

INSTRUCTIONS FOR GYRO CLUB SECRETARY

1. The enclosed "Membership Information Forms" are for reporting new members, reinstatements, transfers from other Gyro Clubs, and deaths. It is important that for new members you fill in the **initiation date** or **acceptance date**. Please give us the **date, month, and year**. Gyro International pays for the new member certificate and kit, but not for the initiate's lapel pin. Membership Information Forms can be sent electronically from our web site <http://gyro.ws/>.
2. The initiate's lapel pin is sent in the new member kit, and the invoice in the amount of \$38.00 will be sent to the Club Treasurer.
3. We charge a \$25.00 initiation fee for every new member (defined as one who is joining Gyro for the very first time in any club). Gyros being reinstated into your club and those transferred into your club from another Gyro club do not pay this fee. It is a one-time charge.
4. When you report a membership deletion, please fill in the section of the Membership Information Form which reads, "Member Deletion", giving us both the date withdrawn and the **reason for leaving the club**. Be certain to let us know if the member is or is not in good standing. Do your best to ascertain his new address so that we can either arrange an introduction to another Gyro Club or offer him International Associate Membership.
5. Once a year in February we request an accurate total of your membership. An Executive Bulletin, "SUBJECT: CLUB MEMBERSHIP REPORTS" will be sent to the Treasurer of your club.

(Rev 03/18/15)