



Kin Canada

Kinsmen • Kinettes • Kin

District 5

DISTRICT 5 POLICIES AND PROCEDURES **MANUAL**

Purpose:

The purpose of this “Policies and Procedures Manual” is to give guidance and direction to the Membership and the Executive of District 5. Amendments and changes to these policies are subject to the discretion of the District 5 Executive as required.

SECTION 1 - DISTRICT OFFICERS

Article 1 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 2 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.

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 3 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. In the event of a vacancy of a District Officer or a Deputy Governor, the Governor of the day may appoint a member of Kin who possesses the qualifications mentioned in Article 2 of this section to fill the office for the remainder of the term.

SECTION 2 - 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 3 - ANNUAL DISTRICT CONVENTION

Article 1 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 2 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 3 The District Executive committee and the host Club of district convention shall enter into a written agreement.

Article 4 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 5 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 6 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 4 - 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 4 - 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 5 - FINANCE AND ACCOUNTING

Article 1 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 2 The District Executive Council shall designate the official depository or depositories.

Article 3 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 4 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 5 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 6 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 7 "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 8 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 9 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 10 The District Treasurer will retain a contingency of \$10,000 to be passed to the next year's executive.

Article 11 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 12 GOVERNORS GIFT OF KIN - The Governors Gift of Kin is the amount determined and approved in the District Budget.

SECTION 6 - 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 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 7 - 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 8 - 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 9 - 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 10 - 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 11 - 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 12 - 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 13 - 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.

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 Code of Conduct

"The Code of Conduct is a set of guidelines intended to support good conduct in Kin for all

members.”

To who does the code of Conduct apply?

The code of conduct applies to all members of District 5 Kin including volunteers.

What is the Code of Conduct?

It is a set of guidelines intended to support professional behavior and decision-making.

In this document you will read about the behavioral expectations that together make up District 5 Kin Code of Conduct. Not all situations you will encounter are covered, some situations will be straightforward, while others less so. You are entrusted to use good judgment in your day-to-day activities and seek further assistance when needed.

Like all organizations, District 5 Kin can be faced with challenges and difficult decisions. The District 5 Kin Code of Conduct explains the behavior that is expected from our members and volunteers.

As a District 5 member you are responsible to become familiar with this policy and lead by example. Regardless of your position, role, or location, this is your responsibility.

Vision

Professional, positive examples of behavior at all times.

Purpose

To provide the public with a vision of professionalism at all times during Kin functions.

Values

Learn, Grow, Make Friends, Have fun

What can you expect in Kin?

- A safe healthy respectful environment☐
- Fair and equitable treatment☐
- Continuous learning☐
- Protection from discrimination and harassment

What Kin expects from you

- Act with integrity☐ - Take personal accountability - Show respect
- Exercise sound judgment
- Be proud of Kin Canada

Social Responsibility

- Develop a diverse organization
- Conduct ourselves in a manner that demonstrates polite and respectful attitudes toward fellow Kin and ALL members of the public.
- Respect and respond to the diversity of our communities.
- Seek products and services that take into account social responsibility.
- Contribute to the well being of the communities we serve and build and maintain respectful and mutually beneficial relationships with the residents who live there.
- Be accountable for our actions and impacts, responding promptly to incidents or risks arising from our community projects.

Respectful Environment

All Kin members and volunteers have the right to an environment free from discrimination and harassment.

This includes discrimination and harassment based on a person's race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age or unrelated criminal conviction.

As a Kin member:

- Treat others how you would like to be treated, with respect, courtesy, fairness and sensitivity - Do not take part in any form of harassment or discrimination
- Do not be afraid to speak up and be assertive if you feel you are being harassed or discriminated against.
- The above may constitute a breach in the BC Human Rights code

Theft, fraud, corruption, and non-compliant activities

Kin is committed to fostering integrity in our organization and is opposed to all forms of theft, fraud, corruption and behavior unbecoming of Kin

As a Kin Member:

- Act honestly, with integrity, in good faith, and safeguard the Kin resources for which you are responsible
- Report any irregularities in good faith and based on reasonable grounds

- Remember you are our image

Use of Social Media

In District 5 we believe that our members are our most valuable resource. Through their relationships with people outside the organization, our members add value to the wider community and provide an open exchange of ideas. Social media offers the opportunity to connect with our stakeholders in an informal way

As a Kin member participating in social media you should:

-Be mindful of your comments

- Respect yourself and others, do not use slurs, insults, obscenities, or engage in conduct that is offensive to others

- Do not share anything that may harm your professional integrity or that of others, or that would compromise Kin Canada's image

Guidelines for activities that compromise this policy

As there are essentially three times when these issues will likely occur at a District Level, Zone Level or Club Level I propose the following for consideration.

DISTRICT LEVEL

For any complaints at District Level the Governors shall appoint 3 people at the beginning of any district event to address any issues that may occur as a result of the actions of any member or guest that is acting in a manner that is unbecoming of Kin or in non-compliance to this policy.

At the Zone level the current Zone D.G. shall appoint 3 people to address any issues that may occur as a result of the actions of any member or guest acting in a manner that is unbecoming of Kin or in non-compliance to this policy.

At the Club level the President and two members of the club shall address any issues that may occur as a result of the actions of any member acting in a manner that is unbecoming of Kin or in non-compliance to this policy.

(the respective "Conduct Committee")

For District level the three people named for the Conduct Committee shall all be from different Zones and hold a minimum 7 years membership in Kin and attended at least 2 FLC's or Kinventions.

For Zone level the three people named shall have all attended at least one Kinvention or FLC and each hold 5 years in Kin.

For the Club Level the President shall appoint members of the executive as and when needed.

For District and Zone events the members of the Conduct Committee will be identified at the commencement of the event and shall be responsible for receiving and addressing any reports of member conduct that is unbecoming of Kin.

Should any member of a Conduct Committee receive a report they will hold the name of the individual bringing the matter to their attention in the strictest confidence. They will obtain the necessary information to investigate the issue and then they will meet with the other members of the Conduct Committee.

In the event one of the members is concerned about their connection to the complaint they may appoint a substitute party to stand in their place. For District Events this person must be from a Zone not already appointed and must also meet the other criteria of eligibility for the respective level of consideration.

Upon the conclusion of the meeting the members may do any one of the following, depending on the level of the complaint at the discretion of the Conduct Committee:

- Obtain additional information and meet again;
- Have one or all three members speak to the party in question;
- Give a verbal caution;
- Provide a formal letter of warning; or
- Give a suspension up to and including the suspension of privileges of Kin and attendance at District, Zone or Club functions

Should the conduct in question occur outside of a Kin event then it will fall to the President of the club and executive to address the issue internally.

Should any member receive discipline under these rules that they do not agree with, they may appeal the decision of the committee to the Governing counsel. Their appeal must be in writing and submitted within 4 weeks of the disciplinary action to the District Secretary. The committee will provide a written summary of their actions when they occur and the entire District Counsel will decide the issue on a final basis.

District Five Kin encourages you to grow, learn, make friends and have fun while serving our communities greatest need. Remember, membership is a privilege not a right. Any violations of this Code of Conduct can result in refusal at District functions, and will be at the discretion of the District Executive of the day.

Appendix “F” Rules of Procedure for Ombudsperson

MANDATE OF OMBUDSPERSON;

Shall be to mediate and facilitate personal conflicts, issues, grievances or complaint by a member of Kin Canada or any associated or involved person.

Ombudsperson shall have to power and authority, as directed by the Governors of District 5, to meet with, interview or discuss any issue with any member or person as needed.

To preserve the privacy rights of all persons involved.

Submit a report to the Governors at the resolve or end of all complaints, grievances or issues while maintaining privacy of those individuals involved.

COMPLAINTS SUBMITTED TO THE OMBUDSPERSON;

Grievances, complaints or requests for assistance may likewise be verbal or in writing directly to the Ombudsperson. A complaint which does not disclose the identity of the complainant will be acted upon only if it merits appropriate consideration, or contains sufficient leads or particulars to enable the taking of further action.

All complaints and issues of any matter may be submitted to the Ombudsperson.

PROCEDURES FOR OMBUDSPERSON;

If the grievance or request is relatively simple and/or requires immediate action, the Ombudsperson may expedite the situation.

If such explanation is found satisfactory, and/or appropriate action had already been taken on the grievance or request, the same shall be dismissed and the parties informed accordingly.

Upon consideration of the facts or information gathered, a resolution on the grievance or request shall be made within a reasonable time limit the parties shall be notified, and appropriate steps taken to insure compliance therewith.

TERMS OF REFERENCE FOR OMBUDSPERSON;

In carrying out the duties assigned by the District, the Ombudsman is empowered (while maintaining confidentiality);

To receive inquiries concerning the rights of members and associated persons and to advise them on the procedures open to them for the redress of complaints.

To receive complaints, to investigate them, to hold hearings or mediation when the complaint warrants it, and to issue reports, determination or findings on the individual cases to the District Governor.

To decide whether or not allegations are sufficiently serious and substantial to justify a hearing or mediation and if not, to dismiss a complaint without a hearing.

To order, in cases where the decision favours the complainant, such remedies as are necessary to redress the injustice to the individual.

To recommend, based upon the cases handled, changes in the constitution of bodies concerned which, in the judgment of the Ombudsman, would eliminate the causes of the complaints.

GOVERNING RULES AND DOCUMENTS;

The Ombudsperson be governed by all Kin Canada and District 5's rules and procedure. And shall be, but not limited to the following:

- Kin Canada General operating By-Laws
- National Policies and Procedure of the Association
- National Policy on Conduct, Character and Community Standing of Active Members of Clubs
- District 5 House Rules
- District 5 Policies and Procedures
- Code of Conduct

The Ombudsperson shall be empowered to investigate, interview and resolve through correction or discipline any and all complaints as necessary, under the power of the District Executive and the Governors of the day.