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**Kin Canada District Four
Zone C By-Laws**

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Article 1 – Preamble

Section 1.1 – Zone Name

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

Section 1.2 – Interpretation of Zone Bylaws

- 1) The following articles set forth the By-laws of Kin Canada District 4 Zone C.
- 2) The rules of interpretation for these By-laws shall be the same as for the District 4 By-laws.
- 3) These By-laws shall be in addition to both the Kin Canada General Operations By-laws and District 4 By-laws.
- 4) No Article contained in these By-laws shall supersede or contravene either the Kin Canada General Operating By-laws or the District 4 By-laws.
- 5) Unless otherwise noted, all references to “the Zone” contained within these By-laws and deemed to refer to Kin Canada District 4 Zone C.

Section 1.3 – Autonomy

1) While the members of Zone C are all members of Kinsmen, Kinette and Kin Clubs in District 4, all minutes, financial resources and records of the Zone shall be kept separate from those of the Association and District 4.

Section 1.4 – Boundaries

- 1) The geographical boundaries of Zone C shall be those as set forth in the District 4 By-laws.
- 2) All clubs shall advise in writing, and when appropriate obtain permission from, neighbouring clubs when fundraising or conducting other programs that may occur or extend outside the geographical area of the originating club.

Article 2 – Definitions

Section 2.1 – Definitions

The definitions for these By-laws shall be the same as per the District 4 By-laws with the following inclusions:

- 1) *Committee Chairperson* means a Zone Director or member appointed by the Zone Council to chair Zone Committee. Such person shall be an ex-officio member of Zone Council for the duration of their Chairmanship.
- 2) *Deputy Governor (includes Kinette, Kinsmen or Kin)* means the Zone C representative(s) on the District 4 Council and serves as the respective Chief Executive Officer of the Zone.
- 3) *Member in good standing* means a Member of a Club in Zone C
 - a) who is held to be in good standing within their respective Club and
 - b) whose Club is held to be in good standing within Zone C and
 - c) whose Club is held to be in good standing within District 4 and
 - d) whose Club is held to be in good standing within the Association.
- 4) *Zone By-laws* means the By-laws of the Zone hereinafter set down.
- 5) *Zone C* means the collective or geographically related Clubs as defined in the District 4 By-laws.
- 6) *Zone Council* means the deputy Governor(s), the Presidents of the Clubs of Zone C and any additional Zone Officers as appointed by the Deputy Governor(s).
- 7) *Zone Director* means any person appointed to Zone Council to perform a specific function, for example, Zone Membership Director, Zone Secretary, Zone Treasurer or Zone CF/Service Director.
- 8) *Zone Executive* means the deputy Governor(s) and such Zone Directors responsible for the day-to-day business of the Zone.

9) *Zone Officer* means any member of the Zone Executive as listed or as may be appointed from time to time by the Deputy Governor(s).

Article 3 – Membership

Section 3.1 – Members

1) All members in good standing of a Kinsmen, Kinette or Kin Club in Zone C are deemed to be members of the Zone.

Section 3.2 – Rights and Privileges

1) A member in good standing is entitled to the same rights and privileges as per the District 4 By-laws with the following inclusions:

- a) They may stand for election or be appointed to the Zone Council.
- 2) A Member may not transfer their rights or privileges to any other person.
- 3) No Member, in their individual capacity, shall be liable for a debt or liability of the Zone.

Section 3.3 – Resignation of Membership

- 1) A Member shall be deemed to have resigned from the Zone upon their resignation from their respective Club.
- 2) A Member who has resigned may not
 - a) exercise any rights or privileges or
 - b) transfer their rights or privileges to any other person.

Section 3.4 – Suspension of Membership

- 1) A Member shall be considered "not in good standing" and shall be deemed to be suspended if
 - a) they become "not in good standing" within their respective Club or
 - b) their Club becomes "not in good standing" within the District or
 - c) their Club becomes "not in good standing" within the Association.
- 2) A Member "not in good standing" shall not be entitled to any rights or privileges outlined in these By-laws.
- 3) A Member shall be returned to "good standing" immediately upon notification by the Club, District or Association that the cause for the "not in good standing" status has been resolved.

Article 4 – Zone Council

Section 4.1 – Zone Council

- 1) Is the administrative body of the Zone.
- 2) Is responsible for the management and control of the Zone, subject to the direction of the National and District bodies.
- 3) Shall consist of the Deputy Governor(s), the Presidents of the Clubs in the Zone and any such Zone Officers appointed by the Deputy Governor(s) as deemed necessary for the efficient operation of the Zone.
 - a) A Club may appoint an alternate to represent the President to any Zone Council meeting.
 - i) Such alternate shall be a member in good standing of the Club represented.

Section 4.2 – Kinette, Kinsmen and/or Kin Deputy Governor(s)

- 1) A Kinette and a Kinsmen Deputy Governor shall be elected at the annual Spring Zone Conference in accordance with the District 4 By-laws.
 - a) Candidates for these positions may be nominated and stand for election as a team or run on separate candidacy.

b) In the event that both a Kinette and a Kinsmen Deputy Governor are not elected, then a duly elected individual may choose to serve as a Kin Deputy Governor for both Kinettes and Kinsmen.

c) If for any reason a Deputy Governor is unable to complete his/her term in office, a replacement may be appointed in accordance with the District 4 By-laws.

Section 4.3 – Nomination of Candidates

1) The nominations and elections of the Deputy Governor(s) shall be determined as follows:

a) Clubs within the Zone may nominate candidates as a team or individually.

b) The President and Secretary, or their designate(s), of the nominating Club shall sign the candidates nomination form(s).

c) Each candidate shall sign an Acceptance of Nomination form or provide a written statement accepting the nomination.

d) The completed Nomination and Acceptance of Nomination forms (or written statement of acceptance) shall be submitted to the Deputy Governor(s) at least thirty (30) calendar days prior to the Spring Zone Conference at which he/she is to stand for election.

e) Any nomination not submitted as stated above shall be considered to have been nominated from the floor and must be signed by the Presidents of any two Clubs in attendance at the Spring Zone Conference.

Section 4.4 – Zone Officers

1) The Deputy Governor(s) may appoint a Zone Officer for each of, but not limited to the following positions: Secretary, Treasurer, Service Director, Membership Director, Newsletter Editor.

Section 4.5 – Qualifications

1) All Candidates and Zone Officers shall be active members in good standing of a Club in good standing in Zone C.

2) A current or Past Deputy Governor shall not have their name stand for re-election until the third call has been made so as to allow new persons to come forward for the position.

Section 4.6 – Duties of Deputy Governor(s)

1) The Deputy Governor(s) shall be the presiding officers of all Zone Council meetings and Zone Conferences.

a) In their absence or inability to continue the meeting, the Zone Council shall select a chairperson.

2) The Deputy Governor(s) shall be the Chief Executive Officers of the Zone.

a) Under the direction and supervision of the District Council, they shall:

i) implement the general policy adopted by the District Council

ii) further the objects and aims of the Association

iii) promote the interests of the clubs within the Zone.

b) Assist and advise the Clubs of the Zone

c) Attend one regular meeting (excluding installation) of their respective Kinsmen, Kinette or Kin Clubs in the Zone.

d) Publish, at regular intervals during the Kin year, a Zone newsletter (minimum 3)

e) Plan and hold a joint Kinsmen and Kinette President/Club Executive Seminar

f) Plan and hold a New Member Seminar and invite all new members in the Zone to attend

g) Follow up with new clubs, promote inter-club activities and communications

h) Plan and conduct such Zone Council meetings as necessary for the effective administration of the Zone.

3) Deputy Governors shall not serve on his/her home club executive in any position other than that of Past President during his/her term as Deputy Governor.

4) A turnover meeting shall be arranged between the outgoing and incoming Deputy Governors prior to July 1st.

a) All Zone items and bank accounts shall be turned over to the incoming Deputy Governor at that time.

Section 4.7 – Committees

1) The Deputy Governor(s) and/or Zone Council may appoint such committees deemed necessary for the effective administration of the Zone.

Article 5 – Meetings

Section 5.1 – Zone Council Meetings

1) The Zone Council shall hold a minimum of a Pre-term and a Mid-term meeting each Kin year.

a) Whenever possible, these meetings shall be held in conjunction with other Zone events so as to alleviate the need for additional travel and expense.

b) Such meetings may be held by teleconference or other electronic media available to adequately conduct the meeting.

Section 5.2 – Notice

1) The Deputy Governor(s) shall advise each Zone Council member at least thirty (30) calendar days in advance of such meetings.

2) Notice may be given by mail, telephone or other electronic device as deemed suitable for the purpose.

3) In the event of an emergency meeting, the Deputy Governor(s) shall conduct a poll of the Zone Council members and upon a 2/3 majority, shall call such meeting without the required thirty (30) days notice.

Section 5.3 – Quorum

1) A simple majority of Zone Council members shall constitute a quorum for the transaction of business coming before the meeting.

Section 5.4 – Voting

1) A simple majority of votes cast shall decide any questions, with the exception of those questions for which a greater proportion is specifically required by these By-laws.

Section 5.5 – Minutes

1) The Minutes of the meetings shall be kept and copies forwarded to each Zone Council member no later than thirty (30) days after the meeting.

2) A copy of the Minutes shall be sent to the District Governor(s) no later than thirty (30) days after the meeting.

Article 6 – Zone Conferences

Section 6.1 – Spring Zone Conference

1) The Deputy Governor(s) shall call an annual Spring Zone Conference in accordance with the District 4 By-laws.

Section 6.2 – Selection of Host Club(s)

- 1) The Host Club(s) shall be designated on a rotating basis in alphabetical order by community.
 - a) In communities where there is more than one Club, the Clubs may choose to co-host or alternate turns in the rotation.
 - b) The rotation shall be adjusted accordingly to accommodate any Club(s) joining or leaving the Association.

Section 6.3 – Budget

- 1) The Host Club(s) shall present for approval a budget and schedule of events to the Zone Council at least forty-five (45) calendar days prior to the Conference.
- 2) Approval of the budget by the Zone Council shall be given within ten (10) calendar days of its receipt.
 - a) A non-response from a Zone Council member shall be deemed to be a vote in favour.

Section 6.4 – Guaranteed Registration

- 1) Each Club in the Zone shall be responsible for a guaranteed registration of twenty percent (20%) of the Club membership, based on the National Membership Statistics for the month prior to the Spring Conference.
- 2) The amount shall be paid by the registration deadline established by the Host Club(s).

Section 6.5 – Registration and Accommodations

- 1) The Host Club(s) shall establish a registration deadline date and a refund deadline date as suits their needs for making arrangements for the Conference.
 - a) Refunds will not be made for any members backing out after the refund deadline date as identified on the registration form.
 - b) No portion of the guaranteed registration amount shall be refundable.
- 2) The Host Club(s) shall be responsible for the registration costs of the following:
 - a) The Deputy Governor(s)
 - b) A District Governor or his/her designate.
- 3) The Host Club(s) shall be responsible for the accommodations for the following:
 - a) The Deputy Governor(s) and their spouse(s)
 - b) A District Governor or his/her designate.
- 4) The Host Club(s) shall cover the costs as are involved during their presence, those individuals whose attendance is required for the purpose of making presentations, i.e. guest speakers, workshop facilitators, etc.
- 5) The Host Club(s) shall charge only such costs as are involved during their presence, those individuals who request to attend for the purpose of making presentations, i.e. District Conference committee, Vice Governor or Association Director Candidates, etc.

Section 6.6 – Conference Brochure

- 1) The Deputy Governor(s) shall require a report for the Conference Brochure from each Zone Council member at least thirty (30) calendar days prior to the Spring Zone Conference.
- 2) The Deputy Governor(s) shall prepare one copy of the Conference Brochure for the Host Club(s).
- 3) The Host Club(s) shall prepare the cover page and/or table of contents for the Conference Brochure and shall make one copy of the Conference Brochure for each expected attendee.
- 4) The associated costs for the reproducing the Conference Brochure shall be the responsibility of the Host Club(s).

Section 6.7 – Resolutions to Spring Zone Conference

- 1) Any Resolutions to be presented at the Spring Zone Conference shall be presented to the Deputy Governor(s) at least forty-five (45) calendar days prior to the Spring Zone Conference.
- 2) The Deputy Governor(s) shall circulate such Resolutions to the Clubs of the Zone at least thirty (30) calendar days prior to the Spring Zone Conference.

Section 6.8 – Official Call

- 1) The Deputy Governor(s) shall forward to each Club in the Zone an Official Call to the Spring Zone Conference at least forty-five (45) calendar days prior to the Spring Zone Conference.
- 2) The Official Call may be delivered by mail or such electronic device deemed suitable for the purpose.

Section 6.9 – Proposed Agenda, Resolutions and Minutes

- 1) A proposed agenda, Resolutions and previous Minutes shall be distributed to the Clubs not later than thirty (30) calendar days prior to the Spring Zone Conference.

Section 6.10 – Delegates and Delegates at Large

- 1) Any member in good standing of a Club in good standing in the Zone may be delegate to the Spring Zone Conference.
- 2) The following persons shall be Delegates at Large:
 - a) The Deputy Governor(s)
 - b) The Zone Council
 - c) The District Governor(s), or his/her alternate
 - d) The National President
 - e) A Past National President who is a member in good standing of a Club in the Zone
 - f) A Past District 4 Governor (includes District Kinette Coordinator) who is a member of a Club in the Zone
 - g) A Past Zone 3 and Zone 11 Deputy Governor (includes Zone Kinette Coordinator) who is a member in good standing of a Club in the Zone.

Section 6.11 – Quorum

- 1) A quorum shall be comprised of the delegates representing not less than fifty percent (50%) of the Clubs in the Zone.

Section 6.12 – Voting and Proxies

- 1) An delegate shall be entitled to one vote unless a completed, proper and approved proxy form has been given to the delegate.
 - a) Proxies must be signed by the President and Secretary of the respective Club.
 - b) Proxies must be filed with the Secretary before the meeting is called to order.
 - c) The number of the votes a Club may proxy shall be determined by the last National Membership Statistics for the month prior to the Spring Zone Conference.
- 2) A Delegate at Large shall be entitled to one vote at the Spring Zone Conference.
 - a) A Delegate at Large may not proxy his/her vote.

Section 6.13 – Minutes

- 1) The Minutes of the Spring Zone Conference shall be kept and copies forwarded to each member of the Zone Council no later than thirty (30) days after the Conference.
- 2) A copy of the Minutes shall be sent to the District Governor(s) and the District Secretary no later than thirty (30) days after the Conference.

Section 6.14 – Financial Statements

- 1) The Hosts Club(s) shall provide the Zone Council with a full financial statement of expenses and receipts for the Conference no later than forty-five (45) days after the Conference.
- 2) The first \$500.00 in profit realized from the Conference shall be the benefit of the Host Club(s)
- 3) All Clubs in the Zone shall be responsible for an equal share of any losses exceeding \$250.00 for the Conference.

Article 7 – Review and Amendments to Zone By-Laws

Section 7.1 – Review

- 1) The Zone Council shall review these By-laws every three (3) years.

Section 7.2 – Amendments

- 1) These By-laws may be amended by a two-thirds majority of votes cast by the accredited delegates and accredited delegates-at-large at a Spring Zone Conference.
- 2) Proposed amendments to these By-laws shall be received by the Zone Executive at least forty-five (45) calendar days prior to the Spring Zone Conference at which they are to be considered.
- 3) The Zone Executive shall circulate such amendments to the Clubs at least thirty (30) calendar days prior to the Spring Zone Conference at which they are to be considered.
- 4) Amendments shall take effect at the beginning of the next Kin year, unless otherwise specified in the proposed amendments.
- 5) Copies of the amended By-laws shall be forwarded to the District Governors, the District Secretary and each Zone Council member not later than thirty (30) calendar days after the Spring Zone Conference at which they were adopted.

Section 7.3 – Circulation of By-laws

- 1) Each Club shall be provided with a copy of the Zone By-laws annually.

Article 8 – Reimbursement of Zone Officers` Expenses

Section 8.1 – Reimbursement/Subsidization of Reasonable Expenses

- 1) Reasonable expenses incurred by a Zone Officer pertaining to the operation of the Zone shall be reimbursed upon receipt of an expense report complete with supporting documents.

Section 8.2 – Remuneration

- 1) No Zone Officer or Zone Council member shall receive any remuneration for the performance of his/her duties.

Article 9 – Interclub Events

Section 9.1 – Zone Interclubs

- 1) The purpose of a Zone Inter-club event is to promote fellowship within the Zone.
- 2) A Zone Inter-club may be any function sanctioned by the Deputy Governors to which all Clubs within the Zone are invited.
 - a) A Zone Inter-club may be specific to Kinsmen or Kinettes or may be a joint event.
- 3) An annual Inter-club event shall be bid on at the Spring Zone Conference.
 - a) In the even that there is no bid, the Zone Council may appoint a Club to host an event.
- 4) The Host Club shall establish a registration deadline date and a refund deadline date as suites their needs for making arrangements.
 - a) Refunds may not be made for any members breaking out after the refund deadline date.

b) In the case of travel risk due to inclement weather, the cost will be divided between the two Clubs.

Article 10 – Regalia

Section 10.1 – Stolen Regalia

- 1) Within the Kinsmen and Kinette Clubs of the Zone, only gavels may be taken.
- 2) The Club gaining possession of a gavel must notify the Club sustaining the loss within two (2) weeks and arrangements made for its return.
- 3) The Club may retain possession of a stolen gavel for a maximum of two (2) months.

Article 11 – Zone Awards

Section 11.1 – Kinsmen, Kinette and Zone Awards

- 1) Kinsmen –
 - a) Kinsmen Junior Bulletin
 - b) Kinsmen Senior Bulletin
 - c) Kinsmen Junior Travel
 - d) Kinsmen Senior Travel
 - e) Kinsmen Zone Public Relations
 - f) Kinsmen Outstanding Attendance
 - g) Kinsmen Zone Service
 - h) Kinsmen Public Speaking
 - i) Kinsmen Joke-off
 - j) Kinsmen Zone Bone
- 2) Kinette –
 - a) Kinette Junior Bulletin
 - b) Kinette Senior Bulletin
 - c) Kinette Junior Travel
 - d) Kinette Senior Travel
 - e) Kinette Zone Public Relations
 - f) Kinette Junior Attendance
 - g) Kinette Senior Attendance
 - h) Kinette Expansion
 - i) Kinette Rosebowl
 - j) Kinette Sue Abar Memorial Zone Service
 - k) Kinette Public Speaking
 - l) Kinette Joke-off
 - m) Kinette Family of Kin
 - n) Smoky Lake Kinette Zone Interclub Trophy
- 3) Zone Outstanding Membership
- 4) Spring Zone Competition
- 5) Zone Website Award

Section 11.2 – Submission Deadline

- 1) The Deputy Governor(s) shall set a submission deadline in order to allow for sufficient time for submissions to be sent away for judging.
- 2) Late submissions will not be accepted, unless prior arrangements have been made.

Section 11.3 – Rules

- 1) Unless otherwise stated, Zone Awards shall be judged in accordance with the rules set by the District and National Award Rules.

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- a) In the event of a discrepancy between the District and National rules, the National Awards Rules shall take precedence.
- 2) The respective Kinsmen and Kinette winners shall be the only representative eligible to enter the District Award competition.
- 3) Clubs must be in good standing by February 1st of the Kin Year to compete for Zone Awards.
- 4) The winners of each Zone Award shall be recorded in the Minutes of the Spring Zone Conference at which they are won.
- 5) Winning Zone Award submissions, along with a list of Zone winners, shall be sent to the District Awards Director within fifteen (15) calendar days of the Spring Zone Conference.
- 6) Public Speaking –
 - a) Contestants shall be given the opportunity to test the microphone system and have the time and lighting (or alternate method) explained prior to the commencement of the competition.
 - b) Be informed if there is an address to the chair.
- 7) Zone Travel Awards –
 - a) Travel dates shall be April 1st of the preceding Kin Year up until commencement of the current Spring Zone Competition (return mileage from Spring Zone shall qualify).

Section 11.4 – Zone Specific Awards

1) Kinsmen Zone Bone Trophy –

- a) Shall be presented to the winner of a contest to be held at each Spring Zone Conference.
 - i) The rules of each competition are to be agreed to by each participating Club.
 - ii) Any Club who has rightful possession of the trophy may be challenged by any other Club in the Zone at this event by identifying the type of competition and successfully negotiating the rules.
 - iii) The judging for this competition will be done by the Kinsmen Deputy Governor or his designate.
- 2) Smoky Lake Kinette Zone Interclub Trophy –
 - a) Shall be presented to the travelling Club who successfully challenges the defending club to a competition to be named by the defending Club with the rules agreed to by both participants.
 - i) These competitions are to be held at any of the defending Club's general meetings and is intended to promote interclub travel within the Zone.
- 3) Spring Zone Competition –
 - a) Is any competition organized by the Host Club(s), which is open to all Kinsmen and/or Kinettes in attendance.
 - b) The Host Club is responsible for providing any associated trophy, prize or award.

- 4) The Zone specific awards rules may be amended by a seventy- five percent (75%) majority vote of the Zone Council

Section 11.5 – Zone Trophies

- 1) The Zone Executive shall maintain and keep track of the Zone trophies/plaques.
- 2) Each Club receiving a Zone Award will be presented with the engraved trophy/plaque and a banner patch for their Club Banner during the awards presentations in conjunction with the Spring Zone Conference.
- 3) Zone trophies/plaques shall be returned to the Deputy Governor(s) at least thirty (30) days prior to the next Spring Conference.
- 4) Maintenance and upgrading of Zone Awards will be funded from the Zone account.



Kin Canada District Four
"Addendum A"
Zone C Conference Agreement

This indenture made this _____ day of _____, 20__

Between

Kin Canada District Four & Zone C (Hereinafter called the "Zone")

And

The___ Kinsmen / ___ Kinette / ___ Kin Club(s) of

_____ (Hereinafter called the "Host Club(s)")

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 conference (hereinafter referred to as the Conference):

Now therefore this agreement witnesses that:

a) To establish a Conference Committee and appoint a Chairperson with thorough knowledge of committee procedures. The Chairperson shall have the full power and 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 shall be:

b) To prepare a cost estimate for the Conference and prepare a written budget outlining obtaining the proposed registration fees and revenue anticipated together with a forecast of the proposed expenditures to be made in the operation of the Conference. The said budget shall be submitted to the Zone Deputy Governor(s) on or before.

c) To establish an "audit committee" of not less than two members of the Host Club who possess a thorough knowledge of committee procedures. The members of the audit committee shall be:

d) To solicit and record all advance and other registrations of delegates, members and guests to the Conference.

e) To collect the Conference registration fees as approved in the budget.

The registration fee shall be \$ _____

The deadline for registration shall be _____

f) To provide sufficient personnel to work the registration desk at all times as required for the orderly registration of delegates, members and guests.

g) 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.

h) To advise Clubs and other interest 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.

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

j) To reserve/rent and pay such halls and rooms for the necessary business meetings, banquets and entertainment.

k) To provide the following audio visual aid equipment:

l) To print sufficient copies of the Conference Brochure, which will include minimum entries of the agenda, Minutes of the previous Conference, messages and reports from the Zone Deputy Governor(s), District Governor(s), each Club, and National and any resolutions coming to the floor at the Zone and District Conferences.

m) To provide complimentary registrations and accommodations for the Zone Deputy Governor(s) and one District representative.

n) To pay for travel and miscellaneous expenses of the Deputy Governor(s) to coordinate and liaison with the Conference chairperson(s) and committee prior to the Conference.

o) To pay for any travel and miscellaneous expenses for the District Representative not covered by the District Executive.

p) To provide complimentary registrations for the following additional guests: (i.e. National representative, guest speakers, presenters, speak-off judges, etc.)

q) To provide gifts, value not to exceed \$50.00 for the following guests and dignitaries:

r) To fix bar prices at a cost not to exceed:

\$___ per drink of liquor

\$___ per drink of beer

\$___ per drink of wine

\$___ per drink of shooter

or

\$___ per drink of either liquor, beer, wine and shooter

s) To provide the following entertainment to follow the Conference:

t) To prepare a statement of all receipts and expenditures for the Conference to be filed with the Deputy Governor(s) no later than forty-five (45) days after the Conference.

u) To provide a recording secretary to record the Minutes of the meeting. A copy of the Minutes shall be provided to the Deputy Governor(s) within thirty (3) days of the Conference.

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

2) The Zone hereby agrees and covenants:

a) To provide reasonable assistance to the Host Club(S) 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 fifteen (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 Conference throughout the Zone.

e) The first \$500.00 in profit realized from the Conference shall be the benefit of the Host Club(s).

f) All Clubs in the Zone shall be responsible for an equal share of any losses exceeding \$250.00 for the Conference.

g) To restrict all kinds of ticket sales at the Conference to only those authorized by the Host Club(s). The approved ticket sales are:

h) To arrange and coordinate all awards, trophy presentations and public speaking presentations made by the members of the Zone during the Conference.

i) To arrange and organize all business sessions, open forums, and other discussions to be placed on Conference agenda.

j) To provide at the request of the Conference chairperson(s) any chairman for all special meetings at the said Conference.

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

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 C

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

Kin Canada, District Four & Zone C,

Per: _____ Per: _____
Kinsmen Zone Deputy Governor Kinette Zone Deputy Governor

Kinsmen, Kinette or Kin Club(s) of _____

Per: _____ Per: _____
Club President Club President

Per: _____ Per: _____
Secretary Secretary