

# **SECTION D**

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## **INTERNATIONAL Organization -- Officer Duties – Awards -- Funds**

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

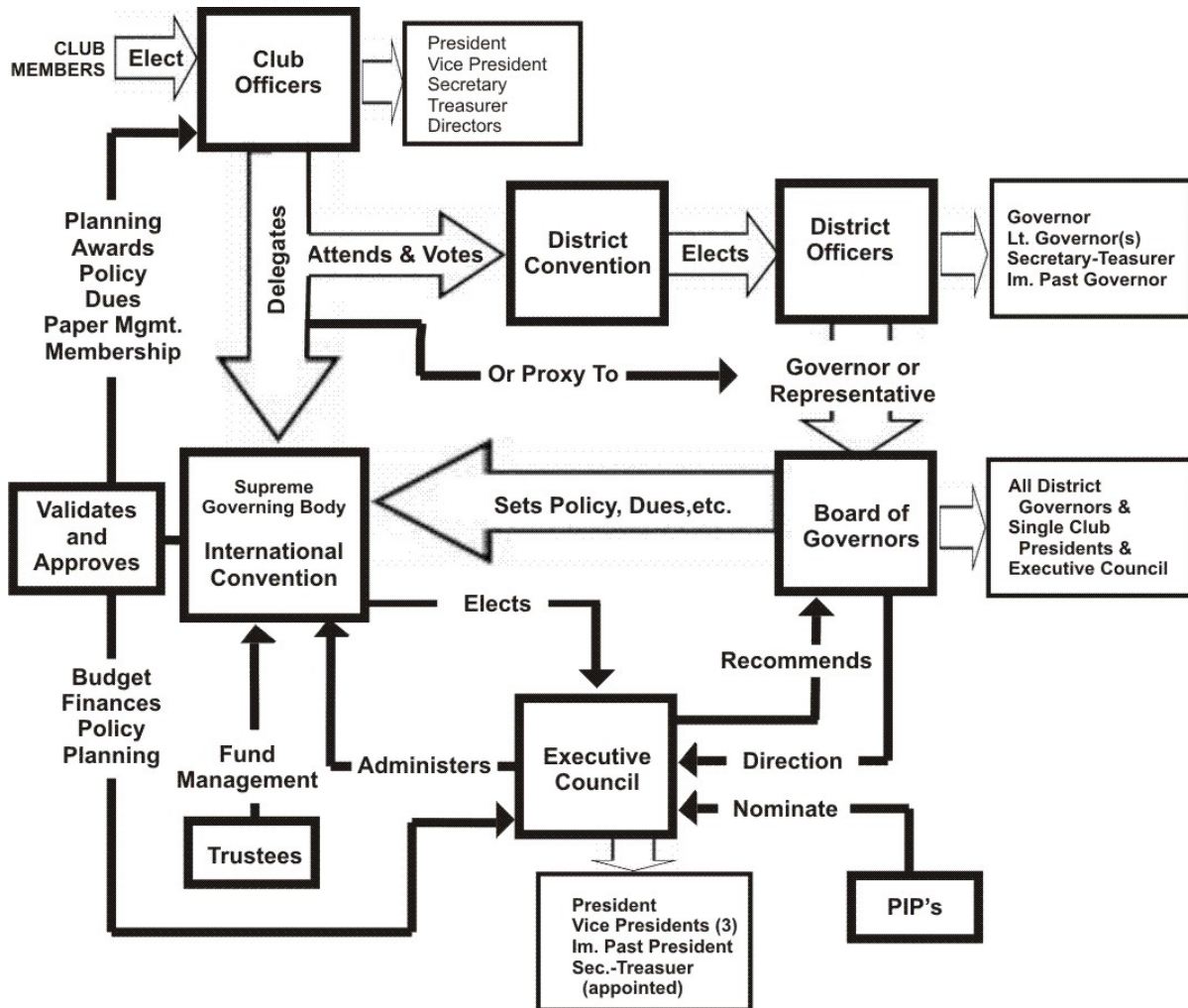
*(Updated January 2016)*

# Gyro International Officers

An up-to-date list of the International Officers will be sent to all registered holders of the Policy & Procedure Manual, from Gyro International, as soon as possible after the Annual International Convention.

President	Floyd “Chris” Snyder 1825 Dunkeith Dr. NW Canton. Ohio 44708 E-mail <a href="mailto:cnlsnyder@new.rr.com">cnlsnyder@new.rr.com</a>	(Canton)
1 <sup>st</sup> Vice Pres	Dana Davidson (Barb) 2030 3 Graystone Walk Dr. Toronto, Ontario M1K5J4 E-mail <a href="mailto:d.davidson@rogers.com">d.davidson@rogers.com</a>	(Toronto)
2 <sup>nd</sup> Vice Pres	Dale Woodroffe (Mary Ann) 340A Eagle Heights Canmore, Alberta T1W3C9 E-mail <a href="mailto:dwoodroffe@yahoo.com">dwoodroffe@yahoo.com</a>	(Calgary)
3 <sup>rd</sup> Vice Pres	Matt Johnson (Lisa)) 6720 94 <sup>th</sup> St. Ct. NW Gig Harbor, Washington 98332 E-mail Address: <a href="mailto:matt.j@rm-law.us">matt.j@rm-law.us</a>	(Olympia)
Imme PIP	Lonnie Turner (Betty Lou) 2801 West Terrace Dr. Tampa, Florida 33609 E-mail <a href="mailto:lon.gyro@gmail.com">lon.gyro@gmail.com</a>	(Tampa)
Sec/Treas	Emil L. Baijot (Emil) (Joan) 1903 Ponderosa Dr. Bellingham, WA 98229-2144 E-mail <a href="mailto:baijot@comcast.net">baijot@comcast.net</a>	(Bellingham)
Headquarters	Gyro International Headquarters 1096 Mentor Avenue Painesville, OH 44077-0489	

## Gyro International Organization



### FLOW CHART OF GYRO INTER-ACTION & RESPONSIBILITIES

The above flow chart depicts overall responsibilities of the various groups that have input into the Gyro process. Mindful always that every Gyro is equal in all respects, they elect officers (or stewards) to conduct the affairs of the Fraternity. Basically each Gyro within his club elects club officers, who in turn send a delegate to the District Convention where they then vote to elect District officers. The ranking District officer, or his selected delegate, then becomes part of the Board of Governors of Gyro International. They meet twice each year to set the laws of the organization. Past

International Presidents meet to select new members to the Executive Council who act as the administrators of Gyro. They make recommendations to the Board of Governors, and if fact, are also Board of Governor members. Collectively they set the policy and make recommendations to the Annual General Meeting which votes on all business coming before it and is the Supreme Governing body of Gyro International.

## **GYRO INTERNATIONAL ORGANIZATION International**

The supreme governing body of the Gyro International is, naturally the International Organization, through the annual Convention, which legislates and executes laws, and elects officials to carry out these directions during the periods between conventions.

- a) **Structure:** International is divided into the following bodies
- 1) Convention
  - 2) Board of Governors
  - 3) Executive Council
  - 4) District Organization
  - 5) The Local Clubs
- b) **Officers:** Consists of the International President, International First, Second and Third Vice Presidents, and the International Secretary-Treasurer.
- c) **Board of Governors:** Consists of the six members of the Executive Council and the Governor of each District.
- d) **Executive Council:** Consists of the above Officers & the Immediate Past President.
- e) **Trustees:** Consists of three elected Trustees serving three-year alternate terms.

### **Convention**

The over-all control of Gyro is the annual Convention, at which gatherings each member club is entitled to representation in direct proportion to its numerical strength. Thus the delegates of the majority decide the action to be taken. The Convention consists of the following: 1) Each club in good standing (dues paid current) is entitled to send five delegates at large, plus one additional delegate for each 10 members (or major fraction thereof). All delegates must be members in good standing with their own club. The International Officers, the Governors, the Past International Officers have no vote unless they are representing a club as an official delegate. Thus the number of votes cast are always determined by the number of clubs represented and qualified. Voting by qualified proxy is permitted.

### **Board of Governors**

Subject to Convention instructions and Constitutional provisions this board is all-powerful in-between Conventions. It is composed of the six members of the Executive Council, and the Governor of each District (in the case of a single-club District, that sitting club President). Voting in the Board is as follows: each International Officer has one vote: each Governor has one vote for each member club in his District. Among its Constitutional duties are the setting of annual fees, the adoption of the annual budget, defining the policies of the Organization, the allocation of Conventions and the interpretation of the Constitution and By-Laws.

### **Executive Council**

This body is composed of the President (who is chairman), the First, Second and Third Vice Presidents, the appointed Secretary-Treasurer (who serves as secretary) and the Immediate Past President. Its duties and authority are set forth in the Constitution and By-Laws and as delegated to it by the Convention or the Board of Governors. The Council sets the individual duties and responsibilities of its members. Among these is the assignment of a group of member clubs to each International Officer for all such friendly follow-ups as maybe for the good of the order, both externally and internally. Also assigned visitations to District Conventions with individual club meetings, as often as feasible, so that all clubs are visited by an International Officer once every three years.

Selection to Executive Council is as follows. At each Convention, all Past International Presidents present, meet and interview candidates for the offices of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice-President and 3<sup>rd</sup> Vice-President. For each of those offices, a nominee is chosen and all of the nominees are referred to the Convention for election. Generally, the current Vice-Presidents are nominated to advance one position, but all International Officers, with the exception of the Secretary-Treasurer must be elected annually at Convention.

## **Fund Trustees**

Gyro International has various funds in both the United States and Canada. Each year, the Convention elects one of three Trustees to administer these funds and advise the Secretary-Treasurer. Each Trustee serves a declining, tour of duty starting, with a three year appointment. The Trustees are responsible only to the Convention.

## **Duties of International Officers**

### **International President**

It is the duty of the President to preside at all meetings, of the Convention, the Board of Governors and the Executive Council. It is the duty of the President to generally supervise direct and control, the affairs of this organization, the execution of an annual visitation program and to perform such other duties as ordinarily pertain to the office of the President.

### **International 1st Vice-President**

It is the duty of the 1st Vice-President to perform all the duties of the President, in the event of his absence or disability. In the event of the death or resignation of the President, the 1<sup>st</sup> Vice President succeeds to the office of the President to serve for his unexpired term. Generally, the 1<sup>st</sup> Vice-President is charged with attention to external and internal expansion.

### **International 2nd Vice-President**

It is the duty of the 2nd Vice-President to represent this Organization in his respective area, and to execute such assignments and duties as are delegated to him by the Executive Council. The 2nd Vice-President is expected to communicate by letter at least once each year with all large clubs and with each new club joining the Organization.

### **International 3rd Vice-President**

It is the duty of the 3rd Vice-President to represent this Organization in his respective area and to execute such assignments and duties that are delegated to him by the Executive Council. The 3rd Vice-President is expected to communicate by letter once every year, with the International Associates and each Gyro club with less than 25 members.

### **International Secretary-Treasurer**

It is the duty of the Secretary-Treasurer to keep accurate records of all business transacted, at all meetings of the Convention, the Board of Governors and the Executive Council. He is the keeper of

the Official Seal and is responsible for the safe keeping and perpetuation of the books and records of the Gyro Organization. He must actively encourage and assist in the extension of Gyro throughout the world. He must constantly be communicating, in writing, with all clubs and Districts to keep advised of their activities and progress. He is also the editor of the Gyroscope.

The Secretary-Treasurer is required perform all other duties as prescribed by the Constitution and By-Laws. He is expected to perform the duties associated with the Offices of Secretary and Treasurer, as well as, duties assigned to him by either the Convention, the Board of Governors and the Executive Council.

The Secretary-Treasurer is responsible for the collection all monies due to the Organization and the disbursement of the same, when duly authorized to do so, by the Convention, the Board of Governors or the Executive Council. He must keep an accurate accounting of his receipts and disbursements and must present a detailed report to the Convention, the Board of Governors and the Executive Council. The Secretary-Treasurer is also required to furnish a bond, in the amount determined by the Executive Council, or as prescribed in the By-Laws.

The Secretary-Treasurer is appointed by the Executive Council and serves under a mutually agreed upon contract at an agreed upon compensation.

### **International Immediate Past President**

It is the duty of the Immediate Past President to serve as a member of the Executive Council, but he is not an Officer of the Organization. He serves as the Chairman of the Nominating Committee for all elective offices of the Organization and acts as the installing officer at the International Convention. It is also his responsibility to act as a resource to the other members of the Executive Council.

### **International Officers**

International Officers are expected to be good stewards of the Organization, always remembering that expressed opinions on policy should at all times reflect those agreed to by the entire Executive Council.

## **Officer Preparation**

It is recommended that Officers should be familiar and conversant with the many aspects of Gyro. Always being prepared, as much as possible, to speak to an issue, answer questions, discuss finances and give appropriate remarks or speeches when called upon International Officers are often requested to speak and perform at ceremonies (sometimes impromptu) when making club and District visitations. They should be prepared in advance, at all times, for any of the following:

1. Installing newly elected club members.
2. Installing new club Officers if no District Officer is present.
3. Installing new District Officers.
4. Presenting Past President or Past Governor pins and certificates.
5. Presenting certificates of appreciation, years service pins and certificates, etc.
6. Speaking about Gyro International at club and District meetings.
7. Being principal speaker as a representative of Gyro International at a District meeting.
8. Making Founder's Day speech.
9. Speaking at the founding or chartering of a new Gyro club.
10. Giving an invocation if called upon.

Study the general contents of the Executive Manual. Keep your correspondence up-to-date, always providing copies of letters to the President and Headquarters, when writing on any important subject.

## **Officer Representation**

As a representative of Gyro International, the International Officer should:

1. Understand the Gyro financial structure and how the many funds are accumulate and administered.
2. Be prepared to sit down with club and District Officers, to survey their activities and financial conditions. A report as to the findings should be filed with Gyro Headquarters.
3. Be familiar with Gyro "geography", such as club locations, name pronunciations some general idea as to a club's founding and membership make up.
4. Be informed about the relative position of members, dubs, Districts and the International Executive Council, in the International structure, as well as the functions of Gyro Headquarters. Be familiar with the rules and practices of forming and chartering a new Gyro club and the procedure for retiring a Charter.
5. Always be on the lookout for new club locations and report them to District Governors and Gyro Headquarters. Urge clubs and Districts t use the facilities of the Gyroscope publication.

6. Be prepared to give, any pertinent information regarding upcoming International Conventions and Interim Meetings, such as, time, location, costs accommodations, etc. As well as the aspect of "widening the Gyro circle of friendship" by attending and meeting Gyros of their own club and District.
7. Indicate to clubs that they should encourage their Gyrettes to take an active interest in Gyro.
8. Be familiar with the patriotic songs and customs observed in the United States and Canada. Familiarize yourself with the words to the songs, the method of toasting, the Queen and the President of the United States, and the proper positioning of the flags. (see Protocol to be followed at Gyro functions, under Section B)
9. Be well acquainted with the Constitution and By-Laws of Gyro International and at least know where to find answers when asked at District and club meetings.
10. Remember, that when attending a civic or other fraternal meeting, whether speaking or not, an International Officer is ALWAYS the representative of our Fraternity of Friendship.

## **International Headquarters**

Gyro International maintains a well equipped, efficient office, under the direction of the International Secretary-Treasurer, at 1096 Mentor Avenue, Painesville, Ohio. Here are kept the membership, financial and other records of the Gyro Fraternity. The support staff at headquarters is always ready to assist and accommodate members of the fraternity and give a warm welcome to all visiting Gyros. All Gyros are encouraged to visit.

## **International Awards for Special Achievement**

Gyro International offers several awards to recognize special achievement by a club, an individual Gyro, or group of Gyros, who through extraordinary efforts brought honour, recognition, special leadership or increased membership for the good of the order and to the benefit of this Organization. A summary of each award is noted here.

**NOTE:** *Following this Section D are the Criteria for each of the Special Achievement Awards listed below. To utilize electronic forms, please find them available online at:*

**[http://international.gyro.ws/awards\\_2.htm](http://international.gyro.ws/awards_2.htm)**

### **Merit Award**

This award is given to a Gyro who has rendered exceptional service to his club or District. The Merit Award is given to a Gyro who has performed a task or service when not expected, a man, who day in and day out, serves as a reminder of what true Gyro spirit means, a man who is indeed special and has provided exceptional service. It is not meant to be given because a club Officer, President or Governor, has performed well serving in that particular capacity. This award is initiated by written application by a club or a District Officer. It then must be approved by all the Officers of the candidates District and then submitted to Gyro International. It is then reviewed by the Executive Council for approval or denial. Merit Award application forms, may be obtained from Gyro Headquarters. (*See Section 2 of Article M. of Chapter 14 of the Bylaws*) Criteria on page 12).

### **Honour Key**

To be awarded for special or distinguished service to the Organization. The Honour Key is considered the highest award of the Organization and as such it symbolizes the recognition and appreciation of the entire membership. It is for service that transcends District boundaries, for giving exceptional time and talents supporting Gyro expansion, and for continued symbolism throughout the Fraternity, of what the Gyro spirit signifies. As well as outside *service*, that by his association, brings honour and recognition to the Gyro Organization. This honour is recommended by the Executive Council and approved by the Board of Governors. Upon the death of a recipient, his key is returned to Gyro Headquarters, retired and suitably displayed. (*See Section 3 of Article III. of Chapter 14 of the Bylaws*) Criteria on page 13, Section D).



## **Jimmie Hubbell Gyro Friendship Cup (The "Trophy")**

This award is given to an individual a group, or a club for outstanding contribution during the previous fiscal year towards external or internal expansion. It is awarded for being the principal motivator(s) of the chartering of a new club. If none is chartered, it may then be given to a club for the greatest percentage increase in membership, or to an individual that is deemed by the Organization to have made an outstanding contribution to expansion. The selection is made by a simple majority of the Board of Governors and the award is presented at the Convention banquet. A plaque will be given to the recipient(s) and the "Trophy" will remain at Gyro Headquarters for safekeeping.

If a new club has been chartered during the previous fiscal year, it is not necessary for the sponsoring club(s), to make application for the "Trophy". However, if a new club has NOT been chartered, any club or Gyro, wishing to nominate a candidate or candidates for this award, may do so by submitting the name or names, along with the reason for the nomination, to Gyro Headquarters prior to or at the meeting of the Board of Governors at Convention.

## **Norman L. "Bud" Mitchell, Gyro of the Year Award**

Named after Past International President, Norman L. "Bud" Mitchell, this award is given annually at Convention to a Gyro in recognition of extraordinary service to the Gyro Fraternity in club and District affairs, in the promotion of external and internal expansion, in recognition of the unique esteem he holds among fellow Gyros, and for involvement in community, business or governmental affairs.

Any club may nominate a candidate by submitting his name to his District Governor. The District Officers will then select the most outstanding candidate and will, at least 75 days prior to the next Annual Convention, forward their selection to the International Secretary-Treasurer, who will present all nominations to the Executive Council. The Executive Council makes the selection (if any) and the recipient is notified in advance so that he may be presented with the award at the Annual Convention. This award is primarily for service during the calendar year, not for life-long contribution to the Organization. (Note: See Resolution BG64 passed July 1998 for more particulars of this award.) Criteria on page 14, Section D).

## **Edward "Ed" Steinbacher Lifetime Achievement Award**

Named after Honour Key recipient Ed Steinbacher, this award is given annually at Convention to a Gyro or Gyros in recognition of continuous distinguished service of 20 years or more to the Fraternity; in other words, to a Gyro who reflects the essence of friendship and has, literally, offered a "lifetime" to the success of this Organization.

Any District, club or Gyro may nominate a candidate by submitting his name to the Secretary-Treasurer at least 45 days prior to the next Annual Convention. The Secretary-Treasurer will then present all nominations to the Executive Council. The Executive Council makes the selection (if any) and the recipient(s) is/are notified in advance so that he or they may be presented with the award at the Annual Convention. (Criteria on page 15, Section D).

## **George France Award for Gyroscope Excellence**

Named in honor of George France, long-time publisher of the Gyroscope. This selection is based upon the content, arrangement and interest of an article submitted for publication within the Gyroscope. The winner is selected solely by the Secretary-Treasurer.

## **International Awards for Organizational Benefit**

Gyro International provides recognition to individuals and clubs via several awards for efforts that are deemed either a "stimulant to growth" or "for the good of the Fraternity". Generally these awards are in the form of a plaque or a "cup" and are awarded annually as appropriate.

### **Internal Expansion**

This award is determined by the International Secretary-Treasurer based upon information on membership received at International Headquarters and dues collected. Awarded to the club for the largest increase in membership during the calendar year and is presented at the Annual Convention.

### **Club Bulletin Contest**

Since an informed membership is considered to be more healthy and active, it is recognized that a steady, frequent bulletin at the club level is of paramount importance to the well being of all clubs. Gyro International conducts an annual contest of all club bulletins submitted, divided into three groups based upon the number of members in each club. The bulletins are judged by the Executive Council on regularity, format, content and activities listed. The three winners are named at the Convention, and awarded a plaque inscribed with the editors name,

### **Best Club Website Award**

Named for long time International Secretary-Treasurer John Harding, this award is selected by the Executive Council and presented to the best club website, not only for appearance or quality of design, but also for content and District and International information.

### **Governors Bulletin Contest**

It is considered extremely important for District Governors to keep their clubs and International informed as to the activities of the District Officers, as well as information and activities from clubs in their District and from Gyro International. The Executive Council judges the Governors Bulletins submitted, on the same general criteria as listed for the club Bulletins. A suitable plaque is awarded the winning Governor at the Annual Convention.

**Man Mile Award** – discontinued as of 2005.

### **Percentage Membership Increase**

The Secretary-Treasurer calculates which club in the three different size divisions has increased its membership by the greatest percentage during the year. Number of new members divided by the total club membership gives the percentage increase.

### **International Skit Trophy**

This is a "cup" presented by International when appropriate, when the International and a District Conventions are held concurrently and clubs and/or Districts provide skits as a part of the entertainment activities. The cup is awarded to the best skit as determined by judges selected by Gyro International. In the event no skits are presented, the cup is to be returned to Headquarters by the previous winner for safe keeping.

## **INTERNATIONAL FUNDS**

The financial affairs of Gyro International operate through five distinct funds as dictated by Chapters 8 through 12 of the By-Laws. The operation, purpose and administration of these funds are detailed in that document. The results of the

operation of each of the funds are reported separately in the financial statements which are prepared on a regular basis in American dollars. Following is a brief summary of the workings of these funds. In the notes relative to the various Funds, there is continuing reference to the Board of Trustees. A description of this body can be found under the Gyro International Organization section of this manual.

## **General Fund**

The General Fund receives per-capita fees, member initiation fees, club application fees, and International Associates fees and Moneys from the other Funds as noted below. From this fund come the disbursements required for the day to day operation of the Fraternity. Two bank accounts are currently maintained, one Canadian dollar account, and one American dollar account. As most of the expenditures are incurred in American dollars, periodic transfers are required. The expenditures are controlled by the Executive Council through the Secretary-Treasurer based on a budget approved at each International Convention and modified from time to time during the year if required.

## **Lifetime Prepaid Fees Fund**

The Lifetime Fund was designed to allow members to pay their International dues in advance at an amount determined as 15 times the then annual dues. This fund was aborted in July, 2003 because of concerns regarding long-term viability. Existing lifetime membership remains in effect.

## **Memorial Fund**

The Memorial Fund is composed of money and/or property received from members or other individuals through personal subscription, legacies and bequests and from clubs or Gyro Districts through an annual or specific donation. Contributions are often made to perpetuate the memory of a deceased Gyro or Gyrette but can be made for any reason.

The Fund is administered by the Board of Trustees.

On an annual basis, the income earned by the Fund is transferred to the General Fund.

In addition, the Board of Governors or the Executive Council may direct the transfer in any fiscal year of funds, not exceeding 20% of the balance of the Memorial Fund at the end of the preceding year, from the Memorial Fund to the General Fund.

## **Betterment Fund**

The Betterment Fund receives funds from members, individuals, clubs, and Gyro Districts. The purpose of the Fund is well described in the name. It is to be utilized for the purpose of "perpetuating, promoting and expanding the concepts, membership, welfare and the influence of Gyro". Moneys in the Fund are to be used for expenditures not normally included in the annual operating budget of the Fraternity.

The Fund is administered by the Board of Trustees.

The Betterment Fund Board of Directors consists of the two most immediate Past International Presidents and three Past District Governors, one being elected for a three year term annually at each International Convention by the Board of Governors.

Any individual Gyro, club or District may submit a request or an idea for the use of nay or all of the accumulated principal and interest of the Fund to the Betterment Fund Board of Directors through the International office in Painesville.

## **Retirement Fund** ,,, changed to **Honorarium Fund**

Previously known as the Retirement Fund, established to provide pensions to any Gyro employee, was renamed the Honorarium Fund. This new designation evolved any remaining funds into the new Fund and provides a means, at the

discretion of the Executive Council, to reward any Gyro employee. The Fund receives an annual contribution from the General Fund each year of \$1500.



RECOMMENDATION FOR  
**GYRO AWARD of MERIT**  
"Recognition of Exceptional Service to Club or District"

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**AUTHORITY**

Any District, after action taken as herein provided, may award a Gyro insignia of honor to a gyro who has rendered exceptional service to a club or district. Such insignia shall be known as the Award of Merit.

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**PROCEDURE**

Written application for such an award ... Shall be made by a club upon order of its directors, or by a District Officer. The application will be filed with the District Governor and/or advisory committee, approved by all the incumbent District Officers and forwarded to the International Secretary-Treasurer, 30 days in advance of the next Board of Governors meeting. The Secretary-Treasurer will submit the application, along with supporting data to the Executive Council in advance of the next scheduled meeting for review. Action to approve or deny will occur at the scheduled meeting, and if approved, the district will then be authorized to make the award. A full description of outstanding activities throughout a Gyro's career should be included.

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**CRITERIA**

The Merit Award is NOT given to a Gyro who has done a good job as a club President or District Governor, indeed, EVERY Gyro is expected to do a good job in any office, elected or appointed. Rather, the award is to that man who does a good job when it is not expected. The man who day in and day out serves as a reminder of what true Gyro spirit is; the man who is indeed special, perhaps in his own quiet way, but who has provided Exceptional Service.

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**ANALYSIS**

Review the nominee analysis examples within the Policy and Procedures Manual to better determine whether the proposed nominee fits the criteria.

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**COMMENT**

"We believe that the Gyro Award of Merit is perhaps the most honored of any of the awards or trophies given by this Fraternity of Friendship – not because it exemplifies "exceptional service" by one member for the benefit of his fellow members – but perhaps even more so because it is a service that is recognized and acknowledged by his peers, via this award, within his lifetime. In this sense, the Award of Merit is truly a memorable recognition of the recipient's extraordinary efforts and should be awarded accordingly.

Further, in keeping with its unique character, we recommend that sponsors and District Officers, consider well the thoughtful examples noted in the analysis, and submit only candidates who fully meet the criteria, so as to not dilute the value of the award. It is perhaps noteworthy, in testimony to the award's uniqueness, that throughout all the years of Gyro, if all the recipients were alive, they would total only 4% of our existing membership. This is not to deny a worthy candidate being nominated and so honored ... It is only an admonition to respect the intent of the award and look beyond length of membership, holding office often, frequent attendance, or 'being a good guy!'"  
- The Executive Council, 1992 -

For recognition of good, but lesser service at the club level, consider one of the many Certificates of Appreciation available. For long membership, there are 25, 40 & 50 year pins available. For expansion, consider the Hubbell Award.

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**FORM**

Submit the appropriate form and supporting data along with letters of recommendation.

**To print Merit Application Form  
Go to Awards Section**

RECOMMENDATION FOR  
**GYRO HONOR KEY**

"Recognition for Special or Distinguished Service to the Organization"

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**AUTHORITY**

Upon receipt of recommendations submitted from any source to the Executive Council, and upon subsequent recommendation by the Council, along with data supporting approval and provided to the Board of Governors, that body may award and grant the right to wear, the Gyro Honor Key.

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**PROCEDURE**

Any Gyro may submit supporting data and make recommendations to the Executive Council to support his nominee. The Executive Council will act upon the recommendation, and if approved, will submit its recommendation to the Board of Governors. The Board of Governors then, upon approval, will grant the right to wear and/or display the Award. Nominations and supporting data must be received by the Secretary-Treasurer at least 30 days in advance of the next Executive Council meeting. The Secretary-Treasurer will forward all such nominations and data to the Executive Council in time to insure proper review prior to the scheduled meeting.

The Honor Key will be symbolic gyroscope of gold and silver, and shall be furnished at the expense of the organization. An Honor Key Scroll will be given to the recipient in addition.

Upon the death of the recipient of the Honor Key, his key shall be retired to the custody of this organization, where it will be maintained for public view for present and future generations in a suitable receptacle for the display of the award. The recipients widow will be allowed to maintain and wear the award, if she so chooses, and upon her death, the award will be returned to the organization.

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**CRITERIA**

The Board of Governors may grant the right to wear and/or display the Gyro Honor Key to any Gyro who has rendered Special and/or Distinguished Service to this Organization – which is considered to be Over and Above the call of Duty.

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**ANALYSIS**

As noted above, the Honor Key is intended as an award to recognize any Gyro who has rendered special and/or exceptional service to this Fraternity. This award is to be considered International in scope, and any nominee submitted will be evaluated in that context.

Service at the International level is not necessarily a prerequisite, but service to International is. For example (and not necessarily inclusive): This award would be appropriate for the Gyro ... 1) who has given extensively of his time and talents supporting expansion efforts that transcend club & district boundaries, 2) who continues to be a constant symbol throughout International of what the Gyro spirit is, 3) or who by his extraordinary achievements and/or remarkable service outside of the Fraternity, that his association with Gyro brings honor and recognition to this organization.

Other than for effort over and above the call of duty, but for exceptional service at the district or club level, consider nomination for the Award of Merit. For service not meeting the criteria of that award, consider awarding a Certificate of Appreciation.

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**FORM**

Submit the appropriate form with supporting documentation and other references.

**To print Honor Key Form  
Go to Awards Section**

RECOMMENDATION FOR  
**GYRO of the YEAR AWARD**  
"Recognition of Exception Service to Club and District"

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"Be it Resolved that Gyro International establish an award to be known as the 'Norman L. "Bud" Mitchell Gyro of the Year Award to be presented annually ..."  
*BOG Resolution 1990*

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AT CLUB LEVEL: 1) Each Gyro club shall have the right, in each calendar year, to nominate one candidate for the award that calendar year. 2) No person may be nominated for the award unless he has been a member of Gyro for at least one year, and is an active Gyro in good standing. 3) Each Gyro club wishing to nominate a candidate for the award shall do so in writing by submitting the name of such candidate and any other information the club considers pertinent to the Governor of the District in which such club is located. 4) All nominations for the award shall be submitted to the appropriate District Governor for consideration and review 60 days prior to the start of the next annual Convention.

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AT DISTRICT LEVEL: The Officers of each District shall select one candidate from the names submitted to that District, and shall advise the International Secretary-Treasurer of their selection and their reasons therefore prior to the next annual Convention – such application must be received by the International at least 45 days prior to the date of the Convention.

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BY INTERNATIONAL: 1) The Secretary-Treasurer shall forthwith submit the names of all the candidates to the Executive Council which shall constitute the Selection Committee for the award. 2) The Selection Committee shall review and consider the names of all candidates for the award based upon the criteria, and shall, at least 30 days prior to the date of the next annual convention, select the Gyro who is to be the recipient of the award – the award to be presented at the next annual convention. 3) The successful nominee shall be advised by the Secretary-Treasurer of his selection for the award at least 30 days prior to the date of the annual Convention so he may make plans to attend the convention and accept the award in person.

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The Gyro of the Year Award plaque shall contain the following:

"For Extraordinary Service to the Gyro Fraternity in Club and District affairs... In the Promotion and Expansion of the Gyro Fraternity... In Recognition of the Unique Contribution of this Gyro to the Gyro Fraternity... A Recognition of Exceptional Service to the Gyro Fraternity in Community, Business or Governmental Activities"

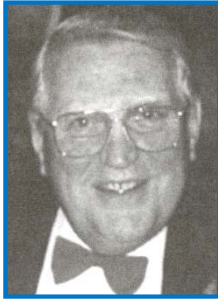
The District Officers and the Selection Committee will consider the following in determining the successful nominee: 1) Involvement in internal and external expansion; 2) participation in Club and District levels; 3) relationship with his fellow Gyros and other members of his community; 4) involvement in community business or governmental affairs; and, 5) any other matters or activities considered to be relevant

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Submit the form and appropriate supporting data.

**To print GOTY application Form  
go to Awards Section**





RECOMMENDATION FOR  
**Edward "Ed" Steinbacher**  
**LIFETIME ACHIEVEMENT AWARD**  
 "Recognition for Continuous Distinguished Service of  
 20 Years or More to the Fraternity"

**THE AWARD**

"Be It Resolved that Gyro International establish an award to be known as the  
 'Edward "Ed" Steinbacher Lifetime Achievement Award'  
 which may be presented annually at convention"

**PROCEDURE**

1. Any District, Club or Gyro in good standing may nominate a candidate for the Award. The name of the candidate together with any background information and other data supporting the nomination must be received by the Secretary-Treasurer at least 45 days before the start of the next Annual Convention.
2. Upon receipt, the Secretary-Treasurer will circulate the nomination and supporting data, including any pertinent information from headquarters, among the members of the Executive Council.
3. The members of the Executive Council shall review and consider all nominations for the Award and select the recipient(s) of the Award for presentation at the next Annual Convention. The Executive Council may elect not to present the Award in any given year.
4. The successful nominee shall be notified by the Secretary-Treasurer at least 30 days in advance of the Annual Convention so that he can make arrangements to attend the Convention to accept the Award in person.

**CRITERIA**

1. The purpose of the Award is to honor a Gyro who has not only made significant contributions to the Fraternity in the current year (as in the case of the Gyro of the Year Award) but who has also unstintingly given of his time, efforts and love in perpetuating the Fraternity and all it stands for over the course of twenty (20) years or more; a Gyro who reflects the essence of friendship and has, literally, offered a "lifetime" to the success of this Organization. Hence the "Lifetime Achievement Award".
2. Achievements in business, community or government affairs **shall not** be considered.

**PLAQUE**

The Lifetime Achievement Award Plaque shall contain the following:

"In Recognition of Extraordinary, Magnanimous  
 and Prolonged Service to the  
 Gyro Fraternity of Friendship"

**FORM**

**To print Lifetime application Form  
 Go to Awards Section**