



Kin Canada
Kinsmen • Kinettes • Kin

2024/2025 Dues Billing – Everything You Need to Know

Annual Dues Billing is billed to clubs in two parts - "First Dues Billing" and "Second Dues Billing."

Dues Billing calculations are based on the club's membership roster on September 30, 2024 (for First Dues Billing) and January 31, 2025 (for Second Dues Billing). Therefore, it is the club's responsibility to ensure its official roster of membership is accurate by the dates above.

Clubs have the option to pay First Dues Billing (which will be invoiced after October 1, 2024) in full by **November 15, 2024**, OR pay in two equal parts (50% by **November 15, 2024**, AND 50% by **January 15, 2025**).

For Second Dues Billing (which will be invoiced after February 1, 2025), clubs can opt to pay in full by **March 15, 2025**, OR choose to pay in two equal parts (50% by **March 15, 2025**, AND 50% by **May 15, 2025**).

Note: There is a 3% convenience fee for dues billing payments made by credit card.

How to View Your Current Roster

You can [view your current club roster](#) on www.ikin.ca under Membership Services.

Can't login? For support logging into www.ikin.ca, please contact mhayward@kincanada.ca.

How to Update Your Club Roster

If your club roster requires updating, please register new members or request to remove inactive or deceased members by **September 30, 2024 at 11:59 p.m. EDT for First Dues Billing** or **January 31, 2025 at 11:59 pm EST for Second Dues Billing**.

Adding a New Member

To register a new member, please complete the [New Member Registration Form](#) on www.ikin.ca. Your new member will be added once they complete their Criminal Record Check as per Kin Canada's [Volunteer Screening Policy and Procedures](#).

*Note that past members who have taken a break from Kin for longer than 6 months are considered a new member.

If your new member is transferring from a different Kin Canada club and has not been inactive for more than 6 months, please follow the process to [Transfer a Member](#).

Removing an Inactive or Deceased Member

To remove a member, please complete the [Change Member Status Form](#).

Removing Multiple Members

If you have multiple members to remove, you can send an email to mhayward@kincanada.ca with the full names of the members to be removed from the roster. Please also indicate why the member is leaving (e.g. life changes, just taking a break, deceased, or conduct unbecoming).

Note: we will not be able to cross reference full membership lists with what we have on file (due to staff capacity limitations). Therefore, please complete the Change Member Status Form OR send a specific request for member removal to mhayward@kincanada.ca.

Questions?

If you have any questions about updating your roster, please contact National Membership Services Coordinator Melina Hayward at mhayward@kincanada.ca.

If you have questions about the Dues Billing process in general, please contact Operations Manager Carmen Preston, at cpreston@kincanada.ca.