

ZONE C KIN BY-LAWS
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Revised September 2017

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ZONE BY-LAWS

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▪ARTICLE 1-NAME:

The name of the Zone is Zone C and the Zone is a part of District Eight of the Association of Kin Canada. Clubs within Zone C are:

Kinette Club of Bobcaygeon, Brighton Kinsmen Club, Minden Kinsmen club, Lindsay Kinsmen Club, Port Hope Kinsmen club and Peterborough Kinsmen Club.

▪ARTICLE 2-AMENDMENTS TO BY-LAWS:

These by-laws may be enacted or amended by a simple majority vote (unless otherwise specified herein) of the Accredited Delegates and Alternate Accredited Delegates voting at any Spring Conference. Unless otherwise stated in the amendment or addition of the by-laws, the approved changes shall become effective immediately at the conclusion of the Spring Conference.

▪ARTICLE 3-DEPUTY GOVERNOR:

□Section 1): Election of Deputy Governor:

The Kinsmen and Kinettes of Zone C shall elect a Deputy Governor and a Vice Deputy Governor for the following year at their annual Spring Conference. The Vice Deputy Governor will take on the job of Service and Cystic Fibrosis representative.

□Section 2) Qualifications:

Any person who possesses the qualifications outlined in the National By-Laws may stand for election for the office of Deputy Governor if:

- a) He/She served on a club executive for a minimum of two terms in two different club executive positions
- b) He/She served one term as a Club president.
- c) **He/She are familiar with Parliamentary procedures**, Kin History, Zone & District House rules, National General Operating By Laws, National Policies and Procedures, National District & Zone Service Projects, Zone District and National Operational & Strategic plans.
- d) He/She has strong leadership and organizational skills.
- e) He/she has problem solving abilities.
- f) He/She has conflict resolution skills.
- g) He/She is a team player.

□Section 3): Any person who possess the qualifications if:

- a) He/She is nominated by a Club within the Zone.
- b) The President and Secretary of the nomination Club sign his/her nomination papers.
- c) His/her nomination papers are forwarded to the Governors and Deputy Governor at least thirty (30) days prior to the date of the election.
- d) His/Her nomination papers are accompanied by his/her written acceptance and a certificate signed by him/her certifying that he/she shall do all things necessary to remain qualified for his/her office in accordance

with National By-Laws.

☐ **Section 4): Nomination From the Floor of the Conference:**

Notwithstanding anything contained in Sections 2 hereof, a member shall be deemed to have been properly nominated for Deputy Governor within the meaning of Sections 2 and 3 hereof if:

- 1) The candidate is nominated from the floor of the Zone Conference by a majority of the duly Accredited Delegates or Alternate Accredited Delegates from each of any two clubs in good standing belonging to the Zone; and
- 2) He/she furnishes the presiding officer or the Deputy Governor with the documents mentioned in Section 3 hereof.

☐ **Section 5): Alternate Procedure:**

Notwithstanding Section 1, and Section 4, Sub-section (1) hereof, the Zone shall be permitted to adopt an alternate procedure for electing a Deputy Governor provided such procedure is endorsed by the District Board of Directors, and said procedure is circulated to all Kinsmen and Kinette Clubs within the Zone at least forty (40) days prior to the election.

☐ **Section 6): Voting:**

The voting procedure for the election of the Deputy Governor should be done by Accredited Delegates or Alternate Accredited Delegates (as applicable) except for a nominee who is unopposed. In this case, the acting secretary will cast one vote in favour of the nominee.

☐ **Section 7): Scrutineers:**

Each candidate will appoint a scrutineer of his/her choice and the Deputy Governor shall appoint an impartial scrutineer to oversee the counting of the ballots.

Section 8): Term of Office:

The Deputy Governor shall assume office on the first day of July following his/her election or appointment as the case may be and shall hold office until June 30th of the following year.

☐ **Section 9): Vacancy:**

In the event of a vacancy in the office of Deputy Governor, the District Executive Committee shall appoint a Deputy Governor who possesses the Qualifications outlined in the National By-Laws to fill the office for the unexpired term.

▪ARTICLE 4-DEPUTY GOVERNOR'S DUTIES AND RESPONSIBILITIES:

☐ **Section 1):** The Deputy Governor will be the liaison between the Clubs in his/her Zone and the District Board of Directors.

☐ **Section 2):** The Deputy Governor will be responsible for the efficient administration of Zone affairs and activities.

ARTICLE 4

- **Section 3):** The Deputy Governor shall be responsible for the promotion of personal development/education:
- a) The Deputy Governor shall hold at least 4 meetings during the Kin year with his/her club presidents. Club Vice Presidents are to be encouraged to attend as a means of training them for higher office. The meetings may be by way of conference call and/ or other electronic means where practical or where necessary. Each of these meetings must include; a training component, an opportunity for the participants to exchange information on their club's activities; a component on District and National activities; a component on the District Service Project; a review of the Deputy Governor's Plan of Action and efforts to achieve that plan; and such other business as the Presidents and Deputy Governors may determine. Where the meeting is in person there should be a social component.
 - b) The Deputy Governor shall conduct a President Elect Seminar prior to July 31st. The seminar may be in conjunction with the Club Officers or separately.
 - c) The Deputy Governor shall assist Zone Clubs in planning personal development/educational programs for use at the Club level.
- **Section 4):** The Deputy Governor will communicate (minimum of four newsletters and phone calls as required) with the Zone Clubs. He/She shall keep the Clubs informed of all Zone, District and National news/activities.
- **Section 5)** The Deputy Governor shall schedule at least one official visit (other than social) to each club in the Zone. He/She shall schedule additional visits to a Club(s) if deemed necessary.
- **Section 6):** The Deputy Governor Elect shall be responsible for arranging for the proper installation of all Club Executives in the Zone. If h/she is unable to attend this scheduled function, He/She along with President of the club(s) shall arrange an alternate to perform said duties. Each club is required to inform the Deputy Governor elect of the date and location of their installation and to invite him/her to this function. The Club executive installations shall be completed by October 15th.
- **Section 7):** The Deputy Governor shall assist in the chartering of any new Clubs in the Zone.
- **Section 8):** The Deputy Governor, as a member of the District Board of Directors shall attend the following as his/her Zone's representative:
- a) District 8 Convention as incoming Deputy Governor and District Convention as outgoing Deputy Governor.
 - b) District Leadership Seminar.

ARTICLE 4-Section 8:

- c) District Eight pre-term meeting.
- d) District Eight mid-term meeting.
- e) District Eight Fall Leadership Conference.
- Section 9):** The Deputy Governor shall assist the Host Club in organizing the Zone Spring Conference and shall preside over the business portion of the conference. The Deputy Governor shall arrange for personal development/educational workshops to be conducted at the Zone Spring Conference.
- Section 10):** The Deputy Governor shall set the deadline for submission of Awards for competition.
-Obtain judges for awards as required. At least two out of three judges in all categories should be associated with Kin.
- Section 11)** Prepare a plan of action and budget for his/her Zone. The plan and budget are to be presented at the District Pre Term meeting. The plan will detail what actions the Deputy Governor proposes to take during his/her term of office and in addition to whatever else might be in the plan, will detail what actions will be taken with respect to training, membership and new charter activities in the Zone. The budget will indicate the cost elements within the limits specified in the District budget, needed to achieve the plan.
- Section 12):** Prepare a file on each club in the Zone to turn over to his/her successor to aid in the development of the Zone in subsequent years.

▪**ARTICLE 5 ZONE COUNCIL:**

- Section 1): Definition:**
The Zone Council shall consist of the Deputy Governor, the immediate Past Deputy Governor, the Vice Deputy Governor/Service/CF Representative, the Presidents of the Zone Clubs and a secretary.
- Section 2): Function:**
The Zone Council is responsible for management and control of the Zone subject to the direction of the District and National Board of Directors.

▪**ARTICLE 5-ZONE COUNCIL:**

- Section 1): Deputy Governor's Official visitation:**
 - a) Zone clubs are responsible for paying the cost of the Deputy Governor's meal and the meal of his/her official travelling companion. The District will cover the cost of his/her mileage. However, clubs are responsible to cover the cost of the Deputy governor and his/her official travelling companion's meals

ARTICLE 6 – FINANCES:

- a) cont'd-and mileage if a club invites him/her to another club function and/or meeting other than his/her official visitation.
- b) Zone clubs are responsible for payment of meals and mileage of the Deputy governor elect and his/her spouse (if applicable) associated with his/her invitation to any club's installation night.

▪ARTICLE 7-ZONE CONFERENCE:

□Section 1): Time:

The Deputy governor shall call a Zone Conference to be held in the Zone between March 1st and April 30th of each year.

The Deputy Governor shall, before calling such a Conference, obtain District Executive Council approval and notify the District Secretary at least 40 days prior to the conference.

□Section 2): Host Club:

Zone C spring Conference shall be hosted on a rotating basis by the clubs in the Zone in the following order:

Brighton Kinsmen Club	2013
Lindsay Kinsmen Club	2014
Peterborough Kinsmen Club	2017
Minden Kinsmen club	2018
Bobcaygeon Kinette Club	2019
Port Hope Kinsmen Club	2020

Subsequent to the completion of the rotation, the rotation will begin again.

The Deputy Governor, with the approval of Zone Council, may arrange for an alternate Club or for the clubs in the Zone to collectively host the Zone Conference.

□Section 3): Place:

- 1) The location of the Conference shall be left to the discretion of the Host Club.
- 2) It shall be the decision of the Host club as to whether the conference will be held over one of two days.

□Section 4): Notification:

Official Call-The Deputy Governor shall notify the Clubs within the Zone and the Governor of the date and location of the Zone Conference at least forty (40) days prior to the Zone Conference. A copy of the minutes from the previous year's Conference is to be forwarded to the Zone Clubs with this Official Call.

□**Section 5): Agenda and Budget:**

- 1) At least fifty (50) days prior to the Zone Conference, the Deputy Governor shall forward to the Governor, a copy of the proposed agenda together with a copy of the proposed budget for the Zone Conference.
- 2) The host Club shall present the proposed budget for the Zone Conference at a Zone council meeting at least sixty(60) days prior to the Zone Conference for approval.

□**Section 6): Approval by the Governor:**

The Governor may within seven 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.

□**Section 7): Business Meeting:**

- 1) The business portion of the Zone conference will be chaired by the Deputy Governor, or in his/her absence, by the Past Deputy Governor or his/her designate.
- 2) Any member who has been appointed by the Deputy Governor shall record minutes of the Zone Conference meeting.
- 3) These minutes shall be circulated within thirty(30) days of the Zone Conference to the Deputy Governor and Governor and to all clubs in the Zone.

□**Section 8): Resolutions(Advance):**

Any Resolutions to be presented at a Zone Conference shall be forwarded to the Deputy Governor at least forty five(45) days prior to the Zone Conference. The Deputy Governor shall circulate these resolutions to each Club and Governor at least thirty (30) days prior to the Zone Conference.

□**Section 9): Resolutions (Other):**

Resolutions not duly presented under Section 8 above, shall require a two-thirds (2/3) Accredited Delegate or Alternate Accredited Delegate vote to be placed before the conference.

□**Section 10): Expenses:**

The District pays for registration, accommodation (if necessary) and mileage for the District Representative to Spring Conference. The district will pay registration, accommodation (if necessary) and mileage for the Deputy Governor to Spring conference. The District will also pay for Conference brochures and Zone Awards as part of the Deputy Governor's costs. The Deputy Governors costs will be allocated to their individual Zone Account with the District. The District may pay for other expenses including guest speakers, public speaking judges mileage, gifts and the expenses for other Zone executives provided the Zone account is not over budget and provided the Deputy Governor has detailed these expenses in his/her budget.

Section 11): Host Club Responsibilities:

- 1) The host Club will be responsible for any losses incurred at a Zone Spring Conference. Any profit derived from a Zone Conference will be for the General account of the Host Club.
- 2) The host Club is responsible for the preparation of a financial statement related to the expenses and receipts for the Zone Conference. The Deputy Governor shall send the financial statement within sixty(60) days of the completion of the Conference to all the Kinsmen or Kinette clubs in the Zone as well as the Governor.

▪ARTICLE 8) VTOING PROCEDURES:**□Section 1): Voting Rights:**

The following Policies and Procedures shall apply in relation to voting rights and processes for conventions at levels of the Association:

- (a) As members of the Association, clubs are entitled to vote at all National District and Zone conventions/conferences only through individual registered Accredited Delegates (or Alternate Accredited Delegates as applicable), duly appointed by the Club, to vote on the Club's behalf.
- (b) For normal "show of hands" votes, each Club is entitled to ONE vote only, regardless of the number of members of that Club who are present, to be exercised only by the Club's registered Accredited Delegate (or Accredited Alternate Delegate as applicable).
- (c) For the purposes of poll and ballot votes only, the number of votes to which a Club is entitled is equal to the club's Official Membership. Official membership means the total number of a Club's Active Members registered on the National membership roster as of:
 - (i) In the case of a National Convention/Meeting of Members, June 30th immediately prior to the start of the Convention; and
 - (ii) In the case of a District convention, Zone conference or other Special Meeting of Members, the month end date that is more than thirty-five (35) days prior to the start of the convention, conference or meeting.

□Section 2): Appointment, Certification and Registration of Accredited Delegates:

Overall rules concerning the Club appointment of Accredited Delegates and Alternate Accredited Delegates, and the manner in which they vote on the Club's behalf, are set out in GOB section 2.06. Section 2.06(e) provides for additional related policies and procedures, which as follows:

- (a) Appointment:
 - (i) In addition to appointing one (1) Accredited Delegate, a Club may designate in writing up to three(3) Alternate Active Members in Good Standing, one (1) of whom may be from another Club.
 - (ii) A Club is not obligated to appoint all four, or any, Delegates to act on

its behalf if it does not wish to exercise its right to vote.

- (iii) To qualify for designation as an Accredited Delegate or Alternate or Alternate Accredited Delegate of a Club, a Person must:
 - 1) be duly appointed at a regularly constituted meeting or executive meeting of the Club, to vote on the Club's behalf; and
 - 2) be an Active Member in Good Standing of a Club in Good Standing.

Although not a mandatory qualification requirement, persons should only be so designated if they plan to attend the Meeting of Members or convention for which the appointment is being made.

- (b) Role and Ranking of Alternate Accredited Delegates;
 - (i) Alternate Accredited Delegates are intended to act in place of the Accredited Delegate in the event that the Accredited Delegate is unable to be present at the Meeting of Members.
 - (ii) A club must assign a ranking to the order of priority in which Alternates will act on behalf of the Club at Meetings of Members; i.e. Alternate number 3 will only act in the event that none of the Accredited Delegate nor Alternates 1 and 2 are present. Such ranking must be indicated in the Club's Certification provided to National Headquarters.

(c) Certification Process;

For any person to be recognized by the Association as the Accredited or Alternate Accredited Delegate of a Club, the club must have provided duly executed evidence of its designation of the person accordingly.

- (1) In the case of National Meetings of Members, refer to the GOB.
- (2) In the case of District and Zone conventions and conferences:
 - (i) The Club shall complete all portions of the District or Zone's Accredited Delegate Certification Form, as prescribed by the District Executive.
 - (ii) The form shall be duly executed by any two of the Club President, Secretary or Vice President.
 - (iii) The Club shall submit said completed Form to the Credentials committee when registering with the Credentials desk, in the manner determined by the Credentials chair, at the District/Zone convention or Conference to which the Form applies.
 - (iv) Such submission is subject to validation by District/Zone Executive as to the Club's current in Good Standing status and proper execution of the Form.
 - (v) If the form is deficient, the Club shall have until the close of Credentials registration to remedy the Form deficiency.
 - (vi) The Club must be in Good Standing as of thirty-five(35) days prior to

(vi) cont'd)

the date of submission; otherwise the Club shall forfeit its votes at the District/Zone convention or conference to which the Form applies.

(d) Transfer of Assigned Votes to an Alternate Accredited Delegate;
Once assigned by the Credentials committee at registration, a Club's votes can ONLY be cast by the registered Accredited Delegate (or Alternate Accredited Delegate as applicable).

Accordingly;

- (i) Such assignment of votes can only be changed prior to the start of the Meeting, and only by the Credentials committee through re-assignment to the next-highest ranked Alternate Accredited Delegate, as certified by the Club, in the event that the higher ranking Accredited or Alternate Accredited Delegate(s) becomes unable to attend the Meeting.
- (ii) Club votes cannot be "retrieved" by other present non-accredited members of the Club in the historical manner.
- (iii) Any Accredited Delegate who does not register or transfer his votes to an Alternate of the same club at the Credentials desk shall be deemed to have abstained the Club votes he holds.

(e) No use of Proxies;

In accordance with GOB section 2.06, the Association's By-Laws no longer provide for the use of proxies for voting purposes. For Clubs that are unable to attend a Meeting of Members, convention or conference, designating an Alternate Accredited Delegate from outside the Club shall have the same effect as a proxy, subject to the requirements of this section.

□Section 3 Convention Procedures:

Further to GOB section 1V – Meeting of Members, the following policies and Procedures shall apply for conventions and conferences of the Association:

- (a) No business shall be transacted at any meeting during the convention unless a quorum is present at the start of the meeting. Thereafter, business may proceed even if a quorum is not present throughout the Meeting of Members.
- (b) A 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.
- (c) All questions put to any meeting at a national, district or zone convention /conference shall be determined by Ordinary Resolution voted upon by a "show of hands" method through the use of flash cards as distributed by Credentials.
- (d) Each Member Club shall be entitled to only one vote, exercised only by

Section 3 Convention Procedures: (cont'd)

(d) cont'd

the Accredited or Alternate Accredited Delegate who has been duly appointed by the Clubs and confirmed by Credentials.

- (e) Traditional use of proxy votes shall not be allowed.
- (f) Club voting strength, as determined by its Official Membership, shall only come into play in the event of either a poll or ballot vote.
- (g) A poll or ballot vote may only be requested if;
 - (i) in the case of a Zone Conference, at least five Accredited Delegates or Alternate Accredited Delegates are in the meeting.
- (h) A poll vote shall be deemed to mean a recorded vote of the registered Accredited Delegates (or applicable Accredited Alternate Delegates) present, each of whom shall be allowed to exercise the number of votes represented by the Official Membership of all Clubs for which he/she has been appointed as their Accredited or Alternate Accredited Delegate, as confirmed by the Credentials.
- (i) A ballot vote shall be deemed to mean a secret vote, with voting rights applying on the same basis as for a poll vote.

□ **Section 4 – Voting by Chair:**

- (a) The Meeting chair shall vote only in the event of a tie. If, in the event of a tie, the chair declines to vote, the question shall be determined in the negative.
- (b) In all cases, the Meeting chair, as an individual, does not have Member voting rights and shall therefore only be entitled to vote if he/she is also an Accredited Delegate of a Club, verified as such by Credentials.

▪ **ARTICLE 9-AWARDS:**

□ **Section 1) Zone C Awards as follows:**

- a) The Zone C Kin Attendance Award.
- b) The Zone C Kin Travel Award.
- c) The Zone C Kin club of the Year.
- d) The Service Shield Award – judged according to the National Awards program.
- e) Public Speaking Award – judged according to the National Awards program.
- f) Zone C Kin President of the Year Award.
- g) Zone C Kin of the Year Award.
- h) Zone C Bulletin Award.
- k) Membership Growth Award.

The Deputy Governor will be responsible for updating all banners and trophies immediately following Spring Conference.

For a full list of National Awards refer to the “National Brochure Award” on the Kin Canada Website.

□Section 2) Zone C Fall Kin Interclub Presentations:

The immediate Past Deputy Governor at this Interclub will make the following presentations:

- a) Engraved keeper plaques for Public Speaking.
- b) Banner Crests for all Zone Awards to winners (individual or club).
- c) District or National Award (individual or club) which have not been presented or received on another occasion.
- d) Zone club of the Year Award Banner and crest to the Past President of the winning Club, or in his/her absence, to a representative from the winning Club.
- e) Kin of the Year Award.
- f) Exchange of the "Home of the Deputy Governor" banner.

▪ARTICLE 10-PAST DEPUTY GOVERNOR:

□Section 1) Identification:

The Past Deputy Governor shall be the immediate Past Officer. If, for any reason, the immediate Past Officer is unable to fulfill the duties, this Office shall be filled by the most recent Past Deputy Governor who is an active member in good standing of a Club within Zone C.