



**Kin Canada**

Kinsmen • Kinettes • Kin

**District 4**

***Kin Canada District Four***

**BYLAWS, POLICIES AND PROCEDURES**

**AMENDED AT DISTRICT CONFERENCE – May 30, 2026**

## TABLE OF CONTENTS

SECTION 1 – NAME.....	5
SECTION 2 – BYLAWS .....	5
SECTION 3 – AUTONOMY .....	5
<b>ARTICLE 2 – DEFINING AND INTERPRETING THE BYLAWS .....</b>	<b>5</b>
SECTION 1 – DEFINITIONS .....	5
SECTION 2 – INTERPRETATION .....	8
<b>ARTICLE 3 – MEMBERSHIP .....</b>	<b>8</b>
SECTION 1 – MEMBERS .....	8
SECTION 2 – FEES AND ASSESSMENTS .....	8
SECTION 3 – RIGHTS AND PRIVILEGES .....	8
SECTION 4 – RESIGNATION OF MEMBERSHIP .....	9
SECTION 5 – SUSPENSION OF MEMBERSHIP .....	9
<b>ARTICLE 4 – AMENDMENTS TO BYLAWS.....</b>	<b>9</b>
SECTION 1 – AMENDMENTS .....	9
SECTION 2 – CIRCULATION OF BYLAWS .....	9
<b>ARTICLE 5 – FINANCIAL MATTERS .....</b>	<b>9</b>
SECTION 1 – GENERAL .....	9
SECTION 2 – AUDIT OF ACCOUNTS .....	10
SECTION 3 – OPERATING ACCOUNTS AND INVESTMENTS .....	10
SECTION 4 – ASSESSMENTS FOR RESERVE ACCOUNTS .....	10
<b>ARTICLE 6 – DISTRICT GENERAL ACCOUNT DUES .....</b>	<b>11</b>
SECTION 1 – OBLIGATION OF CLUBS TO PAY DISTRICT DUES AND ASSESSMENTS .....	11
SECTION 2 – CALCULATION OF DISTRICT DUES AND ASSESSMENTS.....	11
<b>ARTICLE 7 – DISTRICT BUDGET .....</b>	<b>12</b>
SECTION 1 – GENERAL AND SERVICE BUDGET .....	12
<b>ARTICLE 8 – SUBSIDIZATION OF DISTRICT EXECUTIVE COMMITTEE MEMBERS’ EXPENSES .....</b>	<b>12</b>
SECTION 1 – REIMBURSEMENT/SUBSIDIZATION OF REASONABLE EXPENSES .....	12
SECTION 2 – ALLOWABLE EXPENSES FOR DISTRICT EXECUTIVE COMMITTEE MEMBERS AT DISTRICT MEETINGS.....	12
SECTION 3 – ALLOWABLE EXPENSES FOR DEPUTY GOVERNORS AT NATIONAL CONVENTION .....	12
SECTION 4 – ALLOWABLE EXPENSES FOR OUTGOING DISTRICT GOVERNORS AT NATIONAL CONVENTION .....	13
SECTION 5 – ALLOWABLE EXPENSES FOR INCOMING DISTRICT GOVERNORS AT NATIONAL CONVENTION .....	13
<b>ARTICLE 9 – REMUNERATION .....</b>	<b>13</b>
SECTION 1 – NOT ENTITLED TO REMUNERATION .....	13
<b>ARTICLE 10 – FISCAL YEAR.....</b>	<b>13</b>
SECTION 1 – DEFINITION OF FISCAL YEAR .....	13

<b>ARTICLE 11 – DISTRICT OFFICIALS.....</b>	<b>13</b>
SECTION 1 – DISTRICT EXECUTIVE COMMITTEE .....	13
SECTION 2 – VOTING PRIVILEGES OF DISTRICT EXECUTIVE COMMITTEE POSITIONS.....	14
SECTION 3 – DEFINITION OF DISTRICT BOARD OF DIRECTORS.....	14
SECTION 4 – DISTRICT OFFICERS .....	14
<b>ARTICLE 12 – ELECTION OR APPOINTMENT OF DISTRICT BOARD OF DIRECTORS.....</b>	<b>14</b>
SECTION 1 – QUALIFICATIONS .....	14
SECTION 2 – NOMINATION OF CANDIDATES .....	15
SECTION 3 – ELECTION OF CANDIDATES .....	15
SECTION 4 – FILLING OF VACANCIES.....	16
<b>ARTICLE 13 – RESIGNATION AND REMOVAL OF A DISTRICT BOARD OF DIRECTORS MEMBER.....</b>	<b>16</b>
SECTION 1 – RESIGNATION OF DISTRICT BOARD OF DIRECTORS MEMBER.....	16
SECTION 2 – REMOVAL OF DISTRICT BOARD OF DIRECTORS MEMBER .....	16
SECTION 3 – WRITTEN NOTIFICATION OF REMOVAL OF A DISTRICT BOARD OF DIRECTORS MEMBER .....	17
SECTION 4 – REPLACEMENT OF A DISTRICT BOARD OF DIRECTORS MEMBER.....	17
<b>ARTICLE 14 - RIGHTS, RESPONSIBILITIES AND DUTIES.....</b>	<b>17</b>
SECTION 1 – RIGHTS, RESPONSIBILITIES AND DUTIES OF DISTRICT GOVERNORS .....	17
SECTION 2 – RIGHTS, RESPONSIBILITIES AND DUTIES OF DISTRICT BOARD OF DIRECTORS .....	17
SECTION 3 – RIGHTS, RESPONSIBILITIES AND DUTIES OF DISTRICT EXECUTIVE COMMITTEE...	18
SECTION 4 – RIGHTS, RESPONSIBILITIES AND DUTIES OF DEPUTY GOVERNORS.....	18
<b>ARTICLE 15 – DELETED IN ITS ENTIRETY .....</b>	<b>18</b>
<b>ARTICLE 16 – DISTRICT CONFERENCE .....</b>	<b>18</b>
SECTION 1 – TIMING AND LOCATION OF CONFERENCE .....	18
SECTION 2 – QUORUM.....	19
SECTION 3 – APPOINTMENT, CERTIFICATION, AND REGISTRATION OF ACCREDITED DELEGATES .....	19
<i>    Holders of Voting Cards .....</i>	<i>19</i>
<i>    Transfer of Voting Cards .....</i>	<i>19</i>
SECTION 4 – VOTING.....	20
SECTION 5 – FINANCIAL CONSIDERATIONS .....	20
<b>ARTICLE 17 – FALL LEADERSHIP CONFERENCE .....</b>	<b>20</b>
SECTION 1 – TIMING AND LOCATION OF CONFERENCE .....	20
SECTION 2 – QUORUM.....	21
SECTION 3 – BUSINESS CONDUCTED AT FALL LEADERSHIP CONFERENCES .....	21
SECTION 4 – FINANCIAL CONSIDERATIONS .....	21
<b>ARTICLE 18 – ZONE CONFERENCES &amp; DEPUTY GOVERNORS.....</b>	<b>21</b>
SECTION 1 – ZONE CONFERENCES AND ELECTION OF DEPUTY GOVERNORS.....	21
SECTION 2 – ZONE BYLAWS, POLICIES AND PROCEDURES .....	21
<b>ARTICLE 19 – SPECIAL MEETINGS.....</b>	<b>22</b>

SECTION 1 – DISTRICT EXECUTIVE CALLS SPECIAL MEETING.....	22
SECTION 2 – QUORUM.....	22
SECTION 3 – DISTRICT GOVERNORS’ DISCRETION TO CALL PRESIDENTS’ MEETINGS AND EXECUTIVE SEMINARS .....	22
<b>BARTICLE 20 – PROXIES AT DISTRICT CONFERENCE .....</b>	<b>22</b>
SECTION 1 – PROXY TO CONFERENCE DELEGATES .....	22
<i>No Use of Proxies</i> .....	22
<b>ARTICLE 21 – ZONES AND CLUBS .....</b>	<b>22</b>
SECTION 1 – THE CLUBS OF DISTRICT FOUR .....	22
<b>ARTICLE 22 - ZONE AND CLUB SOVEREIGNTY.....</b>	<b>24</b>
SECTION 1 – ADVERTISING AND PROJECT OPERATION.....	24
SECTION 2 – TERRITORIAL INFRINGEMENT.....	24
<b>ARTICLE 23 – ANNUAL CORPORATE RETURN / FINANCIAL STATEMENTS / INSURANCE REPORTING FORM.....</b>	<b>24</b>
SECTION 1 – REQUIREMENT FOR ANNUAL CORPORATE RETURN FILING.....	24
SECTION 2 – REQUIREMENT TO FILE CORPORATION TAX AND/OR NPO RETURNS.....	24
SECTION 3 – REQUIREMENT TO SUBMIT A PROPERLY COMPLETED ANNUAL REPORTING FORM .....	25
<b>ARTICLE 24 – KINSMEN &amp; KINETTE REGALIA .....</b>	<b>25</b>
SECTION 1 – LIMITATIONS ON LIBERATION OF CLUB REGALIA .....	25
<b>ARTICLE 25 – MONITORING OF GAMING EVENTS .....</b>	<b>25</b>
SECTION 1 – NOTICE TO DISTRICT EXECUTIVE IN THE EVENT OF FAILURE OF GAMING CONTROLLED PROJECT.....	25
<b>ARTICLE 26 – INSURANCE AND LIABILITY .....</b>	<b>25</b>
SECTION 1.....	25
<b>ARTICLE 27 – DISTRICT ARCHIVES .....</b>	<b>26</b>
SECTION 1 – LOCATION OF DISTRICT FOUR ARCHIVES .....	26
<b>ARTICLE 28 – DISTRICT FOUR KIN FOUNDATION .....</b>	<b>26</b>
SECTION 1 – CLUBS OF DISTRICT FOUR SUPPORT DISTRICT 4 KIN FOUNDATION .....	26
<b>ARTICLE 29 – NOT IN GOOD STANDING .....</b>	<b>26</b>
<b>ARTICLE 30 – CONDUCT OF CHARACTER AND COMMUNITY STANDING</b>	<b>26</b>
<b>ARTICLE 31 – ILLEGAL ACTIVITIES.....</b>	<b>27</b>
<b>ARTICLE 32 –NON-ROSTER CLUB MEMBERS .....</b>	<b>27</b>
<b>ARTICLE 33 –DISTRICT SERVICE PROJECTS.....</b>	<b>27</b>
<b>ARTICLE 34 –DISTRICT AWARDS .....</b>	<b>27</b>

## 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. Any Reference to Bylaws, Policies, or Procedures shall mean this document unless specifically referring to another source.

Unless otherwise noted, all references to “the District” contained within these Bylaws shall be deemed to refer to Kin Canada District Four.

### Section 3 – Autonomy

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

## ARTICLE 2 – DEFINING AND INTERPRETING THE BYLAWS

### Section 1 – Definitions

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

NPP 3.03  
(a)

**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 District meeting.

**Act** means, in Alberta, the *Societies Act R.S.A. 2000, Chapter S-14* as amended or, In British Columbia, the *Society Act R.S.B.C. 1996 Chapter 433* as amended, or any statute substituted for either.

GOB 1.01

**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*.

NPP 3.03  
(a)

**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.

GOB 1.01

**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..

NPP 3.05  
(j)

**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.

**British Columbia Ministry of Finance, Corporate Registry** is the British Columbia provincial authority that grants official recognition as a Society under the *Society Act*.

**Bylaws** means the Bylaws of the District hereinafter set down.

**CRA** means Canada Revenue Agency (or its successors).

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

**Committee Chairperson** means a Director or Member appointed by the District Executive to chair a District Committee.

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

**Director** means any person elected or appointed to the District Executive to perform a specific function, for example, District Club Support Director or District Service Director.

NPP 7.01  
(d) (iv)

**District Board of Directors** (formerly District Council) shall be comprised of all District Officers, all members of the District Executive Committee, and all Deputy Governors of the Zones located in the District.

**District Conference** is the annual spring meeting of the Membership of the District, presided over by the District Governors of the day.

NPP 7.01  
(d) (ii)

**District Executive Committee** is the body of executive officials charged with the responsibility of discharging the day-to-day business of the District. Composition of the District Executive Committee shall consist of the positions as identified in Article 11, Section 1(1) of these Bylaws

**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.

**Fall Leadership Conference** is the annual fall meeting of the Membership of the District, presided over by the Kinsmen or Kinette Governor of the day.

**Foundation** means the *District 4 Kin Foundation*, an autonomous body acting as a Charitable Not for Profit Society under prevailing CRA legislation and the provincial *Act* as appropriate.

**Foundation Chair** means the Director elected at the AGM who shall act as the Chief Executive Officer of the Foundation.

**Foundation Vice Chair** means the Foundation Director elected at the Foundation AGM who shall perform the duties of the Foundation Chair in their absence or incapacity.

GOB 1.01

**General Operating Bylaws (G.O.B)** means General Operating By-Law No. 2 and any other subsequent By-Laws of the Association, in place from time to time.

GOB 1.01

**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.

NPP  
Glossary

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

NPP  
Glossary

**“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 1<sup>st</sup> and ending at 12:00 midnight on the June 30<sup>th</sup> following.

NPP Glossary
NPP Glossary

**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 By-Law Governing Documents.

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

**Member in Good Standing** means a Club in District Four 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.

NPP Glossary
-----------------

**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 District as listed hereinafter or as may be appointed from time to time by the District Executive Committee.

NPP Glossary
GOB 1.01
NPP Glossary

**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 District.

**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.

NPP 3.05 (i)
GOB 3.5 (c)

**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.

NPP Glossary
-----------------

**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.

NPP Glossary
-----------------

**“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.

GOB 1.01
----------

**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.

**Spring Zone Conference** shall be the annual spring conference held by each Zone in District Four.

**Zone** means a collective of geographically related Clubs as defined in Article 21, Section 1 of these Bylaws.

## Section 2 – Interpretation

The following rules of interpretation must be applied in interpreting these Bylaws:

- **General Operating Bylaw No. 2** – these Bylaws are intended to be read and followed in conjunction with General Operating Bylaw No. 2 (G.O.B.) of the Association. In the event of any conflict with the G.O.B. or other national Governing Documents, the terms and conditions expressed in the G.O.B. shall take precedence, then the other national Governing Documents, and then these By-laws.
- **Other Definitions and Interpretations** – any other Definitions and Interpretations not specifically described in Article 2, Section 1 of these Bylaws, shall be deemed to be in accordance with the G.O.B. No. 2, Section 1.01.
- **Headings** – are for convenience only and do not affect the interpretation of these Bylaws.
- **Masculine and Feminine** – words indicating the masculine shall be deemed to also include the feminine and *vice versa*. For the most part, the words “they” and “their” are used to reflect the fact that the District has a Membership that includes both male and female persons.
- **Singular and Plural** – words indicating the singular number shall be deemed to also include the plural and *vice versa*.

## ARTICLE 3 – MEMBERSHIP

### Section 1 – Members

All Members (Clubs) in District 4 and in good standing with Kin Canada are deemed to be Members of the District.

### Section 2 – Fees and Assessments

Fees and assessments shall be levied by the District Executive as required in accordance with Article 6 of these Bylaws.

GOB 2.04

### Section 3 – Rights and Privileges

A Member in good standing is entitled to:

- Receive notice of any Zone Conference, Fall Leadership Conference, and District Conference;
- Attend any Zone Conference, Kinsmen Fall Leadership Conference if male, Kinette Fall Leadership Conference if female or District Conference;
- Speak at any Zone Conference, Kinsmen Fall Leadership Conference if male, Kinette Fall Leadership Conference if female or District Conference;
- Vote on any Resolution at any Zone Conference in the Zone in which the Club is a Member, Kinsmen Fall Leadership Conference if male, Kinette Fall Leadership Conference if female or District Conference; and
- Exercise all other rights and privileges given to Members in these Bylaws.

- No Person, who is a member in Good Standing of a Club in District 4, in their individual capacity, shall be liable for a debt or liability of the District.

NPP 2.04 to 2.07

**Section 4 – Resignation of Membership**

Please refer to Kin Canada National Policies and Procedures, Section 2.04 through 2.07.

NPP 2.04 to 2.07

**Section 5 - Suspension of Membership**

Please refer to Kin Canada National Policies and Procedures, Section 2.04 through 2.07.

**ARTICLE 4 - AMENDMENTS TO BYLAWS**

**Section 1 – Amendments**

The GOB , 10.02 now defines all amendments to bylaws to only require an Ordinary Resolution (simple majority) unless they pertain to 'fundamental

- District Bylaws may be amended by a simple majority of the votes cast at a District Conference, and will follow the voting procedure as set out in the National Policy and Procedures.
- Any proposed amendments to these Bylaws must be circulated to all Clubs 30 days prior to the District Conference in order to be eligible for consideration.
- Any proposed amendments to these Bylaws that are presented and carried at a Spring Zone Conference shall be deemed submitted to the District Executive in accordance with Article 4, Section 1(4) of these Bylaws, but in any event, the Deputy Governors of the Zone shall ensure that the proposed amendments are submitted to the District Executive in good form.
- Any Motion to be considered and circulated must be in the hands of the District Executive forty-five (45) days prior to the District Conference.
- Any amendments to the District Four Bylaws shall be considered to be effective at the close of business of the District Conference unless otherwise stated.

**Section 2 – Circulation of Bylaws**

Each year the District Executive Committee shall make available via access to the District 4 Kin website, to each Club and to each District Officer, a copy of the current District Four Bylaws as well as any amendments that have been made to the District Four Trophy Rules.

**ARTICLE 5 – FINANCIAL MATTERS**

NPP Section 7

**Section 1 – General**

Unless otherwise determined by the District Executive Committee, the District 4 financial year end shall be the 30th Day of June in each year.

The banking business of the District shall be transacted at such bank, trust company, or other firm or corporation carrying on a banking business in Canada as the District Executive Committee may designate, appoint, or authorize from time to time. The banking business, or any part thereof, shall be transacted by any two (2) Officers of the District and/or other members of the District Executive Committee, as the District Executive Committee may from time to time designate, direct, or authorize.

Financial Statements shall be approved by the District Executive Committee and the Members

## Section 2 – Audit of Accounts

The District’s operating and service accounts shall be reviewed as at June 30th each year. The review shall be performed by an independent person with a background for these types of reviews.

The independent reviewer shall be appointed by the District Executive and approved by the General Membership at District Conference and shall hold this appointment for a period of three (3) years.

The District Executive shall reserve the right to address the appointment on the floor of the District Conference for the current year at any time during the three year appointment and should extenuating circumstances be present that suggest that a change be necessary and advisable, the Executive may, through a Motion at the District Conference, request that a new appointment be made.

Interim Financial Statements shall be presented at each Fall Leadership Conference, with Final Statements to be completed, reviewed and forwarded to the Governors of the day, the District Treasurer and the District Vice Treasurer, no later than November 30th of each year.

## Section 3 - Operating Accounts and Investments

District Four shall maintain a general account and such other accounts as the District Executive Committee deems necessary for the efficient operation of District Four’s business.

Such other accounts shall include:

- District Four Interest Income Reserve (no cap);
- District Four Conference Reserve (\$10,000.00 cap);
- District Four National Vice President’s Campaign Reserve (\$3,000.00 cap);
- District Four New Charter Club Reserve (\$2,000.00 cap);
- District Four Historian and Archives Reserve (\$500.00 cap); and
- District Four General Surplus Reserve.

All District Four funds shall be held in and/or invested with institutions where the investment is covered by Canada Deposit Insurance Corporation (CDIC) or otherwise insured.

## Section 4 – Assessments for Reserve Accounts

Assessments allocated for any of the above reserve accounts shall accordingly be deposited to such reserve sub-accounts.

All bank interest and investment income accrued from any District Four bank account, including District Four’s service accounts, general account, and such other accounts shall be accumulated in the **District Four Interest Income Reserve** to offset the following year’s District Four member dues invoiced to the Clubs.

A maximum of ten thousand (\$10,000.00) dollars shall be accumulated in the **District Four Conference Reserve** to provide a loan to any Club that wishes to host District Conference, and the loan shall be made to the Host Club only after the District Conference Agreement is signed. Repayment of this loan must be made prior to the start of District Conference as stated in the Fall Leadership Conference/District Conference Agreement [“ADDENDUM A” of the Bylaws]. When this level is reached, any excess shall be transferred to the **District Four General Surplus Reserve**.

A maximum of three thousand (\$3,000.00) dollars shall be accumulated in the **District Four National Vice President's Campaign Reserve** to financially assist members of District Four who have successfully filed their nomination paperwork with the Succession, Credentials and Elections Committee of the National Board of Directors of Kin Canada for the office of National Vice President. The **District Four National Vice President's Campaign Reserve** must be requested by the National Vice President candidate, in writing, to the District Executive Committee, and shall be administered and distributed at the sole discretion of the District Executive Committee, but in no case shall any disbursements exceed the sum of two thousand (\$2,000.00) dollars or the amount of the fund then available, whichever is less. When this level is reached, any excess shall be transferred to **District Four General Surplus Reserve**.

A maximum of two thousand (\$2,000.00) dollars shall be accumulated in the **District Four New Charter Club Reserve** to provide general seed money to financially assist newly chartered Clubs to organize their first service projects and fundraising events, to a maximum of one thousand (\$1,000.00) dollars per Club, meeting criteria set from time to time by the District Executive Committee. When this level is reached, any excess shall be transferred to the **District Four General Surplus Reserve**.

A maximum of five hundred (\$500.00) dollars shall be accumulated in the **District Four Historian and Archives Reserve** to cover the cost of storage and maintenance of any historical and archival material in the District Four Archives, currently located in Calgary, Alberta. When this level is reached, any excess shall be transferred to the **District Four General Surplus Reserve**.

The **District Four General Surplus Reserve** is the general sub-account where all profits are retained should a given Kin Year be profitable, and/or where any losses are pulled from to offset any losses incurred in a given Kin Year.

## ARTICLE 6 - DISTRICT GENERAL ACCOUNT DUES

### Section 1 – Obligation of Clubs to Pay District Dues and Assessments

NPP 2.04  
to 2.07

Each Club shall pay, on or before November 15<sup>th</sup> in each Kin year, to the District Treasurer, in respect of each Active Member in its last official membership, dues and assessments in a sum to be determined by a resolution at the District Conference immediately prior, and failing such determination, by the District Executive Committee.

Failure on the part of any Club to remit the prescribed dues and assessments to the District Treasurer by the prescribed date, or to make arrangements to pay the prescribed amounts, may result in the Club being declared “Not in Good Standing” by the District Executive and in certain sanctions against the Club as described in Article 29, Section 1(1) of these Bylaws.

### Section 2 – Calculation of District Dues and Assessments

The dues billing as noted in Article 6, Section 1(1) of these Bylaws shall be based on a club's membership count matching a count provided by the Association's National Headquarters for the same period.

The District Four Assessments shall include:

- A levy (to be determined annually, based on the amount in reserve and the amount expected to be spent) for the **District Four Conference Reserve**;
- A levy (to be determined annually, based on the amount in reserve and the amount expected to be spent) for the **District Four National Vice President's Campaign Reserve**;

- A levy (to be determined annually based on the amount in the reserve) for the **District Four New Charter Club Reserve**; and
- A levy (to be determined annually, based on the amount in reserve) for the **District Four Historian and Archives Reserve**.

The District Dues for newly chartered Clubs shall be a flat fee determined by the District Executive in liaison with the sponsoring Clubs, taking into account the time of year in which the new Club is chartered and the resources available to the new Club, the sponsoring Club and the District Executive.

## **ARTICLE 7 – DISTRICT BUDGET**

### **Section 1 – General and Service Budget**

At each District Conference the Incoming District Executive Committee shall present a District General Account and Service Operations Budget (the “District Budget”) for the approval of the general Membership.

The District Budget shall include an expense allocation for each Deputy Governor for the operation of their Zone.

The District Budget shall include an expense allocation for each District Executive Committee member (e.g., District Club Support Director, “*Fourum*” Editor, etc.) for their aspect of the District’s operations.

All aspects of the District operations for the year (i.e. Governors to National Conference, etc.) shall be determined by the budgetary process and shall be at the discretion of the Membership as it debates the budget presented.

## **ARTICLE 8 – SUBSIDIZATION OF DISTRICT EXECUTIVE COMMITTEE MEMBERS’ EXPENSES**

### **Section 1 – Reimbursement/Subsidization of Reasonable Expenses**

All reasonable expenses incurred by members of the District Board of Directors, pertaining to the operation of District Four, shall be reimbursed upon receipt of an expense report complete with supporting documents as per the budget.

### **Section 2 – Allowable Expenses for District Executive Committee Members at District Meetings**

Travel expenses, registration and accommodation for each District Officer attending District Leadership Seminar, Pre-term Council Meeting, Fall Leadership Conference, Mid-term Council Meeting and District Conference shall be reimbursed in full.

If the District Officer does not attend and participate in all the business meetings at these functions, without reasonable cause, the District shall be reimbursed by the District Officer for any expenses paid by the District on their behalf.

### **Section 3 – Allowable Expenses for Deputy Governors at National Convention**

Travel expenses, registration and accommodation for each incoming Kinsmen and Kinette Deputy Governor attending National Convention shall be paid to a maximum of a \$500 allowance for each person.

Where deemed necessary by the District Executive, a post-dated cheque, made payable to

District Four, may be requested prior to National Convention in the amount of the Deputy Governor to National allowance (to a maximum of \$500). If the individual fails to attend and participate in the business portion of the National Convention without reasonable cause, the cheque shall be cashed.

#### **Section 4 – Allowable Expenses for Outgoing District Governors at National Convention**

Travel expenses, registration and accommodation for each Outgoing District Governor attending National Convention shall be paid from the *District Four Governors to National Convention Reserve*.

If an Outgoing District Governor does not attend and participate in all the business meetings at the National Convention, without reasonable cause, the District shall be reimbursed by the Outgoing District Governor for any expenses paid by the District on their behalf.

#### **Section 5 – Allowable Expenses for Incoming District Governors at National Convention**

Travel expenses, registration and accommodation for each Incoming District Governor attending National Convention shall be paid from the *District Four Governor to National Convention Reserve*.

If an Incoming District Governor does not attend and participate in all the business meetings at the National Convention, without reasonable cause, the District shall be reimbursed by the Incoming District Governor for any expenses paid by the District on their behalf.

### **ARTICLE 9 – REMUNERATION**

NPP 7.01  
(d) (x)

#### **Section 1 – Not Entitled to Remuneration**

As per the G.O.B. No. 2, Section V (5.10), and National Policies and Procedures, Section 7.01 (d) (x), no Director, Officer or Member shall directly or indirectly receive any profit from their position as such, nor shall they receive any direct or indirect remuneration from the District, except that they may be reimbursed for reasonable expenses incurred by them in the performance of their duties as described in Article 8 of these Bylaws.

### **ARTICLE 10 – FISCAL YEAR**

#### **Section 1 – Definition of Fiscal Year**

The fiscal year of the District for the purpose of financial and other reporting functions is the same as the Kin Year; i.e., July 1<sup>st</sup> through June 30<sup>th</sup> annually.

### **ARTICLE 11 – DISTRICT OFFICIALS**

NPP 7.01  
(d) (vi)

#### **Section 1 – District Executive Committee**

The members of the District Executive Committee shall be as follows:

- One Kinsmen Governor and one Kinette Governor to be elected as a team
- One Kinsmen Vice-Governor and one Kinette Vice-Governor to be elected as a team
- One Past Kinsmen Governor and one Past Kinette Governor from the immediate

past year

- One Secretary appointed by the current Governors
- One Treasurer appointed by the current Governors
- One Service Director appointed by the current Governors
- One Club Support Director appointed by the current Governors.
- One District Risk Manager appointed by the current Governors
- One District Communications Director appointed by the current Governors
- One District Coordinator appointed by the current Governors
- District 4 Kin Foundation Chairperson(s) as a no voting member and at the expense of the District 4 Kin Foundation.
- Up to one other Director as the current Governors deem necessary and approved by the general Membership.

Any member of the District Executive may hold multiple positions on the District Executive.

**Section 2 – Voting Privileges of District Executive Committee Positions**

All of the positions noted in Article 11, Section 1(1) of these Bylaws, except the District 4 Kin Foundation Chairperson, have voting privileges at all meetings of the District Executive.

NPP 7.01  
(d) (iv)

**Section 3 – Definition of District Board of Directors**

The District Board of Directors shall consist of the District Executive Committee and the Zone Deputy Governors.

**Section 4 – District Officers**

The officers of the District Executive shall be as follows:

- The District 4 Kinsmen Governor
- The District 4 Kinette Governor
- The District 4 Kinsmen Vice-Governor
- The District 4 Kinette Vice-Governor
- The District 4 Secretary
- The District 4 Treasurer
- The District 4 Awards Director

The District Board of Directors may, where they define a specific requirement, appoint additional Officer position(s), for a period not to exceed their term of office.

Where one of the above positions does not exist due to single leadership or to a resignation, the corresponding Officer position may also be left vacant.

**ARTICLE 12 – ELECTION OR APPOINTMENT OF DISTRICT BOARD OF DIRECTORS**

**Section 1 – Qualifications**

The general qualifications of members of both the District Executive Committee and the District Board of Directors are as follows:

- (i) The Person must be eighteen years of age or older and have power under law to

contract;

- (ii) The Person must be in full agreement with the Governing Documents;
- (iii) The Person must not have bankruptcy status at the time of his election or at any time during his term;
- (iv) The Person must not have been found by a court in Canada or elsewhere to be mentally incompetent at the time of his election, or at any time during his term;
- (v) The Person must not be in contravention of the conflict of interest provisions established in the Policies and Procedures of the Association;
- (vi) The Person must not be in contravention of the confidentiality provisions established in the Policies and Procedures of the Association;
- (vii) The Person must not be in contravention of any Code of Conduct established in the Policies and Procedures of the Association;
- (viii) The Person must be an Active Member of a Club in Good Standing in District 4. Should any District Officer move outside of the District during the term of their office, the procedures for vacancies in office shall be followed as noted in Article 12, Section 4 of these Bylaws;

## Section 2 – Nomination of Candidates

Individuals interested in running for the office of District 4 Kinsmen and Kinette Vice Governor shall formally declare their nomination no later than 30 days prior to the start of District Convention. Only in situations where no nominations have been submitted by this date, would nominations within the 30-day window be entertained.

Candidates for the office of District Kinsmen Vice Governor and District Kinette Vice Governor must be nominated and stand for election as a team.

No candidate for either such office shall be nominated without a candidate for the corresponding Kinsmen or Kinette office being nominated at the same time.

Candidates for the offices of District Kinsmen Vice Governor and District Kinette Vice Governor must be nominated and seconded by a Kinsmen Club, Kinette Club, Kinsmen and Kinette Club, Kin Club, or Kin Campus Club in good standing.

Any candidate for election or appointment to any District office must be an Active Member of a Club in Good Standing in District 4.

## Section 3 – Election of Candidates

The election and/or appointment of the District Board of Directors members shall take place at the annual District convention.

The District Kinsmen Vice Governor and District Kinette Vice Governor, in the year subsequent to their election as Vice Governors, shall automatically fill the offices of District Kinsmen Governor and District Kinette Governor after the newly elected District Vice Governors assume their office.

NPP 7.01  
(d) (iii)

Any election for the office of District Kinsmen Vice Governor and District Kinette Vice Governor held in accordance with the foregoing provisions shall be held during a joint business session of Kinsmen and Kinettes at the District Conference.

Candidates for the office of Kinsmen Vice Governor and Kinette Vice Governor shall, if successful, appoint Members in Good Standing to serve as District Board of Directors -as prescribed in Article 11, Section 1(1) of these Bylaws.

NPP 7.01  
(d)(ix)(i)

#### **Section 4 – Filling of Vacancies**

If there are no candidates for the position of Kinsmen or Kinette Governor at the time of District Convention, or if a vacancy occurs during the term of office of a Governor, then the board of directors of a District shall fill such vacancy by appointment for the remainder of the term. When the District Board of Directors are unable to fill such a vacancy, the appointment shall be made by the National Board of Directors.

If a Kinsmen or Kinette Vice Governor is unable to complete their term for any reason, the remaining Vice Governor shall appoint a replacement in consultation with their proposed team and with the current District Executive.

If a voting member of the District Executive Committee is unable to complete their term for any reason, the Kinsmen and Kinette Governor may appoint a replacement in consultation with the District Executive and with the current District Board of Directors.

If a Deputy Governor is unable to complete their term for any reason, the Kinsmen and Kinette Governors may appoint a replacement in consultation with the District Executive and a majority of the Club Presidents from the applicable Zone.

### **ARTICLE 13 – RESIGNATION AND REMOVAL OF A DISTRICT BOARD OF DIRECTORS MEMBER**

#### **Section 1 – Resignation of District Board of Directors Member**

If, for any reason, any member of the District Board of Directors chooses to resign from their position, they shall direct a letter of resignation to the District Secretary, who in turn shall call it to the attention of the District Board of Directors.

The resignation shall be deemed to have been accepted by the Governors on behalf of the District Board of Directors as of the effective date stated in the resignation letter.

The letter of resignation shall, as much as possible, set out the reasons for the departure of the member from District Board of Directors.

#### **Section 2 – Removal of District Board of Directors Member**

The position of any member of District Board of Directors shall be automatically vacated if any of the following occurs:

- They submit their resignation in accordance with Article 13, Section 1(1) of these Bylaws;
- They no longer fulfill all the qualifications to be a member of District Board of Directors as prescribed in Article 12, Section 1(1) of these Bylaws;
- At a meeting of members of the District Executive Committee called for that purpose, the members determine by a two-thirds majority that the member be

removed from office, provided always that the member is given an opportunity to be heard;

- They become prohibited from being a member by reason of any order made under the *Act*;
- They are found by a court to be of unsound mind;
- They are declared bankrupt; or
- They are rendered unable to discharge their duties and responsibilities as a result of illness, injury, death or unfavourable family or work circumstances of any kind.

### **Section 3 – Written Notification of Removal of a District Board of Directors Member**

When a District Board of Directors Member is deemed to have been automatically removed from office in accordance with Article 13, Section 2(1) of these Bylaws, the District Executive Committee shall not be required to take any further action other than to send written notification to the member that they have been removed from their position effective as of a date determined by the District Executive Committee.

### **Section 4 – Replacement of a District Board of Directors Member**

A vacancy on the District Board of Directors created by the resignation or removal of a District Board of Directors member in accordance with Article 13, Sections 1 or 2 of these Bylaws shall be filled in accordance with Article 12, Section 4 of these Bylaws.

## **ARTICLE 14 - RIGHTS, RESPONSIBILITIES AND DUTIES**

### **Section 1 – Rights, Responsibilities and Duties of District Governors**

The District Governors shall have the following rights, responsibilities and duties:

- They shall serve as voting members of the District Executive,
- They shall preside over all Kin Business meetings held at the District Conference, Fall Leadership Conferences and all meetings of the District Executive and Board of Directors.
- They shall be the Chief Executive Officers and shall exercise general supervision over the work and activities of all the Clubs in District Four.
- They shall be ex-officio members of all standing and special committees of all Clubs in District Four.
- They shall carry out and implement through the District Board of Directors and the Members of District Four, all Kin programs and policies established by the District Board of Directors and the National Board of Directors.
- They shall be responsible for supplying a current copy of the District Four Trophy Rules on the request of any Club within District Four, and shall arrange for the receipt of entries, judging and preservation of trophies and awards at the District level.

NPP 7.01  
(d)(v)

### **Section 2 – Rights, Responsibilities and Duties of District Board of Directors**

The District Board of Directors shall be responsible for the management and control of the District and each of the Clubs located in the District to ensure that all such Clubs are in compliance with the Bylaws of the District and the Governing Documents. The District Board

of Directors shall be obligated to report to the National Board of Directors any continuous and persistent breach by a Club of the Governing Documents of which they, exercising due diligence, became aware.

NPP 7.01  
(d)(vii)

### **Section 3 – Rights, Responsibilities and Duties of District Executive Committee**

The District Executive Committee shall be responsible to exercise the full powers of the District Board of Directors in respect of the management and affairs of the District in between meetings of the District Board of Directors. All actions and expenditures of the District authorized by the District Executive Committee shall be reported to the District Board of Directors at its next meeting and shall require the approval or ratification of the District Board of Directors.

### **Section 4 – Rights, Responsibilities and Duties of Deputy Governors**

Deputy Governors shall have the following rights, responsibilities and duties:

- They shall serve as a voting Member of their Zone and the District Board of Directors.
- They shall assist the District Governors in the implementation and carrying out of the Kin programs and policies as established by the District Board of Directors and the National Board of Directors.
- They shall preside over all Zone Conferences and shall have full supervision of such meetings as well as the planning, arrangements and programs provided at those meetings.
- They shall be the Chief Executive Officers and shall exercise general supervision over the work and activities of all Kinsmen, Kinette, Kinsmen and Kinette, Kin Clubs, and Kin Campus Clubs in their Zone under the direction of the District Governors.
- They shall be responsible for supplying the current District Four Trophy Rules upon request from any Club within the Zone, and shall arrange for the receipt of the entries, judging and preservation of trophies and awards at the Zone level.

The provisions of Article 18 of this document shall govern the calling and convening of Zone Kinsmen and Kinette Conferences with any changes deemed necessary.

## **ARTICLE 15 – DELETED IN ITS ENTIRETY**

## **ARTICLE 16 – DISTRICT CONFERENCE**

### **Section 1 – Timing and Location of Conference**

NPP 7.01  
(d)(xi)

Each year a District Conference shall be held after April 1<sup>st</sup> and no later than June 27<sup>th</sup> of each year

The District Executive shall cause to be circulated to all Clubs an Official Call to the District Conference at least sixty days prior to the District Conference.

Any Club in good standing within the District's boundaries may bid at least one year prior to the Conference for the right to host the Conference.

After signing a Host Club Agreement with the District Board of Directors, all other arrangements shall be made with the District Board of Directors in office during the year of the Conference.

If no bids are received by the close of the preceding District Conference, the District Executive Committee has the right to approach any Club within the District's boundaries to host the Conference.

The Conference must be held within the physical boundaries of the District.

## Section 2 – Quorum

NPP 3.05  
(c)

A majority of Accredited Delegates (or Alternate Accredited Delegates, as applicable), duly registered with the Credentials committee and present at the meeting, as set out in GOB No. 2, section 4.07, and National Policies and Procedures, section 3.04 will constitute a quorum for the transaction of all business at the District Conference.

NPP 3.03,  
3.04

## Section 3 – Appointment, Certification, and Registration of Accredited Delegates

For information related to the appointment, certification, and registration of Accredited Delegates, please refer to the National Policies and Procedures, Section 3.04.

All forms designating Accredited Delegates and Alternate Accredited Delegates, must be received by the District Secretary no later than 14 days prior to the opening of the District Convention.

NPP 3.08

### Holders of Voting Cards

Delegates entitled to hold voting cards at any Conference of the Association shall be as follows:

- An individual in Good Standing appointed as an Accredited Delegate of a Club in Good Standing in the Association
- An individual in Good Standing appointed as an Alternative Accredited Delegate of a Club in Good Standing in the Association
- The Chair of the Conference
- The Credentials Chair of the Conference

In order to ensure the complete integrity of the Conference Rules of Order Chair, he or she is not entitled to hold a voting card at any Conference of the Association.

NPP 3.09

### Transfer of Voting Cards

Accredited Delegates and Alternative Accredited Delegates may transfer their voting cards for any reason, subject to the following:

- The Credentials Chair will deal with a confirmed Accredited Delegate or Alternative Accredited Delegate wishing to transfer his or her card to another Accredited Delegate or Alternative Accredited Delegate.
- The Accredited Delegate or Alternative Accredited Delegate must be named as one of those on the Accredited Delegate Form.
- No explanation is required for the transfer; however, once the voting card has been transferred, the original Accredited Delegate or Alternative Accredited Delegate may not claim the voting card back during the same Credentials session.
- In cases where multiple Credentials sessions are permitted during the Conference, the original Accredited Delegate or Alternative Accredited Delegate may claim the voting card back during the next open Credentials session.

- The individual transferring the voting card (“the transferer” and the individual receiving the voting card (“the transferee” must both sign an Accredited Delegate Transfer Form to confirm the transfer.
- The Credentials Chair is responsible for updating the Conference Secretary on all transfer of voting cards during the Conference.

NPP 3.03,  
3.05, 3.06,  
3.08, 3.09

#### **Section 4 – Voting**

For information related to Club voting rights, please refer to the National Policies and Procedures, Section 3.03.

For information on the Convention Procedures related to Voting at a District meeting, please refer to the National Policies and Procedures, Section 3.05.

In accordance with GOB sections 4.09 and 4.10, except as otherwise provided in the GOB, all questions put to any meeting at a National, District, or Zone convention/conference shall be determined by Ordinary Resolution (requiring a simple majority of the votes cast), voted upon by a “show of hands” method through the use of flash cards as distributed by the Credentials committee.

#### **Section 5 – Financial Considerations**

The District Executive shall provide the host Club with a ten thousand dollar (\$10,000) accountable advance after each party has signed the Host Club Agreement.

This advance is repayable to the District immediately on the close of the District Conference.

If the District Conference sustains a deficit, the host Club shall be responsible for 50 % of the deficit and the District shall be responsible for the remainder.

Any surplus realized from the Conference shall result in a surplus for the host Club of 50 % with the remainder to be turned over to the District.

Specific details regarding this arrangement shall be contained within the Host Club Agreement.

The budget for the Conference is to be approved by the District Board of Directors at least four months prior to the Conference.

Updated to  
reflect  
approved  
District  
Resolution  
2017.

### **ARTICLE 17 – FALL LEADERSHIP CONFERENCE**

#### **Section 1 – Timing and Location of Conference**

Each year a Kinsmen and a Kinette Fall Leadership Conference shall be held between the dates of September 15<sup>th</sup> and November 15<sup>th</sup>.

The District Executive shall cause to be circulated to all Clubs an Official Call to each Fall Leadership Conference at least forty-five days prior to each Fall Leadership Conference.

Any Club in good standing within the District’s boundaries may bid for the right to hold their respective Fall Leadership Conference at the Fall Leadership Conference currently being held.

If a Kinsmen, Kinette, and/or Kin Club in the same community bid for the right to hold their respective Fall Leadership Conference in the same Kin year, the host Clubs may also propose separate leadership sessions/education programming with shared fellowship activities/social event programming.

Fall Leadership Conference, whether totally independent, or with separate leadership sessions/educational programming and shared fellowship activities/social event programming,

shall be at the request of the Host Clubs, confirmed by the District Board of Directors, and shall comply with the Governing Documents of the Association and District Four. No reasonable request of the Host Club shall be withheld by the District Board of Directors.

If no bids are received, the District Board of Directors may accept bids up to and including the last day of the District Conference prior to the Fall Leadership Conference.

If no bids are received by the last day of the District Conference, the District Executive Committee may then contact any Club to host the event or may cancel the Fall Leadership Conference for the current year.

## Section 2 – Quorum

NPP 3.05  
(c)

Notwithstanding the considerations noted in Article 17, Section 3 of these Bylaws, a majority of Accredited Delegates (or Alternate Accredited Delegates, as applicable), duly registered with the Credentials committee and present at the meeting, as set out in GOB No. 2, section 4.07, and National Policies and Procedures, section 3.04 will constitute a quorum for the transaction of all business at the Fall Leadership Conference

## Section 3 – Business Conducted at Fall Leadership Conferences

The primary purpose of the Fall Leadership Conference is for the personal and leadership development needs of the Membership.

The business of the meeting includes reports and information from Clubs, Zones, District and National.

No business of the District can be voted on during the Fall Leadership Conference except if an election of Vice Governors is required.

## Section 4 – Financial Considerations

If the Fall Leadership Conference sustains a deficit, the host Club is responsible for the first 50 % of the deficit and the District shall be responsible for the remainder.

Any surplus realized from the Conference shall result in a surplus for the host Club of 50% with the remainder to be turned over to the District.

Specific details regarding this arrangement shall be contained within the Host Club Agreement.

The budget for each Fall Leadership Conference is to be approved by the District Board of Directors at least four months prior to the Conference.

# ARTICLE 18 – ZONE CONFERENCES & DEPUTY GOVERNORS

## Section 1 – Zone Conferences and Election of Deputy Governors

Each Zone shall hold a Spring Zone Conference each year at any time between February 1<sup>st</sup> and April 15<sup>th</sup>.

At each Zone Conference the Clubs within that Zone elect, at a minimum, one Deputy Governor to represent the Zone on the District Board of Directors for the upcoming year.

In the event that no representatives are elected, the Governors may appoint at least one Active Member of a Club in Good Standing in the District to act as Deputy Governor(s) for that Zone.

The appointed Deputy Governor is not required to be from a Club in that Zone.

In Zones that have dual leadership, in consultation with the Clubs in the Zones, the District

Executive may appoint another person to fill the vacancy in accordance with Article 12, Section 4, paragraph 4 of these Bylaws.

**Section 2 – Zone Bylaws, Policies and Procedures**

Each Zone may establish and amend its Zone Bylaws, Policies and Procedures.

Any Bylaws, Policies and Procedures created by the Zones shall be in accordance with these District Bylaws and the National Policies and Procedures 7.01 (e) and (f). If there is any conflict between the Zone Bylaws and these District Bylaws and/or the NPP, the NPP shall take precedence, then the District Bylaws, then the Zone Bylaws.

**ARTICLE 19 – SPECIAL MEETINGS**

NPP 7.01  
(d)(xi)

**Section 1 – District Executive Calls Special Meeting**

The District Executive may at any time call a Special Meeting of the District for the transaction of any business, the general nature of which is specified in the notice calling the meeting, such notice to be circulated to all Clubs at least forty-five days prior to the Special Meeting.

A Special Meeting may also be called by the District Executive upon the written request of at least three members of the District Board of Directors, which request shall also contain the purpose of such Special Meeting.

NPP 3.05  
(c)

**Section 2 – Quorum**

A majority of Accredited Delegates (or Alternate Accredited Delegates, as applicable), duly registered with the Credentials committee and present at the meeting, as set out in GOB No. 2, section 4.07, and National Policies and Procedures, section 3.04 will constitute a quorum for the transaction of all business at a Special Meeting of the District.

**Section 3 – District Governors’ Discretion to Call Presidents’ Meetings and Executive Seminars**

The District Governors may, at their discretion and in consultation with the District Board of Directors, arrange for and call meetings of Club Presidents or Club Executive Seminars at any time during their term, such meetings to be convened in accordance with Article 19, Section 1 (paragraph 1) of these Bylaws.

**ARTICLE 20 – PROXIES AT DISTRICT CONFERENCE**

NPP 3.04  
(h)

**Section 1 – Proxy to Conference Delegates**

**No Use of Proxies**

In accordance with GOB No. 2, Section 2.06, the Association’s By-Laws no longer provide for the use of proxies for voting purposes. For Clubs that are unable to attend a District conference, designating an Alternate Accredited Delegate from outside of the Club shall have similar effect as a proxy, subject to the requirements of NPP, section 3.04.

**ARTICLE 21 – ZONES AND CLUBS**

**Section 1 – The Clubs of District Four**

There shall be seven Zones in District Four which shall consist of those Clubs set forth hereunder, together with such other Clubs as may be chartered from time to time:

<b>Zone</b>	<b>Kinsmen Clubs</b>	<b>Kinette Clubs</b>	<b>Kin Clubs</b>
<b>A:</b>	Dawson Creek	-	-
	-	-	Grande Prairie
	-	Slave Lake	-
	-	Spirit River	-
<b>B:</b>	-	-	Beaumont
	Camrose	Camrose	-
	Edmonton	Edmonton	-
	Leduc	-	-
	Provost	-	-
	-	-	Strathcona County
	Wainwright	-	-
	-	Wetaskiwin	-
<b>C:</b>	Fort McMurray	Fort McMurray	-
	Lac La Biche	Lac La Biche	-
	Smoky Lake & District	Smoky Lake	-
	Vegreville	Vegreville	-
<b>D:</b>	-	-	Central Alberta
	Innisfail	Innisfail	-
	Lacombe	-	-
	Ponoka	Ponoka	-
	Red Deer	Red Deer	-
	Rimbey	-	-
	Rocky Mountain House	West Country	-
	Stettler	Stettler	-
<b>E:</b>	-	-	Airdrie
	Calgary	Calgary	-
	Drumheller	-	-
	-	Hanna	-
	High River	Foothills	-
	-	-	Okotoks
	Stampede City	Stampede City	-
	Vulcan	Vulcan	-
<b>F:</b>	Brooks	Brooks	-
	Claresholm	Claresholm	-
	Coaldale	Coaldale	-
	Lethbridge	Lethbridge	-
	Medicine Hat	Medicine Hat	-
	Milk River	Milk River	-
	Taber	-	-
<b>G:</b>	-	-	Drayton Valley
	-	Edson	-
	-	-	Hinton
	-	Mayerthorpe	-
	-	Spruce Grove	-
	St. Albert	St. Albert	-
	Stony Plain	-	-

## **ARTICLE 22 - ZONE AND CLUB SOVEREIGNTY**

### **Section 1 – Advertising and Project Operation**

No Club or Zone shall circulate, offer to sell, advertise, or operate, or cause to be circulated, sold, offered for sale, advertised, or operated, any type of money raising project or scheme whatsoever outside of its boundaries.

Nothing contained in Article 22, Section 1 (paragraph 1) of these Bylaws shall prevent any Club or Zone from carrying out the activities mentioned herein within the boundaries of some other Club or Zone if it obtains the written consent of such other Club or Zone, such consent not to be unreasonably withheld.

### **Section 2 – Territorial Infringement**

The following policy shall apply with regard to “territorial infringement”:

- A Club or Zone may use all media available to it within its territorial limits in promoting its fundraising projects regardless of the “market area” of the media, without approval of the other Clubs or Zones, provided it makes no physical attempt to market its product outside its territorial limits.
- In the event that outside marketing is obviously contemplated, it shall first obtain the written consent of the Clubs or Zones affected.
- Any Club contemplating a new fund raising project where general advertising shall be used in a “metro area”, including the so-called “bedroom communities”, and having met the requirements in Article 22, Section 2 (paragraph 1) of these Bylaws, shall first advise all other Clubs within the area.
- No Club or Zone shall use any form of media which originates outside its territorial limits for the promotion of its fund raising projects without first obtaining written consent of all Clubs and Zones involved.

## **ARTICLE 23 – ANNUAL CORPORATE RETURN / FINANCIAL STATEMENTS / INSURANCE REPORTING FORM**

### **Section 1 – Requirement for Annual Corporate Return Filing**

Each Club in the District shall file its annual corporate return annually with the appropriate Corporate Registry in accordance with the provisions of the *Act* or statute prevailing within its jurisdiction.

Each Club shall forward to National Headquarters, copies of proof of filing of the Club’s Annual Returns for each Kin year no later than November 15 of each year.

### **Section 2 – Requirement To File Corporation Tax and/or NPO Returns**

Each Club in the District shall file annually, a Corporate Income Tax Return on the prescribed Form T2 or T2 Short as applicable, required under Subsection 150(1) of the Income Tax Act, as it now stands or is hereafter amended.

Each Club in the District shall file annually, provided they meet the criteria described in paragraph 149(1)(l), a Non-Profit Organization Information Return on the Prescribed Form T1044 as required under Subsection 149(12) on the Income Tax Act, as it now stands or is hereafter amended.

NPP - Not  
In Good  
Standing  
Procedure  
10.03 (b)  
(iii)

### **Section 3 – Requirement To Submit a Properly Completed Annual Reporting Form**

Each Club in the District shall properly complete and submit the online Annual Insurance Reporting Form provided by National Headquarters, no later than November 15 of each year.

## **ARTICLE 24 – KINSMEN & KINETTE REGALIA**

### **Section 1 – Limitations on Liberation of Club Regalia**

Within the limits of District Four, only a Club's gavel may be liberated by Members of another Club.

The liberating Club may retain possession of such regalia for a maximum of two months.

Any Club in possession of missing regalia is financially responsible for the items should they go missing or require repair while in their possession.

## **ARTICLE 25 – MONITORING OF GAMING EVENTS**

### **Section 1 – Notice to District Executive in the Event of Failure of Gaming Controlled Project**

Each Club shall give immediate notice to the National Board of Directors and District and Zone Executive of any request made by it for an extension to complete any Gaming-controlled Project that it has undertaken.

Each Club in jeopardy of completing a Gaming-controlled project at a loss in excess of the balance of its available financial resources shall give notice of its situation to the National Board of Directors and District and Zone Executive as soon as reasonably possible prior to the date set for completion of the project.

## **ARTICLE 26 – INSURANCE AND LIABILITY**

### **Section 1 –**

Kin Canada has structured its insurance program to protect the overall organization including all of its members and volunteers. This program provides all of the clubs with coverage and limits that are deemed reasonable by National Headquarters staff and our broker.

In keeping with commonly accepted industry practices, as a policy, we do not distribute copies of Kin Canada's insurance policies. The ownership of, and ultimate responsibility for interpretation of the National Insurance Program rests with National Headquarters and our brokers. There are great risks inherent in individual clubs or members interpreting coverage issues on their own outside of this structure. This would be seriously magnified if spread over 600 clubs and more than 8,500 members. Additionally, these documents contain certain information about our overall organization that is proprietary and confidential. For these reasons, we would be remiss in our duty to protect the interests of the Association and our member clubs if we were to release our insurance documents in their entirety.

A Summary of Insurance containing the main elements and limitations of our coverage and clear statements on clubs' insurance responsibilities is available from National. In the vast majority of cases, this information is sufficient to allow clubs to understand their coverage and make determinations on any additional coverages that may be appropriate for their particular

NPP  
Insurance  
Disclosure

circumstances. To ensure consistency and accuracy of interpretation, any questions on specific issues should be directed to National staff.

## **ARTICLE 27 – DISTRICT ARCHIVES**

### **Section 1 – Location of District Four Archives**

District 4 Archives are at a secure location, currently in Calgary, Alberta, and may be relocated at the discretion of District 4 Foundation Board of Directors should the need arise.

That the District 4 Foundation shall be able to request payment from District for storage fees within the amount levied to the membership and within the cap set as per Article 5, Section 4 (paragraph 5) of the District Bylaws.

Should the District 4 Foundation be dissolved, the responsibility for the District 4 Archives shall revert back to the membership of District 4.

## **ARTICLE 28 – DISTRICT FOUR KIN FOUNDATION**

### **Section 1 – Clubs of District Four Support District 4 Kin Foundation**

The Clubs of District Four shall actively support and assist the established “District 4 Kin Foundation”.

## **ARTICLE 29 – NOT IN GOOD STANDING**

NPP 10 –  
Not In  
Good  
Standing

Section 2.05 of the General Operating Bylaws No. 2 sets out conditions that can cause a Member Club to be disciplined to various degrees. The Not In Good Standing Policy sets out further details on those conditions/causes, the types of discipline that may result and consequences thereof, as well as the basis for appeals, restoration of Good Standing status, or reinstatement of a club’s charter membership that has been revoked. Please refer to the Kin Canada Not In Good Standing policy (National Policy and Procedure, Chapter 10) for more details and responsibilities of Clubs and District Board of Director members.

NPP 11 –  
Conduct of  
Character  
and  
Community  
Standing

## **ARTICLE 30 – CONDUCT OF CHARACTER AND COMMUNITY STANDING**

Section 2.01 of the General Operating Bylaws No. 2 sets out the conditions to be a Club within the Association which include, but are not limited to, the Club being in agreement with the provisions set out in the Association’s Governing Documents. A related provision in section 1.01 of the General Operating Bylaw No. 2 sets out a number of defined terms, including: “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. In order to be an Active Member in Good Standing, a person must be, among other qualifications, of Good Character and of Good Community Standing.

These and further terms are further defined in the Conduct of Character and Community Standing policy (National Policy and Procedure, Chapter 11), as set out by the National Board of Directors. The purpose of this policy is to provide clubs with appropriate criteria and reasonable procedures for determining whether a prospective or current member meets the standards defined by Kin Canada. As such, prospective members, active members, and Club executive members have roles and responsibilities in ensuring this policy is met.

Please also refer to the Kin Canada Not In Good Standing policy (National Policy and Procedure, Chapter 10) for more details and responsibilities

NPP Illegal Activities

### **ARTICLE 31 – ILLEGAL ACTIVITIES**

Illegal activities or events of any kind are strictly discouraged by the Association. In addition to the legal ramifications, the holding of such events or activities poses a serious threat to the subject club and the Association as a whole: National insurance coverages do not apply to illegal activities, leaving the club, its members and the entire Association exposed to any charges, penalties, actions or claims for damages that could arise from such events. In an extreme situation, the repercussions could threaten members' personal criminal records and assets, as well as those of the club and the Association – potentially even their very existence.

Should National Headquarters become aware that illegal activities are planned or have occurred, the Association's Illegal Activities and Not In Good Standing policies (National Policy and Procedure, Chapter 10) shall be followed.

NPP Non-Roster Club Members

### **ARTICLE 32 –NON-ROSTER CLUB MEMBERS**

A non-roster individual or "hidden member" is any person who actively participates in the affairs of a Club but is not registered on the National roster, regardless of how the Club may regard that person's status. Individual members of Clubs have official status as Active Members of Clubs of the Association only if they are recorded in the official national membership roster database. The National policy on Non-Roster Club Members clarifies the status and rights of non-roster individuals, as well as the implications for Clubs of the Association that purposely omit such individuals from their reported rosters in order to avoid dues or for any other reason.

Clubs operating with Non-Roster Club Members may be placed Not In Good Standing by the Executive Director.

### **ARTICLE 33 –DISTRICT SERVICE PROJECTS**

The Clubs of District Four shall be encouraged to actively support and assist the following:

- Cystic Fibrosis research
- Child Abuse Prevention and Protection
- STARS (Shock-Trauma Air Rescue Society)
- Local Air/Ground response

### **ARTICLE 34 –DISTRICT AWARDS**

All District Award winners shall be provided with a mini-plaque and the Club shall be provided with crests displaying the name and year of the award for their Club banner.

All District Four trophies, plaques or banners, which are intended to be reused, shall be returned to the District Awards Chairman or Chairmen by the end of March.

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

The District Executive shall appoint Judges for the District Awards.

Any repair or replacement costs shall be the responsibility of the last Club to have the award in their possession.

Two Members of the Club executive shall sign all award submissions.

The District Trophy Rules and Awards form part of the District Bylaws, but are part of a separate package that is distributed annually to all Clubs.

**ADDENDUM “A”**

**FALL LEADERSHIP CONFERENCE / DISTRICT CONFERENCE AGREEMENT**

This indenture made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Between**

**Kin Canada District Four**  
 (“the District”)

and

**The Kinsmen/Kinette/Kin Club of \_\_\_\_\_**  
 (“the Host Club”)

**Introduction:**

**A.** The parties desire to enter into an agreement with respect to the supervision, management and control of a Fall Leadership Conference / District Conference to be held in District Four for the year 20\_\_\_\_ to be called:

District Four Kinsmen Fall Leadership Conference 20\_\_\_\_ - “\_\_\_\_\_”.

District Four Kinette Fall Leadership Conference 20\_\_\_\_ - “\_\_\_\_\_”.

District Four Conference 20\_\_\_\_ - “\_\_\_\_\_”.

**B.** The parties desire to clarify their respective financial and other responsibilities for the said Fall Leadership Conference / District Conference (“the Conference”).

**Now therefore** the parties covenant and agree as follows:

1. The Host Club covenants and agrees:

a. To establish a Conference Committee and appoint a Chairperson with a thorough knowledge of committee procedures. The said Chairperson shall have the full power and authority to act on behalf of the Host Club in carrying out its responsibility to the District under the terms of this Agreement. The Conference committee chairperson shall be:

**[John Doe/Jane Doe]**

b. To prepare a cost estimate for the Conference and prepare a written budget outlining the proposed registration fees and revenue anticipation together with a forecast of the proposed expenditures to be made in the operation of the Conference. This said budget shall be submitted to the District Four Executive Committee on or before:

**[if FLC – June 1<sup>st</sup> of the calendar year the Conference is to be held.]**

**[If District Conference - January 1<sup>st</sup> of the calendar year the Conference is to be held].**

c. To establish a separate bank account, keep separate records and otherwise control all Conference revenue and expenses separate and apart form the financial records of the Host Club:

**Name of Bank:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

- d. To establish an audit review committee of not less than three (3) members of the Host Club who possess a thorough knowledge of committee procedures. The members of the audit committee shall be:
- Member 1:** \_\_\_\_\_
- Member 2:** \_\_\_\_\_
- Member 3:** \_\_\_\_\_
- e. To file with the District Governors and District Executive Committee on or before:
- i) If FLC, January 31<sup>st</sup> of the calendar year after the Conference is held, at the expense of the Host Club, a statement of all receipts and expenditures of the Conference reviewed by the audit review committee members.
  - ii) If District Conference, June 30<sup>th</sup> of the calendar year after the Conference is held, at the expense of the Conference committee, a preliminary financial report, and, on or before August 31<sup>st</sup> of the calendar year after the Conference is held, an audited statement of all receipts and expenditures of the Conference reviewed by the audit review committee members.
- f. To solicit and record all registrations of delegates, members and guests to the Conference. Registrations that are unpaid and/or in arrears at the time of the financial review are considered revenue and must be accounted for in the profit/loss calculation. Collecting on registrations is the sole responsibility of the Host Club.
- g. To provide sufficient personnel to work the registration desk at all reasonable times as required for the orderly registration of delegates, members and guests.
- h. To provide all registration forms, delegate tags, name plates, programs, brochures and all other information required to keep delegates, members and guests informed of Conference proceedings both before and during the Conference.
- i. To advise Clubs and other interested parties of hotels, motels and other places of accommodation where prior arrangements have been made to secure sufficient lodging and to obtain in advance and in writing the rates to be charged to delegates, members and guests of the Conference. The Host Club shall not be required to bear the costs of any accommodations for attendees.
- j. To collect Conference registration fees as may be prescribed and agreed to by the District Executive Committee and the Host Club.

The FULL Conference registration fee shall not exceed: \$\_\_\_\_\_.00

The FULL Conference Early Bird registration fee shall not exceed: \$\_\_\_\_\_.00

The PARTIAL Conference registration fee shall not exceed: \$ \_\_\_\_\_.00

The PARTIAL Early Bird registration fee shall not exceed: \$ \_\_\_\_\_.00

The DEADLINE for Conference registration shall be:

**EARLY BIRD:** \_\_\_\_\_

**REGULAR:** \_\_\_\_\_

- k. To reserve and pay the cost of FULL Conference registration for the Kinsmen & Kinette Governor of Kin Canada, District Four.
- l. To reserve and pay the cost of FULL Conference registration for the National Representative of Kin Canada.
- m. To ensure that drink/bar prices at the Conference shall not exceed:  

**\$ \_\_\_\_\_.00 per drink.**
- n. To prepare all necessary news releases and publicity and provide it to the press, radio and television media within the area, following approval of the District Executive Committee.
- o. To keep the members of District Four informed in advance of the Conference so as to stimulate and encourage proper attendance at the Conference.
- p. For District Conference, to arrange for a reserved block of hotel accommodations dedicated solely for the exclusive use of the District, totaling twenty five (25) double rooms. The Host Club shall not be required to bear the costs of any accommodations for the District.
- q. To rent and pay for such halls and rooms for necessary business meetings, banquets and District Executive Committee meetings of the District.
- r. To rent and pay for such equipment as audio-visual, public address system, chairs, tables, and any other equipment which, in the opinion of the District Executive Committee, is required for the orderly carrying out of the Conference proceedings.
- s. To arrange for and pay for all necessary expenses required for invited guest speakers and presenters, as may be agreed upon by the Conference chairperson and the Governors.
- t. To be financially responsible for up to fifty (50%) percent deficit incurred directly related to hosting the Conference. Expenses incurred and/or received after the review performed by the audit review committee under Article 1.e. of this Agreement are solely the responsibility of the Host Club.
- u. To pay fifty (50%) percent of any and all profits of the Conference to the Kin Canada, District Four General account.

**2. The District covenants and agrees:**

- 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 committee chairperson with a complete agenda of the business proceedings of the Conference at least fifteen (15) days prior to the Conference.
  - c. To co-operate with the Conference committee chairperson in coordinating the business sessions with the social functions of the Conference.
  - d. To arrange and coordinate with the Conference committee chairperson all awards, trophy presentations and public speaking presentations made by the members of the District during the course of the Conference.
  - e. To arrange and organize all business sessions, open forums and other discussions to take place during the Conference.
  - f. To provide, at the request of the Conference committee chairperson, a chairman for any special meetings to be held during the Conference.
  - g. At District Convention, to pay the cost of FULL Conference registration for the Current & Incoming Board of Directors & Deputy Governors.
  - h. To arrange for, reserve, and pay for all necessary hotel accommodations required by the District Executive, Deputy Governors, and Guests of the District for the Conference.
  - i. To pay for all travel and miscellaneous expenses for the National Representative **NOT** covered by Kin Canada and the travel and miscellaneous expenses of the District representative to coordinate and liaise with the Conference committee chairperson(s) prior to the Conference.
  - j. For District Convention, to provide the Host Committee with up to a ten thousand (\$10,000) dollar advance to cover costs for deposits on meeting rooms and facilities as required and to cover other costs incurred prior to the District Conference, at the discretion of the Host Committee. This advance must be repaid to the District prior to the start of the District Conference.
3. 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 reduced by fifty (50%) percent if such members have worked a minimum of twelve (12) hours on Conference business.
4. 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:

**Kin Canada District Four**  
Per:

**The Kinsmen/Kinette/Kin Club of \_\_\_\_\_**  
Per:

\_\_\_\_\_  
District 4 Kinsmen Governor -

\_\_\_\_\_  
President -

\_\_\_\_\_  
District 4 Kinette Governor -

\_\_\_\_\_  
Treasurer -