

SECTION E

**Robert's Rules of Order
Summarized**

**Important Communications
Supplemental Information / Management Tools**

Officer Development Training Sessions

(Updated Jan 2016)

Introduction to Robert's Rules of Order

What is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure important?

Because it is a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most organizations, clubs, and other groups. So it is important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order
2. Roll call of members present.
3. Reading of minutes of last meeting
4. Officer reports.
5. Committee reports
6. Special orders – business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of motions:

1. **Main motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.

3. **Privileged motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental motions:** Their purpose is to provide a means of questioning procedure.

How are Motions Presented?

1. Obtaining the floor – a) wait until the last speaker has finished; b) rise and address the Chairman by saying, “Mr. Chairman, or Mr. President.”; c) wait until the Chairman recognizes you.
2. Make your Motion – a) speak in a clear and concise manner; b) always state a motion affirmatively. Say, “I move that we ... “ rather than, “I move that we do not ...”.
3. Wait for Someone to Second your Motion.
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman states your Motion. a) The Chairman will say, “it has been moved and seconded that we ...” Thus placing your motion before the membership for consideration and action; b) The membership either debates your motion, or may move directly to a vote; c) once your motion is presented to the membership by the Chairman, it becomes “assembly property”, and cannot be changed by your without the consent of the members.
7. Expanding on your Motion. a) The time for you to speak in favor of your motion is at this point in time, rather than at the time you presented it; b) the mover is always allowed to speak first; c) all comments and debate must be directed to the chair; d) keep to the time limit for speaking that has been established; e) the mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership. a) The Chairman asks, “Are you ready to vote on the question?” b) if there is no more discussion, a vote is taken; c) on a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. **By voice** – the Chairman asks those in favor to say, “aye”, those opposed to say “no”. Any member may move for a count.
2. **By Roll Call** – each member answers “yes” or “no” as his name is called. This method is used when a record of each person’s vote is required.

3. **By General Consent** – when a motion is not likely to be opposed, the Chairman says, “if there is no objection ...” The membership shows agreement by their silence, however if one member say, “I object,” the item must be put to a vote.
4. **By Division** – this is a slight verification of a voice vote. It does not require a count unless the Chairman so desires. Members raise their hands or stand.
5. **By Ballot** – Members write their vote on paper, this method used when secrecy is desired.

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There are two other motions that are commonly used that relate to voting:

1. **Motion to table** – this motion is often used in an attempt to “kill” a motion. The option is always present, however, to “take from the table”, for reconsideration by the membership.
2. **Motion to Postpone Indefinitely** – this is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But it will only work if you use it properly.

1. Allow motions that are in order
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the Rules of debate

Most importantly, **BE COURTEOUS.**

Robert’s Rules of Order – Summary Version

For Fair and Orderly Meetings and Conventions

Provides common rules and procedures for deliberations and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership – the right of the deliberate majority to decide. Complimentary is the right of at least a strong minority to a full and fair “working through” of the issues involved. Robert’s Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should “undue strictness” be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules -- they have the final say on everything! Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished: state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking.

- Debate can not begin until the Chair has stated the motion or resolution and asked “are you ready for the question?” If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modifications of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw.
- The “immediately pending question” is the last question stated by the Chair! Motion/Resolution-Amendment-Motion to Postpone.

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- The member moving the ‘immediately pending question’ is entitled to preference on the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment – avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. – may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion – to accomplish a desired result, or raise a point of order.
- **Point of Information:** Generally applies to information desired from the speaker: “I should like to ask the speaker a question.”
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules.)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after error is made.
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly.
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own).
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs or substituting whole paragraphs or resolutions.
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor.
- **Commit/Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time.
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time.
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed.

- **Object to Consideration:** Objection must be stated before discussion or another motion is stated.
- **Lay on the Table:** Temporarily suspend further consideration/action on pending question; may be made after motion to close debate has carried or is pending.
- **Take from the Table:** Resumes consideration of item previously “laid on the table” –state the motion to take from the table.
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view.
- **Postpone Indefinitely:** Kills the question/resolution for this session – exception: the motion to reconsider can be made this session.

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- **Previous Question:** Closes debate if successful – may be move to “**Close Debate**” if preferred.
- **Informal Consideration:** Move that the assembly go into “**Committee of the Whole**” – informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** appeal for the assembly to decide – must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business.
- **Suspend the Rules:** Allows a violation of the assembly’s own rules (except Constitution); the object of the suspension must be specified.

Motions Chart (Based on Robert’s Rules of Order Newly revised (10th Edition))

MAIN MOTIONS: These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.						
PURPOSE	YOU SAY	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Take break	I move to recess for ...	No	Yes	No	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move the debate be limited to ...	No	Yes	No	Yes	2/3
Postpone to a	I move to	No	Yes	Yes	Yes	Majority

certain time	postpone the motion to ...					
Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority

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Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that (or "to") ...	No	Yes	Yes	Yes	Majority

Incidental Motions: No order of preference. These motions arise incidentally and are decided immediately.

Enforce rules	Point of order	Yes	No	No	No	None
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
Avoid main motion altogether	I object to consideration of the question	Yes	No	No	No	2/3
Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
Request for information	Point of information	Yes	No	No	No	None

Motions that bring a Question Again before the Assembly: No order of preference; introduce only when nothing else is pending.

Take the matter from the table	I move to take from the table ...	No	Yes	No	No	Majority
Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 *
Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority
						* or
Majority with notice						

INSTALLATION OF NEW MEMBERS

The impression that a new member receives when he is initiated may largely determine what kind of Gyro he will become. If the initiation is slipshod, without seriousness or depth, he may infer that the whole organization is without seriousness or depth.

It is highly recommended that any installing officer (district or international) observe an appropriate decorum when inducting new Gyros.

The installing officer calls the new member's sponsor to the front of the room.

He gives the following charge to the Sponsor.

“As the Sponsor of this Candidate for Gyro Membership, do you promise to encourage and oversee his regular attendance at Gyro meetings and to support him in any duties and responsibilities he assumes in the Gyro Organization?”

The sponsor answers, “I do so promise.”

The installing officer calls the new member to the front of the room.

Briefly, he outlines the history of Gyro at both the international and local level.

He then stresses that we are a Fraternity of Friendship, that promoting fraternity and friendship is expected of every member. He tells him that he has been perceived as one who will live by Gyro ideals and that accordingly he has been selected.

He is then given the charge, as follows:

“Do you (name the person being initiated) solemnly promise to uphold the Gyro Principle, attend meetings regularly, and support the members of this club to the best of your abilities?”

The new member answers, “I do so promise.”

The installing officer then says, “I hereby declare you elected to membership in the Gyro Club of (name of club).”

After the ceremonies are completed, members form a welcoming line to congratulate the new member with a handshake.

The singing of “Hello Gyro” or “Cheerio” or “Gyro Friends” would be a heart warming tribute for the occasion.

What is International?

by Ab Nightingale – 1st VP Gyro International

Let's start with a bit of history --

Although Gyro was founded in 1912, Gyro International was first organized in January 1917 when the five existing clubs sent delegates to Cleveland for a meeting. At this meeting, powers were delegated to the International Organization to protect existing Clubs and to provide for the admission of new clubs into the fraternity. With the growth of Gyro over the next six years it became apparent that Gyro International required a central office as well as a paid Secretary. Founder Ed Kagy was the unanimous choice and was elected to this position. At first Ed took care of the office details and worked on a part time basis along with his regular job but, by 1925, it became apparent that Gyro required someone working full time. Thus Ed Kagy served as the first full time, paid Secretary-Treasurer until his retirement in 1954.

Back to the present --

Gyro has grown significantly since then; today we have 106 clubs, 11 districts and approximately 4,000 members throughout the USA and Canada . To administer an organization of this size we required not only a full time Secretary-Treasurer but also a support staff which today consists of 3 part time employees who work out of our Headquarters' Building in Painesville , Ohio . The present staff consists of Office Manager Pat Swanson, Membership Secretary Roberta Winston and an Office Secretary. Overseeing the International Operations is your Executive Council (EC) who consists of the President, 1st Vice President, 2nd Vice President, 3rd Vice President and the Immediate Past President. Each member serves one year in each position for a total of 5 years. The EC are all devoted Gyros who take on this responsibility because they care.

What do we do?

The full extent of the EC's duties is spelled out in detail in Sections B & C of our Constitutions and Bylaws. These are too numerous to list here so I refer you to our International Website (international.gyro.ws/) where the latest edition of our Constitution is posted. However, the following summary will provide you with a good idea of what International and the EC are all about.

1. The EC is elected annually at the International Annual General Meeting based on the recommendations of the Past International Presidents. All officers serve without compensation. However, the expenses incurred for official business is reimbursed. These official expenses generally relate to the expenses incurred for International Conventions and for District Conventions where they are required to install District Officers. Expenses incurred for Club and other visitations are not reimbursable so are paid out of the officers' own pocket

2. The Secretary-Treasurer and the Office Staff are appointed by the EC upon such terms and conditions and salary as may be fixed from time to time.
3. The EC, with the support of the S-T, office staff and trustees has all the executive and administrative power and authority of this organization. This, of course, covers a wide range of responsibilities and activities that are too numerous to list here. The following highlights some of the higher profile activities:
 - a. Prepare the annual budget, monitor expenses and submit financial reports for all International activities.
 - b. Manage the four International funds.

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- c. Arrange for the content and holding of sessions and meetings at the International Interim and Annual General Meetings.
- d. Attend at District Conventions to install District Officers and to speak to the Club officers in attendance.
- e. Visit as many clubs as possible during their term of office.
- f. Deal with many issues regarding membership, finances and other matters that require attention. Rarely a week goes by when the EC is not required to deal with some new issue.
- g. At conventions, prepare and present Seminars on important issues such as Membership, Duties of District Officers and Website Design and Usage.
- h. Review and approve, or reject, applications for the various International Awards.
- i. Publish the Gyroscope and Directory.
- j. Keep records and prepare reports as required
- k. Keep Gyro headed in the right direction on a sound financial base

Bottom Line --

These are but a few of the many responsibilities and activities undertaken by Gyro International and your Executive Council. In this regard, keep in mind that Gyro is a “bottom-up” type of organization and, through the Annual Convention, the **CLUBS** are the ones that legislate and execute the Constitution and Bylaws of this Organization. The District Officers, Gyro International and the Executive Council basically carry out the wishes of the MEMBERSHIP and are, in essence, the glue that holds Gyro together.

Questions or concerns?

If you have any questions or concerns about Gyro International, the EC or Gyro in general, please feel free to contact any of the EC officers, our Secretary-Treasurer or HQ staff. We are always pleased to help.

Current Officers --

Your current EC officers and Secretary-Treasurer are profiled on the International Officers page.

Introduction To Gyro

GREETINGS:

If you are reading this message, it means you are considering or have just joined an outstanding organization called Gyro International. Chances are that a friend has invited you to consider joining our fraternity of friendship and now you are looking us over. Perhaps you have taken the plunge and joined because of what you have observed so far. Perhaps you have enjoyed the men you have met after attending a few meetings. However, you really do not know much about our organization's background, its structure, procedures, or geographical presence. In this letter, I will summarize the structure of the Gyro organization. **Definition of Gyro: Gyro = Friendship.** Gyro is said to be a satisfying state of mind, achieved through friendship and strengthened by tolerance, good will and helpfulness. An agreeable relationship with other men of kindred mind and purpose, and from all walks of life. A Fraternity of Friendship that knows no geographical boundary, particularly in Canada and the United States . To be a Gyro, one has embraced a sort of spiritual happiness and has extended his friendships to far greater horizons than anyone could possibly accomplish on their own. An old philosopher once wrote:

"THE WORLD IS SO EMPTY IF ONE THINKS ONLY OF MOUNTAINS AND RIVER AND CITIES; BUT TO KNOW SOMEONE HERE AND THERE WHO THINKS AND FEELS WITH US, AND WHO, THOUGH EVEN IF DISTANT IS CLOSE TO US IN SPIRIT ... THIS MAKES THE EARTH FOR US AN INHABITED GARDEN."

This defines Gyro and the bond that all members share. It suggests that we cannot survive without friends. Gyro and friendship are synonymous. Although it is a bit harder to define friendship, probably because we put so many values on its meaning – friendship is a deep, quiet, enduring affection, founded upon mutual respect and esteem. Different from love, it is more intellectual and less emotional. It is calm and comforting.

All of us require friendship, but sometimes we are timid about starting one. When you embrace the Gyro Philosophy, you have exposed yourself to materially add to your friendships. A recent Harvard study showed that being involved with other people can add considerably to one's life span. The opportunity is yours – there for the taking.

Gyro Beginnings:

Gyro had its humble start in 1912 in Cleveland when three young college chums decided they had something great between them and other friends. It was a feeling too good to lose. They started meeting for lunch to maintain the momentum of this friendship phenomenon. In the first few months, there were but eleven, but soon they had something going and adopted a constitution. At first, they

coined unglamorous names for themselves – Peerless Perspirers – Sweet Sweaters – Weary Willies – and the Radiators, and other names indicative of the hot summer months in restaurants before air conditioning. By December, a new member suggested the name “GYRO” and the gyroscope as an emblem, describing its principles as representative of the ideals of the new fraternity. With this base, Gyro soon began to spread. First in 1914 to Chicago, then Buffalo and Cincinnati, and in 1919 it became international when Toronto joined. It then jumped to the west coast to Vancouver in 1920. Five more clubs joined in 1920, eight in 1921 and nine more in 1922.

At that time, it was found expedient to establish districts, starting with four and each with an elected Governor. Currently we have eleven districts and over 109 clubs ranging from Prince George & Kitimat

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in northern British Columbia to Ft. Lauderdale Florida and from Charlottetown in far eastern Canada to Long Beach in California

The Gyroscope emblem:

Jimmie Hubbell, the instigator of the Gyro symbol, expressed its representation in eloquent words – too long to review here. Simply stated, he referred to the attributes of power, poise, and purpose that are reflected in friendship and exemplified by the Gyroscope. The Gyroscope was chosen because it always maintains its motion and balance regardless of outside influences and has a purpose. Friends and the power of friendship introduce balance and poise into our daily lives and can help insulate us from negative influences. Gyro has endured and grown in stature for over 97 years on these precepts and with dedication will grow and prosper for generations to come. Gyro is an astounding organization! It is what I like to call an array of friends bound together in a Fraternity that has no high costs of membership, no secret passwords and no class distinctions. Membership is only gained through word-of-mouth and personal invitation. All members are committed to being a friend to other Gyros. That is what sets Gyro apart from other organizations.

Membership:

Every Gyro member is equal and all have identical votes in the affairs of the association. Each Gyro is involved in selecting club officers for their own club. Individual clubs write their own bylaws and set their own meeting schedules. Some clubs meet for lunches, others meet for dinners. Many clubs have found that involving their ladies in social functions increases the value of their friendships. Some clubs are mainly stag in nature. Some are very small in numbers, others have over 100 members. Some clubs conduct charitable efforts, but mostly they do not. All clubs have an annual installation gathering. For some it is a single day event and for many others it is a three-day gathering.

Clubs within specified geographical areas are aligned into Districts. Each District has a set of officers who conduct the affairs of that district. Dues are collected from each club to assist in the financial management. The District sets the dates and times for two annual meetings, which will be hosted by one of their clubs. The winter meeting is called an Interim, and the summer meeting is the annual Convention. Those meetings may last for 3 or 4 days and include a business meeting, considerable good food, entertainment, friendship, and hospitality. There is a registration fee to cover many meals and other costs. These events usually conclude with a “Governor’s Ball” on the Saturday evening and are often a black-tie event. The new officers are installed by a representative of the International Executive. Finally, on Sunday morning a breakfast and send-off concoction known as “Moosemilk” is often served. Many individual clubs also follow the same format with a formal annual Installation. Visitors are often “billeted” by a local host, thus reducing lodging expenses. This feature is a wonderful way to promote friendship. What better way to get to know someone new than by living with them for two or three days. You have the use of their home with only

Friendship for a key.

The Districts are further aligned into an International framework. All Districts pay dues to the International that supports a home office in Painesville, Ohio. There is a staff of three ladies to keep the records, pay the bills, and maintain the books. These functions are overseen by an administrator, the Secretary-Treasurer. The International also conducts two annual conventions, an Interim, and a summer Convention. The Interim is used to handle mid-year business and over the years has become a social event. It is hosted by the International. The annual Convention is the final ruling body of all Gyros and it is usually hosted by a Club or District, alternating around North America. International officers are nominated by a committee of Past International Presidents.

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The International officers, known as the Executive Council, act as the International representatives to District Conventions, make visitations to individual clubs and conduct the affairs of the fraternity. They commit five years to the process and although nominal expenses are covered, there is no further remuneration. Although they act as stewards for the Gyro organization, they also have one vote.

Circle of Friendship:

If you have already joined Gyro and just received your Membership Kit, or if this message is a part of the Prospective Membership Kit, the message is the same. Let us suggest that if you have joined or plan to join Gyro, your Gyro experience will be what you make of it. Any association with Gyro at the club level is worthwhile. However, with any endeavor, participation is the key to greater appreciation. It may be two or three years before the impact of your action in joining will become apparent. To enjoy your association to the fullest....support your club....become involved....aspire to join a committee and become an officer. Travel to other clubs for their installation, or even a stag get-together. Attend District conventions and International gatherings if you can. By doing so, the circle of friends you have found in your local club will expand to friendship throughout the District, and in time, perhaps throughout International as well. It is up to you! Put in as much effort as you can afford, the rewards will be substantial! This Fraternity has been blessed with long-time members, many for 60 years or more. What is it that draws these men from all walks of life to be so dedicated? One told me that he summarized his Gyro experience as follows:

“Gyro is like a journey through life, and the only passport needed is a handshake.”

Or as the venerable old Gyro at the end of the promotional film says with a twinkle in his eye, ***“Gyro ... it’s a way of life!”***

More ...

For additional information about the organization beyond that which is provided in your kit, please inquire at Gyro International, Painesville, Ohio or pat@gyro.org and for visual information online, check out our website at www.gyro.ws. It contains more information, history, executive pictures, geographical breakdown of the Districts, various links to other clubs and upcoming conventions, recent convention pictures, awards and other miscellaneous information as well as a link to our Gyro Store.

I trust this message has answered some questions about this marvelous organization or put you on the track to more research. You can always contact me for assistance at baijot@comcast.net. If you have joined Gyro, I will look forward to meeting you soon.

Lt. Governor's – Officer Development Training Sessions

The Board of Governors, meeting in San Diego, June 2009, determined it was of significant interest to the Gyro organization that all districts having a Lt. Governor, send the Lt. Governor to Officer Development Training Sessions to be provided at subsequent International Interim Meetings.

It was apparent to the BOG, that not every selected district officer was fully up to date on International workings and administration, on proper administration and functioning matters within his district, or the use of management tools available to both assist in operating in his district and in helping to grow membership. Better knowledge and training would enhance his value to the district by improving leadership skills.

Accordingly, while it was recognized that larger districts have the funding to provide for the Lt. Governor to attend the International Interims, several smaller districts do not have the membership size to provide the dues funding necessary to provide for such reasonable expenses.

It was determined that Districts 6, 9 & 10 only would be eligible to receive reasonable expense assistance. Application from the respective districts, indicating approximate expenses, should be received by the International office prior to October 31 of each year. Upon satisfactory attendance and completion of the training sessions, then an actual expense declaration may be submitted to Gyro International for reimbursement.

Reasonable expenses are limited to costs of lodging and travel to and from the meetings. Airfare is limited to coach seating, and automobile costs are limited to actual gasoline consumption. Any preference for automobile travel vs. airplane is limited in so far that the expense of traveling by auto (i.e. fuel and lodging stops along the way) does not exceed the cost that would be incurred traveling by airplane.

