

KIN CANADA

CAMPUS CLUB KIT

“Getting Started”



Kin National Headquarters

May 2014





Kin Canada
Kinsmen • Kinettes • Kin

HOW TO CREATE A CAMPUS CLUB

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1. INTRODUCTION

You've decided to try and start a new Campus club. Now what? This guide will help with the information and resources you will need to move forward.

2. FIRST STEPS

Campus Clubs are very new to our association, and are a link with existing Kinsmen, Kinette and Kin Clubs. Campus clubs are open to any student within a college or university. These members are usually of the age of 17+, and are not discriminated against for race, creed, gender, national or ethnic origin, sexual orientation, or physical or mental disability. As long as the individual is a registered student of the chartering post-secondary campus he or she may apply.

To succeed a new club would ideally have a minimum of 15 members to start. These members should not be active members of an existing Kin Club other than to be a liaison between the two clubs.

Once you have decided to form a campus club you will need to receive approval from your institution. (Appendix A) will provide you with an example letter requesting permission. Once this has been done and you have your sponsoring club you will want to seek help from other resources such as a local Kin Club(s), you may also want to seek help from Kin Canada Headquarters as they will work with you to help find the support you will need for the next two years.

Every Campus Club will have at least one sponsor club in the local area or close proximity.

A club named as the Sponsoring Club may explain and support a new Campus Club in the following way:

- Market the new club idea to prospective members
- Explain the dues amount of \$35 per member.

- Help collect the first year of dues (no annual fee for year 1)
- Explain other potential costs down the road should your club want to consider items such as a club banner, membership pins, cost to incorporate and any other administrative supplies that may be required.
- Mentoring programs, and training opportunities
- Help with meetings
- Assist with forms
- Plan a night if you choose to have a special recognition ceremony
- Every new club will have mentors either chosen by or appointed by the Kin Deputy Governor, Kin District Governor or Kin Canada Headquarters. Club mentors will provide guidance during the first year of its existence. These mentors are experienced Kin from surrounding clubs. The sponsoring club will offer encouragement, advice, and will be required to attend some of the Campus Club meetings and events as a resource to the Campus Club.

3. FORMING A CAMPUS CLUB

READY TO BEGIN

Step 1: The first step is to plan a meeting that demonstrates the benefits of a Kin Campus Club (*a Power Point to help you achieve this is available on your Starter Disk*) and how a club meeting is conducted, and allow yourself to be open to new and innovative ideals.

Step 2: Next, publicize the meeting date and time:

- Send personal invitations to friends and students you would like have as members.
- Submit announcements to local newspapers.
- Post notices on community and campus websites and bulletin boards.
- Invite anyone who would benefit from volunteering, community service and leadership skills.

4. CAMPUS CLUB FINANCES

Before a club has collected any form of money they must open a service account and a general account. A bank account opened in the name of the Campus Club must have 2 of 3 signatures to write a cheque. (*Appendix E*) will explain why the two accounts and their uses.

When conducting a meeting, keep the following suggestions in mind:

- Keep the meeting short.
- Your goal is to create interest.
- Do not go overtime!
- Invite representatives of the sponsoring club, zone or district. Their presence will confirm the meeting's importance to the members that are present.

At the first meeting, don't forget to do the following:

- Introduce any members of the sponsoring club.
- Introduce any mentors, emphasizing that when the club is formed, mentors help the club through its first year.
- Conduct a brief question-and-answer session.
- Announce the date, time, and place of the next meeting.

5. MEETING OUTLINE

DATE:

OBJECTIVES:

- Demonstrate the components of a typical meeting; suggest they attend another club meeting in their area to see how a meeting should be conducted.
- Illustrate the benefits and value of Kin Canada.
- Discuss the start-up process.
- Assign second-meeting responsibilities and review specific responsibilities with each assignee.

TOPICS TO COVER

- Start-up process
- Explanation of key meeting roles of the executive; President, Membership Director, Vice President, Treasurer, Secretary, Registrar, Service Director and any other designated positions necessary.
- Age requirements of executives and directors must be in compliance with provincial requirements.
- Get the group discussing potential projects, beneficiaries, charities, etc.
- Get the group brainstorming other potential members
- Discuss the professional development they'll have access to which will advance career opportunities
- Brainstorm some social activities they can do as a group

MEETING AGENDA:

- Welcome
- Introductions and Explanation of Key Meeting Roles
- Introduction of Guests, Speakers
- Discussion of start-up Process
- Explain dues structure, and determine club dues.
- \$35 per member
- Annual fee schedule
- Questions and Comments

6. FOLLOW UP

Often, prospective clubs meet several times before they are able to complete the requirements. Your goal is to keep everyone enthusiastic and start the new club as quickly as possible. To help you plan for each start up club meeting, use the weekly meeting minutes and agendas to help you plan and track your preparation found on the Kin Canada website.

To maintain momentum, remember the following:

- Send a thank you note and meeting reminder notice to all attendees.
- Follow up with a phone call or email several days before the next meeting.
- Communicate with temporary officers and scheduled meeting participants to confirm duties for the next meeting.

7. RECOGNITION CEREMONY

The presentation of a certificate marks the debut of the new Campus Club! It also offers an excellent opportunity to recognize those who helped form the club and to generate publicity. The club is considered officially formed when Kin Canada is satisfied with all the paperwork. The club president will be sent a welcome letter and each member will receive a new member's kit.

Be sure to extend invitations to the following people:

- Members of the sponsoring club
- Friends and family of the new members
- Members of nearby Kin clubs
- Local community and business leaders
- The Zone Deputy Governor, the District governor and any other Kin you want to have.

Toward the end of the program, introduce your Zone and District members in attendance. Then formally present a certificate as recognition of the start of the new Campus Club. To conclude the meeting, you may read the letters sent to the Campus Club from others around the association.

8. TIPS FOR A SUCCESSFUL CLUB

Campus clubs provide a positive learning environment. When members actively participate, they learn to become better leaders, and the clubs fulfill their purpose:

- Clubs must meet at least 8 times per year. (Monthly meetings are recommended.)
- Regular meetings can be conducted in person, web cast or conference calls.
- All club members contribute to the atmosphere of the club. It is important to foster a positive, pleasant environment. This way, existing members enjoy their experiences, and potential members are encouraged to join.
- The club finds a meeting location that is pleasant, comfortable and agreeable to the majority of the members.
- Members greet guests warmly, and introduce them to others.
- Members ask guests to fill out guest information forms or sign a guest book
- During the meeting, members introduce and welcome guests.
- Members enthusiastically participate and fill in for those who are unable to attend.
- Meeting planning and organization is critical to club success.
- Complete a Club Project Report after all events. (see Appendix G)
- Members carry out all tasks to the best of their ability. Each member must receive a meeting agenda.
- The meeting is planned, and participants are informed of their responsibilities at least a week in advance.
- Meetings start and end on time.
- Guests are invited to become members when they visit.
- Invite campus executive such as the Dean to be a guest speaker at one of your meetings
- A Club Constitution and By-laws document is created and agreed upon by all members. (see Appendix G for an example)
- The Campus Club Questionnaire is completed and returned to Kin Canada Headquarters by December 1st and March 15th of every year. (see Appendix H)

9. FORMS

FORMS CHECKLIST

The official start date is when all forms and payments are received by Kin Canada.

- Complete and submit the following forms and payment:
- Form 1 Application to Form A Campus Club
- Form 2 Payments:
- Applications must be signed by both the applicant and club officer.
- Form 3 Club Member Information
- Form 4 Club Officers Information
- Form 5 Kin Krew Constitution and
- Master License Agreement

SEND COMPLETED FORMS AND PAYMENT TO:

Kin Canada
Box 3460
1920 Rogers Drive
Cambridge, ON N3H 5C6

FORM 1 – Application to Form

The undersigned applicant club hereby applies for membership through Kin Canada in the Campus Club in:

City _____ Province _____

Date _____.

It is understood that such permission when granted will give this group the right to use the name, procedures and materials of Kin Canada as a club from the date received by Kin Canada.

It is agreed that the right to use the Kin Canada logo, the name shall be conditioned upon permission for such use being granted by Kin Canada; such use shall be discontinued if a campus club is not granted.

Campus clubs agree they must not use the trademarks and copyrighted materials of other entities in any way without express written permission from the owner. This includes, but is not limited to, use in the club's name, club's domain name or other materials or publications.

In order to qualify for a campus club you must have a minimum of 15 members.

All Campus Clubs must meet the following minimum requirements: meet at least eight (8) times per year.

Membership in a Campus club is by invitation only, and is subject to a vote by the members of the club. No person shall be excluded from membership in a Campus club, and no member shall be deliberately discriminated against, in the conduct of official Kin Canada programs, because of age (except those persons under 17 years of age), race, color, creed, gender, national or ethnic origin, sexual orientation, or physical or mental disability, so long as the individual, through his or her own efforts, is able to participate in the program.

The club will create, adopt and abide by Club by-laws, in accordance with the statutory requirements within its province/jurisdiction, that are compatible and not in conflict with the national Governing Documents of Kin Canada, as well as the by-laws of the Kin Canada district within which the club is to be located, as they may be amended from time to time.

If granted, the Campus Club and membership may be revoked by Kin Canada for cause including, but not restricted to: conduct unbecoming of a Campus club; and failure to remain in good standing with Kin Canada; or abandonment of the Campus Club and membership by applicant club.

As club correspondent and on behalf of the applicant club, I agree to the terms and conditions listed above.

Signed, _____ Date _____.

Please type or print the following information:

Correspondent or President's

Name _____

Address Line 1 _____

City _____ Province _____ Postal Code _____ Phone _____

Email _____

Upon receipt of the completed Application to Form and payment of the new member kits the club will receive their Campus Club Kit, which includes club administrative materials and new member kits.

*** For a full list of items included in the Campus Club Kit please contact Kin Canada.**

Sponsoring Club:

This is a club that may pay dues, fees, and new member fees, provide a meeting location, and/or allow meetings to occur on free time. Please be sure to spell out your sponsor's name completely.

Kin Club of _____ Website _____

Sponsoring Club:

This is an existing Kin Club that assists in the formation of the applicant club.

Club No. _____

Individual Sponsor:

These are individuals who assist in the formation of the club before the Campus Club is granted.

Name _____ Member No. _____

Name _____ Member No. _____

Individual Mentors:

These are individuals who assist the club for at least twelve (12) months after the formation is granted.

Name _____ Member No. _____

Name _____ Member No. _____

****New Club Alignment:** District _____ Zone _____

We hereby agree and commit to the above and acknowledge receipt of a copy of the Association's General Operating By-Law currently in force and the License Agreement as referenced in this Agreement.

Accepted and agreed on behalf of the new Club:

Signed in _____, this _____ day of _____, 20_____.

Club President: _____

Club Secretary: _____

Kin Canada hereby accepts and agrees to the terms and conditions contained herein.

Signed in CAMBRIDGE, Ontario this _____ day of _____, 20_____.

KIN CANADA

Per: _____

Grant Ferron, Executive Director

FORM **2 - Payments**

Total number of new members _____

Total member kits _____ @ \$15 _____

Total member dues _____ @ \$ 35 _____

Signed _____ Signed _____

Date _____ Date _____

Method of Payment

Check / Postal Money Order

Number _____ Amount \$ _____

Credit Card o Visa o MasterCard o AMEX o Discover

Card Number _____ Expiration Date _____

Name as it appears on Credit Card _____

Signature _____

Submitted by _____

Club Name: _____

Contact Information: _____

Club Contact Phone Number: _____

Club Contact Email: _____

Club Website: _____

Club Meeting Information: o Weekly o 1st & 3rd o 2nd & 4th

Meeting Day _____ Meeting Time: _____

Meeting Place: _____

Facility (if applicable): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Name of sponsoring club, please be sure to spell out your sponsor's name completely.

FORM 3 - Member Information

A Members Promise:

As a member of Kin Canada Campus Clubs, I promise . . .

To attend club meetings regularly;

To participate in club projects to the best of my ability.

To help the club maintain the positive, friendly environment necessary for all members to learn and grow;

To treat my fellow club members and our guests with respect and courtesy;

To bring guests to club meetings so they can see the benefits of what a Kin Canada membership offers;

To maintain honest and highly ethical standards during the conduct of all Campus Club activities.

To agree to replace themselves with a 1st or 2nd year student of the campus prior to graduating.

Member's Agreement and Release:

Consistent with my desire to take personal responsibility for my conduct, individually and as a member of a Campus Club, I agree to abide by the principles contained in the governing documents and policies of Kin Canada and my club. I will refrain from any form of discrimination, harassment, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I may be responsible to reimburse Kin Canada, my club or other clubs, or other individuals involved with the Campus Club, for any damages, losses, or costs resulting from my conduct.

Understanding that Kin Canada programs are conducted by volunteers who cannot be effectively screened or supervised by Kin Canada and its clubs, I release and discharge Kin Canada, its clubs, and governing bodies, and representatives from any liability for the intentional or negligent acts or omissions of any member or officer of my club or other clubs, or any officer of Kin Canada.

By submitting this application, I agree to the collection, use and processing of the personal information I provide to Campus Club in this Membership Application for the purposes of organization administration, payment of my dues, and inclusion of my contact information in a members' directory that will be distributed to members and employees of Campus Club. By submitting my personal information to Campus Club, I also agree that my information may be accessed and used by the Campus Club, Kin Canada, and its employees and agents. I agree to notify address changes or any change to my personal information, including making any requests to check, delete or correct my personal information, so that it is accurate and current. I understand that the majority of the data requested in this application is necessary for administrative and planning purposes, and that the failure to provide this information may prevent my application from being properly processed or inclusion of my contact information in the members' directory.

By my signature below, I agree to the terms of the Campus Club, and the Indemnification and Release stated above.

I acknowledge that my electronic signature on this document is legally equivalent to my hand-written signature.

Signature (must be age of majority): _____

Signature of applicant and Parent/ Guardian if not age of majority:

Applicant

Parent/guardian

By my signature below, I certify that this individual has joined the Campus Club identified. As a club, we will ensure that this member receives proper orientation and mentoring.
I acknowledge that my electronic signature on this document is legally equivalent to my hand-written signature.

Signed: _____

In order for this application to be valid both signatures are required.

If under the age of 18 a parent/guardian must also sign on behalf of student.

Applicant: _____ Date: _____

Parent/Guardian Signed: _____ Date: _____

CLUB OFFICER – Please keep a copy for your club's records.

If mailing, send to:

Kin Canada Box 3460, 1920 Rogers Drive, Cambridge, ON N3H 5C6.

If faxing, send to:

(519) 650-1091

I confirm that a completed new member application for this member is on file with the club and will be retained by the club. The application contains both the signature of the new member and the signature of a club officer.

Questions should be directed to Kin Canada

FORM **4 – Club Officer Information**

President

Name _____

Email _____

Vice President

Name _____

Email _____

Secretary

Name _____

Email _____

Treasurer

Name _____

Email _____

Other

Name _____

Email _____

New Club Members since the club has chartered

Club Number (if known): _____ District Number: _____

Club Name: _____ City: _____

Membership Type: ☐ New ☐ Reinstated (break in membership)

☐ Transfer from club number /name _____ / _____

Last Name / Surname / Family Name First Name / Given Name Middle Initial / Name

Address

City/ Province / Postal Code

Home Phone Number Mobile Number Work Phone Number

Email

Club Number (if known): _____ District Number: _____

Club Name: _____ City: _____

Membership Type: ☐ New ☐ Reinstated (break in membership)

☐ Transfer from club number /name _____ / _____

Last Name / Surname / Family Name First Name / Given Name Middle Initial / Name

Address

City/ Province / Postal Code

Home Phone Number Mobile Number Work Phone Number

Email



MASTER LICENSE AGREEMENT FOR CLUB USE OF TRADEMARKS

A license for the use of the trademarks of Kin Canada as listed in the attached Schedule "A" (collectively referred to as the "Trademarks") is hereby provided to the (Club name goes here) under the following conditions:

- a) The Trademarks are being licensed strictly for the Club's use solely in conjunction with Club operations and for such items as Club newsletters, websites, stationery, or promotional posters. Any contemplated usage that falls outside of these general categories requires the express prior approval of Kin Canada's Executive Director or his designate.
- b) Your use of the Trademarks must not alter the Trademarks in any way from their original form, as shown in the schedule.
- c) Your use of the Trademarks will be deemed to have been for the benefit of Kin Canada only, and you agree to co-operate fully and in good faith with Kin Canada to establish and protect its right, title, interest or goodwill in the Trademarks.
- d) Your use of the Trademarks must, wherever possible or practical, be accompanied by a prescribed notice or footnote identifying Kin Canada as the owner of the Trademarks, the Club as the licensee and the use as a licensed use. The prescribed notice should read (as applicable):

"® Kin Canada name, crest, ® Kinette, ® Kin name are registered Trademarks of Kin Canada, used under license by the (Club name goes here)."
- e) The Trademarks remain the sole property of Kin Canada and Kin Canada reserves the right to exercise its control over the use of the Trademarks in its sole discretion, including withdrawal of any or all rights granted hereunder. Nothing herein conveys any form of ownership or interest in the Trademarks to the Club, its individual members, its service providers or any other party.
- f) Upon the withdrawal or cancellation of the Club's membership as a club of Kin Canada, in accordance with Kin Canada's General Operating By-Laws and Club Charter Agreement, you agree to discontinue immediately all use of the Trademarks or any imitation thereof, and to remove, amend or cancel any public listing or registration in association with the Trademarks and to apply for and obtain any amendment of corporate documentation or comparable documentation necessary to remove the Trademarks as a Trade name, and specifically as a corporate name, and to return all printed materials bearing the Trademarks to Kin Canada.

- g) You agree not to raise or cause to be raised any objection to the validity of the Trademarks or to the right, title, interest or goodwill of Kin Canada thereto on any ground whatsoever, whether directly or indirectly. You agree not to sub-license the Trademarks without the prior written approval of Kin Canada's Executive Director or his designate.

I have read, understand and agree to the terms and conditions above on behalf of and as an authorized representative of the Club.

Name of Club

Accepted by KIN CANADA

Name of Club Representative

Grant Ferron, Executive Director

Club Office Held

Date

Date

SCHEDULE A

LICENSED KIN CANADA TRADEMARKS



Kin Canada Word Mark



Kin Canada Design Mark



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To Whom It May Concern:

Students from your institution have shown an interest in chartering a campus club in the spirit of Kin Canada. We are looking for your support and approval for their success.

Founded on February 20, 1920 by Hal Rogers in Hamilton, Ontario, Kin Canada clubs have impacted countless communities in Canada and beyond our borders. Our clubs have evolved and expanded, to over 500 clubs with more than 6000 members across the country. We are looking to continue this trend. As our nation's post-secondary educational institutions strive to prepare our leaders of tomorrow, we too are striving to impart a sense of community care and volunteerism for our country's future.

We are very excited by the enthusiasm and drive of these students. They are focused, dedicated and wish to give back to their communities. Students involved in the club will learn what it takes to be a part of an executive team, plan and execute fundraising initiatives and make connections through Kin which will assist them in their future endeavours.

Kinsmen, Kinette and Kin clubs across the country work to better their communities, enhance the well-being of Canadians and improve the environment. The Association boasts a proud 93-year history dedicated to fostering lifelong friendships while 'Serving the Community's Greatest Need.' There exists a natural fit between the student community and Kin as well as existing common goals. The Shinerama project, for example, operated at 60 university and college campuses each year is Canada's largest post-secondary fundraiser. This project raises funds towards Cystic Fibrosis research, which was likewise adopted by Kin Canada as our National Service Project in 1987.

Kin Canada is prepared to provide a sponsoring club to assist the students with the chartering of their club, with paperwork, insurance, project reporting and mentoring. Please note however, this will be a student based and operated club for enrolled students of your institution. We have seen the success of these clubs in several other institutions, and we would like to request your approval for these students to found their Campus Kin Club, and continue their journey to becoming our future leaders. We kindly ask for your approval, as well as any questions and/or concerns, to be sent to Kinhq@KinCanada.ca.

Sincerely,

National Charter and Expansion Committee
Kin Canada



MEETING AGENDA

XX September, 20XX

I. Call meeting to order

II. Singing of “Oh Canada” and the Kin Song

III. Determination of a Quorum (minimum of 9 members present)

IV. Sergeant of Arms –

V. Approval of today’s agenda

VI. Introduction of members of the sponsoring club & mentors

VII. Recap of key position duties

VIII. Club officer elections

President -

Vice President -

Secretary –

Treasurer -

Registrar-

Director of Membership-

IX. New business

X. Sergeant of Arms report

XI. Next meeting will take place on

XII. Adjournment



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Appendix C

University Kin Club *MEETING AGENDA*

- I. Call meeting to order
- II. Singing of “Oh Canada” and the Kin Song
- III. Determination of a Quorum (minimum of 9 members present)
- IV. Sergeant of Arms –
- V. Approval of today’s agenda
- VI. Approval of minutes from last meeting
- VII. Reports of the officers
 - 1. President’s Report -
 - 2. Vice President’s Report -
 - 3. Treasurer’s Report -
 - 4. Secretary’s Report -
- VIII. Old business
- IX. Reports from all standing committees
- X. New business
- XI. Sergeant of Arms report
- XII. Adjournment



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University of ##### Kin Club
MEETING MINUTES
February 7, 2012

I. Call meeting to order

President calls to order the bi-weekly meeting of the University of ##### Kin Club at 5:33pm on February 7, 2012 in Room 207 – Arts Building, U of

II. Singing of “Oh Canada” and the Kin Song

Led by #####

III. Determination of a Quorum (minimum of 9 members present)

Members Present:

% of membership:

IV. Sergeant of Arms –

V. Approval of today’s agenda

Agenda emailed to all club members this morning. Motion to accept agenda as amended #####, 2nd ###.. Motion carried.

VI. Approval of minutes from last meeting

Minutes from the last meeting e-mailed the to all club members on January 25, 2012. Motion to approve XXX, 2nd by KinXXX. Motion carried.

VII. Reports of the officers

Y **President’s Report –XXX**

Y

Y **Vice President’s Report - XXX**

Y absent

Y **Treasurer’s Report - XXX:**

Y

Y **Secretary’s Report - XXX:**

VIII. Old business

Y **The Princess Shop**

○ New inventory (dresses, shoes, jewellery, purses, etc.), added new dress donation to racks and Dress Inventory Spreadsheet

Y **SWITCH**

○ Women’s Night – each volunteer worked at a station scheduling appointments (nails, hair, massage, caricature, etc.)

Y **Helping Hands**

- College competition: Education, Geology, Nutrition, Pharmacy, Engineering, Agriculture, etc.
- Week before Telemiracle (Feb. 27 – March 2)
- Monday and Tuesday: sell HH in classrooms
- Wednesday and Thursday: in the Arts Tunnel
- “Challenging the U of R to raise the most \$ for Telemiracle”

IX. Reports from all standing committees

CURL FOR TELEMIRACLE – Friday, Feb. 10th @ 6:30pm

Y General Info – KinXXX

Y Prizes - KinXXX

Y Equipment – KinXXX

- We can rent: 50¢/slider \$1/broom
- Motion to rent equipment. Kin XXX 2nd KinXXX. Motion carried.

Y Food - KinXXX

- Gift certificates from grocery stores:
- To purchase sundries. Kin XXX 2nd KinXXX. Motion carried.)

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- Motion to purchase gift certificates from ent equipment. Kin XXX 2nd KinXXX. Motion carried.

Y Alcohol

- Allowed 384 drinks total (4 drinks per person)
- Purchase: approx. 1 40oz. & 1 26oz. vodka and rye, light and regular beer

Y Fundraising – KinXXX

- Jellybean Jar count
- Pay to reverse clothing
- Pay to “disable” a player
- \$ Challenges: wear an eye patch, pool floaty, etc.
- Live auction style – a good prize and then a crappy prize...
- Helping Hands (jar for donations – can hang as decor)

Y Tables

- 1 Table for registration
- 1 table for selling drink/food tickets (may combine with registration)
- 1 table to serve drinks
- 1 table to serve food (may combine with drinks table)

X. New business

Y Double Deuce Sponsorship

Y UFC – Beer Night at the Deuce (Feb. 25th?)

- Yes, it is during Reading Week... Anyone who is in town please attend.

XI. Sergeant of Arms report (KinXXX)

Y Left early for class, so Sergeant of Arms is omitted.

XII. Adjournment

Motions to adjourn the meeting at 7:00pm. Kin XXX, 2nd Kin XXX. Motion carried.

Treasurer's Guide to Service and General Account Revenues

Revised: June 2013

Many of you are asking yourselves, "What expenses can I take out of the service account?" In fact, many members have difficulty understanding what income has to go into the service account and what constitutes a legitimate service expense.

General and Service Accounts

The club shall set up two bank accounts which shall be funded and used for the purposes as follows:

Revenue raised from the collection of initiation fees, annual dues, 15% levy and other sources as provided in the Levy from Service Account Sections and the general account section shall be deposited to the general account and shall be used for administration purposes and such other purposes as the club may determine. Revenue raised for community purposes and service work as provided in the Service Account Funds section (less 15% as provided in the Levy from Service Account section thereof) shall be deposited to the service account and shall be used for community purposes and service work only.

Levy from Service Account

Except and unless expressly prohibited by any federal or provincial laws (statute or otherwise), a club shall be permitted to levy an administration charge upon the net profit realized from service revenue, provided that such levy shall not exceed 15% of such net profit. Any monies so levied shall be transferred to the club general account and may be used for such purposes as the club executive may determine. Losses sustained from service account fund-raising projects shall be payable out of a club's service (trust) fund account.

General Account Funds

General account funds shall be:

1. monies raised directly from members of the Association in dues or donations from members of the Association;
2. monies raised from members and their guests at club or Association meetings; or
3. the administration charge allowed under the Levy from Service Account section of this Article.

Service Account Funds

Service account funds shall be monies raised in any way other than general funds as set out in the General Account Funds section of this Article.

Other Accounts

The club may set up such other accounts as its executive deems necessary for the proper and efficient administration of the club's finances.

Interest

1. All interest earned on funds held in the name of a club member is deemed to be part of the account in which the funds were originally deposited.
2. Interest earned on club funds held on deposit in a club's service account shall not be subject to the administration charge allowed under the Levy from Service Account section of this Article.

So what do these words mean? First of all, we need to understand that all monies collected from our membership and their guests, along with all monies donated specifically for general account purposes, can go into the general account. This includes initiation fees, annual dues, club fines, in-house raffles, donations to the club for services rendered such as bartending, etc. Once we have a good understanding of monies that are allocated to the general account, everything else is to be deposited in the service account.

In most provinces, monies gained from regulated gaming or lottery projects (bingos, casinos, raffles etc.) must remain in a separate bank account where expenditures are subject to provincial regulations and in some case scrutiny. This gaming income is still considered service income even though it is managed through a separate bank account. A club can have as many bank accounts as they see fit to manage their financial affairs. No matter how many accounts, they are all basically a subset of either the club's general account or service account

Each club is entitled to assess a club administration levy up to 15% of all net service income. In provinces that allow an administration levy on gaming projects, the process of assessment remains the same. In provinces where the assessment is not allowed on gaming projects, clubs now have a method to access the levy to general by assessing non-gaming service accounts for the combined net service proceeds of gaming controlled and non-gaming projects. For example, if a club generates net service proceeds of \$5,000 from a gaming controlled project and \$5,000 from a non-controlled project, the 15% levy on the total net proceeds (\$10,000) can be assessed against and come from the non-gaming controlled project.

Now that we know where the club's income must be deposited, all we need to do is understand what we can spend this money on. The general account is designed to assist the club in managing monies that are allocated for administration of the club. This money can be spent on anything the club executive wishes such as District and National dues, club travel, convention registrations, meeting room rental and other club administration expenses. The service account is designed to assist the club in managing monies that are allocated for the community and charitable service work. In addition, monies from this account can also be used to promote the club, educate its members in service work, and provide insurance for work projects and association directors and officers. Most conventions and conferences include an educational component. The costs associated with the attendance at this educational component can be taken out of the service account. In other words, if the educational component is estimated to be 10% of the content of the convention, 10% of the registration travel and accommodation costs can be taken out of the service account.

It is up to each and every club to assess the educational benefit of their member's attendance at these conventions. The National Dues Billing includes a breakout into amounts which can be paid from the service and general accounts. All costs associated with Public Relations, Education and Liability & D. & O. insurance assessments are allowed to be paid from the service account. The accounting program at National Headquarters automatically assigns the taxes to the general account. (Note that tax is not charged on insurance premiums.) Clubs that have a GST registration can apply for a refund for their general account. Clubs that don't have this option may calculate the taxes associated with the above assessments and take this amount out of their service account instead of the general account.

The following table on the next page will give you some additional help to decide which account your club's money should go into and come out of:

GENERAL ACCOUNT

Dues & Assessments:

National Dues,
District Dues if applicable
Kin Magazines for members

Revenue:

Internal Projects
Club game tournaments
Catering Kinsmen/Kinette meals
Interclubs
Profit from hosting FLC or Conventions
Bar profits from club functions
Fines
15% of Net Service dollars
Donations from the public not specified
for the Service Account
Interest (Bank, GIC, etc.)

Club Rooms:

Revenue from club room
Rental to outside interests
Costs of renting meeting room
for club use

Expenses:

Member Related:

Socials
Life Memberships
Awards
Gifts/Cards
Clothing (T-shirts, Jackets)

Association Related:

Regalia for new clubs
Losses associated with
hosting FLC or Conventions
Door prizes for Convention
Non specific donation to other Kin clubs
Regalia for Association officers

Club Related:

Bulletin
Stationary (for club related activities)
Mail Box
Regalia
Postage/Phone (not associated with
service project)

SERVICE ACCOUNT

Dues & Assessments:

Insurance Assessment
P.R. Assessment
Educational Assessment
Kin Magazines donated to the public

Revenue:

Community Projects
Donations from the public specified for
service account
Interest (Bank, GIC, etc.)

Club Rooms:

Costs associated with club room when
donated to other groups, e.g. Scouts,
Service Clubs

Expenses:

Service Project Related:

5% Levy to General Account
Donations to Non-Kin
Service Awards to Non-Kin

Club Related:

Membership Drives
Meals for prospective members
Public Relations costs
New member's kits
Convention/Conference educational
portion costs
Stationary (for service project activities)

Important Note: Some of the above expenses may be eligible for disbursement from gaming or lottery income as identified in the section titled "Allowable Uses for Gaming Proceeds."

General Account Fundraising Ideas

In addition to the above, most clubs have been able to find some creative and legitimate ways of raising funds for their general account. The following list will give you some ideas in this area. It is by no means complete. There are a lot of good suggestions to be gained from other clubs.

- Hire yourself out as bartenders or dinner organizers
- Hire yourself out as ticket sellers
- Hold club socials (i.e. a bowl-a-thon)
- Monthly club raffle or booster draw
- 50/50 draw at every meeting
- Host a bake sale
- Catering meals to other clubs
- Craft night
- Host a car wash
- Provide snow shovelling to seniors and physically challenged
- Deliver phone books to your community
- Hold a golf tournament
- Hold a Avon/Tupperware/Regal party and put the hostess discount into General account
- Sell club or Zone T-shirts

Allowable Uses for Gaming Proceeds: Refer to your Provincial Gaming Regulations for specific details regarding used of gaming proceeds.

Canadian Gaming Authorities

Alberta Gaming and Liquor Commission
50 Corriveau Avenue
St. Albert AB T8N 3T5
Tel. / Téléphone: (780) 447-8600
Fax / Télécopieur: (780) 447-8918
Web Site: www.aglc.ca

Alcohol and Gaming Commission of Ontario
90 Sheppard Ave E, Suite 200-300
Toronto ON M2N 0A4
Tel. / Téléphone: (416) 326-8700
Fax / Télécopieur: (416) 326-5555
Web Site: www.agco.on.ca

British Columbia Gaming Commission
P.O. Box 9310, Stn Prov Govt., 910 Government St
Victoria BC V8W 1X3
Tel. / Téléphone: (250) 387-5311
Fax / Télécopieur: (250) 356-8149
Web / Site Web: <http://www.gaming.gov.bc.ca>

Casino Regina, Saskatchewan Gaming Corporation
1880 Saskatchewan Drive, 3rd Floor
Regina SK S4P 0B2
Tel. / Téléphone: (800) 555-3189
Web / Site Web: <http://www.casinoregina.com>

Manitoba Gaming Control Commission
215 Gary Street, Suite 800
Winnipeg MB R3C 3P3
Téléphone: (204) 954-9400
Fax / Télécopieur: (204) 954-9450
Web / Site Web: www.mgcc.mb.ca

Northwest Territories Municipal & Community Affairs
Box 1320
Yellowknife, NT X1A 2L9
Tel. / Téléphone: (867) 873-7672
Fax / Télécopieur: (867) 873-0609
Web / Site Web : www.maca.gov.nt.ca

Nova Scotia Alcohol and Gaming Authority
780 Windmill Rd, 2nd floor
Box 545
Dartmouth NS B2Y 3Y8
Tel. / Téléphone: (902) 424-6160
Fax / Télécopieur: (902) 424-6313
Web / Site Web: www.gov.ns.ca/snsmr/access/alcohol-gaming.asp

Régie des alcools, des courses et des jeux
Ministère de la sécurité publique
1 rue Notre-Dame Est
Montréal PQ H2Y 1B6
Tel. / Téléphone: (514) 873-3577
Fax / Télécopieur: (514) 873-5861
Web / Site Web: www.racj.gouv.qc.ca

Saskatchewan Liquor and Gaming Authority
North Canadian Oils Building P.O. Box 5054
2500 Victoria Avenue
Regina SK S4P 3M3
Tel. / Téléphone: (306) 787-4213
Web / Site Web: www.slga.gov.sk.ca



CLUB PROJECT REPORT

TO BE USED FOR ONGOING REPORTS TO THE CLUB EXECUTIVE AND FINAL REPORT TO GENERAL MEMBERSHIP

EVENT: _____ CHAIR: _____

COMMITTEE MEMEBERS

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

MEETINGS HELD/PROJECT COMPLETED: _____

RESULTS: _____

RECOMMENDATIONS: _____

MOTIONS/NOTICE OF MOTIONS: _____

1. TOTAL NET AMOUNT RAISED OR SERVICE FROM THIS PROJECT \$ _____

2. TOTAL NUMBER OF MANHOURS BY MEMBERS ON THIS PROJECT _____

3. VALUE OF NON LABOUR ITEMS CONTRIBUTED BY CLUB ON THIS PROJECT:

(I.E. MATERIALS ETC.) _____

Kin Krew Constitution



Date:

Approved on:

Members present:

NAME

1. The name of the Club shall be known as _____ Campus Club.
(insert post-secondary institution)

It shall be hereafter referred to as the “Club”

- a. The Campus Club shall be recognized as a part of the Association known as Kin Canada.

OBJECT

2. The Objects of the Association are:

- (i) To promote and direct service work through fellowship amongst its members, to the end that:
 - (1) They may enjoy personal development through Kin;
 - (2) They may be improved and educated in modern business and professional methods and ethics;
 - (3) The involvement of each in the enrichment of their community may be stimulated;
 - (4) A spirit of co-operation, tolerance, understanding and equality among all students and peoples be fostered and that unity of thought and purpose throughout Canada be established toward this goal; and
 - (5) They shall serve their community's greatest need.

MEMBERSHIP

3. Membership in the Club shall be open to all students of the aforementioned post-secondary institution who are age of majority within the province they attend school and/or have a legal guardian's permission.
4. To qualify for and maintain active Club Membership a person must:
 - a. Be current in paying the designated membership fees established by Kin Canada.
 - b. Be actively involved in the betterment of the Club, Kin Canada and their community.
 - c. Not hold membership in any other Kin Club, Kinette Club or Kinsmen Club.
 - d. Be currently enrolled as a student of the post-secondary institution.
5. Members in the Club will automatically become a Member of Kin Canada and will abide by the rules and regulations of Kin Canada secondary to those of the Club and the university.

6. Membership shall be revoked if the Member fails to uphold the ideals as well as aims and objects of the Club and is approved by a 2/3 majority vote.

REGISTRY

7. The Secretary of the Club will maintain a registry of all the Member's names in the Club, as well as their contact information.
8. Active club rosters are to be submitted to Kin Canada.

MEMBERSHIP FEES

9. An annual Membership fee of \$125 per fiscal year will be required. Fee will be waived in year one, fee will be 50% in year two and 100% as of year three. (Annual fee may be covered by the sponsoring club)

MEMBERSHIP DUES

10. An annual membership dues fee of \$35 per member per fiscal year will be required.

Upon payment of the membership dues fee, Active Members shall enjoy all the rights and privileges that the Club provides.

MEETINGS OF MEMBERS

11. The Club shall hold a minimum of 8 regularly scheduled meetings, with a recommendation to have 16 meetings during the school year (bi-weekly).
12. The day shall be selected by the Members each semester.
13. A quorum is necessary to pass a vote. A quorum is defined as at least 2/3 of the members of the Club voting at a meeting where 50% + 1 of the members are present and cast the same vote.

OFFICERS

14. The minimum number of Officers of the Club shall be as follows:
 - (1) the president;
 - (2) the vice-president
 - (3) the treasurer
 - (4) the secretary
15. The Club may elect other officers as necessary in order to undertake the work of the Club.

16. The term of office of all officers of the Club is one fiscal year.
 17. If any vacancy occurs in any officer position in the club for any cause, then a by-election for the vacant position shall occur; following the same procedures as standard Club elections.
 18. No officers shall receive, either directly or indirectly, any profit from their position.
 19. A minimum of 50% of the group's Officers must be members of the Student Union of the university.
- (i) The President shall:
- a. Chair all General and Executive Meetings. Keep meetings running smoothly.
 - b. Attend as many Project / Committee meetings as possible and see that all are functioning properly.
 - c. Comply with all duties associated with the position as President of a Club within Kin Canada.
 - d. Set goals and communicate them to the membership.
 - e. Monitor all committees.
 - f. Prepare a yearly calendar of meetings, programs, events and projects.
 - g. After an event, insist on project reports in full for file purposes.
 - h. Keep business professional and separate from the fellowship.
 - i. Ask for reports in advance. Make sure they are necessary.
 - j. Appoint committee chairs with help from executive.
 - k. Drive the membership recruitment process to replace graduating members.
- (ii.) The Vice President shall:
- a. Work with President to implement plan for the year.
 - b. Encourage member enrolment in Kin Canada awards.
 - c. Carry out duties as assigned.
 - d. Monitor each committee and project in the club.
 - e. Take over President's duties if the President is absent.
 - f. Assist the President in the membership recruitment process to replace graduating students.
- (iii.) The club treasurer is responsible to the executive and together they are responsible to the Members of the Club with respect to all revenue and expenditures. Therefore, the treasurer must:
- a. Co-operate with the president and budget committee in setting the annual budget for the Club.
 - b. Set up separate accounts for general service and lottery/gaming funds, if not already in existence, and properly maintain these accounts.
 - c. Together with the president, make necessary arrangements with the bank for signing officers of the Club accounts.
 - d. Record all receipts and disbursements of general and service funds.
 - e. Present all approved accounts to the Officers for final approval.
 - f. Pay all bills promptly by cheque.

- g. Collect membership fees in a timely fashion.
- h. Prepare financial statements to be presented at each club meeting.
- i. Ensure previous year's financial records have been audited and are in order prior to assuming responsibility for the books
- j. In conjunction with the Officers, prepare and present a budget at the start of the year. There will be a vote of members to approve proposed budget.
- k. Report to the Members at each meeting the current financial position
- l. Issue receipts immediately for all funds received and deposit funds in the appropriate Club bank accounts promptly.

(iv.) The Secretary shall:

- a. Assist with the preparation of the meeting agenda.
- b. Read all correspondence to determine if it should be read at the Club or Executive meeting or directed to a project chair.
- c. Write letters as required on the President's/Club's behalf.
- d. Record the business of the Club in the form of minutes.
- e. Ensure all project chairs have filed a written report of their projects upon conclusion of the project.
- f. Follow up on Member status reports: transfers, in the capacity of a registrar.
- g. Keep records of guests and sponsors.

(v) The Liaison (sponsoring club member) shall:

- a. Attend all meetings of the club, as required or invited.
- b. Report on a monthly basis the progress and activities to the Sponsoring Club.
- c. Invite and encourage participation of Members of the Club in the activities and projects of the Sponsoring Club.
- d. Be responsible for maintaining and providing Kin education to the Club.
- e. Organize at least one joint venture per year between the Club and the Sponsoring Club.
- f. Be a Member in good standing of the Sponsoring Club.

COMMITTEES

20. The Officers may appoint committees of the Club as well as the composition and goal of said committee.

ELECTIONS

21. Within the first two meetings of the year, the Members must elect, in accordance with this Constitution, the following Officers:
- a. President;
 - b. Vice-President;
 - c. Treasurer and;
 - d. Secretary

22. A person must be nominated by another Member, which cannot be the President, in order to run for the position.
23. Once nominated, a Member is given the option of declining the nomination. Only when the Member has accepted nomination will it stand.
24. A person can only be chosen for one position on the Club Executive.
25. In cases where there is only one nomination for a position that Member shall win via acclamation.
26. In cases where a vote is required to determine a position, votes shall be cast through secret ballot. The nominee with the most votes shall win the position. In the case of a tied vote, a second ballot shall be used to determine the winner of the tie.

FISCAL YEAR

27. The fiscal year of the Club shall begin on the first day of July and end by the last day of June in the following year.

AMENDMENT

28. Notice of Motion indicating the intention of any proposed change to this Constitution is required two weeks in advance of a meeting at which any proposed change is to be discussed. Such notice shall be promptly posted by the same means regularly used by the Officers to communicate with Members where it is expected that a majority of Members may take notice of the proposed changes.

29. A quorum vote is necessary to pass all amendments.

ENACTED this ____ day of _____, _____

President

Vice President

CAMPUS CLUB QUESTIONNAIRE

Thank you for taking the time to fill out this questionnaire for our National Charter Team. This information will give us ideas, strengths and weaknesses on each Campus club so we can evaluate clubs on a long term basis. You will have 10 days from the date to get this back to The C & E team.

1. Date: **December 1 & March 15**
2. Club Name: _____
3. Club President and contact info: _____
4. Current Membership as of September 1st: _____
5. Any new members since September 1st: _____
6. Number of members who have left the club due to: Graduation_____,Lack of time_____, loss of interest_____, not what they were looking for_____, other _____
7. Current Dynamics of Members
 - A) 1st Year University _____
 - B) 2nd Years University _____
 - C) 3rd Years University _____
 - D) 4th years or more _____
8. When does your club meet and how often? _____
9. What are your clubs goals for the year? _____
10. Any main projects your club is planning? _____
11. What are some reasons why your members joined KIN? _____

12. Who is your clubs sponsoring club? _____
13. Does the sponsoring club visit and keep in touch? **Y or N** _____
14. Does your club get enough mentoring from your sponsoring club? **Y or N** _____
15. Does your club post when you have your meetings in the Campus newsletters or on campus via Face book: anywhere? _____ is it well advertised? **Y or N** _____
16. Is there involvement from the Faculty? **Y or N** If yes how: _____
17. Is your club planning events during no school term? **Y or N** if yes explain: _____
18. Is your club experiencing any difficulties from National Kin_____,District Kin_____, Zone Kin_____,The University_____
19. Would any of your members want to join or are joining other Kin clubs after graduating? **Y or N**
Please explain.
20. What cities will those graduating live in?
21. On a separate sheet please list names and contact information for graduating members that would like to be contacted to help them transition into a Kin, Kinsmen or Kinette club near them.

Please feel free to add comments or share your ideas at the bottom of this page.

National Charter and Expansion Committee