

UPDATED: MAY 2021

# SUCCESSFUL MEMBER MANUAL

*Kin Canada*

Congratulations and  
welcome to Kin!

You're part of an all  
Canadian network of  
members driven to support  
their community's greatest  
need!



## Contents

|                                    |    |
|------------------------------------|----|
| Welcome to the Family of Kin ..... | 1  |
| Kin Canada's Commitment .....      | 2  |
| What Kin Can Do for You .....      | 3  |
| Association Structure .....        | 5  |
| Kin Canada Leadership .....        | 8  |
| Founder Hal Rogers .....           | 12 |
| Kin Canada History .....           | 16 |
| Kin Member Protocol .....          | 21 |
| Kin Rules of Order .....           | 24 |
| Speaking to a Motion .....         | 28 |
| Kin Song & Grace/Expression .....  | 32 |

**Together we are bettering our communities and  
changing lives.**

## National Headquarters Directory

|   |                          |
|---|--------------------------|
| Executive Director .....                | gferron@kincanada.ca     |
| Operations Manager .....                | cpreston@kincanada.ca    |
| Communications Coordinator .....        | marketing@kincanada.ca   |
| Membership Services Coordinator .....   | mhayward@kincanada.ca    |
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| Club Support Coordinator .....          | clubsupport@kincanada.ca |
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## Kin Canada

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# WELCOME TO THE FAMILY OF KIN!

We're so glad you have chosen to become a member of Kin Canada and make a difference in your community and your own life.

Kin Canada is proud to be an all-Canadian service organization made up of outstanding community members. From coast to coast, members like you are enhancing the quality of life in their communities by promoting service, fellowship, positive values, and national pride. Kin Canada is dedicated to fostering lifelong friendships while "Serving the Community's Greatest Need."

Through your participation in Kin Canada, we are confident you will find your membership to be rewarding both professionally and personally. In this booklet, you will find an overview of the history of Kin and many of the components that encompass your membership.

We recommend that you keep this helpful information by your side throughout your journey in Kin and we encourage you to visit our website [www.kincanada.ca](http://www.kincanada.ca), our members-only intranet site iKin at [www.iKin.ca](http://www.iKin.ca) and our member education site KinU at [www.kin-u.ca](http://www.kin-u.ca) for more information on programs and opportunities offered by Kin Canada.

Always here for you,

-Kin Canada Staff

## Mission

Volunteer members impacting Canadian communities through service, leadership, fellowship, and personal development.

## Motto

Serving the Community's Greatest Need.

## Vision

To be Canada's National Service Organization.

## Values

Excellence, Pride, Integrity, Inclusiveness, Compassion.

# KIN CANADA'S COMMITMENT

Through Kin Canada's Diversity initiatives, we will establish and maintain an environment which:

- Attracts, develops, supports, and retains a diverse membership with the ability to serve our community's greatest need
- Values individual similarities and differences
- Fosters consistent, mutual respect and open communication of ideas
- Increases our profile and growth by leveraging the knowledge, skills, and unique talents of our members
- Enhances opportunities for all members by working to develop each to their full potential
- Provides a rich, productive climate for creative thinking and innovation
- Is recognized by members and the community as a fair and rewarding organization to belong.





# What Kin can do for You!

## Kinship is a way of life!

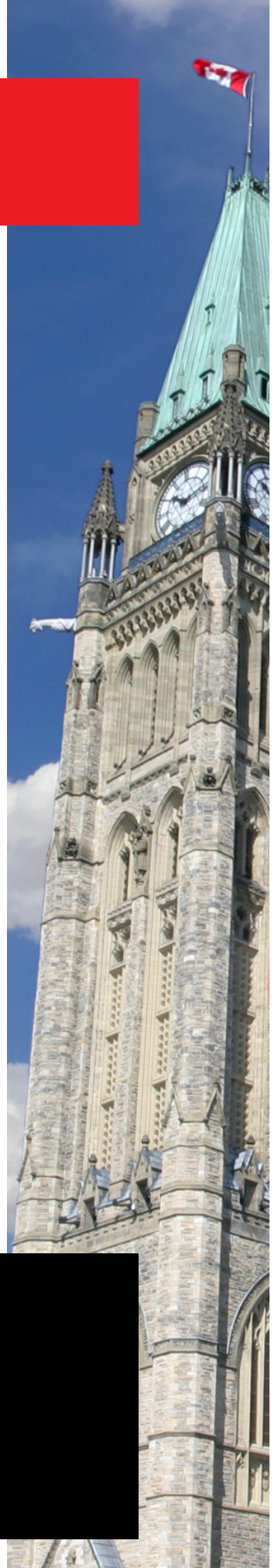
Kinship isn't just attendance at meetings; it's a philosophy that exemplifies the high ideals of service for human welfare and the betterment of one's community, locally, nationally and worldwide. Kinship is a spirit of friendship, a genuine willingness to accept differences between human beings, to see their points of view and to become better acquainted with fellow members.

## Kin can provide you with an opportunity to...

- associate with outstanding, involved leaders of your community in an atmosphere of friendship and service
- participate in many activities, as an individual or team, in the spirit of service to your community and humanity - as planned for and decided by you and your fellow Kin
- grow as a member and develop as a leader to maximize the contribution you can make to your club and community
- render unselfish personal service in many ways and with the flexibility to suit your schedule
- self-express and self-evaluate
- personally develop through club fellowship and the fulfilment of responsibilities that you are elected to, or assume, in the club
- be recognized for personal and team accomplishments
- travel the country and meet new people



KinU is Kin Canada's members-only online learning platform. It makes it easy to advance your skills in Kin Canada, personally and professionally through online courses. KinU helps to advance the member, club and association as a whole. Prioritize your learning and make sure to log into [www.kin-u.ca](http://www.kin-u.ca).



## Expectations

While it is encouraged to attend regular club meetings, events, projects and social functions to the best of your ability, we expect members to prioritize Kin Canada in a way that works best for them. You may hear other Kin say "family, work, Kin," as Kin we like to suggest members adopt this mentality of balance as you go about membership in your club.

In addition to your club activities, attending programs and activities beyond the club level, you will begin to share and appreciate an overall view of the Association and gain a clearer picture of the work Kin members do coast to coast, the passion and commitment to bettering Canadian communities. These activities may include inter-club events, zone conferences and programs, district conventions and programs and national convention.

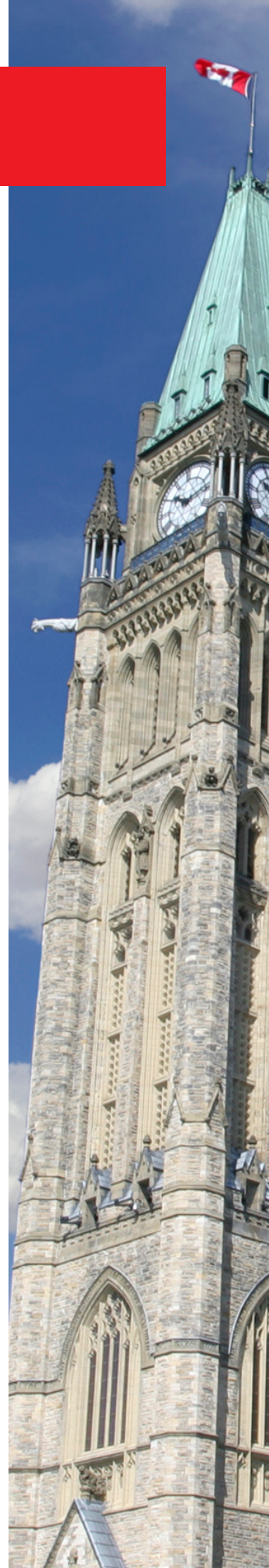
While it's true that many lifelong friendships develop between members of Kin, this is considered a means to the very worthy end of community service.

### Please note:

Formally, all new members are subject to a Criminal Record Check (CRC) before gaining membership with Kin Canada.

Subsequently, all active club members are required to complete an annual declaration through [iKin](#) to state whether or not they are still within good community standing and that nothing has changed on their within the year.

Additionally, all members must also successfully complete Kin Canada's [Bullying, Violence and Abuse Prevention course](#) on kin-u.ca to remain a member in good standing with the Association.







# ASSOCIATION STRUCTURE

Geographically, the Kin Canada Association is divided into eight districts. Given the size and complexity of the districts, each district is then further subdivided into zones.



# You are now a member of...



Kin/Kinette/Kinsmen Club of \_\_\_\_\_

Zone \_\_\_\_\_

District \_\_\_\_\_

## Association Structure

In addition to the eight district's of Kin Canada, the Association also have paid staff, including an Executive Director, to assist in the national operations as well as a National Board of Directors (NBOD) that is member-run.

In 2004, the Association adopted a policy governance structure. The executive director is responsible for the operational side of the Association while the NBOD is responsible for the policy side.





The elected national president is the voice of the national board of directors, who are the combined voice of the Association. Their role is to set the long-term vision for the Association and to determine the best path to achieve that.

Each district has Governors who are elected members and act as the voice of the district. These districts also have a number of other elected and appointed positions including a vice governor, secretary, treasurer, risk manager, service director etc. In turn, Deputy Governors are the voice of their zone.

These district positions are grouped across all districts into different networks (ie. the service director network) who help to advise the committees and operational positions in the same work area.

At the club level, there are a number of elected positions including the club President and Vice President that become a part of the executive team of the club.

All members also have the opportunity to join national committees to assist with operational workloads, join national webinars, seminars and town halls to continue to learn, provide their options and thoughts on the direction of the Association and to become leaders in the Association.







# KIN CANADA LEADERSHIP





# Club, Zone, District & National Leadership

## Club Executive

Each club in the Kin Canada Association elects an executive team every year. At a minimum, the executive team consists of a president, vice president, secretary and treasurer. Many club executives also include a registrar, bulletin (newsletter) editor, service director and membership director.

The role of the executive is to act on the club's behalf in all matters of club business. The team meets regularly outside of the club's monthly meetings to discuss any business assigned to them by the club, zone, district or Association.

The club president plays an important role in how the club operates and is the liaison between the club and the zone's deputy governor. To find out more about your club executive positions or if you are thinking of taking on one of these roles check out the [club job descriptions](#) on iKin.ca.



## Zone Executive

Every year the clubs in each zone elect a deputy governor (DG) who becomes the zone's representative to the district. The DG may appoint a zone executive team and zone directors to take care of specific jobs assigned to them such as a zone service director and a zone membership director.

The zone executive's focus is to ensure that the clubs in the zone are running efficiently and effectively and to provide a link from the district to the clubs. You may want to ask your club president more about the role of your deputy governor.

## District Executive

Elected Governors appoint (or host elections for) an executive team to assist them with their duties. This team often includes a treasurer, risk manager, service director, secretary and club support director.

Executive teams can vary as some districts have two Governors and some teams fulfil two-year teams while others fulfil one. To find out more, ask a member of your club's executive about your district's executive team or visit [iKin.ca](http://iKin.ca) for [job descriptions and other resources](#).



## National Board of Directors

The National Board of Directors (NBOD) is responsible for the policy side of the Kin Canada Association. Their role is to set the long-term vision for the Association and to determine the best path to achieve that.

Each year, clubs elect a national vice president who becomes the national president the following year and the past national president the year after that. The national president is the voice of the National Board of Directors.

The NBOD is comprised of 11 Kin Canada members: including the national vice president (NVP), the national president, the past national president as well as eight national directors. The national directors are the combined voice of the Association and are elected or appointed for a three-year term at a National Convention by the member delegates in attendance.

## National Headquarters Staff

The Executive Director (ED) is responsible for the operational side of the Association. The ED represents the operations staff and national members and ensures that the Association moves forward and towards its mission and objects set by the NBOD in the most efficient and cost-effective manner.

The ED is also responsible jointly with the district Governor for handling complaints from members. Should you need to make a formal complaint, please reach out to Grant Ferron ([gferron@kincanada.ca](mailto:gferron@kincanada.ca)) and your current district Governor.

The staff at national headquarters include all those listed on the second page of this brochure as well as their contact information. Many of the staff are liaisons to national committees and district networks.



### Please note:

For more information about the National Policies and Procedures of the Association (NPPA) please visit the [policies](#) page on iKin.ca.

# FOUNDER HAL ROGERS

*(1899 - 1994)*







Harold (Hal) Allin Rogers, O.C., O.B.E., founded the Association of Kinsmen Clubs on February 20, 1920, in Hamilton, Ontario. His contributions to Kin have been an example to all members ever since.

Founder Hal was born in London, ON on January 3, 1899. In 1916, at the age of 17, he left his father's business to enlist with the Argyle and Sutherland Battalion. Hal was soon sent overseas to fight in WWI, where he had a distinguished military career. Hal was gassed at Passchendaele and later wounded by shrapnel in action at Amiens.

When Hal returned to Canada in 1919, he rejoined his father's

business and applied for membership in the local Rotary Club. Since his father was already a Rotarian, and a plumbing salesman, the vocational category was filled so Hal's application was not accepted.

Rotary's loss was Kin's gain as Hal decided to found his own service club. His aim was to foster the development of a club that combined opportunities for service and fellowship for young men. His own experiences with the camaraderie developed in wartime provided an effective model.

Hal met with 11 other young men at the Nanking Café in Hamilton and he served as the first Kinsmen president from 1920 to 1923. Hal remained active in the Association forever after.

Hal married Elspeth on September 12, 1925. They had a son, Harold, and a daughter, Diane. During the 1930s, Founder Hal worked with Age Publication in

Toronto and later established his own publishing company. He then moved on to government service as Chairman of the Ontario Telephone Authority and the Ontario Telephone Development Corporation.

The Ontario Secondary School Teachers' Federation named Founder Hal the first recipient of the coveted Lamp of Learning Award in 1950. The Lamp is awarded annually to a non-teacher who has contributed to the furtherance of education in the Province of Ontario.

Other awards Hal received include the Order of Canada in 1978, the Centennial Medal in 1967 and a Paul Harris Fellowship, Rotary's highest award. Founder Hal was made a Life Member of the Association in 1959.



With the onset of World War II, Hal went to the Department of National War Services in Ottawa. At the same time, he served as Chairman of the Kin War Services Committee and as Chairman of the Kin Milk for Britain Fund. After the war, Hal was made an Officer of the Order of the British Empire in recognition of his leadership and the war efforts of the Kinsmen and Kinettes.

After the Second World War, Hal established Telephone Rentals of Canada with his son to operate alongside his publishing firm. He retired in 1969 at age 70.

Founder Hal Rogers passed away on September 15, 1994. Over 60 Kinsmen and Kinettes attended a "Celebration and Remembrance" for Hal, held on September 21, 1994.

Founder Hal rallied Kin members across Canada to raise funds to purchase powdered milk to send to Britain during WWII. Rogers was made an Officer of the Order of the British Empire in 1948 to recognize his efforts as the Chairman of Kinsmen's Milk for Britain project.

The wartime effort helped found 41 new Kinsmen clubs and the formation of a new women's branch of the organization: the Kinettes.



Founder Hal with his personalized license plate.



Founder Hal cutting the ribbon at the grand opening of National Headquarters with founding members perc Dawson and Trevor Thompson.



To watch the  
Milk for Britain Documentary  
Click [HERE](#)



# KIN CANADA HISTORY

*(1920-Present)*





## The 1920s and 30s

- The first Kinsmen Club was started on February 20, 1920 in Hamilton, Ontario by Hal A. Rogers, our Association's founder.
- Based on a foundation of fellowship, Kin expanded its mandate to include service, personal development, family values and national pride.
- By the end of 1926, nine cities had Kinsmen Clubs. At the National Convention in Winnipeg, the organization adopted a constitution and by-laws and fixed the maximum age for active membership at 40.
- By 1928 there were 24 clubs from coast-to-coast and in 1929 the clubs were formed into five districts with governors and district officers.
- The first K-40 clubs were formed around 1935, giving older Kinsmen a chance to stay involved in Kin with their peers. K-ette clubs soon followed for women and they followed the same mandate as the K-40s.
- Kinsmen quickly mobilized at the onset of World War II in 1939. First, as soldiers fighting for Canada and second, at home becoming a war service club, assisting in the total war effort, including one of the largest Kin projects of all time, Milk for Britain.

Responding to a radio appeal for milk for British children, Hal Rogers rallied Kin across Canada to raise funds for the purchase of powdered milk. The goal for the first year was to raise enough money to purchase one million quarts. Within nine months, Kinsmen and Kinettes had supplied more than three million quarts. By the end of the Milk for Britain campaign, the Kin family had raised close to \$3 million and sent 50 million quarts of milk to Britain.



- The wartime effort saw the emergence of 41 new Kinsmen clubs and the formation of Kinettes, a female part of the organization, as Kinsmen wives began to create their own clubs on an informal basis.

## The 1940s and 50s

- The Kinette movement continued to grow and Kinettes were given official recognition in the national by-laws and duly certified as an auxiliary organization at the Association's 1942 National Convention.

- The Association's motto, "Serving the Community's Greatest Need," took on a more global perspective as the Association helped found the World Council of Young Men's Service Club (WoCo) in 1945.
- By 1945 Kinsmen had grown to 150 clubs across Canada.
- In the 50s, club expansion and retention was foremost in everyone's minds. To assist in keeping Kin interesting, many national awards were developed, giving members goals to strive for and excellence to attain.
- By 1956 Kinsmen had grown to 300 clubs.

## The 1960s and 70s

- In 1964 the Kinsmen Club of North York began fundraising for a cure or control of cystic fibrosis (CF), a relatively unknown disease that killed most children by the age of four. From this one service project, support for Cystic Fibrosis Canada spread across the entire Association and became a Kin Canada National Project.

May is Cystic Fibrosis Month and many clubs make a particular effort to raise awareness and funds for the cure and/or control of cystic fibrosis (CF).

Many Kin members participate in Cystic Fibrosis Canada's annual walks across Canada.

To date, Kin members have raised over \$47 million to fund research and help find a cure or control for CF.



- In 1970 the Association celebrated its 50th anniversary in grand style. The entire country supported a National Project of raising \$400,000 to assist in the construction of the Kinsmen National Institute of Mental Retardation, built at Toronto's York University and opened on February 20, 1970.
- In 1975 the Association had grown to 500 clubs and had 16,000 members.
- The late 70s gave the Kinsmen a heightened profile through their involvement in the ParticipACTION Movement, particularly with the construction of ParticiParks. Kinsmen led the way in building these fitness-oriented parks and opened more than 100 of them by the early 1980s.

## The 1980s and 90s

- Sixty years of Kin culminated with the opening of the Hal Rogers Kinsmen National Headquarters, a three-storey, 14,000-square-foot building in Cambridge, Ontario.
- The 1980s brought many changes within the Kin family, most notably the raising of the maximum age limit to 45 and the equalization of Kinettes as full partners in the Association in 1983.
- In 1985 over \$1 million was raised for cystic fibrosis research and in 1987 CF was adopted as a National Service Project.
- In 1991 the Association's name became the Kinsmen and Kinette Clubs of Canada and had an upper age limit of 45.
- In 1992 the "Proud to Be Canadian Tour" showed our national pride. Over three million Canadian children signed specially designed Canadian flags.
- Since 1993 the annual "Raise the Flag!" Day has shown Kin's national pride while encouraging Canadians to show their love for Canada by raising and flying flags.

Rick Hansen made history in 1985 to 1987 when he wheeled around the world on his Man in Motion World Tour. He travelled across four continents and 34 countries in 26 months. Hansen wanted to raise awareness and change the way people viewed those with disabilities. The tour also raised \$26 million for spinal cord injury (SCI) research. Kinsmen and Kinettes welcomed the chance to support Hansen's tour. Clubs held events across the country and, by the end of the tour, had contributed over \$500,000 to Hansen's cause.



- In 1994, "Kinsmen," "Kinette" or "Kin" clubs were deemed options for new or existing clubs.
- 1999 saw our clubs raise more than \$25 million through service projects.
- In addition, the upper age limit of 45 years was eliminated as a qualification for active membership.

## The New Millennium

- Kinsmen raised over \$73,000 in 2002 for the Hay West Project which brought hay from eastern Canada to the drought-stricken fields of Saskatchewan and Alberta.

- 2003 saw devastating fires rip through British Columbia leaving many homeless or living in shelters. Kin Canada pledged more than \$50,000 and 30,000 pounds of beef to help the area.
- On Labour Day 2003, Kinsmen and Kinette Clubs across the country initiated and hosted BBQ Canada to show the world that Canadian beef is safe. This one-day event made the Guinness Book of World Records by serving more than 280,000 individuals a beef product.
- In 2005 Kin made a \$48,000 donation to the Canadian Red Cross for tsunami relief in Southeast Asia.
- In 2006 Kin presented a \$1 billion cheque to the People of Canada and the World. This amount represented the cumulative dollars raised by Kin during the Association's 86 years of service.
- In 2008 Kin launched the "We are all Kin" campaign to increase member pride, reduce member/club isolation and highlight the value of friendships formed. Kin mascots Pride and Passion were created to bolster Kinship.
- In 2010 Kin Canada celebrated the Association's 90th anniversary and Kin raised over \$50,000 to support Haiti earthquake relief efforts.
- The Portraits of Honour Tour was a Kin Canada National Project. The 2011 tour featured a 9.5' x 42' handpainted mural depicting the 158 Canadian soldiers, sailors and aircrew who lost their lives serving in Afghanistan. The mural was created by Kinsmen Life Member and Artist Dave Sopha, HRF, PHF, WZF.



- In 2012 Kin donated \$10, 000 to Goderich, ON that was hit by a tornado.
- In 2014 Kin and Cystic Fibrosis Canada celebrated their 50-year partnership. By this time, Kin had raised more than \$33 million for CF research.
- In 2016 Fort McMurray Kinsmen, Kinettes and local school boards began a grocery gift card program for families affected by the Fort McMurray, AB wildfires. The National Disaster Fund donated \$35,000 to this program.

**For continued historical information about Kin Canada's history, please visit the Kin Canada website [HERE](#).**





# KIN MEMBER PROTOCOL



## Name Badge

Your name badge is customarily worn on your left chest at a height that will enable it to be easily viewed and read. It is a symbol that you have been duly installed as a member of a club within the Kin Canada Association. By wearing your name badge you are indicating to those you come in contact with that you have accepted the ideals and the objects of Kin Canada. This means you are expected to behave in a professional, ethical, morally and legally correct way.

### Name Badge Best Practice

- only one name badge should be worn at any given time
- the badge should not be marred or pierced in any way
  - magnetic name badges are available if you do not wish to pierce your clothing with a pin
  - should you wish to order a different badge or replace a badge please visit [Kin Store](#)
- you should limit the number of badge add-ons to a maximum of two
- in the case of a zone, district, or national officer badge, no add-ons should be adhered to the badge at any time

## Association Pin

Your Association pin is customarily worn on your left chest and should also be viewed with the same respect accorded to your name badge. If you are wearing a suit jacket the pin customarily resides on the upper portion near the centre of the lapel.

### Association Pin Best Practice

- only one Association pin should be worn at any time.
  - if you have several to choose from, select one that you deem appropriate for the occasion.
- the only add-on to any Association pin is the perfect attendance add-on, which will hang from the pin stem between the pin and your clothing.
- damaged or marred Association pins can be replaced by visiting the [Kin Store](#)

## Address to the Chair

Once a meeting is called to order, all communication is directed to the chair. If a member wishes to ask a question to another member, they ask through the chair. This allows the chair the ability to control the flow of the meeting. All communication commences with the “address to the chair”. The chair will announce that address at the beginning of the meeting.

## Address to the Chair Best Practice

- it is inappropriate to use an address that is defamatory or derogatory in any way
- it is not necessary to include dignitaries in the address to the chair
  - the respect for dignitaries is shown during their introduction and acknowledgement from the members, once they have been introduced
- once the chair has recognized you, you can stand, if you are able, and state the proper address to the chair prior to expressing your opinion on any topic currently being discussed
  - this is the case at all Kin meetings including, club, zone, district and national
- at official Kin Canada meetings (zone, district or national), members should commence by stating their name and club for recording purposes

## Toasts

As a member, you may be asked to make or respond to a toast. Toasts at a club meeting are limited to a toast to the Association and/or to Canada. At zone, district national and special events there may be multiple toasts.

Members normally rise, if they are able, when the toast is being given and are seated to listen to the response. Glasses, of any drink (alcoholic or non-alcoholic), are raised at the end of the toast.

A toast need not be complicated or long-winded; it may be as simple as asking those present to raise their glasses in a toast to the desired object of the toast. The person giving the toast and the person giving the reply should confer prior in order that the reply is appropriate. A reply to the toast would always start by thanking the maker of the toast for their words.

## Toast Best Practice

- the Toast to the Association should be given by the second-highest-ranking Association leader present
- the reply to the Toast to the Association should be given by the highest-ranking leader present
- the Toast to Canada may be given by any member of the Association



# KIN RULES OF ORDER





## 1.Motions

Before any question may be discussed at a meeting, it must be submitted in the form of a motion which is moved by one member and seconded by another member. It should be submitted in writing to ensure its accuracy. The motion is then debated and may be accepted, amended, withdrawn or rejected. When a motion has been adopted, it becomes a resolution.

## 2.Similar Motions

No motion or amendment, which is the same or substantially similar to a previous motion or amendment voted upon at the meeting, may be put to the same meeting or any subsequent session during the same Kin year.

## 3.Motions to Reconsider

A motion to reconsider a vote on any previous motion made in the Kin year, except for motions to table and adjourn will be accepted at any time as long as the original motion has not already been actioned.

## 4.Motion to Table

A motion to table is not debatable unless it includes a motion to table until a particular time, then it is debatable as to time only. If carried, it automatically comes back on floor at the appointed time.

## 5.Withdrawal of a Motion

Withdrawal of a motion requires the consent of the mover and seconder. Amendments must first be withdrawn in reverse order, with full consent of their sponsors. If any should refuse the motion must stand.

## 6.Committee of the Whole

A meeting may resolve itself into a "COMMITTEE OF THE WHOLE", during which time all members present act as a committee to consider a matter of business, and the meeting, as such, is suspended during this time. The regular RULES OF ORDER are not strictly applied, and the motions are limited to those which report to the meeting upon its resumption, or which resolve to revert from the committee of the whole and resume the meeting.

## **7.Adjournment**

A motion to adjourn may be moved at any time. It is not debatable except if its intent is to adjourn to a time other than the next regular meeting time when the discussion is permitted on that point only. The motion requires a simple majority, and if passed, the meeting ends. The chair, at their discretion, may refuse such a motion if, in his/her opinion, the motion is offered for the purpose of obstructing the meeting, or will make impossible completion of the orders of business.

## **8.Notice of Motions**

Advance notice of certain motions is sometimes required. Generally, this applies in cases of important measures, such as revisions to house rules, new projects, or expenditures of large sums of money. The amount of advanced time is set by the House Rules.

### **9a.Amendments**

Amendments to a motion may be proposed at any time during the discussion. No amendment may be entertained which has the effect of nullifying the main motion. Any amendment must be relevant to the subject matter of the motion and may amend it in only by: (1) leaving out certain words, (2) adding certain words, or (3) by deleting certain words and replacing them with others.

### **9b.Number of Amendments**

In order that discussion may be confined within reasonable bounds, not more than two amendments may be before the meeting at one time. However, as soon as one amendment has been accepted or rejected, another may be proposed; provided, of course, that it is different in purport from the one already defeated.

## **Type of Voting at Zone, District & National Meetings**

Each club is represented by one appointed accredited delegate although it may appoint up to three alternates should the accredited delegate not be available. Poll & ballot votes are based on the official month-end club membership at least 35 days prior to the meeting.

## Show of Hands Vote

Each registered accredited delegate is issued one voting card which is used to vote with, and the vote is binding.

## Straw Vote

A vote to obtain the opinion of the floor, but is non-binding.

## Poll Vote

Each registered accredited delegate is entitled to the number of votes equivalent to the club membership. The vote is binding and recorded.

## Ballot Vote

Each registered accredited delegate is entitled to the number of votes equivalent to the club membership. The vote is binding but NOT recorded.

\*A poll or ballot vote may be called with at least 10 accredited delegates at a national or district convention or five accredited delegates at a zone convention as long as the chair has not moved to next order of business.

## Why Use Kin Rules of Order?

- Easier to conduct business if a set of rules is agreed to
- Focus on one subject at a time
- Allow for full debate where every member has equal rights
- All discussion goes through the chair in order to minimize personal conflict
- The will of the majority must prevail, and the rights of the minority must be preserved



**Kin Canada**  
Kinsmen • Kinettes • Kin



# SPEAKING TO A MOTION





## **1.Recognition by the Chair**

Any member in good standing shall be permitted to speak only if and when s/he has been recognized by the chair, and all remarks SHALL BE DIRECTED to the chair. In order to gain recognition, the member shall – when no other person recognized but the chair has the floor – stand and wait to be recognized. (Chair shall not withhold recognition).

## **2.Speaking to a Motion**

When speaking to a motion, a member SHALL, before entering upon the substance of his/her remarks, state whether s/he is for or against the motion.

## **3.Limitations on Speaking**

Any member who has spoken to a motion once shall not, without permission of the chair to be given or withheld at the sole discretion of the chair, speak again, except:

- 1.with leave of the chair in explanation of his/her previous remarks if misunderstood;
- 2.in the case of a mover or seconder only at the request of the chair to answer questions from the floor directed to the chair;
- 3.in the case of the mover only who may reply closing debate upon any substantive motion after all others have had an opportunity of being heard, provided the mover specifically requests such privilege before previously yielding the floor.

## **4.Questions**

If a member wishes to ask a question or seeks clarification s/he shall, upon recognition by the chair, so state and shall not proceed further without leave of the chair. The question shall be directed to the chair. The speaker has the floor to ask a question only, and may not use the time to discuss the merits of the motion.

## **5.Interruption of Speaker**

No member shall interrupt any other member who has been recognized by the chair and has the floor, except upon recognition by the chair upon a point of order or a question of privilege.

## 5.1 Point of Order

If a member feels that improper language has been used, irrelevant argument introduced or a rule of procedure broken, s/he is entitled to “RISE TO A POINT OF ORDER,” interrupting the speaker. The point of order must be stated definitely and concisely.

## 5.2 Question of Privilege

If a member feels that his/her own or the club’s or the Association’s reputation or “RAISE A QUESTION OF PRIVILEGE.” The procedure is the same as for a point of order.

## 5.3 Ruling

The chair shall decide without debate, although they may ask opinions. They should not argue and should state their opinion authoritatively. Their ruling may be appealed by the member. If so, the chair states their decision and the point of appeal, then puts the question (which is not debatable): “SHALL THE DECISION OF THE CHAIR STAND AS THE JUDGEMENT OF THIS MEETING?” A simple majority determines the issue. This merely settles a point of the procedure and is not a vote of confidence in the chairperson.

## 6.Closing Debate

Upon a reasonable opportunity for discussion of a motion, in the opinion of the chair, and when no other person is holding the floor, a motion may be made that the “question be now put” which motion is neither amendable nor debatable; and if such motion is passed, the motion or amendment, as the case may be, shall be forthwith voted upon without further amendment or debate.

## Quorum

A quorum is required to transact business. At the club level, unless defined by the clubhouse rules is a majority of active members in good standing. For zone, district and national meetings, a quorum is defined as a majority of the registered accredited delegates.

## Voting on Motions and Amendments

As long as the meeting maintains a quorum, all questions will be decided by a majority of those members present and voting unless otherwise provided for in the clubhouse rules or National policy & Procedures manual. Abstaining in this case does not indicate a “yes” or a “no”, and does not affect the quorum. If the question is to be determined by those members present, then an abstaining equals a “no” vote. Voting on amendments is made in the reverse order in which they are made. Carrying the amendment does not carry the motion, and the motion as amended must be voted on.

**Motions** - Majority of those present and voting

**Reconsider** - If at the same meeting: the majority of those present and voting.

If at a subsequent meeting: 2/3 majority of members present.

**Adjournment** - Majority of those present and voting

## Deciding Vote

The chair has the right to vote on every motion; however, and normally, the chair does not vote, except in the case of a tie. They generally explain their reasons for voting the way they do and customarily vote against a motion on the premise that, if half the members are opposed, the matter should not be forced on them.

Where voting is done by secret ballot and the chair has already voted, they will not, in the case of a tie, have a second or casting vote, and the question will be determined in the negative.



**Kin Canada**  
Kinsmen • Kinettes • Kin



# KIN SONGS & EXPRESSIONS





## Kin Song

Here we are together once again,  
One and all a happy bunch of Kin;  
Leave your cares and troubles for a while,  
Let your face break forth in smile!  
Look around, grab someone by the hand,  
They're your friends, the finest in the land;  
Now all set, let's shout to beat the band,  
KINSMEN, KINETTES and KIN!



(this is sung at the beginning of all Kin official functions to the tune of the French marching song Madelon)

## Kin Grace & Expression

### Kin Expression of Gratitude

Happy to meet, sorry to part,  
Happy to meet again,  
May we always be true Kin,  
In our thoughts and deeds,  
And be grateful for all good  
things received.

### Kin Grace

Happy to meet, sorry to part,  
Happy to meet again,  
May the Lord make us true Kin,  
In our thoughts and deeds,  
And make us truly grateful,  
For the food we receive.  
Amen

The expression and/or grace are typically followed by a moment of silence.

To accommodate members of all beliefs and faiths, it is best practice to choose the Kin Expression of Gratitude as it is non-denominational but provides an opportunity for those members of faith to be thankful towards their preferred body in a moment of silence before the expression is recited.

Making these accommodations helps us as Kin members be more inclusive to all new and seasoned members of all backgrounds, beliefs, cultures and religions when being thankful for what we have.

**Together we're bettering  
our communities  
and changing lives.**

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