

Zone E
Kin Canada - District 8
Bylaws

Revised April 2015

INDEX

<u>ARTICLE</u>		<u>PAGE</u>
1	NAME	2
2.	BOUNDARIES	2
3.	ZONE EXECUTIVE	2
4.	ZONE COUNCIL	3
5.	ZONE CONFERENCES	4
6.	ELECTION OF THE DEPUTY GOVERNOR	6
7.	VISITING EXPENSES	6
8	ZONE PROJECTS	7
9.	ZONE FUNCTIONS	7
10	ZONE TROPHIES	7
11.	CHARTERING NEW CLUBS	8
12.	AMENDMENTS	8
13.	RULES OF ORDER	8

APPENDIX

1.	CLUBS	9
2.	AWARDS CRITERIA	9

ZONE E – KIN CANADA – DISTRICT 8 BYLAWS

ARTICLE 1-NAME

The name of this zone is Zone E, Kin Canada - District 8 of the association of Kin Canada.

ARTICLE 2-BOUNDARIES

Section 1-Zone

The geographical boundaries of Zone E are as may be set out in the Kin Canada - District 8 By-laws.

Section 2-Clubs

Club boundaries shall be in accordance with the town/regional boundaries that the club has been named after.

ARTICLE 3-ZONE EXECUTIVE

Section 1 - Composition

The Zone Executive shall be comprised of the Deputy Governor, Vice Deputy Governor, Immediate Past Deputy Governor and the Zone C. F. & Service Chairperson.

Section 2 - Appointment of Zone Executive

The Zone C.F. & Service Chairperson shall be appointed by the Deputy Governor at his/her discretion.

Section 3 - Qualifications

Only the person who can meet the qualifications as per Kin Canada - District 8 By-Laws, Article 8, Section 3, shall be elected or appointed as Zone Officer.

- (1) The Deputy Governor, during his/her term of office, shall not be entitled to hold office on any Club Executive except the office of Past President.
- (2) The Vice Deputy Governor, during his/her term of office, shall not be entitled to hold office on any Club Executive except the office of Past President.
- (3) The Zone C.F. Service Chairperson shall be an active Kinsmen/Kinette and a member in good standing of a Club within the Zone.
- (4) The Past Deputy Governor must be an active Kinsmen/Kinette and a member in good standing of a Club within the Zone.

Section 4 - Duties

The duties of the Zone Executive shall be as follows:

(1) Deputy Governor

The duties of the Deputy Governor shall be as defined in Article 8, Section 11, of the Kin Canada - District 8 By-laws.

In addition, the Zone Deputy Governor shall:

- a) Maintain close liaison with:
 - (1) The District Governor.
 - (2) Committees appointed by the Deputy Governor.
- b) Receive from and disseminate to the Clubs, information pertaining to Club, Zone, District and National activities,
- c) Arrange for and preside over at least two Zone President's Meetings in each Kin year.
- d) Arrange for a Zone Spring Conference and to preside over the business portion of this meeting.
- e) Receive the bulletins published by the Clubs in the Zone.
- f) Arrange for judging of Zone Trophies. A panel of judges shall be appointed by the Deputy Governor. The winners of the Zone Awards will be announced at the Zone Spring Conference. Presentation of these trophies will take place at Zone Spring Conference.
- g) Encourage and assist in the formation of new Kinsmen/Kinette/Kin Clubs.

ZONE E – KIN CANADA – DISTRICT 8 BYLAWS

- h) Arrange to officially visit each Club at least once during the year. Any expenses incurred by the Deputy Governor shall be covered by the host club.

(2) Past Deputy Governor

The Past Deputy Governor shall act as an adviser to the Zone Council and perform such other duties as may be assigned from time to time by the Deputy Governor.

(3) Vice Deputy Governor

The Vice Deputy Governor shall assist the Deputy Governor and shall perform such duties as are assigned to him/her by the Deputy Governor. He/she shall act in the Deputy Governors place, if the Deputy Governor for any reason is temporarily unable to perform his/her duties.

(4) Zone CF and Service Representative

The Deputy Governor shall appoint a Zone CF and Service Representative to serve as a Director. The Zone CF and Service Representative shall work closely with the Kin Canada - District 8 CF and Service Directors, and he/she shall work to promote the cause of the Kin Cystic Fibrosis and Service Projects within the Zone. He/she shall endeavor to ensure that each Club within the Zone appoints a Cystic Fibrosis Chairman. He/she will normally visit annually each Kinsmen/Kinette/Kin Club in the Zone to promote the project, as requested by the Deputy Governor and the Club President. The meal expenses of the Cystic Fibrosis Representative shall be the responsibility of the host club.

Section 5 - Committees

The Deputy Governor or Zone Council may appoint from time to time such committees as are deemed appropriate.

ARTICLE 4 - ZONE COUNCIL

Section 1 - Definition

The Zone Council shall consist of the Deputy Governor, Vice Deputy Governor, Past Deputy Governor, Zone CF & Service Chairperson and the Presidents of the Kinsmen/Kinette/Kin Clubs of Zone E. The Clubs may appoint an alternate to represent their President at any Zone Council meeting if the President is unable to attend. Such alternate shall be an active member in good standing of the Club concerned. The club whose President is unable to attend such meeting shall advise the Deputy Governor of their alternate and/or provide the alternate with the written certification of his/her appointment for presentation at the meeting.

Section 2 - Duties

The Zone Council is responsible for the management and control of the Zone.

Section 3 - Meetings

(1) - Number

The Zone Council shall hold a maximum of six meetings each Kin year, in addition to the Zone Conference.

(2) - Special Meetings

The Deputy Governor must call a meeting within 14 days if requested in writing by three or more Club Presidents.

(3) - Notice

The Deputy Governor shall call Zone Council meetings and advise each President at least seven days in advance of any such meeting.

(4) - Quorum

The majority of the Club Presidents, or their alternates, of clubs in good standing shall constitute a quorum for transaction of all business at any Zone Council meeting.

(5) - Voting

The Past Deputy Governor, Vice Deputy Governor, Zone CF & Service Chairperson and

ZONE E – KIN CANADA – DISTRICT 8 BYLAWS

each President or approved alternate, at the meeting, shall have one vote. The Deputy Governor may vote in accordance with Part I, Chapter 3.06 of the National Policies & Procedures.

(6) - Majority Vote

A majority of all votes cast at the Zone Council meeting shall decide any question, with the exception of those questions for which a greater proportion is specifically required by these By-laws.

(7) - Minutes

Within 30 days after any meeting of the Zone Council, the recording secretary shall prepare a report or minutes of the proceedings of the meeting, and the Deputy Governor shall cause this report to be sent to the District Governor and each member of the Zone Council.

Section 4 - President's Authority

Each President or alternate shall have the authority to commit his/her Club to all matters pertaining to these By-laws.

ARTICLE 5 - ZONE CONFERENCES

Section 1

The Deputy Governor shall call an annual Zone conference in accordance with the Kin Canada - District 8 By-laws, Article 15.

Section 2 - Host

The home Club of the Deputy Governor shall be responsible for hosting the Zone Conference. The Deputy Governor, with the approval of the Zone Council, may request an alternate host of the Zone Conference.

Section 3 - Chair

The Zone Conference shall be chaired by the Deputy Governor or, in his/her absence; the Council shall elect a chairman.

Section 4 - Minutes

Minutes of the proceedings of all Zone Conferences shall be kept and 30 days after the Zone Conference sent to the Governor and each member of the Zone Council.

Section 5 - Resolutions

Any resolution passed at Zone Conference which must be acted upon by the District Executive or District Convention shall be sent separately to the District Secretary by the Zone Deputy Governor.

Section 6 - Delegates

(1) Appointment of Accredited Club Delegate

Each Club shall appoint a member of the Club (or a member of the Zone) to carry the Club's vote. The appointment of the club delegate shall be in accordance with National GOB #2, Section 2.06 and of the National Policies & Procedures Part 1, Chapter 3.04.

(2) Voting

Each club in Good Standing within the association may vote according to the National GOB #2, 2.06 and National Policies & Procedures Part 1, Chapter 3.03. The official membership of the club shall be the club's official membership as recorded by the National Association the month ending thirty five (35) days prior to the date of the Zone conference.

A delegate shall be entitled to vote at the Zone Conference provided he/she is registered at the Conference and signs in at the credentials desk before it closes.

(3) Credentials

Each club in the Zone must submit their approved Accredited Delegate form the Zone conference credential chairperson or the Zone Deputy Governor prior to the start of

ZONE E – KIN CANADA – DISTRICT 8 BYLAWS

the Zone Conference in order to be eligible to vote at the Zone conference.

Section 7 - Procedure

(1) Quorum

A quorum for Zone conference shall be determined by the National GOB #2, Section 4.07 and National Policies & Procedures Part I, Chapter 3.05(c).

(2) Poll Vote

A poll or ballot vote may only be requested by (Part I, Chapter 3.05(h) (iii) of the National Policies & Procedures):

- (a) At least five accredited delegates or accredited alternate delegates.

Section 8 Resolutions

Any resolutions to be presented at Zone Conference shall be presented to the Deputy Governor 30 days prior to Zone Conference. The Deputy Governor shall circulate such resolutions to the clubs in the Zone and the District Governor at least 15 days prior to Zone Conference.

(1) Resolution from the Floor

Resolutions not duly presented under Section 8 above shall require a two-thirds vote of the delegates present to be placed before the conference.

(2) Submitted Resolutions

Any resolution to be presented at Zone Conference shall include both the existing wording and the proposed wording of the By-Law.

Section 9 -Zone Conference Responsibilities

(1)

Host Club shall be responsible to present for approval a budget and schedule of events to Zone Council meeting at least 60 days prior to Zone conference.

(2)

The host Club shall be responsible for the payment of all meals and entertainment of the Zone conference. The Governor, or his/her alternate, the Deputy Governor and the Zone CF & Service Chairperson's registration, conference brochure, awards & gifts shall be paid by the District according to the Kin Canada - District 8 By-Laws. (Appendix 3, Section 9)

Section 10

For further clarification Article 15 of the Kin Canada - District 8 District By-Laws shall apply to Zone Conference.

ARTICLE 6 - ELECTION OF THE DEPUTY GOVERNOR

Section 1

The Deputy Governor & Vice Deputy Governor of Zone E shall be elected at the Spring Zone Conference.

Section 2

Any person who possesses the qualifications mentioned in Article 3, Section 3 may stand for election for the office of Zone Deputy Governor or Zone Vice Deputy Governor if:

1. He/She is a member of a Club in good standing located in the Zone for which he/she seeks election and is properly nominated by a Club located in the Zone in which he/she seeks election.
2. A member shall be deemed to have been properly nominated for Zone Deputy Governor or Vice Deputy Governor if nominated from the floor at Zone Spring Conference by duly accredited delegate from each of any two clubs of the Zone, in which he/she seeks election, accompanied by his/her consent.

Section 3

In the event of a vacancy in the office of Zone Deputy Governor, the Vice Deputy Governor will step in to fill the term of office.

ZONE E – KIN CANADA – DISTRICT 8 BYLAWS

If the Vice Deputy Governor is unable to fill the vacant Deputy Governor position, the Governor shall appoint a member who possesses the qualifications mentioned Article 3, Section 3 to fill the term of office.

ARTICLE 7 - VISITING EXPENSES

Necessary expenses of District Officers shall be governed by Article 21 of the Kin Canada - District 8 By-laws.

ARTICLE 8 - ZONE PROJECTS

Section 1

Notice of intention to initiate a Zone project must be given to all Clubs within the Zone at least 30 days, prior to the Zone Council meeting at which it is to be presented.

Section 2

No Zone project will be initiated unless the project receives two-thirds approval of the Zone Council.

ARTICLE 9 - ZONE FUNCTIONS

Section 1

Zone social and athletic functions must be approved by the Zone Council or Zone Conference.

Section 2

Zone Functions will normally be hosted by a single Club in the Zone, which will be decided at Zone Conference or at Zone Council

Section 3

The host Club will be responsible to present for approval a full budget, including registration and /or individual costs, to a Zone Council meeting at least 45 days prior to the event.

Section 4

The host Club will be responsible for any losses incurred at a Zone function, which for purposes of this section shall be deemed to include Fall & Spring Zone Interclubs and Spring Conference, or be responsible for obtaining support of other clubs in the Zone.

Section 5

The host Club is responsible to present a full financial statement of expenses and receipts for a Zone function to the Governor and Deputy Governor 30 days after the function, and also to the first Zone Council meeting subsequent to the 30 day period.

ARTICLE 10 - ZONE TROPHIES

Section 1

Zone E trophies / awards shall include the following:

- (a) Public Speaking Award (Criteria in National Awards Brochure);
- (b) Service Award (Criteria in National Awards Brochure);
- (c) Membership Growth Award;
- (d) Quill Award (Criteria in National Awards Brochure);
- (e) The Randy Scarr Interclub Award;
- (f) Outstanding Kin Award (Criteria in National Awards Brochure);
- (g) Cystic Fibrosis Recognition Award.

ZONE E – KIN CANADA – DISTRICT 8 BYLAWS

Section 2 -Regulations

The regulations on the awarding of each trophy may be revised from time to time by a vote of two-thirds at any Zone Council meeting.

Section 3 - Costs

The costs of all Zone E trophies and awards shall be budgeted for in the Kin Canada - District 8 budget.

Section 4 - Presentation

All Zone E trophies shall be presented annually at the Zone Conference.

Section 5 - Rules

Trophy rules, unless otherwise provided by an appendix to these By-laws, shall be in accordance with those of the most up to date National Awards Brochure or the Kin Canada - District 8 By-Laws.

ARTICLE 11 - CHARTERING OF NEW CLUBS

All regalia costs regarding the chartering of new Clubs shall be paid by the sponsoring Club. Contributions to offset such expenses may be solicited from the other established Clubs in the Zone.

ARTICLE 12 - AMENDMENTS

Section 1

Amendments to these By-laws may be made at any Zone Conference on a vote of two-thirds of those entitled to vote at the Zone Conference but no such amendment shall take effect until approved by the District and National Executives.

Section 2

Proposed amendments to these By-laws shall be received by the Deputy Governor at least 30 days prior to Zone Conference; The Deputy Governor shall circulate proposed amendments to the Zone Clubs and the Governor at least 15 days prior to Zone Conference.

ARTICLE 13 - RULES OF ORDER AND PROCEDURE

Section 1

Zone E shall follow "Kin Rules of Order" as detailed in Part I, Chapter 1 of the National Policies & Procedures.

Section 2

The Official regalia will consist of the Deputy Governor Pin, the Official Chain of Office, and the Official oversized gavel. The fine for not having all items in or on his/her person at all official Deputy Governor functions or visits shall be \$2.00.

ZONE E – KIN CANADA – DISTRICT 8 BYLAWS

APPENDIX 1 - CLUBS OF ZONE E

Barrie Kinette Club
Barrie Kinsmen Club
Bolton Kinsmen Club
Brampton-Bramelea Kinsmen Club
Erin Mills Kinsmen Club
Georgetown Kinsmen Club
Milton & District Kinsmen Club
Milton Kinette Club
Orangeville Kin Club
Streetsville Kinsmen Club

APPENDIX 2 - AWARDS CRITERIA

Section 1 - Public Speaking Award

Objective

- To encourage members to develop and improve their public speaking skills
- To promote self-development in Kin by means of public speaking

Eligibility

- All active or active life members of the Zone in good standing shall be eligible to compete for this award with the following exceptions;
 - The winners of the past 2 Zone Conferences;
 - The Zone Executive or District Board members.
- No more than one person per club in the Zone is eligible for the Zone competition. (If more than one person in a club interested in competing for the Public Speaking Award, the club shall hold a club public speaking competition and only the winner at the club level will compete in the Zone competition.)
- Other eligibility requirements for the Founding Members Speaking Award as set out in the National Awards Program

Judging

- The Deputy Governor shall appoint a panel of 3 judges.
- Shall be judged in accordance with the National Founding Members Public Speaking Award rules as set out in the National Awards Program.
- Competition shall take place during Zone Conference.

Reward

- The winner of the Zone competition shall be announced before the conclusion of the Zone Conference.
- The winner shall be presented a keepers plaque.

Section 2 - Service Award

Objective

- To encourage clubs to participate in service work within their community
- To recognize the club that has contributed the most to the fundamental objective of the association - service work

Eligibility

- Each club of the Zone in good standing shall be permitted to submit one entry for this award;
- A club cannot submit the same project that won at the previous 2 Zone Conferences unless it has been materially advanced.
- The club must submit the required forms to the Deputy Governor at least 7 days prior to Zone Conference for judging.
- The service project must have been completed within the 12 months prior to Zone

ZONE E – KIN CANADA – DISTRICT 8 BYLAWS

Conference.

- Other eligibility requirements for the Hal & Elspeth Rogers National Service Award as set out in the National Awards Program

Judging

- The Deputy Governor shall appoint a panel of 3 judges.
- Shall be judged in accordance with the Hal & Elspeth Rogers National Service Award rules as set out in the National Awards Program.

Reward

- The winner of the Zone competition shall be announced before the conclusion of the Zone Conference.
- The winner shall be presented a keepers plaque.

Section 3 - Membership Growth Award

Objective

- To promote internal expansion
- To recognize club membership growth

Eligibility

- Each club of the Zone in good standing;
- Club must have a net increase in membership in the period being judged.

Judging

- The Deputy Governor shall perform the calculations to determine a winner.
- The calculation shall be the club membership on the National roster from the previous June 30th to the June 30th prior to Zone Conference. (ie. Zone Conference is May 2015; the membership growth is from June 2013 to June 2014.)
- The winner club will be the club with the highest percentage increase. (ie. (June 2014 - June 2013)/June 2013.)

Reward

- The zone winner of the prior year shall be announced before the conclusion of the Zone Conference.
- The winner shall be presented a certificate.

Section 4 - Quill Award

Objective

- To foster the development of written communication and enhance overall communication skills by producing a story of general interest to Kin

Eligibility

- All active or active life members of the Zone in good standing shall be eligible to compete for this award with the following exceptions;
 - The winners of the past 2 Zone Conferences;
 - The Zone Executive or District Board members.
- Other eligibility requirements for the National Quill Award as set out in the National Awards Program.
- Submission must be made to the Deputy Governor at least 7 days prior to Zone Conference.
- Entry must have been written within the 12 months prior to Zone Conference.

Judging

- The Deputy Governor shall appoint a panel of 3 judges.
- Shall be judged in accordance with the National Quill Award rules as set out in the National Awards Program.

ZONE E – KIN CANADA – DISTRICT 8 BYLAWS

Reward

- The winner of the Zone competition shall be announced before the conclusion of the Zone Conference.
- The winner shall be presented a keepers plaque.

Section 5 - Randy Scarr Interclub Award

Objective

- To promote fellowship amongst the clubs within the Zone.

Eligibility

- Each club of the Zone in good standing
- Club must have visited at least one other club in the Zone in the period being judged.
- Submissions must be sent to the Deputy Governor at least 7 days prior to Zone Conference.

Judging

- The Deputy Governor shall determine the winner based on club submissions.
- The winning club shall be the club that makes the most visits the other clubs in the Zone.
 - A visit shall consist of a club meeting, a club project or other club event.
 - The visiting club must have 3 or more members or perspective members in attendance.
- Period in consideration shall be from the close of the previous Zone Conference to the beginning of the current Zone Conference.

Reward

- The zone winner shall be announced before the conclusion of the Zone Conference.
- The winner shall be presented a certificate.

Section 6 - Outstanding Kin Award

Objective

- To recognize one member who embodies excellence in volunteerism through their contributions of leadership, inspiration and dedication to Kin Canada.

Eligibility

- All active or active life members of the Zone in good standing shall be eligible to compete for this award with the following exceptions;
 - The winners of the past 2 Zone Conferences;
 - The Zone Executive or District Board members.
- Other eligibility requirements for the Outstanding Kin Award as set out in the National Awards Program.
- Submission must be made to the Deputy Governor at least 7 days prior to Zone Conference.

Judging

- The Deputy Governor shall appoint a panel of 3 judges.
- Shall be judged in accordance with the Outstanding Kin Award rules as set out in the National Awards Program.

Reward

- The winner of the Zone competition shall be announced before the conclusion of the Zone Conference.

ZONE E – KIN CANADA – DISTRICT 8 BYLAWS

- The winner shall be presented a keepers plaque.

Section 7 - Cystic Fibrosis Recognition Award

Objective

- To recognize one member for exceptional skills coordinating and motivating donors and volunteers for Cystic Fibrosis fundraising projects.

Eligibility

- All active or active life members of the Zone in good standing shall be eligible to compete for this award with the following exceptions;
 - o The winners of the past 2 Zone Conferences;
 - o The Zone Executive or District Board members.
- Other eligibility requirements for the Ian F. McClure Award as set out by Cystic Fibrosis Canada.
- Submission must be made to the Deputy Governor at least 7 days prior to Zone Conference.

Judging

- The Deputy Governor shall appoint a panel of 3 judges.
- Shall be judged in accordance with the Ian F. McClure Award rules as set out by Cystic Fibrosis Canada.

Reward

- The winner of the Zone competition shall be announced before the conclusion of the Zone Conference.
- (a) The winner shall be presented a keepers plaque.