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) up to \$1000 will be split 50/50 between the host club and the District. The remaining profit goes to the host club.

#### **Section 5: Communication regarding conventions**

The District Executive Committee shall be advised of all FLC plans and arrangements; programs and a draft budget shall be subject to the approval of the District Executive Committee and they shall provide guidance and direction as needed.

#### **Section 6: Meeting minutes**

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. Such minutes to be distributed to all Club Presidents and District Board of Directors members no later than thirty (30) days after Fall Leadership Conference.

### **3) Zone Conferences**

#### **Section 1: Timing of Zone Conference**

Each Deputy Governor shall call a Zone Conference to be held in their zone no later than 60 days prior to District Convention.

#### **Section 2: Location**

The location of such conference shall be left to the discretion of the Deputy Governor and the Zone house rules. The Deputy Governor shall notify the District Executive Committee of the date and location of his/her zone conference at least thirty (30) days prior to the Zone Conference.

#### **Section 3: Agenda**

1. 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. 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.
2. At least thirty (30) 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 4: Voting/Rights of Delegates**

Each District 3 Club within the Zone in good standing will be entitled to vote as per the current Kin Canada General Operating By-Laws and National Policies and Procedures. Refer to Article 12 in these By-laws for further information pertaining to voting.

#### **Section 5: Host of Zone Conference**

The Zone Conference shall be chaired by the Deputy Governor or designate

#### **Section 6: Meeting Minutes**

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

#### **Section 7: Profits**

Zone 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 into their bank account. If it is in excess of \$50.00 it is to be kept in the Zone and divided among all the Clubs of that Zone and returned to the host club". 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.

### **Article 13 - Voting Procedures at Meetings**

(1) Refer to Section 3.04 of the NPPA

Section 3: Meeting of Members (Conventions) shall be the District's standard for how voting will be conducted at FLC, District Convention and Zone events. This chapter identifies who is permitted to be present (3.02), club voting rights (3.03), Accredited Delegates and certification (3.04) and convention procedures (3.05).

By default, votes are conducted via 'show of hands' using voting cards, however a ballot vote or poll vote may be performed as required as described in Chapter 3 and explicitly defined under the "Show of Hands" Vote glossary entry.

Accredited Delegate Forms are available via iKin per the following link: <link TBD>

**Note: The current name standard includes a month and date – this will need to be modified by Operations to adopt a standard name that should be repeatable with future updates. In the meantime, use the following document location to find the accredited delegate form as of March 2021:**

**[https://www.ikin.ca/imis20/iKin/Teams/Reports\\_and\\_Meeting\\_Minutes.aspx](https://www.ikin.ca/imis20/iKin/Teams/Reports_and_Meeting_Minutes.aspx)**

### **Article 14 - District Finances**

#### **Section 1 - District Operating Accounts**

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 team. The Executive must use separate accounts for service and general.

#### **Section 2 - Financial Reporting**

1. The treasurer of the day shall present to each district meeting, Fall Leadership Conference and District Convention a printed interim financial statement showing the status of the District Accounts.
2. The Past District Governor shall provide a copy of audited financial statements to the current District Executive, in order that it may be distributed to all Clubs, at least thirty (30) days prior to Fall Leadership Conference.
3. 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 Executive Director within sixty (60) days of that approval.

### **Section 3 - District 3 Fiscal Year**

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

### **Section 4 - Other – District Service Project**

In the case where there was a district service project it shall be included with other financial reports to be tabled at the next Convention.

### **Section 5 - 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. A motion must be made at District Convention and carried by membership appointing the subsequent years District signing authorities.

### **Section 6 - District Budget**

1. The incoming District Executive Committee shall prepare and present to be passed, a balanced budget of estimated income and expenditures for the next fiscal year, at the District Convention immediately prior to said fiscal year commencing.
2. 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.

### **Section 7 - District Dues**

#### **1. Existing Clubs**

1. Each Club shall pay, on or before November 15<sup>th</sup> in each Kin year, to the District Treasurer, in respect of each Active Member in its Sept. 30<sup>th</sup> official membership report, dues and assessments in a sum to be determined by a resolution at the District Conference immediately prior.
2. Failure on the part of any Club to remit the prescribed dues and assessments to the District Treasurer by the prescribed date, or to make arrangements to pay the prescribed amounts, may result in the Club being declared “Not in Good Standing” by the District Executive and in certain sanctions against the Club as described in Article 15 in these By-laws.

#### **2. Newly Chartered Clubs**

1. 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 of members shown on the charter application.
2. 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 shown in the Sept 30<sup>th</sup> membership report provided by National Headquarters.

### **Section 8 – Expenditures for District Executive**

1. The host Club will be responsible for the meals of the Governor or their designate if invited to attend:
  - Zone Conference and Zone Executive Seminars
  - Clubs wishing to personally discuss a problem with the Governor
  - Any invitation issued to the District Executive
  - Charter nights of new Clubs
  - Life Memberships
2. For traveling to functions in District 3, mileage at a rate of .40/km if travelling alone and .50/km if carpooling is to be paid by the District Treasurer.
3. Travel expenses, registration and accommodation for each District Officer attending District Leadership Seminar, Pre-term Council Meeting, Fall Leadership Conference, Mid-term Council Meeting and District Conference shall be reimbursed in full. If the District Officer does not attend and participate in all the business meetings at these functions, without reasonable cause, the District shall be reimbursed by the District Officer for any expenses paid by the District on their behalf.
4. The Past District Officer ‘pins’ shall be purchased from District funds, to be presented to those District Officers at the end of their term in office, in appreciation of their efforts.

5. All authorized duly related expenses incurred by the District Board of Directors will be reimbursed by cheque/etransfer, upon submission of the expense claim form and supporting receipts to the District Treasurer.

**Article 15: Not In Good Standing**

Section 2.05 of the General Operating Bylaws No. 2 sets out conditions that can cause a Member Club to be disciplined to various degrees. The Not In Good Standing Policy sets out further details on those conditions/causes, the types of discipline that may result and consequences thereof, as well as the basis for appeals, restoration of Good Standing status, or reinstatement of a club's charter membership that has been revoked. Please refer to the Kin Canada Not In Good Standing policy (National Policy and Procedure, Chapter 10) for more details and responsibilities of Clubs and District Board of Director members.

**Article 16: Conduct of Character & Community Standing**

Section 2.01 of the General Operating Bylaws No. 2 sets out the conditions to be a Club within the Association which include, but are not limited to, the Club being in agreement with the provisions set out in the Association's Governing Documents. A related provision in section 1.01 of the General Operating Bylaw No. 2 sets out a number of defined terms, including: "Active Member of a Club" or "Active Member" means a Person who is an active member in Good Standing of a Club and has the rights and duties associated therewith. In order to be an Active Member in Good Standing, a person must be, among other qualifications, of Good Character and of Good Community Standing.

These and further terms are further defined in the Conduct of Character and Community Standing policy (National Policy and Procedure, Chapter 11), as set out by the National Board of Directors. The purpose of this policy is to provide clubs with appropriate criteria and reasonable procedures for determining whether a prospective or current member meets the standards defined by Kin Canada. As such, prospective members, active members, and Club executive members have roles and responsibilities in ensuring this policy is met.

Please also refer to the Kin Canada Not In Good Standing policy (National Policy and Procedure, Chapter 10) for more details and responsibilities

**Article 17 – Kinsmen Past Governors & Kinette Past Coordinators/Governors**

<b>Year</b>	<b>Kinsmen Governors</b>	<b>Home Club</b>	<b>Year</b>	<b>Kinette Coordinators</b>	<b>Home Club</b>
1963-64	Gord Staseson	Regina			
1964-65	Herb Stoll	Swift Current			
1965-66	Val Longwirth	Prince Albert			
1966-67	Ted Sample	Kerrobert			
1967-68	Dick Randek	Regina			
1968-69	Mel Jones	Saskatoon			
1969-70	Harvie Allan	Regina			
1970-71	Peter Kilburn	Saskatoon			
1971-72	Trev Quinn	Swift Current	1971-72	Fern Kruse	Swift Current
1972-73	Bill Kondro	Lloydminster	1972-73	Barb Foster	Lloydminster
1973-74	Jim Scarrow	Prince Albert	1973-74	Marlene Webster	Prince Albert
1974-75	Gary Semenchuck	Regina	1974-75	Elaine Grass	Regina
1975-76	Al Robinson	Melfort	1975-76	Mary Grant	Melfort
1976-77	Al Evans	Saskatoon	1976-77	Molly Burton	Saskatoon POW City
1977-78	Garth Rattee	Moose Jaw	1977-78	Linda Kerr	Moose Jaw
1978-79	Jim McKnight	Prince Albert	1978-79	Myrna Nagy	Prince Albert
1979-80	Terry Brash	Saskatoon	1979-80	Donna Brash	Saskatoon
1980-81	Dan Mierau	Assiniboia	1980-81	Wilma Shoemaker	Mossbank
1981-82	Len Koltun	Regina	1981-82	Judy Ray	Regina
1982-83	Dale Frier	Melfort	1982-83	Phyllis Holowaty	Melfort
1983-84	Bill Hoffmann	Regina	1983-84	Loretta Metzger	Moosomin
1984-85	Norm Lavoy	Shaunavon	1984-85	Terry Fritz	Shaunavon
1985-86	Borden Beeler	Nokomis	1985-86	Diane Miller	Watrous
1986-87	Gordon McNair	Esterhazy	1986-87	Joan Cleland	Yorkton
1987-88	Mel Annabd	Melfort	1987-88	Barb Davis	Melfort
1988-89	Gord Bell	Saskatoon	1988-89	Noella Tucker	Saskatoon
1989-90	Al Burechallo	Assiniboia	1989-90	Val McLean	Moose Jaw
1990-91	Tim Russill	Swift Current	1990-91	Carol Lemon	Swift Current
1991-92	Harold Rossler	Regina	1991-92	Linda Rossler	Saskatoon
1992-93	Lyle Smith	Watrous	1992-93	Pat Smith	Watrous
1993-94	Wayne Borys	Regina	1993-94	Norma-Lynn Steain	Regina
1994-95	Leonard LaLonde	Estevan	1994-95	Bev Parent	Estevan
			<b>Year</b>	<b>Kinette Governor</b>	<b>Home Club</b>
1995-96	Darren Ulmer	Saskatoon	1995-96	Diane Ballard	Estevan
1996-97	Frank Dyck	Regina	1996-97	Maureen Graham	Yorkton
1997-98	Ken Rosnes	Kindersley	1997-98	Denney Hogarth	Coleville
1998-99	Brad MacDonald	Moose Jaw	1998-99	Heather McInnis	Regina
1999-00	Oliver Pask	Esterhazy	1999-00	Vonnie May	Esterhazy



2000-01	Kelvin Bradford	Moose Jaw	2000-01	Rosanne Robin	Nipawin
2001-02	Curtis Kimpton	Saskatoon	2001-02	Sharon Armstrong	Saskatoon
2002-03	Ivan Stankowski	Hanley	2002-03	Tammy Blackwell	Dinsmore
2003-04	Byron Stepp	Estevan	2003-04	Melinda Haggart	Eastend
2004-05	Bryan Brewer	Esterhazy	2004-05	Dionne Tjeltveit	Assiniboia
2005-06	Jason Bacon	Lloydminster	2005-06	Tracy Bacon	Lloydminster
2006-07	Chris Brown	Prince Albert	2006-07	Lisa Brown	Prince Albert
2007-08	Ron Hanishewsky	Yorkton			
2008-09	Mark Blatz	Regina			
2009-10	Corie Ruzicka-Olson	Assiniboia			
2010-11	Brian Langlois	Saskatoon			
2011-12	Colin Pollard	Saskatoon			
2012-13	Sandi Barrie	Regina			
2013-14	Mark Tribiger	Estevan			
2014-15	Ryan Malley	Regina			
2015-16	Craig McGillivray	Regina			
2016-17	Joel Siemens	Parkland			
2017-18	Rob Bateman	POW City			
2018-19	Jordan Kammer	Rosetown			
2019-20	Steve Kirwan	Yorkton			
2020-21	Corinne Mathews	Saskatoon			

**APPENDIX A**

Zone	Club #	Club Name	Zone	Club #	Club Name
Zone A	10197	Lashburn Kinetette Club	Zone E	10337	Melville Kinsmen Club
	11654	Lloydminster Kinetette Club		11673	Norquay & District Inc. Kin Club
	10053	Lloydminster Kinsmen Club		10851	Sturgis Kin Club
	11091	Macklin Kinetette Club		10411	Wadena Kin Club
	11196	Meadow Lake Kinetette Club	11667	Yorkton Kinetette Club	
	11195	Meadow Lake Kinsmen Club	10341	Yorkton Kinsmen Club	
	11163	Paradise Hill Kinetette Club	Zone F	10736	Eastend Kinetette Club
	11692	St. Walburg Kin Club		10735	Eastend Kinsmen Club
11712	Unity Kin Club	11265		Gull Lake & District Kinetette Club	
		10670		Swift Current Kinetette Club	
Zone B	10515	Kinistino Kinsmen Club	10669	Swift Current Kinsmen Club	
	10405	Melfort Kinetette Club	Zone G	11646	Assiniboia Kinetette Club
	10404	Melfort Kinsmen Club		10400	Assiniboia Kinsmen Club
	10512	Nipawin Kinetette Club		11651	Coronach Kinetette Club
	10511	Nipawin Kinsmen Club		11080	Coronach Kinsmen Club
	11713	St. Brieux Kin Club		10256	Moose Jaw Kinetette Club
	10739	Tisdale Kinetette Club		10255	Moose Jaw Kinsmen Club
	10738	Tisdale Kinsmen Club		11653	Parkland Kinetette Club
		11431		Parkland Kinsmen Club	
Zone C	10825	Dinsmore Kinetette Club	11707	Thunder Creek Kinsmen Club	
	10824	Dinsmore Kinsmen Club	Zone H	11463	Broadview Kin Club
	10121	Kerrobert Kinsmen Club		10331	Estevan Kinetette Club
	11716	Kindersley Kinsmen & Kinetette Club		10330	Estevan Kinsmen Club
	10850	Lucky Lake Kinetette Club		10922	Moosomin Kinetette Club
	10849	Lucky Lake Kinsmen Club		10921	Moosomin Kinsmen Club
	10693	Outlook Kinsmen Club		11706	Pilot Butte Kinetette Club
	10494	Rosetown Kinsmen Club		10020	Regina Queen City Kinetette Club
10219	Wilkie Kinsmen Club	10019		Regina Queen City Kinsmen Club	
Zone D	11717	Martensville & District Kinetette Club	10498	Weyburn Kin Club	
	11580	Martensville & District Kinsmen Club	Zone I	10792	Davidson Kinsmen Club
	10057	North Battleford Kinsmen Club		11547	Humboldt & District Kinetette Club
	10224	Prince Albert Kinetette Club		11546	Humboldt & District Inc. Kinsmen Club
	10223	Prince Albert Kinsmen Club		11699	Jansen & District Kinetette Club
	10062	Saskatoon and District Kinetette Club		11389	Jansen & District Kinsmen Club
	10061	Saskatoon Kinsmen Club		10587	Watrous Kinetette Club
	11049	Saskatoon POW City Kinsmen Club		10586	Watrous Kinsmen Club
	11021	Shellbrook Kinetette Club		11107	Wynyard & District Kinetette Club
11020	Shellbrook Kinsmen Club	11108		Wynyard & District Kinsmen Club	
11674	U of S Kin Campus Club				
Zone E	10723	Invermay Kinetette Club			

