

SPRING ZONE CONFERENCE

March 14, 2026

**RESOLUTIONS
for DISCUSSION AND VOTE**

RESOLUTION #1 – Housekeeping Resolution

Motion: Submitted to:

Cameron Kemp,
Kinsmen and Kinette Deputy Governor,
Zone F, District 4, Kin Canada

on January 27, 2026 by Cameron Kemp, Life Member of The Kinsmen Club of Medicine Hat.

INTENT:

To improve the readability and continuity of the District Four, Zone F Bylaws.

WHEREAS the District Four, Zone F Bylaws contain several housekeeping and continuity errors.

THEREFORE BE IT RESOLVED THAT the Zone approve the changes to the District 4, Zone F Bylaws as presented (attached). Attachment “A” is the current District Four, Zone F Bylaws. Attachment “B” is the proposed changes to the District Four, Zone F Bylaws with all text additions in blue and underlined while all text deletions are ~~red and struckout~~. Attachment “C” is a clean version of the proposed District 4, Zone F Bylaws.

District 4, Zone F By-laws

Effective July 1, 2023

ARTICLE 1 – PREAMBLE

Section 1 – Name

The name of this organization is "Kin Canada District Four".

Section 2 – Bylaws

The following articles set forth the Bylaws, Policies and Procedures of Kin Canada District Four Zone F. Any Reference to Bylaws, Policies, or Procedures shall mean this document unless specifically referring to another source. Unless otherwise noted, all references to "the Zone" contained within these Bylaws shall be deemed to refer to Kin Canada District Four Zone F.

Section 3 – Autonomy

While the Members (Clubs) of the Zone are all Members of Kin Canada (hereinafter referred to as "the Association"), all Minutes, financial resources and records of the Zone shall be kept separate from those of the Association.

Section 4 – Interpretation of Zone By-laws

These by-laws must be kept in accordance with the District 4 By-laws, Policies and Procedures.

Section 5 – Boundaries

The geographical boundaries of Zone F are those that are set forth in the District 4 By-laws.

All clubs shall obtain permission from neighboring clubs, in writing, when fundraising or conducting other programs that may occur or extend outside the geographical area of the originating club.

ARTICLE 2 – DEFINING AND INTERPRETING THE BYLAWS

Section 1 – Definitions

In these Bylaws, the following words and phrases have these meanings:

Accredited Delegate means an individual identified as an Accredited Delegate by his/her Club, and properly submitted and approved as the primary voting representative of that Club for a Zone meeting.

Act means, in Alberta, the Societies Act R.S.A. 2000, Chapter S-14 as amended or any statute substituted.

Active Member of a Club or Active Member means a Person who is an active member in Good Standing of a Club and has the rights and duties associated therewith

Alberta (Corporate) Registry is the Alberta provincial authority that grants official recognition as a Society under the Societies Act.

Alternate Accredited Delegate means an alternate individual (Alternate 1, Alternate 2, or Alternate 3) to replace the primary Accredited Delegate if they are unable to attend a District meeting.

Association means Kin Canada, a federal, non-share capital corporation, through which it's Directors, Members, employees, volunteers and agents may associate and collectively work together in the fulfillment of the Purposes..

Ballot Vote means a secret vote of the Accredited Delegates and Accredited Alternate Delegates present, with voting rights applying on the same basis as for a poll vote.

Bylaws means the Bylaws of the District hereinafter set down.

Club means any Kinsmen, Kinette, Kinsmen and Kinette or Kin Club, or Kin Campus Club of District Four Zone F.

Committee Chairperson means a Director or Member appointed by the Zone Deputy Governor to chair a Zone Committee.

Deputy Governor is the Zone Chairperson and representative on the District Board of Directors.

Director means any person elected or appointed by the Zone Deputy Governor to perform a specific function, for example, Zone Club Support Director or Zone Service Director.

General Operating By-law (G.O.B) means the General Operating By-law No. 2 and any subsequent By-laws of the Association, in place from time to time.

Governing Documents means the Articles of Continuance, General Operating By-law, all other By-laws, and Policies and Procedures of the Association, adopted or amended by the Association from time to time, to which all Members, Directors and Officers are required to subscribe and adhere.

House Rules means the house rules adopted by a Club, Zone, or District to govern any internal matter or policy of each Club, Zone or District in accordance with the requirements of the Governing Documents.

"In Good Standing" means material compliance with the duties and requirements of a particular position in accordance with the requirements of the Governing Documents in place from time to time as verified by the national Membership records maintained at National Headquarters.

Kinette Governor is the Kinette Chief Executive Officer of District Four.

Kinsmen Governor is the Kinsmen Chief Executive Officer of District Four.

Kin Year means a year commencing at 12:01 a.m. on July 1st and ending at 12:00 midnight on the June 30th following

Member means a Club of the Association, inclusive of all rights, responsibility, and applicable powers to vote associated therewith, unless otherwise indicated in the General Operating ByLaw Governing Documents.

Members or Membership means the collective club membership of the Association.

Member in Good Standing means a Club in District Four Zone F who is held to be in good standing within the District and within the Association.

Motion means any business put before a meeting, by way of making a motion, that has been duly moved and seconded.

Not in Good Standing means material non-compliance with the duties and requirements of a particular position in accordance with the requirements of the General Operating By-Law and the other Governing Documents in place from time to time as determined by Policy, with the resulting loss of rights associated therewith.

Officer means any Officer of the Zone as listed hereinafter or as may be appointed from time to time by the Zone Deputy Governor.

Official Membership means the total number of Active Members, registered by a Club on the national Membership roster as of the Membership Date to be utilized for the purposes of voting at a meeting of the Zone.

Ordinary Resolution means a resolution passed by a majority of the votes cast on that resolution.

Person means an individual person, but does not include corporations, partnerships, trusts or unincorporated organizations.

Poll Vote means a recorded vote of the Registered Accredited Delegates (or applicable Registered Alternate Accredited Delegates) 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, as set out in GOB Section 4.7.

Resolution means a motion proposed at a meeting, such as a Zone Conference or District Conference.

Rules of Order means the Kin rules of order of the Association set out in Chapter 1 of the National Policies, as amended from time to time.

“Show of Hands” Vote means a vote conducted at a District meeting, typically through the use of flash cards, which uses the simplified approach of one vote per flash card, the results of which are binding on the meeting. A show of hands in the standard method of Member voting to be used in Association meetings, except in a case of either a secret ballot (such as an election), or when a poll vote is called (for which Club voting strength equal to its membership comes into play). The show of hands method is not the same as a “straw vote” which commonly has the meaning of a non-binding, informal indication of the opinion of delegates, generally for information purposes.

Simple Majority means fifty percent (50%) plus one (1) of the votes cast. Special Resolution means a resolution passed by a majority of not less than two thirds (2/3rds) of the votes cast on that resolution. S

Spring Zone Conference is the annual spring meeting of the Membership of the Zone, presided over by the Zone Deputy Governors of the day.

Zone Board of Directors (formerly Zone Executive) shall be comprised of all Zone Clubs.

Article 3.0 – ZONE OFFICERS

Section 3.1 - Kinette, Kinsmen and/or Kin Deputy Governor(s)

The Kinette, Kinsmen and/or Kin Deputy Governor (s) shall be elected at the annual Spring Zone Conference in accordance with the District 4 Bylaws and “Section 5.4” of these Zone Bylaws. Candidates for these positions must be nominated and stand for election on a separate candidacy.

- a. 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.
- b. The Kinette, Kinsmen and/or Kin Deputy Governor (s) shall be the presiding officers of all Zone Conferences held in the Zone.
- c. The Kinette, Kinsmen and/or Kin Deputy Governor(s) shall be the Chief Executive Officers of the Zone. Under the direction and supervision of the District Council Governors, they shall have the duty of implementing the general policy adopted by the District Board of Directors and of furthering the objects and aims of the Association and of promoting the interests of the clubs within the Zone.
- d. Any past or current Deputy Governor cannot have their name stand as a candidate for the position of Deputy Governor until the third call for Deputy Governor Candidates has been made so as to let a new person come forward for the position. A Past or Current Deputy Governor may only run as a candidate for the past position they held.

Section 3.2 Duties of the Kinsmen, Kinette, Kin Deputy Governor(s)

In addition to the duties defined in the District 4 By-laws the duties of the Deputy Governor(s) shall include the following:

- a. Assist and advise the Kinsmen, Kinette and Kin Clubs of the Zone,
- b. Attend one regular meeting (excluding installation) of their respective Kinsmen, Kinette or Kin Clubs in the Zone. The Club being visited shall be responsible for the Deputy Governor's meal, plus the meal of a traveling companion during such official visits.
- c. Publish, at regular intervals during the Kin year, an electronic Zone newsletter to communicate Zone and District news to the Clubs,
- d. Follow-up with new clubs and promote inter-club visits and communication,
- e. Plan and hold a joint Kinsmen and Kinette President/Club Executive Seminar, (
- f) plan and conduct such Zone Council meetings as may be necessary for the effective administration of the Zone.

Article 4.0 – SPRING ZONE CONFERENCE

Section 4.1 - Official Call

The Kinette, Kinsmen and/or Kin Deputy Governor(s) shall publish an official Call at least fortyfive (45) calendar days prior to any Spring Zone Conference via email to the club presidents and by posting on the District 4 website and the District Four Zone F Facebook page.

Section 4.2 - Agenda, Resolutions, Past Minutes

The Kinette , Kinsmen and/or Kin Deputy Governor(s) shall distribute the agenda, resolutions and any past minutes as required to be dealt with at the Zone meeting no less than thirty (30) working days prior to the Zone meeting via email to at least two Club Executive Members of each Club in Zone F.

Section 4.3 - Spring Zone Newsletter

- a. The Kinette, Kinsmen and/or Kin Deputy Governor (s) shall require a Club report to be submitted to them for publication in a Newsletter Bulletin format, for the use of the delegates, no later than 14 calendar days prior to a Zone meeting. The Kinette, Kinsmen and/or Kin Deputy Governor(s) shall prepare one copy of the Spring Zone Newsletter Bulletin to be presented to the Host Club and to at least two Club Executive Members of each Club in Zone F via email transmission. It then becomes the responsibility of those two Executive Members to ensure that ever member of their Club receives an electronic copy of the Zone Bulletin.
- b. The Kinette, Kinsmen and/or Kin Deputy Governor(s) shall also post a copy of the Zone Conference Bulletin to the District 4 Zone F Facebook page and request the District Communication Director post a copy to the District 4 Website.
- c. The Host Club will be responsible for making one printed copy of the newsletter for each of clubs in attendance at the Spring Zone Conference. The associated cost for reproduction of the newsletter shall be the responsibility of the host club.
- d. The Deputy Governor(s) shall forward the minutes of the Spring Zone Conference to the District Governor(s) and Zone Club Presidents within 30 days after the Conference.

Section 4.4 – Voting, Accredited Delegates, and Conference Procedure

- a. All voting at Zone Conferences is to be conducted in accordance with Kin Canada General Operating Bylaws, “section 2.06” and in accordance with the National Policies and Procedures Manual section n3.03.
- b. Overall rules concerning the Club appointment of Accredited Delegates and the manner in which they vote on the Club’s behalf, are set out in GOB section 2.06 and National Policies and Procedures Manual, “section 3.04”. In keeping:
 - i. Accredited Delegate Forms shall be submitted to the host club of the Zone Conference along with the Club’s registration form and no later than 7 Days prior to the start of the Conference.
 - ii. Deputy Governors shall validate each Accredited Delegate form received to ensure Clubs are in good standing and have properly executed the form.
 - iii. The Club must be in good standing as of 35 days prior to the date of submission; otherwise, the club shall forfeit its votes at the Conference to which it applies.
- c. Conference Procedures shall be in accordance with GOB Section IV and National Policies and Procedures Manual, “section 3.05”.
- d. Voting by the Chair(s) of the Zone Conferences shall be in accordance with GOB, “section 4.10”, and the National Policies and Procedures Manual, “section 3.06”.

Section 4.5 – Resolutions to Zone Conference

- a. Any resolutions to be presented at a Zone Conference shall be submitted to the Deputy Governor(s) no later than forty-five (45) calendar days prior to the Conference.
- b. The resolutions shall be circulated to all Clubs Members via email to at least two Club Executive Members, in the Zone and the District Executive via email no later than thirty (30) calendar days prior to the conference.

Section 4.6 – Spring Zone Conference Budget

The Host club of a conference shall present for approval a budget and a schedule of events to the Deputy Governor(s) at least forty-five (45) days prior to the conference. The Host Club is to act with due diligence to ensure all costs of the Zone Conference are covered within the cost of registration. Costs of the Zone Conference are not to place any financial hardship on a Host Club. The Host Club shall submit a copy of the financial statement for a the Zone conference within thirty (30) calendar days following the conference to the Zone Deputy Governor(s) via email.

Section 4.7 – Spring Zone Minutes

The Deputy Governor(s) shall forward the minutes of the Spring Zone Conference to the District Governor(s) and Zone Club Presidents within 30 days of the conference.

Section 4.8 – Host Clubs

Host Clubs for Spring Zone Conferences are designated on a rotating basis, in alphabetical order of city or town, the clubs being as listed in the District Four ByLaws,

- a. If the designated club cannot host Zone Conference, in their given year, they are responsible to find a replacement. If the Zone Conference cannot be held for whatever reasons, the responsibility to host the next year's meeting will automatically rotate to the next year's hosting Club.
- b. Host Clubs must ensure the event is added to their Insurance Reporting to Kin Canada.
- c. Host Clubs along with the Deputy Governors must fill out and sign the Zone Conference Agreement contained in the "Addendum A" of these Bylaws.
- d. In the event that an in person District 4 Zone F Conference cannot be held, the Zone Deputy Governor(s), along with the Host Club of that year, shall make every attempt to host a Virtual Online Meeting.

Section 4.9 – Registration, Accommodations and Travel

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

- a) District Kinsmen Governor, District Kinette Governor or Kin Governor or their designate,
- b) Kinette, Kinsmen and/or Kin Deputy Governor (s) or their designate,
- c) The host club of the conference shall reimburse the Kinette, Kinsmen or Kin Deputy Governor (s) or their designate any appropriate travel expenses required to organize and attend the conference at the current rate established by the District Executive Council.
- d) The host club shall give due consideration to those individuals making presentations at the conference. This would include District/National Convention Committees, Vice District Kinsmen Governor and & Vice District Kinette Governor candidates, and charge them only for the cost involved during their presence at the conference up to a max of 50% of Registration costs at discretion of the host club.
- e) Each club in the Zone shall be responsible for a guaranteed registration of 1 member of the club membership, to be prepaid prior to the deadline established by the host club for the Zone Conference.

- f) The first \$500.00 in profit realized from the conference shall be the benefit of the host Club(s). The remaining profits shall be donated to a charity of the host clubs choice.
- g) All losses incurred by the host club as the result of the hosting of Spring Zones are the sole responsibility of the host club.
- h) Zone F District Zone Conference shall start no earlier than 9am MST to allow Deputy Governor(s) and Club Members adequate travel time within the Zone.

Article 5.0 - INTERCLUBS

Section 5.1 – Definition

A Zone Inter-club will be defined as Fall Zone Conference, Spring Zone Conference and any function hosted by a Club to which all Clubs within the Zone are invited and sanctioned by the Deputy Governors.

Section 5.2 – Purpose

The Deputy Governor(s) shall ensure that the function encourages fellowship within the Zone.

Section 5.3 – Attendance

If a Kinsmen or Kinette or Kin Member states that they will be attending a function at another club and do not attend, that Member will be responsible for the cost associated with their ticket attendance unless they notified the Host Club in time for the meal and such associated costs to be cancelled. In the case of inclement weather, due to traveling risk, the cost will be divided between the two clubs.

Article 6.0 - TURN OVER MEETING The turnover meeting between the incoming and outgoing Deputy Governor(s), shall be held prior to July 1st. All zone items will be turned over at that time.

Article 7.0 – STOLEN REGALIA

a. Within the Kinsmen and Kinette Clubs of the Zone, only Kinsmen and Kinette Regalia may be taken. A Kinsmen or Kinette may retain possession of the stolen regalia for a maximum of two (2) months. The Kinsmen or Kinette Club sustaining the loss must be notified within two weeks of the loss of its regalia and arrangements made within two (2) months to regain possession.

b. If no notice is given by the Club in possession of the stolen regalia to the Club sustaining the loss within the two-month period, the Club in possession of such regalia must return such items at their cost.

c. All disputes in regard to stolen regalia shall be settled by the Zone Deputy Governor(s).

Article 8.0 - AWARDS

Section 8.1 - Zone Kinsmen and Kinette Awards

The Zone Awards and Trophy Rules may be changed or amended by a 75% majority vote or the Zone, provided that the effect of such change or amendment is only to bring the awards/trophy rule into conformity with the District and National Trophy Rules.

Section 8.2 - Zone Kinsmen and Kinette Awards

- a. ALL CLUBS MUST BE IN GOOD STANDING TO COMPETE AT ZONE LEVEL.

b. The rules for the below 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 by-laws.

c. The respective Kinsmen and Kinette winners shall be the only representatives from the Zone eligible to enter District Award competitions for the same award

d. The Zone Executive shall maintain and keep track of the trophies/bannerettes for all Zone, District and National Awards.

e. Listed below are the current Zone awards:

i. Travel Award

Zone F Travel Award shall be judged in accordance with the District Travel Award. Mileage as per Table in Addendum B.

ii. Rose Bowl Award

Kinette Zone Rose Bowl Award shall be judged in accordance with the District Rose Bowl Award.

iv. Joke Off Award Kinsmen & Kinette Joke Off Award shall be judged by the delegates in attendance at the Spring Conference

v. Most in Attendance

vi. Privileged Member Award

Award to be received by nomination. Winner to be determined by the Deputy Governor. Section

Section 8.3 - Deadlines

a. All Zone and District Trophies and Banners must be returned to the Deputy Governor (s) by Feb 1 each year.

b. The Deputy Governor(s) shall set a submission deadline in order to allow for sufficient time for submissions that need to be sent away to be judged.

c. Late submissions will not be accepted, unless prior arrangements have been made.

Section 8.4 – Award Maintenance

a. The Zone D.G.(s) is/are responsible for keeping the Zone Awards in a reasonable state of repair.

b. All Zone and District Trophies and Banners must be returned to the D.G.(s) by Feb 1 each year.

Article 9 - AMMENDMENTS

Section 9.1 – Voting Amendments

Amendments to these by-laws may be made at any Zone Conference on the vote of 2/3 of those entitled to vote and are present at that conference but in no case shall they be amended individually by the Kinettes or Kinsmen. Proposed amendments to these by-laws shall be received by the Deputy Governors at least forty five (45) calendar days prior to the Zone Conference at which the amendment will be considered. The Deputy Governors shall circulate such amendments to the Zone Clubs and District Executive at least thirty (30) calendar days prior to the Zone Conference at which the amendment will be considered.

Section 9.2 – Effective Date

Any amendments made to these by-laws shall not be retroactive nor shall they take effect until the start of the new Kin year.

Section 9.3 – Annual Updates to Clubs

An annual update of these by-laws shall take place after the Spring Zone Conference and a set of Zone by-laws with any changes from the Spring Zone shall be distributed to each Club in the Zone and the District Executive. These revised by-laws shall be printed in each Club's bulletin in order that they may be maintained by each Zone member and posted to the D4 website.

Article 10 – MEETINGS

Section 10.1 – Special Circumstances

Should the need arise, the Club Presidents of the Zone, with a 50% majority, may call a meeting to discuss the business of the Zone. Said meeting must be held within 14 days of being called and must include the Governors of District 4.

Section 10.2 – Notice

The Kinsmen, Kinette and/or Kin Deputy Governor (s) shall advise each Club President at least fifteen (15) days in advance of any meeting requiring their attendance. In the event of an emergency meeting being required, a teleconference and/or an online virtual meeting of the Presidents in the Zone may be set at the discretion of the Kinsmen, Kinette and/or Kin Deputy Governor without the required fifteen (15) day notice.

Attachment “B” – Proposed Tracked Changes Version

DISTRICT FOUR 4, ZONE F BY-LAWS
[Effective July 1, 2023]

ARTICLE 1 – PREAMBLE

Section 1.1 – Name

- a. The name of this organization is “Kin Canada District Four”.

Section 1.2 – Bylaws

- a. The following articles set forth the Bylaws, Policies and Procedures of Kin Canada District Four Zone F (“the Bylaws”). Any Reference to Bylaws, Policies, or Procedures shall mean this document unless specifically referring to another source. Unless otherwise noted, all references to **“the Zone”** contained ~~within this document these Bylaws~~ shall be deemed to refer to Kin Canada District Four Zone F.

Section 1.3 – Autonomy

- a. While the Members (Clubs) of the Zone are all Members of Kin Canada (~~hereinafter referred to as~~ **“the Association”**), all ~~M~~minutes, financial resources and records of the Zone shall be kept separate from those of the Association.

Section 1.4 – Interpretation of ~~Zone~~ the By-laws

- a. These ~~b~~By-laws must be kept in accordance with the District ~~4~~ By-laws, ~~Policies and Procedures~~.

Section 1.5 – ~~Zone~~ Boundaries

- a. The geographical boundaries of the Zone ~~F~~ are those that are set forth in the District ~~4~~ By-laws.
- b. ~~All clubs shall obtain permission from neighboring clubs, in writing, when fundraising or conducting other programs that may occur or extend outside the geographical area of the originating club. The~~ advertising and project operation of a Club shall remain solely within the boundaries of the territorial limits of the Club unless the written consent of the Clubs affected, as set forth in the Kin Canada District Bylaws.

ARTICLE 2 – DEFINING AND INTERPRETING THE BYLAWS

Section 2.1 – Definitions

- a. In these ~~se~~ Bylaws, the following words and phrases have these meanings:
- i) **“Accredited Delegate”** means an individual identified as an Accredited Delegate by a ~~his/her~~ Club, and properly submitted and approved as the primary voting representative of that Member (Club) for ~~a~~ the Spring Zone meeting Conference and/or a special meeting of the Zone.
- ii) **“Act”** means, in Alberta, the *Societies Act*, R.S.A. 2000, Chapter S-14 as amended or any statute substituted.
- iii) **“Active Member of a Club”** or **“Active Member”** means a Person who is an ~~a~~ Active ~~m~~ Member ~~i~~ n Good Standing of a Club and has the rights and duties associated ~~therewith.~~

- iv) **“Alberta (Corporate) Registry”** ~~means~~ is the Alberta provincial authority that grants official recognition ~~as a to~~ Societies under the ~~Societies~~-Act.
- v) **“Alternate Accredited Delegate”** means an alternate individual (Alternate 1, Alternate 2, or Alternate 3) identified by a Club, and properly submitted and approved to replace the ~~primary~~ Accredited Delegate as the primary voting representative of that Club for the Spring Zone Conference ~~if they are unable to attend a District meeting.~~
- vi) **“Association”** ~~means Kin Canada~~ means Kin Canada, a federal, non-share capital corporation, through which it’s Directors, Members, employees, volunteers and agents may associate and collectively work together in the fulfillment of the ~~P~~purposes.
- vii) **“Ballot Vote”** means a secret vote of the Accredited Delegates and Alternate Accredited ~~Alternate~~ Delegates present, with voting rights applying on the same basis as for a ~~p~~poll ~~v~~vote.
- viii) ~~Club~~ **“Club”** means any Kinsmen, Kinette, Kinsmen and Kinette, ~~or Kin-Club~~, or Kin Campus Club of the District Four Zone ~~F~~F.
- ix) **“Committee Chairperson”** means a Director or Member appointed by the ~~Zone~~-Deputy Governor to chair a Zone ~~C~~committee.
- x) **“Deputy Governor(s)”** ~~is/are~~ is/are the ~~Zone Chairperson and~~ representative(s) of the Zone who is/are elected by the Clubs in the Zone or appointed by ~~on~~ the District Board of Directors in accordance with this document and the District Bylaws.
- xi) **“Director”** means any ~~p~~person elected or appointed by the ~~Zone~~-Deputy Governor(s) to perform a specific function, for example, Zone Club Support Director or Zone Service Director.
- xii) **“District Bylaws”** means ~~the~~ the Kin Canada District Four Bylaws, Policies and Procedures of the District hereinafter set down.
- xiii) **“District Four”** means that part of the Association comprising the Province of Alberta, the Northwest Territories and the northeast part of the Province of British Columbia east of the Rocky Mountains.
- xiv) **“General Operating By-law”** ~~(G.O.B)~~ means ~~the~~ General Operating By-law No. 2 and any other subsequent By-laws of the Association, in place from time to time.
- xv) **“Governing Documents”** means the Articles of Continuance, General Operating By-law, all other By-laws, and Policies and Procedures of the Association, as adopted or amended by the Association from time to time, to which all Members, Directors and Officers are required to subscribe and adhere.
- xvi) **“House Rules”** means the house rules adopted by a Club, Zone, or District to govern any internal matter or policy of ~~each~~ such Club, Zone or District in accordance with the requirements of the Governing Documents.
- xvii) **“In Good Standing”** means material compliance with the duties and requirements of a particular position in accordance with the requirements of the Governing Documents in place

from time to time as verified by the national Membership records maintained at National Headquarters.

- xviii) **“Kinette Governor”** is the Kinette Chief Executive Officer of District Four.
- xix) **“Kinsmen Governor”** is the Kinsmen Chief Executive Officer of District Four.
- xx) **“Kin Year”** means a year commencing at 12:01 a.m. on July 1st and ending at 12:00 midnight on the June 30th following.
- xxi) **“Member”** means a Club of the Association, inclusive of all rights, responsibilities, and applicable powers to vote associated therewith, unless otherwise indicated in the General Operating By-Law and the other Governing Documents in place from time to time as determined by the Policies and Procedures of the Association.
- xxii) **“Members”** or **“Membership”** means the collective ~~e~~Club membership of the Association.
- xxiii) **“Member in Good Standing”** means a Club in ~~District Four~~ the Zone ~~F~~ who is held to be ~~i~~n ~~g~~Good ~~s~~Standing within ~~the~~ District Four and within the Association.
- xxiv) **“Motion”** means any business put before a meeting that asks the Members (Clubs) to make a decision, approve a specific action, or adopt a particular stance, ~~by way of making a motion~~, that has been duly moved and seconded.
- xxv) **“Not in Good Standing”** means material non-compliance with the duties and requirements of a particular position in accordance with the requirements of the General Operating By-Law and the other Governing Documents in place from time to time as determined by the Policyies and Procedures of the Association, with the resulting loss of rights associated ~~therewith~~.
- xxvi) **“Officer”** means any Officer of the Zone as listed in this document hereinafter or as may be appointed from time to time by the ~~Zone~~ Deputy Governor(s).
- xxvii) **“Official Membership”** means the total number of Active Members, registered by a Club on the national Membership roster as of the ~~M~~membership ~~D~~date to be utilized for the purposes of voting at Spring Zone Conference and/or a special meeting of the Zone.
- xxviii) **“Ordinary Resolution”** means a ~~r~~Resolution passed by a majority of not less than fifty (50%) percent plus one (1) of the votes cast on that ~~r~~Resolution.
- xxix) **“Person”** means an individual person, but does not include corporations, partnerships, trusts or unincorporated organizations.
- xxx) **“Poll Vote”** means a recorded vote of the ~~R~~Registered Accredited Delegates (or applicable ~~R~~Registered Alternate Accredited Delegates). Quorum shall consist of a majority of the Accredited Delegates (or Alternate Accredited Delegates, as applicable), duly registered with the ~~C~~Credentials committee and present at the Spring Zone Conference and/or a special meeting of the Zone, as set out in Section 4.07 of the General Operating By-law ~~GOB Section 4.7~~.

- xxxii) **“Resolution”** means a ~~m~~Motion ~~proposed~~ presented to the Membership of the Zone at the Spring Zone Conference and/or a special meeting of the Zone for their decision, to approve a specific action, or adopt a particular stance, such as a Zone Conference or District Conference.
- xxxiii) **“Rules of Order** means the Kin ~~r~~Rules of ~~e~~Order of the Association set out in Chapter 1 of the National Policies and Procedures of the Association, as amended from time to time.
- xxxiiii) **“Show of Hands Vote”** means a vote conducted at the Spring Zone Conference and/or a special a-District meeting of the Zone, typically through the use of flash cards, which uses the simplified approach of one (1) vote per flash card, the results of which are binding on the Spring Zone Conference and/or a special meeting of the Zone. A show of hands ~~vote is~~ the standard method of Member (Club) voting to be used in Association meetings, except in a case of either a secret ballot (such as an election), or when a ~~p~~Poll ~~v~~Vote is called (for which Club voting strength equal to its ~~m~~Membership comes into play). The ~~s~~Show of ~~h~~Hands Vote method is not the same as a ~~s~~Straw ~~v~~Vote” which commonly has the meaning of a non-binding, informal indication of the opinion of delegates, generally for information purposes.
- xxxv) **“Simple Majority”** means ~~fifty percent (50%)~~ percent plus one (1) of the votes cast.
- xxxvi) **“Special Resolution”** means a ~~r~~Resolution passed by a majority of not less than **two thirds (2/3rds)** of the votes cast on that ~~r~~Resolution.
- xxxvii) **“Spring Zone Conference”** ~~is~~ means the annual spring meeting of the Membership of the Zone, presided over by the Zone Deputy Governor(s) of the day.
~~Zone Board of Directors (formerly Zone Executive) means shall be comprised of all Zone Clubs.~~

ARTICLE 3 – ZONE OFFICERS

Section 3.1 - ~~Kinette, Kinsmen and/or Kin~~ Deputy Governor(s)

- e. The ~~Kinette, Kinsmen, and/or Kin~~ Deputy Governor(s) shall be elected at the annual Spring Zone Conference in accordance with the District ~~4~~Bylaws and ~~“Section 54.4”~~ of this document ~~these Zone-Bylaws~~. Candidates for these positions must be nominated and stand for election on a separate candidacy.
- f. ~~Qualified c~~Candidates must be an aActive ~~m~~Members of a Club In Good Standing and ~~i~~n gGood ~~s~~Standing within their cClub. ~~Their club must also be in good standing within the District and the Association.~~
- g. The ~~Kinette, Kinsmen, and/or Kin~~ Deputy Governor(s) shall be the presiding ~~e~~Officers of the Spring all Zone Conferences ~~s~~ and /or special meetings of held in the Zone.
- h. The ~~Kinette, Kinsmen, and/or Kin~~ Deputy Governor(s) shall be the Chief Executive Officers of the Zone. Under the direction and supervision of both the ~~Kinsmen District Council~~ Governors and the Kinette Governor, they shall have the duty of implementing the general District Bylaws, policy adopted by ~~the~~ District Four Board of Directors and ~~of~~ furthering the purposes objects and aims of the Association and of promoting the interests of the ~~c~~Clubs ~~within~~ the Zone.
- i. Any past or current Deputy Governor~~(s)~~ cannot have their name stand as a candidate for the position of Deputy Governor until the third (3rd) call for Deputy Governor ~~c~~Candidates has been made ~~so as~~ to

let a new ~~p~~Person come forward for the position. A ~~P~~past or ~~C~~current Deputy Governor may only run as a candidate for the past position they previously held.

Section 3.2 - Duties of the Kinsmen, Kinette, and/or Kin Deputy Governor(s)

- f. In addition to the duties defined in the District 4 By-laws the duties of the Deputy Governor(s) shall include the following:
- i) assist and advise the Kinsmen, Kinette and Kin Clubs in ~~of~~ the Zone.
 - ii) attend one (1) regular meeting (excluding installation) or service/fundraising project of their respective Kinsmen, Kinette and ~~of~~ Kin Clubs in the Zone. The Club being visited shall be responsible for the Deputy Governor's meal, plus the meal of a traveling companion during such a official visits (if applicable).
 - iii) publish, at regular intervals during the Kin ~~y~~Year, an electronic Zone newsletter to communicate Club, Zone, and District news to the Clubs in the Zone.
 - iv) follow-up with new ~~e~~Clubs and promote inter-~~e~~Club visits and communication.
 - v) plan and hold a joint Kinsmen, and Kinette, and Kin President/Club Executive Seminar (provided there is interest in the Zone).
 - ~~vi) plan and conduct such Zone Board of Director Council meetings as may be necessary for the effective administration of the Zone.~~ plan and chair the annual Spring Zone Conference. The Spring Zone Conference Timelines are contained in "Addendum C" of this document.

ARTICLE 4 – SPRING ZONE CONFERENCE

Section 4.1 - Official Call

- a. The ~~Kinette, Kinsmen and/or Kin~~ Deputy Governor(s) shall publish an "Official Call" to Spring Zone Conference at least **forty-five (45) calendar days** prior to ~~any~~ the Spring Zone Conference by:
- i) via emailing the "Official Call" to all the eClub pPresidents in the Zone;
 - ii) and by posting the "Official Call" on the District Four, Zone F Facebook page; and
 - iii) requesting that the District Communication Director post the "Official Call" on the District Four 4 website and the District Four Zone F Facebook page.

Section 4.2 - Agenda, Resolutions, Past Minutes

- a. The ~~Kinette, Kinsmen, and/or Kin~~ Deputy Governor(s) shall distribute ~~the~~:
- i) the Spring Zone Conference Agenda;
 - ii) any Resolutions to be presented at the Spring Zone Conference; and
 - iii) any past Spring Zone Conference minutes, ~~as required to be dealt with at the Zone meeting no less than~~ at least thirty (30) working days prior to the Spring Zone Conference meeting by:
 - i) emailing them to at least two (2) Club Executive Members of each Club in the Zone-F; and
 - ii) via emailing them to the District Executive Committee.

Section 4.3 - Spring Zone Newsletter

- e. The ~~Kinette, Kinsmen, and/or Kin~~ Deputy Governor(s) shall require ~~a~~ each Member (Club) report to be submitted a Club Report to them at least fourteen (14) days prior to Spring Zone Conference for publication in a the Spring Zone Newsletter Bulletin format, for the benefit of the attendees at Spring Zone Conference. ~~use of the delegates, no later than 14 calendar days prior to a Zone meeting.~~
- f. The ~~Kinette, Kinsmen, and/or Kin~~ Deputy Governor(s) shall prepare and publish at least seven (7) days prior to Spring Zone Conference by:
- i) emailing the Spring Zone Newsletter to the Chairperson of the Host Club;
 - ii) emailing the Spring Zone Newsletter to ~~one copy of the Spring Zone Newsletter Bulletin to be presented to the Host Club and to~~ at least two (2) Club Executive Members of each Club in the Zone F;
 - iii) posting the Spring Zone Newsletter on the District Four, Zone F Facebook page; and
 - iv) requesting that the District Communication Director post the Spring Zone Newsletter on the District Four website. via email transmission. It then becomes the responsibility of those two Executive Members to ensure that ever member of their Club receives an electronic copy of the Zone Bulletin.
- ~~g. The Kinette, Kinsmen and/or Kin Deputy Governor(s) shall also post a copy of the Zone Conference Bulletin to the District 4 Zone F Facebook page and request the District Communication Director post a copy to the District 4 Website.~~
- c. The Host Club will be responsible for making one (1) printed copy of the Spring Zone Newsletter for each of ~~e~~Clubs in attendance at the Spring Zone Conference. The associated cost for reproduction of the Spring Zone Newsletter shall be the responsibility of the ~~h~~Host ~~e~~Club.
- h. The Deputy Governor(s) shall forward the minutes of the Spring Zone Conference to:
- i) all the District Governor(s) and Zone Club Presidents in the Zone;
 - ii) both the Kinsmen Governor and the Kinette Governor; and
 - iii) the District Communication Director requesting that they post the minutes of the Spring Zone Conference on the District Four website,
within thirty (30) days after the Spring Zone Conference.

Section 4.4 – Voting, Accredited Delegates, and Conference Procedure

- e. All voting at the Spring Zone Conferences and/or a special meeting of the Zone is to be conducted in accordance with Section 2.06 of the Kin-Canada General Operating By-laws, “section 2.06” and in accordance with Section 3.03 of the National Policies and Procedures of the Association Manual section n3.03.
- f. ~~Overall~~ Specifically, rules concerning the Club’s appointment of Accredited Delegates (and Alternate Accredited Delegates) and the way manner in which they vote on the Club’s behalf, are set out in Section 2.06 of the General Operating By-law GOB section 2.06 and Section 3.04 of the National Policies and Procedures of the Association Manual, “section 3.04”. In that keeping:

- g.
 - i. Accredited Delegate Forms shall be submitted to the ~~h~~Host ~~e~~Club of the Spring Zone Conference along with the Host Club's ~~r~~Registration ~~f~~Form ~~and no later than~~ at least seven (7) ~~D~~days prior to the start of the Spring Zone Conference.
 - ii. Deputy Governor(s) shall validate each Accredited Delegate ~~f~~Form received to ensure each Member (Club)s is are in gGood ~~s~~Standing and have properly completed ~~executed~~ the Accredited Delegate Fform.
 - iii. The Club must be ~~i~~n gGood ~~s~~Standing as of thirty-five (35) days prior to the date of submission; otherwise, the ~~e~~Club shall forfeit its votes at the Spring Zone Conference and/or a special meeting of the Zone to which it applies.
- h. Conference Procedures shall be in accordance with Section IV of the General Operating By-law, GOB Section IV and Section 3.05 of the National Policies and Procedures of the Association Manual, "section 3.05".
- i. Voting by the Chair(s), namely the Deputy Governor(s), of the Spring Zone Conferences shall be in accordance with Section 4.10 of the General Operating By-law GOB, "section 4.10", and Section 3.06 of the National Policies and Procedures of the Association Manual, "section 3.06".

Section 4.5 – Resolutions to Zone Conference

- c. Any ~~r~~Resolutions to be presented at ~~a~~ the Spring Zone Conference shall be submitted to the Deputy Governor(s) ~~no later than~~ at least forty-five (45) calendar days prior to the Spring Zone Conference.
- d. The ~~r~~Resolutions shall be circulated ~~to all Club Members via email to~~ by the Deputy Governor(s) by:
 - i) emailing the Resolutions to at least two (2) Club Executive Members of each Club in the Zone; and
 - ii) ~~via~~ emailing the Resolutions to the District Executive Committee, ~~no later than~~ at least thirty (30) calendar days prior to the Spring Zone Conference.

Section 4.6 – Spring Zone Conference Budget

- a. The Host ~~e~~Club of ~~a~~ the Spring Zone Conference shall present for approval a budget and a schedule of events to the Deputy Governor(s) at least forty-five (45) days prior to the Spring Zone Conference. The Host Club is to act with due diligence to ensure all costs of the Spring Zone Conference are covered within the cost of registration. Costs of the Spring Zone Conference are not to place any financial hardship on the a Host Club.
- b. The Host Club shall submit a copy of the financial statement, including the resulting profit or loss amount, for ~~a~~ the Spring Zone ~~e~~Conference to the Deputy Governor(s) via email within thirty (30) calendar days after following the Spring Zone Conference ~~to the Zone Deputy Governor(s) via email~~.

Section 4.7 – Spring Zone Minutes

- a. The Deputy Governor(s) shall forward the minutes of the Spring Zone Conference within thirty (30) days after the Spring Zone Conference to:
 - i) all Club Presidents in the Zone;

- ii) ~~both the District Kinsmen Governor(s) and Kinette Governor;~~ and Zone Club Presidents within 30 days of the conference
- iii) the District Communication Director requesting that they post the minutes of the Spring Zone Conference on the District Four website.

Section 4.8 – Host Clubs

- a. ~~The~~ Host Clubs for the annual Spring Zone Conferences are designated on a rotating basis, in alphabetical order of ~~€~~City or ~~€~~Town, the ~~€~~Clubs being as listed in the District ~~Four~~ ByLaws~~7~~. If the designated Host Club cannot host Spring Zone Conference, in their given year, they are responsible to find a replacement. If the Spring Zone Conference cannot be held for whatever reasons, the responsibility to host the next year’s Spring Zone Conference meeting will automatically rotate to the next year’s hosting Club.
- b. ~~The~~ Host Clubs must ensure the Spring Zone Conference event is added to their Insurance Reporting Form submitted to Kin Canada for coverage under the Association’s National Insurance Policy.
- c. ~~The~~ Host Clubs ~~along with~~ and the Deputy Governor(s) must fill out and sign the Spring Zone Conference Agreement contained in ~~the “Addendum A” of this document these Bylaws.~~
- d. In the event that an in-person Spring District 4 Zone ~~F~~ Conference cannot be held, the ~~Zone~~ Deputy Governor(s), along with the Host Club of that year, shall make every attempt to host a Virtual Online Spring Zone Mmeeting.

Section 4.9 – Registration, Accommodations and Travel

- a. The host ~~€~~Club of ~~a~~ the Spring Zone Conference shall be responsible for the registration ~~for:~~ ~~and accommodations as required by the following:~~
 - i) one (1) District representative ~~Kinsmen Governor, District Kinette Governor or Kin Governor or their designate;~~ and
 - j) the two (2) ~~Kinette, Kinsmen and/or Kin~~ Deputy Governor(s) ~~or their designate;~~

~~The host club of the conference shall reimburse the Kinette, Kinsmen or Kin Deputy Governor (s) or their designate any appropriate travel expenses required to organize and attend the conference at the current rate established by the District Executive Council.~~

~~The host club shall give due consideration to those individuals making presentations at the conference. This would include District/National Convention Committees, Vice District Kinsmen Governor and & Vice District Kinette Governor candidates, and charge them only for the cost involved during their presence at the conference up to a max of 50% of Registration costs at discretion of the host club.~~

- b. Each ~~€~~Club in the Zone ~~is shall be~~ responsible ~~for a guaranteed to~~ registration ~~of and pay for at least one (1) Active M~~member of their ~~C~~club ~~membership to attend the Spring Zone Conference,~~ to be prepaid prior to the deadline established by the host ~~€~~Club for the Spring Zone Conference.
- c. The Host Club is responsible for any deficit incurred in hosting the Spring Zone Conference. Should the Conference have a profit in excess of five hundred (\$500.00) dollars, any excess profit will be donated to a charity of the Host Club’s choosing. ~~first \$500.00 in profit realized from the conference shall be the benefit of the host Club(s). The remaining profits shall be donated to a~~

~~charity of the host clubs choice.~~

~~All losses incurred by the host club as the result of the hosting of Spring Zones are the sole responsibility of the host club.~~

- d. ~~Spring Zone F-District Zone~~ Conference shall start no earlier than 9:00 AM ~~am~~ MST to allow ~~the~~ Deputy Governor(s) and ~~the Club~~ Members (Clubs) adequate travel time within the Zone.

ARTICLE 5 – INTER-CLUBS

Section 5.1 – Definition

- a. ~~A Zone~~ Inter-~~C~~club will be defined as ~~Fall Zone Conference, Spring Zone Conference and~~ any function, ~~sanctioned by the Deputy Governor(s), that is~~ hosted by a Member (Club) in the Zone to which all Member (Club) within the Zone are invited to attend ~~and sanctioned by the Deputy Governors.~~

Section 5.2 – Purpose

- a. The Deputy Governor(s) shall ensure that the function encourages fellowship within the Zone.

Section 5.3 – Attendance

- a. If an Active Member of a Club ~~Kinsmen, or Kinette, or Kin Member~~ states that they will be attending an Inter-Club function hosted at another ~~e~~Club and this Active Member ~~does~~ not attend, ~~that the~~ Active Member will be responsible for the cost associated with their ~~ticket~~ attendance unless they notified the Host Club in time for the meal and such other associated costs to be cancelled. In the case of inclement weather, due to traveling risk, the incurred cost will be shared equally ~~divided~~ between both ~~the two e~~Clubs.

ARTICLE 6 - TURN OVER MEETING

Section 6.1 – Turn Over Meeting

- a. The turnover meeting between the incoming and outgoing Deputy Governor(s), shall be held prior to **July 1st**. All zone items will be turned over at that time.

ARTICLE 7 – STOLEN REGALIA

Section 7.1 – Stolen Regalia

- a. Within the Kinsmen, Kinette, and Kinette Clubs of the Zone, only Kinsmen, Kinette, and Kinette ~~R~~regalia may be taken. A Club ~~Kinsmen or Kinette~~ may retain possession of the stolen regalia for a maximum of **two (2) months**. The Kinsmen or Kinette 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.
- b. If no notice is given by the Club in possession of the stolen regalia to the Club sustaining the loss within the **two (2) month** period, the Club in possession of such regalia must return the stolen regalia ~~such items~~ at their cost.
- c. All disputes in regard to stolen regalia shall be settled by the ~~Zone~~ Deputy Governor(s).

ARTICLE 8 – AWARDS

Section 8.1 – Changes or Amendments to Zone ~~Kinsmen and Kinette~~ Awards

- a. The Zone ~~A~~awards and recognition criteria ~~Trophy Rules~~ may be changed or amended by a Special Resolution, being a resolution passed by a majority of not less than two-thirds (2/3rds) of the votes cast on that Resolution ~~seventy-five (75%) percent majority vote or of the Zone~~, provided that the effect of such change or amendment is only to bring the awards/~~trophy rule~~ and recognition criteria into conformity with the District Four Awards and Trophy Rules and the National ~~Trophy Rules~~ Awards & Recognition Handbook prepared by the National Awards & Recognition Committee.

Section 8.2 - Zone ~~Kinsmen and Kinette~~ Awards

- f. All Clubs must be In Good Standing to compete for Awards and Recognitions at the Zone level. ~~ALL CLUBS MUST BE IN GOOD STANDING TO COMPETE AT ZONE LEVEL.~~
- g. The criteria ~~rules~~ for the below listed awards and recognitions listed below shall follow ~~those~~ the award and recognition criteria set by ~~the~~ District Four in the District Four Awards and Trophy Rules and/or Kin Canada in the National Awards & Recognition Handbook prepared by the National Awards & Recognition Committee ~~Award rules~~. If the award or recognition is Zone specific, it will have individual rules established and recorded herein this document ~~these Zone by laws~~.
- h. The respective Kinsmen and Kinette winners shall be the only representatives from the Zone eligible to enter the District Award competitions for the same award or recognition.
- i. The Deputy Governor(s) and the Member (Clubs) Zone Executive shall maintain and keep track of the trophies/~~and/or~~ banners~~ettes~~ for all Zone, District and National ~~A~~awards and recognitions.
- j. Listed below are the current Zone awards and recognitions:
 - i. **Zone F Travel Award.** Zone F Travel Award shall be judged in accordance with the District Four Scotty MacDonald Travelling Gavel Awards. Mileage should be tracked pursuant to ~~as per Table in "Addendum B" of this document.~~
 - ii. **Kinette Rose Bowl Award.** Kinette Zone Rose Bowl Award shall be judged in accordance with the District Four Leanne Wright Rose Bowl Award.
 - ~~vii. **Joke Off Award** Kinsmen & Kinette Joke Off Award shall be judged by the delegates in attendance at the Spring Conference~~
 - iii. **Most in Attendance Award.** The Club with the largest percentage of Active Members in attendance at the Spring Zone Conference. Club size based upon National Roster numbers as of January 30th.
 - ~~iv) **Privileged Member Award.** Award to be received by nomination. Winner to be determined by the Deputy Governor(s). Section~~

Section 8.3 – Zone Award Deadlines

- d. All Zone and District ~~T~~rophies and ~~B~~anners must be returned to the Deputy Governor(s) by **February 1st** each year.
- e. All submissions for Zone Awards must be submitted to ~~t~~The Deputy Governor(s) at least thirty (30) days prior to the Spring Zone Conference ~~shall set a submission deadline in order~~ to allow ~~for~~ sufficient time for submissions that need to be sent away to be judged, unless prior arrangements have been made with the Deputy Governor(s) in writing.
- f. ~~Late submissions will not be accepted, unless prior arrangements have been made.~~

Section 8.4 – **Zone Award Maintenance**

- c. The Deputy Governor(s) ~~Zone D.G.(s) is/~~are responsible for keeping the Zone Awards in a reasonable state of repair.
- ~~d. All Zone and District Trophies and Banners must be returned to the D.G.(s) by Feb 1 each year.~~

ARTICLE 9 - AMMENDMENTS TO BYLAWS

Section 9.1 – **Voting Amendments**

- a. Amendments to these ~~se~~ By-laws may be made at any Spring Zone Conference by a Special Resolution, being a resolution passed by a majority of not less than two-thirds on the vote of (2/3rds) of the votes cast on that Resolution~~those entitled to vote and are present at that Spring Zone Conference,~~ but in no case shall these Bylaws ~~they~~ be amended individually by just the Kinsmen or Kinettes~~or Kinsmen Clubs in the Zone.~~
- b. Proposed amendments to these ~~B~~by-laws shall be received by the Deputy Governor(s) at least **forty-five (45)** ~~calendar~~ days prior to the Spring Zone Conference at which the amendment will be considered, by way of a written Resolution motioned by a Member (Club) In Good Standing and seconded by another Member (Club) In Good Standing.
- c. The Deputy Governor(s) shall circulate such Bylaw amendments by~~to~~:
- i) emailing the Resolution(s) to all Club Presidents ~~the Zone Clubs in the Zone;~~ and
 - ii) emailing the Resolution(s) to the District Executive Committee, at least **thirty (30)** ~~calendar~~ days prior to the Spring Zone Conference, at which the proposed bylaw amendment will be considered.

Section 9.2 – **Effective Date**

- a. Any amendments made to these ~~b~~By-laws shall not be retroactive nor shall they take effect until the start of the new Kin ~~y~~Year.

Section 9.3 – **Annual Updates to Clubs**

- a. An annual update of these ~~b~~By-laws shall take place after the Spring Zone Conference and a set of the updated District Four, Zone F Bylaws, Zone by-laws with including any changes from the Spring Zone Conference, shall be distributed to each Club in the Zone within thirty (30) days after Spring Zone Conference by:
- i) emailing a copy of the updated District Four, Zone F Bylaws to all Club Presidents in the Zone;
 - ii) emailing a copy of the updated District Four, Zone F Bylaws to the District Executive Committee; and
 - iii) requesting that the District Communication Director post the updated District Four, Zone F Bylaws on the District Four website. ~~and the District Executive. These revised by-laws shall be printed in each Club's bulletin in order that they may be maintained by each Zone member and posted to the D4 website.~~

ARTICLE 10 – MEETINGS

Section 10.1 – Special Circumstances Requiring a Special Meeting

- a. Should the need arise, ~~any the~~ Club Presidents ~~in of~~ the Zone, may by an Ordinary Resolution, being a Resolution passed by a majority of not less than fifty (50%) percent plus one (1) of the Member (Club), ~~majority, may~~ call a special meeting to discuss ~~any the~~ business of the Zone, the general nature of which shall be specified in the notice calling the special meeting. ~~Said~~ The special meeting must be held within fourteen (14) days of being called and must include the Kinette Governors and the Kinsmen Governor of District 4.

Section 10.2 – Notice of Special Meeting

- a. The ~~Kinsmen, Kinette and/or Kin~~ Deputy Governor(s) shall advise ~~all each~~ Club Presidents in the Zone at least **fifteen (15) days** in advance of any special meeting requiring Member (Club) ~~their~~ attendance. In the event of an emergency special meeting being required, a teleconference and/or an ~~online~~ virtual special meeting of the Members (Clubs) ~~Presidents in the Zone~~ may be set at the discretion of the ~~Kinsmen, Kinette and/or Kin~~ Deputy Governor(s) without the required **fifteen (15) day** notice period.

DISTRICT FOUR, ZONE F BYLAWS
[Effective July 1, 2023]

ARTICLE 1 – PREAMBLE

Section 1.1 – Name

- a. The name of this organization is “Kin Canada District Four”.

Section 1.2 – Bylaws

- a. The following articles set forth the Bylaws, Policies and Procedures of Kin Canada District Four Zone F (“**the Bylaws**”). Any Reference to Bylaws, Policies, or Procedures shall mean this document unless specifically referring to another source. Unless otherwise noted, all references to “**the Zone**” contained in this document shall be deemed to refer to Kin Canada District Four Zone F.

Section 1.3 – Autonomy

- a. While the Members (Clubs) of the Zone are all Members of Kin Canada (“**the Association**”), all minutes, financial resources and records of the Zone shall be kept separate from those of the Association.

Section 1.4 – Interpretation of the Bylaws

- a. The Bylaws must be kept in accordance with the District Bylaws.

Section 1.5 – Zone Boundaries

- a. The geographical boundaries of the Zone are those that are set forth in the District Bylaws.
- b. The advertising and project operation of a Club shall remain solely within the boundaries of the territorial limits of the Club unless the written consent of the Clubs affected, as set forth in the Kin Canada District Bylaws.

ARTICLE 2 – DEFINING AND INTERPRETING THE BYLAWS

Section 2.1 – Definitions

- a. In the Bylaws, the following words and phrases have these meanings:
 - i) “**Accredited Delegate**” means an individual identified as an Accredited Delegate by a Club and properly submitted and approved as the primary voting representative of that Member (Club) for the Spring Zone Conference and/or a special meeting of the Zone.
 - ii) “**Act**” means, in Alberta, the *Societies Act*, R.S.A. 2000, Chapter S-14 as amended or any statute substituted.
 - iii) “**Active Member of a Club**” or “**Active Member**” means a Person who is an Active Member In Good Standing of a Club and has the rights and duties associated.
 - iv) “**Alberta Corporate Registry**” means the Alberta provincial authority that grants official recognition to Societies under the Act.

- v) **“Alternate Accredited Delegate”** means an alternate individual (Alternate 1, Alternate 2, or Alternate 3) identified by a Club and properly submitted and approved to replace the Accredited Delegate as the primary voting representative of that Club for the Spring Zone Conference.
- vi) **“Association”** means Kin Canada, a federal, non-share capital corporation, through which it’s Directors, Members, employees, volunteers and agents may associate and collectively work together in the fulfillment of the purposes.
- vii) **“Ballot Vote”** means a secret vote of the Accredited Delegates and Alternate Accredited Delegates present, with voting rights applying on the same basis as for a Poll Vote.
- viii) **“Club”** means any Kinsmen, Kinette, Kinsmen and Kinette, Kin, or Kin Campus Club of the Zone.
- ix) **“Committee Chairperson”** means a Director or Member appointed by the Deputy Governor to chair a Zone committee.
- x) **“Deputy Governor(s)”** is/are the representative(s) of the Zone who is/are elected by the Clubs in the Zone or appointed by the District Board of Directors in accordance with this document and the District Bylaws.
- xi) **“Director”** means any Person elected or appointed by the Deputy Governor(s) to perform a specific function, for example, Zone Club Support Director or Zone Service Director.
- xii) **“District Bylaws”** mean the Kin Canada District Four Bylaws, Policies and Procedures.
- xiii) **“District Four”** means that part of the Association comprising the Province of Alberta, the Northwest Territories and the northeast part of the Province of British Columbia east of the Rocky Mountains.
- xiv) **“General Operating By-law”** means General Operating By-law No. 2 and any other subsequent By-laws of the Association, in place from time to time.
- xv) **“Governing Documents”** means the Articles of Continuance, General Operating By-law, all other By-laws, and Policies and Procedures of the Association, as adopted or amended by the Association from time to time, to which all Members, Directors and Officers are required to subscribe and adhere.
- xvi) **“House Rules”** means the house rules adopted by a Club, Zone, or District to govern any internal matter or policy of such Club, Zone or District in accordance with the requirements of the Governing Documents.
- xvii) **“In Good Standing”** means material compliance with the duties and requirements of a particular position in accordance with the requirements of the Governing Documents in place from time to time as verified by the national Membership records maintained at National Headquarters.
- xviii) **“Kinette Governor”** is the Kinette Chief Executive Officer of District Four.
- xix) **“Kinsmen Governor”** is the Kinsmen Chief Executive Officer of District Four.

- xx) **“Kin Year”** means a year commencing at 12:01 a.m. on July 1st and ending at 12:00 midnight on the June 30th following.
- xxi) **“Member”** means a Club of the Association, inclusive of all rights, responsibilities, and applicable powers to vote associated therewith, unless otherwise indicated in the General Operating By-Law and the other Governing Documents in place from time to time as determined by the Policies and Procedures of the Association.
- xxii) **“Members”** or **“Membership”** means the collective Club membership of the Association.
- xxiii) **“Member in Good Standing”** means a Club in the Zone who is held to be In Good Standing within District Four and within the Association.
- xxiv) **“Motion”** means any business put before a meeting that asks the Members (Clubs) to make a decision, approve a specific action, or adopt a particular stance, that has been duly moved and seconded.
- xxv) **“Not in Good Standing”** means material non-compliance with the duties and requirements of a particular position in accordance with the requirements of the General Operating By-Law and the other Governing Documents in place from time to time as determined by the Policies and Procedures of the Association, with the resulting loss of rights associated.
- xxvi) **“Officer”** means any Officer of the Zone as listed in this document or as may be appointed from time to time by the Deputy Governor(s).
- xxvii) **“Official Membership”** means the total number of Active Members, registered by a Club on the national Membership roster as of the membership date to be utilized for the purposes of voting at Spring Zone Conference and/or a special meeting of the Zone.
- xxviii) **“Ordinary Resolution”** means a Resolution passed by a majority of not less than **fifty (50%) percent plus one (1)** of the votes cast on that Resolution.
- xxix) **“Person”** means an individual person, but does not include corporations, partnerships, trusts or unincorporated organizations.
- xxx) **“Poll Vote”** means a recorded vote of the registered Accredited Delegates (or applicable registered Alternate Accredited Delegates). 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 Spring Zone Conference and/or a special meeting of the Zone, as set out in Section 4.07 of the General Operating By-law.
- xxxi) **“Resolution”** means a Motion presented to the Membership of the Zone at the Spring Zone Conference and/or a special meeting of the Zone for their decision, to approve a specific action, or adopt a particular stance.
- xxxii) **“Rules of Order”** means the Kin Rules of Order of the Association set out in Chapter 1 of the National Policies and Procedures of the Association, as amended from time to time.

xxxiii) **“Show of Hands Vote”** means a vote conducted at the Spring Zone Conference and/or a special meeting of the Zone, typically through the use of flash cards, which uses the simplified approach of one (1) vote per flash card, the results of which are binding on the Spring Zone Conference and/or a special meeting of the Zone. A show of hands vote is the standard method of Member (Club) voting to be used in Association meetings, except in a case of either a secret ballot (such as an election), or when a Poll Vote is called (for which Club voting strength equal to its Membership comes into play). The Show of Hands Vote is not the same as a **“Straw Vote”** which commonly has the meaning of a non-binding, informal indication of the opinion of delegates, generally for information purposes.

xxxiv) **“Simple Majority”** means **fifty (50%) percent plus one (1)** of the votes cast.

xxxv) **“Special Resolution”** means a Resolution passed by a majority of not less than **two thirds (2/3rds)** of the votes cast on that Resolution.

xxxvi) **“Spring Zone Conference”** means the annual spring meeting of the Membership of the Zone, presided over by the Zone Deputy Governor(s).

ARTICLE 3 – ZONE OFFICERS

Section 3.1 - Deputy Governor(s)

- a. The Deputy Governor(s) shall be elected at the annual Spring Zone Conference in accordance with the District Bylaws and Section 4.4 of this document. Candidates for these positions must be nominated and stand for election on a separate candidacy.
- b. Candidates must be an Active Member of a Club In Good Standing and In Good Standing within their Club.
- c. The Deputy Governor(s) shall be the presiding Officers of the Spring Zone Conference and/or special meetings of the Zone.
- d. The Deputy Governor(s) shall be the Chief Executive Officers of the Zone. Under the direction and supervision of both the Kinsmen Governor and the Kinette Governor, they shall have the duty of implementing the District Bylaws, adopted by District Four and furthering the purposes of the Association and of promoting the interests of the Clubs in the Zone.
- e. Any past or current Deputy Governor(s) cannot have their name stand as a candidate for the position of Deputy Governor until the third (3rd) call for Deputy Governor candidates has been made to let a new Person come forward for the position. A past or current Deputy Governor may only run as a candidate for the past position they previously held.

Section 3.2 - Duties of the Kinsmen, Kinette, and/or Kin Deputy Governor(s)

- a. In addition to the duties defined in the District Bylaws the duties of the Deputy Governor(s) shall include the following:
 - i) assist and advise the Kinsmen, Kinette and Kin Clubs in the Zone.

- ii) attend one (1) regular meeting (excluding installation) or service/fundraising project of their respective Kinsmen, Kinette and Kin Clubs in the Zone. The Club being visited shall be responsible for the Deputy Governor's meal, plus the meal of a traveling companion during such a visit (if applicable).
- iii) publish, at regular intervals during the Kin Year, an electronic Zone newsletter to communicate Club, Zone, and District news to the Clubs in the Zone.
- iv) follow-up with new Clubs and promote Inter-Club visits and communication.
- v) plan and hold a joint Kinsmen, Kinette, and Kin President/Club Executive Seminar (provided there is interest in the Zone).
- vi) plan and chair the annual Spring Zone Conference. The Spring Zone Conference Timelines are contained in **"Addendum C"** of this document.

ARTICLE 4 – SPRING ZONE CONFERENCE

Section 4.1 - Official Call

- a. The Deputy Governor(s) shall publish an "Official Call" to Spring Zone Conference at least **forty-five (45) days** prior to the Spring Zone Conference by:
 - i) emailing the "Official Call" to all Club Presidents in the Zone;
 - ii) posting the "Official Call" on the District Four, Zone F Facebook page; and
 - iii) requesting that the District Communication Director post the "Official Call" on the District Four website.

Section 4.2 - Agenda, Resolutions, Past Minutes

- a. The Deputy Governor(s) shall distribute:
 - i) the Spring Zone Conference Agenda;
 - ii) any Resolutions to be presented at the Spring Zone Conference; and
 - iii) any past Spring Zone Conference minutes, at least **thirty (30) days** prior to the Spring Zone Conference by:
 - i) emailing them to at least two (2) Club Executive Members of each Club in the Zone; and
 - ii) emailing them to the District Executive Committee.

Section 4.3 - Spring Zone Newsletter

- a. The Deputy Governor(s) shall require each Member (Club) submit a Club Report to them at least **fourteen (14) days** prior to Spring Zone Conference for publication in the Spring Zone Newsletter, for the benefit of the attendees at Spring Zone Conference.

- b. The Deputy Governor(s) shall prepare and publish at least **seven (7) days** prior to Spring Zone Conference by:
 - i) emailing the Spring Zone Newsletter to the Chairperson of the Host Club;
 - ii) emailing the Spring Zone Newsletter to at least two (2) Club Executive Members of each Club in the Zone;
 - iii) posting the Spring Zone Newsletter on the District Four, Zone F Facebook page; and
 - iv) requesting that the District Communication Director post the Spring Zone Newsletter on the District Four website.
- c. The Host Club will be responsible for making one (1) printed copy of the Spring Zone Newsletter for each of Clubs in attendance at the Spring Zone Conference. The associated cost for reproduction of the Spring Zone Newsletter shall be the responsibility of the Host Club.
- d. The Deputy Governor(s) shall forward the minutes of the Spring Zone Conference to:
 - i) all Club Presidents in the Zone;
 - ii) both the Kinsmen Governor and the Kinette Governor; and
 - iii) the District Communication Director requesting that they post the minutes of the Spring Zone Conference on the District Four website, within **thirty (30) days** after the Spring Zone Conference.

Section 4.4 – Voting, Accredited Delegates, and Conference Procedure

- a. All voting at the Spring Zone Conferences and/or a special meeting of the Zone is to be conducted in accordance with Section 2.06 of the General Operating By-law, and in accordance with Section 3.03 of the National Policies and Procedures of the Association.
- b. Specifically, rules concerning the Club’s appointment of Accredited Delegates (and Alternate Accredited Delegates) and the way they vote on the Club’s behalf, are set out in Section 2.06 of the General Operating By-law and Section 3.04 of the National Policies and Procedures of the Association. In that:
 - i) Accredited Delegate Forms shall be submitted to the Host Club of the Spring Zone Conference along with the Host Club’s Registration Form at least **seven (7) days** prior to the start of the Spring Zone Conference.
 - ii) Deputy Governor(s) shall validate each Accredited Delegate Form received to ensure each Member (Club) is In Good Standing and have properly completed the Accredited Delegate Form.
 - iii) The Club must be In Good Standing as of **thirty-five (35) days** prior to the date of submission; otherwise, the Club shall forfeit its votes at the Spring Zone Conference and/or a special meeting of the Zone to which it applies.
- c. Conference Procedures shall be in accordance with Section IV of the General Operating By-law, and Section 3.05 of the National Policies and Procedures of the Association.

- d. Voting by the Chair(s), namely the Deputy Governor(s), of the Spring Zone Conferences shall be in accordance with Section 4.10 of the General Operating By-law, and Section 3.06 of the National Policies and Procedures of the Association.

Section 4.5 – Resolutions to Zone Conference

- a. Any Resolutions to be presented at the Spring Zone Conference shall be submitted to the Deputy Governor(s) at least **forty-five (45) days** prior to the Spring Zone Conference.
- b. The Resolutions shall be circulated by the Deputy Governor(s) by:
 - i) emailing the Resolutions to at least two (2) Club Executive Members of each Club in the Zone; and
 - iii) emailing the Resolutions to the District Executive Committee, at least **thirty (30) days** prior to the Spring Zone Conference.

Section 4.6 – Spring Zone Conference Budget

- a. The Host Club of the Spring Zone Conference shall present for approval a budget and a schedule of events to the Deputy Governor(s) at least **forty-five (45) days** prior to the Spring Zone Conference. The Host Club is to act with due diligence to ensure all costs of the Spring Zone Conference are covered within the cost of registration. Costs of the Spring Zone Conference are not to place any financial hardship on the Host Club.
- b. The Host Club shall submit a copy of the financial statement, including the resulting profit or loss amount, for the Spring Zone Conference to the Deputy Governor(s) via email within **thirty (30) days** after the Spring Zone Conference.

Section 4.7 – Spring Zone Minutes

- a. The Deputy Governor(s) shall forward the minutes of the Spring Zone Conference within **thirty (30) days** after the Spring Zone Conference to:
 - i) all Club Presidents in the Zone;
 - ii) both the Kinsmen Governor and Kinette Governor; and
 - iii) the District Communication Director requesting that they post the minutes of the Spring Zone Conference on the District Four website.

Section 4.8 – Host Clubs

- a. The Host Club for the annual Spring Zone Conference are designated on a rotating basis, in alphabetical order of City or Town, the Clubs being as listed in the District Bylaws. If the designated Host Club cannot host Spring Zone Conference, in their given year, they are responsible to find a replacement. If the Spring Zone Conference cannot be held for whatever reasons, the responsibility to host the next year's Spring Zone Conference will automatically rotate to the next year's Host Club.
- b. The Host Club must ensure the Spring Zone Conference is added to their Insurance Reporting Form submitted to Kin Canada for coverage under the Association's National Insurance Policy.
- c. The Host Club and the Deputy Governor(s) must fill out and sign the Spring Zone Conference Agreement contained in "**Addendum A**" of this document.

- d. In the event that an in-person Spring Zone Conference cannot be held, the Deputy Governor(s), along with the Host Club of that year, shall make every attempt to host a virtual Spring Zone meeting.

Section 4.9 – Registration, Accommodations and Travel

- a. The Host Club of the Spring Zone Conference shall be responsible for the registration for:
 - i) one (1) District representative; and
 - ii) the two (2) Deputy Governor(s).
- b. Each Club in the Zone is responsible to register and pay for at least one (1) Active Member of their Club to attend the Spring Zone Conference, to be prepaid prior to the deadline established by the Host Club for the Spring Zone Conference.
- c. The Host Club is responsible for any deficit incurred in hosting the Spring Zone Conference. Should the Conference have a profit in excess of five hundred (\$500.00) dollars, any excess profit will be donated to a charity of the Host Club’s choosing.
- d. Spring Zone Conference shall start no earlier than 9:00 AM MST to allow the Deputy Governor(s) and the Member (Clubs) adequate travel time within the Zone.

ARTICLE 5 – INTER-CLUBS

Section 5.1 – Definition

- a. Inter-Club will be defined as any function, sanctioned by the Deputy Governor(s), that is hosted by a Member (Club) in the Zone to which all Member (Club) within the Zone are invited to attend.

Section 5.2 – Purpose

- a. The Deputy Governor(s) shall ensure that the function encourages fellowship within the Zone.

Section 5.3 – Attendance

- a. If an Active Member of a Club states that they will be attending an Inter-Club function hosted at another Club and this Active Member does not attend, the Active Member will be responsible for the cost associated with their attendance unless they notified the Host Club in time for the meal and such other associated costs to be cancelled. In the case of inclement weather, due to traveling risk, the incurred cost will be shared equally between both Clubs.

ARTICLE 6 - TURN OVER MEETING

Section 6.1 – Turn Over Meeting

- a. The turnover meeting between the incoming and outgoing Deputy Governor(s), shall be held prior to **July 1st**. All zone items will be turned over at that time.

ARTICLE 7 – STOLEN REGALIA

Section 7.1 – Stolen Regalia

- a. Within the Kinsmen, Kinette, and Kin Clubs of the Zone, only Kinsmen, Kinette, and Kin-regalia may be taken. A Club 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.
- b. If no notice is given by the Club in possession of the stolen regalia to the Club sustaining the loss within the **two (2) month** period, the Club in possession of such regalia must return the stolen regalia at their cost.
- c. All disputes in regard to stolen regalia shall be settled by the Deputy Governor(s).

ARTICLE 8 – AWARDS

Section 8.1 – Changes or Amendments to Zone Awards

- a. The Zone awards and recognition criteria may be changed or amended by a Special Resolution, being a resolution passed by a majority of not less than **two-thirds (2/3rds)** of the votes cast on that Resolution, provided that the effect of such change or amendment is only to bring the awards and recognition criteria into conformity with the District Four Awards and Trophy Rules and the National Awards & Recognition Handbook prepared by the National Awards & Recognition Committee.

Section 8.2 - Zone Awards

- a. All Clubs must be In Good Standing to compete for Awards and Recognitions at the Zone level.
- b. The criteria for the awards and recognitions listed below shall follow the award and recognition criteria set by District Four in the District Four Awards and Trophy Rules and/or Kin Canada in the National Awards & Recognition Handbook prepared by the National Awards & Recognition Committee. If the award or recognition is Zone specific, it will have individual rules established and recorded in this document.
- c. The respective Kinsmen and Kinette winners shall be the only representatives from the Zone eligible to enter the District Award competitions for the same award or recognition.
- d. The Deputy Governor(s) and the Member (Clubs) shall maintain and keep track of the trophies and/or banners for all Zone, District and National awards and recognitions.
- e. Listed below are the current Zone awards and recognitions:
 - i) **Zone F Travel Award.** Zone F Travel Award shall be judged in accordance with the District Four Scotty MacDonald Travelling Gavel Awards. Mileage should be tracked pursuant to **“Addendum B”** of this document.
 - ii) **Kinette Rose Bowl Award.** Kinette Zone Rose Bowl Award shall be judged in accordance with the District Four Leanne Wright Rose Bowl Award.

- iii) **Most in Attendance Award.** The Club with the largest percentage of Active Members in attendance at the Spring Zone Conference. Club size based upon National Roster numbers as of **January 30th**.

Section 8.3 – Zone Award Deadlines

- a. All Zone and District trophies and banners must be returned to the Deputy Governor(s) by **February 1st** each year.
- b. All submissions for Zone Awards must be submitted to the Deputy Governor(s) at least **thirty (30) days** prior to the Spring Zone Conference to allow sufficient time for submissions that need to be sent away to be judged, unless prior arrangements have been made with the Deputy Governor(s) in writing.

Section 8.4 – Zone Award Maintenance

- a. The Deputy Governor(s) are responsible for keeping the Zone Awards in a reasonable state of repair.

ARTICLE 9 - AMENDMENTS TO BYLAWS

Section 9.1 – Amendments

- a. Amendments to the Bylaws may be made at any Spring Zone Conference by a Special Resolution, being a resolution passed by a majority of not less than **two-thirds (2/3rds)** of the votes cast on that Resolution, but in no case shall these Bylaws be amended individually by just the Kinsmen or Kinette Clubs in the Zone.
- b. Proposed amendments to the Bylaws shall be received by the Deputy Governor(s) at least **forty-five (45) days** prior to the Spring Zone Conference at which the amendment will be considered, by way of a written Resolution motioned by a Member (Club) In Good Standing and seconded by another Member (Club) In Good Standing.
- c. The Deputy Governor(s) shall circulate such Bylaw amendments by:
 - i) emailing the Resolution(s) to all Club Presidents in the Zone; and
 - ii) emailing the Resolution(s) to the District Executive Committee, at least **thirty (30) days** prior to the Spring Zone Conference, at which the proposed bylaw amendment will be considered.

Section 9.2 – Effective Date

- a. Any amendments made to the By-laws shall not be retroactive nor shall they take effect until the start of the new Kin Year.

Section 9.3 – Annual Updates to Clubs

- a. An annual update of the Bylaws shall take place after the Spring Zone Conference and a set of the updated District Four, Zone F Bylaws, including any changes from the Spring Zone Conference, shall be distributed to each Club in the Zone within **thirty (30) days** after Spring Zone Conference by:
 - i) emailing a copy of the updated District Four, Zone F Bylaws to all Club Presidents in the Zone;

- ii) emailing a copy of the updated District Four, Zone F Bylaws to the District Executive Committee; and
- iii) requesting that the District Communication Director post the updated District Four, Zone F Bylaws on the District Four website.

ARTICLE 10 – MEETINGS

Section 10.1 – Special Circumstances Requiring a Special Meeting

- a. Should the need arise, any Club President in the Zone, may by an Ordinary Resolution, being a Resolution passed by a majority of not less than **fifty (50%) percent plus one (1)** of the Member (Club), call a special meeting to discuss any business of the Zone, the general nature of which shall be specified in the notice calling the special meeting. The special meeting must be held within fourteen (14) days of being called and must include the Kinette Governor and the Kinsmen Governor.

Section 10.2 – Notice of Special Meeting

- a. The Deputy Governor(s) shall advise all Club Presidents in the Zone at least **fifteen (15) days** in advance of any special meeting requiring Member (Club) attendance. In the event of an emergency special meeting being required, a teleconference and/or a virtual special meeting of the Members (Clubs) may be set at the discretion of the Deputy Governor(s) without the required **fifteen (15) day** notice period.

RESOLUTION #2 – Publication Deadline of Spring Zone Newsletter Resolution

Motion: Submitted to:

Cameron Kemp,
Kinsmen and Kinette Deputy Governor,
Zone F, District 4, Kin Canada

on January 27, 2026 by Cameron Kemp, Life Member of The Kinsmen Club of Medicine Hat.

INTENT:

To clearly specify that the Deputy Governor(s) must publish the Spring Zone Newsletter at least seven (7) days prior to the Spring Zone Conference at Section 4.3 b. of the District 4, Zone F Bylaws, thereby giving all attendees an opportunity to review the Spring Zone Newsletter prior to the Spring Zone Conference.

WHEREAS Section 4.3 a. of the District Four, Zone F Bylaws states the at the Deputy Governor(s) shall require a Club Report to be submitted to them for publication in the Spring Zone Newsletter at least fourteen (14) days prior to the Spring Zone Conference.

AND WHEREAS Section 4.3 does NOT specifically state the timeframe by which the Deputy Governor(s) shall prepare and publish the Spring Zone Newsletter, only that the Spring Zone Newsletter must be:

- emailed to the Chairperson of the Host Club;
- emailed to at least two (2) Club Executive Members of each Club in the Zone;
- posted on the District Four, Zone F Facebook page; and
- posted on the District Four website by the District Communications Director.

THEREFORE BE IT RESOLVED THAT the Zone approve the amended Section 4.3 b. of the District 4, Zone F Bylaws as presented (attached). Attachment "A" is the current Clause 4.3 a. and Clause 4.3 b. Attachment "B" is the proposed changes to Clause 4.3 a. and Clause 4.3 b. with all text additions in blue and underlined while all text deletions are ~~red and struckout~~. Attachment "C" is a clean version of the proposed Clause 4.3 a. and Clause 4.3 b.

Attachment "A" – Current Version

DISTRICT FOUR, ZONE F BYLAWS
[Effective July 1, 2023]

ARTICLE 4 – SPRING ZONE CONFERENCE

Section 4.3 - Spring Zone Newsletter

- i. The Kinette, Kinsmen and/or Kin Deputy Governor (s) shall require a Club report to be submitted to them for publication in a Newsletter Bulletin format, for the use of the delegates, no later than 14 calendar days prior to a Zone meeting. The Kinette, Kinsmen and/or Kin Deputy Governor(s) shall prepare one copy of the Spring Zone Newsletter Bulletin to be presented to the Host Club and to at least two Club Executive Members of each Club in Zone F via email transmission. It then becomes the responsibility of those two Executive Members to ensure that ever member of their Club receives an electronic copy of the Zone Bulletin.

- j. The Kinette, Kinsmen and/or Kin Deputy Governor(s) shall also post a copy of the Zone Conference Bulletin to the District 4 Zone F Facebook page and request the District Communication Director post a copy to the District 4 Website.

DISTRICT FOUR, ZONE F BYLAWS
[Effective July 1, 2023]

ARTICLE 4 – SPRING ZONE CONFERENCE

Section 4.3 - Spring Zone Newsletter

- a. The ~~Kinette, Kinsmen, and/or Kin~~ Deputy Governor(s) shall require ~~a~~ each Member (Club) ~~report to be submitted~~ a Club Report to them at least fourteen (14) days prior to Spring Zone Conference for publication in a the Spring Zone Newsletter ~~Bulletin format~~, for the benefit of the attendees at Spring Zone Conference. ~~use of the delegates, no later than 14 calendar days prior to a Zone meeting.~~
- b. The ~~Kinette, Kinsmen, and/or Kin~~ Deputy Governor(s) shall prepare and publish at least seven (7) days prior to Spring Zone Conference by:
 - v) emailing the Spring Zone Newsletter to the Chairperson of the Host Club;
 - vi) emailing the Spring Zone Newsletter to ~~one copy of the Spring Zone Newsletter Bulletin to be presented to the Host Club and to~~ at least two (2) Club Executive Members of each Club in the Zone F;
 - vii) posting the Spring Zone Newsletter on the District Four, Zone F Facebook page; and
 - viii) requesting that the District Communication Director post the Spring Zone Newsletter on the District Four website. ~~via email transmission. It then becomes the responsibility of those two Executive Members to ensure that every member of their Club receives an electronic copy of the Zone Bulletin.~~

Attachment "C" – Proposed Clean Version

DISTRICT FOUR, ZONE F BYLAWS
[Effective July 1, 2023]

ARTICLE 4 – SPRING ZONE CONFERENCE

Section 4.3 - Spring Zone Newsletter

- a. The Deputy Governor(s) shall require each Member (Club) submit a Club Report to them at least **fourteen (14) days** prior to Spring Zone Conference for publication in the Spring Zone Newsletter, for the benefit of the attendees at Spring Zone Conference.

- b. The Deputy Governor(s) shall prepare and publish at least **seven (7) days** prior to Spring Zone Conference by:
 - i) emailing the Spring Zone Newsletter to the Chairperson of the Host Club;

 - ii) emailing the Spring Zone Newsletter to at least two (2) Club Executive Members of each Club in the Zone;

 - iii) posting the Spring Zone Newsletter on the District Four, Zone F Facebook page; and

 - iv) requesting that the District Communication Director post the Spring Zone Newsletter on the District Four website.

RESOLUTION #3 – Update of the Spring Zone Conference Agreement Resolution

Motion: Submitted to:

Cameron Kemp,
Kinsmen and Kinette Deputy Governor,
Zone F, District 4, Kin Canada

on January 27, 2026 by Cameron Kemp, Life Member of The Kinsmen Club of Medicine Hat.

INTENT:

To update the Fall and/or Spring Zone Conference Agreement that confirms the covenants and agreements between the Deputy Governor(s) and the Host Club of the annual Spring Zone Conference.

WHEREAS the District Four, Zone F Bylaws contain a Spring Zone Conference Agreement at “Addendum A” that includes outdated clauses, expectations, and expenses on the Host Club.

THEREFORE BE IT RESOLVED THAT the Zone approve the changes to “Addendum A” to the District 4, Zone F Bylaws as presented (attached). Attachment “A” is the current version of the Fall and/or Spring Zone Conference Agreement. Attachment “B” is the proposed changes to the Spring Zone Conference Agreement with all text additions in blue and underlined while all text deletions are ~~red and struckout~~. Attachment “C” is a clean version of the proposed Spring Zone Conference Agreement.

FALL and/or 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. The said budget shall be submitted to the Zone Deputy Governor 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 Brochure to allow one copy per club and one copy per person for each Deputy Governor, District Governor or their designate, and any additional District or National Representatives in attendance, which will include a minimum of the meeting agenda, messages, and reports from each club, zone Deputy

Governors, District and National, and any resolutions coming to the floor at Zone and District.

g. Complimentary registrations shall be provided for the two Zone Deputy Governors and one District representative.

h. Complimentary meals 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 Governors within 30 days of the Conference.

m. The host club is responsible for any deficit incurred in hosting the Conference. Should the Conference have a profit in excess of \$500, any excess profit will be donated to a charity of the host club's choosing.

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 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.

r. 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 agenda and all necessary reports for the Convention brochure 15 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 restrict all kinds of ticket sales at the convention to only those authorized by the host club. The approved ticket sales are:

- f. To arrange and coordinate all awards, trophy presentations, and public speaking presentations made by the members of the Zone during the Conference.
- g. To arrange and organize all business sessions, open forums, and other discussions to be placed on the convention agenda.
- h. To provide at the request of the Conference Chairperson(s) any chairman for all special meetings at the said Conference.
- i. To pay for all travel and miscellaneous expenses for the District Representative not covered by the District Executive
- j. To pay for all travel and miscellaneous expenses of the Zone Representative to coordinate and liaison with the Conference Chairpersons and committee before 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:

Article I. Kin Canada – Zone _____

Per: _____

Kinsmen Zone Deputy Governor

Per: _____

Kinette Zone Deputy Governor

Article II. Kinsmen, Kinette or Kin Club of _____

Per: _____

Club President

Per: _____

Club Secretary

Per: _____

Club President

Per: _____

Club Secretary

~~FALL and/or~~ **SPRING ZONE CONFERENCE AGREEMENT**

This ~~indenture~~ Agreement is made this ____ day of _____, 20__

BETWEEN:

KINSMEN & KINETTE DEPUTY GOVERNOR(S)
ZONE F, DISTRICT FOUR, KIN CANADA
(~~Hereinafter called~~ "the Zone" ~~ONE~~)

AND

THE KINSMEN/KINETTE/KIN CLUB OF _____
(~~Hereinafter called~~ "the Host ~~OST~~ Club" ~~LUB~~)

Introduction:

~~Whereas:~~

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

ZONE F SPRING ZONE CONFERENCE – " _____ "

~~And whereas:-~~

- B. The parties desire to clarify their respective financial and other responsibilities for the ~~said~~ Spring Zone Conference (~~hereinafter called~~ "the Conference").

Now therefore the parties covenant and agree as follows ~~this agreement witnesses that:~~

- 5. 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 of this Agreement ~~thereof~~. The Conference committee chairperson(s) shall be: [John Doe/Jane Doe].
 - 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. The said budget shall be submitted to the ~~Zone~~ Deputy Governor(s) on or before: [at least 45 days prior to Convention].
 - c. To reserve/rent and pay such halls and rooms for the necessary business meetings, banquets and entertainment.
 - d. The full registration fee shall be _____ (\$ ____ .00) Dollars, which includes lunch.
 - e. Complimentary registrations shall be provided for the two (2) Kinsmen, Kinette and/or Kin Zone Deputy Governor(s) and one (1) District representative.

f. Complimentary meals shall also be provided for ~~the following~~ additional guests: (i.e., including a National representative, guest speakers, presenters, speaker judges, etc.)

~~g. To provide gifts, value not to exceed \$50.00 for the following people.~~

h. Bar prices will be fixed at _____ (\$ _____.00) Dollars per drink of liquor and _____ (\$ _____.00) Dollars per drink of beer.

i. To provide the following audio/visual aid equipment:

podium, microphone, speaker(s), projector, and projector screen

j. To print sufficient copies of the Spring Zone Newsletter Brochure to allow one (1) copy per eClub and one (1) copy per person for each Kinsmen, Kinette and/or Kin Deputy Governor, District Governor(s) or their designate, and any additional District or National Representatives in attendance, which will include a minimum of the meeting agenda, messages, and reports from each eClub, ~~zone~~ Deputy Governors, District and National, and any resolutions coming to the floor at Spring Zone Conference Zone and District Convention.

~~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 thirty (30) days of the Conference.

m. The host eClub is responsible for any deficit incurred in hosting the Conference. Should the Conference have a profit in excess of five hundred (\$500.00) Dollars, any excess profit will be donated to a charity of the host eClub's choosing.

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 Accredited dDelegates, mMembers, 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 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.~~

r. 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~~ Conference is covered under ~~our~~ the Association's National Insurance Policy.

6. The Zone hereby agrees and covenants:

a. To provide reasonable assistance to the Host Club in fulfilling their covenants and obligations as set out in this Agreement~~herein~~.

b. To provide the Conference Chairperson(s) with a complete agenda and all necessary reports for the Spring Zone Newsletter Convention brochure at least seven (7) 15 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~~ Conference throughout the Zone.
 - ~~e. To restrict all kinds of ticket sales at the convention to only those authorized by the host club. The approved ticket sales are:~~
 - f. To arrange and coordinate all awards, trophy presentations, and public speaking presentations made by the ~~m~~MMembers of the Zone during the Conference.
 - g. To arrange and organize all business sessions, open forums, and other discussions to be placed on the ~~convention~~ Conference agenda.
 - h. To chair the annual meeting during the Conference.
 - i. To provide a recording secretary to record the minutes of the Conference.
 - j. To provide a Credentials chairperson for the Conference.
 - ~~k. To provide at the request of the Conference Chairperson(s) any chairman for all special meetings at the said Conference.~~
 - ~~l. To pay for all travel and miscellaneous expenses for the District Representative not covered by the District Executive~~
 - m. To pay for all travel and miscellaneous expenses of the ~~Zone Representative~~ Deputy Governor(s) to coordinate and liaison with the Conference Chairpersons and committee before the Conference.
7. 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 strictly cover the fixed costs of the ~~convention~~ Conference.
8. This agreement shall endure to the benefit of and be binding upon the parties, ~~hereto~~ as well as their respective successors and assigns.

To confirm their understanding of the contents of this Agreement, the parties have executed this Agreement to be effective on the date written above: ~~In witness whereof the parties have hereunto set their seals under the hands of their proper officers on the date first written above:~~

Zone F, District 4, Kin Canada

Per:

Name,
Zone F Kinsmen Deputy Governor

Name,
Zone F Kinette Deputy Governor

The Kinsmen/Kinette/Kin Club of _____

Per:

Name,
President

Name,
Treasurer

SPRING ZONE CONFERENCE AGREEMENT

This Agreement is made this ____ day of _____, 20____

BETWEEN:

**KINSMEN & KINETTE DEPUTY GOVERNOR(S)
ZONE F, DISTRICT FOUR, KIN CANADA
("the Zone")**

AND

**THE KINSMEN/KINETTE/KIN CLUB OF _____
("the Host Club")**

Introduction:

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

ZONE F SPRING ZONE CONFERENCE – " _____ "

D. The parties desire to clarify their respective financial and other responsibilities for the Spring Zone Conference ("the Conference").

Now therefore the parties covenant and agree as follows:

9. 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 of this Agreement. The Conference committee chairperson(s) shall be: **[John Doe/Jane Doe]**.
- 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. The said budget shall be submitted to the Deputy Governor(s) on or before: **[at least 45 days prior to Convention]**.
- c. To reserve/rent and pay for such halls and rooms for the necessary business meetings, banquets and entertainment.
- d. The full registration fee shall be _____ (**\$____.00 Dollars**), which includes lunch.
- e. Complimentary registrations shall be provided for the two (2) Kinsmen, Kinette and/or Kin Deputy Governor(s) and one (1) District representative.

- f. Complimentary meals shall also be provided for additional guests, including a National representative, guest speakers, presenters, speaker judges, etc.
 - g. Bar prices will be fixed at _____ (**\$____.00 Dollars**) per drink of liquor and _____ (**\$____.00 Dollars**) per drink of beer.
 - h. To provide the following audio/visual aid equipment:
podium, microphone, speaker(s), projector, and projector screen
 - i. To print sufficient copies of the Spring Zone Newsletter to allow one (1) copy per Club and one (1) copy per person for each Kinsmen, Kinette and/or Kin Deputy Governor, District Governor(s) or their designate, and any additional District or National Representatives in attendance, which will include a minimum of the meeting agenda, messages, and reports from each Club, Deputy Governor, District and National, and any Resolutions coming to the floor at Spring Zone Conference and District Convention.
 - j. An unaudited statement of all receipts and expenditures for the Conference shall be filed with the Deputy Governor(s) within thirty (30) days of the Conference.
 - k. The Host Club is responsible for any deficit incurred in hosting the Conference. Should the Conference have a profit in excess of five hundred (\$500.00) Dollars, any excess profit will be donated to a charity of the Host Club's choosing.
 - l. To actively promote the Conference within the Zone to stimulate and encourage proper attendance.
 - m. To provide sufficient personnel to work at the registration desk at all such times as are required for the orderly registration of Accredited Delegates, Members, and guests.
 - n. To collect such registration fees as may be prescribed and agreed to by the Deputy Governor(s) and the Host Club.
 - o. To take all possible precautions to guard against accidental injury to anyone attending the Conference. The Host Club shall, in this regard, ensure the Conference is covered under the Association's National Insurance Policy.
10. The Zone hereby agrees and covenants:
- a. To provide reasonable assistance to the Host Club in fulfilling their covenants and obligations as set out in this Agreement.
 - b. To provide the Conference Chairperson(s) with a complete agenda and all necessary reports for the Spring Zone Newsletter at least seven (7) 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 Conference 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 Conference agenda.
 - g. To chair the annual meeting during the Conference.
 - h. To provide a recording secretary to record the minutes of the Conference.
 - i. To provide a Credentials chairperson for the Conference.
 - j. To pay for all travel and miscellaneous expenses of the Deputy Governor(s) to coordinate and liaison with the Conference Chairpersons and committee before the Conference.
11. The parties 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 strictly cover the fixed costs of the Conference.
12. This agreement shall endure to the benefit of and be binding upon the parties, as well as their respective successors and assigns.

To confirm their understanding of the contents of this Agreement, the parties have executed this Agreement to be effective on the date written above:

Zone F, District 4, Kin Canada

Per:

 Name,
 Zone F Kinsmen Deputy Governor

 Name,
 Zone F Kinette Deputy Governor

The Kinsmen/Kinette/Kin Club of _____

Per:

 Name,
 President

 Name,
 Treasurer

RESOLUTION #4 – Addition of the Spring Zone Conference Timelines Addendum Resolution

Motion: Submitted to:

Cameron Kemp,
Kinsmen and Kinette Deputy Governor,
Zone F, District 4, Kin Canada

on January 27, 2026 by Cameron Kemp, Life Member of The Kinsmen Club of Medicine Hat.

INTENT:

To make it easier for future Deputy Governor(s), the Spring Zone Conference Host Club, and the Member (Clubs) attending Spring Zone Conference to find the various Spring Zone Conference timelines for the submission and sharing of information both prior to and after the Spring Zone Conference.

WHEREAS the District Four, Zone F Bylaws contain several specified deadlines for the submission and sharing of information both prior to and after the Spring Zone Conference.

AND WHEREAS the Spring Zone Conference timelines are scattered throughout the entirety of the District Four, Zone F Bylaws.

AND WHEREAS the Deputy Governor(s), the Spring Zone Conference Host Club, and the Member (Clubs) all need to know the various Spring Zone Conference timelines for the submission and sharing of information both prior to and after the Spring Zone Conference.

THEREFORE BE IT RESOLVED THAT the Zone approve the addition of “Addendum C” to the District Four, Zone F Bylaws which lists (including headings) each of the Spring Zone Conference Timelines in a chronological order, as attached.

SPRING ZONE CONFERENCE TIMELINES

Between FEBRUARY 1st and APRIL 15th:

- Each Zone shall hold a Spring Zone Conference each year at any time between these dates.

[Pursuant to Article 18, Section 1 of the Kin Canada District Four Bylaws, Policies and Procedures.]

By FEBRUARY 1st each year:

- All Zone and District trophies and banners must be returned to the Deputy Governor(s).

[Pursuant to Section 8.3 a. of the District Four, Zone F Bylaws.]

At Least FORTY-FIVE (45) DAYS prior to the Spring Zone Conference:

- The Deputy Governor(s) shall publish an “Official Call” to Spring Zone Conference by:
 - o emailing the “Official Call” to all Club Presidents in Zone F;
 - o posting the “Official Call” on the District Four, Zone F Facebook page; and
 - o requesting that the District Communication Director post the “Official Call” on the District Four website.

[Pursuant to Section 4.1 a. of the District Four, Zone F Bylaws.]

- Any Resolutions to be presented at the Spring Zone Conference shall be submitted to the Deputy Governor(s). [Resolutions can be submitted by any Member In Good Standing (Club) provided the Resolution is submitted pursuant to the Governing Documents of the Association.]

[Pursuant to Section 4.5 a. of the District Four, Zone F Bylaws.]

- The Host Club of the Spring Zone Conference shall present for approval a budget and a schedule of events to the Deputy Governor(s).

[Pursuant to Section 4.6 a. of the District Four, Zone F Bylaws.]

- Proposed amendments to the District Four, Zone F Bylaws shall be received by the Deputy Governor(s) by way of a written Resolution motioned by a Member (Club) In Good Standing and seconded by another Member (Club) In Good Standing.

[Pursuant to Section 9.1 b. of the District Four, Zone F Bylaws.]

At Least THIRTY (30) DAYS prior to the Spring Zone Conference:

- The Deputy Governor(s) shall distribute:
 - o the Spring Zone Conference Agenda;
 - o any Resolutions to be presented at Spring Zone Conference; and
 - o any past Spring Zone Conference minutes,by:
 - o emailing them to at least two (2) Club Executive Members of each Club in the Zone; and
 - o emailing them to the District Executive Committee.

[Pursuant to Section 4.2 a. of the District Four, Zone F Bylaws;
and Section 4.5 b. of the District Four, Zone F Bylaws.]

- All submissions for Zone Kinette, Kinsmen and Kin Awards must be returned to the Deputy Governor(s) to allow sufficient time for submissions that need to be judged, unless prior arrangements have been made with the Deputy Governor(s) in writing.

[Pursuant to Section 8.3 b. of the District Four, Zone F Bylaws]

- The Deputy Governor(s) shall circulate such Bylaw amendments by:
 - o emailing the Resolution(s) to all Club President in the Zone; and
 - o emailing the Resolution(s) to the District Executive Committee,at which the proposed bylaw amendment(s) will be considered.

[Pursuant to Section 9.1 c. of the District Four, Zone F Bylaws.]

At Least FOURTEEN (14) DAYS prior to the Spring Zone Conference:

- The Deputy Governor(s) shall require each Member (Club) submit a Club Report to them for publication in the Spring Zone Newsletter, for the benefit of the attendees at the Spring Zone Conference.

[Pursuant to Section 4.3 a. of the District Four, Zone F Bylaws.]

At Least SEVEN (7) DAYS prior to the Spring Zone Conference:

- The Deputy Governor(s) shall prepare and publish the Spring Zone Newsletter by:
 - o emailing the Spring Zone Newsletter to the Chairperson of the Host Club;
 - o emailing the Spring Zone Newsletter to at least two (2) Club Executive Members of each Club in the Zone;
 - o posting the Spring Zone Newsletter on the District Four, Zone F Facebook page; and
 - o requesting that the District Communication Director post the Spring Zone Newsletter on the District Four website.

[Pursuant to Section 4.3 b. of the District Four, Zone F Bylaws.]

- Accredited Delegate Forms shall be submitted to the Host Club of the Spring Zone Conference along with the Host Club’s Registration Form.
- The Deputy Governor(s) shall validate each Accredited Delegate Form received to ensure each Member (Club) is In Good Standing and have properly completed the Accredited Delegate Form.

[Pursuant to Section 4.4 b. i. and ii. of the District Four, Zone F Bylaws; and Section 3.04 (c)(viii) (District and Zone Conventions and Conferences).]

Within THIRTY (30) DAYS after the Spring Zone Conference:

- The Host Club shall submit a copy of the financial statements, including the resulting profit or loss amount, for the Spring Zone Conference to the Deputy Governor(s) via email.

[Pursuant to Section 4.6 b. of the District Four, Zone F Bylaws.]

- The Deputy Governor(s) shall forward the minutes of the Spring Zone Conference to:
 - o all Club Presidents in the Zone;
 - o both the Kinsmen Governor and the Kinette Governor; and
 - o to the District Communication Director requesting that they post the minutes of the Spring Zone Conference on the District Four website.

[Pursuant to Section 4.7 a. of the District Four, Zone F Bylaws.]

- An annual update of the Bylaws shall take place after the Spring Zone Conference and a set of the updated District Four, Zone F Bylaws, including any changes from the Spring Zone Conference, shall be distributed to each Club in the Zone by:
 - o emailing a copy of the updated District Four, Zone F Bylaws to all Club Presidents in the Zone;
 - o emailing a copy of the updated District Four, Zone F Bylaws to the District Executive Committee; and
 - o requesting that the District Communication Director post the updated District Four, Zone F Bylaws on the District Four website.

[Pursuant to Section 9.3 a. of the District Four, Zone F Bylaws.]