



DISTRICT 5 HOUSE RULES

Last Revised Spring Convention May 22nd, 2016



SECTION 1 - NAME

Article 1 The name of the Association is District Five of Kin Canada for short “District 5” or “D5”

Article 2 The purposes 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 2 - ZONE BOUNDARIES

Article 1 NORTHERN ZONE - That portion of District Five being north of 52 degrees 35' parallel, and the Yukon Territory.

Article 2 SOUTHERN ZONE – That portion of District Five that is bounded south of the 50 degrees 35' parallel, excluding that portion of District Five that is bounded south of the 50 degrees 55' parallel and west of 121 degrees east, extending to the Gulf of Georgia, and excluding Vancouver Island.

Article 3 LOWER MAINLAND – FRASER VALLEY ZONE -That portion of District Five bounded south of 50 degrees 55' parallel and west of 121 degrees east, extending to the Gulf of Georgia, and excluding Vancouver Island.

Article 4 UPPER ISLAND ZONE - That area designated north of the Nanaimo River to include Powell River

Article 5 LOWER ISLAND ZONE - That portion of Vancouver Island being generally south of the Nanaimo and Nitinat Rivers.

SECTION 3 - 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,

SECTION 4 - 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.

SECTION 5 - DISTRICT FALL LEADERSHIP CONFERENCE

Article 1 TIME - District 5 shall hold the Fall Leadership Conference in the month of October 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 Fall Leadership Conference at least sixty (60) days prior to the convention.

SECTION 6 - 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.

SECTION 7 - 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 Quorum shall be - The majority of Accredited Delegates represented in person or by proxy will constitute a quorum for the transaction of all District business.

SECTION 8 - 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.

SECTION 9 - 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 10 - 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 11 - 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 12 - 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' 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.