

# **KIN CANADA**



# **Kin Education Manual**

**2015 Edition**

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## **USE OF THE MANUAL**

Originally developed in 1983/84 by District Seven, this manual is updated on a regular basis to reflect the changes in the Association.

This manual is a consolidation of Kin information and has been designed as an educational tool for use by new and experienced members. A PowerPoint Presentation is also available to be used in conjunction with the manual.

This manual is designed to be used at the Club, Zone and District level. It consists of 22 “bite-sized” sections. Individually each one can be presented in a 10 – 15 minute segment of a club meeting. Clubs can pick and choose the sections they wish to present. It can also be used during a new members seminar or at a social event.

The presenter has many options available. Ideally the presenter would photocopy double sided, each section with it’s corresponding quiz. The section can either be read or used on conjunction with the appropriate power point presentation. The presenter could also include one section per segment of any club newsletter / bulletin.

It is also recommended the clubs promote the use of the Successful Club manual when seeking additional, more detailed information on many of the segments.

The content is here to be used for the betterment of all Kin!

## 1. **FOUNDER HAL ROGERS (1899 – 1994)**

The founder of our Association was H.A. (Hal) Rogers. Founder Hal was born in London, Ontario on January 3, 1899. For a time he worked in a bank before moving to Hamilton to take up employment in his father's plumbing sales business. The family business did not prevent seventeen-year old Hal from enlisting in 1916. Hal Rogers had a distinguished military career with his regiment, the Argyle and Sutherland Highlanders. Hal was gassed at Passchendaele and later wounded by shrapnel near Amiens. For the rest of his life, he carried some German steel in his right leg.

Hal returned to Canada in 1919 along with thousands of his fellow soldiers. After re-entering the plumbing business, Hal applied for membership to the Rotary Club but was rejected because his father was a member, and the Club allowed only one person per vocation. Rotary's loss was our gain. Hal decided to start his own service Club. As Hal saw it, young men should preserve in peace the ideal of service to Canada. Encouraged by his father, Hal invited 11 young men to the Namking Cafe in Hamilton to start the first Kinsmen Club.

This first Kinsmen meeting was held on February 20, 1920 and from there the Association grew. Hal served as President from 1920 - 1923. He kept his interest in the Association in spite of moving to Toronto and starting his own career as owner of a publishing house.

During World War II, Hal chaired the Kinsmen "Assistance for Britain" committee and was instrumental in the Milk for Britain program. In 1948 he was made an "Officer of the British Empire". In 1959, he was made a Life Member of the Association. This was presented to Hal in Prince Albert by a prominent past Kinsman, Prime Minister John Diefenbaker. In 1980, Hal was made a member of the Order of Canada in Ottawa.

On September 15th, 1994, Founder Hal passed away at the age of 95 years. The life of the Canadian nation has been enriched by the good idea of "Kinship" spread and served by Founder Hal Rogers O.B.E., O.C.

## Quiz - Founder Hal Rogers

1. The founder of the Kinsmen Association was:

	A	Joe Kinsmen	C	Hal Rogers
	B	Hal Kinsmen	D	Roger Kinsmen

2. The first Kinsmen meeting was held in:

	A	a German restaurant in Port Alberni, B.C.	C	a trench near Vimy Ridge, France
	B	a Chinese restaurant in Hamilton, ON	D	a French restaurant in Montreal, Que.

3. The date of the first Kinsmen meeting was:

	A	Aug. 18, 1918	C	Dec. 25, 1925
	B	Feb. 20, 1820	D	Feb. 20, 1920

4. Founder Hal was presented his Life Membership by past Kinsman:

	A	President Gerald Ford	C	Prime Minister Joe Clark
	B	Prime Minister Pierre Trudeau	D	Prime Minister John Diefenbaker

5. The Kinsmen Association:

	A	paid the Founder a regular pension	C	asked for his approval on all policies
	B	allowed him free travel throughout the Association	D	none of the above

6. Which of the following vocations was our Founder engaged in?

	A	Banker/Teacher/Soldier	C	Soldier/Doctor/Accountant
	B	Banker/Soldier/Publisher	D	Prime Minister/Soldier/Publisher

7. During World War II, Hal was instrumental in starting the program:

	A	National Disaster	C	African Relief
	B	Milk For Britain	D	Well Babies Clinics

## 2. STRUCTURE OF THE ASSOCIATION

Kin Canada is a service club that stretches from coast to coast in Canada. Being as large as it is, the Association is divided into four different levels for administrative purposes, those being National, District, Zone, and Club.

On a National level, we elect on a single ballot, only one National Vice President. The National Board of Directors consists of the National President, National Vice President, Past National President, and up to eight National Directors, and the addition of the Executive Director, who is a non-voting staff member. National Directors are elected to represent the Association for a term of three years with even numbered Districts electing new Directors during even years and odd numbered Districts during odd year. This provides continuity on the National Board.

The Association is divided into eight Districts. At District Conventions, some Districts elect a Kinsmen and Kinette Governor, while others only elect a single Governor. The Governor(s), along with their Executives and councils oversee the clubs and programs in the District. Vice Governor(s) are also elected and become part of the District Executive the year before their Governor year. Districts may decide whether to elect the Governors jointly, have the Kinsmen elect the Kinsmen Governor and the Kinettes elect the Kinette Governor, or elect one leader to represent the District. The Districts are numbered in the order they were created.

Each District is comprised of Zones. Each Zone is comprised of several clubs, typically there are eight to ten clubs in each. Some zones have single leadership (the Deputy Governor could be a male or female) and some Zones a Kinsmen Deputy Governor represents the Kinsmen & Kin Clubs, and a Kinette Deputy Governor represents the Kinette Clubs. The Deputy Governors provide the Clubs and their Presidents with advice and act as liaison to District.

The entire structure of Kin Canada is based on the Clubs as the members of the Association. It is here that community service work is done and the membership is kept dedicated to fellowship and service. No Zone, District, or National program can work without the Club, its informed and active Executive, and its dedicated members.

## Quiz - Structure of the Association

1. There are \_\_\_\_\_ levels of administration within Kin.
2. There are \_\_\_\_\_ elected members of the National Board of Directors.
3. Each \_\_\_\_\_ serves a three year term on the National Board.
4. There are \_\_\_\_\_ Districts in the Association.
5. The Districts are led by one or two elected \_\_\_\_\_.
6. The oldest district in the Association is District \_\_\_\_\_.
7. Each District is divided into several \_\_\_\_\_.
8. Community service work is done at the \_\_\_\_\_ level.

### 3. THE ASSOCIATION & YOU

The Association members are it's clubs. However, people are members of those clubs. Often referred to as Kinsmen, Kinettes and Kin, we belong to a very special Association and should be very proud of our achievements. Our pride in the Canadian way of life and personal development increases with our Kin experiences. We welcome people of all creeds and colours from all parts of Canada. The high ideals of personal development, fellowship and a commitment to community service link us together.

The Kin experience is not all work and no play. We enjoy warm fellowship with our friends and participate in countless recreational and social activities. Being a family-based organization, there are opportunities for total involvement through Kin by members, our significant others, and our children.

An integral part of being a member of a club is attending our meetings. We use the Kin Rules of order to help us achieve consensus by following the will of the majority while respecting the rights o the minority. Members of the general public are welcome to attend our club meetings. We are not religious based, and do not exclude anyone of good moral standing. We do not have secret handshakes, although many clubs sing the Kin Song at the start of a meeting in an effort to generate enthusiasm and the feeling of teamwork.

Kin Canada is a means to public service and personal betterment. Our purpose is to do unselfish community service in an open atmosphere of friendship. The purpose of the Association is therefore practical and public, not mystical or secret.

Kin affords its members the opportunity for growth through public speaking, personal motivation, the use of parliamentary procedures, sound business practices and public relations. There is something for everyone. In accepting the goals of service and fellowship, we are expected to take part in the Association's programs and club projects. The motto of the Association is "SERVING THE COMMUNITY'S GREATEST NEED". By doing so, members experience the satisfaction that comes with personal involvement.

Kin Canada taps the energy and experience of men and women at least 19 years of age. Kinship is therefore a noble way of life teaching high ideals. By promoting our clubs, increasing membership and by being involved, knowledgeable, dedicated members, our community life will be enriched.

## Quiz - The Association & You

1. Kin Canada is represented in:

	A	Canada	C	all over the world
	B	North America	D	Canada and Australia

2. The secret handshake is:

	A	used to identify members from different clubs	C	used to identify non-members, so they can be excluded.
	B	used as part of the Kin song	D	There is no secret handshake

3. In belonging Kin Canada, individuals gain and learn:

	A	Friendships	C	Perform service work
	B	Personal Development	D	All of the above

4. Kin meetings are:

	A	private and mystical gatherings	C	open to the general public, if they wish to attend.
	B	conducted secretly and open only to those knowing the password	D	open to the general public if they pay admission

5. The motto of the Association is:

	A	Serving the Community's Greatest Needs	C	Have cheque, will write
	B	Serving the Communities Greatest Needs	D	Serving the Community's Greatest Need

6. Kin Canada is an organization teaching:

	A	high ideals of sacrifice and hard work	C	ideals of community, service and fellowship
	B	personal development and involvement	D	all of the above

#### 4. KIN CREST



Our first Crest made its appearance shortly after 1920 and had (at least) three derivations between 1924 and 1926. The initial crest made its appearance shortly after the founding of Kin early in 1920 on our stationary and printed matter.



A new crest comprised of a Cross & Square was unveiled in the September 1926 edition of Kin Magazine. In the design, the CROSS and the SQUARE are so intertwined as to be inseparable. Kin recognize the entwining of lives and this design stands as a protest against isolation and separation as between Kin.



In 1952, a circle of 10 Maple Leaves was added emblematic of the Canadian Provinces, denoting the National scope of the Kinsmen Organization. The name Kinsmen was superimposed on a scroll completing the circle of leaves.



In 1984 at the National Convention in Victoria BC the assembly voted to change the colours from purple and gold (the colors used by most major service organizations) to red & white to reflect the colors of Canada and to differentiate Kin from Kiwanis, Lions, and Rotary.



It was around this time the Kinettes were gaining a voice in the Association, and in recognition, a scroll with the word Kinette was added below the Kinsmen scroll, and this became the official Kinette crest. When Kinettes were made equal partners in the Association and granted voting rights in 1988, the Kinette crest was adopted as the crest for the association.



By 2002, it was decided the crest did not reflect the bilingual nature of the association and so a new bilingual crest was adopted. The number of maple leaves was increased from 10 to 13 to include the 3 territories. The center leaf was made larger than the rest. This leaf does not represent any specific Province or Territory. However, common lore indicates it represents the province or territory where the wearer resides.

## Quiz - Kin Crest

1. At which convention did the Association vote to change the colour of the crest to red and white?

	A	Brandon	C	Winnipeg
	B	Victoria	D	Toronto

2. When did the Association adopt its current crest?

	A	1990	C	2002
	B	1996	D	2008

3. When was the cross and square crest first adopted?

	A	1920	C	1952
	B	1926	D	1984

4. How many crest derivations appeared between 1924 and 1926

	A	1	C	3
	B	2	D	4

5. Why were there 10 Maple Leafs on the crest?

	A	Adopted when Canada went metric	C	Represents the provinces and territories
	B	Represents 10 founding members	D	Represents the provinces

6. What does the large maple leaf on the current crest represent?

	A	Ontario	C	Canada
	B	Your home province	D	Hal Rogers

## 5. IN THE BEGINNING

On Feb. 20, 1920, Hal Rogers and 11 men gathered for a meeting at the Namking Cafe in Hamilton, ON. This group formed the first club in our organization - the Kinsmen Club of Hamilton (ON). The name of Hal Roger's new service club was suggested by his late father Charles Rogers, who had been reading an article in the Saturday Evening Post which stated that Mark Twain had stayed at a literary club in New York City called the Kinsmen Club. Charles Rogers felt that "Kinsmen" would make a good name for a service club.

Soon, one of these enthusiastic members moved to Montreal and formed a second club; later a member moved to Winnipeg and formed a club there; then before long a member moved to Vancouver, and a fourth club was formed. Thus, in a short span of four years, Kinsmen clubs had a foothold from Montreal to the west coast.

At a National Convention in Winnipeg in the summer of 1926, the course of Kinsmen became clear. After a hotly debated session, it was decided Kinsmen would not become an international organization but a national service club; a new Constitution and Bylaws were presented and adopted, and a maximum age limit of 40 for active membership was set. An important factor in setting this age restriction was that it was part of the agreement that convinced the four Eclectic clubs of Saskatchewan to join our Association. A prominent member of the Eclectic Clubs was John Diefenbaker, who argued effectively for the age restriction.

- The second Kinsmen club was formed in Montreal in 1921 and the first national convention was held in Hamilton, ON, in 1922.
- The Kinsmen song was created in 1922 and written by Mickey Heath, a member of the Kinsmen Club of Hamilton (ON). The tune is that of the French marching song *Madelon*.
- At the 1926 National Convention in Winnipeg, MB, Kinsmen decided to stay focused Canadian, and fixed the age limit for active membership at 40 and adopted the National Constitution and By-laws.
- By 1927, there were 12 clubs.
- In 1928, four clubs in Saskatchewan, called Eclectic Clubs whose aims and objectives were similar to Kin joined the Association. By the end of 1928, there were 24 clubs.
- In 1929, clubs were formed into five districts under governors and district officers.
- During the Great Depression, the Association grew in numbers of members and clubs and began to become structurally organized with districts and a national executive.

## Quiz - In the Beginning

1. On February 20, 1925, Hal Rogers and 11 men gathered for a meeting....

	TRUE or FALSE?
--	----------------

2. ...at the Namking Café in Toronto, Ontario.

	TRUE or FALSE?
--	----------------

3. The second Kinsmen club was formed in Montreal in 1921.

	TRUE or FALSE?
--	----------------

4. The first National Convention was held in London, Ontario.

	TRUE or FALSE?
--	----------------

5. The third Kinsmen Club was formed in Vancouver.

	TRUE or FALSE?
--	----------------

6. At the National Convention in Winnipeg in 1926 it was decided that Kinsmen would not become an international organization.

	TRUE or FALSE?
--	----------------

7. In 1926 Kinsmen set the maximum age limit for active membership to 45.

	TRUE or FALSE?
--	----------------

8. The Kinsmen song was created in 1922 and written by Mickey Health.

	TRUE or FALSE?
--	----------------

9. By 1927 there were 15 Kinsmen clubs.

	TRUE or FALSE?
--	----------------

10. In 1929 clubs were formed into five Districts.

	TRUE or FALSE?
--	----------------

## 6. THE 40'S & 50'S

The outbreak of the Second World War saw Kinsmen serve their country on the battlefields and through supplying the British armies with the first mobile dental clinic, which was built and financed by Kinsmen. The Association promoted projects such as selling Kinsmen War Saving Stamps, and Magazines for Marines. The national project during the war years was to supply Britain's children with milk. This could be considered, to date, the single most effective national Kin project. During the Queen's visit to Canada in 2003, she made mention of her memories of this project.

After the war, the Association continued to grow and adopted even more ambitious projects. In 1949, the Association set up a Cancer Scholarship Fund to help train doctors in treating the dreaded disease. A project that gained Kinsmen great public profile during this era was the founding and construction of the Kinsmen National Institute on Mental Retardation in Toronto. Assistance to flood and hurricane devastated areas of the country and beyond demonstrated the Kinsmen commitment.

- At the 1934 National Convention in Victoria, BC, the decision was made to hire a full-time general secretary resulting in the appointment of Past National President, S.H. (Banty) Bantick on Jan. 1, 1935.
- Within a three-week period after war was declared in 1939, hundreds of Kinsmen volunteered to fight for Canada, and a War Service Committee was formed.
- Sixty five tons of magazines were shipped to the Merchant Marines.
- Hostess houses for the wives and families of troops were built at Shilo, MB, and Debert, NS.
- Throughout the war, Kinsmen War Savings Stamps were sold, peaking at \$225,000 per week.
- The "Milk-for-Britain" fund raised close to \$3 million, resulting in more than 50 million quarts of milk being shipped to the children of Great Britain.
- \$106,000 was raised for "Food Parcels to Britain".
- A Cancer Scholarship was set up in 1949, allowing promising doctors from across Canada to do postgraduate work in cancer research.
- In 1945, Kinsmen helped form the World Council of Young Men's Service Clubs (WOCO), a group of international service organizations with similar ideals of fellowship and service to others. The WOCO is represented in over 60 countries.
- Kin grew from 150 clubs in 1945 to more than 300 clubs in 1956 and to more than 10,000 members.
- Kin Supply was formed in 1950 to stock Kin regalia items.

## Quiz - The 40's and 50's

1. The national project during the war years was to supply Britain's children with milk.

	TRUE or FALSE?
--	----------------

2. During the Queen's visit to Canada in 2000 she made mention of her memories of this project.

	TRUE or FALSE?
--	----------------

3. In 1940, the Association set up a cancer scholarship fund

	TRUE or FALSE?
--	----------------

4. The Kinsmen National Institute on Mental Retardation was founded and constructed in Edmonton.

	TRUE or FALSE?
--	----------------

5. One ton of magazines were shipped to the merchant marines.

	TRUE or FALSE?
--	----------------

6. The "Milk for Britain" fund raised \$1 million.

	TRUE or FALSE?
--	----------------

7. 50 million quarts of milk were shipped to the children of Africa.

	TRUE or FALSE?
--	----------------

8. \$106,000 was raised for "Food Parcels to Britain".

	TRUE or FALSE?
--	----------------

9. By 1945 Kin was 150 clubs.

	TRUE or FALSE?
--	----------------

10. Kin Supply, which supplied clubs with Kin regalia items was formed in 1950.

	TRUE or FALSE?
--	----------------

## 7. RECENT HISTORY

The Association experienced continual growth and expansion up until late 1970's. In 1975, the Association passed the five hundred Club mark with a vigorous and dedicated membership. Hal Rogers received the Order of Canada for his contribution in founding the only all-Canadian service Club.

- On Feb. 20, 1970, the 50th Anniversary of the Founding of Kinsmen, the Kinsmen National Institute on Mental Retardation was officially opened at York University in Toronto. More than \$400,000 was raised by clubs across Canada for this building.
- The 500th club was chartered in 1975. Kinsmen membership stood at nearly 16,000.
- In 1980, Hal Rogers received the Order of Canada for contributions to Canada's heritage.
- In 1980, the National Headquarters building was opened in Cambridge, ON.
- In 1985, more than \$1,000,000 was raised for CF Research, and the African Medical Relief Project was initiated by the Kinsmen Club of Kingston (ON), and the entire Association soon joined in.
- In 1986, Kinsmen assisted wheelchair athlete Rick Hansen on the final stretch of his world journey, and were saddened by the death of Kevin Denbok, a honorary Kin member, on November 24th, two weeks prior to his 22nd birthday. Kevin was a CF patient and entertainer who wrote the song "To Give with Your Heart".
- In 1987, the age limit for active membership was raised to 45, and cystic fibrosis was adopted as a national service project.
- In 1992, the Association undertook a very successful patriotism project, the "Proud to Be Canadian" Tour.
- In 1995 the Kin Club of Quesnel chartered and officially became the first club in the Association to allow both Kinsmen and Kinettes as members. By 1999, 26 Kin clubs belonged to the Association.
- In 1996, members of the Kin Club of Williams Lake wrote a Kin Song to reflect their club's mixed composition. In a 1998 Association-wide contest, the words were chosen as the official lyrics to the Kin Song. The tune remained that of the French marching song *Madelon*.
- In 1999, the upper age limit for Kin membership was dropped completely. Since then, no new K-40 or K-ette clubs have been chartered. Some of these former auxiliary clubs are still active in many communities.
- In 2003, Kin adopted a new name, new crest and new objects.
- In 2010, the Portraits of Honour was approved as a National Project. It went on tour across the country in 2011, travelling over 47,000 km in 190 days.

## Quiz - Recent History

1. The 500<sup>th</sup> Club was chartered in what year?
2. In what year did Hal Rogers receive the Order of Canada?
3. Our National Headquarters building was opened in 1980 in what city and province?
4. Kinsmen assisted wheelchair athlete Rick Hansen in what year?
5. Kevin Denbok, a Cystic Fibrosis patient and honorary Kin member, passed away on?
6. In 1987, what was the age limit for active membership raised to?
7. Cystic Fibrosis was adopted as a national service project in what year?
8. The upper age limit for Kin membership was dropped completely in what year?
9. Can K-40 and K-ette clubs still be chartered?
10. What National Project was approved in 2010?

## 8. EVOLUTION OF KINETTES

In the thirties, the wives of the Kinsmen began to get together to form social groups. The names of these groups varied from Kinsmen Ladies' Club, Kinsmen Wives, to Kinsmenettes. The Kinsmen Ladies' Club of Hamilton formed in 1932, has been acknowledged as the first to function as a properly organized club. The next few years came to see the formation of more Clubs with different names. In 1939, Miriam Sheridam coined the name KINETTES for the Ottawa Club. Although other Clubs may have used the name Kinettes, the Ottawa Club has been given credit as being the original Kinette Club in Canada.

Official recognition was given to the Kinettes in the National By-Laws of the Association in 1942, when Kinettes were duly certified as an auxiliary organization.

Kin Magazine started to reserve a section for Kinettes. Since there were eight Districts, there were eight Reporters who provided pictures and write-ups to our then Kinette National Editor. As time passed, the responsibility of the National Editor grew from Editor to a liaison with the Kinsmen. In order to recognize the broader range of duties, the Editor's title became National Kinette Co-ordinator in 1969-70. For the same reason, the name Kinette Reporter was changed to Kinette Co-ordinator at the District and Zone levels.

Kinette Clubs were auxiliary clubs to the sponsoring Kinsmen clubs. Only wives of Kinsmen were allowed to belong to a Kinette club. Since they were not considered full members of the Association, Kinette clubs were not assessed dues or assessments. That changed at the 1982 National Convention in Brandon, MB.

Then at the 1983 National Convention in Moncton, New Brunswick, the Association held its first joint Kinsmen - Kinette meeting where Kinettes were granted the right to speak and vote on Kinette resolutions. At that meeting, Kinettes were officially recognized as Associate members of the Kinsmen Association. At the 1988 National Convention in Calgary, Kinettes achieved full partner status within the Association. Commencing at the 1990 National Convention in Thunder Bay, Ont., the Association elected a team of National Kinsmen and National Kinette Presidents. Catherine Newham of Portage La Prairie, Manitoba was elected National Kinette President.

In 1995 the title "District Kinette Coordinator" was officially replaced with District Kinette Governor, and Districts elected a team of District Kinsmen Governor and District Kinette Governor. Since then a number of Districts have decided to adopt the same policy as National with single leadership.

Single leadership at the National level started in 2005-06. The first Kinette elected National President was Leona Thorogood.

## Quiz - Evolution of Kinettes

1. The first properly organized Kinetette Club was in Hamilton in:

	A	1920	C	1932
	B	1921	D	1939

2. In 1939, Miriam Sheridam coined the name Kinettes for:

	A	the Hamilton Club	C	the Ottawa Club
	B	the Toronto Club	D	the Thunder Bay Club

3. Kinettes were certified as an auxiliary in the:

	A	National By-Laws of the Association in 1939	C	National By-Laws of the Association in 1942
	B	Kin Magazine in 1940	D	Parliament of Canada in 1941

4. As an auxiliary club, only \_\_\_\_\_ could be Kinettes:

	A	Nurses	B	Bartenders
	C	Kinsmen wives	D	Editors

5. Kin Magazine needed a Kinetette to provide articles and pictures for publication. The position created was:

	A	National Kinetette Convener	C	Kinetette Reporter
	B	National Kinetette Editor	D	National Kinetette Co-ordinator

6. Kinettes became officially recognized as full partners in the Association in:

	A	Calgary, Alberta in 1988	C	Ottawa, Ontario in 1939
	B	Brandon, Manitoba in 1982	D	Hamilton, Ontario in 1932

7. The first National Kinetette President was from:

	A	Portage La Prairie, Manitoba	C	Stettler, Manitoba
	B	Thunder Bay, Ontario	D	Calgary, Alberta

8. Single leadership at the National level began in:

	A	1990	C	1995
	B	2000	D	2005

## 9. THE FAMILY OF KIN

Kin Canada is comprised of many different types of clubs Kinsmen, Kinette, Kin, Campus Family and E-Clubs. Membership in these clubs are men and women, 19 years and older (with exceptions made for younger post-secondary students who are belong to Campus Clubs), who are dedicated to active community service and fellowship.

**Kinsmen, Kinettes, and Kin:** Prior to 1994, men would join Kinsmen Clubs, and women would join Kinette clubs. As of National Convention in Regina, 1994, a third option was made available to Kin in the form of "Kin Clubs".

**Campus Clubs:** Open to any student at Canadian colleges and universities at least 17 years of age. Kin campus clubs perform volunteer work through service projects, events and fundraisers. Club members decide what causes to support based on the greatest needs in the community.

**Family Kin Club:** Open to adults and their children. Family Kin Clubs perform volunteer work through service projects, events and fundraisers. Clubs decide what causes to support based on the greatest need in their community

**E-Clubs:** E clubs – where members are connected via the internet.

**K-40 and K-ette Clubs:** although not official members of the Association, they are still in existence in some communities and the membership consists of volunteers who no longer wish to belong to the full-fledged Kinmen or Kinette Club within their community. Generally a social Club, but will quite often assist their local clubs when volunteers are needed.

It is possible that a Kinsmen, a Kinette a Kin, a Family and a Campus club or any combination thereof, can all exist within the same community. Membership in any club is no longer based on gender. Membership to Kinsmen, Kinette and Kin clubs is now open to all genders. Women can now join Kinsmen clubs, and men can join Kinette clubs. The difference is that regardless of gender, members of a Kinsmen club are referred to as Kinsmen, members of a Kinette club are referred to as Kinettes and members of a Kin club are referred to as Kin. Within the confines of Kin meetings, members' names are often tagged with the prefix "Kin" (i.e. Kin Dave, Kin Joanne etc.)

Regardless of the club type, family and friends of members of the various types of clubs are always welcome to help out on projects, Kin has always been family oriented, and the Association promotes, FAMILY, job then Kin, for we believe family is an integral part of what we do and who we are.

## Quiz - Family of Kin

1. The Kin Association is made up of:

	A	Kinsmen Clubs only	C	Kinsmen, Kinettes and K-40 Clubs only
	B	Kinsmen and Kinette Clubs only	D	Kinsmen, Kinettes, Kin, e-clubs and Campus Clubs

2. Kinettes are:

	A	little Kinsmen under the age of 21	C	women at least 19 years of age
	B	an auxiliary Club whose members are spouses of K-40 members	D	Men and women who have joined a Kinette Club

3. K-40 Clubs are usually:

	A	as hard working in service as the Kinsmen Clubs	C	organized primarily on a social level but may assist their Kinsmen
	B	forbidden to do service work	D	organized only on a social level

4. Members of Kin Campus Clubs are:

	A	Men only	C	Students at Canadian colleges and universities
	B	Senior citizens	D	No longer being chartered

5. Kin Campus Clubs perform:

	A	Volunteer work through service projects	C	Volunteer work through fundraisers
	B	Volunteer work through events	D	A, B and C

6. Our Association can be described as:

	A	a family organization	C	a women's organization
	B	a men's organization only	D	an organization for people under 45

## **10. CLASSES OF CLUB MEMBERSHIP**

Clubs are the members of Kin Canada, however within a club terms may be used to refer to identify individual members.

### **ACTIVE MEMBERS:**

Must be at least 19 years of age (with exceptions of post-secondary students in Campus Clubs), of good character and community standing. They have full voting privileges at the Club level, and may run for office. They may serve as club Accredited Delegates at Zone, District, and National Kin meetings. The Club is assessed dues based on its number of Active and active life members. The large majority of Kin are considered to be Active Members.

### **LIFE MEMBERS:**

Are people who have been presented with the Association's highest honour. To qualify, the person must have been a member for at least ten years and who have served the Club and the Association in a manner deserving of outstanding honour. Life Members who are no longer active in the Association are not entitled to run for office, vote, or be covered by liability insurance.

### **ACTIVE LIFE MEMBERS:**

Are people who have received the Association's highest honor and have decided to remain active in their club. They carry all the same rights, privileges, and responsibilities of an Active member, but have the additional honour of being referred to as "Life Member ...."

## Quiz - Classes of Club Membership

1. Within clubs, there are four terms that may be referring to its membership.

	TRUE or FALSE?
--	----------------

2. Active Members may be between the ages of 18 and 45.

	TRUE or FALSE?
--	----------------

3. Active Members have full voting privileges at the Club level.

	TRUE or FALSE?
--	----------------

4. Active Members cannot run for office.

	TRUE or FALSE?
--	----------------

5. To become a Life Member, you must have been a member for at least ten years.

	TRUE or FALSE?
--	----------------

6. Life Member is the Association's highest honour.

	TRUE or FALSE?
--	----------------

7. Life Members may hold any office in a Club, except that of President.

	TRUE or FALSE?
--	----------------

8. The Club is assessed dues based on its number of Active, Life and Active Life Members.

	TRUE or FALSE?
--	----------------

9. Regardless of attendance, a Life Member can vote on matters at a Club meeting.

	TRUE or FALSE?
--	----------------

10. An Active Life Member may serve as club Accredited Delegate at Zone, District and National Kin Meetings.

	TRUE or FALSE?
--	----------------

## 11. CLUB MEETINGS

Operating a successful club requires a lot of planning and organization. To accomplish this, each Club elects a "Steering Committee" known as the Executive or Board of Directors.

A club will normally hold General and Executive meetings. The frequency is determined by the size of the club and the clubs needs. Some clubs may hold joint General & Executive meetings. Other clubs may hold separate meetings. Some clubs may hold the Executive immediately prior to the General, while others hold the meetings on alternate weeks, with the Executive meeting being held one week, and the General the next week. The frequency of the Executive meetings is determined by the Executive while the frequency of the General meeting is determined by the General membership. Both should be formalized in the club house rules.

Meetings run more efficiently if there is an established agenda. The agenda is the suggested order the business will be transacted. It follows a standard format and is comprised of an opening, reports of Executive members and committee chairs, old business (any business brought forward to a previous meeting where the actions required have not yet been decided upon) new business (correspondence requiring action, notice of motions, motions etc.) announcements and adjournment. The agendas should always be circulated well in advance of any meeting.

The President, sometimes in conjunction with the secretary, will prepare both meeting agendas. Attendance at meetings is important. Executive members should make every effort to attend both Executive and General meetings. General members are welcome to attend executive meetings.

All Clubs within the Association operate somewhat differently, so the role of the Executive may vary somewhat in response to the needs of the club. However, an Executive that meets regularly and takes an active leadership role is the key to a Club's success.

Traditionally, the Club President chairs both Executive and General meetings, but it is not mandatory. In order to run an effective meeting the chair must be impartial on all topics of discussion. It is because of this that for General meetings, some clubs have chosen to appoint a chair who is not the club President, thereby allowing the club President to speak for and promote their platform. The Past President or a Vice President make ideal candidates to be the chair. An executive meeting is more relaxed, and therefore the President can chair the meeting, and still have a voice on motions. Regardless, an effective chair of a meeting will use the agenda and the Kin Rules of Order to ensure the meeting is effective and efficient.. A Sergeant-at-arms helps the meeting chair to maintain order, as well as usually levy fines. Members appreciate well run meetings, especially when they leave time for fun and fellowship.

## Quiz - Club Meetings

1. The "steering committee" for the Club's projects and operations is the:

	A	President and Secretary	C	Club Executive
	B	Governor's Executive	D	Directors

2. Which of the following are not on the Executive?

	A	Directors	C	Treasurer
	B	Past President	D	Project Chairpersons

3. Club Executive:

	A	size is set in the Associations General Operating Bylaws	C	Size should be set by the Club House Rules.
	B	size should be determined by the Club needs	D	are often too large and cumbersome to be effective.

4. The chair of the General meeting will be:

	A	the club President	C	the club's most senior member.
	B	any club member	D	the club Past President

5. It is recommended that Club Executive Meetings be held:

	A	at least once a month	C	at least twice a month
	B	As often as needed as determined by the Executive	D	at least once a Kin year

6. The sentence that best describes what the Executive of a Club does is:

	A	promote the Kin name in the local press and organize socials	C	collect dues and keep the books for the Club
	B	they meet in secret and discuss individual members	D	co-ordinate all committees, projects, handle the books and correspondence

7. Executive Meetings are conducted in the atmosphere of:

	A	formal and by-the-book parliamentary procedures	C	informal but efficient parliamentary procedures
	B	no rules at all and no records kept	D	rigid military rules

## 12. CLUB FINANCES

All funds raised from the public and spent on the public are considered Service Division funds, while all funds raised from the members and spent on the members are considered General Division funds.

Clubs are not-for-profit incorporations. As a not-for-profit incorporation, there are a number of administrative expenses incurred in maintaining the corporation. These include website hosting; P.O. Box rental; National, District, and Zone dues; convention cost subsidies; Public relation costs, guest meals etc. These costs are not directly related to running a project, but are required as a corporation expenses. These costs may be paid out of Service or General depending on a club's practices and house rules. As such, a portion of the service dollars raised are required to pay these costs in order to keep the corporation solvent. The recommended practice is to pay all administrative costs out of General, and to transfer a percentage of the net service dollars raised from Service to General to cover these costs. This way, members and the public know what percent of the dollars they raise is spent on administrative costs.

Members should be aware of some simple financial facts:

- The budget is an estimate of revenue and expenditures for the Service and General Divisions
- The club should adopt the budget no later than the first meeting in October.
- Expenditures approved in the budget do not need an additional motion unless the expenditure is greater than that in the budget.
- The club Executive also have the power to spend money not exceeding the limit set in their house rules.
- Bank accounts must have a minimum of two signing officers, and every cheque must have two signatures of which one must be the Treasurer.
- Each club must have its books reviewed / audited at least once a year. The reviewer can be anyone, except the Club Treasurer and the other signing officers, and must be appointed by the Executive.
- There is no limit to the number of bank accounts a bank may have. Using Professional accounting software can result in a club using only one bank account, unless others are required by law. The software can track the funds by Division.

A well-run club is often the result of a financially wise club. Stability is the mark of the club that operates within its budget. It should be the aim of every club to know and understand club finances. Be sure to have appropriate checks and balances in place.

## Quiz - Club Finances

1. Clubs should approve their budgets:

	A	before the start of the Kin year	C	before the 2nd meeting in October
	B	before the first meeting in Sept.	D	on Nov 15th

2. Proceeds from a service project are attributed to:

	A	the General Division	B	the Service Division
--	---	----------------------	---	----------------------

3. Proceeds of a draw held during a club meeting are attributed to:

	A	the General Division	B	the Service Division
--	---	----------------------	---	----------------------

4. The cost of a person coming to the club to request their support on a service project **SHOULD BE** paid out of which Division:

	A	General	B	Service
--	---	---------	---	---------

5. If the budget contains a donation to Cystic Fibrosis Canada of \$750, does the Executive need to present a motion to the club before issuing a cheque?

	A	Yes	B	No
--	---	-----	---	----

6. If the budget contains a donation to Hal Rogers Endowment Fund of \$750, and the executive wants to donate \$1,000, do they need to go back to the club for approval?

	A	Yes	C	No
--	---	-----	---	----

7. What is the maximum number of Bank accounts allowed in the Service Division?

	A	1	C	3
	B	2	D	No limit

8. Is a cheque co-signed by the President and the Secretary valid?

	A	Yes	B	No
--	---	-----	---	----

9. The terms "General" and "Service" refers to:

	A	2 bank accounts	C	Types of meetings
	B	Executive positions	D	Divisions within a club

### 13. KIN RULES OF ORDER

Most Kin meetings are run using basic parliamentary procedures called Kin Rules of Order. The Rules of Order Handout is available on the Association web site and copies should be made available at all times to all members. Additional information on running effective meetings can be found in the Successful Club Manual found on the Kin Canada website at [www.kincanada.ca](http://www.kincanada.ca).

It is the responsibility of all members, especially the chairperson, to be knowledgeable of our Rules of Order and to respect them. It is easier to conduct business if a set of rules is agreed to by all. While our rules are loosely based on parts of Roberts Rule of Order, we have chosen to go with a simplified version, so that all members, new and experienced, can quickly learn them. The Chair may make rulings on any questions not covered by our Rules of Order handout.

Once the meeting has been called to order, no discussion is allowed unless there is a motion on the floor that has been duly moved and seconded. Speakers should stand and wait to be recognized by the chair. Once recognized, they should address the chair properly, state whether they are speaking for or against the motion, and then state their point of view. Generally, each member has only one opportunity to speak on each motion and amendment, however, members may be called upon for a point of information or clarification. The mover of a motion may request to speak last.

Other members may only interrupt a speaker on a "Question of Privilege" or a "Point of Order" if they feel that improper language has been used, irrelevant argument introduced, or a rule of procedure broken. The point of order must be stated definitely and concisely. The Chair shall make a decision that is not debatable.

A motion may be amended once it is made. An amendment can amend the motion in only three ways: to delete certain words, to add certain words or, to replace certain words. It may not be such that its intent is to nullify the original motion.

Once an amendment has been made, the discussion is only on the amendment, not the original motion. It has to be voted on first. If it is passed, then the discussion reverts to the original motion as amended. Only two amendments are allowed on the floor at any one time.

If members feel insufficient information is available to make a decision, a motion to table will suspend the motion and discussion, usually for a specified period of time. Such a motion is only debateable as to the time only.

Running a Kin meeting following accepted rules of order will focus the members on one subject at a time, allow for full debate, minimize personal conflicts, and ensure the will of the majority will prevail while respecting the rights of the minority.

## Quiz - Kin Rules of Order

1. The Kin Rules of Order should be known by:

	A	the President only	C	the entire membership
	B	the Executive only	D	the Rules of Order Chairperson only

2. Debate on Club concerns may take place:

	A	as soon as the meeting is called to order	C	only if there is a motion on the floor
	B	under New Business only	D	whenever a member feels like it

3. If a member does not follow the Rules of Order, the chair should:

	A	eject them from the meeting	C	rule them out of order
	B	argue until one wins	D	let them say their piece

4. Does a motion to adjourn require a seconder?

	A	Yes	C	No
--	---	-----	---	----

5. When a member has the floor, he or she may only be interrupted if:

	A	a member raises a Point of Order or Question of Privilege	C	the President feels that the meeting is getting too long
	B	the membership does not like what they are saying	D	all of the above

6. Amendments cannot:

	A	omit certain words in a motion	C	add certain words to a motion
	B	change the intent of a motion	D	replace words with others

7. Why should we use Kin Rules of Order?

	A	Will result in efficient, well run meetings	C	Minimizes personal conflicts
	B	Ensure the will of the majority will prevail	D	Ensures the opinions of all may be heard

## 14. CLUB ELECTIONS

Every year between April 1st and May 15th, Kinsmen, Kinette, Kin, and Campus clubs hold elections for a new club Executive. The experience and enjoyment of helping the club grow in service and fellowship as a member of the Executive is well worth it.

The Officers on the Club Executive must include a President, Vice President(s), Immediate Past President, Secretary, Treasurer, and, Risk Manager. All of these positions, with the exception of Immediate Past President, are elected. Other recommended positions include Membership Director, Cystic Fibrosis/Service Director, Registrar, Bulletin Editor, Sergeant at Arms, and any other positions the Club may need for its operation. Each Officer has specific duties assigned to them. These are described in the Successful Club Manual, and the club may add to these duties. Members, such as Directors, are given special duties defined by the club. For example, a Director may be given the chairmanship of a major project or committee.

The current Executive appoints a Nominating Committee to bring a slate of officers to the club on "Nominations' Night". Nominations' Night is usually the meeting prior to the election meeting. The Nominating Committee should not include current Executive members, with the exception of the Past President. The Committee should try to have at least two candidates for each office. These nominations should be published in the club bulletin.

Voting is carried out by secret ballot with ballots authorized by the club Secretary. All members in good standing have a vote. Roughly speaking, good standing means that you have paid your membership fees and are not under suspension by the Executive. Active Life Members may vote however inactive Life Members may not. For the general membership, the rule is "one person, one vote".

The election proceeds in order of the Executive positions. The President is elected first, then the Vice President, Secretary, Treasurer, Directors and other officers. Unsuccessful candidates may be nominated for any other office for which the election has not yet taken place.

At an election there are at least two "scrutineers" to distribute, collect and count the ballots. They may be anyone present who is not running for office. Some clubs invite members from neighbouring clubs to do this job. The scrutineer must keep vote tabulations confidential.

The newly elected Executive takes office July 1st of any given year. If a vacancy on the Executive occurs for any reason, the Executive may appoint a temporary officer until such time as an election for that position can be held.

The election of club officers is an event that all members should consider of major importance in their club. It is here that the leadership of the club is selected and given club support. All members should be encouraged to gain in experience by offering for office.

## Quiz - Club Elections

1. Club elections are held annually between:

	A	June 1 and July 1	C	April 1 and May 15
	B	May 1 and June 15	D	March 1 and April 15

2. Candidates for club office are announced on:

	A	Nominations' Night	C	Founder's Night
	B	Election Night	D	Installation Night

3. What is the function of a scrutineer?

	A	Distribute the ballots	C	Watch the members to ensure no one cheats
	B	Distribute collect and count the ballots	D	To announce the winners of each election

4. Voting for the Executive is done by:

	A	a show of hands	C	secret ballot
	B	proxy votes	D	only the Executive in power

5. Life Members may vote in an election:

	A	if they can still walk	C	if they are Active Life Members
	B	under no circumstances	D	if they have attended 50% of the meetings prior to Election Night

6. The first person elected in club elections is:

	A	Treasurer	C	Secretary
	B	Past President	D	Vice president

7. The newly elected Executive takes office:

	A	Immediately	C	At the next meeting
	B	July 1	D	September 1

## 15. NATIONAL AWARDS

Our Association has awards for Districts, Zones, Deputy Governors, Clubs, Presidents, etc. and of course, for individual members. The criteria for all National awards can be located on the National website. The District awards are found in your District House Rules. Here are just a few of the National Awards:

### Personal Awards

- **GEM Award** (Get Expansion Minded or Grow Every Month) This award is for any Kinsmen or Kinette who sponsors 3 new members within a 12-month period. The **Vision 2020 Gem Award** is presented to any Kinsmen or Kinette that sponsors 3 new members between the ages of 19 and 25 in a 12 month period.
- **Maple Leaf Award of Distinction** is an award open only to Kinsmen and Kinettes in their first two years. **Founder's Award for Achievement** is designed to challenge the Kinsmen and Kinette of more than 24 months to be active in Kin. **Member's Award of Excellence** is for members with more than 5 years of Kin experience. Each of these have specific criteria to be completed within a certain timeframe, and crosses a broad spectrum of Kin experiences.

### Recognition Awards

- These awards recognize all the Clubs and Districts that submit qualifying affidavits. They include **Boake Efficiency** and **Ken Pierce Membership Growth Award** for clubs, and Deputy Governors can be recognized with the **Outstanding Zone Award**.

### National Awards

- Clubs can compete at the Zone /District level to be considered at the National level for the **Hal & Elspeth Rogers National Service Awards**, and submit nominations for the **Outstanding Kin** and **Kin Canada Lifetime Achievement Award**.
- Individuals can compete at the Zone/District levels to be considered for the **Founding Members Speaking Award**, and the **Quill Award**.
- All members can participate in the **Diane Rogers Kin Pride Award** each spring. All participants are recognized, and the member with the most correct answers receives the National Award. This is a fun way to increase your Kin contacts and knowledge!

In addition to the above awards there are several other personal, club and recognition awards that can be found in the National Awards Brochure at [www.kincanada.ca](http://www.kincanada.ca). Participating in the awards program is a great way to motivate a Club and its members, learn a lot, and have some fun!

## Quiz - Awards

1. The Maple Leaf Award of Distinction is open to:

	A	first year Kinsmen only	C	Kinsmen and Kinettes in their first two years
	B	first year Kinettes only	D	any member who wishes to enroll

2. To receive the Gem Award, you must sponsor how many new members within a 12-month period?

	A	2	C	4
	B	3	D	5

3. You need to compete at the Zone/District Level for:

	A	Boake Efficiency Award	C	Diane Rogers Kin Pride Award
	B	Founding Members Speaking Award	D	GEM Award

4. The Founders Award for Achievement is designed to:

	A	Encourage members to charter new clubs	C	To chair more than 5 committees in one year
	B	Encourage members to serve on the club Executive	D	Challenge member of more than 24 months to be active in kin

5. The award to challenge a Kin of more than five years is the:

	A	Founder's Award for Achievement	C	Member's Award of Excellence
	B	Outstanding Maple Leaf Award	D	Diamond Award

6. To find out more about awards, you should:

	A	refer to the National Constitution	C	contact your Club Awards Chairperson
	B	refer to the District House Rules	D	b and c

## 16. CONVENTIONS/ CONFERENCES

Incorporations are required to hold Annual General Meetings (AGM). To meet this need, the Association holds a National Convention during the month of August. The meeting is held to conduct the business of the Association. We also use this opportunity to elect the National Vice President, present awards, deliver training and seminars, to celebrate the fine work we do, and finally to meet old friends and make new ones.

For similar reasons, each District will hold a District Convention during the May - June time frame. This is the opportunity to elect a new Governor(s) and Vice Governor(s), transact business as required, present awards, hold seminars, and meet old friends and make new ones.

Districts will also host a Fall Leadership Conference during the October to November time frame. Unlike the National and the District conventions, the primary purpose of this Conference is about education and developing leaders. While some time is dedicated to business, most is spent on member and leadership development. Since the primary purpose is development, some districts hold separate conferences for ladies and gentlemen.

Finally, all Zones hold an annual meeting during the March to April time frame. The primary purpose is to elect a new Deputy Governor. As such, some Zones may hold separate Zone Conventions for males and females. Once again, awards are presented, business discussed, and opportunities for personal development are offered.

All conventions/conferences offer the opportunity for exchange of ideas, personal development, a forum for discussion of matters considered important.

Club members are encouraged to attend these conferences and conventions. Clubs may appoint Club members to represent the clubs as it's "delegate". If so appointed, the member must register prior to the start of the conference / convention in order to be able to cast the club's vote. Each club has one vote in a show of hands vote, while in a poll or ballot vote each club receives a number of votes equal to the club membership as per the National roster.

Zone Conferences are chaired by the Deputy Governor. Fall Leadership and District conventions are chaired by the District Governor. The National Conference is chaired by the National President.

Attending these conferences and conventions are an important part of the Kin experience. All members should try and attend them. They provide an ideal opportunity for exchanging ideas and provide a great opportunity to make friends beyond the club level.

## Quiz - Conferences / Conventions

1. Spring Zones are usually held:

	A	between March 1st and April 30th	C	between mid-February and mid-April
	B	before March 15th	D	any time after Christmas

2. On a vote by a show of hands, each club that sends an accredited delegate to a convention has:

	A	5 votes	C	1 vote
	B	as many votes as it has members on its roster	D	as many votes as it has members in attendance

3. On a poll vote, each club that sends an accredited delegate to a convention has:

	A	5 votes	C	1 vote
	B	as many votes as it has members on its roster	D	as many votes as it has members in attendance

1. The Kin convention held in the fall is correctly called:

	A	District Convention	C	Fall Council
	B	Fall Leadership Conference	D	National Convention

2. We have a National Convention because:

	A	Legally we must hold an AGM	C	To elect the District Governors
	B	It promotes Kin in the community which hosts the convention	D	To nominate Hal Rogers Fellows

6. Spring Zones are:

	A	fun and fellowship for all who attend	C	a great way to meet new members from other clubs
	B	an important forum for Zone business	D	all of the above

7. Fall Leadership Conferences are:

	A	All business	C	All networking
	B	Primarily for education and development	D	open only to the members of the District Council

## 17. NATIONAL SERVICE PROJECTS

Kin Canada clubs often join together to address needs that are larger than those in the community in which the individual club operates. In the past projects such as “Milk for Britain” which saw 50 million quarts of powdered milk shipped to Britain during WWII, and our 50<sup>th</sup> anniversary project, and the completion of the “Kinsmen National Institute on Mental Retardation” were conducted on a National level with all clubs involved.

Nationally, all eight Districts raise funds for Cystic Fibrosis (CF). Money raised is earmarked for research programs to find a cure or control for the disease. The Kin Family has raised over 40 million dollars for Cystic Fibrosis research, reaching that benchmark in 2012. CF was first supported in 1964 and we have supported it ever since. However, it was not until 1987 that CF was officially adopted as a national project. Cystic Fibrosis is a hereditary disease, which affects children. It is currently incurable and involves an uncontrollable output of mucus and other secretions of the exocrine glands. It is a respiratory ailment that leads to progressive lung damage and probable death. It affects one in eighteen hundred children born in Canada.

Various projects and promotions have been used to raise money for CF, such as the sale of Kevin Denbok albums, CF bubbles, etc. Many clubs have developed innovative projects of their own including jog-a-thons, road tolls, etc. Through these projects, more than a million dollars is raised annually. As concerned community members, the Kin families are helping raise money for CF research. Valuable leads to curing this dreaded disease are being tracked down with Kin dollars. In fact, the Kin family is the major donor to CF research in the world. This is an accomplishment of which we should all be proud. With this type of commitment, a cure will surely be found.

Recently Kin Canada has expanded its national service projects to include; National Day of KINdness, an opportunity to celebrate the founding of our association by promoting selfless acts of kindness. Kin Canada has also entered into a partnership with Canadian Blood Services; the national, not for profit organization that manages Canada’s blood supply in all provinces and territories outside of Quebec.

On occasion, the Kin family may also endorse a National Awareness Program - in which National will promote involvement. Programs such as "Raise the Flag Day" fall into this category. Kin Canada has demonstrated, with their support of these projects, its readiness to meet community challenges.

Kin Canada has also been a long supporter of disaster relief nationally and internationally through both the National Disaster Relief Program and through Kin organized relief projects such as “Kin Ride to Low Tide” supporting victims of the Manitoba flood of 1997 and “Hay West” during the 2002 prairie drought.

It is this readiness on the National, District, Zone and Club level that keeps Kin in the forefront of all Canadian service clubs.

## Quiz - National Service Projects

1. Kin Canada has been involved in:

	A	Milk for Britain Project	C	National Institute on Mental Retardation
	B	Support for Cystic Fibrosis	D	All of the above

2. Nationally the Association supports Cystic Fibrosis in:

	A	Districts 1 & 7	C	All 8 districts
	B	All Districts except 6	D	District 2, 4, 5, & 8

3. Cystic Fibrosis is a disease of the:

	A	Central nervous system	C	Central fibrosis organ
	B	Liver	D	Respiratory system

4. Kin Canada Clubs across Canada annually raise for CF research:

	A	\$250,000+	C	\$750,000+
	B	\$500,000+	D	\$1,000,000+

5. Cystic Fibrosis was officially adopted as a National project in:

	A	1920	C	1978
	B	1948	D	1987

6. Kin Canada is in partnership with:

	A	Canadian Red Cross	C	Canadian Blood Services
	B	Canadian Cancer Society	D	None of the above

7. Which National project was introduced to help commemorate the founding of our Association?

	A	Cystic Fibrosis-Kin Partnership	C	Organ Donor Awareness
	B	Milk for Britain	D	National Day of KINDness

8. Kin Canada disaster relief funds are used for:

	A	Only Canadian disasters	C	Both national and international disasters
	B	Only disasters recognized by the Red Cross	D	None of the above the fund was disbanded

## 18. NATIONAL FORMS & INFORMATION

In a national association such as Kin Canada, certain forms and information go out from National Headquarters every year like clockwork. The following may be considered the most important, the Club Roster, the National Dues Billing Form, the insurance update form and the Annual Club Reporting Form.

**The Club Roster** lists those members (active and active life) who are on record at National Headquarters. Clubs must update their membership rosters every time there is a change in membership. This ensures National Headquarters always has an accurate membership list on file. Clubs provide these updates online or by e-mailing, faxing or mailing in Membership Status Report Forms. These forms outline whether a member has joined, resigned, transferred or changed some personal information (such as a postal or email address). Without these forms being regularly updated, members may not receive items such as their Kin Magazine or CyberNews. More importantly, they may not be covered by our liability insurance if they are not on our rosters.

**The National Dues Billing Form** is sent out from National in two installments. The first is on October 15th and must be returned by November 15th. It is an invoice for National Dues based on the membership roster on record at National Headquarters as of September 30th. The second is in April, and is payable by May 15<sup>th</sup>. This invoice is based on the March 31 roster.

**The Insurance Reporting Form** is done online. It lists all the clubs activities and projects for the year. Each year the form must be reviewed and completed no later than November 15<sup>th</sup>. Completion of this form is mandatory and used as a reference for our insurance carrier. The form is simple to understand, easy to update, and is a MUST DO each Kin year.

**The Online Service Reporting Form** can be completed by clubs after each project. It provides a brief description of the project, the purpose, funds raised & donated, and the service hours put in by the club.

**The Annual Club Reporting Form**, which is returned to Headquarters, assists National, District and Zone in formulating statistics for Kin Canada. It requests information such as, the amount of funds raised, the number of service hours donated, info on K40 and K-ette Clubs and current club president. Without the Annual Club Reporting Form it would be impossible to know how much was raised by Clubs every year or to update information such as current club president and Club addresses. The Annual Club Reporting Form is only a piece of paper but it is of great importance in keeping the Association informed about its most valuable resource - YOU!!

## Quiz - National Forms and Information

1. Club Rosters, National Dues Billings and Annual Club Reporting Forms are sent to Club President by:

	A	the Deputy Governor	C	National Headquarters
	B	the District Governor	D	nobody really knows for sure

2. The return date for the first National Dues Billing is due by:

	A	September 30	C	November 30
	B	November 15	D	January 31

3. What information does the Annual Club Reporting Form request?

	A	The number of Active and Privileged Members in the club	C	The total of hours spent on service work
	B	The total man-hours spent on community work	D	All of the above

4. The second National Dues billing is based upon the membership reported on:

	A	Jan 1	C	Sept 30
	B	Jun 30	D	March 31

5. The insurance update form must be completed:

	A	twice a year	C	once a year
	B	the end of each Kin year	D	does not matter

6. Copies of completed Annual Club Reporting Forms are sent to:

	A	National	C	Deputy Governor
	B	District	D	National, District and Zone officials

## 19. HAL ROGERS ENDOWMENT FUND/KIN CANADA BURSARIES

Created in memory of the Association's founder, who passed away in September 1994 at the age of 95, Kin Canada established Kin Canada Bursaries, a program of the Hal Rogers Endowment Fund. Its purpose is to promote, encourage and sponsor educational programs and activities.

Throughout his life, Hal Rogers believed in the value of education. In his own words, "providing and promoting the finest and most effective education possible for our young people" was a noble endeavor. He was dedicated to the concept of education throughout his life. His commitment is evidenced in his many years as a trustee on the Forest Hill Board of Education. His devotion to the concept of education for young people was recognized by the Ontario Secondary School Teachers' Federation, which named him the first recipient of the coveted Lamp of Learning Award in 1950. The Lamp of Learning is awarded annually to a non-teacher who has contributed to the furtherance of education in the Province of Ontario.

The fund provides \$1,000 bursaries to successful applicants to aid in their quest for higher learning at a recognized university, community college, technical institute or other school for advanced education. Applicants must be Canadian citizens or landed immigrants and must be registered (or planning to register) as *full-time* students at a post-secondary institution for the *upcoming* school year. The applicant shall have high ideals, and be involved in their community as a volunteer or through employment or both. Application deadline is February 1<sup>st</sup> and the selection takes place in April/May.

Clubs are encouraged to donate to this fund and recognition is based on cumulative donations:

- Club reaching the \$1,000 / \$2,500 / \$5,000 / \$10,000 / and \$25,000 donation levels will be presented with badge add-ons for each club member
- Clubs reaching the \$50,000 donation level will be honoured with a Named Bursary
- A recognition plaque is kept at National Headquarters that recognizes clubs who have reached the \$10,000, \$25,000, \$50,000 and \$100,000 levels.

Further information and application forms are available on the Associations web-site. Kin Canada also have their own website.

## Quiz - Hal Rogers Endowment Fund / Kin Canada Bursaries

1. Kin Canada Bursaries are awarded each year in the amount of:

	A	\$1,500	C	\$750.00
	B	\$1,000	D	\$500.00

2. Kin Canada Bursaries is a program of:

	A	Kin Canada	C	Hal Rogers Endowment Fund
	B	Kin Canada Foundation	D	None of the Above

3. Eligible applicants for bursaries must:

	A	Be enrolled or planning to enroll as a full-time post-secondary student in the upcoming year	C	Be good general students, have high ideals, and be involved in their community
	B	Be Canadian Citizens or Landed Immigrants	D	A, B & C

4. Applicants must apply to their local Kinsmen, Kinette or Kin Club by:

	A	January 1 <sup>st</sup>	C	March 1 <sup>st</sup>
	B	February 1 <sup>st</sup>	D	September 1 <sup>st</sup>

5. Kin Canada Bursaries is named in honour of:

	A	Trevor Thompson	C	Harold Rogers
	B	Perc Dawson	D	Cliff Kendall

6. Who can donate to the Hal Rogers Endowment Fund?

	A	Kinsmen, Kinettes and Kin Clubs	C	General Public
	B	Kin members	D	Past Kin members

7. Information on Kin Canada Bursaries can be found at the following website:

	A	<a href="http://www.kincanada.ca">www.kincanada.ca</a>	C	<a href="http://www.bursary.ca">www.bursary.ca</a>
	B	<a href="http://www.freemoney.ca">www.freemoney.ca</a>	D	a or c

## 20. KIN EXPANSION – THE SELLING OF KIN

The future of Kin Canada rests with the members - that's YOU. Bringing a new member into the Association is a gift: a gift to the new member who receives the experience of Kin and a gift to you as well. You will receive the satisfaction of having spread the ideals of Kin.

The key to attracting new members is not in worrying and grumbling about declining membership, but by doing something very simple - ask someone to a club social, project, or meeting. Sure, you won't get everyone, but at least you will be giving them the opportunity to discover Kin.

Here are some tips on how to treat prospective members so that the Association and your club will grow:

- Invite the prospective member to a club project and/or social
- Invite the prospective member to a meeting well ahead of time. Tell him/her briefly what Kin is and what to expect at the meeting.
- Sell Kin. Let him/her know how you feel about our Association, its purposes, successes, fellowship and community importance.
- Bring them to the meeting or arrange to have them picked up. Don't have them arrive alone at the meeting not knowing anyone.
- Get them a guest card or a visitor's name badge. Introduce them to other Kinsmen/Kinettes and don't assume that they knows them. Be sure to introduce the President to your prospective member.
- Sit with them during the meeting and explain the process as the meeting progresses.
- After the meeting invite them back to the next meeting, work party or social. The personal touch is important.
- Invite questions. One meeting may leave them more confused about Kinsmen/Kinettes than before (remember what you thought when you first heard the Kin/Kinette Song!).

If they show interest in joining fill out a proposal for membership form. You should also attend the Executive meeting to propose them for membership.

Once they has been accepted for membership, don't drop them there. Make sure they are aware of the meetings, socials, conventions, etc. You should, in effect, be their sponsor for their first year as a member of our Association.

The bestselling feature of Kin Canada is YOU. Let your associates and friends know that you are a Kinsmen/Kinette and proud of it. Give them the same opportunity that you enjoy.

## Quiz - Kin Expansion - The Selling of Kin

1. The responsibility of expanding membership lies with the membership chairman only.

<input type="checkbox"/>	TRUE	<input type="checkbox"/>	FALSE
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2. The best way to get new members is to go out and invite young men/women to one of your meetings.

<input type="checkbox"/>	TRUE	<input type="checkbox"/>	FALSE
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3. You should never introduce a prospective member to the President as this might intimidate him/her.

<input type="checkbox"/>	TRUE	<input type="checkbox"/>	FALSE
--------------------------	------	--------------------------	-------

4. Never tell a prospective member what to expect at a meeting because this information will confuse him/her.

<input type="checkbox"/>	TRUE	<input type="checkbox"/>	FALSE
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5. A sponsor should never sit with his/her guest as this limits the number of club members that he/she may talk to.

<input type="checkbox"/>	TRUE	<input type="checkbox"/>	FALSE
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6. After the meeting, wait until the prospective member asks you if he/she can come back to another meeting.

<input type="checkbox"/>	TRUE	<input type="checkbox"/>	FALSE
--------------------------	------	--------------------------	-------

7. An invitation to a club social or work party may do more to keep the prospective member interested than anything else may.

<input type="checkbox"/>	TRUE	<input type="checkbox"/>	FALSE
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8. A proposal for membership form should be filled out promptly and acted upon by the Executive.

<input type="checkbox"/>	TRUE	<input type="checkbox"/>	FALSE
--------------------------	------	--------------------------	-------

9. Once the new member has been approved, the sponsor no longer has any responsibility to the new Kinsman/Kinette.

<input type="checkbox"/>	TRUE	<input type="checkbox"/>	FALSE
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## 21. VOTING AT ZONE, DISTRICT AND NATIONAL MEETINGS

You are a member of a Club and you may vote at club meeting. However, it is the clubs that are members of the national organization known as Kin Canada. As such, only Clubs have the right to vote at zone, district and national meetings. The club exercises its' right to vote by appointing an Accredited Delegate. It may also appoint up to 3 Alternate Accredited Delegates. Should the accredited delegate not register at credentials, the clubs vote may be exercised by one of the alternates in the order they are listed. These people must be duly appointed by a motion at the Club.

Accredited and alternate accredited delegates must register with the credentials desk in order to exercise the clubs' right to vote. The time and location the credentials desk will be open will be posted. The clubs' vote will be presented to the accredited delegate. If the accredited delegate does not register, the clubs vote will be carried by one of the alternate accredited delegates, determined by the order they appear on the official delegate registration form previously submitted. This alternate then is deemed the accredited delegate for that session. If no Accredited Delegate or Alternate Accredited Delegate registers with the credentials desk, the clubs' vote is lost.

No business shall be transacted during the convention unless a quorum is present. A quorum is determined by a majority of the delegates who are carrying a club vote.

**Voting** - Only the Delegate who has been confirmed by the Delegate desk may cast a vote on behalf of a club.

In a show of hands, each Accredited Delegate has one vote.

A poll vote is a recorded vote of the delegates present. A ballot vote is a secret vote of the delegates present. In a poll or ballot vote the club has a number of votes equal to the club's official national roster, as of the date stated in the General Operating Bylaw and confirmed by the credentials committee. Those votes are cast by the duly appointed delegate representing that club.

A poll or ballot vote may be called, regardless of whether a show of hands vote has been taken, if the Chair has not yet moved on to the next order of business, by:

- (i) in the case of a National or District meeting any 10 Accredited Delegates or Alternate Accredited Delegates; or
- (ii) in the case of a zone conference, at least five Accredited Delegates or Alternate Accredited Delegates;

## Quiz - Voting at Zone, District and National Meetings

1. Who are members of the Association?

	A	Every Club member	C	The clubs
	B	The National Board members	D	The Governors

2. Who may cast the clubs' vote at an Association meetings?

	A	The Accredited delegates	C	The club President
	B	The accredited and alternate accredited delegates	D	The accredited or alternate accredited delegate confirmed by the credentials desk

3. What is an alternate accredited delegate?

	A	A person who has the right to vote at an association meeting	C	A person who has an alternate opinion than the accredited delegate.
	B	A person who may have the right to vote if the accredited delegate does not register at the credentials desk.	D	If the credentials chair does not like the accredited delegate, they may appoint one of the alternates

4. How many people are listed on the form which identifies who may exercise the club votes?

	A	1	C	3
	B	2	D	4

5. How many delegates are required to call a poll vote at a Zone convention?

	A	1	C	10
	B	5	D	12

6. What is a poll vote?

	A	A secret vote to determine the next National Vice president	C	A recorded vote of the delegates.
	B	A vote on the opinion of the delegates present about a specific issue.	D	A recorded vote where the delegate casts the number of votes equal to the club membership as of a specific date.

## **22. MOTTO/OBJECTS/MISSION/VISION/VALUES**

Kin Canada Motto - Serving the Community's Greatest Need

### **The Objects of the Association are:**

To promote and direct service work through fellowship amongst its Clubs and their members, to the end that:

- 1) members of the clubs may enjoy personal development through the Association;
- 2) they may be improved and educated in modern business and professional methods and ethics;
- 3) the involvement of all in the enrichment of their community may be stimulated;
- 4) a spirit of co-operation, tolerance, understanding and equality among all nations and peoples be fostered and that unity of thought and purpose throughout Canada be established toward this goal; and
- 5) they shall serve their community's greatest need.

The Mission, Vision, and Values are reviewed regularly by the National Board of Directors to ensure that they reflect our Association and its goals as society changes.

**Mission Statement** - Volunteers enriching Canadian Communities through Community Service, Leadership, and Partnership

**Vision** - Strong, Healthy and Engaged Canadian Communities

**Values** - Excellence, Integrity, Accountability, Compassion, Pride, Fellowship, Inclusiveness

## Quiz - Motto/Objects/Mission/Vision/Values

### Word Bank

improved	tolerance	fellowship	equality	nations	professional
community	personal	business	greatest	service	enrichment
human	thought	educated	purpose	project	development

Using words provided in the name bank above, fill in the blanks below

### The Objects of the Association are:

To promote and direct \_\_\_\_\_ work through \_\_\_\_\_ amongst its members, to the end that:

- (1) They may enjoy \_\_\_\_\_ through Kin;
- (2) They may be \_\_\_\_\_ and \_\_\_\_\_ in modern \_\_\_\_\_ and \_\_\_\_\_ methods and ethics;
- (3) The involvement of all in the \_\_\_\_\_ of their \_\_\_\_\_ may be stimulated;
- (4) A spirit of co-operation, \_\_\_\_\_, understanding and \_\_\_\_\_ among all \_\_\_\_\_ and peoples be fostered and that unity of \_\_\_\_\_ and \_\_\_\_\_ throughout Canada be established toward this goal;  
And
- (5) They shall serve their community's \_\_\_\_\_ need.

## 23. ANSWER GUIDE

1.

1. C	2. B	3. D	4. D	5. D	6. B	7. B
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2.

four	eleven	National Director	eight	Governors	one	Zones	Clubs
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3.

1. A	2. D	3. D	4. C	5. D	6. D
------	------	------	------	------	------

4.

1. B	2. C	3. B	4. C	5. D	6. B
------	------	------	------	------	------

5.

1. F	2. F	3. T	4. F	5. F	6. T	7. F	8. T	9. F	10. T
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6.

1. T	2. F	3. F	4. F	5. F	6. F	7. F	8. T	9. T	10. T
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7.

1.1975	2.1980	3.Cambridge ON	4.1986	5.1986	6.45	7.1987	8.1999	9.no	10.Portraits of Honour
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8.

1. C	2. C	3. C	4. C	5. B	6. A	7. A	8. D
------	------	------	------	------	------	------	------

9.

1. D	2. D	3. C	4. C	5. D	6. A
------	------	------	------	------	------

10.

1. F	2. F	3. T	4. F	5. T	6. T	7. F	8. F	9. F	10. T
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11.

1. C	2. D	3. C	4. B	5. B	6. D	7. C
------	------	------	------	------	------	------

12.

1. C	2. B	3. A	4. A	5. B	6. A	7. D	8. B	9. D
------	------	------	------	------	------	------	------	------

13.

1. C	2. C	3. C	4. A	5. A	6. B	7. ALL
------	------	------	------	------	------	--------

14.

1. C	2. A	3. B	4. C	5. C	6. B	7. B
------	------	------	------	------	------	------

15.

1. C	2. B	3. B	4. D	5. C	6. D
------	------	------	------	------	------

16.

1. A	2. C	3. B	4. B	5. A	6. D.	7. B
------	------	------	------	------	-------	------

17.

1. D	2. C	3. D.	4. D	5. D	6. C	7. D	8. C
------	------	-------	------	------	------	------	------

18.

1 C	2. B	3. B&C	4. D	5. C	6. A
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19.

1. B	2. C	3. D	4. B	5. C	6. ALL	7. A&C
------	------	------	------	------	--------	--------

20.

1. F	2. F	3. F.	4. F	5. F	6. F	7. T	8. F	9. F
------	------	-------	------	------	------	------	------	------

21.

1. C	2. D	3. B	4. D	5. B	6. D
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22.

service	fellowship	Personal development	improved	educated	business
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Professional enrichment	community	tolerance	equality	nations	thought
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purpose	greatest				
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## SONGS

The singing of the Kin song is a tradition that has been with Kin since our earliest history. Traditionally the Kinsmen, Kinette or Kin song is sung at the beginning of a meeting.

Kinsmen	Kin	Kinette
Here we are, together once again One and all a happy bunch of men Leave your cares and worries for a while Let your face break forth in smile Look around, grab someone by the hand They're your friends, the finest in the land Now all set, let's shout to beat the band Kinsmen, Kinsmen, Kinsmen	Here we are together once again One and all a happy bunch of Kin Leave your cares and worries for a while Let your face break forth in smile Look around grab someone by the hand They're your friends the finest in the land Now all set, let's shout to beat the band Kinsmen, Kinettes and Kin	Here we are, together once again Happy in the family of Kin We've forgot our cares and worries too Kinettes we've work to do Each of us will help to bind the ties So the heart of Kin will never die One and all, let's raise our voices high What do you say? Kinettes, Kinettes, Kinettes

## GRACE

Kinsmen, Kinette or Kin grace is said prior to any meal during a meeting, event, conference or convention. It is said as a way to remind all present for the meal how glad we are to come together in the spirit of giving and we are thankful for all we have been given as a result of being a member of the Kin family.

Kinsmen	Kin	Kinette
Happy to meet Sorry to Part Happy to meet again For what we are about to receive O Lord make us truly thankful Amen	Happy to meet Sorry to Part Happy to meet again May the Lord make us true Kin In our thoughts and deeds And make us truly grateful For the food we receive Amen	May the Lord make us true Kinettes In our thoughts and deeds And make us truly grateful for the food we receive Amen