

KIN CANADA

KIN CLUB TRANSITION KIT

Let us help you start a new!



INFORMATION & FORMS

Congratulations on taking action as a club to help bring Kin Canada one step closer to being a more inclusive, gender neutral association.

This kit will provide your clubs with all the necessary information, forms and applications for changing your club from a Kinette/Kinsmen Club to a Kin Club. All applicable forms and applications that will need to be filled in and emailed/mailed back to Kin Canada.

Once you have filled in and submitted the forms in this kit, congratulations! You will have successfully transitioned your club to a Kin Club.

We're always here to help you every step of the way! If you have any questions, don't be shy! Reach out!

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About Transitioning to a Kin Club

Now that you have decided to transition your Kinette/Kinsmen club to a Kin club, your final step will be to formally complete the paperwork with your new Kin club and submit it to Kin Canada National Headquarters.

The [Club Support Coordinator](#) and [Membership Services Coordinator](#) at Kin Canada National Headquarters (HQ) will be able to support you throughout this transition and your [District officers](#) can be accessed for additional support.

Typically, during a club transition to a Kin club, this can happen in one of two ways:

1. Two different Kinette and/or Kinsmen clubs come together to form a Kin club, one club changes its incorporation and name with Kin Canada to a Kin club, the other club folds and transitions all members to the newly named Kin club.
2. One Kinsmen or Kinette club decided to transition to a Kin club and changes their incorporation name and name with Kin Canada.

Please ensure that the application paperwork is completed accurately and submitted to Kin Canada National Headquarters in a timely manner. This will help ensure a prompt transition upon receipt as well as allow sufficient time to organize a memorable charter night for your new club.

We are your support system; you are never left alone. Thank you for working hard to ensure that the future of Kin is a bright one!



Club Forms List

In order to apply to transition to a new Kin club, please ensure that each of the following documents is completed and sent to the Kin Canada National Headquarters Office:

- Permission to Change Name to a Kin Club (Amalgamation) (see [Appendix A](#))
 - **This form is for the amalgamation of two existing clubs**
 - Please send a copy of this form to the District Executive for signatures as well as National Headquarters for the official name change
 - It is recommended that the club keep a copy of this form for their records

- Permission to Change Name to a Kin Club (Existing) (see [Appendix B](#))
 - **This form is for the name change of an existing club**
 - Please send a copy of this form to the District Executive for signatures as well as National Headquarters for the official name change
 - It is recommended that the club keep a copy of this form for their records

- List of Club Officers
 - This list is for outlining elected executives in the new proposed Kin club (see [Appendix C](#))

- List of Members
 - This list is for outlining all members on the roster in the new proposed Kin club (see [Appendix D](#))
 - Name badges can be ordered for all members on this list who indicate they would like to order a new badge
 - Those existing members would receive a badge with the new club name – cost \$6.50 +taxes, shipping and handling
 - Those new members to the club will automatically be ordered a new member kit (name badge included) - cost \$15.00
 - New members must successfully complete a [Criminal Record Check and consent](#) form before a kit and badge are sent
 - Please contact the [Membership Service Coordinator](#) for pricing and particulars for badges and any other member paraphernalia questions

- Resignation of Club Form (See [Appendix E](#))
 - **This form should be completed in the event of two existing clubs amalgamating to form a Kin club**

Please note, changes to your official club name will need to be made with your incorporating body for your official incorporation.

KEEP A COPY OF ALL PAPERWORK

Please allow at least six (6) weeks from the date the application documents are forwarded to Kin Canada National Headquarters for results. Knowing this, please plan accordingly for your charter night celebrations.

Club Incorporation Information

When a club goes through a name transition the club must ensure that the new club name changes on the incorporation as well. Incorporation in this context is the process of changing the charter legally becoming the newly named entity alongside Kin Canada. All clubs within the Association are required to meet these legalities.

Incorporation information varies from province to province, please see the information below for your province and the basic steps to incorporation:

1. Write or phone the Provincial Government Office in your province that is responsible for incorporation (see list below).
 - a. Ask for name change form for a society without share capital.
 - b. Explain that you are looking to change the name for an existing corporation.
2. Be prepared to provide some basic information below:
 - a. A signed copy of the Permission to Change your Name to a Kin Club (Amalgamation) form (see [Appendix A](#)) from Kin Canada OR Permission to Change your Name to a Kin Club (Existing) form (see [Appendix B](#)), whichever is applicable
 - b. A listing of the names, addresses and occupations of the club directors/executive (see [Appendix C](#))
 - c. A new name search document such as NUANS
 - d. A cheque for the change fee (fee varies from province to province).

Remember that the club's by-laws must conform to those of the district in which it is located, as well as the National General Operating By-Law – especially Sections 3.03(b) and (c) on Minimum Requirements.

3. Remember, maintaining their incorporated status is an ongoing process.

Provincial Contact Information:

- **Alberta**
Alberta Registries, Corporate Registry
Mailing Address: PO Box 1007, Station Main, Edmonton, AB T5J 4W6
Tel: 780-427-2311 (RITE line within Alberta, 310-0000)
Fax: 780-422-1091,
www.governmentsservices.gov.ab.ca
- **British Columbia**
Ministry of Finance & Corporate Relations, Corporate & Personal Property Registries, Societies & Cooperatives Unit, 2nd Floor, 940 Blanshard Street, Victoria, BC
Mailing Address: PO Box 9431, Station Provincial Government, Victoria, BC V8W 9V3
Tel: 250-356-8673 775-1046 (direct dial free line from GVA)
Fax: 250-356-6977
www.fin.gov.bc.ca/registries

- **Manitoba**
Manitoba Consumer and Corporate Affairs, Companies Office, 10th Floor, Woodsworth Bldg., 405 Broadway, Winnipeg, MB
Mailing address: 1010-405 Broadway, Winnipeg, MB R3C 3L6
Tel: 204-945-5999 or 1-888-246-8353
Fax: 204- 945-1459
Email: companies@cca.gov.mb.ca
www.companiesoffice.gov.mb.ca/index.html
- **New Brunswick**
Service New Brunswick, Corporate Affairs Branch
Mailing Address: PO Box 1998, 432 Queen Street, Fredericton, NB, E3B 5G4
Tel: 506-453-2703 or 1-888-832-2762
Fax: 506-453-2613
www.snb.ca
- **Newfoundland & Labrador**
Government Services & Lands, Registry of Deeds & Companies, Confederation Building, St. John's, NF
Mailing address: PO Box 8700, St. John's, NF A1B 4J6
Tel: 709-729-3317
Fax: 709-729-0232,
www.cado.eservices.gov.nl.ca/Company/Companymain.aspx
- **Nova Scotia**
Registry of Joint Stock Companies, 9th Floor, Maritime Centre, 1505 Barrington Street, Halifax
Mailing address: PO Box 1529, Halifax, NS B3J 2Y4
Tel: 902-424-7770 or 1-800-225-8227
Fax: 902-424-4633
Email: joint-stocks@gov.ns.ca
www.gov.ns.ca/snsmr/rjisc/
- **Ontario**
Ministry of Consumer & Business Services, Companies Branch,
Address: 375 University Ave., 3rd Floor, Toronto, ON M5G 2M2
Tel: 1-800-361-3223
Fax: 416-314-5125
www.cbs.gov.on.ca/mcbs/english/company_info.htm
- **Prince Edward Island**
Office of the Attorney General, Consumer, Corporate and Insurance Division, 4th Floor, Shaw Building
Address: 95 Rochford Street, Charlottetown, PE
Tel: 902-368-4550

Fax: 902-368-5283

www.gov.pe.ca/index.php3?number=81114

- **Québec**

L'Inspecteur général des institutions financières, Direction des entreprises,

Adresse: 800 place d'Youville, Rez-de-chaussée, Québec, PQ, C.P. 1364, Québec, PQ G1K 9B3

Tel: 1-888-291-444

Fax: 418-528-5703

Montréal Office: 800, Tour de la Place-Victoria, Niveau promenade, Montréal, PQ H4Z 1H9,

Fax: 514-873-6431

www.gouv.ca/portal/quebec/pgs?lang=fr

- **Saskatchewan**

Saskatchewan Justice, Corporations Branch, 2nd Floor,

Address: 1871 Smith St., Regina, SK S4P 3V7

Tel: 306-787-2962

Fax: 306-787-8999

Email: corporations@justice.gov.sk.ca

www.saskjustice.gov.sk.ca/corporations/default.shtml

Frequently Asked Questions

What administrative requirements does a mixed club have?

The club administration requirements would follow those as outlined in the General Operating By-Laws.

Does National Headquarters require amalgamating clubs or a club looking to change their name to be in good standing?

YES. All clubs looking to make changes to their existing charter with Kin Canada be it the amalgamation of two clubs or a name change of an existing club must be in good standing.

What happens if one of the clubs involved in a Kin club amalgamation owes money/dues to National Headquarters?

The clubs must pay outstanding debts in order for the National Board of Directors to approve the new transitioned charter and/or the resignation of one of the amalgamating clubs.

Would a K-40 or K-ette club cease to exist if its sponsor became a Kin club?

The new Kin club would absorb the sponsorship of any existing K40 or K-ette clubs that either club had attached to them.

With the changes in the processing of new members kits, do we need to order name badges for our members?

Name badges for your club members can be ordered for each person in the club based on the typed list of charter members. The cost of \$6.50 per person plus applicable taxes and shipping and handling. In the case of new members to the association, a charge of \$15.00 per member will be charged to the club for a name badge and a new member kit.

While we want to have both men and women in our club we don't want to lose the many years of tradition created by the existing club. What anniversary date do we recognize?

If the Kin club is as the result of the merger of two clubs, the charter that is chosen to remain active and change their incorporated name will also keep their original charter date. This date will become the official charter date for the new Kin club.

Do we have to hold a formal charter night?

This should be decided by the people in your community and club.

What do we do with our existing regalia?

There are a number of options for you to choose from:

- a. The existing club(s) regalia could be retired to the archives and new materials ordered from Kin Sales.
- b. The existing regalia could be adapted and used for the new club.

What works best for you is what counts.

What do we do about assets owned by the existing clubs?

While major assets, i.e. buildings, need to be owned by the incorporated body, it is our suggestion that legal advice be sought locally as every case is unique.

Appendix A: Permission to Change Name to a Kin Club (Amalgamation)

I _____, the President of the Kinsmen Club of _____,
and I _____, the President of the Kinette Club of _____
have elected to amalgamate with the permission of the National Board of Directors of Kin Canada
and in accordance with the General Operating By-Laws of the Association to form the new Kin
Club of _____

Kinsmen Club President Kinette Club President Date

FOR GOVERNORS USE ONLY

Approved by:

Governor _____ Date: _____

Governor _____ Date: _____
(If applicable)

(the Governors are signing on behalf of both Deputy Governors and the Zone and/or District Membership Director)

FOR OFFICE USE ONLY

National Executive Director _____

Date: _____



Appendix B: Permission to Change Name to a Kin Club (Existing)

I _____, the President of the _____ Club of _____, with permission of the National Board of Directors of Kin Canada and in accordance with the General Operating By-Laws of the Association have elected to change our club name to the Kin Club of _____

Club President

Date

FOR GOVERNORS USE ONLY

Approved by:

Governor _____ Date: _____

Governor _____ Date: _____
(If applicable)

(the Governors are signing on behalf of both Deputy Governors and the Zone and/or District Membership Director)

FOR OFFICE USE ONLY

National Executive Director _____

Date: _____



Appendix C: List of Club Officers

The following are the duly elected club executive for the proposed Kin Club of

PRESIDENT

Name

Email

Street Address/Box #

City _____ Province _____ Postal Code _____

Primary Phone #

Criminal Record Check and Consent for obtained and submitted? Yes No

TREASURER

Name

Email

Street Address/Box #

City _____ Province _____ Postal Code _____

Primary Phone #

Criminal Record Check and Consent for obtained and submitted? Yes No

VICE PRESIDENT

PAST PRESIDENT

RISK MANAGER

SECRETARY

MEMBERSHIP DIRECTOR

EDUCATION

AWARDS

SERVICE

COMMUNICATIONS

Note: It is the Club's choice which positions make up their Club Executive, however, there must be a President, Past President, Vice President, Treasurer and Risk Manager.



Appendix D: List of Members

The following are the charter members for the proposed Kin Club of

	NAME, EMAIL & MAILING ADDRESS	NEW BADGE?	BADGE TYPE?
1	Name:	Yes	Pin
	Email:	No	Magnet
	Mailing Address:		
2	Name:	Yes	Pin
	Email:	No	Magnet
	Mailing Address:		
3	Name:	Yes	Pin
	Email:	No	Magnet
	Mailing Address:		
4	Name:	Yes	Pin
	Email:	No	Magnet
	Mailing Address:		
5	Name:	Yes	Pin
	Email:	No	Magnet
	Mailing Address:		
6	Name:	Yes	Pin

	Email:	No	Magnet
	Mailing Address:		
7	Name:	Yes	Pin
	Email:	No	Magnet
	Mailing Address:		
8	Name:	Yes	Pin
	Email:	No	Magnet
	Mailing Address:		
9	Name:	Yes	Pin
	Email:	No	Magnet
	Mailing Address:		
10	Name:	Yes	Pin
	Email:	No	Magnet
	Mailing Address:		
11	Name:	Yes	Pin
	Email:	No	Magnet
	Mailing Address:		
12	Name:	Yes	Pin
	Email:	No	Magnet

	Mailing Address:		
13	Name:	Yes	Pin
	Email:	No	Magnet
	Mailing Address:		
14	Name:	Yes	Pin
	Email:	No	Magnet
	Mailing Address:		
15	Name:	Yes	Pin
	Email:	No	Magnet
	Mailing Address:		
16	Name:	Yes	Pin
	Email:	No	Magnet
	Mailing Address:		
17	Name:	Yes	Pin
	Email:	No	Magnet
	Mailing Address:		
18	Name:	Yes	Pin
	Email:	No	Magnet
	Mailing Address:		

Appendix E: Resignation of Club Form

_____ Club of _____

District: 1 2 3 4 5 6 7 8

Zone: _____

Submitted by: Club President **OR** Governor (please sign accordingly)

Club President Name Club President Signature Date

Governor Name Governor Signature Date

1. Reason for Removal of Club from Association:

Voluntary Resignation

Please explain:

Revocation

Please explain:

2. Financial Statements:

Prior to the acceptance of any club's resignation, the Association must be certain that the Club has satisfied its outstanding financial obligations.

**Please attach 2 copies of the Club's financial statements with this forms package*

3. Bank Accounts:

Have bank accounts for the Club been closed out? Yes No

If no, please explain:

4. Incorporation:

Has the Club's incorporation been terminated with the province? Yes No

If no, please explain:

5. Regalia:

Has all the regalia been removed from the Club? Yes No

If yes, who now has the regalia?

If no, please explain:

6. Outstanding Accounts:

Are there any outstanding zone dues? Yes No

If yes, how much? _____

Does the Club have the fund to pay? Yes No

If no, is the Zone forgiving dues? Yes No

Comments:

Are there any outstanding District dues? Yes No

If yes, how much? _____

Does the Club have the fund to pay? Yes No

If no, is the District forgiving dues? Yes No

Comments:

Are there any outstanding National dues? Yes No

If yes, how much? _____

Are there any outstanding Kin Sales accounts? Yes No

If yes, how much? _____

Does the Club have the fund to pay? Yes No

If no, is National being asked to forgive dues and/or the Kin Sale account balance?

Yes No

Comments:

7. Other Areas:

Does the Club have any active K-40/K-ette Clubs? Yes No

If yes, please specify: _____

Has this auxiliary club been notified of the resignation/revocation? Yes No

