



# KIN EDUCATION



## **2004 Kin Education Manual**

This manual is brought to you courtesy of District Seven. It was produced by Kin Education Chairman Michael Sherren and District Kinette Co-ordinator Nadine Pridham under Governor John MacIsaac, District Seven, 1983-84. It was revised in July 1997 for all Districts by Past Governor Doug Anthony, 1994-1995 and again by the National Membership Committee of Kin Canada in 2003.

## **To the Club Education Chairperson**

Congratulations! You have been selected for a very important position in your Club. Education in any field is the key to success and Kin is no exception. Learning is something that the newest member will find just as inspiring as a member of many years will. Continual education keeps the interest stimulated.

This Education Manual contains topics that are relevant to both Kinsmen and Kinettes.

While some topics are labeled "Kinsmen" or "Kinette", these should be used by all Clubs to get a true picture of the whole Association. Many Kinsmen are unaware of what Kinettes are and what they do and the same can be said of Kinettes.

Consider reproducing these topics and/or quizzes in your bulletin. If your Club has no bulletin then copies can be circulated at meetings. But don't let it stop there. At your meeting, be prepared to expand on the topic as it relates to your Club. Being familiar with the Association by having access to the National Constitution, District & Zone By-Laws, House Rules and other sources of Kin information such as Kin Magazine, Contact and your District Publications will be a great help to you.

The idea of the quizzes is not to see how much someone can memorize but to use the information as a springboard to learning and knowing more about this great Association. When choosing a topic for the bulletin/meeting, make a timely choice. For example, you might want to use the topic of "Spring Zone" in March, not in September.

Best of luck in your year. Continual education will help us retain members and celebrate the strength and success of this wonderful Association to which we belong!

## AWARDS - # 1

Our Association has many Kinsmen and Kinette awards. There are awards for Districts, Zones, Deputy Governors, Clubs, Presidents, etc. And of course, there are awards that are available to individual members. To try and outline every award available would take many, many pages. The criteria for all National awards can be obtained from your President and in the National Constitution and By-laws. The District awards are found in your District By-Laws. Contained here are just a few of the awards available to individual members.

***Maple Leaf Award of Distinction*** This is an award open only to first year Kinsmen and Kinettes. It is designed to motivate the new member and get them involved in the Club. In order to qualify, they must complete the entire mandatory category and obtain 300 points in an optional category within their first 24 months. Some of the items to be completed for the award include attending an Executive meeting, writing an article for the bulletin, chairing a project, etc. Winners will be presented with an award certificate and badge attachment. Clubs may also wish to purchase a Pin for the winner.

***Gem Award*** This award is for any Kinsmen or Kinette who sponsors 3 new members within a 12-month period. Winners receive a pin and certificate and their names are circulated in Association publications. Those who qualify for additional GEM's may receive an attachment signifying "Gift of Kin 6", "Gift of Kin 9", etc.

***Founder's Award for Achievement*** This program is designed to challenge the Kinsmen and Kinette of more than 24 months to be active in Kin. Participation in this program is more than an award - it is a meaningful experience. A member may enroll anytime after their second year in Kin and the program monitors their involvement over a three-year period. People who earn this award are presented with a certificate; name badge add-on and their names are circulated in Association publications. A distinctive award pin, plaque and name badge is available through Kin Sales. (This award replaces the Master Kinsman Award and the Kinette Diamond Award.)

***Speak-Off*** This award is designed for those who have an interest in self-development by means of public speaking. The speeches must be between 5 and 10 minutes long and should be on some aspect of Kin (although, not necessary). The judging criteria are the same from Club to National. There are 4 different levels of competition:

1. Club - Many Clubs hold a speak-off competition with the winner representing their Club at Spring Zone. Most Clubs will pay their winner's registration to Spring Zone.
2. Zone - Club winners then compete at the Zone level. The winners at Spring Zone will receive a plaque and will represent that Zone at District Convention. Some winners at Zone receive a single registration to District Convention.
3. District - Zone winners compete at the District level. The winner at District receives a personal plaque and a single registration, flight and shared accommodation to National Convention.
4. National - District winners compete at National Convention for the Kinette Public Speaking Trophy or the Founding Members' Speakers Award (Kinsmen). The winners receive a personal plaque, a banner crest for their Club and the National Banner for one year.

***Quill Award*** There are both National and several District Quill awards available for those who have a knack for writing. These awards are to encourage members to write articles of interest to all Kinsmen and Kinettes. Winners at both District and National receive suitable recognition.

You can see that there are numerous awards available to Kinsmen and Kinettes. Should you wish to become enrolled in any of these awards contact your Club Awards Chairperson or Club President. They will be able to give you all the necessary details. Besides these awards, all Clubs are encouraged to enter others. It is a great way to motivate a Club and its members by participating in award programs.

## AWARDS - QUIZ #1

1. The Maple Leaf Award of Distinction is open to:
  - a) first year Kinsmen only
  - b) first year Kinettes only
  - c) second year Kinsmen and Kinettes
  - d) any member who wishes to enroll
  
2. To receive the Gem Award, you must sponsor how many new members within a 12-month period.
  - a) 2
  - b) 3
  - c) 4
  - d) 5
  
3. Speeches for the Speak-Off must be:
  - a) between 5 and 15 minutes
  - b) less than 5 minutes
  - c) between 5 and 10 minutes
  - d) more than 5 minutes
  
4. The Quill Award is for Kinsman and Kinette who:
  - a) successfully completes a quiz on their knowledge of Kin
  - b) writes an articles of interest to Kinsmen and Kinettes
  - c) sponsors 5 new members
  - d) none of the above
  
5. The time limit for completing the Founders Award for Achievement is:
  - a) 3 years
  - b) 1 year
  - c) 5 years
  - d) no time limit
  
6. The award to challenge a Kin of more than 24 months is the:
  - a) Founder's Award for Achievement
  - b) Outstanding Maple Leaf Award
  - c) Kin Quill Award
  - d) Diamond Award
  
7. To find out more about awards, you should:
  - a) refer to the National Constitution
  - b) refer to the District By-Laws
  - c) contact your Club Awards Chairperson
  - d) b and c

## **CLASSES OF MEMBERSHIP - # 2**

In the Association there are four classifications of membership. Few members know the rights and privileges associated with each class.

**ACTIVE MEMBERS:** must be at least 19 years of age, of good character and community standing and must reside or practice their vocation or profession within the territorial limits of the Club. They should not be members of another service organization. The large majority of Kin fall into this category.

**HONOURARY MEMBERS:** are elected for the period of one year in recognition of some distinguished service they have performed for the community or the Club. Any person may be so elected and may be re-elected from year to year. The person does not pay dues, but is entitled to all the privileges of an Active member except for holding office and voting. It is recommended a Club purchase a subscription to Kin Magazine for its Honourary Members.

**LIFE MEMBERS:** are Kin who have been members for at least ten years and who have served the Club and the Association in a manner deserving of outstanding honour. It is the highest honour we can bestow on a member. A Life Member pays no National dues. Life Members are not entitled to run for office, vote, or be covered by liability insurance.

**ACTIVE LIFE MEMBERS:** are Kin who have been members for at least ten years and who have served the Club and the Association in a manner deserving of outstanding honour. It is the highest honour we can bestow on a member. Active Life members are members who have decided to remain active in the Association and are entitled to run for all offices, plus the person is entitled to vote at general meetings. Active Life Members pay National dues.

One thing held in common among all classes of members is a devotion to the high ideals of Kinship and a belief in working together to better their community.

### ***ARE YOU AN ACTIVE MEMBER?***

Are you an active member, the kind that would be missed?  
Or are you just content that your name is on the list?  
Do you attend the meetings and mingle with the crowd?  
Or would you rather stay at home and complain out loud?

Do you give a little time and help make things tick?  
Or leave the work to just a few and talk about the "Clique"?

There's quite a program scheduled, which means success if done.  
And it can be accomplished with the help of everyone.  
So come to all the meetings and help with hand and heart.  
Don't be just another member, but take an active part.

Think it over, member, are you right or wrong?  
Are YOU an active member or, do you just belong?

## **CLASSES OF MEMBERSHIP - QUIZ # 2**

1. Within the Association, there are three classifications of membership.  
TRUE or FALSE
2. Active Members may be between the ages of 18 and 45.  
TRUE or FALSE
3. Most members of the Association are Privileged Members.  
TRUE or FALSE
4. Honourary Members are elected for a one-year term but may be re-elected on an annual basis.  
TRUE or FALSE
5. To become a Life Member, you must have been a member for at least ten years.  
TRUE or FALSE
6. Honourary Members do not pay dues.  
TRUE or FALSE
7. Life Members may hold any office in a Club, except that of President.  
TRUE or FALSE
8. Honourary Members are persons who have been appointed by the Executive.  
TRUE or FALSE
9. Regardless of attendance, a Life Member can vote on matters at a Club meeting.  
TRUE or FALSE

## **CLUB EXECUTIVE AND EXECUTIVE MEETINGS - # 3**

Operating a successful Kinsmen/Kinette/Kin Club requires a lot of planning and organization. To accomplish this, each Club elects a "Steering Committee" known as the Executive. Who is on the Executive and what do they do?

The Officers on the Club Executive will normally consist of a President, Vice President(s), Immediate Past President, Secretary, Treasurer, Membership Director and other Director(s). All of these positions, with the exception of Immediate Past President, are elected. Some Clubs also elect or appoint their Registrar, Bulletin Editor, Sergeant at Arms, and any other positions the Club may need for its operation.

Each Officer has specific duties assigned to them by the National Constitution. The Club may also add to these duties. Members, such as Directors, are given special duties defined by the Club. For example, a Director may be given the chairmanship of a major project or committee.

Executive meetings are held as frequently as is necessary to administer the affairs of the Club. According to our National Constitution, at least one Executive Meeting must be held every month. Most Clubs have an Executive Meeting prior to the General Meeting. The Executive meets to co-ordinate all committees, projects and discusses the welfare of the Club.

The President chairs all Executive Meetings and prepares an agenda for the order of business. The meetings are run along the same business-like format of the General Meeting, but as a rule are somewhat more informal.

While members of the Executive should make every effort to attend every Executive meeting, all Club members are also encouraged to attend. In fact, Committee chair people should attend and make regular reports. Members proposing someone for membership should also appear in person at the meeting.

All Kinsmen/Kinette/Kin Clubs within the Association operate somewhat differently, so the role of the Executive may vary somewhat. However, an Executive that meets regularly and takes an active leadership role is the key to a Club's success.

## THE CLUB EXECUTIVE - QUIZ #3

1. The "steering committee" for the Club's projects and operations is the:
  - a) President and Secretary
  - b) Governor's Executive
  - c) Club Executive
  - d) Directors
2. Which of the following are not on the Executive:
  - a) Directors
  - b) Past President
  - c) Treasurer
  - d) Project Chairpersons
3. Club Executives are all:
  - a) the same size as required by the Constitution
  - b) as large as the Club's needs and the President requires
  - c) larger than necessary
  - d) as big as the Club "Executive Committee" will allow
4. Directors are Executive Members who:
  - a) are always the Club's oldest members
  - b) are always picked to represent the Club's auxiliaries
  - c) are assigned duties by the President and the Club
  - d) are first year members
5. According to the Constitution, Executive Meetings must be held:
  - a) at least once a month
  - b) at the most, once a month
  - c) at least twice a month
  - d) at least once a Kin year
6. The sentence that best describes what the Executive of a Club does is:
  - a) promote the Kin name in the local press and organize socials
  - b) collect dues and keep the books for the Club
  - c) they meet in secret and discuss individual members
  - d) co-ordinate all committees, projects, handle the books and correspondence
7. Executive Meetings are conducted in the atmosphere of:
  - a) formal and by-the-book parliamentary procedures
  - b) informal but efficient parliamentary procedures
  - c) no rules at all and no records kept
  - d) rigid military rules
8. The general membership should be encouraged to:
  - a) attend their Executive Meetings

- b) stay clear of as they are too confusing
- c) criticize everything the Executive does
- d) let the Executive run the Club without any input

9. All new members should be:

- a) proposed at an Executive Meeting by the sponsoring member
- b) investigated thoroughly by the police
- c) asked to appear before the Executive to explain their past
- d) asked to take a written quiz on why they want to be a member

10. All Executive Meetings should be chaired by:

- a) the Past President
- b) the President
- c) regular members on a rotating basis
- d) nobody, because no important business takes place

## **BASIC PARLIAMENTARY PROCEDURES - # 4**

Kin meetings are run using basic parliamentary procedures. There are two reasons for this; first, it is easier to conduct business if a set of rules is agreed upon and, second, members are instructed as participants in the correct way in which to involve themselves in a parliamentary forum. This also has much value in other non-Kin community activities. A Kin meeting is a school as well as a means of obtaining community service and fellowship. What are the basic rules of running an effective business meeting? The Constitution and By-Laws contain a section entitled Appendix A in which the Rules of Order are explained. Without detailed explanations, here are a few suggestions by which most Clubs may improve their meetings:

It is the responsibility of all members, especially the chairperson, to be knowledgeable of the Rules of Order and be able to enforce them. A copy of the National Constitution and By-Laws should be available to all members. Copies may be obtained late in the fall of any Kin year in updated form from Kin Sales.

Once the meeting has been called to order, no debate shall be allowed unless there is a motion on the floor that has been duly moved and seconded. The chairperson (President) must then be prepared to rule "out of order" any member who speaks on an issue that is irrelevant to the motion.

Speakers should stand and be recognized by the chair. Once recognized, they should address the chair properly, beginning their comments, "President and fellow Kin/Kinettes". The speaker should state whether they are speaking for or against the motion, and then state their point of view. The Chair should see that all members who wish to speak on the issue have had their chance. Generally, only the mover of the motion has the option of speaking to a motion more than once, however, members may be called upon for a point of information or clarification.

When a speaker has the floor, we should respect his/her right to speak by listening. Members should discourage discussion amongst themselves. A member may interrupt a speaker on a "Point of Order" if he feels that improper language has been used, irrelevant argument introduced, or a rule of procedure broken. The point of order must be stated definitely and concisely. The Chair shall make a decision that is not debatable.

A motion may be amended once it is made. An amendment may not be such that its intent is to nullify the original motion. It can amend the motion in only three ways: a) to delete certain words, b) to add certain words or, c) to replace certain words. Once an amendment has been made, the discussion is only on the amendment, not the original motion. It has to be voted on first. If it is passed, then the discussion reverts to the original motion as amended. Only two amendments are allowed on the floor at any one time.

One way to end discussion of a motion is to move to table the motion. This is not debatable and the chair must bring this to an immediate vote. The only discussion involves the duration of tabling the matter.

Running a Kin meeting efficiently is 9/10ths respect and common sense and 1/10th following established guidelines. It is important for all members to know the basic procedures as an orderly meeting makes for a happy and enjoyable Club.

## PARLIAMENTARY PROCEDURES - QUIZ # 4

1. The regular Rules of Order can be found in the Constitution under:  
a) Article 32                      b) District By-Laws                      c) Appendix A                      d) Appendix G
2. The basic Rules of Order should be known by:  
a) the President only                      b) the Executive only  
c) the entire membership                      d) the Rules of Order Chairperson only
- 3) Debate on Club concerns may take place:  
a) as soon as the meeting is called to order                      b) under New Business only  
c) only if there is a motion on the floor                      d) whenever a member feels like it
4. If a member does not follow the Rules of Order, the chair should:  
a) ask for their resignation                      b) rule them out of order  
c) tar and feather them                      d) let them say their piece
5. The correct way to address the chair should be:  
a) Madame/Mr. Speaker                      b) Hey you!  
c) Madame/Mr. President                      d) President and fellow Kin/Kinettes
6. When a member has the floor, he or she may only be interrupted if:  
a) a member raises a Point of Order or Question of Privilege  
b) the membership does not like what they are saying  
c) the President feels that the meeting is getting too long  
d) all of the above
7. Which of the following can an amendment not do:  
a) omit certain words in a motion                      b) add certain words to a motion  
c) change the intent of a motion                      d) delete words and replace them with others
8. The maximum number of amendments allowed on the floor at one time is:  
a) one                      b) two                      c) three                      d) there is no limit to the number
9. A motion to table is:  
a) debatable in all respects  
b) a good way of interrupting an unpopular motion  
c) debatable only to the duration of the tabling  
d) similar to calling a bar break
10. A Point of Order may include:  
a) a request for the speaker to talk louder  
b) a request for adjournment  
c) a request for the chair to rule on the constitutionality of a motion  
d) a motion to table a motion

## THE KIN FAMILY - # 5

Kin Canada (Name changed National Convention 2003) is made up of thousands of active members, young men and women, no younger than the age of 19, who are dedicated to active community service and fellowship. These thousands of young Canadians are not the only members of the Kin Family. We have two auxiliaries - K-40 and K-ettes. Here is a brief description of each and their role in the Kin Family.

***Kinsmen and Kinettes:*** Kinsmen and Kinettes have separate meetings during the Kin year, however, meetings between the two groups are often held several times during the year. As of National Convention in Regina, 1994, a third option is also available to Kin in the form of " Kin Clubs " where both Kinsmen and Kinettes form a Club made up of Kinsmen & Kinettes. Joint meetings are called at the Club, Zone, District and National levels. Both groups make any decisions involving the future of our Association, i.e. Election of Vice Governors, Governors, National Vice President and National President (Single leadership to commence with election of National Vice President in Calgary 2004). Currently there are over 600 clubs across Canada.

***K-40:*** Some Kinsmen Clubs have organized an auxiliary Club called K-40. To become a member of such a Club, you have to have been a Kinsman. Not all Kinsmen Clubs have a K-40 auxiliary but where they do exist, they are primarily a social Club, designed to maintain contact with Kin. Some K-40 Clubs do perform service work, and perhaps the occasional service project to raise money, but traditionally their main function has been to help the Kinsmen Club with their projects. They are always available for advice and to keep the traditions of the Club alive. K-40 members are often referred to as "Kin Senators", "Past Kins" or PP-40's". Whatever they are called, they are still Kinsmen at heart.

***K-ettes:*** To continue the friendships and social relations experienced when they were active, former Kinettes have banded together to form K-ette Clubs. They operate along the same lines as the K-40 Clubs.

Kin spans many age groups and interests. All Kin may say with pride that they are members of a family organization.

## THE FAMILY OF KIN - QUIZ # 5

1. The Kin Association is made up of:
  - a) Kinsmen Clubs only
  - b) Kinsmen and Kinette Clubs only
  - c) Kinsmen, Kinettes and K-40 Clubs only
  - d) Kinsmen, Kinettes, Kin and two auxiliary Clubs
  
2. Kinettes are:
  - a) little Kinsmen under the age of 21
  - b) women who have joined a Kinsmen Club
  - c) young women at least 19 years of age
  - d) an auxiliary Club whose members are spouses of K-40 members
  
3. K-40 Clubs are usually:
  - a) as hard working in service as the Kinsmen Clubs
  - b) forbidden to do service work
  - c) organized only on a social level
  - d) organized primarily on a social level but may assist their Kinsmen
  
4. K-40 members are often called:
  - a) Kin Senators
  - b) Senior citizens
  - c) Over the Hill Gang
  - d) all of these
  
5. K-ettes are:
  - a) spouses of Active Kinsmen
  - b) Kinettes over 40 who wish to continue some service and social activities
  - c) spouses of Kinettes who no longer want to be a Kinsman
  - d) Kinettes who do not have Kinsmen spouses
  
6. Our Association can be described as:
  - a) a family organization
  - b) a men's organization only
  - c) a women's organization
  - d) an organization for people under 45
  
7. Kin auxiliaries are:
  - a) found in all Clubs across Canada
  - b) found where a Club has found a need to charter them
  - c) sponsored by National when a District Governor requests
  - d) K-40 and K-ettes

## **FOUNDER HAL ROGERS - # 6**

The founder of our Association was H.A. (Hal) Rogers. Founder Hal was born in London, Ontario on January 3, 1899. For a time he worked in a bank before moving to Hamilton to take up employment in his father's plumbing sales business.

The family business did not prevent seventeen-year old Hal from enlisting in 1916. Hal Rogers had a distinguished military career with his regiment, the Argyle and Sutherland Highlanders. Hal was gassed at Paschendaele and later wounded by shrapnel near Amiens. He carried some German steel in his right leg.

Hal returned to Canada in 1919 along with thousands of his fellow soldiers. After re-entering the plumbing business, Hal applied for membership to the Rotary Club but was rejected. Since his father was a member, the Club already had a plumbing salesperson representing that vocation.

Rotary's loss was our gain. Hal decided to start his own service Club. As Hal saw it, young men should preserve in peace the ideal of service to Canada. Encouraged by his father, Hal invited 11 young men to the Namking Cafe in Hamilton to start the first Kinsmen Club.

This first Kinsmen meeting was held on February 20, 1920 and from there the Association grew. Hal served as President from 1920 - 1923. He kept his interest in the Association in spite of moving to Toronto and starting his own career as owner of a publishing house.

During World War II, Hal chaired the Kinsmen "Assistance for Britain" committee and was instrumental in the Milk For Britain program. In 1948 he was made an "Officer of the British Empire". In 1959, he was made a Life Member of the Association. This was presented to Hal in Prince Albert by a prominent past Kinsman, Prime Minister John Diefenbaker. In 1980, Hal was made a member of the Order of Canada in Ottawa.

On September 15th, 1994, Founder Hal passed away at the age of 95 years. The life of the Canadian nation has been enriched by the good idea of "Kinship" spread and served by Founder Hal Rogers O.B.E., O.C.

## FOUNDER HAL - QUIZ # 6

1. The founder of the Kinsmen Association was:  
a) Joe Kinsmen      b) Hal Kinsmen      c) Hal Rogers      d) Roger Kinsmen
2. The first Kinsmen meeting was held in:  
a) a German restaurant in Port Alberni, B.C.      b) a Chinese restaurant in Hamilton, ON  
c) a trench near Vimy Ridge      d) a French restaurant in Montreal, Que.
3. The Founder holds the following distinctions:  
a) Order of the British Empire  
b) Order of Canada  
c) Order of the British Empire and Prime Minister  
d) Order of the British Empire and the Order of Canada
4. The birth date of Kinsmen is:  
a) Aug. 18, 1918      b) Feb. 20, 1820      c) Dec. 25, 1925      d) Feb. 20, 1920
5. The Founder was interested in the ideal of:  
a) self-glorification      b) starting a private Club of former soldiers  
c) serving Canada in peace time      d) eating Chinese food every two weeks
6. Founder Hal was presented his Life Membership by past Kinsman:  
a) President Gerald Ford      b) Prime Minister Pierre Trudeau  
c) Prime Minister Joe Clark      d) Prime Minister John Diefenbaker
7. The Kinsmen Association:  
a) paid the Founder a regular pension  
b) allowed him free travel throughout the Association  
c) asked for his approval on all policies  
d) none of the above
8. Which of the following vocations was our Founder been engaged in?:  
a) Banker/Teacher/Soldier  
b) Banker/Soldier/Publisher  
c) Soldier/Doctor/Accountant  
d) Prime Minister/Soldier/Publisher
9. During World War II, Hal was instrumental in starting the program:  
a) National Disaster  
b) Milk-For-Britain  
c) African Relief  
d) Well Babies Clinics

## **THE EVOLUTION OF KINETTES - # 7**

In the thirties, the wives of the Kinsmen began to get together to form social groups. The names of these groups varied from Kinsmen Ladies' Club, Kinsmen Wives to Kinsmenettes. The Kinsmen Ladies' Club of Hamilton was formed in 1932, and was the first to function as a properly organized Club. However, it was not long before they became involved in community service. This combination of fellowship and service was going to prove itself in the near future. The Second World War fostered the service aspect of these Clubs. Women on the home front undertook projects such as: Milk for Britain; food parcels for the fighting forces overseas and; collecting 22 million magazines for the Merchant Navy out of Halifax.

The next few years came to see the formation of more Clubs with different names. In 1939, Miriam Sheridam coined the name KINETTES for the Ottawa Club. Although other Clubs may have used the name Kinettes, the Ottawa Club has been given credit as being the original Kinette Club in Canada.

The service work done by the Kinettes during the War gave them a dedication to a common cause. Official recognition was given to the Kinettes in the National By-Laws of the Association in 1942, when Kinettes were duly certified as an auxiliary organization.

Growth and development came as Kinettes gained in experience and, with that, a responsibility to the Club and the organization as a whole on a National basis. The first, and only, National Convener of Kinettes was Marg Roscoe of the Kinette Club of Edmonton.

Kin Magazine started to reserve a section for Kinettes. Since there were eight Districts, there were eight Reporters who provided pictures and write-ups to our then Kinette National Editor. The roster of Past National Editors dates back to 1948-49 when Dawn Freeland and Kaye Turner of Fort Erie shared the office. As time passed, the responsibility of the National Editor grew from Editor to a liaison with the Kinsmen.

In order to recognize the broader range of duties, the Editor's title became National Kinette Co-ordinator in 1969-70. Joan Sharp of Regina Wheat City Kinettes was the first. For the same reason, the name Kinette Reporter was changed to Kinette Co-ordinator at the District and Zone levels.

In order to accommodate the ideas of Kinettes, the Kinsmen made provisions for Kinette Clubs at National and District Conventions. Business pertaining to Kinettes was handled at this time. Since the business coming from the Clubs through to District was so great, the Kinettes began having Spring Conferences. The business and workload was broken down and thus more efficient.

At National Convention in Moncton, New Brunswick in 1983, Kinettes were able to vote on the Kinette resolutions for the first time, at National Convention at a joint Kinsmen-Kinette business session. Kinettes also became officially recognized as Associate members of the Kinsmen Association. At the 1988 National Convention in Calgary, Kinettes achieved full partner status within the Association.

In 1990 at National Convention in Thunder Bay, Ont., a Kinette National President was elected for the first time in Kin history, Catherine Newham of Portage La Prairie, Manitoba. In 1995 District Kinette Coordinators became District Governors.

## THE KINETTES - QUIZ # 7

1. The first properly organized Kinette Club was in Hamilton in:  
a) 1920                      b) 1921                      c) 1932                      d) 1939
2. Originally, the ladies got together for:  
a) quilting parties    b) purely social reasons  
c) packaging food for the forces    d) blood donor clinics
3. The first service project carried out by these women was:  
a) a Well Baby Clinic    b) building a Kin Centre  
c) Milk for Britain    d) all of these
4. In 1939, Miriam Sheridam coined the name Kinettes for:  
a) the Hamilton Club    b) the Toronto Club  
c) the Ottawa Club    d) the Thunder Bay Club
5. The ladies worked during the war by undertaking such projects as:  
a) Milk for Britain  
b) food parcels for the forces overseas  
c) collecting 22 million magazines for the Merchant Navy  
d) all of these
6. Kinettes were certified as an auxiliary in the:  
a) National By-Laws of the Association in 1939                      b) Kin Magazine in 1940  
c) National By-Laws of the Association in 1942                      d) Parliament of Canada in 1941
7. Kin Magazine needed a Kinette to provide articles and pictures for publication. The position created was:  
a) National Kinette Convener    b) National Kinette Editor  
c) Kinette Reporter    d) National Kinette Co-ordinator
8. Kinettes became officially recognized as full partners in the Association in:  
a) Calgary, Alberta in 1988    b) Brandon, Manitoba in 1982  
c) Ottawa, Ontario in 1939    d) Hamilton, Ontario in 1932
9. Who was the first National Kinette President?  
a) Wendy Reddington    b) Catherine Newham  
c) Gail Malcolm    d) Joan Norster
10. In 1995 Kinette District Coordinators were renamed to parallel their Kinsmen counterparts. They were called  
a) Presidents                      b) Governors                      c) Ambassador                      d) Premier

## **THE GROWTH OF KINSMEN - # 8**

A craving for fellowship caused Hal Rogers to assemble a group of young men in what was to become the first Kinsmen Club. The group soon realized that fellowship alone was not enough to keep them together so they adopted the idea of service to others as a second reason to continue meeting. From the choice of fellowship and service as goals of Kinsmanship, the Association has become a success story.

Because of enthusiasm and job transfers, the founding members had formed four Clubs from Montreal to Vancouver by 1924. The idea of Kinsmen caught the imagination of many young men and by 1927 there were twelve Clubs. During the great depression the Association grew quickly providing fellowship and community service in troubled times.

During the 1930's Clubs began to become structurally organized with Districts and a National Executive. The declaration of war in 1939 led to another challenge to the existence of Kin as many young Canadian men enlisted. The Association also gave by promoting projects such as Milk For Britain, selling Kinsmen War Saving Stamps, Magazines for Marines and building the first mobile Army Dental Clinic.

After the war, the Kinsmen Association continued to grow and adopted even more ambitious projects. In 1949 the Association set up a Cancer Scholarship Fund to help train doctors in treating the disease. Assistance to flood and hurricane devastated areas of the country, and beyond, demonstrated the Kinsmen commitment to the community.

Dedicated to fellowship and service, helped the Association grow to over three hundred Clubs and ten thousand members by 1956. The Association experienced continual growth and expansion up to the late 1970's. During this era, Kinsmen garnered a great public profile through the founding and construction of the Kinsmen National Institute on Mental Retardation.

In 1975, the Association passed the five hundred Club mark with a vigorous and dedicated membership. Hal Rogers received the Order of Canada for his contribution in founding the only all-Canadian service Club.

Kinsmen today, along with Kinettes, support Cystic Fibrosis research Nationally and have promoted much publicity and fund raising to try and defeat this disease. Kin Canada does more service than all other service Clubs in Canada combined. Kin raise more service dollars per capita than any other service group in the world. This figure annually exceeds the twenty million dollar level.

The members of the Kin Association of today can be proud of the contributions to Canada and our communities we have made over the years. Kin Canada will continue to grow based on the foundations of service and friendship.

## THE GROWTH OF KIN - QUIZ # 8

1. The Kinsmen Association was based on the principles of:  
a) Friendship and Suffering                      b) Science and Fellowship  
c) Service and Fellowship                      d) Fellowship and Sacrifice
2. The Association included Clubs from Vancouver to Montreal by:  
a) 1921                      b) 1922                      c) 1929                      d) 1918
3. The Association adopted the Milk For Britain program during:  
a) the First World War                      b) the Korean Conflict  
c) the Vietnam War                      d) the Second World War
4. After World War Two, the Kinsmen adopted as a National emphasis project:  
a) the Kinsmen National Cancer Scholarship Fund  
b) Disaster Relief Fund  
c) the Kinsmen National Institute for Mental Retardation  
d) all of the above
5. The Kinsmen Association had grown to three hundred Clubs by:  
a) 1949                      b) 1956                      c) 1975                      d) 1980
6. By 1975, the Kinsmen Association:  
a) passed the five hundred Club mark and continued growing  
b) suffered major setbacks in membership  
c) began a period of decline in dedication  
d) chartered its first Club in the United States
7. A major emphasis project of Kin Canada nationally today is:  
a) Multiple Sclerosis                      b) Cystic Fibrosis  
c) Mental Retardation                      d) Sickle Cell Disease
8. Kin annually raise more than:  
a) 20 million                      b) 25 billion  
c) 75 million                      d) no one knows for sure
9. During World War Two, which of the following was not a Kinsmen project:  
a) selling Kinsmen War Savings Stamps                      b) building a Mobile Army Dental Clinic  
c) War Brides to Canada Savings Fund                      d) Magazines for Marines

## **SPRING ZONE CONFERENCES - # 9**

Annually, Kinsmen and Kinettes attend a meeting referred to as “Spring Zone” or “Zone Conference”. What are Spring Zones and what importance do they have in the business of the Association?

Between mid February and mid April, each Zone holds its annual general meeting. Zone meetings are attended by members from each club in that Zone. The Deputy Governor chairs the meeting.

The general types of business conducted include: Zone business, bringing clubs up to date on District and National programs, holding the Zone Speak-off and promoting fellowship. Clubs wishing to host a Spring Zone usually bid for it at this time. One of the more important items of business at Spring Zones is the election of the Deputy Governor for the upcoming Kin year.

Clubs with concerns can use the forum of Spring Zone to discuss their ideas. In order to have their concerns on the official agenda, they should forward them to the Deputy Governor at least 30 days prior to the Conference. The Deputy Governor then sends to every club in the Zone a copy of the agenda at least 20 days prior to the Spring Zone. This gives clubs time to discuss these issues. Business can also arise from the floor, provided that it is put in the form of a motion.

Spring Zones are an important part of the Kin experience. All members should plan on attending their annual Spring Zone and see for themselves. Spring Zones provide an opportunity for exchanging ideas among clubs and provide a great opportunity to make friends beyond the club level.

## SPRING ZONE CONFERENCES – QUIZ # 9

1. Spring Zones are usually held:  
a) between March 1st and April 30th  
b) before March 15th  
c) between mid February and mid April  
d) anytime after Christmas
2. The Zone meetings are chaired by:  
a) the District Governor  
b) the host club's President  
c) the Deputy Governor  
d) the District National Board Representative
3. Each club attending a Zone has:  
a) 5 votes each  
b) only one vote  
c) as many votes as it has members in attendance outlined in the Constitution  
d) as determined by its size and as  
e) c or d depending on the practice of the individual Zone
4. The election at Spring Zone is for the office of:  
a) District Governor  
b) Vice Governor  
c) Deputy Governor  
d) Past Governor
5. Which of the following might be discussed at a Spring Zone:  
a) National and District programs  
b) club problems  
c) club projects and Zone finances  
d) all of the above
6. All matters that a club would like to see discussed at Spring Zone should be forwarded to the Deputy Governor at least \_\_\_\_ days before Spring Zone:  
a) twenty  
b) thirty  
c) forty  
d) two
7. The Deputy Governor should send a copy of the agenda to the clubs in the Zone at least prior to Spring Zone:  
a) twenty days  
b) thirty days  
c) forty days  
d) two months
8. Spring Zones are hosted by clubs who:  
a) bid for it at the previous Spring Zone or at the Zone meeting at Fall Leadership Conference  
b) want to run a candidate for Kinsmen Deputy Governor  
c) have the largest membership in the Zone  
d) are appointed by the District Kinsmen Governor
9. Spring Zones are:  
a) fun and fellowship for all who attend  
b) an important forum for Zone business  
c) a great way to meet new members from other clubs  
d) all of the above

## **CLUB ELECTIONS - # 10**

Every year between April 1st and May 15th, Kinsmen, Kinette, and Kin clubs hold elections for a new club Executive. The experience and enjoyment of helping the club grow in service and fellowship as a member of the Executive is well worth it. Who can run for club office and how are the elections held?

The current Executive should appoint a Nominating Committee to bring a slate of officers to the club on "Nominations' Night". Nominations' Night is usually the meeting prior to the election meeting. The Nominating Committee should not include current Executive members, with the exception of the Past President. The Committee should try to have at least two candidates for each office. These nominations should be published in the club bulletin.

Voting is carried out by secret ballot with ballots authorized by the club Secretary. All members in good standing have a vote. Roughly speaking, good standing means that you have paid your membership fees and are not under suspension by the Executive. Active Life Members may vote however Life Members may not. For the general membership, the rule is "one person, one vote". However, in the event of a tie, the Chairperson may cast a second ballot to break the tie.

The election proceeds in order of the Executive positions. The President is elected first, then the Vice President, Secretary, Treasurer, Directors and other officers. Unsuccessful candidates may be nominated for any other office for which the election has not yet taken place.

At an election there are at least two "scrutineers" to distribute, collect and count the ballots. They may be anyone present who is not running for office. Some clubs invite members from neighbouring clubs or local K-40/K-Ettes to do this job. The confidence of the scrutineer must not be violated.

The newly elected Executive takes office July 1<sup>st</sup> of any given year.

If a vacancy on the Executive occurs for any reason, the Executive may appoint a temporary officer until such time as an election for that position can be held.

The election of club officers is an event that all members should consider of major importance in their club. It is here that the leadership of the club is selected and given club support. All members should be encouraged to gain in experience by offering for office.

## CLUB ELECTIONS - QUIZ # 10

1. Club elections are held annually between:  
a) June 1 and July 1  
b) April 1 and May 15  
c) May 1 and June 15  
d) March 1 and April 15
2. Candidates for club office are announced on:  
a) Nominations' Night  
b) Election Night  
c) Founder's Night  
d) Installation Night
3. Elections are usually conducted during a meeting that is:  
a) open to anyone in the community  
b) closed to the general public  
c) open only to Active Members & Active Life Members  
d) closed to all members
4. Voting for the Executive is done by:  
a) a show of hands  
b) secret ballot  
c) proxy votes  
d) only the Executive in power
5. Life Members may vote in an election:  
a) if they can still walk  
b) under no circumstances  
c) if they act as scrutineer for the election  
d) if they have attended 50% of the meetings prior to Election Night
6. The Chairperson may vote twice for the same office if:  
a) the person running is a close personal friend  
b) no one else will vote for that person  
c) they receive two ballots by mistake  
d) there is a tie vote
7. The first person elected in club elections is:  
a) Treasurer  
b) Secretary  
c) Past President  
d) Vice President
8. The individuals who distribute, collect and count the ballots are scrutineers who are usually picked from:  
a) any members present who are running for office  
b) any members present who are not running for office  
c) any members who are not present for the elections  
d) any past Government officials
9. The newly elected Executive takes office officially:  
a) as soon as the elections are over  
b) on July 1st  
c) on August 31st  
d) on Installations Night
10. The ballots must be authorized by:  
a) the President  
b) the Secretary  
c) the Treasurer  
d) the National Director

## **KIN SALES DIVISION - #11**

The best description of Kin Sales is that of "Kin Store". Kin Sales Division stocks and provides access to countless Kin related items, such as regalia, stationary, crested items, awards, etc.

Kin Sales Division should be likened to a co-op store where members use their mass-buying power to obtain competitive prices for mutually needed goods. We, as members of Kin, may be described as shareholders in the business, as Kin Sales supplies our Kin needs and profits are used to supplement other income, which is spent to operate the Association.

Kin Sales publishes a catalogue of items it stocks and makes available to the membership. The list of items is long and includes everything from Kin jackets to crested mugs, pens and awards material. Any items all clubs should have for the orderly operation of the club

The Kin Crest, and the Kin name are registered trademarks that may only be reproduced by the National Board of Directors. Kin Sales has many contacts and helps clubs find available supplies or printed material to fill their needs, at competitive prices.

The Kin Sales office is located at our National Headquarters building in Cambridge, Ontario (1800-PICK KIN or 1-800-742-5546 ext. 203). Kin sales can also be reached via email at [kinsales@kinclubs.ca](mailto:kinsales@kinclubs.ca). This allows clubs to view the catalogue and place orders at any time of the day or night. Orders made to Kin Sales should be pre-paid. Visa and MasterCard are accepted.

The Kin Sales is a valuable service to the membership, which deserves our support and patronage. Keeping it profitable and part of our club life helps maintain a common identity among clubs from coast to coast and helps maintain the spirit and well being of Kin. The profits realized from Kin Sales help to reduce dues for the individual member.

## **KIN SALES DIVISION - QUIZ # 11**

1. The best description of Kin Sales is that of the “Kin Store”, as it supplies clubs and members with their Kin needs.  
TRUE or FALSE
2. Profits from Kin Sales are used to run the Association and to meet its administrative costs.  
TRUE or FALSE
3. An average member in the Association does not benefit by patronizing Kin Sales other than being able to buy Kin crested materials.  
TRUE or FALSE
4. If Kin Sales shows a loss, this could mean a National Dues increase.  
TRUE or FALSE
5. Kin Sales produces a catalogue of items it stocks and makes it available to the membership.  
TRUE or FALSE
6. All clubs should have a Kin Sales Officer who sells from Kin Sales to the general public.  
TRUE or FALSE
7. An individual Kin member has the right to order material from local suppliers bearing the Kin crest.  
TRUE or FALSE
8. Kin Sales Division is located in Hamilton, Ontario, because that is where the first Kinsmen meeting was held.  
TRUE or FALSE
9. All clubs have a charge account at Kin Sales that may be used to order items without immediate payment.  
TRUE or FALSE
10. Members may use their Visa or MasterCard when placing an order with Kin Sales.  
TRUE or FALSE

## **THE STRUCTURE OF THE ASSOCIATION - # 12**

Kin Canada is a service club that stretches from coast to coast in Canada. Being as large as it is, the Association is divided into four different levels for administrative purposes, those being National, District, Zone and Club.

On a National level, starting National 2004, we elect on a single ballot, only one National Vice President. The 2003/2004 National Executive Committee is the current National President(s) and their team of two National Directors, the two National Vice Presidents and their team of two Vice Directors, and two Past National Presidents. The National Executive Committee administers the work of the National Association between meetings of the Board of Directors.

The National Board of Directors is an amalgamation of the National Executive Committee and the eight Association Directors, with the addition of the Executive Director, who is a non-voting member. Association Directors are elected for a term of two years with even numbered Districts electing new Directors during even years and odd numbered Districts during odd year. This provides continuity on the National Board.

The country is divided into eight Districts. At District Conventions, some Districts elect a Kinsmen and Kinette Governor, while others only elect one Governor. Along with the Governor(s), their Executives oversee the clubs and programs in the District. Vice Governor(s) are also elected and become part of the District Executive the year before their Governor year. Districts may decide whether to elect the Governors jointly or have the Kinsmen elect the Kinsmen Governor and the Kinettes elect the Kinette Governor. Most Districts elect them jointly as a team. The oldest District is District One in Southern Ontario.

Within each District are Zones with an average of eight to ten clubs in each. The Kinsmen in each Zone elect their own Kinsmen Deputy Governor, while the Kinettes in each Zone elect their Kinette Deputy Governor. They provide the club Presidents with advice and act as liaison to District. Depending on the number of clubs in a particular district, some Districts may choose to elect only one Deputy Governor as apposed to the two.

In the structure of the Association and among its officers, the clubs and their Presidents remain the most important link. It is here that service work is done and the membership is kept dedicated to fellowship and service. No District, Zone or National program can work without the club, its members and a dedicated President.

## **THE STRUCTURE OF KIN - QUIZ # 12**

1. The current National Kinsmen President is
  
2. The current National Kinette President is
  
3. National Headquarters is located at
  
4. The oldest District in the Association is
  
5. The number of Districts in the Association
  
6. The chief Kinette official in a District is called the
  
6. The most important level in the Association is the
  
8. The chief Kinsmen official of a Zone is called the.
  
9. The National Executive Director hired by the Association is
  
10. Association Directors are elected to the \_\_\_\_\_ for a term of \_\_\_\_\_ years.

## **THE ASSOCIATION AND YOU - # 13**

Kinsmen and Kinettes belong to a very special Association and may be proud of our achievements. Our pride in the Canadian way of life and personal development increases with our Kin experiences.

Members of all creeds and colours represent Kin Canada in all parts of Canada. The high ideals of personal development, fellowship and a commitment to community service link us together.

There are 380 Kinsmen clubs and 225 Kinette clubs along with 25 Kin Clubs representing a total membership of approximately 9,600. The Kin family annually raises more than \$25 million. This is reported to be the highest level of service funds raised per member by any such service group in the world!

The Kin experience is not all work and no play. We enjoy warm fellowship with our friends and participate in countless recreational and social activities. Being a family-based organization, there are opportunities for total involvement through Kin by members, our significant others and our children.

Kin Canada is a means to public service and personal betterment. Our purpose is to do unselfish community service in an open atmosphere of friendship. The purpose of the Association is therefore practical and public, not mystical and secret.

Kin affords its members the opportunity for growth through public speaking, personal motivation, the use of parliamentary procedures, sound business practices and public relations. There is something for everyone.

In accepting the goals of service and fellowship, we are expected to take part in the Association's programs and club projects. The motto of the Association is "SERVING THE COMMUNITY'S GREATEST NEED". By doing so, members experience the satisfaction that comes with personal involvement.

Kin Canada taps the youthful energy of men and women at least 19 years of age. This ensures a fresh and energetic approach to service. Kinship is therefore a noble way of life teaching high ideals. By promoting our clubs, increasing membership and by being involved, knowledgeable, dedicated members, our community life will be enriched.

## THE ASSOCIATION AND YOU - QUIZ # 13

1. Kin Canada is represented in:  
a) all parts of Canada  
b) all across North America  
c) all over the world  
d) only in Eastern Canada
2. There are about this many Kinsmen clubs in Canada:  
a) 250  
b) 450  
c) 535  
d) 380
3. In belonging to a Kinsmen, Kinette, or Kin club, the members learn:  
a) Parliamentary Procedures  
b) Personal Motivation  
c) Public Relations  
d) all of the above
4. Kin meetings are:  
a) private and mystical gatherings  
b) not secret and are open to invited guests  
c) conducted secretly and open only to those knowing the password  
d) open to the general public if they pay admission
5. The motto of the Association is:  
a) Serving the Community's Greatest Needs  
b) Serving the Community's Greatest Need  
c) Serving the Communities Greatest Needs  
d) Have cheque, will write
6. Kin Canada draws on the age group of 19 and over because:  
a) they are likely to have more money  
b) they are probably better educated  
c) it ensures a fresh and energetic approach to service  
d) there are not enough older people to join the Association
7. Kin Canada is an organization teaching:  
a) high ideals of sacrifice and hard work  
b) ideals of community service and fellowship  
c) personal development and involvement  
d) all of the above
8. There are about this many Kinette clubs in Canada:  
a) 150  
b) 230  
c) 320  
d) 600
9. We, Kin Canada, raise more service money:  
a) than the Government of Canada  
b) per capita than any other service group in the world  
c) than the total money raised by every other service club in the world  
d) all of the above
10. Kin Canada is an organization that emphasises:

- a) all work and no play
- b) all play and no work
- c) a blend of service work and fellowship
- d) none of the above

## **THINK EXPANSION - THE SELLING OF THE FAMILY OF KIN - # 14**

The future of Kin Canada rests with the members - that's YOU. Bringing a new member into the Association is a gift: a gift to the new member who receives the experience of Kin and a gift to you as well. You will receive the satisfaction of having spread the ideals of Kin.

The key to attracting new members is not in worrying and grumbling about declining membership, but by doing something very simple - ask someone to a meeting. Sure, you won't get everyone, but at least you will be giving him or her the opportunity to discover Kin.

Here are some tips on how to treat prospective members so that the Association and your club will grow:

- Invite the prospective member to a meeting well ahead of time. Tell him/her briefly what Kin is and what to expect at the meeting.
- Sell Kin. Let him/her know how you feel about our Association, its purposes, successes, fellowship and community importance.
- Bring him/her to the meeting or arrange to have him/her picked up. Don't have him/her arrive alone at the meeting not knowing anyone.
- Get him/her a guest card or a visitor's name badge. Introduce him/her to other Kinsmen/Kinettes and don't assume that he/she knows them. Be sure to introduce the President to your prospective member.
- Sit with him/her during the meeting and explain the process as the meeting progresses.
- After the meeting invite him/her back to the next meeting, work party or social. The personal touch is important.
- Invite his/her questions. One meeting may leave him/her more confused about Kinsmen/Kinettes than before (remember what you thought when you first heard the Kin/Kinette Song!).
- If he/she shows interest in joining fill out a proposal for membership form. You should also attend the Executive meeting to propose him/her for membership.
- Once he/she has been accepted for membership, don't drop him/her there. Make sure he/she is aware of the meetings, socials, conventions, etc. You should, in effect, be his/her sponsor for his/her first year as a member of our Association.

The best selling feature of Kin Canada is YOU. Let your associates and friends know that you are a Kinsmen/Kinette and proud of it. Give them the same opportunity that you enjoy.

## SELLING THE FAMILY OF KIN - QUIZ # 14

1. The responsibility of expanding membership lies with the membership chairman only.  
TRUE or FALSE
2. The best way to get new members is to go out and invite young men/women to one of your meetings.  
TRUE or FALSE
3. You should never introduce a prospective member to the President as this might intimidate him/her.  
TRUE or FALSE
4. Never tell a prospective member what to expect at a meeting because this information will confuse him/her.  
TRUE or FALSE
5. A sponsor should never sit with his/her guest as this limits the number of club members that he/she may talk to.  
TRUE or FALSE
6. After the meeting, wait until the prospective member asks you if he/she can come back to another meeting.  
TRUE or FALSE
7. An invitation to a club social or work party may do more to keep the prospective member interested than anything else may.  
TRUE or FALSE
8. A proposal for membership form should be filled out promptly and acted upon by the Executive.  
TRUE or FALSE
9. Once the new member has been approved, the sponsor no longer has any responsibility to the new Kinsman/Kinette.  
TRUE or FALSE
10. The best selling feature of Kin Canada is a proud and satisfied member who communicates his/her feelings.  
TRUE or FALSE

## **NATIONAL SERVICE PROJECTS - # 15**

Kin Canada clubs often join together to address needs that are larger than those in the community in which the individual club operates. In the past projects such as "Milk For Britain" and the "Kinsmen National Institute on Mental Retardation" were conducted on a National level with all clubs involved.

Nationally, all eight Districts raise funds for Cystic Fibrosis. Money raised is earmarked for research programs to find a cure or control for the disease. The Kin Family has raised over 31 million dollars for Cystic Fibrosis research, topping the \$30 M mark in 2001. C.F. was first supported in 1964 and we have supported it ever since. However, it was not until 1987 that C.F. was officially adopted as a national project.

Cystic Fibrosis is a hereditary disease, which affects children. It is currently incurable and involves an uncontrollable output of mucus and other secretions of the exocrine glands. It is a respiratory ailment that leads to progressive lung damage and probable death. It affects one in eighteen hundred children born in Canada.

Various projects and promotions have been used to raise money for C.F., such as the sale of Kevin Denbok albums, C.F. bubbles, etc. Many clubs have developed innovative projects of their own including jog-a-thons, bed races, road tolls, etc. Through these projects, more than a million dollars is raised annually.

As concerned community members, the Kin family are helping raise money for C.F. research. Valuable leads to curing this dreaded disease are being tracked down with Kin dollars. In fact, the Kin family is the major donor to C.F. research in the world. This is an accomplishment of which we should all be proud. With this type of commitment, a cure will surely be found.

On occasion, the Kin family may also endorse a National Awareness Program - in which National will promote involvement. Programs such as " Raise The Flag Day " fall into this category.

Kin Canada has demonstrated, with their support of these projects, its readiness to meet community challenges. It is this readiness on the National, District, Zone and Club level that keeps Kin in the forefront of all Canadian service clubs.

## NATIONAL SERVICE PROJECTS - QUIZ # 15

1. Kin Canada has been involved in:
  - a) Milk for Britain Project
  - b) National Institute on Mental Retardation
  - c) Support for Cystic Fibrosis
  - d) All of the above
  
2. Nationally the Association supports Cystic Fibrosis in:
  - a) District 7 and District 1
  - b) All eight Districts
  - c) All Districts except for District 6
  - d) Only in District 4
  
3. Cystic Fibrosis is a disease of the:
  - a) Central nervous system
  - b) Liver
  - c) Central fibrosis organ
  - d) Respiratory system
  
4. Kin Canada Clubs across Canada annually raise for C.F. research:
  - a) \$250,000
  - b) \$500,000
  - c) \$750,000
  - d) \$1,000,000
  
5. Cystic Fibrosis was officially adopted as a National project in:
  - a) 1920
  - b) 1948
  - c) 1987
  - d) 1988
  
6. In supporting both C.F. and local needs, the Kin Family is:
  - a) Saying it's concerned about their communities
  - b) Ready to take on the challenges
  - c) Serving the Community's Greatest Need
  - d) All of the above

## **NATIONAL FORMS AND INFORMATION- # 16**

In a national association such as Kin Canada, certain forms and information go out from National Headquarters every year like clockwork. The following may be considered the most important, the Club Roster, the Membership Fee Billing Form, the insurance update form and the Annual Club Reporting Form.

The Club Roster lists those members (active and active life) who are on record at National Headquarters. Clubs must update their membership rosters every time there is a change in membership. This ensures National Headquarters always has an accurate membership list on file. Clubs provide these updates by e-mailing, faxing or mailing in Membership Status Report Forms. These forms outline whether a member has joined, resigned, transferred or changed some personal information (such as a mailing address). Without these forms being regularly updated, members may not receive items such as their KIN Mag or their Kin Sales Catalogue (as they may be sent to an old address). More importantly, they may not be covered by our liability insurance if they are not on our rosters.

The Club Roster is sent out two times a year. The first time is in July. This roster is reviewed and updated by Clubs before the end of September as a Club is billed for all members on record at National Headquarters as of September 30<sup>th</sup> every year. Clubs must confirm changes to their roster in writing and by completing a Membership Status Report Form. Another Club Roster is then sent out with the Membership Fee Billing Form as reference to the billing information.

The Membership Fee Billing Form is sent out from National on October 15th and must be returned by November 15th. It is an invoice for National Dues based on the membership roster on record at National Headquarters as of September 30th. The total assessment must either be paid in full, or may be paid with three post-dated cheques, for November 15th, February 28th, and May 31st.

The insurance update form is sent with the membership fee billing form to the club each year. It lists all the clubs activities and projects. Each year the form must be reviewed and returned to Kin Headquarters as a reference for our insurance carrier. The form is simple to understand, easy to update, and is a **MUST DO** each Kin year. The Annual Club Reporting Form, which are returned to Headquarters, assists National, District and Zone in formulating statistics and providing promotional information for Kin Canada. It requests information such as the types of projects undertaken, the amount of funds raised, the number of service hours donated, info on K40 and K-ette Clubs and active members, along with other general information on membership. Without the Annual Club Reporting Form it would be impossible to know how much was raised by Clubs every year or to update information such as current names and Club addresses. The Annual Club Reporting Form is only a piece of paper but it is of great importance in keeping the Association informed about its most valuable resource - **YOU!!**

## NATIONAL FORMS AND INFORMATION- QUIZ # 16

1. Club Rosters, Membership Fee Billings and Annual Club Reporting Forms are sent to the Club President by:  
a) the Deputy Governor                      b) the District Governor  
c) National Headquarters                      d) nobody really knows for sure
2. The return date for the Membership Fee Billing is due by:  
a) September 30                                  b) November 15  
c) November 30                                  d) January 31
3. What information does the Annual Club Reporting Form request?  
a) The number of Active and Privileged Members in the club  
b) The total man-hours spent on community work  
c) The total of hours spent on service work  
d) All of the above.
4. National Dues are based upon the membership reported on:  
a) October 31                      b) January 1                      c) June 30                      d) September 30
5. The insurance update form must be completed:  
a) twice a year  
b) the end of each Kin year  
c) once a year  
d) does not matter
6. Club Rosters are sent out:  
a) monthly  
b) four times a year  
c) twice a year  
d) once a year at billing time
7. Copies of completed Annual Club Reporting Forms are sent to:  
a) National    b) District  
c) the Deputy Governor                          d) National, District and Zone officials
8. Membership Status Report Forms can be sent to National Headquarters only by:  
a) mail    b) fax    c) e-mail    d) all of these
9. The Annual Club Reporting Form information helps to:  
a) provide promotional information on the Association  
b) determine the number of Kinsmen and Kinettes in the Association  
c) collect dues  
d) all of the above
10. The Club President should return all required forms on time because:

- a) they are important to the Association
- b) Club efficiency depends on it
- c) he/she might get a collect phone call from the Deputy Governor
- d) all of the above

## **SERVICE AND GENERAL ACCOUNTS - # 17**

When the club Treasurer gives a report, two accounts are mentioned - the Service Account and the General Account. To newer members, these two accounts might be somewhat confusing. Simply stated, Service funds are monies that clubs hold in trust for the community. This is money raised within the community from projects like, bingo, jog-a-thons, raffles, etc. This money is to be spent on community projects such as donations, hospital equipment, Cystic Fibrosis, etc.

General revenue comes from dues, fines, bar, in-house projects (e.g. auctions), etc. One of the major sources of revenue for the general account is from the 15% administrative fee levied against Service revenues. Simply stated, when a service project is undertaken, 15% of the proceeds after all expenses have been paid (e.g. net profit) may be transferred into the general account. This levy can only be taken once from any funds raised. General funds are spent on the operation of the club: bulletin, postage, gifts, stationery, awards, etc. These funds are also spent on you - the members - by subsidising dues, covering convention registrations, putting on socials, etc.

If there is ever a question to where revenues should be placed, this rule should be considered: "If in doubt deposit in Service and withdraw from General".

Some clubs also use a third account, sometimes called a Service Project account. A Service Project account is used as a holding account for monies raised from various projects. In some cases, projects are of the magnitude that a separate account is needed. The account can be used many times for different projects at different times of the year. It is an easy way to track revenues and expenses for a specific activity. In some jurisdictions, regulatory bodies require separate accounts to be set up strictly for gaming activities. This may then mean that some Clubs might have up to four accounts. More information on account revenue and expenditure guidelines was developed in 1997-98 and circulated to all clubs. This piece was also added as an update to the Club President's Manual in the same year.

Besides understanding the main two accounts, members should also be aware of some simple financial facts:

- The budget is an estimate of revenue and expenditures for the Service and General Accounts.
- The club must adopt the budget no later than the first meeting in October.
- Guest meals (guest speakers and guest members) may be paid out of the Service Account (Kin member recruitment potential).
- Any item, promotion or initiative used to recruit new members may be paid out of the Service Account.
- Expenditures approved in the budget do not need an additional motion unless the expenditure is greater than that in the budget.
- The club Executive has the power to spend any money not exceeding \$300.00.
- A Notice of Motion is required for expenditures over \$300.00.
- Any interest that is earned on monies in the Service Account is not subject to the 15% administrative levy.
- Bank accounts must have two signing officers, one of which must be the Treasurer.
- Each club must have its books audited at least once a year. The auditor can be anyone, except the Club Treasurer, and must be appointed by the Executive.

A well-run club is often the result of a financially wise club. Stability is the mark of the club that operates within its budget. It should be the aim of every club to know and understand club finances.

## **SERVICE AND GENERAL ACCOUNTS - QUIZ # 17**

1. Service funds are held in \_\_\_\_\_ by the club for the community.
2. Bulletins and Secretary supplies are expenditures from the \_\_\_\_\_ Account.
3. The General Account may take a \_\_\_\_% levy from Service revenues for administration purposes.
4. When in doubt about where revenue should be placed, it should be deposited in the \_\_\_\_\_ Account.
5. The \_\_\_\_\_ is an estimate of revenue and expenditures for the Service and General Accounts.
6. The only person who cannot audit the club's books is the \_\_\_\_\_.
7. The budget must be approved by the club by the first meeting in \_\_\_\_\_.
8. A \_\_\_\_\_ account is sometimes used as a holding account for funds raised in various fund raising schemes.
9. The Executive has the power to approve any expenditure not exceeding \_\_\_\_\_.
10. Any \_\_\_\_\_ earned on monies in the Service Account is not subject to the administrative levy.
11. Some jurisdictions may require clubs to set up separate accounts strictly for \_\_\_\_\_ activities.
12. \_\_\_\_\_ signing officers are required to sign cheques on club accounts.

## **FALL LEADERSHIP CONFERENCE - # 18**

An association such as Kin has many programs and ideas of interest to all clubs in a given District. These programs and club operations need to be carefully co-ordinated. All Kinsmen and Kinettes hold a "Fall Leadership Conference" (FLC). In some cases it is to conduct necessary business of the District. In others it provides a forum for clubs to exchange ideas and participate in personal/leadership development. What exactly is a Fall Leadership Conference?

A Fall Leadership Conference is an annual meeting of the District Council to conduct whatever business and decision making that is necessary at the time and to create an opportunity for learning within its membership.

District Council is made up of the Governor(s), Vice-Governor(s), the District Executive members, Deputy Governors and the Club Presidents. The individuals, considered accredited conference delegates, are the voting members in business meetings. Additional club members participate in the seminar sessions.

In some Districts, Fall Leadership Conference is a separate Kinsmen or Kinette function whereas in other Districts it may be a joint Kinsmen-Kinette event.

For the instruction of Club Presidents and members present, seminars are conducted on relevant issues to the clubs. Topics such as personal development, District Service projects, membership programs, leadership, etc. are presented. In some Districts, the Deputy Governors conduct Presidents' meetings where Zone concerns and events are discussed and co-ordinated by the Deputy Governors and the Presidents.

The Fall Leadership Conference is an important part of the education, business and fellowship found within our Districts. It also provides an opportunity for an exchange of ideas on projects and arraigns issues. Fall Leadership Conference is necessary for the smooth operation of the Kin Association across the District.

## FALL LEADERSHIP CONFERENCE - QUIZ# 18

1. The Kin convention held in the fall is correctly called:  
a) District Convention  
b) National Convention  
c) Fall Leadership Conference  
d) Fall Council
2. The District Council is made up of:  
a) Governor(s), Vice-Governor(s), Past Governor(s)  
b) all Kinsmen and Kinettes in the District  
c) the Deputy Governors and Club Presidents  
d) only a) and c)
3. Voting on resolutions at Fall Leadership Conference is done by:  
a) the District Executive only  
b) the Deputy Governors only  
c) the accredited delegates in attendance  
d) Life Members of the District
4. Fall Leadership Conference must be held by:  
a) September 25  
b) October 31  
c) Determined by District  
d) December 15
5. The location of a Fall Leadership Conference is chosen:  
a) by the Governor(s)  
b) at Zone Conventions  
c) at the previous Fall Leadership Conference  
d) at the previous District Convention
6. Fall Leadership Conference is usually held:  
a) in the Past Governor's home Zone  
b) anywhere in the District  
c) at National Kinsmen Headquarters  
d) in the Governor's home Zone
7. Fall Leadership Conferences are:  
a) independent Kinsmen and Kinette events or joint events, depending upon the District  
b) always independent Kinsmen and Kinette events  
c) always joint Kinsmen and Kinette events  
d) open only to the members of the District Council
8. The Deputy Governors usually hold a:  
a) meeting with all members in their Zone  
b) meeting with the Presidents in their Zone  
c) meeting with the incoming District Executive  
d) meeting with the National Executive
9. For the instruction of Club Presidents, the District Executive may hold:  
a) seminars on Kin issues  
b) a public speaking contest  
c) lessons on how to sing the Kin Song  
d) an election for Vice-Governors
10. Fall Leadership Conference is:  
a) a time for fellowship  
b) an opportunity to exchange ideas  
c) a chance to conduct District business  
d) all of the above