

**DISTRICT 4, Zone \_\_\_\_\_A\_\_\_\_\_ BY-LAWS**  
**Effective \_\_\_\_\_April 5<sup>th</sup> 2008\_\_\_\_\_**

**Article 1.0 – ZONE NAME**

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

**Article 2.0 - INTERPRETATION OF ZONE BY-LAWS**

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

**Article 3.0 - BOUNDARIES**

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

**Article 4.0 – ZONE OFFICERS**

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

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

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

The Kinette, Kinsmen and/or Kin Deputy Governor (s) shall be the presiding officers of all Zone Conferences held in the Zone.

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, they shall have the duty of implementing the general policy adopted by the District Council and of furthering the objects and aims of the Association and of promoting the interests of the clubs within the Zone.

**Section 4.2 - Other Zone Officers**

Other Zone Officers that may be appointed by the Kinette, Kinsmen and/or Kin Deputy Governor (s) may include a Kinsmen, Kinette and/or Kin for each of the following positions: Secretary-Treasurer, Service Director, Membership Director and Newsletter Editor.

Zone officers 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

**Section 4.3 – Zone Council**

The Zone Council is the title for the administrative body of the Zone. The Zone Council shall consist of the Kinette, Kinsmen and/or Kin Deputy Governor (s), the Past Kinette, Kinsmen and/or Kin Deputy Governor and the Presidents of the clubs in the Zone. A club may appoint an alternate to represent the President at any Zone Council meeting that the President is unable to attend. Such alternate must be a member in good standing of the club represented.

## **Article 5.0 – SPRING ZONE CONFERENCE**

### **Section 5.1 - Official Call**

The Kinette , Kinsmen and/or Kin Deputy Governor (s) shall mail an official Call at least forty-five (45) calendar days prior to any Spring Zone Conference.

### **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) working days prior to the Zone meeting.

### **Section 5.3 - Spring Zone Newsletter**

- a. The Kinette , Kinsmen and/or Kin Deputy Governor (s) shall require a report from each member of the Zone Council to be submitted to them for publication in a Newsletter format, for the use of the delegates, no later than 30 calendar days prior to the Zone meeting.
- b. The Kinette, Kinsmen and/or Kin Deputy Governor (s) shall prepare one copy of the Spring Zone Newsletter to be presented to the host club.
- c. The host club will be responsible for making one copy of the newsletter for each of the expected attendees.
- d. The associated costs for reproduction of the newsletter shall be the responsibility of the host club.

### **Section 5.4 - Delegates and Delegates at Large**

Any member of the club in the Zone who is in good standing may be a delegate to a Zone Conference. The following persons shall be Delegates at Large at a Zone Conference:

- i) The Zone Executive,
- ii) The District Kinsmen Governor or his designate,
- iii) The District Kinette Governor or her designate,
- iv) The National President or his/her designate,
- v) Each Past National President who is a members of a club in the Zone,
- vi) Each Past Kinsmen or Kinette Governor (District Kinette Coordinator included) of District 4 who is a member of a Club in the Zone,
- vii) Each past Kinsmen Deputy Governor or Kinette Deputy Governor (Zone Kinette Coordinator included) of Zone \_\_\_\_A\_\_\_\_ who is a member of a Club in the Zone.

### **Section 5.5 - Voting**

- a. A Delegate at Large shall be entitled to one vote at a Zone Conference, but in no case shall he or she be entitled to proxy their vote.
- b. A delegate shall be entitled to one vote unless a completed, proper and approved proxy form has been given to that delegate.
- c. Proxies, if desired, must be filed with the secretary before the meeting is declared open at the Conference. The president and secretary of the respective club shall sign the proxy.

### **Section 5.6 - Resolutions to Zone Conference**

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

### **Section 5.7 – Spring Zone Conference Budget**

The host club of a conference shall present for approval a budget and a schedule of events to the Zone Executive at least forty-five (45) days prior to the conference.

The host club shall submit a copy of the financial statement for a conference within thirty calendar days following the conference.

### **Section 5.8 – 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 5.9 - Registration & Accommodations**

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

- i) District Kinsmen Governor or District Kinette Governor or their designate,
- ii) Kinette, Kinsmen and/or Kin Deputy Governor (s) or their designate,

## **Article 6.0 - INTERCLUBS**

### **Section 6.1 – Definition**

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

### **Section 6.2 – Purpose**

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

## **Article 7.0 - TURN OVER MEETING**

The turnover meeting shall be held prior to July 1st. All zone items and bank accounts if applicable will be turned over at that time.

## **Article 8.0 – STOLEN REGALIA**

Within the Kinsmen and Kinette Clubs of the Zone, only Kinsmen and Kinette gavels may be taken. A Kinsmen or Kinette may retain possession of the stolen gavel 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 gavel and arrangements made within two (2) months to regain possession.

**Article 9.0 - AWARDS**

**Section 9.1 - Zone Kinsmen and Kinette Awards**

- a. The Zone Executive shall maintain and keep track of the trophies/bannerettes for all Zone, District and National Awards.
- b. Listed below are the current Zone awards:  
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- 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 ZONE LEVEL.

**Section 9.2 - Deadlines**

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

**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 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 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. These revised by-laws shall be printed in each Club’s bulletin in order that they may be maintained by each Zone member.

“ADDENDUM A.”

FALL and/or SPRING ZONE CONFERENCE AGREEMENT

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

BETWEEN

\_\_\_\_\_  
(Hereinafter called the ZONE)

AND

\_\_\_\_\_  
(Hereinafter called the HOST CLUB)

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

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

Now therefore this agreement witnesses that:

1. The Host Club covenants and agrees:
  - a. To establish a committee with chairperson(s) who shall have authority to act on behalf of the Host Club in carrying out its responsibility to the Zone under the terms thereof. The Conference committee chairperson(s) shall be \_\_\_\_\_
  - b. To prepare a cost estimate and written budget outlining the proposed registration fees and revenue anticipation together with expenditures to be made in the operation of the conference. The said budget shall be submitted to the Zone Deputy Governor on or before \_\_\_\_\_
  - c. The full registration fee shall be \$\_\_\_\_\_.
  - d. To reserve/rent and pay such halls and rooms for the necessary business meetings, banquets and entertainment.
  - e. To provide the following audio / visual aid equipment:  
\_\_\_\_\_
  - f. To print sufficient copies of the Zone Brochure, which will include a minimum of the meeting agenda, messages, and reports from each club, zone Deputy Governors, District and National, and any resolutions coming to the floor at Zone and District.
  - g. Complimentary registrations shall be provided for the two Zone Deputy Governors and one District representative.

- h. Complimentary registrations shall also be provided for the following additional guests:  
(i.e. National representative, guest speakers, presenters, speaker judges etc.)

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

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

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

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- l. An unaudited statement of all receipts and expenditures for the Conference shall be filed with the Deputy Governors within 30 days of the Conference.

- m. The host club is responsible for any deficit incurred in hosting the Conference.

- n. To actively promote the Conference within the Zone so as to stimulate and encourage proper attendance.

- o. To provide sufficient personnel to work the registration desk at all such times as are required for the orderly registration of delegates, members, and guests.

- p. To collect such registration fees as may be prescribed and agreed to by the Zone Deputy Governor(s) and The Host Club.

- q. To provide a recording secretary to record the minutes of the meeting. An electronic copy of the minutes to be provided to the Deputy Governors within 15 days of the Conference.

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

2. The Zone hereby agrees and covenants:

- a. To provide reasonable assistance to the Host Club in fulfilling their covenants and obligations as set out herein.
- b. To provide Conference Chairperson(s) with a complete agenda and all necessary reports for the Convention brochure 15 days prior to the Conference.
- c. To cooperate with the Conference Chairperson(s) in coordinating the business sessions with the social functions of the Conference.
- d. To actively promote attendance at the convention throughout the Zone.

- e. To restrict all kinds of ticket sales at the convention to only those authorized by the host club. The approved ticket sales are:  
\_\_\_\_\_
  - f. To arrange and coordinate all awards, trophy presentations, and public speaking presentations made by the members of the Zone during the Conference.
  - g. To arrange and organize all business sessions, open forums, and other discussions to be placed on the convention agenda.
  - h. To provide at the request of the Conference Chairperson(s) any chairman for all special meetings at the said Conference.
  - i. To pay for all travel and miscellaneous expenses for the District Representative not covered by the District Executive
  - j. To pay for all travel and miscellaneous expenses of the Zone Representative to coordinate and liaison with the Conference Chairpersons and committee before the Conference.
3. The parties hereto covenant and agree that at the option of the Host Club any member of the Host Club attending the Conference may have their registration fees set at a value required to cover the fixed costs of the convention..
  4. This agreement shall endure to the benefit of and be binding upon the parties hereto as well as their respective successors and assigns.

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

Kin Canada – Zone \_\_\_\_\_

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