

DISTRICT 4, ZONE E/O BYLAWS
Effective as of July 1, 2024
As Proposed on March 2, 2024

DEFINITIONS

Zone E/O: The name of this Zone is “Zone E”, also known as “O Zone” in District. The Zone lines are determined by District 4 and/or Kin Canada.

“Club”: A Club, recognized by Kin Canada as in good standing, within Zone E/O

“Zone O DGs”: The Kinette, Kinsmen and/or Kin Deputy Governor(s) of the Zone

“District 4”: The jurisdiction as outlined by Kin Canada encompassing all of Alberta and Northern BC

“the Association”: Kin Canada

“District Council”: Consists of the two (2) Governors, as per District Bylaws, Executive members, and Deputy Governors

“District Executive”: Consists of the two (2) Governors, as per District Bylaws,

“Host Club”: the club(s) hosting the Spring Zone Conference within Zone E/O

Article 1.0 – ZONE NAME

The name of this Zone is “ZONE E”, also known as “O ZONE”, in District 4 of Kin Canada, and shall remain named as such until the time that Kin Canada changes their Zone naming requirements.

Article 2.0 - INTERPRETATION OF ZONE BY-LAWS

The by-laws contained within this document shall be an addition only to those rules and regulations set forth by both Kin Canada and District 4 with regard to their operation, policies and procedures, and by-laws as is currently in place. The by-laws contained here shall not contradict the aforementioned Kin Canada or District 4 rules and regulations.

Article 3.0 – BOUNDARIES

The geographical boundaries of “O” ZONE are those that are set forth in the District 4 By-laws.

Article 4.0 – ZONE OFFICERS

Section 4.1 - Kinette, Kinsmen and/or Kin Deputy Governor(s)

The Kinette, Kinsmen and/or Kin Deputy Governor (s) (hereafter “Zone O DG(s)”) shall be elected at the annual Spring Zone Conference in accordance with the District 4 By-laws. Candidates for these positions must be nominated and stand for election on a separate candidacy.

Qualified candidates must be active members and in good standing within their club. Their club must also be in good standing within the District and the Association.

The Zone O DG(s) shall be the presiding officers of all Zone Conferences held in the Zone.

The Zone O DG(s) shall be the Chief Executive Officers of the Zone. Under the direction and supervision of the District Council, they shall have the duty of implementing the general policy adopted by the District Council and of furthering the objects and aims of the Association and of promoting the interests of the clubs within the Zone.

Article 5.0 – SPRING ZONE CONFERENCE

Section 5.1 – Host Club

Host Clubs for Zone Conferences are designated on a rotating basis, in alphabetical order of location, with option for clubs to combine as desired, starting with Calgary in 2025. If the club in the rotation is unable to host Spring Zone Conference, the location will be assigned at the discretion of the Zone O DG(s).

In hosting Spring Zone Conference, the Host Club shall be in agreement with the Zone O DG(s) using the “Addendum A” contract.

Section 5.2 - Official Call

The Zone O DG(s) shall circulate via email to the clubs and social media an Official Call at least forty- five (45) calendar days prior to any Spring Zone Conference. The Spring Zone Conference shall be held each year between February 1 and March 31.

Section 5.3 - Agenda, Resolutions, Past Minutes

The Zone O DG(s) shall distribute the Bulletin, which shall include the Agenda, previous meeting Minutes, and any zone resolutions, no less than thirty (30) days prior to the Zone meeting.

Section 5.4 - Spring Zone Bulletin

- a. The Zone O DG(s) shall prepare one copy of the Spring Zone Bulletin to be presented to the host club no less than fifteen (15) days prior to the Zone meeting.
- b. The host club shall be responsible for producing copies of the Bulletin as agreed upon with the Zone O DG(s).
- c. The associated costs for reproduction of the Bulletin shall be the responsibility of the host club. The Host Club may charge a reasonable nominal fee for printed copies of the Bulletin (ie. \$2).

Section 5.5 - Delegates and Delegates at Large

Any member of a Club in the Zone who is in good standing may be a delegate for any Club in good standing at O Zone Spring Conference. All delegates must be reported on the Accredited Delegate Form circulated by Zone O DG(s) or District Council.

Section 5.6 – Voting

A delegate shall be entitled to one vote on behalf of the club they’re representing.

Section 5.7 - Resolutions to Zone Conference

Any resolutions to be presented at a Zone Conference shall be presented to the Zone O DG(s) no later than forty-five (45) calendar days prior to the date of the Conference. The Zone O DG(s) shall circulate such resolutions to all Clubs in the Zone and the District Executive no later than thirty (30) calendar days prior to the conference.

Section 5.8 – Spring Zone Conference Budget

The Host Club of a conference shall present for approval a budget and a schedule of events to the Zone O DG(s) at least forty-five (45) days prior to the conference.

The Host Club shall submit a copy of the financial statement for a conference within thirty (30) calendar days following the conference.

Section 5.9 – Spring Zone Minutes

The Zone O DG(s) shall forward the Minutes of the Spring Zone Conference to the District Governor(s) within thirty (30) days after the Conference.

Section 5.10 – Spring Zone Secretary

The Zone O DG(s) shall appoint a Secretary to take minutes for the Zone Conference. The appointed must be a member in good standing from a Club in good standing within O Zone. The Secretary must have completed Minutes to the Zone O DG(s) within fifteen (15) days after the Zone Conference.

Section 5.11 - Registration

The host club of a conference shall be responsible for the registration and as required by the following:

- i) District Kinsmen Governor and District Kinette Governor, or their designate;
- ii) Zone O DG(s), or their designate.

Article 6.0 – INTERCLUBS

Section 6.1 – Definition

A Zone Inter-club will be defined as Spring Zone Conference and any function hosted by a Club to which all Clubs within the Zone are invited and sanctioned by the Zone O DG(s).

Section 6.2 – Purpose

The Zone O DG(s) shall ensure that the function encourages fellowship within the Zone.

Article 7.0 - TURN OVER MEETING

The turnover meeting shall be held prior to July 1st. All Zone items shall be turned over at that time.

Article 8.0 – STOLEN REGALIA

Only Kin Regalia may be taken within the Clubs of O Zone. A Kin member may retain possession of the stolen regalia for a maximum of two (2) months. The Club sustaining the loss must be notified within two (2) weeks of the loss of its regalia and arrangements made within two (2) months to regain possession.

Article 9.0 – AWARDS

Section 9.1 - Zone Awards

- a. The Zone O DG(s) shall maintain and keep track of the trophies/bannerettes for all Zone, District and National Awards.
- b. Listed below are the titles of the current Zone awards:
[Nothing currently to add]
- c. Listed below are the titles of District/National Awards that require qualification at the Zone level:
 - Founding Members Speaking Award
- d. The rules for the above listed awards shall follow those set by the District or National Award rules. If the award is Zone specific, it will have individual rules established and recorded herein these Zone byelaws.
- e. The respective winners shall be the only representatives from the Zone eligible to enter District Award competitions for the same awards.
- f. All Members must be in good standing and from Clubs in good standing to compete at zone level.

Section 9.2 – Deadlines

- a. All Zone and District trophies and banners must be returned to the Zone O DG(s) by February 1st of each year.
- b. Late submissions will not be accepted, unless prior arrangements have been made.

Article 10 – AMENDMENTS

Section 10.1 – Voting

Amendments to these bylaws may be made at any Zone Conference on the vote of 2/3 of the delegates at that conference but in no case shall they be amended individually by any Kin member. Proposed amendments to these Bylaws shall be received by the Zone O DG(s) at least forty-five (45) calendar days prior to the Zone Conference at which the amendment will be considered. The Zone O DGs shall circulate such amendments to the Clubs within the Zone at least thirty (30) calendar days prior to the Zone Conference at which the amendment will be considered.

Section 10.2 – Effective Date

Any amendments made to these bylaws shall not be retroactive nor shall they take effect until the start of the new Kin Year (July 1st).

Section 10.3 – Annual Updates to Clubs

An updated copy of the District 4, Zone E/O Bylaws, along with a list of any changes, shall be distributed to each Club in the Zone by the Zone O DG(s) within thirty (30) calendar days at Spring Zone Conference.

“ADDENDUM A.”

SPRING ZONE CONFERENCE AGREEMENT

This indenture made this _____ day of _____, 20_____

BETWEEN

(Hereinafter called the ZONE)

AND

(Hereinafter called the HOST CLUB)

Whereas: The parties desire to enter into an agreement with respect to the management and control of a Zone Conference for the year _____ to be called _____

And whereas: The parties desire to clarify their respective financial and other responsibilities for the said Zone Conference (hereinafter called the Conference).

Now therefore this agreement witnesses that:

1. The Host Club covenants and agrees:

- a. To establish a committee with chairperson(s) who shall have authority to act on behalf of the Host Club in carrying out its responsibility to the Zone under the terms thereof. The Conference committee chairperson(s) shall be _____
- b. To prepare a cost estimate and written budget outlining the proposed registration fees and revenue anticipation together with expenditures to be made in the operation of the conference within forty-five (45) days of the conference. The said budget shall be submitted to the Zone Deputy Governor(s) on or before _____
- c. The full registration fee shall be \$_____.
- d. To reserve/rent and pay such halls and rooms for the necessary business meetings, banquets and entertainment.
- e. To provide the following audio / visual aid equipment:

- f. To print sufficient copies of the Zone Bulletin, which will include at a minimum of the meeting agenda, reports from each club within the Zone, Zone Deputy Governor(s), District Executive and National, and any resolutions coming to the floor at Spring Zone Conference. The Host Club may charge a reasonable nominal fee for printed copies of the Bulletin (ie. \$2).

- g. Complimentary registrations shall be provided for the Zone Deputy Governor(s), or their designate, as well as the District Kinsmen Governor and District Kinette Governor, or their designate.
- h. Complimentary registrations shall also be provided for the following additional guests: (i.e. National representative, guest speakers, presenters, speaker judges etc.)

- i. To provide gifts, value not to exceed \$50.00 for the following people:

- j. Bar prices will be fixed at \$_____ per drink of liquor and \$_____ per drink of beer.

- k. Provide the following entertainment to follow the Conference:

- l. An unaudited statement of all receipts and expenditures for the Conference shall be filed with the Deputy Governor(s) within 30 days of the Conference.
- m. The Host Club is responsible for any deficit incurred in hosting the Conference.
- n. To actively promote the Conference within the Zone so as to stimulate and encourage proper attendance.
- o. To provide sufficient personnel to work the registration desk at all such times as are required for the orderly registration of delegates, members, and guests.
- p. To collect such registration fees as may be prescribed and agreed to by the Zone Deputy Governor(s) and the Host Club.
- q. To take all possible precautions to guard against accidental injury to anyone attending the Conference. The Host Club shall in this regard, ensure the event is covered under our National Insurance Policy.

2. The Zone hereby agrees and covenants:

- a. To provide reasonable assistance to the Host Club in fulfilling their covenants and obligations as set out herein.
- b. To provide Conference Chairperson(s) with a complete Bulletin fifteen (15) calendar days prior to the Conference.
- c. To cooperate with the Conference Chairperson(s) in coordinating the business sessions with the social functions of the Conference.
- d. To actively promote attendance at the convention throughout the Zone.
- e. To arrange and coordinate all awards, trophy presentations, and public speaking presentations made by the members of the Zone during the Conference.

- f. To arrange and organize all business sessions, open forums, and other discussions to be placed on the convention agenda.
 - g. To provide a recording secretary to record the minutes of the meeting. An electronic copy of the minutes to be provided to the Deputy Governors within 15 days of the Conference.
- 3. The parties hereto covenant and agree that at the option of the Host Club any member of the Host Club attending the Conference may have their registration fees set at a value required to cover the fixed costs of the convention.
- 4. This agreement shall endure to the benefit of and be binding upon the parties hereto as well as their respective successors and assigns.

In witness whereof the parties have hereunto set their seals under the hands of their proper officers on the date first written above:

Kin Canada – Zone E/O

Per: _____
Kinsmen Zone Deputy Governor

Per: _____
Kinette Zone Deputy Governor

Kinsmen, Kinette or Kin Club(s) of _____

Per: _____
Club President

Per: _____
Club President

Per: _____
Club Secretary

Per: _____
Club Secretary