

DISTRICT FOUR, ZONE F BYLAWS
[Effective July 1, 2026]

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
 - ii) 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 is designated on a rotating basis, in alphabetical order of City or Town, the Clubs are listed in the District Bylaws. If the designated Host Club cannot host Spring Zone Conference, in their given year, they are responsible for finding a replacement. If the Spring Zone Conference cannot be held for whatever reason, the responsibility to host next year's Spring Zone Conference will automatically rotate to 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. If 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 for registering and paying 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 Members (Clubs) 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 travel risk, the cost incurred 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 gain 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 regarding 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.

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:

- A. 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 – “ _____ ”

- B. 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:

- 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 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.
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 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.
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 set at a value required to strictly cover the fixed costs of the Conference.
 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:

Zone F, District 4, Kin Canada

Per:

 Name,
 Zone F Kinsmen Deputy Governor

 Name,
 Zone F Kinetite Deputy Governor

The Kinsmen/Kinette/Kin Club of _____

Per:

 Name,
 President

 Name,
 Treasurer

RETURN TRIP MILEAGE THROUGHOUT THE ZONE

	Brooks	Claresholm	Coaldale	Lethbridge	Medicine Hat	Milk River	Taber
Brooks	0	366	280	310	212	356	206
Claresholm	366	0	190	158	488	330	260
Coaldale	280	190	0	35	300	166	72
Lethbridge	310	158	35	0	334	174	105
Medicine Hat	212	488	300	334	0	392	230
Milk River	356	330	166	174	392	0	152
Taber	206	260	72	105	230	152	0

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.]