

**Kin Canada District Four
Zone D Zone Bylaws
Amended At Zone D Meeting March 18, 2023**

Article 1.0 – ZONE NAME

The name of this Zone is Zone D in District 4 of Kin Canada and shall remain named as such until the time that Kin Canada changes their Zone naming requirements.

Article 2.0 - INTERPRETATION OF ZONE BY-LAWS

The bylaws must be kept in accordance with the *District 4 Bylaws*, Policies and Procedures. Further, Kin Canada's *General Operating Bylaws and National Policies and Procedures Manual* shall take precedence to these Zone Bylaws in all matters of contradictions.

Article 3.0 - BOUNDARIES

The geographical boundaries of Zone D are those that are set forth in the *District 4 Bylaws*.

Article 4.0 – ZONE OFFICERS

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

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

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

Article 5.0 – SPRING ZONE CONFERENCE

Section 5.1 - Official Call

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

Section 5.2 - Agenda, Resolutions, Past Minutes

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

**Kin Canada District Four
Zone D Zone Bylaws
Amended At Zone D Meeting March 18, 2023**

Section 5.3 - Spring Zone Newsletter

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

Section 5.4 – Voting, Accredited Delegates, and Conference Procedure

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

Section 5.5 – Resolutions to Zone Conference

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

**Kin Canada District Four
Zone D Zone Bylaws
Amended At Zone D Meeting March 18, 2023**

(30) calendar days prior to the conference.

Section 5.6 – Spring Zone Conference Budget

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

The Host Club shall submit a copy of the financial statement for the Zone conference within thirty (30) calendar days following the conference to the Zone Deputy Governor(s) via email.

Section 5.7 – Spring Zone Minutes

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

Section 5.8 – Host

Section 5.9 – Host Clubs

- a. Host Clubs for Spring Zone Conferences are designated on a rotating basis, in alphabetical order of city or town, the clubs being as listed in the District Four By-Laws, beginning with the Kinsmen, Kinette, or Kin Clubs hosting Spring Zone 2022-2023.

The Rotation shall be as follows:

- The Kinsmen Club of Rimbey 2023
- The West Country Kinettes
- The Kinsmen Club of Stettler
- The Kinette Club of Innisfail
- The Kinsmen Club of Lacombe
- The Kinsmen Club of Ponoka
- Central Alberta Kin Club
- The Kinsmen Club of Rimbey
- The Kinette Club of Stettler
- The Kinsmen Club of Innisfail
- The Kinsmen Club of Lacombe
- The Kinette Club of Ponoka
- The Kinsmen Club of Red Deer
- The Kinsmen Club of Rimbey
- The Kinsmen Club of Rocky Mountain House
- The Kinette Club of Innisfail
- The Kinsmen Club of Lacombe
- The Kinsmen Club of Ponoka
- The Kinette Club of Red Deer

**Kin Canada District Four
Zone D Zone Bylaws
Amended At Zone D Meeting March 18, 2023**

The Rotation reverts back to the Conference rotation of 2023.

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

Section 5.9 - Registration & Accommodations

- a. The Host Club of a conference shall be responsible for the registration and accommodations as required by District Kinsmen Governor and District Kinette Governor.
- b. The Host Club of a conference shall be responsible for the registration and travel cost as required by Kinette, Kinsmen and/or Kin Deputy Governor(s).
- c. The Host Club shall give due consideration to those individuals making presentations at the conference. This would include District/National Convention Committees, Vice District Kinsmen and Kinette Governor candidate(s) and charge them only for the cost involved during their presence at the conference, i.e. cost of meals and not full registration.
- d. The Host Club shall be responsible to supply, within reason, all audio/visual equipment for the Zone Conference.
- e. Each Club in the Zone shall be responsible for a guaranteed registration. The amount will depend on the size of their Club according to the latest membership stats. For every 5 members they will pay for 1 registration at the conference to be prepaid prior to the deadline established by the Host Club for the Zone Conference.
- f. Zone D District Zone Conference shall start no earlier than 9am MST to allow Deputy Governor(s) and Club Members adequate travel time within the Zone.

Article 6.0 - INTERCLUBS

Section 6.1 – Definition

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

Section 6.2 – Purpose

**Kin Canada District Four
Zone D Zone Bylaws
Amended At Zone D Meeting March 18, 2023**

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

Section 6.3 – Attendance

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

Article 7.0 - TURN OVER MEETING

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

Article 8.0 – STOLEN REGALIA

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

Article 9.0 - AWARDS

Section 9.1 - Zone Kinsmen and Kinette Awards

- a. The Zone Executive shall maintain record of the winners and keep track of the trophies/bannerettes for all Zone winners of any Zone, District, and National Awards.
- b. Listed below are the titles of the current Zone awards:
 - Rose Bowl Award
 - Coronation Prolific Award – The club with the most babies born in it from one Zone Conference to the next.
- c. The rules for the above listed awards shall follow those set by the District or National Award rules. If the award is Zone specific, it will have individual rules established and recorded herein these Zone by-laws.
- d. The respective Kinsmen and Kinette winners shall be the only representatives from the Zone eligible to enter District Award competitions for the same awards.
- e. ALL CLUBS MUST BE IN GOOD STANDING TO COMPETE AT THE ZONE LEVEL.

Section 9.2 – Deadlines

- a. All Zone and District Trophies and Banners must be returned to the Deputy Governor(s) by Feb 1st each year.
- b. The Deputy Governor(s) shall set a submission deadline in order to allow for sufficient time for submissions that need to be sent away to be judged.
- c. Late submissions will not be accepted unless prior arrangements have been made and at the discretions of the Deputy Governors.

**Kin Canada District Four
Zone D Zone Bylaws
Amended At Zone D Meeting March 18, 2023**

Article 10 - AMMENDMENTS

Section 10.1 – Voting

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

Section 10.2 – Effective Date

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

Section 10.3 – Annual Updates to Clubs

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

Article 11 – MEETINGS

Section 11.1 – Special Circumstances

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

Section 11.2 – Notice

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

**Kin Canada District Four
Zone D Zone Bylaws
Amended At Zone D Meeting March 18, 2023**

"ADDENDUM A."

SPRING ZONE CONFERENCE AGREEMENT

This indenture made this _____ day of _____, 20 _____

BETWEEN

District 4, Zone D
(Hereinafter called the Zone)

AND

(Hereinafter called the Host Club)

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

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

Now therefore this agreement witnesses that:

1. The Host Club covenants and agrees:

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

**Kin Canada District Four
Zone D Zone Bylaws
Amended At Zone D Meeting March 18, 2023**

- e. To provide the following audio / visual aid equipment:

- f. To print sufficient copies of the Zone Bulletin, which will include a minimum of the meeting agenda, messages, and reports from each Club, Zone Deputy Governors, District and National, and any resolutions coming to the floor at Zone and District.
- g. Complimentary registrations shall also be provided for the following additional guests: (i.e. National representative, guest speakers, presenters, speaker judges etc.)

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

- i. Bar prices will be fixed at \$____ per drink of liquor and \$____ per drink of beer.
- j. Provide the following entertainment to follow the Conference:

- k. An unaudited statement of all receipts and expenditures for the Conference shall be filed with the District 4 Zone D Deputy Governors within 30 days of the Conference.
- l. The Host Club is responsible for any monetary deficit incurred in hosting the Conference.
- m. To actively promote the Conference within the Zone so as to stimulate and encourage proper attendance.
- n. To provide sufficient personnel to work the registration desk at all such times as are required for the orderly registration of delegates, members, and guests.
- o. To collect accredited delegate forms, and any ~~such registration~~ fees as may be prescribed and agreed to by the Zone Deputy Governor(s) and The Host Club.
- p. To provide a credentials chairperson for the meeting.
- q. To provide a recording secretary to record the minutes of the meeting. An electronic copy of the minutes to be provided to the Deputy Governors within 15 days of the Conference.

Kin Canada District Four
Zone D Zone Bylaws
Amended At Zone D Meeting March 18, 2023

- r. To take all possible precautions to guard against accidental injury to anyone attending the Conference. The Host Club shall in this regard, ensure the event is covered under our National Insurance Policy.

2. The Zone hereby agrees and covenants:

- a. To provide reasonable assistance to the Host Club in fulfilling their covenants and obligations as set out herein.
- b. To provide Conference Chairperson(s) with a complete agenda and all necessary reports for the Convention brochure 15 days prior to the Conference.
- c. To cooperate with the Conference Chairperson(s) in coordinating the business sessions with the social functions of the Conference.
- d. To actively promote attendance at the convention throughout the Zone.
- e. To restrict all kinds of ticket sales at the convention to only those authorized by the host club. The approved ticket sales are:

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

3. The parties hereto covenant and agree that at the option of the Host Club any member of the Host Club attending the Conference may have their registration fees set at a value required to cover the fixed costs of the convention.

4. This agreement shall endure to the benefit of and be binding upon the parties hereto as well as their respective successors and assigns.

**Kin Canada District Four
Zone D Zone Bylaws
Amended At Zone D Meeting March 18, 2023**

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

Kin Canada – Zone D

Per: _____
Kinsmen Zone Deputy Governor

Per: _____
Kinette Zone Deputy Governor

Kinsmen, Kinette or Kin Club of _____

Per: _____
Club President

Per: _____
Club President

Per: _____
Club Secretary

Per: _____
Club Secretary