



Kin Canada

District 2

Policies & Procedures Manual

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PART 1 – DISTRICT PROCEDURES

Section 1 – District Conventions & Conferences

Supplement to Article 8, Section 2 of the District Two House Rules: Annual Conventions

The procedure for conducting a District Convention or a Fall Leadership Conference shall be the same as the procedure set out in *Part IV, Section 1* of the *National Policy and Procedures Manual*.

Rules of Order for Meetings

The Rules of Order for Conventions are set out in the “Rules of Order” section of the *National Policy and Procedures Manual*.

Voting

Voting procedures for Conventions are set out in *Part IV, Section 2* of the *National Policy and Procedures Manual*.

Duties of Convention Committees

The duties of the following Convention committees: Credentials and Elections, Rules of Order and a Sergeant-at-Arms are set out in *Part IV, Section 3* of the *National Policy and Procedures Manual*.

Section 2 – Delegates

Delegates at a Convention shall meet the same definitions and criteria as set out by *Part V, Section 1* of the *National Policy and Procedures Manual*.

Section 3 – Number of Votes

The number of votes that a club carries at a Convention is the same as set out by *Part V, Section 1* of the *National Policy and Procedures Manual*.

Section 4 – Election of Officers

Election of Officers procedures is covered in *Article 6* of the *District Two House Rules*.

Section 5 – Responsibilities of the Host Club

1. Bidding on a District Convention

In order to facilitate a fair and equitable opportunity for all candidate clubs making submissions or bids for future District Convention or Fall Leadership Conference (FLC) sites, refer to the following guidelines:

1. All clubs bidding to host a District Convention or FLC should first obtain an Official Bid Form from the District Two Executive Committee. The completed form must be forwarded to the District Secretary at least thirty (30) days prior to the current year’s District Convention.
2. On the date the bid is made, the club must be in good standing (in all respects) with all levels of the Association.
3. That promotional material, paper, video and advertising relating to the convention bid circulated anytime during or prior to the convention be kept to a minimum, and that they be approved by the District Executive Committee.

4. That total presentation time for each bid during the current convention is restricted to 20 minutes.
5. The successful bidding club will enter into a contract with the District Two Executive (see Appendix 1)

2. Guidelines for Hosting a District Convention

1. Create Convention Host Committee and appoint a Chair and/or Co-Chairs of the Committee.
2. Consult with the District Coordinator regarding the facilities and the use thereof required to holding meetings, banquets/meals, speaker's contest, credentials and other functions.
3. Arrange for all hotel accommodations and provide appropriate reservation information and forms for the delegates to book their accommodations directly with the hotel of their choice.
4. Annual Fall Leadership Conference:
 - a) Send promotional material to the District Two Executive for inclusion in the District Convention Brochures.
 - b) Send representatives to the FLC and District Convention prior to the Host Conference.
5. Annual District Convention:
 - a) Send promotional material to the District Two Executive by the District Executive Mid-Term Meeting for inclusion in Spring Zone Brochures.
 - b) Send representative to the District Convention and FLC prior to the Host Convention.
6. In addition to 4 and 5 above, provide a Convention update to all clubs in the District; this could be coordinated with District mail outs and included on the District Two Website. To keep the Governors informed of all activities with regular updates and written reports as necessary.
7. Coordinate requirements with the requesting parties for hospitality rooms, and draw up any guidelines that may be needed, in consultation with the meeting facilities, committees and the hotels.
8. Confirm budget revenue and expenses for final approval at the District Mid-Term Meeting.
9. Budget and arrange to pay the registration fees equal to the cost of the food for active Committee members as deemed appropriate.
10. Forward, within 30 days of receipt, any convention revenue, over the specified amount in the District House Rules.
11. Further details with regard to responsibilities of the Host Club and the District Two Executive can be found in Appendix 1.

3. Duties of Convention Committees

- a) **Co-Chairs of the Convention Committee:** The Co-Chairs are responsible for overseeing the smooth operation of the works of the committee and as it relates to the presentation of a successful convention. The Co-Chairs advise the District Liaison in a timely manner, of any arising issues in order that they may be effectively dealt with. The Co-Chairs are considered to be the link between the Host Committee and the District Executive and have a thorough knowledge of the Committees' functions.

- b) **Pre-Convention Attendance:** The Host Convention Committee will send the number of representatives, provided for in the convention budget, to any District meeting for the purpose of promoting the Convention. Also a representative will be expected to attend the District mid-term meeting to answer any questions and get final approval of the budget.
- c) **Committee Responsibilities:** The following are SOME of the functions for which the Committee is responsible. The Committee may choose to undertake these functions through establishing Sub-Committees, key point individuals, or attending to it as a Committee-of-the-Whole.
- i) Communications:
- Provide written updates on convention activities to the District executive.
 - Provide written promotional information for inclusion in the District newsletter and District website in the year prior to the Convention.
 - Provide written promotional information for club mailings.
 - Provide information for fall leadership conferences, inter-club activities, and spring conferences with the intent to promote attendance at the convention.
- ii) Decorations:
- To decorate the main meeting area with Kin regalia and convention theme items.
 - To make and hang signage to ensure delegates know where and when sessions and events are being held.
- iii) Social Functions:
- To arrange for any and all evening social functions (based on the schedule put forward by the District).
 - To include entertainment that is not in contravention with National policies and that is within the budget put forward by the Host Club.
- iv) 1st Timers' Reception:
- To provide input on the location for the reception.
 - To organize the hospitality aspect of the reception (Food and beverages).
 - To organize any thing that may be needed re: audio, for presentation to the 1st Timers.
- v) Tours and Spouse/Partner Programs:
- To arrange for local tours while the convention is in progress for the spouse/partner of the convention delegates, if desired.
 - Given some consideration to children who may travel with parents.
- vi) Registration:
- To have a minimum of two volunteers to assist in the registration process during the time the registration desk is open.
 - To prepare boodle bags or arrange for a gift for each delegate to receive on their arrival.
- vii) Audio Visual:
- To arrange for audio visual as requested by the district, which could include: (PowerPoint presentations, overhead projectors and screens, televisions, microphones).
 - To provide audiovisual room set ups as required for daily meetings.
- viii) Hospitality:

- To arrange for hospitality rooms as required.
- To advise any guideline that may have to be followed.
- To help and organize food and beverages as may be required.

ix) Babysitting:

- To have babysitting service lined up if needed, to be paid by parents as negotiated.
- To make sure that proper arrangements regarding transportation are negotiated for the babysitter to and from the job.

x) Opening Ceremonies:

- To arrange for the Opening Ceremonies to be held, and keeping in mind the theme of the Convention for the entertainment.
- To arrange for the mayor or reeve of the town to welcome the delegates.
- To arrange for someone to give the blessing.

xi) Food:

- To provide sample menu suggestions for the convention meals and which reflects the cultural diversity of the location.
- In communication with the district liaison, to arrange for any requirements that they may have for business meetings, receptions, etc. held prior to and during the convention.

xii) Transportation:

- To arrange for transportation to and from the hotel sites for delegates.
- To arrange any transportation required to move the delegates from one activity location to another during the convention.
- To maintain an emergency transportation system.

xiii) Service Project: (option which has one or more of the following objectives)

- To promote the awareness of Kin among members as well as the general public.
- To raise service dollars to be used at the discretion of the host club.
- To raise non-dues revenue.

PART 2 – POLICY OF DISTRICT TWO

Policy 1 – Duties of District Two Board of Directors

Supplement to Article 5, Section 3 of the District 2 House Rules: Duties of the District Executive Committee

Specific duties of the most common District Two Board of Director positions are as follows:

1. District Governors:

- Shall preside at the Annual District Convention, Fall Leadership Conference, and at all meetings of the District Board of Directors.
- Shall be Chief Executive Officers, exercising general supervision over the work and activities of the District.
- Shall make a report of the activities of the District at the Annual District Convention.

- d) Shall be ex-officio members of any special committees that may be appointed.
- e) Shall attend Spring Zone meetings of all Zones in the District, or ensure the attendance of an alternate District Officer, to update the members in attendance of relevant news and information from the District and National levels.
- f) Shall be responsible for the arrangement of the Annual District Convention in conjunction with the Convention Host Committee and a meeting of the members attending the Fall Leadership Conference.
- g) Shall act as a source of information to all Club Presidents and shall keep an up to date file of ideas or procedures, programs, money making projects, and service undertakings, with the cooperation of the designate Deputy Governors.
- h) Shall call and chair District Executive teleconferences as necessary. The Governors will chair Council business meetings prior to FLC and District Convention. The Governors will arrange a Mid-Term meeting of District Council in cooperation with the District Coordinator.
- i) One Governor shall sit on the District Two Foundation Board of Directors. This Governor will have been on the Foundation Board during his/her Vice Governor year and will go on to Chair the Foundation as Past Governor.
- j) Shall be signing officers along with the Treasurer for the District bank account.
- k) Shall assume any additional tasks as set out by the National President or the National Executive Director.

2. District Vice Governors:

- a) Shall form a Vice Governors' Committee.
- b) Shall thoroughly familiarize themselves with the operation of the District, along with their committee.
- c) Shall act as a liaison officer between such Committee and the District Executive.
- d) Shall attend the District Leadership Seminar, Pre-Term Meeting, District Executive meetings, Fall Leadership Conference, Mid-Term Meeting, and District Convention.
- e) Shall present a budget to the current District Council at Mid-Term Meeting. The budget will be voted on and ratified at the Annual District Convention prior to their term of office as District Governors.
- f) Shall assume responsibility for the credentials desk and any elections at District Meetings, as well as coordinating and hosting the annual Speakers Competition at District Convention, if designated.
- g) Shall establish a bank account at the beginning of their term. The current District Treasurer will forward to the Vice Governors the budgeted amount for Vice Governor expenses and District Leadership Training (DLS). Any surplus will be forwarded back to the District Treasurer by June 15th of that Kin year. Any Deficit will be carried forward into the following year's budget.
- h) Shall determine which one of the Vice Governors will assume a position on the District Two Foundation for a three year term.
- i) Shall assume other duties as may be assigned by the District Governors.

3. District Treasurer:

- a) Shall collect all monies payable to the District and shall disburse the same as ordered by the District Executive. All disbursements shall be made solely by cheque.
- b) Shall notify all Clubs in arrears in respect of dues and financial reporting. The Club will be declared not in good standing when said dues and financial reports are in arrears thirty (30) days or more.

- c) Shall maintain the financial books of the District, showing therein an up-to-date accounting of receipts and disbursements.
- d) Shall ensure the availability on request of the treasurer's records and books of account to any member of the District Board of Directors and to members of the Executives of District Two Clubs.
- e) Shall present to each District Board Meeting, Fall Leadership Conference and the Annual District Convention an interim financial statement showing the status of the District Executive accounts.
- f) Shall reimburse by cheque, upon submission of supporting receipts to the District Treasurer, all authorized duly related expenses incurred by the District Board of Directors. Signing authority for the District Executive Accounts will be comprised of the District Treasurer and either of the two District Governors.
- g) Shall assume other duties as may be assigned by the District Governors.

4. District Secretary:

- a) Shall record the minutes at all District meetings.
- b) Shall record and maintain accurate minutes of the Fall Leadership Conference and annual District Convention. Such minutes to be distributed to all Club Presidents and District Board of Directors members no later than thirty (30) days after each aforementioned meeting. The minutes of the FLC will be ratified at the next District Convention and minutes of the District Convention will be ratified at the FLC immediately following District Convention.
- c) Shall be responsible for all correspondence under the direction of the District Governors.
- d) Shall make the secretarial records open to inspection by the District Board of Directors and the members of the Executives of District Two clubs.
- e) Shall maintain up-to-date lists of addresses of the Presidents and Clubs of the District.
- f) Shall be responsible for the publication and distribution of four (4) District Newsletters throughout the Kin Year. These shall be circulated to the clubs by mail, email, and posted to the District Two website.
- g) Shall coordinate the marking of the Club Bulletins, for the Junior and Senior competitions at the District Convention.
- h) Shall assume other duties as may be assigned by the District Governors.

5. District Coordinator:

- a) Shall be conversant with all activities in the District.
- b) Shall coordinate the activities of all District meetings.
- c) Shall organize travel, accommodations, meals, and registration for District Board members at all District meetings.
- d) Shall contact the Host Club or host site to ensure that necessary equipment and technology is available for all District meetings.
- e) Shall promote all policies and programs as adopted by the Board of Directors.
- f) Shall oversee the maintenance and distribution of all District Awards and Trophies.
- g) Shall coordinate the Annual Governors Ball at District Convention. The Coordinator will prepare and print a program for the evening, arrange the seating of the head table and special guests, and act as Master of Ceremonies for the evening.
- h) Shall assume other duties as may be assigned by the District Governors.

6. District Service Director:

- a) Shall promote District and National Projects to Clubs by providing and distributing information on District Two projects including the Resource Assistance for Youth (RAY) and the Organ Donation Awareness Program (ODAC), and our National project, Cystic Fibrosis (CF).
- b) Shall attend a training session for Kin Service Directors in their vice year, and attend the Canadian Cystic Fibrosis Foundation's Annual General Meeting in the spring of their year in office.
- c) Shall be the Kin liaison with regards to the Cystic Fibrosis activities of District Two.
- d) Shall set the District CF contribution goal for the District and have this amount approved by the incoming District Executive. The incoming District Service Director shall submit, at the Annual District Convention prior to taking office, a CF budget for expenses to promote CF awareness and fundraising.
- e) Shall encourage CF awareness and fundraising in the District by contact with Deputy Governors and Club Presidents. This may include suggestions for project ideas to clubs through the District Newsletter and website.
- f) Shall coordinate a District Two Service Project, as determined in consultation with the District Governors.
- g) The Service Director shall keep accurate records by club of all monies collected. The records and books of accounts shall be available at all times upon request of a member in good standing in District Two.
- h) Shall coordinate a service luncheon/dinner at District Convention including arranging guest speaker(s), the printing and distribution of programs, decorations of the hall, and presentation of District Service Awards.
- i) Shall assume other duties as may be requested by the District Governors or the National CF Representative.

7. District Membership Director: Supplement to Article 7, Section 3 of the District 2 House Rules: District Membership Director.

- a) Shall complete a two year term, providing the vital link in the membership communications network.
- b) Shall be elected during the business portion of District Convention. The Membership Director then is considered a member of the District Executive.
- c) Shall act as a resource, educator, and liaison for the Zone and Club Membership Directors.
- d) Shall train Zone Membership Directors in the delivery of membership seminars and in the duties of the position.
- e) Shall ensure that club status report forms are completed by the Zone Membership Director.
- f) Shall foster membership growth within the District.
- g) Shall identify struggling clubs, initiate support, and work with these clubs to form membership growth plans.
- h) Shall encourage, support, assist and keep track of potential charters.
- i) Shall be the direct liaison with the National Membership Committee and participate in training programs.
- j) Shall make membership presentations at all District meetings.
- k) Shall perform other such duties as may be requested by the District Governors and the National Membership Committee.

8. District Risk Manager:

- a) Shall be conversant in all areas of risk management including insurance and incorporation.
- b) Shall act as a liaison between the District Executive and National Risk Management Committee.
- c) Shall monitor Club compliance on submission of insurance documents and annual corporate filings. Clubs will be notified that they are Not in Good Standing thirty (30) days past the deadline for submission of insurance, and will be notified 30 days past the renewal date for their incorporation documents.
- d) Shall give presentations at District Meetings as instructed by the National Risk Management Committee.
- e) Shall assume other duties as may be assigned by the District Governors.

9. Association Director: Supplement to Article 7, Section 4 of the District 2 House Rules: Association Director

- a) Shall be considered as a member of the District II Executive Committee as a National advisor and will hold no voting privileges on the executive.
- b) Shall attend the District Leadership Seminar, Pre-Term Meeting, Fall Leadership Conference, Mid-Term Meeting, Outgoing Board of Directors Meeting, and District Convention, and their expenses shall be reflected in the District Budget.
- c) As a member of the District Executive committee, they will be invited to attend, and prepare written reports for all meetings of the District Executive Committee, if they are able.
- d) Shall complete a two-year term. The position will be filled by election during the business session of District Convention. This time commitment should not be underestimated since there is a great deal of travel for both District and National commitments.
- e) Shall assume a position on the National Board of Directors as per National Policy.
- f) Shall carry out duties and honor commitments as assigned by the National Board of Directors.
- g) Shall make presentations to the membership at District Meetings as instructed by the National Board.
- h) Shall have accommodation, meals and travel paid for by the District, Zone, or Club which invites the Association Director to a Kin function.

10. Deputy Governor: *Supplement to Article 6, Section 4 of the district 2 House Rules: Election of Deputy Governors.* Duties of Zone Deputy Governors include, but are not limited to, the following:

a) **Time Commitment:**

1. The time required to do the job of Deputy Governor aptly should not be under estimated. At minimum a Deputy Governor is expected to attend the following:
 - a. District Leadership Seminar/Pre-Term Meeting (1 weekend)
 - b. Club Officers Seminar (1 day)
 - c. Fall Leadership Conference (1 weekend)
 - d. District Mid-Term Meeting (1 weekend)
 - e. Installations (1 evening per club in Zone)
 - f. Club Visitation (1 evening per club in Zone)
 - g. Outgoing District Council Meeting and Convention (3-4 days)
2. It should also be noted that time will be required to prepare for these meetings such as writing necessary reports, newsletters and other correspondence. In addition, from time to time, you may be required to field questions and problems facing clubs in your Zone.

b) Responsibilities:

1. Shall preside at all Zone Meetings and coordinate Zone events.
2. Shall record and keep Zone records and rules and pass these on intact to the successors.
3. Shall forward copies of all Zone Meeting minutes to the District Executive Committee within thirty (30) days of the meeting.
4. Shall appoint Zone Directors such as: Zone Secretary to keep the minutes of all Zone Meetings, Zone Treasurer to administer zone assessments, and/or other directors to perform other duties they may wish to delegate, if so desired.
5. Shall hold a Club Officers'/Executive Seminar following the District Pre-Term and prior to Sept 15. Agenda should include:
 - a) Presentation of description/details of each club executive position;
 - b) Dates and sites for Zone/District and National conferences known at the time;
 - c) Presentation of description/details of current Zone, District and National programs/initiatives.
6. Shall arrange installation of Club Officers in the Zone.
7. Shall officially visit each club in the Zone at least one other time in addition to a club installation.
8. Shall send out at least five newsletters to communicate National and District directives and programs in the Zone and educate members of Kin history and purpose.
9. Shall encourage submissions to Zone, District and National publications.
10. Shall be responsible to encourage proper function of the clubs in the Zone, especially in respect to efficiency, finances, expansion, trophy competition and all other responsibilities the club may have to Zone, District or National.
11. Shall assist in the collection of outstanding District and National dues.
12. Shall encourage nominations for the offices of Vice-Governor and Deputy Governor in the Zone.
13. Shall be prepared to represent the Kinsmen and Kinette Clubs of Canada at the Zone and Club level.
14. Shall attend and prepare written Zone reports for all District Meetings.
15. Shall prepare a final year-end Zone Assessment Report to include Club Status Reports, for the Governor, Vice Governor, and incoming Zone Deputy Governor.
16. Shall send and collect the standard Club Presidents' Assessment Letter which evaluates the Deputy Governor, which are then sent to the Governor.
17. Shall perform other such duties as may be requested by the District Governors.

Policy 2 – Past District Governors

The Past District Governors:

1. Shall insure that all records pertinent to District administration be passed to the incoming executive in a timely manner but no later than September 1.
2. Shall provide a copy of financial statements, reviewed by an independent Kin member, to the current District Executive.
3. Shall present, or their appointee shall present, said Financial Statement, at the Fall Leadership Conference following their term of office, to be examined and voted upon by all delegates in attendance.
4. One Past Governor shall sit on the District Two Foundation as fulfillment of his/her three year term of office on District 2 Foundation. The Past Governor will hold the position of Chairperson of the District Two Foundation.
5. Shall not be considered members of the District Executive.

Policy 3 – Campaign Guidelines for District Officers

Supplement to Article 6, Section 1 of the District 2 House Rules: Nomination & Election of District Kinsmen/Kinette Governor; Vice Kinsmen/Kinette Governor

Supplement to Article 7, of the District 2 House Rules: Association Director

The following guidelines are designed to answer any questions and to assist the convention committee to make for fine elections.

1. The District Two Publications will provide for officially declared District vice candidate teams, District candidate teams, Membership Directors, and/or Association Directors an opportunity for one page of advertising, free of charge, in any one issue prior to the annual District Convention. The ad must be ready for print and received by the District Secretary by the submission deadline.
2. No signs, posters, or banners are allowed on the convention site until 4:00 p.m. on the Thursday (Friday in the case of a mini convention) of convention weekend. At that time, the rules/guidelines regarding placement, as set up by the host committee and hotels and/or conference center, etc. are to be followed. These rules may be confirmed with the convention chair.
3. No signs, posters, or banners will be placed behind any head table at any function or business session.
4. The order of presentations made by the candidates will be determined by a coin toss if required.
5. Campaign presentations are not to exceed 10 minutes in length.
6. Hospitality rooms will confirm bar prices with the convention chair. Hospitality rooms will not open until the approved times and will not start until Thursday (or Friday in the case of a mini convention evening).
7. For the candidates' forum (if held), there will be a coin toss to decide which candidate/s will answer the first question first. Subsequent questions will be answered first by alternate candidate/s.
8. Active campaigning will not be held at the 1st Timers Reception at District Convention.

Policy 4 – Minutes and Correspondence Circulation

Supplement to Article 8, of the District 2 House Rules: District Meetings

Supplement to Article 9, of the District 2 House Rules: Zone Conferences

The following is the Correspondence Circulation criteria for District Two:

1. District Executive Committee and District Board of Directors Minutes (within 30 days)
 - a) District Board of Directors
 - b) National President
 - c) National Vice-President
2. District Convention and Fall Leadership Minutes (within 30 days)
 - a) Each Club President in the District
 - b) Each member of the District Board of Directors
 - c) National President
3. District Publication in addition to the Clubs in District II
 - a) Each Club in the District
 - b) Each member of the District Board of Directors
 - c) National President
 - d) National Vice-President
 - e) KIN Magazine Editor

4. District Vice Committee Minutes (within 30 days)
 - a) Each member of the Vice Committee
 - b) District Governors of home District
 - c) Association Director
 - d) District Membership Director
 - e) National Vice President

Policy 5 – District Executive Council Travel

Supplement to Article 11 of the District 2 House Rules: Revenue

a) District Conventions and Meetings:

The following guidelines will apply to the meetings of the Board of Directors: District Leadership Seminar, Pre-Term Meeting, Fall Leadership Conference, Mid-Term Meeting, Outgoing Board of Directors' Meeting, and District Convention.

1. Accommodation: The District pays room and tax costs, on a shared basis, for the District Board of Directors for the duration of the gathering. If extra accommodation days are added to your stay for convention either before or after convention, you are responsible to ensure that these are paid when you check out. Extra costs, if not sharing with another board member, are also the responsibility of the individual.
2. Meals: Expenses for meals will be paid only when not otherwise provided through a convention/meeting organized meal function. In such a case you will be reimbursed at the following rates: Breakfast \$7.00; Lunch \$9.00; Supper \$13.00. Receipts are not required.
3. Registration: The District will pay single registration fee to attend the Fall Leadership Conference and District Convention for the District Board of Directors.

b) District Officers Travel – Other Official District Business:

1. For the purposes of this section official District business will include:
 - a) Zone Conferences
 - b) Life Membership Nights
 - c) Charter Nights
2. Meal expenses will be the same as those set out for District Conventions and Meetings.
3. Accommodation (if applicable) for District business other than District Conventions and Meetings, are to be covered by the club hosting the official District event. There may be exceptions in the case of Zone Conferences held in Zone 1, and unforeseen circumstances such as weather. In such a case the District will pay the cost of accommodation upon receiving an expense claim form with receipts.

APPENDIX 1

District Convention Contract

DISTRICT CONVENTION AGREEMENT

BETWEEN:

District 2 Executive of Manitoba, Northwestern Ontario, and the Territory of Nunavut

AND

The Kinsmen or Kinette or Kin Club of: _____

(Hereinafter called the Host Club or Clubs)

WHEREAS It is the responsibility of the District to plan and stage a District Convention;

AND WHEREAS: The District and Host Clubs want to enter into a Convention Agreement, which outlines the respective duties and responsibilities for the District Convention for the year _____.

THIS AGREEMENT THEN WITNESSES:

1. THE HOST CLUB(S) AGREE AS FOLLOWS:

A) General:

- i) To create a Convention Host Committee and to appoint a Chair and/or Co-Chair of the Committee.
- ii) To provide input on the facilities and the use thereof required holding meetings, banquets and other functions.
- iii) To use the services and/or products of District Sponsors (during both pre and Convention periods) and to promote in Convention literature any sponsors/partners with which the District has a defined relationship.
- iv) To arrange for all hotel accommodations. To provide appropriate reservation information and forms for the delegates to book their accommodations directly with the hotel of their choice.

- v) To send representatives to the District Convention prior to the Host Convention and in the case of the hosts of a District Convention, to also send representatives to the Fall Leadership Conference.
- vi) To coordinate requirements for hospitality rooms, and draw up any Guidelines that may be needed, in consultation with the operators of the meeting facilities, hotel and any committees.

B) Finances:

- i) To confirm budget revenues and expenses for final approval at the District Mid-Term Meeting.
- ii) To operate in the parameters of the approved budget and to receive, in writing, confirmation of any adjustments, which may vary from the approved, budgetted amounts.
- iii) To forward, within 30 days of receipt, any convention revenue, over the specified amount in the District House Rules.
- iv) If a loss occurs the District is responsible to see that all bills are paid after the Host Club absorbs the first \$500.00 as stated in the District House Rules.
- v) To pay the registration fees equal to the cost of food for active Committee members as deemed appropriate.

C) Printing and Promotion:

- i) To produce a printed program, sponsored through local advertisements, and any other information required to keep the delegates informed of events and activities before and during the convention proceedings, and to provide copies as necessary prior to the Convention to the District Executive.
- ii) To provide creative printed promotional material as requested, and for the purpose of promoting attendance at the convention. Where requested, assist in the promotion of the District Convention through personal, video, website, and/or printed presentations.
- iii) To provide a convention update to all clubs in the District, this could be coordinated with district mail outs and the District Two website. To keep the Governors informed of all activities with regular updates and written reports as necessary.

D) Operations:

- i) To organize and/or provide human resources to undertake the following activities and functions of the convention as outlined and needed: Communication; Media Coverage; Decorations; Social Functions; 1st Timers Reception; Tours; Registration; Audiovisuals; Hospitality; Opening Ceremonies; Food and Transportation.

2. THE DISTRICT EXECUTIVE AGREES AS FOLLOWS:

A) General:

- i) To have the District Governors or his/her designate act as the District Liaison for the convention between the District and the Convention Committee.
- ii) To hold final approval around facilities relating to all meetings, accommodations, banquets and other functions as necessary.

B) Planning:

- i) To provide the Convention Host Committee with a detailed "Planning Document" of events and business meeting times at least 45 days prior to the Convention date.
- ii) To provide the Convention Host Committee with an outline of the Convention format and a tentative list of requirements 10 days following the District Mid-Term Meeting.
- iii) To provide the Committee with finalized information on the business sessions and social requirements within 30 days of the Convention.
- iv) To arrange for and organize all panel discussions, open forums and workshops to be placed on the convention agenda and arrange for all speakers required for Convention events.
- v) To inform the committee of all special requests and requirements as far in advance as possible.

vi) To have the Governors or his/her designate, look after all meal function arrangements for pre-convention meetings/receptions.

C) Finance:

- i) To pay the assessment to the Host Club by the dates as stated in the District Two House Rules so they may have some operating funds.
- ii) To pay any approved invoices within 30 days of receipt.

IT IS FURTHER AGREED BETWEEN THE DISTRICT AND THE HOST CLUB, AS FOLLOWS:

- D) The responsibility for profit and loss of the convention rests with the District except for the agreed amount as stated in the District House Rules.
- E) The District Governors shall have the power to act on behalf of the District in signing the Convention Agreement.
- F) The District Governors or his/her designate shall have the power to act on behalf of the District in carrying out the Convention Agreement.
- G) The Convention Host Committee Co-Chairs, or such other person as the Host Clubs may designate, shall have the power to act on behalf of the Host Clubs in carrying out the Convention Agreement.
- H) The terms hereof may be altered by the mutual agreement between the parties hereto, provided that such changes or amendments are in written form, by letter or further written agreement.

DATED AT _____, THIS ____ DAY OF _____ 20 ____.

District 2 Kinsmen Governor

District 2 Kinette Governor

(Signed on behalf of the District 2 Kinsmen, Kinettes and Kin Clubs)

SIGNED ON BEHALF OF THE KINSMEN, KINETTE OR KIN CLUB OF:

_____, ZONE _____, DISTRICT 2.

President

Vice President

PART ONE:

Co-Chairs of the Convention Committee: The co-chairs are responsible for overseeing the smooth operation of the works of the Committee and as it relates to the presentation of a successful convention. The co-chairs advise the District Liaison in a timely manner, of any arising issues in order that they may be effectively dealt with. The co-chairs are considered to be the link between the Host Committee and the District Executive and have a thorough knowledge of the Committees' functions.

PART TWO:

Pre-Convention Attendance: The Host Convention Committee will send the number of representatives, provided for in the Convention budget, to any District meetings for the purpose of promoting the Convention. Also a representative will be expected to attend the District mid-term meeting to answer any questions and get final approval of the budget.

PART THREE:

Committee Responsibilities: The following are SOME of the functions for which the Committee is responsible. The Committee may choose to undertake these functions through establishing sub-committees, key point individuals or attending to it as a committee of the whole.

Communications:

- Provide written updates on convention activities to the District executive.
- Provide written promotional information for inclusion in the District newsletter in the year prior to the Convention, and for inclusion on the District website.
- Provide written promotional information for club mailings.
- Provide information for all fall leadership conferences, inter-club activities, and spring conferences with the intent to promote attendance at the convention.

Decorations:

- To decorate the main meeting area with Kin regalia and convention theme items.
- To make and hang signage to ensure delegates know where and when sessions and events are being held.

Social Functions: The Committee agrees to arrange for any and all evening social functions (based on the schedule put forward by the District) and should include entertainment that is not in contravention with National policies and that it is within the budget put forward by the Host Club.

1st Timer's Reception:

- To provide input on the location for the reception.
- To organize the hospitality aspects of the reception (food and beverages).
- To organize any thing that may be needed re: audio, for a presentation to the 1st timers.

Tours and Spouse/Partner Programs:

- To arrange for local tours while the convention is in progress for the spouse/partner of the convention delegate, as needed.
- Give some consideration to children who may travel with parents.

Registration:

- To have a minimum of two volunteers to assist in the registration process during the time the registration desk is open.
- To prepare boodle bags or arrange for a gift for each delegate to receive on their arrival.

Audio Visual:

- To arrange for audiovisual needs as requested by the district, which could include (PowerPoint presentations, overhead projectors and screens, televisions, microphones).
- To provide audiovisual room set ups as required for daily meetings.

Hospitality:

- To arrange for hospitality rooms as required.
- To advise any guidelines that may have to be followed.
- To help and organize food and beverages as may be required.

Babysitting:

- To have a babysitting service lined up, if needed, which is paid for and negotiated by the parents.
- To make sure that proper arrangements re: transportation are negotiated for the babysitter to and from the job.

Opening Ceremonies:

- To arrange for the Opening Ceremonies to be held, keeping in mind the theme of the Convention for the entertainment.
- To arrange for the Mayor or Reeve of the town to welcome the delegates.
- To arrange for someone to give the blessing.

Food:

- To provide sample menu suggestions for the convention meals which reflect the cultural diversity of the location.
- In communication with the district liaison, to arrange for any requirements that they may have for business meetings, receptions, etc. held prior to and during the convention.

Transportation:

- To arrange for transportation to and from the hotel sites for delegates.
- To arrange any transportation required to move the delegates from one activity location to another during the convention.
- To maintain an emergency transportation system.

“SLOGAN”
DISTRICT II KINVENTION 200
“LOCATION”
“DATES”

REGISTRATION FORM
(One person per registration form)

Name: _____

Club: _____ Zone: _____

Address: _____

Phone: _____ Email: _____

Please ✓: Kinsmen: Kinette: Guest:

Is this your first District Convention? Yes No

Registration Costs:

Full: Thursday Evening Mixer, Friday – Breakfast, Lunch, Dinner
Saturday – Breakfast, Lunch, Governors’ Ball \$ "Cost" per person x _____ \$ _____
Partial: Friday – Dinner
Saturday – Breakfast, Lunch, Governors’ Ball \$ "Cost" per person x _____ \$ _____

Individual Tickets:

Service Luncheon/Dinner (Friday): \$ "Cost" x _____ \$ _____
Friday Dinner: \$ "Cost" x _____ \$ _____
Governors’ Ball: \$ "Cost" x _____ \$ _____
Tour: \$ "Cost" x _____ \$ _____
TOTAL COST \$ _____

Accommodations: (Please Book Your Own)

Host Hotel: *“Hotel Name”* Rate: *“Hotel \$”* *per night/per room*
“Address” Telephone No.: *“Phone#”*
Alternate Hotel: *“Hotel Name”* Rate: *“Hotel \$”* *per night/per room*
“Address” Telephone No.: *“Phone#”*

Terms of Registration:

Registration Deadline: _____ No Refunds After: _____
Cheques Payable To: _____
Address: _____

Special Needs? Disabilities? Allergies?
