

The Kinsmen Club of Winnipeg

HOUSE RULES

Article 1 – Name & Territorial Limits

Article 2 – Membership

Article 3 – Meetings

Article 4 – Officers and Their Duties

Article 5 – Elections

Article 6 – Expense and Reimbursements to Convention Delegates

Article 7 – Revenue & Finance

Article 8 – Conducting a Telephone / E-Mail Vote

Article 9 – Club Trophies

Article 10 – Sunshine Fund

Article 11 – Membership Status & Privileges

Appendix 1 – Criteria & Guidelines for club Trophies

Appendix 2 – Recognition Award

Appendix 3 – Kin Office Rules

Appendix 4 –Community's Greatest Need Committee

Introduction

Pursuant to Article 21, Section 1 of the bylaws of the Kinsmen & Kinette Clubs of Canada, following are the House Rules of the Kinsmen Club of Winnipeg.

The House Rules of the Kinsmen Club of Winnipeg are intended to complement the National Constitution, District Bylaws and Zone Bylaws.

These House Rules shall be reviewed at least bi-annually in order to bring any possible revisions to the members for its consideration.

The House Rules are to be included in new member's kits, provided to transferring members and published annually in the club bulletin.

The Kinsmen Club of Winnipeg
Article 1 - Name & Territorial Limits

Section 1:

This club is incorporated in Manitoba as "The Kinsmen Club of Winnipeg", and shall be known as such, and shall hereinafter be referred to as the "Club".

Section 2:

Pursuant to Article 8, Section 2 of the National Bylaws; the territorial limits of the Club shall be the boundaries of the City of Winnipeg as they are now established and hereinafter extended.

The Kinsmen Club of Winnipeg
Article 2 - Membership

Section 1:

A candidate for active membership in the club, satisfying the requirements for membership as specified in the Constitution and Bylaws and verified by the sponsoring member, shall be the guest of the club for his first two meetings with the club incurring the dinner costs and up to two beverages per meeting.

Section 2:

A candidate for active membership in the club may be proposed for membership after having attended at least two of four consecutive general meetings of the club as a guest. The candidate will officially become a member when he has attended his first meeting following payment of his initiation fee, and the declaration by the Executive that he is a suitable candidate for membership.

Section 3:

Each proposal for membership form approved by the club executive shall require the payment, by the new member, of an initiation fee. Payment of dues will begin in the following Kin year.

The Kinsmen Club of Winnipeg
Article 3 - Meetings

Section 1:

The chair shall, prior to each general meeting, appoint a Sergeant-at-Arms, who shall during the business portion of the meeting, have authority to levy and collect fines. The Sergeant-at-arms shall be responsible to the chair in all matters pertaining to his appointment and the proper performance of his duties. The Sergeant-at-arms shall be responsible to provide the accepted address to the chair.

Section 2:

The Sergeant-at-arms shall be responsible for the physical order & control during the General meetings, and the collection of fines that have been levied against the members during the meeting or listed at the end of the meeting, prior to adjournment. The amount of each fine shall be \$0.25 per infraction (i.e. Infractions relating to rules, procedures, conduct, order, attendance and other misdemeanors), with the maximum amount of fines levied on any one member, not to exceed \$2.00 per meeting. In the event of a dispute, or request for a larger fine, the membership shall rule after a simple majority vote.

It shall be at the discretion of the Sergeant-at-arms, to raffle a "No Fines Pin", prior to the giving the address to the chair.

Section 3:

As a guide, each general meeting will comprise. the singing of O' Canada and Kin song, reading of the Object & Aims, the Kin grace, the Toast to our flag and country, the introduction of the Sergeant-at-Arms, the address to the chair, the meal, the introductions of guests, visiting Kin, the guest speakers (if any), the reading of the minutes of the previous general & executive meetings held immediately prior, the treasurer's report, such other business as may be on the agenda, and ending with old business, new business, Good of KIN, the Sergeant-at-Arms report and the adjournment.

Section 4:

The general meetings of the club will normally be supper meetings with the Kinship commencing at 6:00pm and the supper meeting commencing at 7:00 pm. The business portion shall commence at 7:30 pm and shall be adjourned no later than 9:00 pm. In the event more time is required, a motion may be entertained to extend the meeting, requiring a simple majority vote. They will normally be held every second Monday night commencing the second Monday in September. The majority of the meetings will be held in a location approved by the club with the executive having the authority to move the meeting location occasionally as required by extenuating circumstances.

Section 5:

At the commencement of each meeting the President shall give to the members an itemized agenda of business to be discussed at the meeting. Additions or deletions to the agenda shall be made before the meeting commences. The membership shall be asked to adopt the agenda as circulated and amended. Once the membership has adopted this agenda, the only items of business that shall be discussed at the meetings shall be those items listed in the approved agenda.

Section 6:

Between July 1 and August 31 of each Kin year there shall be two Kin general meetings or Kin functions which the executive may designate as counting as general meetings. Nonattendance of any summer meetings shall not be used against a member of the club for suspension or count against any member attaining 100% attendance.

Section 7:

The executive meetings of the club will normally be held on the Monday nights alternate to those outlined in section 3 of this article. They will normally be held in the Kinsmen Club of Winnipeg, Kinsmen Center at 161 Grandin Street, Winnipeg. The times for these meetings will be determined by the club executive. All executive meetings shall be open to any club member.

The Kinsmen Club of Winnipeg
Article 4 - Officers and Their Duties

Last reviewed General Meeting April 4th 2005 by Raj Phangureh / John Madill

Section 1:

The officers of the club, who shall constitute the club executive shall be the President, the Immediate Past President, the Vice President of Projects (1st Vice president); the Vice President of Service, the Secretary, the Treasurer, the Director of Membership/Registrar, the Director of Club Activities, the Director of Kinship, and the Bulletin Editor. The Bulletin Editor may, with the permission of the President, appoint a co-bulletin editor, said appointee having been approved by the President.

Section 2:

The duties of the officers shall be laid down in Section D, Part III, and Section 1 of the national policy manual. In addition to the duties of the club officers set out herein; the duties shall be as follows:

a) **The VICE PRESIDENT of Service** shall:

1. Be an ex officio member of all committees concerned with service or the spending of service funds and shall be the representative to the executive thereon.
2. Be responsible for the initiation of all club projects pertaining to the service work or the spending of service funds.
3. He shall investigate or cause to investigate the community needs requiring service or service funds and shall bring recommendations to the executive for their consideration.

b) **The VICE PRESIDENT of Projects** shall:

1. Be an ex officio nonvoting member of all money raising project committees and shall be the representative to the executive for such projects thereon.
2. Seek new money raising projects and bring the recommendations to the executive for their consideration.
3. Be responsible for the safe keeping of all club property except those items specifically mentioned under the other offices.
4. To oversee and assist the Bingo Chairman, who is responsible to oversee the club bingo operations. The duties of this position are further outlined in the "Media Bingo Committee Rules". See appendix.
5. To oversee and assist the Kin Kar Chairman, who is responsible to oversee the operation of the annual Kar award raffle.

c) **The Registrar** shall be responsible for all new membership applications, membership drives, the introduction of new members and transferees, new member schools, new member kits, kin pins and name badges, formal induction of new members, Maple Leaf Awards, Golden Gem Awards, Founders Award for Achievement and Outstanding Maple Leaf Awards, the club Kin Supply items and inventory. He shall keep a current record of the membership and advise the club of all changes there in. He shall keep a record of attendance at all meetings, and report to the executive all those not maintaining attendance within the regulations. He shall provide the club, by November 1st of his term, with an up to date roster for all club members. He shall in the absence of the secretary, perform all duties pertaining to that office.

d) **The Director of club Activities** shall be responsible for arrangements for the Founder's Night (Feb. 20), and any other such special occasions as the executive may approve and good Kinship at all club functions other than general meetings. The Director of Activities shall also be responsible for the booking of meeting places, the meeting arrangements, and activities for the general Kinship before, during and after the general meetings.

e) **The Director of Kinship** shall be responsible for club beverage stock and sales for club sanctioned events. He shall also have the authority to make decisions on the spending of the "Volunteer Appreciation" budget, to a maximum of \$20 per member during each period between Executive Meetings. A report must be provided to the Club Executive detailing the expenditures. Any amount above \$20 must be pre-approved by the Club Executive. The director of Kinship will also be responsible for club relations with our project employees and other volunteers, including invitations to events and gifts of appreciation, which must all be pre-approved by the Club Executive.

- f) **The Bulletin Editor** shall be responsible for the club bulletin, which shall be known as the "The Kinsmen Club of Winnipeg". He shall also be responsible for updating and moderating the members section of the website, in areas that he is able to with the computer skills he may possess.
- g) **The immediate Past President** shall attend all executive meetings and give assistance when called upon. He will be the club rules of order chairman, unless the club executive, by majority vote, at the request of either the president or the immediate past president directs otherwise. In such case the president shall appoint a rule of order chairman. The immediate past president shall be in charge of the clubs elections. He will be responsible for attendance registration at all zone meetings, Fall Leadership Conference, and District and National Conventions. He will make arrangements for and host the Annual Presidents Ball. He will also server as the official club historian. He shall be responsible for the fraternal initiation of new members.
- h) **Director of Membership/PR** shall be responsible for the promotion of the club to the general public to promote club / association / membership. He will act as a liaison between the club members / executive / projects & committees and the media. He will be responsible to issue press releases on behalf of the club, with each release being approved by the president.
- i) All officers shall hand over full reports including detailed financial information on all club functions and projects to their newly elected officers at the executive turnover meeting to be held after election night.

The Kinsmen Club of Winnipeg
Article 5 - Elections

Section 1:

All club officers shall be elected, except the Bulletin Editor, who shall be appointed by the President-Elect, said appointment to be ratified by a majority vote of the executive-elect.

Section 2:

The club officers shall be elected in the following voting order: President, Vice President, Secretary, Treasurer, Registrar, Director of Club Activities, Director of Kinship and Director of Membership /PR.

Section 3:

- a) A candidate for the office of President must have served a minimum of two (2) years on the Executive of the Kinsmen Club of Winnipeg.
- b) A candidate for the office of Vice President must have held an executive position within the Kinsmen Club of Winnipeg for a minimum of one (1) year.
- c) Nominations night will be held in accordance with the National By-laws. Individual's, whose names do not make it on any ballot, must submit to the executive, a motion, duly seconded, to place that member on the ballot. The motion must be received no less than (5) days prior to election night.

Section 4:

Pursuant to Section B, Part III, sections 4 & 5 of the National Policy Manual;

- a) There shall be an advanced poll held not earlier than seven days prior to Election Night, at such times and places as determined by the club executive.
- b) The official receiver of the advance ballots shall be the club president.
- c) Ballots cast at the Advanced Poll, shall be the official ballots of the club, duly prepared and initialed by the club secretary.
- d) No more than one secret ballot per member (Advanced Poll) shall be cast for each elective office.
- e) Secret ballots cast in the Advanced Poll shall be placed in individual sealed envelopes, on which is recorded the position of the elective office. All individual sealed envelopes shall be placed in a single sealed envelope on which is recorded the name of the member voting and turned over to the club president for safekeeping until election night.
- f) The club president, immediately prior to the commencement of the club election, shall with the appointed scrutinizers (minimum of 2), open the single sealed envelopes contained therein into the order the elective offices will be placed on the floor of the meeting.
- g) The club president shall cast his vote, prior to the election of each elective office, in a sealed envelope. The president's ballot for each elective office to be opened only in case of a tie vote.
- h) The scrutinizers shall open and count the sealed ballots along with the rest.

The Kinsmen Club of Winnipeg
Article 6 - Reimbursements to Club Convention Delegates
Last Reviewed General Meeting January 10th 2005 by Raj Phangureh / Lorne Mansky

Section 1:

Club delegates to National and District Convention shall be appointed in accordance with the National Bylaws.

Section 2:

Club members, in good standing, who attend zone meetings, district fall leadership conference, district and national conventions but who are not official club delegates, shall, for the purpose of this Article only, be classified together with club delegates, and they shall be referred to herein as club convention delegates.

Section 3:

- a) In adopting the annual budget, the club may allocate a specific amount of funds, to reimburse the club convention delegates attending the meetings outlined in section 2 of this article. These meetings being in the current Kin year except for national convention which shall be the one following the end of the current Kin year. The allocation may be in one lump sum or may be split into fall leadership conference, fall zone, spring zone, district convention and national convention at the time of the budget presentation.
- b) Club convention delegate subsidy shall be calculated considering registration fees, travel costs based on kilometers @ \$0.08/km, and moderately priced convention accommodation (min. 2 kinsmen / room). Those club convention delegates receiving other consideration and benefits to attend the meetings outlined in addition to that provided by the club, must report those to the president. If only 1 kinsmen occupies the room, then only 50% of the room cost will be considered.
- c) The President and president-elect shall record all expenses related to attending the meetings outlined, excluding personal entertainment and liquor except that for external club entertainment and hospitality, for the presentation to the executive for reimbursement. The President and/or president-elect shall receive advances for their convention expenses after receiving a simple majority vote from the club, prior to attending the meeting/convention.
- d) Members, delegates and alternate delegates (herein collectively referred to as "members") attending a zone conference, fall leadership meeting, district convention or national convention (each hereinafter referred to as "convention") MAY be subsidized, in part or in full, the costs of such convention, subject to the amount of the subsidy being approved within the annual budget or by special motion duly approved shall be payable on the following basis:
 1. full subsidies shall be paid only to those members paying full registration costs and attending all business meetings of the convention;
 2. partial subsidies shall be paid only to those members attending at least one half of all business meetings of the convention, the amount of the subsidy to be calculated according to the percentage of business meetings attended;
 3. in the event there shall be an odd number of business meetings at the convention, the phrase "at least one half" shall be amended to read "majority";
 4. Absence from a business meeting while on club or convention business shall constitute attendance at such business meetings. The club shall determine what constitutes club or convention business.
- e) The club president (outgoing) shall have his registration fees, accommodations (own room) and return transportation paid in full by the club to all district and national meetings called during his tenure. The president's significant other shall have their registration fees and travel to these meetings subsidized in full.
- f) The president (elect) shall have his registration fees, accommodation and return transportation to the national convention paid in full by the club. The immediate past presidents' significant other shall have their registration fees and travel to these meetings subsidized in full.

Section 4:

The club may maintain a Members Fund, being a separate and distinct bank account completely apart from the general account which shall be disbursed by the general membership as they see fit in any meeting mentioned in

Section 2 of this Article. The Members Fund shall be comprised of funds raised from the club members, and shall be dispersed at the discretion of the general membership.

Section 5:

The distribution of funds to the club convention delegates shall be carried out by the President or his duly appointed representative, and two other club members, who shall if possible be members of the executive. The funds, if in cash, shall be distributed only after the president and his committee of two has time to measure the attendance record of each club convention delegate at the various events comprising the meeting. If by cheques, the President shall, whenever practicable, ensure that they are distributed on the same basis except that it shall be done in sufficient time for the club convention delegates to have them cashed at a bank. In all events, the president and his committee shall make the final decision on which of the club convention delegates receive their full share of funds, which ones receive a proportional share and what size they are, and which ones shall not receive any subsidy. In all decisions, the president or his representative and his committee of two must either agree unanimously or abide by a majority decision among them.

Section 6:

In addition, to the criteria outlined in Section 5, the President and his committee must take into account the participation through out the Kin year in the allocation of the reimbursement amount to individual members. Reimbursements will only be made to members in who are in good standing, (with dues paid and minimum attendance met) as well as meeting at least one of the following criteria:

- Active member of the Club Executive
- Active member of a club committee that meets at least once every quarter
- Active member of a District or National committee that meets at least once every quarter
- Actively participated in a single service volunteer work event in the twelve months prior to the convention
- Active member of a board, as appointed by our club, that meets at least once every quarter

**The Kinsmen Club of Winnipeg
Article 7 - Revenue and Finance**

Section 1:

- a) The change over of all signing authorities on all club accounts shall take place on or before July 1st of each year. The incoming treasurer shall ensure that new cheque books for all club accounts and club ledgers for his term are on hand at that time.
- b) The outgoing treasurer shall provide a reconciliation of all club accounts and a list of outstanding matters to the incoming treasurer by July 30th.
- c) The club dues as determined by the executive are payable on or before October 15th each Kin year. The executive shall publish the annual dues in the club bulletin by September 15th each year.
- d) The President shall cause to be presented to the club an AUDITED STATEMENT of accounts for the Kin year ending on the previous June 30th at a time not later than the 2nd meeting in September.
- e) A budget of estimated income and expenditures for the year shall be adopted by the club no later than the 1st meeting of September.

Section 2:

Executive members and project or activity chairmen shall be required to present to a general meeting, in advance of the project or activity, a budget for approval. All capital and maintenance expenditures must be budgeted items or must be approved by the membership at a general meeting

Section 3:

The duties of the club treasurer shall include:

- a) Maintaining the accounting records of all the accounts of the club on a timely basis, and ;
- b) Acting as the controller with respect to all the financial affairs of the club. As club controller, the treasurer is responsible for ensuring the assets of the club are safeguarded and the clubs financial obligations are properly discharged.

Section 4:

a) Bank Accounts

The general (service) and convention accounts are under the treasurer's direct control. He is responsible for ensuring proper signing authorities are established, maintaining the accounts during the year, and terminating the signing authority of all previous signatories.

All other bank accounts in the name of the Kinsmen Club of Winnipeg are to have the club treasurer as one of the signing authorities, ensure that they have proper signing authorities, and ensure that they are closed at the end of the project or activity. While he has overall responsibility for these accounts, the deposit, cheque signing, and record keeping is to be delegated to the treasurer of each project or activity.

b) Project and Activities

The treasurer will review all project and activity budgets submitted. Each project committee shall submit a budget, to the club executive for approval, no later than 60 days prior to the project date and an executive approved budget to the club no later than 45 days prior to the project date.

The treasurer shall review a written plan for cash control for each project or activity prior to its commencement.

Upon completion of each project and activities, shall be presented to the club executive no later than 60 days after completion of the project or activity. The treasurer is responsible for ensuring the project or activity chairmen comply with these reporting requirements.

c) Accountable Advances

Accountable advances for club projects and activities shall be made only when absolutely necessary and only when expressly authorized by the executive on an approved budget. No accountable advances shall be issued for any expenses for which the club can be invoiced, and which can be paid by a club cheque issued by the treasurer.

d) Outstanding Advances

Each month the club treasurer shall present to the club executive a list of outstanding advances and reports.

e) Club Assets

The club treasurer shall act as the club properties manager, unless otherwise delegated, and shall maintain a complete listing of all assets of the club and ascertain that they are in the clubs possession and are adequately insured.

Section 5:

All mail, in particular bank statements, invoices and contracts for any and all club projects and activities must be mailed to the club address, with all such mail being brought to the attention of the President or his designate by the secretary, prior to its distribution to the various executive members and project or activity chairmen.

Section 6:

Misappropriation (loss) of any club funds is to be referred to the bonding insurance company of the club, and if there is no recourse, secondly the club is to file a police theft report, and proceed with criminal and civil proceedings, as required by the situation. On discovery of the misappropriation (loss), immediate inquiries are to be made of the bonding insurance company as to the claim procedure.

Section 7:

The club treasurer shall present to the general membership a mid-term financial statement no later than February 15th of his term.

Section 8:

The club auditors shall be appointed by the club, on the recommendation by the executive, no later than March 31st of each Kin year, for the following Kin year.

The Kinsmen Club of Winnipeg
Article 8 - Conducting a Telephone Poll Vote / e-mail Poll Vote on a Funding Motion

Section 1:

In the extreme and exceptional circumstances when time is of the essence, when a general or a special meeting cannot be held or quorum is not reached, on the express approval of the president, a poll vote may be taken by telephone and/or e-mail, with the following provisions:

1. The president or his designate shall conduct the vote.
2. There shall be a e-mailing to all members in good standing at the time (who have e-mail), containing the motion and giving full and complete particulars on the matter. Members being contacted via telephone shall have the motion, and details read to them, from a prepared statement.
3. The poll itself shall be conducted in accordance and within specific dates, providing adequate time for receipt and consideration of all particulars.
4. In conducting the poll, no additional information can be provided.
5. The motion, if no proper notice is given, shall require a two-thirds majority for passage.
6. Abstentions (on a motion requiring two-thirds, someone who cannot be contacted shall be considered and abstention) shall be recorded in the negative.
7. Any member who cannot be contacted after reasonable attempts shall be considered in the negative.
8. No matter of when the majority may be achieved, an attempt must be made to contact all members in good standing.

The Kinsmen Club of Winnipeg
Article 9 - Club Trophies

Section 1:

All club trophies presented annually to the club members winning same shall be presented to those winners at the Annual Presidents Ball. The criteria and guidelines to be followed shall be those as printed in Appendix 1 of these house rules. Said trophies shall remain in the Kinsmen Club of Winnipeg club rooms at all times, except for engraving and presentations. Keeper plaques will be presented to the winners to take home.

**The Kinsmen Club of Winnipeg
Article 10 - Sunshine Fund**

Section 1:

It is the policy of the Kinsmen Club of Winnipeg to send flowers or suitable charitable donations up to fifty dollars (\$50), taxes included, to or on behalf of the members, on the birth, death or sickness of immediate family members. Flowers or Donations of up to thirty-five dollars (\$35), taxes included, can be made for non-immediate family of Kinsmen members.

The Kinsmen Club of Winnipeg
Article 11 – Membership Status & Privileges

Section 1: Classification of Membership

Definition of Active member:

Club membership dues must be paid in full or suitable arrangements made with the treasurer.

Must maintain at least 50% attendance (to date) of general meetings in each half of the KIN year. First half year starts Sept. 1st and ends Jan. 31st. Second half of the year begins Feb. 1st and ends June 30th of that year.

Considerations towards attendance may be considered by the executive, based on project/committee involvement

Definition of Active Voting Member:

An active voting member is one who meets the following criteria;

Must meet criteria of "Active Member".

Consideration towards voting eligibility may be considered by the executive, based on occupational status.

Definition of a non-active Member:

Does not meet any one or more of the criteria as outlined in section 1, sub-section A.

Definition of a member NOT in good standing:

Any member who has failed to pay his club dues or make suitable arrangements prior to the deadline, as established by the house rules and the National Constitution & Bylaws.

Section 2: Rights & Privileges

Any active member shall enjoy various privileges. Listed are some of, but not limited to, these privileges:

- Delegates subsidies for attendance to conventions, subject to various conditions.
- Club house/room access, subject to Kin Office Rules. (see appendix 3)
- Attendance to external events(i.e. Golf tournaments, Dinners, etc...) on behalf of the club.

As well as, Active Voting members shall also enjoy these privileges (but not limited to),

- Ability to vote during general meetings.
- Ability to vote during club elections.

The Kinsmen Club of Winnipeg
Appendix 1 - Criteria & Guidelines for Club Trophies

Section 1:

These trophies are presented in consideration of a member's contribution to the club and it's membership for the immediate past Kin year, a twelve month period commencing July 1st and ending the following June 30th. Every effort must be made solely on a member's contribution in order to avoid irrelevant considerations, and to ensure that the awards are made only for the preceding year's activities. These trophies are to be awarded the old fashion way, "they earned them".

All members in good standing at the time of presentation shall be eligible for all trophies, except for the President of the year for which the awards are being made (referred to as the Immediate Past President) except as noted under the individual trophies. The club executive for the year for which the awards are being made are eligible for all trophies, for their contributions beyond the normal duties and responsibilities of their club office, except as noted under the individual club trophies. As the individual trophies are awarded on merit, it is possible that an individual member may be the recipient of more than one trophy in any given Kin year, and the fact that an individual may have won a particular trophy in a previous Kin year is not relevant in the Kin year under consideration.

The recipients of the club trophies will be determined by the Immediate Past President, who may ask the counsel of other club members. On proper notice and instruction, at the last executive meeting of the Kin year, secret written nomination, and the out going President will poll his executive for their suggestions for candidates for the Kinsmen of the Year and Rookie of the Year trophies. At that meeting, the director of Membership/Registrar shall provide the President with a list of those members eligible for the attendance and membership trophies, and the bulletin editor shall provide a list of candidates and their bulletin submissions for the Kin Quill Award. The decision pertaining the recipients of the club awards is solely that of the out going President.

The Immediate Past President will be responsible for the refurbishing and engraving of all club trophies, ordering all keeper plaques, and maintaining the club records as to the annual recipients.

The recipients of all club trophies will be kept confidential until announced at the Kinsmen Club of Winnipeg's Annual President's Ball.

Section 2 - The N.E. McLeod Kinsmen of the Year Award

Section 3 - The Tony Gorbetrof Rookie of the Year Award

Section 4 - The E.R. Chapman Attendance (Participation) Award

Section 5 - The Donald C. Small Membership (Internal Expansion) Award

Section 6 - The Larry May Kin Quill Award

Section 7 - The Rod Forrest Fellowship Award

The Kinsmen Club of Winnipeg
Appendix 2 – Recognition Award

The purpose of the Recognition Award is to formally and officially recognize a Kinsman on his retirement from the Club, or his transfer to another club in the Association outside of Winnipeg for "his leadership, dedication and contribution to the Kinsmen Club of Winnipeg & the Association."

Any member, except life member, having served a minimum of ten (10) years with the Kinsmen Club, upon the leaving the club will receive this award.

This award will be presented at the Club's General Meeting, with only one recipient being honored at any given meeting, as to not draw comparisons between two or more individual's contributions to the Club.

Notice of the presentation will be published in the bulletin prior to the event, and following the presentation a Kin Biography of the recipient will be published in the next bulletin. Denoting the honor of the occasion, one of the recipient's peers, with the dignity and respect of the recipient, will introduce the recipient providing a summary of the individual's contribution to the club and the association. A roast of the individual could then take place. The recipient would be given notice and the opportunity to make his farewell remarks to the membership, if he so chooses. The recipient will be the guest of the Club on that occasion and be seated at the head table.

The recipient will receive a Recognition Plaque as a remembrance of his association with the Club, suitable to mark the significance of the occasion and the award. The plaque will be inscribed with the Kinsmen Crest, name, year joined, year departed, date of presentation, and inscribed "In appreciation of dedicated service and leadership to the Kinsmen Club of Winnipeg and the Association".

The Kinsmen Club of Winnipeg
Appendix 3 – Kin Office Rules

Section 1:

The Club rooms of the Kinsmen Club of Winnipeg, located at 161 Grandin Street, shall be utilized solely to conduct the business of Kin, for meetings/events for the good of Kin, for meetings/events which Kinsmen Club of Winnipeg that are deemed appropriate to the function and capabilities of the rooms.

Section 2:

The usage of the Club Rooms for “PRIVATE” usage/bookings (i.e. weddings, family dinners, etc...) must be approved by the executive of the Kinsmen Club of Winnipeg, at least 2 weeks in advance, to avoid conflicts in bookings.

Section 3:

The executive of the Kinsmen Club of Winnipeg shall be responsible to review the insurance coverage and structural condition of the Club Rooms on an annual basis and to ensure proper maintenance and repairs are undertaken as required.

Section 4:

Club members using the facility shall be responsible to the executive of the Kinsmen Club of Winnipeg, for the use of the facility and the conduct of those in attendance.

Specifically, on the conclusion of the meeting/event, the member(s) shall ensure that:

- The rooms are cleaned, that the dishes, cutlery and kitchen utensils are washed (dishwasher) and put away.
- No perishable food stuffs are left in the facility (including the refrigerator), but rather taken home or disposed of, unless left for a specific planned meeting or event.
- The garbage must be taken out of the building.
- All kitchen appliances, the TV/VCR/Stereo are turned off.
- That all lights or fans are turned off (not just dimmed or turned down).
- Verify that the BBQ is turned off and secured
- The member's shall report to the executive any damage, need for repairs, need to replace supplies, immediately following the meeting or event.

Section 5:

Under no circumstances and without exception shall any of the equipment, appliances or furnishings be removed from the Club Rooms, without the knowledge and permission of the President or the Vice President.

Section 6:

Keys & pass cards to the Kinsmen Club of Winnipeg Club Rooms shall be distributed by the President of the Kinsmen Club of Winnipeg, or his delegated representative, under the direction of the executive, to only those members who meet the outlined criteria. The keys & pass cards will remain the property of the Kinsmen Club of Winnipeg.

Access to the club rooms, located at 161 Grandin Street, shall be the right of any club members meeting this outlined criteria:

- Must have been a member in good standing, of the Kinsmen Club of Winnipeg, for a period of time not to be less than 1 calendar year.
- Access will be limited to active members only.
- Access will be limited to the hours between 8:00 a.m. & midnight.
- Dues must have been paid by Oct. 15th of the current Kin year.

Section 7:

The president of the Greater Winnipeg Kinettes shall be issued a key & pass card, to gain access to the facility between the hours of 8:00 a.m. & midnight. Two other keys and cards will be issued to the Kinettes, to be distributed to their membership, at the discretion of the Kinetette President. These two cards shall allow access to the facility between the hours of 8:00 a.m. & 10:00 p.m. The Kinetette President shall be responsible to keep the Kinsmen Club of Winnipeg informed as to whom has possession of the cards/keys.

The Kinetette Club of Greater Winnipeg shall be responsible to inform the Kinsmen Club of Winnipeg, of its meeting schedule, to help insure that there is no scheduling conflict.

Should the Kinettes require the use of the facility, it must be requested and approved by the executive of the Kinsmen Club of Winnipeg, at least 2 weeks in advance, to avoid conflicts in bookings.

The Kinsmen Club of Winnipeg
Appendix 4 – Community's Greatest Need Committee
Last Reviewed General Meeting November 15th 2004 by Raj Phangureh / Colin Edwards

Section 1:

The Community, for the reference of the committee/club, will be defined as the Province of Manitoba as it is throughout the Province that the Club generates its service dollars. In any event all funding applications will be considered on the basis of merit.

Section 2:

The Committee/club will generally only consider applications directly from the organization's that will benefit from our funding. Any solicitation received from other Kinsmen Clubs will be returned to with such direction. This is not to say that the Committee, its discretion may approach another club to provide input to assist with a project for reasons such as geography, etc.

Section 3:

It is clearly evident that as we are dealing with service dollars that assist organizations that provide assistance to the needy that multi-organizational and/or government assisted organizations will request contributions, particularly those organizations requesting substantial donations. Further, it is also evident that in many cases the Government will be providing operating funds once a project is operational. Although some projects of this nature may be politically sensitive, they will be subject to the same conditions as all other organizations.

Section 4:

The emphasis of the Committee's/VP of service recommendations will be for capital expenditures and generally should not include consideration for debt retirement nor operating funding. It will be further incumbent upon the Committee/club to consider proposals from existing organizations wishing to expand their operation as well as organizations already receiving assistance from the club.

Section 5:

No member of the Committee or the club will on the Board of Director, Steering or Planning Committees of any organization requesting assistance until after a decision has been made. Thereafter, at the recommendation of the Committee or the Club such an appointment will be considered in order that the Club may monitor the dollars spent. The parameters for such a decision will include the degree of assistance provided and whether or not it is necessary to strengthen a weaker organization with a good objective in order that the Kinsmen name be protected, in any event it is to be clearly understood by both the member and the organization that the appointment will be for control purposes only and the member will not be a working official.

Section 6:

When making motions in a meeting for capital expenditures towards service, proper information is required. The club must have information and statements showing the financial status of the recipient(s), proper information showing why financial assistance is required, and official information and quotations if applicable showing how the money will be spent. The club member making the motion will be the primary person responsible for obtaining this information.

When a motion is carried for capital expenditures towards service, proper follow-up is required. The recipient must be properly notified verbally and in writing. Arrangements must be made to give any cheques or items to the recipient, and a follow-up call or visit must be made within thirty (30) days. The seconder of the motion will be the primary person responsible for this follow-up.

Section 7:

Health Care: Although the Club has entertained numerous philosophical discussions with regard to our involvement with health care organizations this situation has never been adequately resolved. Therefore, in general, the Committee is considering requests from such organizations for major expenditures .

Community Clubs: As the majority of community clubs are financed by the users and as the club has previously indicated it is not generally prepared to consider applications therefore all such requests will not be considered unless under exceptional circumstances.

Playgrounds: To be considered but only if same involves a core area situation where there are no other sources of funding (i.e. part of a School Division) and then only if there still remains a service surplus at the Committee's year end.

Nurseries and Day Cares: Generally will not be considered for funding, however, exceptional circumstances may lead to our consideration, other sources of funding (i.e. part of a School Division) and then only if there still remains a service surplus at the Committee's year end.