



KIN CANADA

DISTRICT TWO

HOUSE RULES

KEY: [red] indicates deletion

Bold italics indicates new insertion

At next amendment any existing [red] will be deleted and any previous *bold/italics* will be changed to black font and any *bold/italics* will be used to indicate only new changes

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KIN CANADA

The clubs in District Two shall be governed by the National General Operating By-Law No. 2.

ARTICLE 1 – DISTRICT OBLIGATION TO NATIONAL

1. The District Board of Directors uses its best endeavors to ensure that each club in its District properly complies with all the obligations imposed on it by the National General Operating By-Law No 2.
2. The District Board of Directors, with due diligence, reports any continuous or persistent breach by any Club to the National Board of Directors.

ARTICLE 2 – DISTRICT ADMINISTRATION

Section 1 – District House Rules

1. This document shall constitute the House Rules of District Two.

Section 2 – Amendments to the District House Rules

1. House rules may be enacted or amended by a simple majority vote of the accredited delegates at any District Convention or Fall Leadership business session.

Section 3 – Proposed Amendments

1. Proposed amendments to the house rules shall be received by the District Communications Director at least 40 days prior to the date of the District Convention and 30 days prior to the date of the Fall Leadership Conference.
2. Proposed amendments shall, wherever possible be specific as to the proper referencing of the Article, Section/Rule Number and Subsection clause.
3. The District Communications Director shall send a copy of the proposed amendments and additions to the President of each club in the District at least 30 days prior to the date of the District Convention or Fall Leadership Conference.

Section 4 – Approved Amendments/Changes

1. Unless otherwise stated in the amendments or addition to the House Rules, the approved changes shall become effective immediately at the conclusion of District Convention and/or Fall Leadership Conference where the amendments or additions were passed.

Section 5 – District Two Policies and Procedures Manual

1. The District Two Policies and Procedures Manual serves as a guideline and reference to supplement the District Two House Rules.
2. Policies and Procedures of District Two may be amended at a meeting of the Board of Directors by a resolution passed by a two-thirds majority vote of the entire membership of the Board of Directors.
3. The approved changes would become effective immediately at the conclusion of said meeting, unless otherwise stated in the resolution.
4. The Board of Directors would notify the clubs of these approved changes and post the revised manual on the website within 30 days of said meeting.

ARTICLE 3 – COMPOSITION OF THE DISTRICT

Section 1 – Zones

Clubs of District Two shall be allocated to Zones as follows:

- Zone 1: Flin Flon, The Pas, Thompson and Leaf Rapids
- Zone 2: All Saints, Gimli, Winnipeg, Oakbank-Springfield, Stonewall and Landmark & Area
- Zone 3: Dryden, Kenora, Vermilion Bay and Vermilion Bay and Area
- Zone 4: Thunder Bay (Fort City) and Thunder Bay (Hill City)
- Zone 5: Carman, Gladstone, MacGregor & District, Manitou, Pilot Mound, and Treherne
- Zone 6: Boissevain, Brandon, Carberry, Killarney and Neepawa
- Zone 7: Dauphin, Grandview, Ste. Rose and Swan River

Upon the formation of new clubs, the District Executive shall allocate each club to one of the Zones.

ARTICLE 4 – DISTRICT OFFICERS

Section 1 – District Officers/District Board of Directors

The officers of the District shall be:

1. One District Kinsmen or Kinette Governor or one District Kinsmen and one District Kinette Governor,
2. Vice District Kinsmen Governor and Vice District Kinette Governor,
3. Directors, not to exceed four (4),
4. District **[Membership]** *Club Support* Director,
5. One Kin Deputy Governor from each Zone in the District.

Section 2 – Qualifications

Only persons who can meet the following qualifications shall be eligible to serve as officers of the District.

1. Each officer shall be an active or active life member in good standing of a club situated in the District.
2. Each District officer must have served as a member of an executive of a club for at least one full term prior to his/her election/appointment.
3. The Vice District Kinsmen/Kinette Governors shall be an active or active life member in good standing of a club situated in the District, maintain the status of active or active life membership during his/her entire term of office, and that he/she shall do all things necessary to remain qualified for the office of District Kinsmen/Kinette Governor.

Section 3 – Remuneration

1. All District officers serve without compensation.
2. No officer accepts remunerative employment from the Association.

Section 4 – Duties

1. Deputy Governors
 - a) Shall be the chief administrators of the Zone and the Zone Representatives on the District Board of Directors.
 - b) Shall preside at all Zone Meetings and coordinate all Zone events, including an Executive Seminar, and the Spring Zone Meeting.
 - c) Shall officially visit all clubs within the Zone, as well as install the Club Officers.
 - d) Shall present for consideration at the District level, any resolutions that are duly carried at a Zone Meeting and are expected by the membership to be presented at the next District Meeting. The Deputy Governor or appointed designate may not withdraw the resolution unless it has been ruled out of order by the rules of order committee.
 - e) Specific duties can be found in the District Policy and Procedures Manual.
2. Duties of the Vice-Deputy Governor
 - a) Work with the current in-office Deputy Governor to learn the duties and responsibilities of the role.
 - b) Shall act in place of the Zone Deputy Governor as needed or when requested by the Zone Deputy Governor.
 - c) Shall assume the role of Zone Deputy Governor at July 1 of the year after election or upon the resignation or removal of the Zone Deputy Governor.
3. All remaining Officer's duties are as outlined in Article 5, Section 3 of these House Rules.

ARTICLE 5 – DISTRICT EXECUTIVE COMMITTEE

Section 1 – Members

The members of the Executive Committee of the District shall consist of:

1. District Kinsmen Governor and District Kinette Governor,
2. Vice District Kinsmen Governor and Vice District Kinette Governor,
3. Directors, not to exceed four,
4. District **[Membership]** *Club Support* Director,

Section 2 – Power and Function

1. Subject to Subsection (2), (3) and (4) hereof, the District executive committee shall have all the powers of the District Board of Directors.
2. The District Executive Committee shall not have the power to amend these House Rules.
3. The District Executive Committee shall exercise its power between meetings of the District Board of Directors, and only as necessary so that the affairs of the District may be effectively carried on.
4. The exercise by the District Executive Committee of its powers shall be subject to the approval and ratification of the Board of Directors at its next meeting following the exercise of such powers.

Section 3 – Duties

1. The District Governors shall exercise general supervision over all activities of the District. They shall perform certain mandatory duties, which shall include:
 - a) Preside over the annual conventions and all meetings of the District Executive Committee, and the respective District Councils;
 - b) Direct activities of the District Executive Committee;
 - c) Ensure and maintain the Association’s public image;
 - d) Promptly respond to all correspondence;
 - e) Shall be an ex-officio member of all district standing committees and special committees;
 - f) Ensure that the Objects of the Association are adhered to by the membership and member clubs in meeting both the internal and external mission statements.
 - g) Present for consideration at the National level, or have an appointed delegate present, any resolutions that are duly carried at a District Convention and are expected by the membership to be presented at National Convention. The Governor(s) or appointed delegate may not withdraw the resolution unless it has been ruled out of order by the rules of order committee.
 - h) Know that attendance by invitation to Club, Zone, or any District event such as: Life Memberships, club anniversaries, and other functions are optional.
 - i) Specific Duties can be found in the District Two Policies & Procedures Manual.
2. The Vice District Governors shall form a committee. The committee should comprise of the Vice District Governors and not more than four (4) Directors. The duties of the Vice Governors include:
 - a) Attending the District Leadership Seminar and Pre-Term. They shall attend District Executive meetings where possible.
 - b) Attending the Fall Leadership Conference, Mid-Term and District Convention, along with their team.
 - c) Using the Vice Team budget to pay for the remaining Vice Team Executive to attend said meetings, at their discretion.
 - d) Familiarizing themselves thoroughly with the operation of the District, along with their committee.
 - e) Acting as liaison officers between such committee and the District Board of Directors.
 - f) Assuming the portfolio and duties of the District Risk Manager. This includes being conversant in the areas of insurance and incorporation and monitoring club compliance and submission of documentation for the same.
 - g) Specific Duties can be found in the District Two Policies & Procedures Manual.
3. The District Directors shall perform such duties as shall be assigned by the District Kinsmen/Kinette Governors. These shall include but are not limited to such duties as:
 - a) Secretary, treasurer, service, coordinator, communications or bulletin publication, public relations, social media, personal development, Kin information, external expansion, and awards control.

- b) The Directors shall be responsible for carrying out the administration of the District in conjunction with the by-laws of the District and the Association. Such duties shall include: minutes of meetings, overseeing financial affairs, liaison with the Kinsmen/Kinette Deputy Governors, registering delegates to the annual convention as well as being chair of the committee of credentials and elections at the convention.
 - c) Specific Duties can be found in the District Two Policies & Procedures Manual.
4. [The District Membership Director duties shall include:
- a) Providing a link between the clubs, District Executive and National Membership Committee.
 - b) This position shall be a two-year elected position. The election shall take place at the District Convention.
 - c) Promoting membership, education, recruitment and retention to the clubs with the assistance of the Zone Membership Director and Deputy Governors.
 - d) Specific Duties can be found in the District Two Policies & Procedures Manual.]
4. *The District Club Support Director duties shall include:*
- a) *Provide a link between the clubs, District Executive and National Club Support Coordinator.*
 - b) *Create, present and implement a costed plan to promote National & District Membership support to Council for their approval, complete with support goals*
 - c) *Liaise with the National Club Support Committee, assist with the launch, distribution and promotion of club support resources*
 - d) *Adhere to the DCSD Communication Plan from National Headquarters (available in DCSD Handbook)*
 - e) *Present membership and club support workshops, education and resources*
 - f) *Provide assistance to clubs experiencing difficulty using the Club Health Assessment to help identify and work through situations with clubs*
 - i. *If necessary, teach clubs how to adequately use the Club Health Assessment*
 - ii. *Use the Club Health Assessment to gather information about and support clubs in your District and empower Deputy Governors to use this tool as well*
 - g) *Continue the relationships formed with clubs that the previous DCSD had initiated (refer to the Club Health Reporting sheet for details)*
 - h) *Obtain contact information from the Deputy Governors for their Zone Club Support Directors, and Club Membership Directors and work with them to provide information, support and direction to clubs*
 - i) *Promote District & National awards to further membership engagement*
 - j) *Contact Kin Canada for marketing materials to help in attracting members (make sure clubs have this information available)*
 - k) *Support the formation of new clubs in the zones (including Campus Clubs) and keep in contact with new clubs under 3 – 5 years*
 - i. *Use the Club Health Reporting document provided to you in the Google Drive to keep notes and “Red, Yellow, Green” ranking system for overall club health*
 - l) *Attend monthly conference calls with National DCSC Network and participate in an individual call with National in September, November, January, March and May*
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- m) Write reports for District meetings*
- n) Must attend all District meetings to the best of their ability*
- o) Must meet all requirements of the District Executive, such as reporting, meetings, correspondence and budgeting*

ARTICLE 6 – ELECTION AND APPOINTMENT OF DISTRICT OFFICERS

Section 1 – Nomination and Election of District Kinsmen/Kinette Governor and Vice Kinsmen/Kinette Governor

1. Any person who possesses the qualifications mentioned in Article 4, Section 2 of the District Two House Rules may stand for election for the office of District Kinsmen/Kinette Governor, if he/she has been properly nominated for such office.
2. A member shall be deemed to have been properly nominated for District Kinsmen/Kinette Governor, if:
 - a) he/she is nominated by a club belonging to the District;
 - b) his/her nomination papers are signed by the president and secretary of the club nominating them;
 - c) his/her nomination papers are forwarded to the District Communications Director at least 30 days prior to the District Convention;
 - d) he/she is nominated from the floor of the District Convention by a majority of the duly accredited delegates from each of any three clubs in the District.
3. An election for the Kinsmen/Kinette Governor will be held at District Convention one year preceding the year to be served as Governor. The Kinsmen/Kinette Governor Elect shall fulfill the role of District Kinsmen/Kinette Vice Governor for the incoming team in the year immediately following the election.
4. The day and hour of the election at the annual District Convention shall be indicated in the official program and shall be subject to change only in accordance with the rules of convention procedures adopted at the District Convention.
5. The committee on credentials and elections shall be responsible for preparing, distributing and counting the ballots.
6. Voting shall be by secret ballot except for a nominee who is unopposed.
7. A majority of all votes cast shall be necessary for the election of any office. In the event that any ballot cast does not show a majority for any nominee for the office, the balloting shall continue until such majority shall have been obtained by one of the nominees. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped and in each succeeding ballot the same procedure shall be followed until some nominee receives a majority of all votes cast.
8. The committee on credentials and elections shall report promptly to the convention the results of the balloting and the report shall be signed by a majority of the committee. After the committee has so reported, the chair of such committee shall forthwith destroy such ballots.

[Section 2 – Election of District [Membership] Club Support Director

1. The District [Membership] *Club Support* Director shall be elected every two years at the annual District Convention following the election procedure as outlined in Article 6 Section 1.4 to 1.8.]

Section [3] 2 – Additional Appointments

1. [Four (4)] *Five (5)* Directors shall be appointed/selected by the Vice Governors as they form their team. *The Vice Governor shall appoint/select their District team members by December 31 in the year of their election.*

Section [4] 3 – Election of Zone Deputy Governors

1. Any person who possesses the qualifications mentioned in Article 4, Section 2 of the District Two House Rules may stand for election for the office of Deputy Governor.
2. Voting procedure shall be by ballot at the Spring Zone Meeting.
3. Each Zone shall elect one Kinsmen Deputy Governor and one Kinette Deputy Governor, or if a Zone so chooses, they may elect/appoint one Deputy Governor to administer their Zone.
4. On a case-by-case basis, the District Executive may assign either a Kinsmen or Kinette Deputy Governor to assume the responsibilities of leadership of a Kin Club.

Section [5] 4 – Vacancies in Office

1. In the event of vacancy in the office of District Kinsmen/Kinette Governor, the National Executive Committee shall appoint a Kinsmen/Kinette who possesses the qualifications required to fill the office for the unexpired term.
2. In the event of a vacancy in the Office of District Vice Kinsmen and Kinette Governors and/or Deputy Governors, that the District Executive Committee shall appoint one Kinsmen and one Kinette who possess the qualifications required to fill the office for the unexpired term.
3. In the event of vacancy in the office of a District Director, the District Kinsmen and the District Kinette Governor shall appoint a member who possesses the qualifications required to fill the office for the unexpired term.

ARTICLE 7 – ZONE DIRECTORS

Section 1 – Zone [Membership] Club Support Director

1. The Zone [Membership] *Club Support* Director may be appointed by the incoming District Executive Committee in consultation with the District [Membership] *Club Support* Director and the incoming Deputy Governors of that Zone.
2. The purpose of the Zone [Membership] *Club Support* Director is to provide the vital link in the membership communications network. They shall:
 - a) Act as a resource and educating person for the Club [Membership] *Club Support* Directors.
 - b) Encourage, support, assist and keep track of potential charters in their respective zones.

- c) Ensure that Club Status Forms are completed by the Club **[Membership] Club Support** Director.
- d) Be the direct liaison with the District **[Membership] Club Support** Director.
- e) Foster membership growth within their respective Zones.
- f) Train Club **[Membership] Club Support** Directors in the delivery of membership seminars and in the duties of the position.
- g) Perform other such duties as requested by the District **[Membership] Club Support** Director.

Section 2 – Other Directors

1. The Deputy Governors may appoint other Directors such as Zone Secretary to keep the minutes of all Zone Meetings, Zone Treasurer to administer Zone assessments, and/or other directors to perform other duties they may wish to delegate.

ARTICLE 8 – DISTRICT MEETINGS

Section 1 – District Board of Directors Meetings

1. The following meetings of the District Board of Directors shall be held each year:
 - a) District Leadership Seminar shall be conducted after District Convention elections;
 - b) Pre-Term to be held in conjunction with the District Leadership Seminar or District Convention;
 - c) Prior to the opening of the Fall Leadership Conference;
 - d) Mid-Term to be held in the month of February;
 - e) Prior to the opening of District Convention.

Section 2 – Annual Conventions

1. District Convention:
 - a) In the year in which a National Convention is hosted in District Two, we may dispense with a full District Convention having two business days and hold, in its place, a Mini District Convention with one business day.
 - b) The district convention shall be held between the weekend immediately after the May long weekend and June 15th.
 - c) The location shall be decided at each prior District Convention.
 - d) Clubs wishing to host a District Convention shall forward their intention to the District Executive and in the event two or more clubs are competing, a simple majority vote of the delegates attending the convention shall decide.
 - e) In the event that no clubs offer to host Convention, the location shall be determined by the District Board of Directors.
 - f) District Council must provide at least one printed brochure per Kinsmen, Kinette and Kin club in good standing according to Kin Canada's National Roster, to be distributed at District Convention at the member registration desk.
2. Fall Leadership Conference:
 - a) Fall Leadership Conference shall be conducted as a joint Mini Convention without resolutions or other business except for:

- i. Mandated reports, including the financial statement of the outgoing executive
 - ii. If necessary, a vote to determine the host club for the next Fall Leadership Conference
 - iii. Any other business deemed to be time sensitive by the District Board of Directors.
- b) Fall Leadership Conference shall be held between Thanksgiving weekend and November 15th.
 - c) The location shall be decided at each Fall Leadership Conference.
 - d) Clubs wishing to host Fall Leadership Conference shall forward their intention to the District Executive and in the event of two or more clubs competing, a simple majority vote of the delegates attending the convention shall decide.
 - e) In the event that no clubs offer to host the Fall Leadership Conference, the location shall be determined by District Board of Directors.

Section 3 – Official Call

1. The District Communications Director shall mail to the presidents of each club in the District, and to the National Executive Director, an official call to:
 - a) District Convention at least 60 days prior to the Convention
 - b) Fall Leadership Conference at least 45 days prior to FLC

Section 4 – Invitation for Resolutions

1. Any resolution to be considered by a District Convention shall be submitted to the District Communications Director forty (40) days prior to the District Convention. Notwithstanding this limitation, any resolutions passed at a zone conference shall be deemed to fall within the meaning of this article, and thirty (30) days prior to the date of the convention; the District Communications Director shall forward to the President of each club a copy of each resolution to be included in the agenda of the convention.
2. Any resolutions to be considered at a Fall Leadership Conference shall be submitted to the District Communications Director thirty (30) days prior to Fall Leadership. The District Communications Director shall forward a copy of all resolutions to be considered at FLC to the Club Presidents twenty (20) days prior to FLC.

Section 5 – Supervision, Management and Control

1. The District Executive Committee shall have full supervision and management of all District Conventions and all plans, arrangements, programs and budgets shall be subject to the approval of the District Executive Committee.
2. Responsibility for Convention surplus or deficits: The host club shall be responsible for any deficit under \$500.00 or retain any surplus under \$1,000.00, to be deposited in their General Operating Account, in their hosting of a Fall Leadership Convention or District Convention. All profits over \$1,000.00 shall be turned over to the District Executive to be placed in the General Reserve Fund, if less than \$35,000.00 or in the Operating Fund if the General Reserve Fund is full. In the event that there are no funds in the General Reserve Fund, District Assessments shall cover any deficit.

ARTICLE 9 – ZONE CONFERENCES

Section 1 – Time

1. Each Zone Deputy Governor shall call a Zone Conference to be held in their respective Zone.
2. Zone Conference is to be held between March 1st and the 3rd weekend of April of the Kin year.
3. Each Deputy Governor shall, before calling such conference, consult with the respective Governor as to the possibility of the proposed conference date.
4. At least thirty (30) days prior to the Zone Conference, the Deputy Governor shall forward to each Club in the Zone a call to the Zone Conference, together with a copy of the agenda.
5. The host club shall be notified seven (7) days prior to Zone Conference by the secretary of each club as to the number attending from each Club. Such Club will be responsible financially for the number committed at that time.
6. A special Zone Conference shall be called by the Deputy Governor on the request, in writing, of the Presidents of two (2) of their Clubs, subject to the approval of the District Executive Committee.

Section 2 – Procedure

1. Each Club shall submit a President's Report to the Zone officer fourteen (14) days prior to Zone meetings.
2. Each club member in the Zone in good standing in attendance at the Zone Conference shall be entitled to a vote.
3. The Deputy Governor of the Zone, when chairing the meeting, shall have the same voting privileges as ordinarily possessed by the Chairman of the meeting.

Section 3 – Reporting to the District Executive

1. Within thirty (30) days after holding a Zone Conference, the Zone officer shall cause the minutes of the Zone Conference and the Presidents' Reports to be forwarded to the District Executive and to each Club in the Zone.

Section 4 – Zone Assessment

1. A zone assessment may be brought before a Zone Meeting as follows:
 - a) A notice of motion in writing presented at a prior Zone meeting;
 - b) A notice of motion circulated to all respective Club President.
2. A Zone assessment may be presented from the floor of a Zone meeting and may be adopted by a two-thirds (2/3) majority vote of the persons entitled to vote at such a meeting.
3. Any accepted Zone assessment shall be payable to the home club of the Zone officer.

ARTICLE 10 – OFFICIAL PUBLICATION

1. The District Executive shall publish an official District Two publication in each Kin year to inform all members of the news and programs that cover our Zones, District and National levels.

2. The name, style, size, format and frequency shall be at the discretion of the District Executive, except that this information must be delivered to the clubs three times per year.
3. All costs incurred shall be reflected in the budget.
4. All business correspondence at the District 2 level between Clubs and Zone Officers and District Council to be delivered electronically.

ARTICLE 11 – FINANCIAL INFORMATION

Section 1 – General Account Dues

1. Each Club will submit its dues to District no later than November 30th either in full or by way of two club cheques, each for one half of its dues based on its membership as determined by the September 30th census. The second cheque shall be dated no later than January 15th.
2. The District Executive Committee shall be authorized to invest funds in short term guaranteed investments.
3. Each club is required to complete an Annual Financial Statement for the prior Kin Year in the approved format (found on District Website) and submit same to the District Treasurer in hard copy or electronic format by November 30.
4. A letter will be sent to all members of a club "Not In Good Standing" regarding their club's non-payment of District Dues. It will not be mailed out until after December 31st of that Kin year.

Section 2 – District Assessments

1. All District Two Assessments will be based on that year's September 30th census.
2. District Convention Assessment – the amount of \$2.00 per member will be assessed to offset the costs to the host clubs of holding the Fall Leadership Conference and District Convention. An amount equal to one half of this assessment will be paid to the Host Club of the Fall Leadership Conference no later than September 15th and the remaining half of the assessment to be paid to the host club of the Annual District Convention no later than March 15th.
3. Membership Activities Fund – In each year, every club will be assessed a membership activities assessment of \$40.00. The proceeds from this assessment will be placed into a separate fund, administered by the District Treasurer, known as the Membership Activity Fund. Monies in the Membership Activities Fund shall be used for any of the following purposes:
 - a) To pay the cost of registration, accommodation, and travel to District Convention at the same rate as paid for District officers, for any new Charter President and Charter Chairman.
 - b) To offset travel, accommodation, postage, communications, and other related expenses incurred by the District Executive Committee, the District **[Membership] Club Support** Director, or the Zone **[Membership] Club Support** Directors.

- c) To fund membership growth and retention programs within the District at the discretion of the District **[Membership] Club Support** Director and the District Executive Committee.

Section 3 – General Reserve Fund

1. The General Reserve Fund shall be used for the purpose of depositing surplus funds derived from any Convention or the District annual operating budget that may be realized from time to time.
2. The purpose of the reserve fund shall be to offset future unforeseen deficits, excessive dues increases, and to assist Clubs in chartering or re-chartering into the Association (see 3.3.d for guidelines).
3. The reserve fund shall be administered subject to the following guidelines:
 - a) The reserve fund shall not exceed \$35,000.00 and will be deposited in a separate account.
 - b) Any monies in excess of \$35,000.00 shall automatically be placed into general operating revenue of the District.
 - c) Funds from the reserve fund may be used for any of the purposes outlined in the National General Operating By-Law No. **[-1] 2** as approved by the District Executive Committee by either their Pre-term, Mid-term, FLC or District Convention Board meetings.
 - d) Funds from the Reserve Fund of up to \$2,000.00 may be used for chartering or re-chartering of clubs into District Two. These funds shall be used for expenses such as promotions, advertising, regalia and chartering events. This money shall be paid to the newly chartered Club after joining the Association, or the Sponsoring Club, whichever incurred the expense.
 - e) Funds from the General Reserve Fund of up to \$3,000.00 may be used as financial support for persons campaigning for National Vice-President. The Reserve Fund shall be replenished from surplus realized from any subsequent District Council year(s). Any former provisions in the District rules or procedures related to NVP campaign funding are hereby removed.

Section 4 – Vice-Governor Expense Fund

1. The current District Treasurer will forward the budgeted amount for the Vice-Governor's expenses to the Vice-Governor's committee no later than September 15.
2. This fund will be administered by the Treasurer for the Vice-Governor's committee.
3. Other funds including the subsidy for the District Leadership Seminar will be forwarded as required.
4. Any surplus or deficit will be carried forward into the following year's budget.

Section 5 – Traveling Expenses

1. District officers traveling on official District business shall be reimbursed at a rate of \$.35 per kilometer, as approved in the District budget, or the airfare needed to reach the required destination, whichever is less.
2. When a District officer is an invited guest of any Club, that Club shall be responsible for all necessary expenses of the District officer.

3. The District shall pay the costs of accommodation, registration, and travel for the attendance of the outgoing District Governors to National Convention at the same rate as paid to the District Officers for these expenses while on District business, unless said expenses are covered by the National Kin Canada budget.

Section 6 – Transition of Financial Information

The outgoing District Executive Council shall:

1. Close all bank accounts and turn over all monies to the incoming District Executive Council by the close of business on the 1st banking day following July 31st.
2. Turn over all financial information to the incoming District Executive Council no later than September 1st.
3. The District Executive shall place before the membership of the District at its Fall Leadership Conference for adoption, financial statements for the last completed financial year prepared in accordance with generally accepted accounting principles, and review in accordance with generally accepted accounting standards for review engagements, by an individual appointed by the District Executive, who is a Chartered Accountant or a Certified General Accountant, who is a duly registered member of the applicable provincial institute.

Section 7 – Approval of District budget

1. The incoming District Executive shall present a budget – including a proposed member dues amount – for approval by the District Convention.
2. Any significant change, including an increase in member dues or a change in the total revenue or expenses, shall be presented for approval at FLC by ordinary resolution.
3. The proposed amended budget shall be distributed according to the same rules as for proposed amendments to the District 2 House Rules at FLC.

ARTICLE 12 – DISTRICT SERVICE PROJECTS

The District Two Service Projects are:

1. Canadian Blood Services
2. Organ Donation Awareness Program (ODAC)

ARTICLE 13 – MASS MEDIA

1. Permission is covered in the National General Operating By-Law No. [-1] 2. Permission must be sought at an early stage of the project plans in order to negotiate approval or appropriate alternatives for the club or clubs concerned.
2. The clubs or clubs whose territorial rights have been invaded should be encouraged and allowed to participate in the project in their own territorial area and share a reasonable return or recognition for their participation.
3. Because of the nature of the project involving mass media, active participation should be encouraged.

4. Appeal Stage: The handling of disputes should proceed through the Office of Authority – Club, Zone, District and National.
 - a) The District Executive shall, after investigation and documentation, prepare a settlement, which shall be binding to all parties.
 - i. A request for arbitration in writing may be made to the District Executive after the dispute has proceeded through the Offices of Authority without success.
 - ii. The request for arbitration will be made to the District Executive who will set up an Arbitration Board to include one representative appointed by each side of the dispute with a member of the District Executive as Chair.
 - iii. The Board of Arbitration shall decide whether or not there is a cause for settlement. The Board shall decide the compensation in their settlement.
 - iv. If the Club fails to comply with the Arbitration Board’s decision, then the sections of the National General Operating By-Law No. 2 on not in good standing for discipline shall apply.

ARTICLE 14 – DISTRICT AWARDS

Section 1 – General

1. District Two shall not accept any further awards, trophies, or recognition to be presented at the District level unless approved by a majority vote of a district convention.
2. Any Club winning a District Award shall be presented with a banner/crest. If a trophy/shield exists, it shall be engraved by the District to indicate the winner.
3. A District award winner will be presented with a certificate of recognition. All awards will be kept from year to year by an awards representative appointed each year by the District Council Executive.
4. It is the responsibility of the winning club to return the District Award to the District Executive Council.
5. The Club member(s) responsible for the winning submission for the Junior and Senior Bulletin Awards and the Public Speaker’s Awards shall receive an appropriate District Bannerette inscribed with their name and the name of the Award won.
6. All District Award submissions will be judged by a committee established by the District Executive, unless otherwise indicated.

Section 2 – Frank Denner Kinsmen Senior Bulletin Award

1. Originally presented by Frank Denner for the purpose of improving the standards of bulletins of the Clubs in District Two with membership of 15 and more as of October 31 of the Kin year they are judged.
2. Judgment criteria for the Frank Denner Senior Bulletin Award shall be the same as those listed in the National Rules.

Section 3 – Rudy Kron Kinsmen Junior Bulletin Award

1. Originally presented by the Kinsmen Club of Kenora for the purpose of improving the standards of bulletins of the Clubs in District Two with membership of 14 or less as of October 31 of the Kin year they are judged.
2. Judgment criteria for the Rudy Kron Junior Bulletin Award shall be listed below.

Section 4 – Kinette Junior and Senior Bulletin Awards

1. Senior Bulletin Award originally presented by the Kinsmen Club of Winnipeg for the purpose of improving the standards of bulletins of the Clubs in District Two with membership of 15 and more as of October 31 of the Kin year they are judged.
2. Junior Bulletin Award originally presented by the Kinette Club of Fort Frances for the purpose of improving the standards of bulletins of the Clubs in District Two with membership of 14 or less as of October 31 of the Kin year they are judged.
3. The District Kinette Junior and Senior Bulletin Award rules are as listed.

Criteria to be used as guidelines in judging the bulletins

- Five (5) issues Mandatory Requirements:
- Club name, Zone, and District
- Name, address and phone number of President and Bulletin Editor
- Date, time and place of next meeting
- Issue number
- Minutes of last general meeting
- President report
- Calendar of events
- Current member roster

All of the above must be present in each bulletin for the entry to be judged.

Optional: Points

- Activities of club members, birthdays – maximum 5 points
- Reports on social events – maximum 5 points
- Reports/ updates on service projects – maximum 5 points
- Articles submitted by clubs members other than Bulletin Editor – maximum 5 points
- Kin profiles / Kin Kid section – maximum 5 points
- Editorials (5 pts each to max of 10)
- Kin Education – maximum 15 points
- Zone news – maximum 10 points
- District news – maximum 10 points
- National news – maximum 5 points
- Layout and quality of production – maximum 10 points
- Quality of content, reader's interest, humour and good taste – maximum 15 points

Total scoring out of 100

Section 5 – District Two Speakers Awards

1. Kinette Speaker's Award Banner originally presented by the North of Superior District Executive.
2. Kinsmen Speaker's Award Banner originally presented by (unknown).
3. Purpose: To stimulate interest in the art of self-development in Kin by means of public speaking.
4. The judging panel at the District Public Speaking Contest must be comprised of a minimum of 50% members of Kin Canada.
5. District Two Kinsmen/Kinettes will follow the rules as set out in the National Kinsmen/Kinette Public Speaking Award with the changes pertaining to District.
6. Participants: Each Zone shall nominate a winner and runner up who may be a Kinsman, Kinette or Kin club member. The Deputy Governor shall provide the name of the winner and the runner up to the District Executive within ten (10) days after the Zone Conference. Contestants at District level will have been winners at their Zone competitions.
7. The District Two Speakers Awards shall be single competition open to both Kinsmen and Kinettes.
8. Continuity: Speeches will be materially the same as presented at Zone level.
9. The present District Governors and the present Vice Governors will not be eligible to compete. The winner of the District competition will be ineligible for the following year.
10. Speakers' Reimbursement: Will be decided at the discretion of the District Council.
11. Promotion: The Deputy Governors are charged with the responsibility of promoting the public speaker's competition to the member clubs.
12. District Competition: To be held during the business portion of District Convention at a time to be determined by the District Executive.

Section 6 – District Two Service Awards

1. There are three District Two Service Awards:
 - a) Kinette Service Award presented by the Kinsmen Club of St. James-Assiniboia.
 - b) Dr. Art Schwartz Kinsmen Service Award – presenter unknown.
 - c) Spirit of Kin Award presented by the Kinsmen and Kinette Clubs of Boissevain
2. Purpose: To recognize one Kinsmen Club, one Kinette Club, and one co-operative project which have contributed most to the fundamental objects of the Association, i.e. Service work, by submitting a written narrative detailing one service project which took place during the 12-month period prior to the District Convention at which it is presented.
3. Eligibility and judgment criteria for these awards shall be the same as those listed in the National Awards Program, except that the Spirit of Kin Award shall be awarded for projects run in co-operation between at least two separate clubs.
4. Entries for this award must be submitted to the District Two Executive prior to April 30th.
5. The best three (3) Kinsmen and the best three (3) Kinette submissions for the individual club awards will be presented to the District Convention.

Section 7 – District Two Kinsmen & Kinette Public Relations Awards

1. Presented to encourage Kinsmen and Kinette clubs to promote themselves, their clubs, and their Association to their community – local, national and global.
2. One Kinette Club and one Kinsmen Club will be recognized.
3. Eligibility and judging criteria for these awards shall be the same as those listed in the National Awards Program.
4. Entries for this award must be submitted to the District Two Executive prior to April 30th.

Section 8 – District Convention Costume Award

1. Presented by the Kinsmen Club of Portage la Prairie.
2. Purpose: To foster fellowship among Kin.
3. No commercial costume – for example, no rented costumes.
4. Each club must have a minimum of two members in costume.
5. Percentage of Club membership will be calculated according to the District records as of February 28th for the current year.
6. Judging of costumes will be completed Friday night of District Convention.
7. Point System for Best Costume:
 - a) The costume best capturing the overall theme of the Convention (maximum 20 points)
 - b) The most original and imaginative costume (maximum 10 points)
 - c) The most eye-catching color and style (maximum 10 points).

Section 9 – District Two C.F. Marsha Morton Award

1. The Marsha Morton Award is to be presented to the Kinsmen and Kinette Club with the highest per capita increase in their contribution to C.F.
2. The deadline for contributions to be tallied towards this award is January 31.

Section 10 – District Two Expansion Award

1. Presented by the 1994-1995 District Executive.
2. Purpose: To foster membership growth.
3. District Two Expansion Award banner is to be presented to the Club with the highest net increase in membership over the previous year's June census.

Section 11 – Kinette Traveling Trophy

1. Presented by the Kinsmen Club of All Saints.
2. The competition will be open from May 1 to April 30 of each Kinette year. Mail postmarked after midnight May 1 shall be used for the following year.
3. The trophy shall be awarded to the club, which accumulates the highest number of points during the competition year.
4. To obtain points for the competition, a Kinette Club must either:
 - a) Attend the Annual Fall Kinette Fall Leadership Conference;
 - b) Attend a Spring Zone meeting;
 - c) Attend a joint meeting with any Kinette Club in District Two;

- d) Attend a general meeting of any Kinette Club in District Two;
- e) Attend the District Two Convention;
5. In order to qualify for points, a visiting club must have (2) or more members in attendance. (Members of District Council do not qualify as club members.)
6. In the event that a Club makes more than one (1) visit in the Kinette year to the same club, points shall be awarded only for the first visit.
7. FLC and Spring Zone will be counted for points even if they constitute a second visit.
8. Points shall be calculated as follows:
 - a) The percentage of club's membership participating, multiplied by the number of kilometers traveled one way to two decimal points.
 - b) In order to obtain full points calculated as above, it shall be necessary for the visiting club to notify the District Kinette Governor in writing within ten (10) days of the date of the visit, advising:
 - c) The number of members in their club
 - i. The number of members participating in the visit
 - ii. The number of kilometers traveled one way
 - iii. The name of the club visited.
9. If the District Kinette Governor is not notified within ten (10) days but is notified within twenty (20) days of the date of the visit, 50% of the possible points shall be awarded.
10. If the District Kinette Governor is not notified within twenty (20) days of the visits, no points shall be awarded.
11. The secretary of the club visited, must be notified five (5) days before the visit with the number planning to attend.

Section 12 – Outstanding Deputy Governor Awards

The Keith Large and Catherine Newham Outstanding Kin Deputy Governor Award will be presented to one Zone Kinsmen or Kinette Deputy Governor each year. *The winner of this award shall be allowed to keep the trophy for the year until Spring Zones. They shall further be given a keeper plaque as recognition of their efforts.*

The judging for the award, by the District Governor(s), will be based on the following point system:

1. General Efficiency – *(maximum 100 points)*
 - a) Preside at a Club Officers'/Executive Seminar for Zone prior to October 15 – *20 points*
 - b) Complete all Club Installation of Officers – *20 points*
 - c) Officially visit each club in the Zone at least one time, in addition to club installation – *20 points*
 - d) Attend the District Leadership Seminar and all District meetings, including: Pre-Term, Fall Leadership Conference, Mid-Term, and District Convention (Appeal process for illness, etc. by District Governor) – *20 points*
 - e) Prepare a minimum of five (5) Zone Newsletters to be sent to the clubs with copies sent to the District Governor and/or Communications Director. To be judged on their content and value as a communication tool (i.e., Interesting, informative, educational, motivational) – *20 points*

2. Reports and Minutes submitted on time to District Governor and/or Communications Director – *(maximum 50 points)*
 - a) Installation and Visitation reports within 30 days
 - b) Club Officers’/Executive Seminar minutes within 30 days
 - c) Spring Zone Meeting minutes and Presidents’ reports within 30 days
 - d) Zone reports for all District Meetings by deadline given, including Pre-Term, Fall Leadership Conference, Mid-Term, and District Convention
3. Spring Zone – *(maximum 50 points)*
 - a) Call and Agenda sent to all clubs 30 days prior to meeting
 - b) Brochure prepared and printed for all attending, including:
 - i. Agenda
 - ii. Club Presidents’ Reports
 - iii. District Executive Reports
 - iv. District Budget
 - v. District Resolutions
 - vi. National, District, and Zone information, as desired
 - vii. Kin Sales Ad
 - c) Well conducted meetings – on time, in control, organized
 - d) Parliamentary Procedure followed
 - e) Zone Officers assigned for meeting:
 - i. Secretary;
 - ii. Sergeant At Arms;
 - iii. Rules of Order Chair
 - f) National and District Programs promoted including Cystic Fibrosis (CF), Organ Donation Awareness (ODAC), Endowment Fund/Bursaries (HREF), Kin Magazine, Kin Sales
 - g) Zone Activities highlighted
 - h) Motion and Debate
4. Participation of Clubs in Zone – *(maximum 20 points)*
 - a) All clubs in attendance at:
 - i. Club Officers’/Executive Seminar
 - ii. Fall Leadership Conference
 - iii. Spring Zone Meeting
 - iv. District Convention
 - b) Club Rosters to National by September 30 deadline
 - c) Club dues and assessments to District by November deadline
 - d) Club Insurance Questionnaire to National by deadline
5. Year End Assessment Report – *(maximum 20 points)*

To include individual club status reports and the Zone year in review, to Governors as a final report, presented to the incoming Governor and incoming Zone Deputy Governor.

6. Club Presidents Assessment – (*maximum 20 points*)
Standard Assessment Letter provided by the District sent from the Deputy Governor to each Club President regarding an evaluation of their Deputy Governor in the following areas: leadership, motivation, communication, approachability, knowledge, dependability.
7. District Governor’s Assessment – (*maximum 10 points*)
At the discretion of the Governor, an overall performance rating based on cooperation, communication, and participation of the Deputy Governor.

Section 13 – Kin Website Award

The banner and initial plaque for this award (introduced for the 2001-2002 Kin year) has been donated by the Kinsmen Club of The Pas.

To be awarded to the club with the best website in District Two based on the following criteria:

1. Purpose: To provide a guideline for clubs to follow to produce an effective means of club communication, and to recognize the effort of the webmaster and club for an outstanding website.
2. Eligibility: All Kinsmen, Kinette, and Kin Clubs of District Two, as well as submissions for joint club websites from the same community (e.g., A Kinsmen and a Kinette Club from the same town, sharing one site). Applications are to be sent to the District Communications Director by mail, fax or email, to arrive no later than March 31st.
3. Judging: Judging will take place between April 1 and April 30 by a panel of three judges designated by District Executive Council.
4. Judging criteria: shall be the same as those listed in the national awards program.

Section 14 - Jack Rhyner Membership Award

(Formerly known as “*The House That Jack Built*”)

1. The prize will be awarded to the Zone with the highest membership growth.
2. This includes all members signed up between May 1 and April 30 of that Kin year.
3. Members of the Zone in attendance at that year’s District Convention will win the right to eat all meals first (except the service luncheon or dinner) at District Convention.
4. The Zone will win a plaque for their zone, presented by the **[Membership] Club Support** Director at District Convention. That Zone’s name and year of win will be added to the District plaque.

Section 15 – Kin Joke Off Award

1. This award is to be presented at FLC and then at District Convention every Kin Year.
2. At FLC, participants must pre-register with the District Communications Director as Wild Cards, by the Wednesday immediately prior to FLC. A maximum of seven will be selected at the discretion of the District Executive, with consideration given for representation from as many zones as possible.
3. At District Convention, the seven Zone Joke Off winners will be entered by the Deputy Governors, immediately following their Spring Zone Meeting, along with the other Zone award winners.

4. The District Executive will arrange for a Joke Off when suitable for their agenda at both meetings. Possible times to include: during the Good of Kin, evening hospitality or social time, the Speakers Competition, etc.
5. Voting cards will be distributed to all audience members, returned to two scrutineers as determined by District Executive, and tallied.
6. Any jokes deemed to be inappropriate, not in good taste, or exceeding three minutes will be disqualified by said scrutineers. Their ruling is final in all cases.
7. There is no travel subsidy for this award.
8. If unable to attend District Convention, your entry will automatically be forfeited.

Section 16 – Quill Award

1. Open to all active Kinsmen, Kinette and Kin Club members
2. Must be won at District level to move on to National level
3. Two entries will be accepted from each District
4. Story may be on any subject of interest to Kin with the following exclusions:
 - a) Personal political views
 - b) Negative or derogatory commentary deemed offensive toward the Association
5. Story must be written in good taste, be a minimum of 600 words to maximum 1,000 each and every word will be counted as one word. You must indicate the number of words on your Quill Award score sheet.
6. Winner to be Announced at National Convention receive a keeper plaque
7. See National Awards booklet for more information.