

SECTION B

CLUBS

Duties -- Protocol – Recruitment Guide

A COPY OF YOUR CLUB'S
CONSTITUTION & BY-LAWS
SHOULD BE PLACED
BEHIND THIS PAGE
AND IN FRONT OF
THE SECTION

(Updated October 2020)

Current Club Officers

IMPORTANT: this form, or a version of it, should be completed by the Club President immediately upon his appointment and updated when necessary during his term of Office. It should be issued to the District Governor, District Webmaster, your Club Database Administrator and Gyro International Headquarters. A copy should be retained for this section. A blank copy should also be retained for future revisions. (2 copies following)

Current Club Officers

CLUB _____ DISTRICT _____ DATE _____

INSTALLATION DATE _____ LOCATION _____

PRESIDENT:

Name _____ Partner _____

Address _____

Phone - Home _____ Cell _____ E-mail _____

1ST VICE PRESIDENT:

Name _____ Partner _____

Address _____

Phone - Home _____ Cell _____ E-mail _____

2ND VICE PRESIDENT:

Name _____ Partner _____

Address _____

Phone - Home _____ Cell _____ E-mail _____

SECRETARY:

Name _____ Partner _____

Address _____

Phone - Home _____ Cell _____ E-mail _____

TREASURER:

Name _____ Partner _____

Address _____

Phone - Home _____ Cell _____ E-mail _____

PAST PRESIDENT:

Name _____ Partner _____

Address _____

Phone - Home _____ Cell _____ E-mail _____

BULLETIN EDITOR:

Name _____ Partner _____

Address _____

Phone - Home _____ Cell _____ E-mail _____

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Name _____ Partner _____

Address _____

Phone - Home _____ Cell _____ E-mail _____

BULLETIN EDITOR:

Name _____ Partner _____

Address _____

Phone - Home _____ Cell _____ E-mail _____

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Duties of the Club Presidents

The President is naturally the head of the Club and as such he guides the Club with the advice and assistance of his fellow Officers and Directors. He is directly responsible for the Club's welfare during his term in office

He should guide and direct, rather than rule or dictate. He must be a good listener and a good negotiator. Persuasion, tact and gentle firmness are his best tools. A good President is one who gets things done without personal credit, granting the recognition, to those to whom the responsibility was delegated.

It shall be the duty of the Vice President, in the absence of the President, to in every way act on the President's behalf. He shall support the President in all matters and be prepared to take over the Presidency at the next election. Thus, his job is a training period for the Presidency.

Duties and Responsibilities

1. The President shall, after his Installation, complete the Club Officers Form, page 1 this section, and forward to the appropriate people. Also, he should ensure that he has current up-to-date lists, for both International and District Officers.
2. The President shall preside at all Club and Board of Directors meetings.
3. The President shall lead the Club in the best tradition of Gyro Friendship.
4. He should read and familiarize himself with the Constitution and By-laws of his Club, his District and Gyro International.
5. He should have a leadership training session as soon as possible after his Installation, setting the guidelines he wishes his Officers to follow.
6. Appoint Chairmen for standing committees, such as:

a. Programs	f. Bulletin & Gyroscope	k. Founders Night
b. Membership	g. Installation	l. Photography
c. Attendance	h. Visitation to other clubs	m. Ways and Means
d. Charity	i. Telephone calling	n. Nomination
e. Socials	j. Sickness & visitations	
7. Update Club policy and procedures, if written. If not, a committee should be formed to do so and have them added to the Club's by-laws.
8. It is the duty of the President to attend all District meetings or send a delegate in his behalf.
9. The President should encourage all members to attend District meetings and to make visitations to other Clubs in the District.
10. Make every effort to involve Lady Gyros in Club social activities.
11. Try to involve every member in some manner of the Club's activities.
12. The President must make sure that historical records are kept for future references.
13. The President shall submit a written report at the District Interim and Annual Business Meeting outlining the Club's accomplishments during his term as President.
14. The President shall submit a written report at the Club's Annual Meeting covering his activities and the Club's accomplishments during the year. He should also outline recommendations for the incoming Club President.
15. The President should make sure that the Club Secretary has the necessary "membership kits" for the Installation of new members.
16. He shall ensure, that the Club Secretary sends information, on new members, transfers and other membership transactions, to the District Secretary-Treasurer and to Gyro International.

17. He should also ensure, that the Bulletin Editor sends the club bulletin, to all Club members, his District Officers, the District Bulletin Judges and to International Head Quarters (HQ).
18. The Club President should be familiar with the proper Protocol to be used at all Gyro functions (see Protocol to be Followed - this section).
19. At the end of the Section, will be found a page entitled: A Welcome to New Gyros”, it is recommended, that the Club President send, or preferably hand deliver, a copy of this “Welcome”, to a new member after his Installation. It is an excellent article, indicating that both the Club and the new member have obligations to one another.

Duties of Club Secretary

The Secretary holds one of the key positions in the Club and on the Board of Directors. He should be selected with care and be knowledgeable about his Club and its activities. He should have an appreciation of how his Club relates to Gyro International and the District.

Since all correspondence passes through his hands, prompt action is necessary. He should have a sense of urgency when reporting to International, District or Club members.

In a sense, the Club Secretary is the Club Historian, for the accuracy of the Club’s history is often dictated by the accuracy of the Secretary’s records.

In some Clubs, the duties of the Secretary and Treasurer are combined. There are certain advantages to this, as the duties are somewhat inter-related and, in many respects, dependent on one another.

Duties and Responsibilities

1. The Secretary shall assist the President, in the completion of the Club Officers Form (page 1, this section) and any revisions that must be forwarded to the appropriate people.
2. Prepare for the President, agendas for Club and Executive meetings and issue notices of such meetings, providing sufficient lead time, to the appropriate members.
3. Accurately record the minutes of all Club and Executive meetings.
4. The Secretary must bring all correspondence and matters of importance to the attention of the President and Board of Directors.
5. Handles all correspondence on his own or at the direction of the President or Board of Directors.
6. Acts as the official clearing house for all suggestions, resolutions, motions, etc.
7. Maintains record of Club’s membership. Ensures changes are recorded timely.
8. The Secretary shall keep the Bulletin Editor informed of any email address or membership changes.
9. Keep the Treasurer informed regarding the number of members paying dues and the number of non-paying members including 50 year + members.
10. Order supplies for the Club, such as stationary, pins, membership kits, etc.
11. He shall maintain the Club’s attendance records.
12. When requested by International, submit Club membership listing for the Database.
13. Keep International informed of changes in membership and addresses to ensure proper delivery of the Gyroscope.
14. Complete the appropriate Electronic Forms and forward the original to HQ who will inform the District Governor when: a new member joins; a member transfers from another Club; a member dies or resigns; or a member is removed by Club action.
15. Familiarize himself with the information and workings of the International web site and utilize the appropriate electronic forms available.

Duties of the Club Treasurer

The Treasurer holds one of the key positions in the Club and on the Board of Directors. He, like the Secretary, should be selected with care and be knowledgeable about his Club and its activities. He should be well aware of his Club's financial goals and be prepared to budget accordingly.

In some Clubs, the duties of the Treasurer and the Secretary are combined. There are certain advantages to this (see duties of Secretary, this section).

Duties and Responsibilities

1. The Treasurer shall be responsible for collecting all monies payable to the Club by sending invoices to members, semi- or annually, as dictated by the Club.
2. All funds collected shall be deposited in a charter bank.
3. The Treasurer shall issue cheques for bills payable, countersigned by the President or Vice President as required by the Board of Directors.
4. The Treasurer shall maintain, in records, a correct account of receipts and disbursements.
5. Present a detailed financial report, audited if possible, for presentation at the annual business meeting.
6. The Treasurer shall attend all Club, Executive and Annual meetings.
7. The Treasurer shall prepare Interim financial reports when requested.
8. The Treasurer shall be responsible for making all financial arrangements, required for the Club, such as meeting rooms, meals, etc.

Duties of Other Club Officers

Past President

The Past President is the senior member of the Board of Directors, senior in service, not authority. The President presides over all meetings. The Past President is likened to a mentor, whose past experience at the helm of the Club enables him to offer sound advice and guidance.

It shall be the duty of the Past President, in the absence of the President or VP, to act in their behalf.

Directors

The Directors are responsible for aiding the Executive and chairing the different committees the Club requires. They are usually, but not necessarily, members who have previously held executive positions in the Club or are planning to do so in the future. They require to listen, rationalize and be supportive of the Club's goals. They must be supportive to the Executive, but not subservient.

The number of Directors depends on the size and needs of the Club. Regardless of how many Directors a Club may have, each should be given a particular job to do, that will be his own responsibility. They should form small committees, consisting of club members, to fulfill their respective responsibilities. Small committees usually are more effective. By integrating these small groups, more members are involved.

Bulletin Editor

The Bulletin Editor should attend all meetings, social gatherings, etc., to enable him to gather information and assemble it into bulletin form on a timely and regular schedule. The Editor should make sure bulletins are sent to all Club members, District and International officers, as well as other clubs that the Club wishes to exchange bulletins with.

Sergeant at Arms

The Sergeant at Arms assists the President to keep all Club meetings running in a orderly manner. He also may add humor to the meeting by fining any member who is not wearing his name tag or pin.

Importance of Committees

Continuity of committees is very important. As at International, where the President is followed by two Vice Presidents; in District, where the Governor is followed by one or two Lt. Governors; in individual Clubs, where the Vice President follows the President; the procedure is automatic so that the organization operates smoothly with no interruptions. One position follows the other therefore the objectives that are being sought, are not lost when one is replaced in the chain of command.

Club committees should be structured in a similar manner. Therefore, if possible, each committee should have a minimum of two members, if not more. This way, if one member of the committee wishes to resign, the plans and objectives of that group do not have to start from square one but can continue as planned. In smaller Clubs, members will be on more than one committee, but this good for the club, as it enhances the Gyro goals of friendship and fellowship.

One of the key committees in any Club, is the nominating committee. The group should consist of members of the Board, who will automatically hold office during the next year; the President, Vice President and any other officer still serving. All other members are therefore eligible.

Shortly after installation, the new nominating committee should review the Club membership for possible candidates for the following year. Meeting with candidates and their partners, to discuss the pros and cons as to whether they will run for office, should take place as soon as possible.

While we don't take ourselves too seriously in Gyro, and while it is true, we believe in friendship above all else, when it comes to the Officers of the Club, we are in dead earnest. The officers are responsible for running a sound business-like administration and should be selected with great care.

Let's not get hung up on "Mr. Great Gyro", a great guy who has personality plus and nominate him, without giving serious thought to his ability to do the job. Always keep in mind "he" may not be the best man suited for that particular position. It is too late, after he is in office, to find out that he is unhappy, disorganized or the job is unsuited to him. Study the candidates carefully; nominate the best man.

Achievement Awards

International offers several awards to recognize special achievement by individual Gyros, or group of Gyros, who have by his or their extraordinary efforts, brought honor, recognition, special leadership or increased membership for the good of the Order. These awards are outline in Section D of this manual.

If a member of your club should qualify for one of these awards, it is suggested that you obtain the

appropriate forms, from Headquarters, or online at the International web site and forward to your District Governor for processing.

Service to Gyro and fellow members needs to be recognized and these awards are beneficial to that end. It is not recommended that the Executive Council be inundated with nominations, but it is important to a strong membership that excellence be recognized.

Certificates of Appreciation are also available to recognize a member for exceptions service. These may be obtained from the International office, and do not require approval beyond the Club executives.

Protocol to be followed at Gyro Functions

As there are strict rules governing the flying of the national flags, singing anthems and making toasts, the following are guideline set out by Gyro International and should be adhered to by the membership:

Flags

The national flag of the country at the location of an event has a place of dominance or precedence. When TWO FLAGS are displayed, it is placed on the RIGHT of the reviewing stand building, head table, etc.

The front of a building or head table must be defined before we know which is the right or left. This is obvious in the case of a building. For a head table, it looks to the front, therefore the dominate flag is on the right of those sitting at the head table, and obviously, the dominate flag is then to the left of those facing the head table.

If three flags are displayed, then the dominate flag is in the center.

Anthems

Although it is felt that it is polite to sing the visiting country's anthem first, it is improper. Protocol dictates that all official functions start with the HOST COUNTRY' ANTHEM. If citizens of both countries are present, the VISITING COUNTRY'S ANTHEM may be sung after. [Gyro's usually do not to follow this protocol]

Toasts

They should be given by senior members in the organization, if there are no government representatives in attendance. In Canada, the protocol in the Loyal Toast is as follows: the host rises and asks for attention so they may join in a toast to the Queen. Once guests have risen, the host raises his glass and simply says, "TO THE QUEEN" without any other word or music. The guests respond by repeating "THE QUEEN" and drink the toast. After the toast to the Queen, the person proposing the toast to the American President asks the guest to rise ... the host raises his glass and simply says "TO THE PRESIDENT OF THE UNITED STATES", the guests respond by repeating "TO THE PRESIDENT". In the US, the order is reversed, toasting the President first, and the Queen after.

Any beverage may be used, except cocktails. Wine or water are preferred. If there is no one present from the other country, then only a toast to your own Head of State is necessary.

Recruitment Guide

Preamble

Membership recruitment continues as a problem with many clubs. The major reason is that too few clubs focus on recruitment as an essential feature of the club's activities.

In most cases recruitment is an "ad hoc" activity, with no particular objective or plan. The expression "bring a friend to Gyro" is heard everywhere, unfortunately, to many of the friends who are brought to Gyro, do not turn up again a second time. The main thrust of the Membership Committee's program is to suggest a format which has proved successful over the years in organizations similar to Gyro. The program is presented as a whole, although certain features can be lifted to the exclusion of others.

We would encourage all Gyro clubs to "buy into" this program. There will be bugs that can be ironed out, and we know that the circumstances of all clubs are not the same. However, as a formalized approach to recruitment, this program can begin what should be an annual activity for each club.

Overview

The recruitment program has several features including:

1. A specific period of the year, approximately six weeks, which is dedicated to recruitment, possibly to the exclusion of certain other activities.
2. The recruitment program is planned and managed.
3. The program works according to a timetable of events, which will vary from club to club.
4. The program contemplates the involvement of virtually all members, from chairman to the member asked to submit names of guests, who then become membership prospects.
5. The program is not meant to be a hard sell. The objective is to bring newcomers into our circle of friends, by showing and telling them what Gyro is about. The program makes use of each member as a salesman for Gyro and utilizes sales-aides which have been developed by International, and in some cases, but clubs themselves.
6. The program should be a rewarding, fun experience for everyone. Gyros are enthusiastic by nature, given a goal, and a chance to attain that goal, a great deal of satisfaction and success can result.

Timetable

- | | | |
|----|--|---|
| 1. | Form Membership Committee -- | Beginning of club year |
| 2. | Plan & coordinate activities -- | Until November 30 th |
| 3. | Invitations mailed to mixed event -- | About October 10 th |
| 4. | Membership Month kicks off -- | October 14 th , Founders Day |
| 5. | Mixed function-- | About October 26 th |
| 6. | Second "Stag" function -- | About November 11 th |
| 7. | Invitation to join -- | About November 18 th |
| 8. | Installation & commencement of new members orientation | About November 20 th |

Membership Committee

The Membership Committee should be chaired by an aggressive, sales oriented person, and can contain five or six members. This is an opportunity to get several of your members working together to achieve an important goal.

One person should be given responsibility for assembling the guest list, ensuring that invitations are prepared and mailed, receiving the R.S.V.P.'s and looking after guest services such as preparing name tags and arranging for greeters.

The club Treasurer, or someone from the Finance Committee should be involved in budget preparations.

In that the recommended process is a progressive one, the Committee should determine the apparent interest of all guests following the first function. As a second function is recommended, it is important that all interested guests be invited to that second function, and that someone from within the club be responsible for delivering the invitation (in person, or telephone) if it is not to be mailed.

Following the second function, the Committee must assess the apparent membership potential of each guest. It is from this meeting that proposals for membership will be made to the general membership of the club and following whatever process your club uses in membership selection, an invitation to join is subsequently issued.

The Committee must review your club's rules and regulations for admittance. Some clubs require posting in the bulletin. An objective of the Membership Month is to formalize and expedite the process. The dynamics suffer if you have to wait several weeks following the second event before issuing invitations to join!

The Committee should have at least one meeting following the close of recruitment to prepare a report with recommendations. It is suggested that a summary of the highlights be circulated throughout the District for the greater good of all the clubs.

While the Membership Program focuses on Membership Month, searching out and initiating new members must remain a priority throughout the year. Our customary practice of introducing potential members at our meetings and social functions through the year is encourage; the season for finding new members never ends.

Planning

Given a suggested format for Membership Month, it is left to the individual clubs to plan the scope and format of their recruitment activities. There are some basic truths all clubs should bear in mind:

1. Gyro is very much family oriented. There are few dedicated Gyros who are not joined by equally enthusiastic and dedicated Lady Gyros. In planning our activities, we must include our ladies, and must ensure that partners of our prospective members attend at least one function.
2. There will be a cost to the recruitment program. Each club should prepare a budget in line with the scope of the recruitment. Some clubs do this from their general budget; members should expect to pay to attend special functions; the District may provide a nominal contribution. More recently, the Betterment Fund is available to assist with funds when contacted in advance with a planned event. See Betterment Fund elsewhere.
3. The objective of the recruitment effort must be kept in mind – that is, the opportunity for prospective members to mix and meet as many Gyros as possible and sell Gyro through a knowledge of our Fraternity.
4. While there is a cost to recruitment, this cost should be considered an investment in the future of our Fraternity. To the extent members contribute through their dues to the costs of running a club, the cost can be considered an investment.

The planning process should focus on the number of new members desired. All prospects will not become members; the success ration may be one in three or four. Given these facts, a club hoping to

bring in six new members should expect to issue invitations to twenty or thirty prospects.

Recruitment Functions

The major considerations in planning recruitment functions are that they provide an opportunity for people to meet and mix, and they meet budgetary requirements. Beyond these, the first mixed function could be a cocktail party – wine and cheese, beer and burgers or tea and cakes. Based on the time of the day, details as to food and beverages and decorations must be considered.

Recruitment planning should include a second function. It is suggested here that it could be an ordinary business meeting of the club, which should be modified and have an extended social period. If you have a speaker at your meetings, you may arrange for someone of particular merit. The meeting itself should follow the normal format, complete with good natured heckling which is often part of the Gyro fun.

At your social function your guests must be made to feel comfortable. A few suggestions:

- 1 Each guest will have been introduced to Gyro by someone in Gyro. That person should definitely be at the function to greet his guest.
- 2 Each function should have a greeter or greeters to meet each person as they arrive.
- 3 Everyone should wear a name tag, differing from guest name tags.
- 4 You should plan on at least a 1:1 ration of guests to members.
- 5 Guests should not be left alone, or in a group that does not have a Gyro included.
- 6 At the second function, each guest should be asked to introduce themselves and say a word or two about his background.
- 7 Gyro literature should be widely displayed. Along with the brochure “You’re Among Friends” you should display copies of the Gyroscope, club bulletins, etc.
- 8 You members should be prepared to tell the Gyro story, or should be aware of Gyro history, International and District structure and the cost to belong. Many prospects will be interested if there is a charitable component in the club’s activities.

Mixed Function – The Program

The mixed function is the key opportunity to present Gyro to prospective members and their partners. When approaching your guests, they should be made to know that Gyro is looking for new members and that is the reason for the invitation – they are being asked to view the merchandise.

While the party is meant to be typical good-time event, there must be a period of time, perhaps fifteen minutes when you will have the floor to talk Gyro on a low-key basis.

A suggested format for your program might be as follows:

- | | | |
|----|---|-----------|
| 1. | Introductions and welcome by membership chairman | 2 minutes |
| 2. | Short talk by club President discussing the club -- | 3 minutes |
| 3. | Words from present or past District Officer -- | 8 minutes |
| 4. | Membership chairman wind-up -- | 2 minutes |

Back copies of the Gyroscope are available on the website and should be prominently displayed.

Gyro literature is available for the asking from HQ. It is suggested you obtain sufficient quantities that each guest can take away pieces with him, and that you have a stock on hand for use throughout the year.

Copies of your bulletins should be on display; many other clubs have copies that would be interesting. If you have a photo album for earlier years, this should have a prominent place. The essential message here is that from the time they arrive until they leave, your guest should see and hear a lot about Gyro.

Guest List

The most difficult task in planning the program will be assembling a guest list. Bear in mind we are asking our friends to come and enjoy. Few people would turn down an invitation to join in an enjoyable social experience, provided they know at least one or two people to prevent them from feeling like strangers in a crowd.

The guest list must be developed using our members as primary resources.

Suggested sources for names include:

- 1 Guest list of those who have attended club functions during the past two years. This could include past speakers who appeared to enjoy the Gyro experience.
- 2 The usual array of obvious sources, friends, neighbors, associates, family and acquaintances from other activities such as church and clubs.
- 3 Our wives. We repeat! Wives are an integral part of Gyro. They should also be asked for the names of couples who they feel would enjoy Gyro.

Invitations

It is strongly suggested a formal invitation be issued to the mixed function (Exhibit A, page 10) and that a formal "invitation to join" card (Exhibit B, page 10) be given to prospective members.

As the second, or business meeting function is less formal than the first, it may be acceptable to pass on invitations in person or by phone. The form of invitation and any variation on this theme is acceptable.

Closing the Sale

Your planning must consider how "the sale" is eventually going to be made. Each prospect will have been introduced to your club by a member. Presumably that member can be given the responsibility of delivering an invitation to join Gyro that can be delivered to the prospect's home or another setting such as a lunch, or family get together.

All too often we get interested people to our functions and forget to say "will you buy" when the time comes to close the sale. It is amazing just how many people are waiting to be asked, and after two excellent socializing events, the chances are they will welcome the invitation to join our Fraternity.

District Participation

It may be possible that your District will help financially with your program, however it is not certain. District Officers may be available to participate, and certainly Past Governors make an excellent speaker that can convey the scope and essence of Gyro

Exhibit A – Sample Invitation

The Gyro Club

An international organization that provides a setting for members and friends to socialize and have fun.

Gyro was formed in 1912 as a social organization with the primary purpose of promoting friendship amongst its members. Gyro encourages community participation and charitable endeavors, but our primary focus is on our fellow members and the people we associate with in our daily lives.

The Gyro Club of _____ requests the pleasure of the attendance
of Mr. and Mrs. _____ RSVP Please

Event: Cocktail Party Reception
Date: Saturday, October 19, 2025
Time: 6 PM to 8 PM
Place: Barney and Betty Rubble's
123 Flintstone Drive, Bedrock

Exhibit B – Sample Invitation to Join

The members of the Gyro Club of _____

Cordially invite _____

to join in our Fraternity of Friendship by joining the Club as an active member.

This Invitation was issued on _____

Your response is requested by _____

A Welcome to New Gyros

Dear Gyro:

We are very pleased to welcome you as a new member of the Gyro Fraternity, your new family of friends. We hope that you will enjoy a long, happy association in our Gyro organization.

Membership in Gyro calls for certain obligations on your part, as well as ours. For your part, the most important requirement is your regular attendance at our meetings, as well as special events. It is only through your attendance that we can get acquainted and become friends, which of course, is the very purpose of Gyro – the promotion of friendship.

There are two very important annual functions at which you should be present. The first is the Club installation, a mixed gathering, at which the Executive members of our Club are officially installed for their year in office. This is a good social evening, which usually includes a dinner and dance, and the opportunity for you to meet with other members and their partners, many times from other clubs in attendance as well.

The second annual priority evening is the Gyro Founders Night, held in mid-October usually, when our club celebrates the founding of our Gyro Fraternity and its Founders, to whom we pay tribute.

Attendance at Gyro District Conventions will prove to be a fun experience and will help you to fully understand and appreciate what Gyro friendship is all about. Here you will be met and welcomed by Gyros and their partners from other clubs within our District.

Another Gyro function that is most rewarding, is to attend a Gyro International Convention during the summer, where you will meet members and their partners from a number of Gyro Districts across Canada and the United States. Here also, you will be welcomed by both International Officers and District Governors who form the Executive Council and the Board of Governors of Gyro.

Most Gyro clubs have regular newsletters, bulletins or email notifications. This provides you with information about regular meetings as to date, time and place, etc. Information concerning special club functions and events. Also, information regarding International and District functions, so that you can plan your attendance in advance.

Gyro is a happy group of friends. A fraternal organization, whose common denominator is good natured fun and fellowship, which can be enjoyed through active participation.

Remember – the Only Way to Have a Friend – is to Be One.

Welcome to Gyro!