

**ZONE DURHAM KINSMEN & KINETTES
BYLAWS**

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Note: Whenever the word Zone is used in this document, it is referring to Zone Durham.

ARTICLE 1 – NAME

The name of the Zone is Durham, also referred to as Zone I and is a part of District 8 of Kin Canada.

ARTICLE 2 – BOUNDARIES

The geographical boundaries of the Zone are those set by District 8 and may be changed only by approval of the District Council in accordance with District policy.

ARTICLE 3 – MANDATE

The Zone is an administrative organization within the Association established by the Constitution and is accountable to the District Executive for all its actions and activities. Its purpose is:

- a) To promote the Association;
- b) To facilitate communication between the various levels of the Association;
- c) To encourage and undertake the chartering of new clubs;
- d) To support and assist in the recruitment and retention of club members;
- e) To provide training for the members of the Zone; and
- f) To develop and implement such plans, policies, procedures, activities and other initiatives as may be necessary to achieve its mandate.

ARTICLE 4 – ZONE OFFICERS

Section 1 Identification – The officers of the Zone Executive shall be the following: the Deputy Governor, Immediate Past Deputy Governor, Vice-Deputy Governor, Zone CF & Service Director, Zone Coordinator and one other optional Zone Director. The Zone Council will also include the elected Presidents of each club within the Zone.

Section 2 Terms of Office – The Zone shall be governed by a single Deputy Governor. All candidates must proclaim 30 days prior to Spring Conference, in writing to the Deputy Governor, in order to validate their candidacy. If no candidates proclaim prior to the deadline, then the election results will stand as decided by the floor.

All officers shall serve a one year term commencing on the first day of the fiscal year following their election and ending on the last day of the fiscal year.

An individual Kin member cannot hold the Deputy Governor position in consecutive years without the express consent of the District executive.

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Section 3 Qualifications – Only the persons who meet the following qualifications shall be elected or appointed a Zone Officer:

- a) An active member, in good standing, within a Kinsmen, Kinette or Kin Club within the Zone. (The Club must also be in good standing at both the District and National level.)
- b) Must have held the position of club President for a period of one year.

ARTICLE 5 – ELECTION OF DEPUTY GOVERNOR

Section 1 The Zone shall elect a Deputy Governor for the following year at its annual Zone Spring Conference, as mandated in Article 4, Section 2 of these bylaws.

Section 2 If no candidate is elected for the position of Deputy Governor at Zone Spring Conference, then the Deputy Governor shall be appointed for the following year by the current District Executive Committee in consultation with the incoming District Executive Committee and the current Zone Executive.

Section 3 Election Process:

- a) Must be nominated by a club in the Zone in Good Standing.
- b) Nomination papers will need to be submitted to the current Deputy Governor thirty (30) days prior to Zone Spring Conference. These nomination papers need to be signed by the President and Secretary of the nominating club.
- c) A written acceptance must be filed with the nomination papers.
- d) If nominated from the floor at the Zone Spring Conference, a majority of accredited delegates from each of two clubs in the zone, in attendance, is required. Proper nomination and acceptance forms must be presented to the presiding District Officer.
- e) Only those accredited delegates representing clubs located in the Zone, shall be entitled to vote for such office.
- f) Vote entitlement:

Each member in good standing within Zone Durham shall be entitled to one vote at Spring Conference. If a member is unable to attend Spring Conference, a Delegate Proxy Form must be signed and submitted to the Zone Co-ordinator prior to Spring Conference. Votes may be proxied to any member in good standing within Zone Durham.

The Zone Durham Region Delegate Proxy Form will be included in these bylaws attached as Appendix 5.

**** Membership will be based on the current February National census.****

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ARTICLE 6 – ZONE OFFICERS DUTIES & RESPONSIBILITIES**

Section 1 – The Zone Deputy Governor shall:

- a) Follow the responsibilities and guidelines as set out in the District 8 Bylaws, Article 8, Section 11, Subsection 1-7.
- b) Help, advise and coordinate the work of the clubs within the Zone.
- c) Maintain a close liaison with :
 - i) The District Governor.
 - ii) The Club Presidents.
 - iii) Any Committees appointed by the Deputy Governor.
- d) Receive from and disseminate to the clubs, information pertaining to Club, Zone, District and National activities.
- e) Assist the host club to organize one Spring Zone Conference and to preside over the business portion of said Conference.
- f) Receive each month's bulletins, and/or minutes, published by the Clubs in the Zone.
- g) Arrange for judging of all Zone I trophies and awards. A panel of at least three judges to be appointed by the Zone Deputy Governor. Presentation of such trophies and awards to take place at the Zone Spring Conference.
- h) Attend all Zone Council meetings and report on Zone activities.
- i) Assist in the formation of any new Kinsmen, Kinette or Kin clubs.
- j) Perform any other duties (within reason) requested by the Zone executive.
- k) Install each clubs new executive by October 15th of the current Kin year.
- l) Arrange to officially visit each Club at least once during the Kin year.
- m) Appoint the Zone Directors as set out in Article 4, Section 1 of these bylaws.
- n) Ensure that minutes from the Zone Council meetings and Zone Spring Conference are recorded and circulated and passed on to the next Zone Deputy Governor.
- o) Arrange for a Zone turnover meeting with the outgoing and incoming Zone Council prior to July 15th. All Zone files, manuals, ect shall be given to the Deputy Governor elect at this meeting.
- p) Arrange for and preside over, a Fall Zone Interclub in the fall following his/her term as Deputy Governor. This Interclub shall be a social function open to all members of the Zone. Awards for the previous year shall be handed out or announced at this Interclub.
- q) Arrange for the annual review and update of the Zone Durham Bylaws.

Section 2 – The Zone CF & Service Director shall:

- a) Follow the duties and responsibilities as set out in the District Bylaws, Article 27, Section 1, Subsection 5.
- b) Maintain a close liaison with:
 - i) The Zone Deputy Governor.
 - ii) The District CF & Service Directors.
 - iii) The Club CF & Service Directors.

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- c) Attend all Zone Council meetings and Zone Spring Conferences and be prepared to report on any Zone or Club CF functions.
- d) Perform any other duties (within reason) requested by the Zone executive.
- e) Arrange to officially visit each club at least once during the Kin year.
- f) Assist in the preparation of the Zone Spring Conference.
- g) Promote Club, Zone, District and National CF & Service projects with the Zone.
- h) Attend all Club CF functions where possible.
- i) Arrange for a year end social function prior to District Convention to collect the Club CF donations. This function shall be attended by the Zone Council members and the Club CF Directors or representative.

Section 3 – The Zone Coordinator shall:

- a) Attend all Zone Council meetings and Zone Spring Conference.
- b) Record and circulate all minutes, from Zone meetings and Spring Conference within 30 days of said meetings, to all members of the Zone Council.
- c) Perform any other duties (within reason) requested by the Zone Executive.

ARTICLE 7 – ZONE SPRING CONFERENCE

The Zone Spring Conference shall be held between February 1st and March 31st of each year. Conferences may be held at a later date as approved by the District Governor.

Section 1 Procedure

- a) Reference National Policy and Procedure Manual – Rules of Order, Elections, Conventions, Voting Procedures.
- b) Voting at Zone Spring Conference shall be restricted to voting delegates from the Clubs within the Zone. A quorum shall comprise 50% of the voting delegates at the Conference representing not less than 50% of the Clubs in the Zone.
- c) A majority of all votes cast at Spring Conference by the members in attendance shall decide any questions, with the exception of those questions for which a greater proportion is specifically required by District or National Bylaws.
- d) Official call to Zone Spring Conference shall be forwarded to each club at least 40 days prior to the Conference, along with a proposed agenda for the business session.
- e) Minutes of the proceedings of the Zone Spring Conference shall be kept and within thirty days, sent to each Club President and the District Executive.
- f) Any resolutions to be presented at a Zone Spring Conference shall be presented to the Deputy Governor forty-five days prior to the Conference. The Deputy Governor shall circulate such resolutions to each club at least forty days prior to the Conference.

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- g) Each resolution not duly presented under the above (Article 7, Section 1 (f)), shall require a two-thirds vote to be presented on the floor of Zone Spring Conference, after disclosure of the intent of the resolution.
- h) The Deputy Governor shall appoint a rules of order chair for the Zone Spring Conference, which should preferably be the immediate past Deputy Governor, or a Past Zone Officer,
- i) All clubs shall be accountable for the cost of 2 full registrations for Zone Spring Conference.

Section 2 – Host Club Responsibilities

- a) The Host Club shall be responsible to present for approval a tentative budget and schedule of events to the Deputy Governor, at least sixty days prior to the Zone Spring Conference.
- b) The Host Club shall be responsible for the payment of the expenses for any invited guests, including registration for them and should recover the expenses in the registration fees for the Conference. ** The host club is not responsible for the costs for the visiting District Representative or the Zone Deputy Governor.
- c) Any profit or loss arising from the running of the Zone Spring Conference shall be to the benefit of, or the responsibility of , the Host Club. In the event of a loss, the Host Club may ask the other clubs in the Zone for financial assistance.
- d) The Host Club is responsible to present a full financial statement of expenses and receipts for the Zone Spring Conference to the Deputy Governor within sixty days after the function, with copies also going to each Club President.

Section 3 – Hosting Zone Durham Spring Conference:

- a) Commencing in 2008, the Zone Spring Conference shall be hosted on a rotating basis by the Clubs in the Zone in the following order:
Subsequent to 2012, the order is repeated.
 - i) Bowmanville Kinettes 2008
 - ii) Uxbridge Kinsmen 2009
 - iii) Bowmanville Kinsmen 2010
 - iv) Ajax Kinsmen 2011
 - v) Whitby Kinsmen & Kinettes 2012
 - vi) Pickering Kinsmen & Kinettes 2013
 - vii) Oshawa Kinsmen 2014
 - viii) Stouffville 2015
- Subsequent to 2014, the order shall be repeated.

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- b) If a club is unable to host Zone Spring Conference, due to extenuating circumstances, the rotation will fall to the next club in order. At least 90 days advanced notice shall be given to the Deputy Governor if a club is unable to host Zone Spring Conference.
- c) A schedule of events for Zone Spring Conference shall be the responsibility of the Host Club in coordination with the Deputy Governor.

ARTICLE 8 – ZONE FALL INTERCLUB

Section 1 Purpose

- a) The purpose of the Zone Fall Interclub shall be to promote fun and fellowship with minimal business being conducted.
- b) The Deputy Governor may use the Fall Interclub to present any Zone awards not dealt with at Zone Spring Conference in the previous fiscal year.

Section 2 Host Club Responsibilities

- a) Commencing in 2002, the Zone Fall Interclub shall be hosted by the Home Club of the immediate Past Zone Deputy Governor.
- b) The Host Club shall choose a theme for the evening and make all arrangements pertaining to the running of the Interclub.
- c) The Host Club shall circulate all promotional material related to the Interclub, to all clubs within the Zone.
- d) Any profit or loss arising from the Interclub shall be to the benefit or the responsibility of the Host Club.

Section 3 Zone/Club Responsibilities

- a) Each Club within the Zone shall be responsible for the full cost of four tickets for the Zone Interclub if their membership is greater than 14, or two tickets if their membership is 14 or less. The cost of the tickets will be paid to the Host Club prior to the date of the Interclub.
- b) The Clubs are encouraged to promote this Interclub to all members and to encourage attendance.

ARTICLE 9 – CLUB RESPONSIBILITIES

Section 1 Documentation

- a) Each Club in the Zone, shall forward a set of financial statements for the preceding Kin year and a budget for the current Kin year (for all accounts), to the Deputy Governor by October 15th of each year. Both of these are to be approved by the Club before submission.
- b) A copy of each Clubs house rules/bylaws and a copy of their Ontario Incorporation Annual Returns (form 1) shall be forwarded to the Deputy Governor by October 15th of each year.

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- c) Each Club shall forward their annual Insurance Questionnaire to the Deputy Governor by October 15th of each year.
- d) Each Club shall submit a copy of their Club minutes or Club bulletin to the Deputy Governor following each meeting.
- e) Each Club shall submit any other reports or documentation (within reason) as requested by the Deputy Governor.

Section 2 – Awards

- a) Each Club shall submit their award entries to the Deputy Governor four weeks prior to Zone Spring Conference.
- b) For awards handed out at Zone Fall Interclub, submissions must be made to the Deputy Governor by June 1st for the current fiscal year.

ARTICLE 10 – MISCELLANEOUS

Section 1 – Use of Exotic Dancers

The Zone will not promote, encourage or condone any member Club or individual member who, in the name of Kin, hires exotic dancers and/or personnel (male or female) for fundraising or social functions. It shall be the responsibility of the Zone Council to discourage this type of activity.

Section 2 – Use of Mascots

At no time shall a live animal be used as a mascot and transported from club to club.

ARTICLE 11 – AMMENDMENTS

Section 1

- a) Amendments to these bylaws, other than award rules, may be made at any Zone Spring Conference on a vote of two thirds of the accredited delegates present.
- b) The Deputy Governor shall receive proposed amendments to these bylaws forty five days prior to the Zone Spring Conference. The Deputy Governor shall circulate such amendments to each Club in the Zone and to the District Governors, at least forty days prior to the Zone Spring Conference.

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APPENDIX 1 – FINANCIAL POLICIES

Section 1

The Deputy Governor shall:

- a) Prepare a budget of expected Zone expenses, within the limits specified in the District budget.
- b) Be responsible for submitting receipts for all expenses relating to the operation of their Zone to the District Treasurer for payment prior to June 30th of the conclusion of their term of office.
- c) Discuss financial remuneration for any club visitations, other than the official visitation, with the Club president, prior to accepting an invitation.

Section 2

The District shall:

- a) Pay transportation costs of one official visitation by the Deputy Governor to each club.
- b) Pay expenses for telephone, postage, photocopies, Zone awards, ect. incurred by the Deputy Governor to a budgeted amount of \$100.00 per club in their respective Zones.
- c) Pay for registration, accommodations (if necessary) and mileage for the District Representative and the Deputy Governor to attend Spring Conference. Expenses for the Conference brochure and Zone Awards will also be covered under the Deputy Governors account. The District may also pay other expenses including expenses for other zone executive members provided the Zone account is not over budget and provided the Deputy Governor has detailed these expenses in his/her budget.
- d) Pay the transportation cost of one official visitation by the Zone CF Director to visit each Club in the Zone.
- e) Pay for telephone, postage, photocopies, Zone awards and other expenses incurred by the Zone CF Directors to a budgeted amount of \$150.00 per Zone.
- f) Pay the Zone CF Directors cost of registration for Zone Spring Conference up to a maximum of \$50.00 whichever is lower of the two.

Section 3

The Clubs shall:

- a) Pay meal expenses for the Official visitations for the Deputy Governor and the Zone CF Director.
- b) Pay meal expenses for the Deputy Governor for the Club Installation night.
- c) Pay all expenses for any additional visits by the Deputy Governor , by invitation of the host Club.
- d) Pay for two full registrations for Zone Spring Conference.
- e) Pay for four tickets for Fall Zone Interclub if the membership is greater than 14, or 2 tickets is the membership is 14 or less.

APPENDIX 2 – ZONE DURHAM AWARDS

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Section 1 General

- a) These rules do not form part of the Zone Bylaws and they may be amended from time to time by the Zone Council. They are provided here for information purposes only.
- b) The winning Club will receive a crest for the Zone Award banner and will hold the banner for display at their club functions until the next Zone Spring Conference or Zone Fall Interclub. The winning Club is responsible for the well being of any banner or award received.
- c) Zone award winners wishing to compete at the District level must submit their entries to the District, not later than 30 days prior to the date of the District Convention.
- d) Kinette Clubs shall compete for Kinette awards unless otherwise stated. Kinsmen, Kin and Kinsmen and Kinette Clubs shall compete for Kinsmen awards.

Section 2 Kinsmen & Kinette Awards

The following are the available Kin Awards for Zone Durham:

- a) Bobcaygeon Zone I District 8 Service Trophy
 - judged according to National rules
- b) Marion Risebrough Junior Bulletin Award
 - judged according to National rules
- c) Bowmanville Zone I Senior Bulletin Award
 - judged according to National rules
- d) The Great Pine Ridge Public Speaking Award
 - judged according to National rules
- e) Port Perry Attendance Award
 - judged by the Deputy Governor at Zone Spring Conference
 - for the highest percentage of club membership attending Zone Spring Conference. Clubs total membership registered at Conference divided by the Clubs total membership including Active, Life and Honorary Members, will give the percentage.
- f) The Great Pine Ridge Zone Durham Kinette Quill Award
 - judged according to National rules
- g) The Port Perry Public Speaking Banner
 - judged according to National rules
- h) The Zone I Public Relations Banner
 - judged according to National rules

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- i) The Tom Barry Junior Bulletin Award
 - judged according to National rules

- j) The Lou Hubbel Senior Bulletin Award
 - judged according to National rules

- k) Zone Durham Region Kin Quill
 - judged according to National rules

- l) Zone I Cystic Fibrosis Public Relations Award
 - judged according to National rules

- m) Jake Brown Zone I Interclub Attendance Award
 - based solely on attendance at Spring Conference
 - Host Club is exempt from participating in the award
 - This award is presented at the Spring Conference

- n) Zone Durham Kinsmen / Kinette of the Year Award
 - open to all club Kinsmen/Kinette of the Year winners in the participating year
 - this award is presented at the Zone Fall Interclub

- o) Ralph White President of the Year Award
 - this award is judged by the Zone Deputy Governor based on participation, required submissions, ect.
 - this award is open to any Club President in Zone Durham
 - this award is presented at the Zone Fall Interclub

- p) Ron Death Zone Membership Award
 - based on total membership increase over the previous Kin year
 - this award is presented at the Zone Fall Interclub

- q) Kinsmen Club of Whitby Zone Percentage Net Membership Increase
 - based solely on net membership Increase from the previous Kin year
 - this award is presented at the Zone Fall Interclub

- r) Kinsmen Club Of Uxbridge B.S. Award
 - This award is presented at Zone Spring Conference
 - Each club is asked to present one short story or joke
 - Voted on by the membership at spring conference
 - Trophy awarded

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APPENDIX 3 – Past Zone Durham Deputy Governors

Year	Kinsmen	Club	Kinette	Club
1976-1977	Lorn Scanlon	Port Perry		
1977-1978	Will Davidson	Whitby		
1978-1979	Jim Schell	Bowmanville		
1979-1980	Ron Death	Brooklin & Dist.		
1980-1981	Ken Lee	Cobourg		
1981-1982	Fred Thornley	Oshawa		
1981-1982	Dann Neamtu	Bowmanville		
1982-1983	Tom Armstrong	Port Perry	Ginny Masterson	Port Perry
1983-1984	Mark Borutski	Bowmanville		
1984-1985	Peter Paton	Oshawa		
1985-1986	Ron Niddrie	Ajax		
1986-1987	Tyler Higgins	Oshawa		
1987-1988	Dave Robinson	Port Perry	Vanessa Taber	Port Perry
1988-1989	Bill Beattie	Oshawa M.City	Linda Pollard	Ajax
1989-1990	Dave Glover	Whitby	Marj Rempel	Whitby
1990-1991	Mike Barsam	Whitby	Kim Glover	Whitby
1991-1992	Aubrey Reese	Bowmanville	Fran Jeffrey	Ajax
1992-1993	Mark Stephenson	Ajax	Julie Pearson	Great Pine Ridge
1993-1994	Hans Rempel	Whitby	Charlotte Stephenson	Port Perry
1994-1995	Peter Burden	Oshawa	Charlotte Stephenson	Port Perry
1995-1996	John Sheremeta	Ajax	Judy Johnson	Ajax
1996-1997	Randy Cruickshank	Bowmanville	Marj Rempel	Pickering
1997-1998	Steve Diltz	Whitby	Dorothy Raine	Bowmanville
1998-1999	Tony Foggetti	Port Perry	Susan Sheremeta	Pickering
1999-2000	George Csihas	Ajax	Charlotte Stephenson	Bowmanville
2000-2001	Tony Middleton	Bowmanville	**	
2001-2002	Steve Cruickshank	Bowmanville		
2002-2003	Larry Kendall	Port Perry		
2003-2004	Steve Lowe	Oshawa		
2004-2005	Al Fox	Ajax		
2005-2006	Richard Zaluski	Ajax		
2006-2009	Charlotte Stephenson	Bowmanville		
2009-2010	Gary Gornik	Stouffville		

** Beginning in the 2000-2001 year Zone Durham became a single leadership zone.

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APPENDIX 4 – Past Zone Deputy Governors – Zone Metro Toronto East

Year	Kinsmen	Club	Kinette	Club
1959-1960	Harry Strange			
1960-1961	R. Garnil			
1961-1962	Bob Luke			
1962-1963	Dick Griffin	West Hill		
1963-1964	Jim Dorman			
1964-1965	H. Hudson			
1965-1966	Ian McClure			
1966-1967	J. Ross			
1967-1968	B. Hearn			
1968-1969	F. Wood			
1969-1970	George Snell	Bay Ridges		
1970-1971	Dan Gurr			
1971-1972	A. Turner/D. Gurr			
1972-1973	Jerry Tracey	E. Scarborough		
1973-1974	John Smith	Richmond Hill		
1974-1975	Jim Pollard			
1975-1976	Don Harper	West Hill		
1976-1977	Glen Alton	North York		
1977-1978	Bob Grozelle	Markham	Bab Glover	Markham
1978-1979	Maurice Smith	Richmond Hill	Jane Smith	Richmond Hill
1979-1980	Gerry Conoly	West Hill	Brenda Broughton	West Hill
1980-1981	Dorian Shortt	Markham	Sue Hill	Richmond Hill
1981-1982	Bob Carswell	Markham	Colleen Lubbelinkhof	North York
1982-1983	Jack Marshall	West Hill	Annette O'Connor	Pickering
1983-1984	Bob Hough	West Hill	Linda Duhamel	West Hill
1984-1985	Jack Duhamel	West Hill	Jan Shortt	Markham
1985-1986	Bill Roskar	Markham	Janet Feltwal	Pickering
1986-1987	Andy White	North York	Linda Perkins	West Hill
1987-1988	James Timlin	Richmond Hill	Jacque Maclean	West Hill
1988-1989	Brian Norbury	Don Valley	Terri Abernathy	Pickering
1989-1990	Andy O'Connor	Pickering	Glenda Spafford	Pickering
1990-1991	Edson Johnson	North York	Toni Ignani	Markham
1991-1992	Edson Johnson	North York	Shirley Hart	Erin Mills
1992-1993	Garry Smith	Richmond Hill	Dianne Goldsmith	Pickering
1993-1994	Rob Goldsmith	Pickering	Dianne Goldsmith	Pickering
1994-1995	Robert White	Pickering	Linda Duhamel	Pickering
1995-1996	Bruce Smith	Stouffville	Fiona Chapman	Pickering

** Beginning in 1996-1997 Kin Year, Zone Metro Toronto East amalgamated with Zone Durham.

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**APPENDIX 5
ZONE DURHAM REGION DELEGATE PROXY FORM**

COMPLETE THIS FORM ONLY IF YOU ARE NOT PLANNING ON ATTENDING ZONE SPRING CONFERENCE.

PLEASE PRINT CLEARLY

(Please check one) ___ Kinsmen / ___ Kinette / ___ Kin Club of: _____

NOTE: Please ensure that the person you are proxying your votes to will indeed be attending Spring Conference.

PROXY ELECTIONS

I, _____ am a member of good standing in the
___ Kinsmen / ___ Kinette / ___ Kin Club of _____. I am
unable to attend Zone Durham Regions Zone Spring Conference and wish to proxy my vote to
the following member:

Name: _____ who is a :

Select only one:

___ Delegate of the ___ Kinsmen / ___ Kinette / ___ Kin Club of _____.
___ Zone Deputy Governor.

Signed: _____
MEMBER

Date: _____

OPTIONAL SECTION

Resolution # _____: In favour _____	Not in Favour _____	Voter's Discretion _____
Resolution # _____: In Favour _____	Not in Favour _____	Voter's Discretion _____
Resolution # _____: In Favour _____	Not in Favour _____	Voter's Discretion _____

PLEASE ENSURE THIS FORM IS RETURNED TO THE ZONE COORDINATOR
PRIOR TO SPRING CONFERENCE.