

**District Officer Training**

**New Orleans Training Sessions**

January, 2009

## GYRO INTERNATIONAL

District Officers Training

*New Orleans 2009 Interim Meeting*

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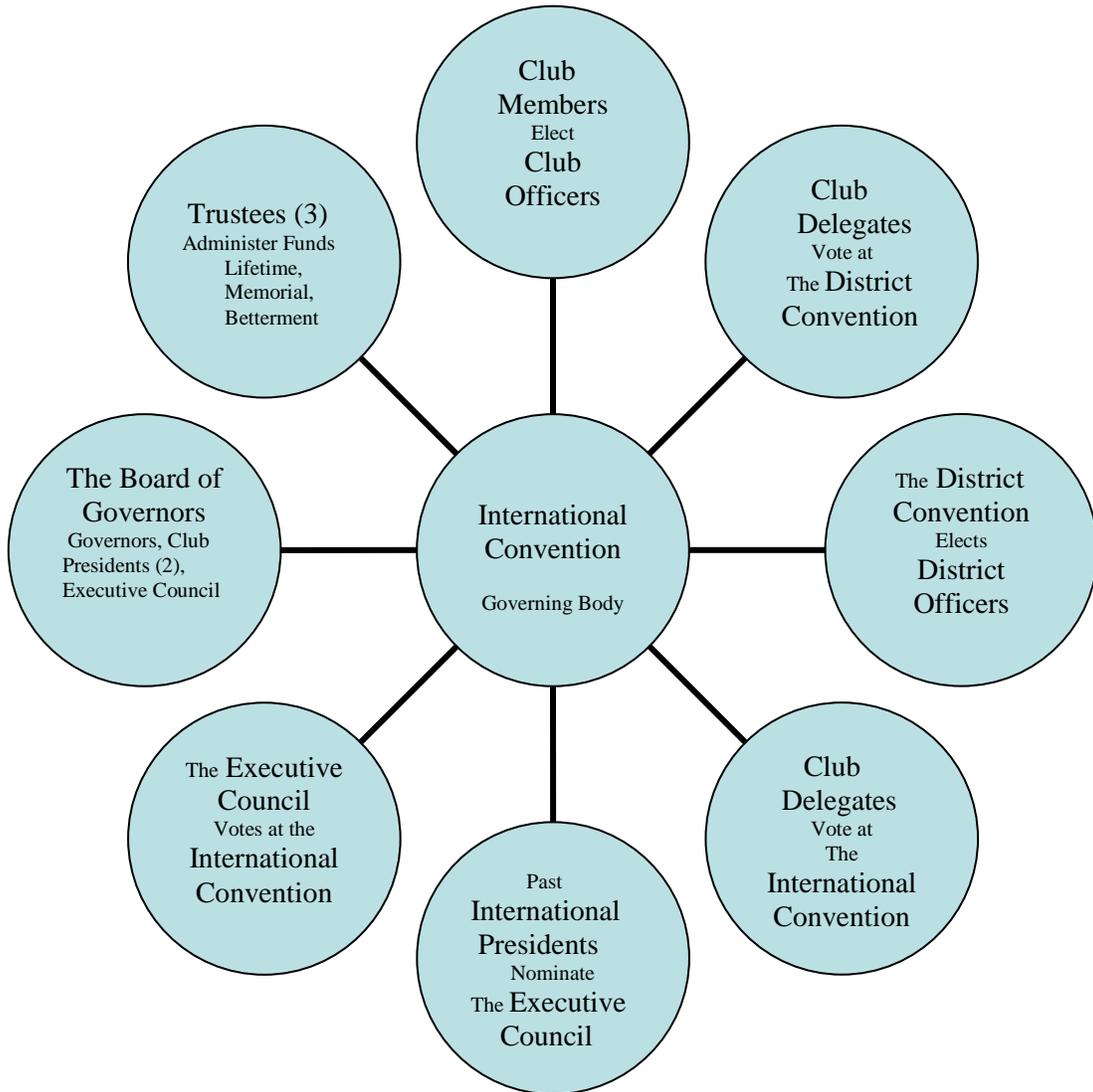
## The Finances of Gyro International

<b>Where Does The Money Go?</b>	\$US	\$US per member
Convention Hospitality	500	0.13
Depreciation	1,000	0.255
Executive Travel and Visitation	50,000	12.75
Gyroscope and Directory (including postage)	31,000	7.90
Liability Insurance and Bonds	8,500	2.17
Office and other	17,500	4.46
Postage	8,000	2.04
Presentations and Awards	600	0.15
Professional Fees	850	0.22
Secretary Treasurer's Expenses	9,500	2.42
Real Estate Taxes	2,300	0.59
Honorarium Fund	1,500	0.38
Staff Costs	55,000	14.02
Telephone	2,900	0.74
Utilities	3,000	0.76
Extraordinary Computer Expense	3,000	0.76
Extraordinary Building Expense	1,000	0.255
Total	----- 196,150	----- 50.00

### **Where Does The Money Come From?**

Gross Margin on Sales	4,500	1.14
Per Capita Fees	185,000	46.95
New Club Fees	0	
Initiation Fees	5,000	1.27
Transfers from Memorial Fund	2,500	0.64
Total	----- 197,000	----- 50.00

# Organization Wheel



# Explanation of the Organization Wheel

## **Club Members Elect Club Officers:**

The usual Officers include the President, Vice President, Secretary, Treasurer and several Directors who are elected annually.

## **Club Delegates vote at the District Convention:**

It shall be the duty of each club in the District to be represented by a delegate or delegates at the Convention.

## **The District Convention Elects District Officers:**

The District Convention shall elect annually the Governor, Lieutenant Governor(s), Secretary, Treasurer, and Immediate Past District Governor.

## **Club Delegates vote at the International Convention:**

Each club shall be entitled to be represented at the Convention by as many delegates as it has votes.

## **Past International Presidents nominate the Executive Council:**

All Past Presidents, the incumbent President and the Secretary-Treasurer shall constitute a Nominating Committee for all elective offices.

## **The Executive Council votes at the International Convention:**

Each member of the Council shall have one vote.

The Executive Council makes recommendations to the Board of Governors.

**The Board of Governors** is composed of all Governors; Presidents of single club Districts and the Executive Council.

The Board of Governors recommends policy, dues, etc to the Convention.

**Trustees** (3) administer Funds (Lifetime, Memorial, and Betterment):

They are responsible only to the Convention.

**International Convention** (Governing Body):

The Convention shall be, and have, the supreme power in and control over the organization. The accredited delegate (s) of each club shall be entitled to vote at any session of the Convention.

The Convention validates and approves the budget, finances, dues, policy, awards, planning, membership and paper management.

# PROTOCOL

## Introduction:

Protocol and good order helps promote friendship among Gyro members. Our society has a reputation for being informal; however this does not mean that being familiar with and understanding protocol and customs is unnecessary. Protocol is a form of planned organization – a set of universally accepted rules and customs that help prevent anxiety and disorder.

Times change and so, too, has protocol changed over the years. We adapt to changing and developing lifestyles. Customs and manners are often in flux due to the rapidly changing world in which we live.

Friendship, hospitality, protocol and decorum help make Gyro members and their guests more comfortable during formal social functions.

## Flags:

The national flag of the country in which the meeting is being held is given the position of superior prominence. When **TWO FLAGS** are displayed, it is placed on the **RIGHT** of a reviewing stand, building, head table, cenotaph, monument, spar, etc.

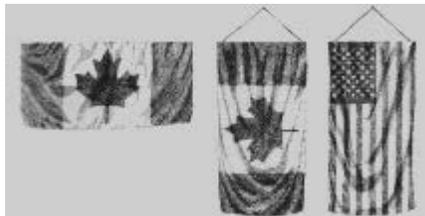
When **THREE FLAGS** are displayed, it is placed in the **CENTRE**; the second-ranking flag (in order of precedence) is placed to the **RIGHT** of centre, and the other to the **LEFT** of centre.

The **FRONT** of a building or head table must be defined before deciding which side is **RIGHT** and which side is **LEFT**. This is usually apparent in the case of a **BUILDING**.

In the case of a head table, the dominant flag is on the **RIGHT** of those sitting at the head table, even if the flags are behind them.

Therefore it follows that the dominant flag is to the **LEFT** of those facing the head table.

When the flags are hung **flat** against a surface horizontally or vertically; if the Canadian Flag is hung horizontally, the upper part of the leaf should be up and the stem down. If hung vertically, the flag should be placed so that the upper part of the leaf points to the left and the stem to the right from the point of view of the observer facing the flag. If the American Flag is hung horizontally or vertically, the canton (stars) should appear in the upper left corner from the point of view of the observer facing the flag.



## Anthems:

In Canada there is no specific rule as to when it is appropriate to sing the national anthem at an event. It is up to the organizers to determine if “O Canada” will be sung at the beginning or at the end of a ceremony. If two anthems are to be played at the beginning of an event, “O Canada” should be played first followed by the “The Star Spangled Banner”. When anthems are played at the end of an event, “O Canada” should be played last.

In the United States, traditionally, as a courtesy, “O Canada” would be played first; followed by “The Star Spangled Banner”.

If no one is present from the other country, only the Host Country’s anthem is required to be sung.

### **O Canada**

O Canada! Our home and native land  
True patriot love in all thy sons command.  
With glowing hearts we see thee rise,  
The True North strong and free!  
From far and wide, O Canada,  
We stand on guard for thee.  
God keep our land, glorious and free!  
O Canada, we stand on guard for thee.  
O Canada, we stand on guard for thee!

### **The Star Spangled Banner**

Oh, say, can you see, by the dawn’s early light,  
What so proudly we hail’d at the twilight’s last gleaming?  
Whose broad stripes and bright stars, thro’ the perilous fight,  
O’er the ramparts we watch’d, were so gallantly streaming?  
And the rockets’ red glare, the bombs bursting in air,  
Gave proof thro’ the night that our flag was still there.  
O say, does that Star Spangled Banner yet wave  
O’er the land of the free and the home of the brave?

## Toasts:

**Loyal Toasts** give a tribute to a head of state (an office or person).

Propose the Loyal Toast formally.

Standing (the audience should always be seated when you start the Toast).

Saying, "Ladies and Gentlemen, please rise and join me in a toast to Her Majesty" (or "for the Loyal Toast") -- pause if noisy shuffling evident - (lifting your glass to eye level) "To The Queen". People respond "The Queen" (not "to"). Glasses are not clinked.

Saying, "Ladies and Gentlemen, please rise and join me in a toast to "The Office of the President of the United States." People respond: "The Office of the President of the United States". Glasses are not clinked.

The country representing the guest(s) is toasted after the host country.

Any beverage may be used for the toast, except cocktails, wine or water is preferred.

## Head Table Seating:

The presiding officer takes the central position at the head table. The lectern should be to the presiding officer's left.

NOTE: All directions refer to left or right as if you are seated at the head table – not looking on from the audience. If there is no lectern and the number of the head table guests is even, the presiding officer sits to the right of center.

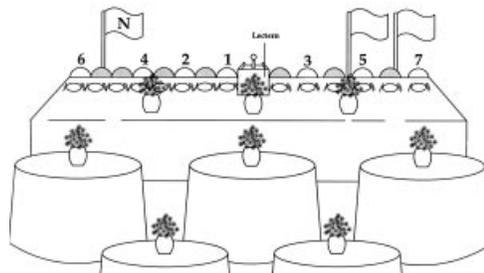
Alternate highest ranking guest right, left, right, left of the presiding officer.

Spouses or partners belong to the right of the person of rank.

If possible avoid having a woman sit at the end of a table. It is perfectly acceptable to seat two women side by side to accomplish this. If your head table has an uneven number of people, spread apart the place settings on the short side to restore balance.

If you have a guest speaker who is not a member of Gyro, this person should sit to the right of the presiding officer. If the speaker is a Gyro you should place this person as close as possible to the presiding officer.

(See diagram)



## Straight Line:

The guest with the highest rank sits on the right of the presiding officer. Those of lesser rank are seated at the end. If spouses are seated at the head table, they should sit next to their husbands or wives.

**GYRO INTERNATIONAL**

**District Officers Training Feedback**  
New Orleans 2009 Interim Meeting

To assist in planning and delivering future training sessions, please answer the following questions:

A. What has been the most worthwhile part(s) of the sessions?

B. What has been the least worthwhile part(s) of the sessions?

C. How can future sessions be improved?

Name: \_\_\_\_\_ District: \_\_\_\_\_ E-mail address: \_\_\_\_\_