

The Kinette Club of Edmonton – Policies and Procedures

1. Identification and Protocol

- a) All references to the “Kinette Club” or “the Club” contained within these Policies and Procedures shall be deemed to refer to the Kinette Club of Edmonton.
- b) The purpose of these Policies and Procedures is to contain the policies and procedures set by the Executive and Club. Also, to establish procedures for key elements and operations of the Club. These are general guidelines for the Club.
- c) If the Club Policies and Procedures are deemed to be contrary to the Club Bylaws or if a dispute or question is called, the Kinette Club of Edmonton Bylaws will prevail.

2. Budget (noted items):

- a) Awards Night Gifts: Kinette President \$200, Kinsmen President \$100.
- b) Rookies Night \$500.
- c) Current President and Immediate Past President will receive \$200 per province including Alberta for National Convention travel.
- d) President’s Allowance: 20% is dependant on attendance of 5 Kin Functions.
- e) Accountant costs are split with Aquatic.
- f) Executive, excluding President - Thank you gifts \$300
- g) Funds permitting, the budget will include registration for 8 – 10 Delegates for: Fall Leadership Conference, District and National Convention as well as: Spring Zone, District Curling and District Bowling.

3. Clubhouse Booking:

Members must contact the Kinsmen to use the clubhouse outside of General and Executive meetings for Kin functions or personal purposes. *(A rental fee may apply for the use of the clubhouse)*

4. Club Property

- a) Camera and/or Projector Use
 - If you would like to use the camera and/or projector, please contact: the Club President. You will be required to fill out a Borrowing Agreement and sign out sheet.
 - Positions on the Executive requiring the use of Club laptop(s) will be required to fill out a Borrowing Agreement
- b) Executive binders and Flash Drive
 - Each Executive member receives a Binder and a Flash drive containing information and files to their position. This is Club property and must be returned to the Club or the incoming Executive at the end of your term.

5. Committees and Other Responsibilities

We have different projects and events all year round. If you are interested in helping out the day of or helping with the pre-planning, signup sheets are available at meetings. If you need more information about an event or project, just ask. Please see Committee List for more details.

a) Committee Chair

A committee chair shall meet and adjourn as required and shall

- i) Prepare a budget to be presented and approved by the Executive.
- ii) Operate within the approved budget.
- iii) keep proper minutes of all committee meeting and provide copies to the executive
- iv) Provide a verbal report to the club at the General Meeting

- v) Complete a Project report adding a copy to the project binder and submit a copy to the Service officer.

b) Committee Liaison List

- i) The President will ensure the Committee Liaison List is kept up to date each year.
- ii) The liaison Member is to communicate between the committee and the Executive.
(Information includes, but not limited to: budget, any concerns arising, and event details)
- iii) Liaison must attend a minimum of 25% of all committee meetings.

c) Bar Chair:

- i) be in charge of the club refreshments and shall submit a project report to the treasurer after each Meeting.
- ii) be responsible for collecting payment from members for beverages served.

d) Historian:

Shall record all events of importance and interest occurring during the club year, preferably using a scrapbook in which photos, newspaper clippings, write-ups, etc. may be mounted.

e) Lady Sunshine:

Members are to report any knowledge of sickness, injury, death, marriage or birth to Lady Sunshine and President.

- i) In case of bereavement in a Kinette's family, a \$25.00 donation to the Hal Rogers Endowment Fund will be made and a card sent to the home of the Kinette.
- ii) In the case of hospitalization for a period of two days or more, of any Kinette, the Club shall send a small plant basket and a card.
- iii) In the case of a new Kinette mother, a card is to be sent and a small gift (max of \$25.00)
- iv) On the marriage of a Kinette, a card of congratulations and two Kinette wineglasses shall be presented to the Kinette.
- v) For special acknowledgment such as opening a business, receiving a degree/diploma, appointments, etc., the Club shall send a card of congratulations.
- vi) For non-Club members, but fellow Kin, a Kinette Club card will be sent.

f) Ways and Means Committee

- i) Shall meet to investigate additional ways and means of raising and disbursing money for the Club
- ii) Shall submit a report to the Executive

6. Conventions:

a) Promotion Money:

- i) To be divided equally between all members in good standing attending District and National.
- ii) Monies raised September to January General Meeting goes for District Conference.
- iii) Monies raised February to June 30 goes for National Convention.

b) Convention (Off the Floor)

This is money for delegates to spend at District and National Conventions for items that might *come from the floor*. Ex: Portraits of Honor, Cystic Fibrosis, Food Bank donations.

- a) Budget amount to be determined at Octobers General Meeting.
- b) This money can be spent if a majority of delegates attending the convention agree.
- c) All delegates attending must be a part of the vote.

c) Travel

- i) Full business session must be attended at any Conferences where the club has paid full or partial registration, travel and/or accommodation. Re-imburement in full must be made if any business sessions are missed, unless missed beyond member's control.
- ii) To access National and District Convention funds you must be an active member for one full calendar year.

- iii) Post-dated cheques must be given for all Conventions, Zone functions and FLC in advance. Should a Member miss the full business session, their cheque will be deposited. Should the cheque intentionally not be negotiable, it will be considered unbecoming, and member will be struck from roster.

7. Executive Other Duties: (discretion of current Executive)

- Secret Sister to be the responsibility of the Past President
- Travel Co-ordinator to be the responsibility of Vice President
- Kin Sales to be the responsibility of Treasurer
- Money taken during meetings or events is to be double counted and initialed by two members (one being the Treasurer and one the member giving the money to the Treasurer)

8. Meetings:

a) Attendance: In order to be considered present a member must be at the business portion of a regular meeting or be actively engaged in a club-sanctioned activity demanding the member's absence from the meeting.

b) Making up a Meeting: For the purpose of club attendance awards, if a member misses a regular meeting of her club, she shall be deemed to have attended if within six weeks before or after the missed meeting and before the end of June, she attends one of the following, a

- i) regular meeting of another club;
 - a) national convention;
 - b) district convention;
 - c) sanctioned district event;
 - d) fall leadership conference
- vi) zone conference or a zone inter-club meeting or sanctioned event or
- vii) an Executive Meeting immediately prior to or following the absence.

Attending a bingo, committee meeting or fundraising or service event of the Kinetite Club does not count as a make-up meeting. It is the responsibility of the member to advise the Membership Officer of the date and type of meeting the member attended as their "make-up" meeting in order for the member's attendance record to be updated. Member must present written proof of such attendance to the membership officer of her club.

c) Dress Code

- i) Club dress shall be appropriate attire for a business meeting, unless where costumes are encouraged by entertainment.
- ii) Members shall wear their Kinetite name badges at all Club meetings and functions.

d) Meals

- i) Members are responsible for paying for their meal.
- ii) Members must inform Entertainment Director, before the deadline, if they will not be requiring a meal.
- iii) Members are responsible to pay for missed meeting meal(s).
- iv) Prospective members: first time guest meal will be paid for by the club.
- v) Special guests and speaker meals will be paid for by the Club.

e) Bar

- i) Members are responsible for the cost of beverages consumed at all meetings.
- ii) The cost of beverages to be set at the October General Budget Meeting.
- iii) Special guests and speakers will have one beverage covered by the Club Operating Account (President or presiding Chair to monitor)

f) Good of Kin: At the end of each meeting any member can stand and give some "Good of Kin" news. This could be a graduation, a birth, a good deed, a new job or a job well done, an accomplishment such

as participating in a run or any number of reasons for giving a pat on the back. Good of Kin time could even be used to tell a good joke.

g) Madame X:

- i) President or presiding Chair to determine prior to each General Meeting.
- ii) Her identity will be revealed at the end of the Meeting and Members who did not shake her hand will pay a fine of \$0.25.

h) Sergeant at Arms:

- i) President or presiding Chair to determine prior to each General Meeting.
- ii) Automatic Fines including but not limited to:
 - Being late for a Meeting
 - No Kinette name badge
 - Wrong or no address to the Chair
 - Talking during a meeting when you don't have the floor
 - Cell phone ringing or texting during a meeting.
- iii) Each automatic fine shall be \$0.25 unless otherwise noted.
 - a) The maximum accumulative fine levied against any Member shall be \$2 (Two dollars).
 - b) Any levied fines against visiting Kin shall be paid by the President.

i) New Member Vote In Meeting: will be requested to introduce themselves and tell the Club why they wish to join.

9. Membership Dues:

- a) \$50 deposit is due at September's General Meeting.
- b) Annual Club dues to be determined at the October General Meeting.
- c) If funds permit, the Club will subsidize Members dues and such subsidy will be determined at October's General Meeting.
- d) New Members starting in November will pay dues based on a pro-rata basis.
(Ex: If Dues are \$150.00, = 15.00/month, so a Member as of December = 7 months total dues = 105.00)
- e) Members are responsible for full payment of dues by January's General meeting.

10. Rights / Privileges

Sports Pass Eligibility:

- a) Must be a Member in Good Standing as per Club Bylaws.
- b) New Members must complete one full year as a member of Club and
- c) Have participated on one fundraising event and one service project.

11. Supplementary - Awards (Also Refer to Bylaws)

All awards follow the Kin year of July 1st to June 30th and are presented at Awards Night.

Kinette of the Year

The Kinette of the Year Award is presented annually to honor a member in good standing, who, in the opinion of Awards Committee and immediate Past recipient, has contributed the most to the Kinette Club of Edmonton. She has partaken in all aspects of the Club's involvement with a commitment that is for the good of the Club.

All members are eligible except for the President, immediate Past President, and immediate past recipient. The previous year's Kinette of the Year winner shall receive a keeper plaque in recognition of their receipt of this award.

Fellowship Award

The Kinette Club of Edmonton Fellowship Award is to be presented annually to honor a Kinette, in good standing, who contributed the most towards fellowship among the members of the Kinette Club of Edmonton. Voting to be done by the members in good standing. The President, immediate Past President and the most recent recipient attending the May meeting will do the verification of the ballots. In the event of a tie, all candidates are recipients. The Fellowship Award winner shall receive a keeper plaque in recognition of their receipt of this award.

Rookie of the Year Award

The Kinette Club of Edmonton Rookie of the Year Award is to be presented annually to honour a Rookie Kinette in good standing who in their first year (joined between Feb 1st of the past Kin year and Jan. 31st of the current Kin year) contributed the most among the members of the Kinette Club of Edmonton. Voting to be done by the members in good standing. The President, immediate Past President and the most recent recipient attending the May meeting will do the verification of the ballots. In the event of a tie, all candidates are recipients. The previous year's Rookie of the Year winner shall receive a keeper plaque in recognition of their receipt of this award.

Committee of the Year Award

The Committee of the Year Award is presented annually to honor a committee for their outstanding contribution to the Kinette Club of Edmonton via an event, fundraiser or service project.

Suggested Criteria:

- Communication Reporting – how well did the committee keep the club informed (ie oral reports at meeting, bulletin reports, minutes in bulletin)?
- If warranted, was a budget prepared and made available to the members via the bulletin?
- Was there team work, sharing of duties, cooperation, delegation?
- Was a final report published in the bulletin in a timely manner?
- What time/effort commitment was required by the members?
- To what extent was the event/project successful and/or did it provide a good foundation for future attempt of same

All Executive members shall be entitled to a keeper plaque in recognition of their contributions as an officer for the Kinette Club of Edmonton. This plaque shall be presented at Awards Night or Executive Change Over whenever possible.