



DISTRICT 5 HOUSE RULES

Last Revised Spring Convention May 18th, 2013.



SECTION 1 - NAME

Article 1 The name of the Association is District Five of Kin Canada.

Article 2 The short name shall be "District 5"

SECTION 2 - CORE VALUES, AIMS and OBJECTS

Article 1 The Core of Values of District Five are:

- a) Our Association's Objects and Aims
- b) Serving the community's greatest need.
- c) Accountability (financially and individually)
- d) Tolerance, acceptance, commitment and patience
- e) Member education and growth
- f) Training of leaders

Article 2 The Governance Model adopted by District Five shall ensure adequate resources (members and tools) to effectively deliver the core values and the flexibility to decrease or enhance when needed. Crossover training within vice positions will be encouraged and promoted.

Article 3 PURPOSE - District Five shall promote such Governing models and leaders that provide clear guidelines, expectations, consequences and the ability to implement. These must include house rules, policy and procedures, educational materials, and an education process that leads us to this ultimate goal.

Article 4 The objects of District 5 shall be:

- a) To administer the affairs of this District
- b) To seek within the District and through the Clubs of the District the attainment of the objects of the Association as set forth in the Constitution and House Rules of the said Association.
- c) To increase the fellowship and cooperation efforts of the Clubs within the District
- d) To cooperate with the Association in the building of new Clubs, and educate and strengthen the Clubs in the District
- e) To promote participation of the Clubs in the District in the general objective programs and policies of the Association
- f) To transact all business and carry on all correspondence between the Association and the Kinsmen and Kinettes within the territorial Limits of the District.

SECTION 3 - BOUNDARIES

Article 1 NORTH COAST ZONE - That portion of District Five being north of the 52 degrees 35' parallel of latitude and west of the 126 meridian of longitude, and the Yukon Territory.

Article 2 NORTHERN INTERIOR ZONE - That portion of District Five being north of the 52 degrees 35' parallel and east of the 126 meridian of longitude.

Article 3 THE SOUTHERN INTERIOR ZONE – That portion of District Five bounded by the Columbia Valley Zone, and north of the 50 degrees 5" parallel of latitude and east of the 122

degrees 45' longitude, south of the 51 degrees 35' parallel of latitude between 122 degrees 45' meridian of longitude and the 120 meridian of longitude, east of the 120 meridian of longitude and west of the 119 degrees 30' meridian of longitude between the 51 degrees 30' latitude and the 50 degrees 5' parallel of latitude and That portion of District Five being south of Oyama, east of the 121 meridian of longitude, north of the 49 parallel of latitude and west of the 118 degrees 45' meridian of longitude.

Article 4 COLUMBIA VALLEY ZONE - That portion of District Five being generally east of the Columbia River, Slocan River, Duncan River and Beaver River, and being south of the 51 degrees 35' parallel of latitude.

Article 5 LOWER MAINLAND – FRASER VALLEY ZONE -That portion of District Five being generally west of the 121 meridian of longitude, extending to the Gulf of Georgia, from the 49th parallel of latitude on the south and reaching north to the 50th parallel of latitude.

Article 6 UPPER ISLAND ZONE - That area designated north of the Nanaimo River to include Powell River

Article 7 LOWER ISLAND ZONE - That portion of Vancouver Island being generally south of the Nanaimo and Nitinat Rivers.

SECTION 4 - MEMBERSHIP

Article 1 Every Kinsmen, Kinette and Kin Club within the territorial limits of this District shall be a member of this District.

Article 2 Any member Club more than thirty (30) days in arrears for any indebtedness to the Association or this District and failing to provide the Governor with a satisfactory explanation shall be considered not in good standing.

Article 3 If any Club consecutively misses two (2) district meetings (i.e. District Convention, Fall Leadership Conference or Zone Conference) the following shall apply:

- a) The District Secretary shall forward notice to the president of such Club notifying that if the Club fails to attend the next District meeting or provide the Governor with satisfactory explanation it may result in the Club being placed not in good standing;
- b) If the Club fails to attend the next following district meeting or fails to provide an explanation provided for in paragraph (a) hereof, the District Secretary shall request the national Council to declare the Club to be not in good standing.

Article 4 Any member Club not being in good standing with the Association shall be considered to be not in good standing with the District.

SECTION 5 - DISTRICT OFFICERS

Article 1 NAMES - The officers of District 5 shall be the District Governor(s), the Vice Governor(s), a Zone Deputy Governor for each zone in the district, and Directors not to exceed six (6) in number, and one Association Director.

Article 2 QUALIFICATIONS - Only persons who can meet the following qualifications shall be eligible to serve as officers of District 5:

- a) Each office shall be, at the time he/she assumes office, an Active or Active Life member in good standing of a Club in District 5.

- b) District Governor(s), the Vice Governor(s), a Zone Deputy Governor must have served as a member of an executive of a Club for at least one full term prior to his/her election.
- c) No member shall serve more than 5 years, in a 20 year period, on District Council (whether it be a budgeted or non-budgeted position) excepting where a member has been elected to hold office by the District membership.

Article 3 DUTIES: The duties of each district officer shall be as follows:

DISTRICT GOVERNOR(s)

- a) Shall exercise general supervision over all activities of the district. They shall perform certain mandatory duties which shall include:
- b) Preside over the annual convention and all meetings of the district executive committee, and the respective district council;
- c) Direct activities of the district executive committee;
- d) Ensure and maintain the Association's public image;
- e) Properly respond to all correspondence;
- f) Shall be an ex-officio member of all standing and special committees; and
- g) Ensure that the object and aims of the Association are adhered to by the membership and member clubs.
- h) Attendance by invitation to club, zone and district events such as life memberships, club anniversaries and other such functions is optional.
- i) They shall perform such other duties as pertain to the office of president in an organization.

VICE GOVERNOR(s)

- a) Shall form a committee (hereafter referred to as the "vice district executive committee").
- b) The vice governor(s) and the committee shall thoroughly familiarize themselves with the operation of the district.
- c) The vice district Governors shall act as a liaison between such committee and the District Executive Committee.

IMMEDIATE PAST DISTRICT GOVERNOR(s)

- a) The immediate Past Governor is not an official position on the District Executive, but they or the Past Treasurer of District Council will attend FLC in order to present their final report to the membership, at the expense of the current Executive.

DISTRICT SERVICE DIRECTOR

- a) Shall promote community service throughout District Five.
- b) Shall represent District Five as a member of the National KIN/CF Liaison Committee.
- c) May act as a director appointed, at the discretion of the District Governor, to the Board of Directors of the Kinsmen Foundation of British Columbia and the Yukon to represent the District Council.
- d) Shall be appointed by the Vice Governor(s) on the basis of written application stating qualifications and reasons for seeking appointment.

DISTRICT DIRECTORS

- a) May be appointed by the Governor(s), and
- b) Shall perform such duties as shall be assigned by the district Governor(s) or the district executive committee.
- c) At a minimum District Directors must include a secretary, treasurer, trophy director and Association Director, which will carry out their duties in accordance with their respective section.
- d) Directors may be appointed but their duties will not be limited to such duties as Coordinator, Communications, Risk Management Officer, Membership, Bulletin publication, and Service.

- e) The Directors shall be responsible for carrying out the administration of the District in conjunction with the By-Laws of the Association as laid down by the District Executive Committee.
- f) Such duties may include minutes of meetings, overseeing of financial affairs, liaison with the Kinsmen/Kinette Deputy governors, registering delegates to the annual convention as well as being chairman of the committee of credentials and nominations for the convention.

TREASURER

- a) Shall collect all monies payable to the district and shall disburse the same as directed by the district executive committee.
- b) Notify all clubs in arrears in respect to district dues.
- c) Keep the books of the district and a correct account of receipts and disbursements.
- d) Present a detailed, verified report thereof at the annual district convention and the Fall Leadership Conference.
- e) The records and books shall at all times be open to the inspection of all members at all meetings of the District membership.
- f) The Treasurer shall also be responsible to ensure that the membership is informed of any cheques written which place an account over budget or has been written outside of budgeted amounts i.e. non-budgeted items. Any such items will be shown as a separate line item on the financial statements.
- g) All reports must be distributed to the membership within 45 days of the meeting.

SECRETARY

- a) Shall be the recorder of all district meetings.
- b) Shall record and maintain accurate minutes of the annual district convention and shall record and maintain accurate minutes of the Fall Leadership Conference.
- c) Shall be responsible for all correspondence under the direction of the Governor.
- d) The records of the secretary shall at all times be open for inspection by all members at all meetings of the District membership.
- e) Shall maintain an up to date list of all club presidents and club addresses.
- f) Shall ensure that all clubs file annual reports with the Society Branch of BC.
- g) Shall circulate minutes of all District general meetings and any motions made at executive meetings to the membership within 45 days.

TROPHY DIRECTOR

- a) Shall be responsible of all trophies in District 5.
- b) Shall maintain an up to date and accurate record of all trophy rules, and the necessary changes to comply with national trophy rules.
- c) To coordinate the judges as required for trophy submissions and competitions.

ASSOCIATION DIRECTOR

- a) In accordance with Kin Canada General Operating By-Laws and policy & procedures.

DEPUTY GOVERNOR

- a) Shall exercise general supervision over all activities of the Zone. They shall perform certain mandatory duties which shall include:
 - i. Preside over the zone conferences and all meetings of the Zone executive committee, and/or the President's council.
 - ii. Conduct Club Executive Training programs as directed by the Governor Direct activities of the zone executive committee.
 - iii. Ensure and maintain the Association's public image.
 - iv. Properly respond to all correspondence.
 - v. Shall be an ex- officio member of all standing and special committees
 - vi. They shall be representatives of the Zone on the District Council, and
 - vii. Ensure that the object and aims of the Association are adhered to by the membership and member clubs.

Article 4 DISTRICT OFFICE VACANCIES

In event of vacancy in the office of District Governor and/or District vice Governor, the National executive Committee of the Association shall appoint a District Governor(s) and/or District Vice Governor(s) who possesses the qualifications mentioned in Article 2 of this Section to fill the office for the expired term of office.

Article 5 ELECTION AND TERM OF OFFICE- ASSOCIATION DIRECTOR

The Association Director, who takes office July 1st after their election, is elected to the board by the district through an election process held by the District Convention. The Association Director is elected for a two-year term with odd-numbered districts holding their elections in odd years in accordance with Kin Canada General Operating By-Laws.

SECTION 6 - NOMINATION OF GOVERNORS & VICE GOVERNORS TEAMS AND/OR CANDIDATES

Article 1 Nominations will be accepted from Individual Candidates. Only persons who can meet the following qualifications shall be eligible to serve as Governor or Vice Governor.

- a) He/she shall be, at the time he/ she assumes office, an active or Active Life member in good standing of a Club situated in District 5.
- b) The Governor and the Vice Governor, during his/her term of office, shall not be entitled to hold office on any Club executive, except for the office of Past President.
- c) A Governor or Vice Governor must have served as a member of an executive of a Kinsmen/Kinette or Kin Club for at least one (1) full term prior to his/her election to office.
- d) The Committee on Credentials and Elections shall report promptly to the Convention the results of the balloting and the report shall be signed by the Kinsmen and Kinette Chairpersons of the Committee. After the Committee has so reported the Chairpersons of such Committee shall forthwith destroy such ballots.
- e) The Governor shall be elected by acclamation at the District Kinvention in which he/she completes the Vice Governor Term of Office.
- f) The Vice Governor shall be elected at District Kinvention by secret ballot of the clubs and delegates at large registered and eligible to vote.

Article 2 DISTRICT OFFICE VACANCIES - In event of vacancy in the office of District Governor and/or District Vice Governor, the Board of Directors of the District shall fill such a vacancy by appointment for remainder of the term. In the event that the Board of Directors of the District is unable to fill such a vacancy, the appointment shall be made by the National Board of Directors of the Association.

SECTION 7 - ANNUAL DISTRICT CONVENTION

Article 1 TIME - District 5 shall hold the annual District Convention on the May long weekend each year, or other date approved by the District Executive Council.

Article 2 OFFICIAL CALL - The district secretary shall mail to each club in the district and to the national director an official call to the district convention at least sixty (60) days prior to the convention.

Article 3 INVITATION FOR RESOLUTIONS - Sixty (60) days prior to date of district convention the district secretary shall write to the president of each club inviting resolutions to be considered at the district convention. Any resolution shall be presented to the district secretary fifty (50) days prior to the district convention. Notwithstanding this limitation any resolution duly passed at a zone conference shall be deemed to fall within the meaning of this article, and forty five (45) days prior to the date of convention, the district secretary shall forward to the president of each club a copy of each resolution to be included in the agenda of the convention.

Article 4 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.

Article 5 The District Executive committee and the host Club of district convention shall enter into a written agreement.

Article 6 REPORTS - within forty five (45) days after the district convention the district secretary shall make a report of the proceedings of the convention comprising a complete synopsis of all actions taken and shall transmit a copy thereof to the executive director and a copy to all members of the district board of directors.

Article 7 DISTRICT CONVENTION CHAIRPERSON - shall provide an estimate of the cost of the Convention and prepare a written budget outlining a proposed registration fee and other revenue anticipated together with a forecast of proposed expenditures to be made in the operation of the Convention. The budget shall be submitted to the District Executive Committee not later than the District Mid Term Meeting prior to the Convention.

Article 8 The District Convention Chairperson, or his/her appointed representative, shall at the discretion of the District Executive Committee, be required to attend Fall Leadership Conference and District Mid-Term meetings of the District Council.

SECTION 8 - DISTRICT FALL LEADERSHIP CONFERENCE

Article 1 Sixty (60) days prior to Fall Leadership Conference the District Secretary shall write to each Club in the District enclosing a call to place a submission to the floor of the upcoming Fall Leadership Conference, for the site of the FLC one year hence. The decision will be made by a simple majority of the delegated votes in attendance at Fall Leadership Conference. The location to be within the confines of the territorial boundaries of District 5 as presently constituted.

Article 2 All Fall Leadership Conferences will be held jointly with Kinsmen, Kinette and Kin clubs in attendance.

Article 3 The District Executive Committee and the host Club of Fall Leadership shall enter into a written agreement before the District Kinvention of the year of the Fall Leadership Conference.

Article 4 The District Executive Committee shall have full supervision of the Fall Leadership Conference and all plans and arrangements, and programs shall be subject to the approval of this committee.

Article 5 The duties and responsibilities and the Host Club, together with the duties and responsibilities of the District Executive Committee, shall be embodied in a written agreement to be signed by both parties on or before District Kinvention in the year of the Fall Leadership Conference.

Article 6 REPORTS- within forty five (45) days after the Fall Leadership Conference, the District Secretary shall make a report on the proceedings of the Fall Leadership Conference comprising of a complete synopsis of all actions taken and shall transmit a copy thereof to the Kin Canada Executive Director, a copy to all members of District Council, and a copy to all clubs in District Five.

Article 7 Clubs that bid on Fall Leadership Conference must hold that conference in the central location of The Lower Mainland. Clubs shall be responsible for all the same feature of FLC, as previous. This "Article 7" shall be reviewed, for reinstatement or removal, just prior to the 2017 bid.

Article 8 Proposed amendments to such additional House Rules shall be received by the District Secretary at least fifty (50) days prior to the date of the District convention or Fall leadership Conference, and the District Secretary shall send a copy of all proposed amendments to the President of each Club in the District at least forty five (45) days prior to the date of the District convention or Fall leadership Conference

SECTION 9 - SPECIAL MEETINGS

Article 1 DISTRICT LEADERSHIP SEMINAR

- a) At any time suitable to the District Executive Committee, the District Governor(s) Elect shall hold an "Instructional School" for Deputy Governors Elect in the district. It shall be the responsibility of the District Governor(s) Elect to manage and direct the instructional school.
- b) The purpose of District Leadership Seminar shall be to educate and instruct the Deputy Governors in:
 - i. All phases of the Association business including policy and administration of National, District and Zone levels.
 - ii. All phases of the Deputy Governor's responsibilities and duties so that he/she may be better equipped to offer leadership to his/her Zone.

Article 2 DISTRICT PRESIDENTS PRETERM

- a) At any time suitable to the District Executive Committee, the District Governor(s) Elect may hold an "instructional School" for Club Presidents Elect in the District. It shall be the responsibility of the District Governor(s) Elect to manage and direct the instructional school.
- b) The purpose of the President Preterm shall be to educate and instruct the Presidents in:
 - i. All phases of the Association business including policy and administration of National, District and Zone levels.
 - ii. All phases of the President's responsibilities and duties so that he/she may be better equipped to offer leadership to his/her Club.

SECTION 10 - FINANCE AND ACCOUNTING

Article 1 For the purpose of complying with the Society Act of BC, the Annual General Meeting of all Clubs in the District shall be designated as the Club's first regular general meeting of September. The Club shall give not less than fourteen (14) days written notice of an Annual General Meeting of the club to its members entitled to receive notice of the Annual General Meeting but those members may waive or reduce the period of notice for a particular meeting by unanimous consent in writing.

Article 2 The District Vice Governor Committee shall prepare a budget of estimated income and expenditures for the next year. The proposed budget is to be circulated by the Vice Governor Committee, to all Clubs and District Executive Council members no later than forty-five (45) days prior to the convention immediately preceding the commencement of the next fiscal year, and that the said budget be approved at the aforementioned District Convention, and that failing that, no later than the following Fall Leadership Conference meeting of the District Executive Council.

Article 3 The District Executive Council shall designate the official depository or depositories.

Article 4 The District shall maintain a General Account and other such accounts as the District Council deems necessary for the efficient operation of the District's business.

Article 5 No cheques or other order of payment in respect of any bank accounts operated by the District shall be valid unless signed on behalf of the District by the Treasurer and either the Governor or the Secretary or the Coordinator of the District.

Article 6 A Statement of Revenue and Expenses, in a standard format consistent with the requirements of the Corporate Registry, for all current accounts held on behalf of the District shall be completed within sixty (60) days of the end of the fiscal year completed and a review engagement shall be completed by two people one appointed by the outgoing Governor(s) and one appointed by the incoming Governor(s).

Article 7 All financial statements of the District shall be presented to the member clubs of the District, in writing, by regular First class mail at least forty-five (45) days prior to presenting the financial statements on the floor of the Fall Leadership Conference or District convention as the case may be.

Article 8 "Standard format" of financial presentation for Article 6 and 7 shall include; Prior year actual, Current year budget, current year actual. That the presentation line items of revenues and expenses are consistent to prior years, or footnoted with an explanation.

Article 9 The District Executive shall, as a standing order of Business at each District Kinvention, move the appointment of the following individuals as the signing officers for the forthcoming year: Governor, Secretary, Treasurer, one Director, and that the names of these individuals be recorded in the Official minutes in the manner as follows;

"Motion to appoint any two of the following as signing officers for the District Five Kin Clubs: Governor (enter name), Secretary (enter name), Treasurer (enter name), and one Director (enter name). Any two of these will sign for (enter Bank name) accounts currently established."

Article 10 REIMBURSEMENT OF CHARTER EXPENSES - Funds from the District Surplus of up to \$2000 may be used for chartering or re-chartering into District Five. These funds shall be used for expenses such as promotions, advertising, regalia and chartering events. The money shall be paid to the newly chartered club or the Sponsoring Club upon approval of the charter by the National Board of Directors, upon presentation of a detailed statement of expenditures with supporting documentation. Chartering Expenses may not be paid if such payment would cause the District Surplus Fund to fall below \$5000.

Article 11 The District Treasurer will retain a contingency of \$10,000 to be passed to the next year's executive. Any expenditure that needs to be spent to reduce the \$10,000 surplus must be approved by the membership of District 5 prior to the expenditure. Any such approved expenditure that reduces the reserve below the \$10,000 limit must be paid back to the reserve as shown on the incoming Governors' budget.

a) The District Treasurer shall rebate back to the clubs any surplus of funds at the end of the previous Governors' term that is so reported in the financial statement presented at FLC that would otherwise increase the District 5 contingency reserve above the \$10,000 cap. The rebate to be made immediately following the acceptance of the prior year's Financial Statements via check or credit at the sole discretion of the District council for those clubs in good standing at the conclusion of business of FLC

SECTION 11 - REVENUE

Article 1 Each Club shall pay to the District for each active member, comprised in its official membership, membership fees and assessments to be paid from the club's general account, unless otherwise directed by the district executive council, as determined by the budget approved at the preceding district convention. One membership fees billing form will be sent to the clubs in June of the preceding Kin year based on the membership of record at the national headquarters on the preceding April 30th and will be due September 30th. At the clubs' option, this billing may

be paid in up to three installments, due September 30th, January 15th and April 15th. However, the payment for January 15th and April 15th of the current Kin year must be prepaid or postdated on or before the September 30th deadline.

Article 2 ANNUAL DISTRICT DUES - Each Club shall pay, to the District, in respect of each Active member, comprised in its official membership, in accordance with Section 11, Article 1, dues in such amount as determined by the budget approved at the District Convention held in fiscal year previous. The amount determined as Dues shall include all assessments of the District as presented in the District budget. No refund of any portion of the dues shall be payable by the District to the Club in respect of any member leaving the Club.

Article 3 SPECIAL EXPENSES - Where a District officer is an invited guest of any Club, that Club shall be responsible for the expenses of that District Officer.

Article 4 GOVERNORS GIFT OF KIN - The Governors Gift of Kin is the amount determined and approved in the District Budget.

SECTION 12 - DISTRICT OBLIGATIONS TO NATIONAL

Article 1 The District Council shall use its best endeavors to ensure that each Club in District 5 properly complies with all the obligations imposed upon it by the General Operating By-Laws, National Constitution, the National Policy and Procedures Manual, the District By-Laws, the National Board of Directors, and the District Council shall forthwith report to the National Executive Committee any continuous or persistent breach by a club in its district of the National Constitution, the National Policy and Procedures Manual, the District By-Laws or direction from the National Board of Directors or District Council.

Article 2 A Club, applying for the "use" of a "registered trademark" to the Association, shall advise the District Executive Committee of such application in writing, stating the intended purpose of "use".

SECTION 13 - RULES OF ORDER AND PROCEDURE

Article 1 RULES OF PROCEDURE - Except as herein otherwise provided, in all matters of procedure the district shall be governed by the rules of procedure set forth in Appendix A of the National Policy and Procedures Manual

SECTION 14 - DISTRICT HOUSE RULES

Article 1 The District may adopt additional House Rules as are not inconsistent with the National Policy and Procedures Manual.

Article 2 Such additional House Rules may be enacted or amended on a 2/3 majority vote of the accredited delegates and delegates-at-large voting at any District Convention or Fall leadership Conference.

Article 3 Such additional House Rules and all amendments thereto shall be effective on July 1st following the District Convention at which they were approved unless otherwise stated in the amendments or additions.

Article 4 Any resolutions of a lasting nature passed at a District Convention shall be recorded and published in Appendix "C" of these House Rules. Said resolution or resolutions shall remain in full force and effect unless, amended or updated by a simple majority at a subsequent District Convention. It shall be the responsibility of the Executive Council to determine whether a

resolution is of a “lasting nature”. No resolution shall be recorded or published Appendix “C” which is contrary to these House Rules or has the effect of amending or altering these House Rules. When the National Constitution and National Policy and Procedures Manual change, these District House Rules will automatically be changed to comply.

Article 5 A copy of the current District House Rules, inclusive of current amendments, shall be provided free of charge to all Kinsmen, Kinette and Kin Clubs in District 5, to be distributed at the Fall Leadership Conference.

Article 6 District Proxy

- a) A proxy shall be allowed at District Convention, Fall Leadership Conference or any special membership meeting.
- b) A proxy is the authority given to an active life member or active member, in good standing within the District, to vote on behalf of an absentee Club.
- c) A proxy must be in written form, delivered to the credentials desk prior to the commencement of the District meeting. A proxy must be dated, may have a statement of intent to proxy voting authority, be signed by, two executive members preferably the President and the Secretary.
- d) Proxy authority may be used at any poll vote or ballot vote, within that assigned District meeting.

Article 7 District Delegates

- a) The delegates of the conference shall be active members of the District from Clubs in the District.
- b) The following persons shall be delegates-at-large at a District membership meeting, subject to being an Active member or Active Life member of a Club in District 5,
 - i. The officers of the District
 - ii. Each Past National President
 - iii. Each Past Kinsmen and Kinette District Governor.

Article 8 Quorum shall be - The majority of Accredited Delegates represented in person or by proxy and Accredited Delegates at Large represented in person will constitute a quorum for the transaction of all District business.

Article 9 Any Club hosting a convention or conference will be appointed the Sergeant at Arms of the immediately preceding convention or conference; and that any change to the Sergeant at Arms shall be approved by the appointed Club.

SECTION 15 - DISTRICT BOWLING

Article 1 The location and Host Club of District Bowling shall be decided by the winning bid presented to the accredited Kinsmen and Kinette delegates and delegates-at-large of the Fall Leadership Conference.

SECTION 16 - DISTRICT PROJECTS

Article 1 The KINSMEN REHABILITATION FOUNDATION of BRITISH COLUMBIA (also known as “The Kinsmen Foundation of British Columbia and the Yukon”) is the ONLY officially recognized District 5 Project.

Article 2 The Chair of the Kinsmen Rehabilitation Foundation of British Columbia or his nominee shall automatically assume the position of a "Standing Committee Chairman" on the District Executive Council.

Article 3 The one (1) director appointed by District 5 Council to the Board of Directors of the Kinsmen Rehabilitation Foundation and they will be either the Governor or his/her delegate, or the Vice Governor or his/her delegate.

Article 4 No District Project will be initiated unless:

- a) Notice of intention to initiate a District project has been given to all the Clubs in the district at least thirty (30) days prior to the District Convention, and
- b) The intended project has been approved by a majority of 75% of those persons entitled to vote in person or by proxy at a District Convention.

SECTION 17 - DISTRICT AWARENESS PROJECTS

CHILDREN'S HOSPITAL SPECIAL CARE NURSERY - Participation of any Club in the District shall be on voluntary basis.

BRUCE DENNISTON BONE MARROW SOCIETY - Any Club in the District may voluntarily support the Red Cross Bone Marrow Registry Program as a District awareness project.

CYSTIC FIBROSIS - Clubs in the District may support this National Service Project and are encouraged to participate in fund raising for Cystic Fibrosis research on a voluntary basis.

SECTION 18 - DISTRICT TROPHIES

Article 1 The trophies available for annual competition to Clubs in District 5 are set forth in Appendix "D" of these House Rules.

Article 2 Additions or deletions to Appendix "D" may be made without written notice and by simple majority passed at either a regularly constituted meeting of the District Executive Council or at a District Convention.

Article 3 That when National Trophy Rules change, District Trophy Rules will automatically be amended.

Article 4 All Clubs are responsible for picking up their trophy submissions and adjudication sheets from the District Trophy Director, immediately following Governor's Ball, on the last evening of District Convention. Anything not picked up by the appropriate clubs must be forwarded to the Deputy Governor within thirty (30) days after District Convention. It will then be the Deputy Governor's duty to ensure the Clubs receive their trophy submissions and adjudications.

SECTION 19 - NATIONAL PROXY FORMS

Article 1 At the first delegate accreditation session at District Convention, each Kinsmen, Kinette and Kin Club in District 5 shall execute a revocable proxy in favor of a Kinsmen or Kinette within the District who will be attending the following National Convention.

SECTION 20 - DISTRICT POLICIES

Article 1 The District 5 Executive Council will not promote, encourage or condone any member club or individual member who in the name of Kin hires exotic dancers (male or female) for fund raising or social functions. It shall be the responsibility of the District 5 Executive Council to discourage this type of activity and promote our Association in a manner that respects all persons.

SECTION 21 - SOCIETY ACT OF BC

Article 1 Each Club in the District shall incorporate and maintain itself in good standing with the Society Act of British Columbia.

Article 2 The yearly requirement of filing the annual Report is sending BC Form 11 and a signed Financial Statement along with a cheque payable to the Minister of Finance, sent to the Ministry of Finance, Corporate and Personal Property Registries, PO Box 9431 STN PROV GOVT, Victoria, BC V8W 9V3. This must be sent annually.

Article 3 Each Club within the District is responsible for ensuring that these forms are filed on time each year.

SECTION 22 - DISTRICT CONVENTION ASSESSMENT

Article 1 Each Club according to its official membership on the April 30th census shall pay to the District a "Convention Assessment". This may be paid from the service or general accounts. This per member assessment will be determined annually in the Vice Governor's Budget, as approved by the delegates at the joint business session for the next succeeding convention. The succeeding District Convention Committee will provide to the delegates a true and accurate cost estimate of the expense of funding an annual general meeting.

Article 2 The expense of running an annual general meeting shall include all necessary items such as rental of the meeting hall, tables, chairs, public address systems and any other equipment which in the opinion of the District Executive is required for the orderly conduct of the Convention business and proceedings.

SECTION 23 - RESIGNATIONS AND REVOCATIONS OF CLUB CHARTERS

Article 1 Upon resignation or disbandment of a Kinsmen/Kinette/Kin Club, regalia will be kept by the District for two (2) years. If in that time the Club has not re-chartered or reformed, the regalia may be placed for sale to any Clubs requiring these items. Any cost of updating the regalia will belong to the Club that has purchased it. Revenue from sales to be accounted for and accrued from year to year and to be used for the maintenance of District Award and/or Banners.

SECTION 24 - DERELICTION OF DUTY

Article 1 The District Council may by a two-thirds majority vote remove any member of the Board or Executive from office for misconduct or dereliction of duty provided that such member has been provided with 10 days notice by mail or email that such a motion is to be considered and is provided with an opportunity to respond to any questions that the Council may have prior to any vote on the issue being taken.

SECTION 25 - CONFLICT OF INTEREST

Article 1 Directors, Executive and Committees - Any director who, either on the director's own behalf or while acting for, by, with or through another, has any direct or indirect material interest be it pecuniary or otherwise, in any contract, transaction or matter and, is present at a Council meeting at which the matter is the subject of consideration shall:

- a) Prior to any consideration of the matter at the meeting, disclose said interest and the general nature thereof;
- b) Not take part in the discussion of, or vote on, any question in respect of the matter and shall remove themselves from the room during all discussion and voting on the matter;
- c) Not attempt in any way whether before, during or after the meeting to influence the voting on any such question; and
- d) Where the interest of the director has not been disclosed as required by this section because of the director's absence from the meeting, then said director shall disclose such interest at the first meeting of the Council attended by the director following the meeting at which the matter was considered and shall otherwise comply with this section.

Article 2 Quorum - Any director, executive member, or committee member, disclosing an interest pursuant to the provisions of this article who, but for said disclosure, would otherwise be counted present for quorum purposes, shall be counted as present for the purposes of determining whether a quorum is present at the time the matter that gave rise to said disclosure is under consideration.

Article 3 Common Interest - Where the application of this article would otherwise require all the directors, executive members, or committee members present to absent themselves from the discussion, they shall be deemed to have an interest in common with the community and as a result shall not be required to absent themselves and they shall be permitted to participate as they might otherwise but for the provisions of this article.

SECTION 26 - ZONE/CLUB SOVEREIGNTY

Article 1 No club or zone shall circulate, offer to sell, advertise, or operate, or cause to be circulated, sold, offered for sale, advertised, or operated, any type of money raising project or scheme whatsoever outside of its boundaries.

Article 2 Nothing contained in Article 1 hereof shall prevent any Club or Zone from carrying out the activities mentioned herein within the boundaries of some other Club or Zone if it obtains the written consent of such other Club or Zone, such consent not to be unreasonably withheld.

Article 3 The following policy shall apply in regard to "territorial infringement":

- a) A Club or Zone may use all media available to it within its territorial limits in promoting its fundraising projects regardless of the "market area" of the media, without approval of the other Clubs or Zones, provided it makes no physical attempt to market its product outside its territorial limits. In the event that outside marketing is obviously contemplated, it shall first obtain the written consent of the Clubs or Zones affected.
- b) Any Club contemplating a new fund raising project where general advertising will be used in a "metro area", including the so called bedroom communities, and having met the requirements in Subsection 3a, shall first advise all other clubs within the area.

- c) No Club or Zone shall use any form of media which originates outside its territorial limits for the promotion of its fund raising projects without first obtaining written consent of all Clubs and Zones involved.

SECTION 27 - DISCIPLINE OF MEMBERS

Article 1 A member may be cited for exhibiting behavior that is in contrary to the object and aims of the association, criminal statute(s), club house rules and by-laws or may otherwise damage the reputation, name, trade mark and/or brand of Kin Canada or any of its' members.

Article 2 The following procedure as depicted in "National policy on conduct, character and community standing of active members of Clubs" shall apply

APPENDIX "A" **RULES OF ORDER AND PROCEDURE**

Section 1 REFERENCE - National Policy and Procedures Manual of Kin Canada, Appendix "A".

APPENDIX "B" **DISTRICT EXECUTIVE EXPENSES**

Section 1 The basis for paying expenses of members of the District Executive Council is as follows:

- a) Car mileage shall be paid at the rate approved in the District budget.
- b) Boat and train fares shall be paid in their entirety.
- c) Airplanes fares will be paid for in their entirety if in the opinion of the District Governor and the District Treasurer it is the necessary mode travel.
- d) Reasonable allowance for meals and accommodation will be allowed as determined by the District Executive Committee.

Section 2 The District Council ensures that the Direction of each Deputy Governor or Council Member is to fulfill certain requirements pursuant to these House Rules. Should any Deputy Governor or Council member not communicate or fulfill their requirements the Zone/District will notify and Governors and Council, in which case the Zone/District may then appoint a new Deputy Governor or Council Member to continue the term and that no expenses shall be paid to the former Deputy Governor or Council Member.

APPENDIX "C" **PRESIDENT'S PRE-TERM SEMINAR**

Section 1 The District Treasurer shall levy upon each Club in the District whether such Club was represented at the President's Pre-Term Seminar or not, a per capita assessment calculated to the nearest cent based on each Clubs official membership as of the April 30th census according to National Headquarters, for the purpose of paying such clubs proportionate share of the grand total of the expenses involved in sending a President Elect of his/her designate of a Club in District 5 to President's Pre-Term Seminar. This levy shall be paid out of the Club's Service or General account at the clubs option.

Section 2 The Vice Governors Committee, upon decision on President's Preterm, must set out a budget of allowable expenses and distribute details to all Clubs. The points below are to be used as a guideline.

- a) The traveling expenses of each President Elect or his/her designate attending the President's Pre-Term shall be based upon the per kilometer rate set by the Vice Governors' budget approved at the previous District Convention.

- b) Accommodation rates will be paid on the basis of shared accommodations for a period not in excess of two (2) days.
- c) Meal rate will be allowed on the basis of the rate established in the President's Pre-Term Seminar Agreement between the District and the Host facilities with such meals covered for a period not in excess of two (2) days.
- d) The travel, meal and accommodation expenses of a President or his/her designate attending President's Pre-Term Seminar, shall be submitted to the District Treasurer by the President or his/her designate, along with necessary supporting invoices, prior to 12 o'clock noon on the Saturday of the President's Pre-Term Seminar.
- e) Accommodations supplied by the Vice Governors Committee shall be deemed the only legitimate accommodation expenses for a President Elect or his/her designate attending a President's Pre-Term Seminar.
- f) The President Elect or his/her designate, who in the course of travel to/and from the President's Pre-Term Seminar site, requires meals shall be able to claim for such meals as approved in the Vice Governor's budget at the previous District convention.

APPENDIX "D"
DISTRICT TROPHY RULES

Article 1 District 5 Kinsmen and Kinette Joint District Trophy Rules

APPENDIX 'E'
DISTRICT FIVE CYSTIC FIBROSIS ACCOUNTING

Article 1 That District 5 establish a separate account for the handling of CF Funds, and that the record of this account is maintained by the District Treasurer and the District CF Director. A Budget by the incoming Cystic Fibrosis Director shall be presented at District Kinvention prior to the year he/she assumes office. A Financial Statement of Revenue and Expenses shall be tabled at the Fall Leadership Conference following his/her term of office, that provides the details of revenues and expenses incurred for Cystic Fibrosis, including, but not limited to, a detailed listing of the sources of revenue.

Article 2 The District Executive shall , as a standing order of Business at each District Convention, move for the appointment of the following individuals as the signing officers of the District CF Account for the forthcoming year: Governor, Service Director, Treasurer, and that the names of these individuals be recorded in the Official minutes as follows:

"Motion to appoint any two of the following as signing officers for the District Five Kin Clubs: Governor (enter name), Treasurer (enter name), Service Director (enter name). Any two of these will sign for District Five CF Account to be established."

Article 3 The District Service Director shall, for each official District meeting, prepare and cause to be circulated a report that shall identify: 1) All funds received on deposit to the District Service Account, with a specific notation as to the source of said funds: 2) with regards to expenditures made from the District Service Account, a record of said expenditure(s) with a description of reason for same.