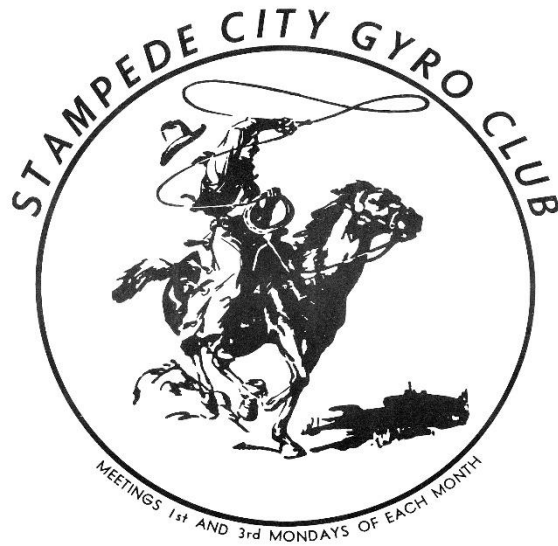


**STAMPEDE CITY
GYRO CLUB**

**POLICY & PROCEDURE
GUIDELINES**



Revised June 2021 by Al Clark & Alan Pentney

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OBJECTIVE

The objectives of the Stampede City Gyro Club Policy & Procedures Manual are to provide the club Executive and Members with some historical perspectives on Gyro, summarize our common key procedures, identify additional useful resources, and provide suggestions for the administration and operation of a successful Gyro Club. This Policy & Procedures Manual should be supplied to all new members and to all Officers and Directors.

Successful clubs typically have the following characteristics:

- ✓ Enthusiastic, well-organized executive that plan ahead – they have interesting programs and numerous mixed social events.
- ✓ Strong support and participation from their Lady Gyros (Gyrettes).
- ✓ Good communication within their club – typically a regularly published bulletin.
- ✓ A membership of 30 or more - larger clubs have a wider scope from which to attract new members, more members to share the workload and more varied interests, talents, and knowledge to make the club an interesting and enjoyable experience.
- ✓ Take an active interest in and participate in District and International activities
- ✓ Deliver value – good programs and activities that provide satisfaction to the membership and make it attractive for potential new members to want to join.

Gyro = Friendship. Gyro is said to be a satisfying state of mind, achieved through friendship and strengthened by tolerance, good will and helpfulness. Gyro can be described as an agreeable relationship with other men of kindred mind and purpose, and from all walks of life. Gyro is a Fraternity of Friendship that knows no geographical boundary, particularly in Canada and the United States. Many Gyro Clubs do support and contribute to community projects, however the primary purpose of coming together as Gyros continues to be for "friendship and fun". Gyro carries with it no label of race, creed, political, or other club affiliation.

GYRO INTERNATIONAL & DISTRICT VIII RESOURCES

A great deal of resource information for clubs is available at the Gyro International Website <https://gyro.org/club-resources/>. The topics include “Club Officer Positions & Duties”, a generic “Policy & Procedures Manual”, new members “Application” and “New Members Kit”, “Gyro History” and “Planning Guides” for club activities and for hosting Conventions. Other tools such as templates for business cards and club certificates of appreciation are included.

Links to District websites and other Gyro Clubs are found at <https://gyro.org/district-clubs/>. The District VIII website provides information about the District history and activities, Executives, and the District Constitution.

GYRO HISTORY - DISTRICT VIII & THE STAMPEDE CITY CLUB

In 1912 three friends- Paul Schwan, Gus Henderson, and Ed Kagy met, as they had been doing since their college days, and felt that the unity of their friendship was worthy of perpetuation. These friends decided to widen their sphere and form an organization into which they would bring other friends. On June 24, 1912, the first Gyro Club in North America was started in Cleveland.

By 1925 there were about 64 clubs with 17 in Canada including the Edmonton, Calgary, Regina, Nelson, Cranbrook, and Lethbridge clubs. In 1962 the Stampede City Gyro Club, sponsored by the Calgary Gyro Club, was formed.

In 1924, District VIII was formed with Clarence Lougheed of the Calgary Gyro Club as its first Governor. As of 2021 there are eleven clubs with a total of approximately 315 members in District VIII, which includes Alberta, Saskatchewan, southeastern British Columbia, as well as the state of Idaho.

The clubs in District VIII are:

1. Calgary, Alberta
2. Castlegar, British Columbia
3. Cranbrook, British Columbia
4. Edmonton, Alberta
5. Edmonton Crossroads, Alberta
6. Lethbridge, Alberta
7. Nelson, British Columbia
8. Regina, Saskatchewan
9. Sherwood Park, Alberta
10. Stampede City, Calgary
11. Wallace, Idaho

The headquarters for Gyro International is in Painesville, Ohio. As of 2021 there are 72 clubs and about 1900 members in 9 Districts throughout North America. The organization stretches from the north in Prince George, B.C. to the South in Caloosa, FL, to the west in Victoria, B.C. and in the east to New Glasgow, N.S.

STAMPEDE CITY CLUB HISTORY & ADMINISTRATION

See Stampede Club website at <https://stampedecity.gyro.org> for:

- Club History, Founding Members, Past Presidents, Club Members who have been District VIII or International Officers, Club Member International and other Awards (HISTORY TAB).
- Club Bylaws, Policies & Procedures Guideline, and other references (RESOURCES TAB).

Club Executive (The Board)

- Normally consists of the **President, Vice-President, Secretary/Treasurer as Officers**, together with the **Past President** and four or more **Directors**.
- The club must hold an annual election in the Spring
- An Annual General Meeting (Business meeting) is to be held in the Fall.

- Installation of the club Executive is normally a mixed function and can range from a semi-formal banquet format to a casual outdoor barbecue format. The more formal format is preferred as it is an auspicious occasion.
- Installing the Executive should be performed by a District VIII Officer.
- It is suggested that Directors each be assigned specific responsibilities (**Program Chairman, Social Chairman, Ways and Means Chairman, etc**).
- Suggested candidates for the **Membership Committee** are the Past President and a Director.
- Board meetings should be held regularly – at minimum 4 times per year.

Election Committee

- Usually consists of the President, Vice-President, and Past President.

Membership Committee

- The Membership Committee is the most important committee commonly chaired by the immediate Past-President or a Director. The chairman may appoint additional members.
- This committee is responsible for developing and implementing a plan to bring new members into the club. Many planning ideas are available from District VIII and Gyro International.
- Duties of the committee should include being familiar with the Gyro International Betterment Fund and keeping Prospective Members Kits on hand. This committee should also facilitate the processing of “Recommendation for Membership” forms and arranging for the induction of new members.
- When a new member indicates a desire to join Gyro the committee should visit with him and his partner to welcome them, to make sure they understand what is expected of them and to answer any questions they might have. New members should be made to feel special about the privilege of being invited to join.
- New members should be made to feel their induction into Gyro is a special time. Whenever possible a present or former District or International Officer should do the installing of new members and this should take place at important formal events such as Installation.

Bulletin Editor

- The President should appoint a Bulletin Editor to publish a Club Bulletin. An informed membership is critical to the success of the club.
- The Bulletin should be published approximately every two weeks and no less than monthly during the Gyro year. The Bulletin is the key communication document within the club. It provides all members with information on the last meeting, president’s messages, as well as announcements for upcoming meetings and other events.
- The publication is now e-mailed to the membership and should also be posted on the club website.
- The Bulletin Editor should ensure Bulletins are also sent to District and International Officers, as well as other clubs that the club wishes to exchange bulletins with.
- Bulletin Editors are to be encouraged to submit their Bulletins to District and International so that they are eligible for the annual Bulletin Awards.

Webmaster

- Gyro International provides a server and help in setting up a website for each individual Gyro club. Our website address is <https://stampedecity.gyro.org>.
- A club “Webmaster” should be appointed to develop and update the website. It is important that club information is kept up to date. The club information should include Membership, Activity/ Meeting Schedule, Organization Resources and Bulletins. Other items such as Club History, Photo Album, etc. also add to the interest. It is important to encourage members to use the website for information on all things Gyro.

Database Administrator

- This position might be combined with either the Secretary/Treasurer or the Webmaster’s duties.
- The Gyro International Website has a database known as the Member’s Portal where contact information on any member in Gyro can be accessed. It may also contain birthdates, spouses name and business affiliation depending on what information the member wished to share. As of 2021 the Members portal will be password protected so it is secure. The Administrator’s role is to add new members information and make changes to member information as required in cooperation with headquarter membership staff.
- Maintains an up-to-date Roster of current members which includes name, address, phone numbers, email address, etc., and distributes it to all members.

REGULAR CLUB ACTIVITIES

Meetings

- This club meets twice per month at a minimum, on the 1st and third Mondays unless that Monday is a holiday and then the executive will decide if the meeting will be moved to a Tuesday or subsequent week. This club’s tradition has always been to meet for an evening dinner meeting or activity. Many other clubs choose to hold lunchtime meetings. Meetings are generally held from September through June of the following year, with no scheduled meetings held during the summer months of July and August.
- This club has a diverse program that takes members throughout the city, so it is difficult to have a meeting place to call home. As a result, there are several commonly used venues depending on the evening’s activity, but new venues are always being sought. Ideally a “home “meeting place” would be centrally located for the membership, have access for disabled persons, have good food at modest prices and be sufficiently private to conduct the meeting and program without distraction.
- The frequent “offsite activity meetings” in place of regular meeting venue have been successful in generating new interest and enthusiasm especially amongst the newer, younger members. Activity suggestions are listed under **Program Ideas**.
- The **Program Chairman** (or designate) will notify the membership of the meeting time and place and provide information about the program or activity. An email “EVITE” is the preferred method of notification.
- Virtual meetings (by Zoom) were instituted during the pandemic, and these are recommended to be continued when a guest speaker is located out of the city or where a meeting is planned with home-bound members etc.

- For a normal dinner meeting the **President** presides over the meeting (or the Vice President in his absence) and a suggested agenda is:
 - Call to Order
 - Introduction of Guests
 - Grace
 - Dinner
 - Sergeant-at Arms
 - Short Business meeting, Announcements, etc.
 - Program (guest speaker, activity, etc.)
- The **Secretary/Treasurer** or the **Program Chairman** typically has the responsibility of collecting the dinner fees where required.
 - ✓ Guest speakers, honorary members, etc., should not be charged for dinner. Special circumstances (i.e., former members visiting) may also arise where the guests should not be charged for dinner.
 - ✓ A Gyro host should pay his guest's fee.
 - ✓ Prospective new members are not charged dinner fees for their first attendance at a Gyro meeting (as spelled out in Club Bylaws).

Dues

- Annual membership dues are to be set by the Board to provide revenue for the club and to pay the International and District VIII membership per-capita fees. The club is a member of Gyro International with an annual fee assessed based on the number of club members.

Donations/Charities

- The Board appoints a committee to administer donations, scholarships, other good will projects according to the conditions of the Club Bylaws.

Programs

- The Board is responsible for developing a Meeting/Event Schedule with proposed programs for all the regular meetings planned for the year.
 - ✓ A **Program Chairman** should be appointed by the Board (normally a Club Director) and assigning the responsibility of implementing this plan with the members.
 - ✓ The Meeting/Event Schedule should be supplied to the members, including posting on the club website, no later than early September. Updates are usually needed as the year progresses.
- A suggested system is to assign members (Program Teams) at the beginning of the year to be responsible for arranging the meeting program as per the “Meeting/Event Schedule”.
 - ✓ Meeting programs not involving a guest speaker such as card tournaments, tours, pool competitions, etc. and activities away from the normal meeting place are also arranged by the designated Program Team.

- ✓ The Program Chairman must ensure that the Program Team assigned to a particular meeting is able to host their meeting. If for some reason, the team cannot arrange for their assigned program, it is their responsibility in conjunction with the Program Chairman to trade with another team or make alternative arrangements.
- ✓ See **Program Ideas** that are currently successful.
- If the program is to be a guest speaker, the Program Team should also provide a suitable gift to be given to a guest speaker on behalf of the club. The club should reimburse the Program Team for any expenses incurred.

Social Events

- The Board is responsible for preparing a schedule of social activities (usually mixed) to be held throughout the year.
- A Social Chairman (preferably one of the Directors) may be assigned by the Executive to coordinate the organization of these events with various club members to assist.
- These events are generally financed on a “pay as you go” basis (i.e. those attending fund it).
- The social schedule should be supplied to the general membership no later than early September as part of the Meeting/Event Schedule.
- Mixed social events are highly important to the success of a club. Socials are also ideal opportunities to introduce prospective new members to Gyro and to invite participation by other Gyro clubs.
- See **Social Activity Ideas** that are currently successful.

STANDING COMMITTEES

The following are a list of other suggested committees that can contribute to the success of a Gyro Club. The Board may appoint these annually.

Ways and Means

A Ways and Means Committee Chairman (normally a Director) together with a committee selected from the membership is responsible for fund-raising for the club. Fund raising ideas include:

- **Auction** – This is the major annual fund-raising event for several clubs. It is the responsibility of the designated Ways and Means Chairman to coordinate this event. It is one of the most important regular meeting events in the Gyro year, as significant operating funds are generated. All members are encouraged to submit items for auction, including “participation” items to promote fellowship. The auction is not a garage-sale type event and is not intended for members to dispose of used articles.
- **Pools** – Hockey, Football, Baseball, etc.
- **50/50 Draws** -These might take place at regular meetings throughout the year.

Health and Welfare

- Responsible for providing a card and/or flowers to Gyros or their immediate family if they are hospitalized or at home due to an extended illness.
- In the event of a death in the immediate family, a sympathy card, and flowers or a memorial donation should be sent (for a long-standing Gyro consider the Gyro Memorial Fund).

- News on the membership health and welfare should also be reported at meetings and to the Bulletin Editor for inclusion in the club bulletin.
- May coordinate volunteer transportation for any member needing assistance to attend a meeting or event.

Registrar

- This might be given to a relatively new member or combined with some other position.
- Responsible for keeping track of members' attendance at regular meetings. Member's attendance and participation should be rewarded when appropriate – this record is used for this purpose.

Catering

- The Vice-President (or President) is the liaison between the club and the facility where meetings and mixed functions are held. He is responsible for ensuring the “meal guarantee” is forwarded to the facility. He is also responsible for advising a facility commonly used for regular meetings of any schedule changes and cancellations.
- When a permanent change of meeting facilities is necessitated, the Vice-President (or President) shall immediately investigate various alternative locations and report to the Board so that a new meeting location can be selected. This would involve agreement with the new facility's management to confirm the terms, menus, prices, notice before meetings, etc.

Sergeant-at-Arms

- This member is responsible for collecting fines from those members who are not wearing their nametag and Gyro pin at regular meetings. On occasion, other members may also be fined for other misdemeanors (all in fun of course). It is his decision whether to continue his “fine collection” in the mixed events.
- Proceeds from the fines are usually donated annually to a worthy cause.

Historian

- This member (often combined with some other position) is responsible for ensuring that the club history (photos, bulletins, and other memorabilia) is retained for members.

Gyroscope/ Photographer

- This member (often combined with some other position) is responsible for recording events and for taking pictures at Gyro events. Photos taken during the year should be turned over to the Historian for his inclusion in the club history.
- The Gyroscope is the official publication of the organization. It is published four times a year on the Gyro.org website. An email is sent to all members to advise when a new issue is posted. It should be an objective of a designated club member to send at least one article and associated pictures to the Gyroscope for publication each year. For information on submission and publication dates for the Gyroscope contact the editor - editor@gyro.org . See any current copy of the Gyroscope at <https://gyro.org/gyroscope/>. In addition, any member may submit an article and if it is worthy, it may receive the George France award for best article for the year.

Protocol

- This member (often combined with some other position) ensures that the club operates with a reasonable degree of decorum consistent with the Protocol directive issued by Gyro International.

Installation Committee (See Club Installation Guide at the end of this document)

- The annual installation of Officers and Directors should be considered a special celebration and it is suggested a special committee handle the arrangements. To provide continuity from year to year it is a good idea to have a committee of as many as three Gyros with each serving a three-year term. Each year one new member is added, and the longest serving retires. The senior member acts as Master of Ceremonies. The style of this event may range from a formal “Black-Tie” dinner and dance to a very informal barbecue/social depending on the desires of the club.

INTER-CLUB ACTIVITIES

Inter-Club Liaison and Visitations

- The President is responsible for liaison with other Gyro Clubs.
- All Gyro clubs should encourage their members to travel to other clubs’ meetings and installations. This is a way of “extending the hand of friendship” beyond one’s own club.

District VIII and Gyro International Events

- Gyro Clubs should encourage their members to travel to District VIII and even to Gyro International Events. All are enjoyable and add a new dimension to the meaning of Gyro. Clubs are encouraged to provide some form of subsidy to members attending at least District functions.

District VIII Convention

- Each year District VIII or a District VIII club hosts a convention during the summer months. In addition to the business meeting, a host club arranges a busy weekend of events including golf, local tours, etc. The annual Installation of District Officers also takes place at this convention.
- It is a club’s responsibility to encourage members to attend the annual District Convention. The club should budget for an amount to be shared by members to subsidize their registration and accommodation expenses.

President’s Duties

- As the official club Delegate, the President will be required to participate in the business meeting and to prepare a written report as well as give a verbal presentation outlining the club highlights of his year.
- If the President cannot attend the annual Convention, it is his responsibility to appoint an official club Delegate and relay that name to the District Governor. Again, it would generally be the Vice-President or another Board member.

- The club should budget for and pay the registration and accommodation for the official delegate.
- Generally, a duty of the official delegate is to provide “hospitality” to the delegates from other clubs as well as to provide a “meeting place” for his club members. To ensure this is not an undue burden on the official delegate, the club should provide funds for this activity.

International Convention

- Gyro International holds an annual Convention typically during the summer months, at which time the business of Gyro International and elections of Officers are held.
- Gyro Clubs are the only voters at this convention AGM. Each club is allowed to send official delegates equivalent to the number of votes permitted. A club receives 5 votes plus one vote for every 10 members or major fraction of 10. So, a club with 30 members may have 8 delegates.
- If a club is unable to attend, then its votes automatically are assigned to the District Governor. The 1st Lt. District Governor also normally attends.
- The Board of Governors meeting is open to all Gyros and all club members are encouraged to attend.
- This club often has 3 or more members and their spouses attending because it is a fun event somewhere in North America.

President’s Duties:

- Usually, the club votes at the Annual General Meeting of this Convention are carried by one delegate who is normally the club President.
- A budget to subsidize the expenses for the President and his Gyrette to travel to the International Convention should be provided.
- This is also a popular social event and a good opportunity to meet other Gyros and make new friendships as well as to learn about leadership opportunities in the greater organization.

Other

Curlarama

- District VIII holds an annual stag weekend curling event in Banff in early November.
- This is a District event and is organized on alternate years by the two Calgary clubs and each club maintains a committee for this purpose.
- Clubs are encouraged to send as many teams and “onlookers” as possible.

Golf

- In the past, members of the various Alberta Gyro Clubs have gathered for golf in Red Deer. The organizing of the event was rotated between the different Edmonton area clubs each year

MISCELLANEOUS

Executive Service Recognition

Past President's plaque and pin

- After the President has served his year, it is the responsibility of the Secretary/Treasurer to ensure that a Past President's plaque and pin are ordered from International, to be available for presentation at Installation by the Incoming President.
- A suitable gift i.e. (flowers) may also be presented to the outgoing President's Gyrette.

Certificate of Appreciation - Board Members

- When a Board member has completed his term on the Board, as Secretary/Treasurer, Director or out-going Past President, he should be presented with a mounted Certificate of Appreciation (template available for download at the Gyro International website).
- These should be coordinated by the Club Secretary/Treasurer and are required for presentation by the out-going President at the Installation ceremony.

Gyro International Awards

Merit Award and Gyro of the Year Award, Etc.

- Clubs are encouraged to nominate a worthy candidate for one or other of these awards.
- Information on the criteria for these awards, application forms, and information on how to apply is provided at the Gyro International website.

Other Club Awards

A Gyro Club's success is highly dependent upon the club members enthusiasm and the success of the club's activities. It is important to recognize and reward those club members who have made the biggest contributions to this success.

Long-term Members

- Gyro International maintains member service records and the Club Secretary coordinates the ordering of service awards.
- There are now service pins available in increments (5, 10, 15, 20, 25, 30, 40, 50, & 60 years).
- Special certificates and plaques, as well as 25- and 50-year pins should be presented to each Gyro achieving that length of membership. These presentations should be made at the Installation following a member's having reached 25 or 50 years in that calendar year. Similar service awards may be made for other service years at the desecration of the club executive.

Attendance

- A gift of recognition and appreciation to those members who do not miss a regular club meeting during the year.
- The Registrar is required to keep the necessary records and will present those gifts to applicable Gyros at Installation.

Gyro of the Year

- This award is the responsibility of the President and may not be awarded every year.
- If in any year, a club member did exemplary work on behalf of the club, the club has a provision to provide special recognition (certificate and plaque) to that member. It is only awarded for activities “above and beyond” regular Gyro duties.
- The plaque is obtained from Gyro International.

Best Program Award

- The Program Chairman should canvas the membership to determine the winner of the “Best Program” for the year and award that Team with a suitable plaque or trophy for their success.
- This award should be presented at the annual Installation or possibly a year-end “Wind-Up Party”.

Club Trophies

- As a friendly, competitive organization, the club should have trophies to award during the year to the winners of the various program events. i.e. Bocce, Horseshoes, etc.
- It is the responsibility of the winning team to get the trophy engraved and look after it until that event the following year.

Honorary Members

- A club may have a class of member called Honorary. It is awarded to gentlemen who have been special to the club. These may include original founding members or members of other clubs involved in the formation of the club. They may simply be members of another club who also participate regularly in your club functions.
- Gyro International also permits the recognition of non-Gyros as honorary members where merit has been determined. This could be a public official, a Friend of Gyro or a person deserving of recognition by this friendship organization.

Members Service in District VIII and Gyro International

- It is a club responsibility to encourage members to take an active role in District VIII activities, not only to attend functions, but also to serve as a District Officer.
- Some clubs budget to provide a lump sum subsidy each year to assist their club member with the expenses incurred in fulfilling his duties throughout the District. The amount of the subsidy should be considered by the Board, in consultation with the member and with District VIII to confirm what portion of the expenses they will cover.
- It is also a club responsibility to provide encouragement to any member who has abilities to take an active role in Gyro International activities and to support any member who is proceeding through the International Offices.
- The club should be prepared to host a District Convention approximately every 7 years as this duty rotates between the District Clubs. The District Constitution mandates that when a host is not forthcoming then the convention is held in Fairmont BC in May. The District Executive creates a convention committee, and each club is expected to contribute volunteers for different aspects of the program.

GYRETTES

- Partners of Gyros are to be encouraged to support Gyro and participate in the mixed functions.
- Widows of now deceased Gyros should be included on the club roster and invited to mixed events.
- Gyrettes help is invaluable in making a Gyro Club a success and often are instrumental in introducing potential new members to Gyro.
- In many places the Gyrettes have elected to form a Gyrette Club. This may simply be an informal group with minimal organizational structure or may be a well-organized club. All ladies including widows of club members are generally eligible and encouraged to join. Some Stampede City Gyrettes attend the Calgary Gyrette Club events

PROGRAM IDEAS – For Event Type Meetings

Beer Tasting & Darts

Membership Night – a special program to encourage potential new members

Billiards Night

Laser Tag Night

Cribbage Tournament – usually hosted annually by the Calgary Club

Whist Tournament – also good for a mixed event

Archery Night

Bowling Night

Poker Night

Bocci Tournament

Casino Night

Go-Karts

Trap Shooting

Horseshoe Tournament

Golf Tournament

SOCIAL EVENT IDEAS – For Mixed Functions

Summer Barbecues

A summer or the end of the Gyro year function. A mixed barbecue/social might be held instead of the last regular meeting, usually at one of the member's residences.

Corn Roast

Another natural late summer event

Horse Racing

Good for a Saturday mixed event

Founders Night

Normally a mixed function held in the fall (traditionally in October to recognize the October 1962 founding of our club).

Grey Cup Party

A mixed social typically at one of the member's residences.

Car Rally

- A mixed event that makes a good kick-off event in late August or early September to start the new Gyro Year.
- The Car Rally format that has worked well in past years consists of having participants find their way around a route that requires them to answer questions, the answers to which, can only be found by visiting specific sites. This would normally take a couple of hours and the participants are made into random teams from which they select their volunteer driver. The coordinators of the rally send them off at spaced intervals. There should be a planned "refreshment stop" along the way as well.
- Developing the rally details is also a lot of fun for the coordinators and the more innovative they are the more interesting it is.
- The event usually winds up with a barbecue type social at a club member's house where prizes are handed out and much joviality over the afternoon's events presides.

Christmas Events:

President's Christmas Cocktail Party

It is the practice in several clubs for the club President (assisted by the Vice-President) to host Gyro couples during the month of December. This might be at the President's home or at a public facility. It can range from a totally hosted event, to Gyrettes assisting with the snacks, and has can consist of snacks only or a full buffet dinner. It generally lasts approx. 3 hours during a Sunday afternoon. A modest budget to assist with the hosting of this event is usual.

Adult Christmas Party

Instead of a President's Christmas Cocktail Party some clubs have an evening activity with a dinner. Santa Claus may make an appearance to hand out gifts to the ladies. (each lady bringing a small gift to the party and Santa handing out at random). This might be at a Gyro's home or at another facility. In the home it can range from a totally catered event to individuals bringing pot-luck. A small surcharge is usual to cover expenses.

Children's Christmas Party

A mixed event for Gyro children and grandchildren at which time they may go skating, have games, sing, etc., have a snack and receive a gift from Santa. There is no official age limit, however, children under 12 are usually included in the event. Some budget funds should be allocated to this event, and depending on the facility, a small surcharge on a per family or per child basis is common. In addition to hosting the children and grandchildren of Gyro members, it also provides an opportunity for members to get to know the families of members and possibly create more interest in Gyro in the sons and sons-in-law of members.

Wings and Darts Night

A very informal mixed evening at a Gyro's house or other facility that can accommodate sufficient dartboards for the group. Everyone brings a recipe of their favorite wings or other finger food. Set up the Gyro Bar, buy a few modest prices and have a fun evening.

Guess Who’s Coming to Dinner

Dinner parties with two couples joining a Gyro host couple and usually held one to three times during the Gyro year. The hosts are not informed as to who will be coming for dinner. The guests are given instructions “at the last minute” as to where they are to go for dinner. A coordinator is required for this event to keep records of who have been hosts, where guests have visited so that all will rotate around with a minimum of duplication. The coordinator also solicits volunteers to be hosts for the next GWCTD and notifies the guests about where to go.

Suggested rules for the guests are to bring their own cocktail supplies (and possibly a bottle of wine) is so desired. Hosts are encouraged as far as meal planning “keep it simple” – this is not a gourmet-cooking contest.

This is an excellent opportunity for Gyro couples to extend the bonds of friendship. This is also a good opportunity for a sponsor of potential new Gyros to arrange for them to participate and get to know other Gyros.

Bits and Bites

A popular event, also organized by the “Guess Who’s Coming to Dinner” Coordinator, is a gathering of a dozen or so persons at a Gyro members home in the evening – usually about 7 or 7:30 pm with the attendees bringing appetizers and their own beverages. There can be two of these events on the same night in different parts of the city. This is a good opportunity to bring prospective members to socialize.

OTHER EVENTS

Past Presidents’ Dinner

A Past Presidents’ Dinner is held once a year in some Gyro Clubs. For a number of years this was an annual event in our club but has not been held for some time. The objective and general format of this gathering is as follows.

Past Presidents who remain active in the club (some clubs even include Past Presidents no longer active in Gyro) are invited to a dinner to socialize and to discuss the “health” of the club. This is an opportunity to discuss any issues that have been identified as a concern or require the input or counsel of this group of “experienced Gyros”. The responsibility for coordinating and hosting this event is usually in the hands of the Immediate Past President or another PP such as “oldest active Past President (not age) who has not previously hosted this event”.

As a group, these individuals do not have any formal authority in the running of the club but can provide some strong counsel/support for those issues that are a concern or require attention by the current Board. The current President is usually invited to be the “butler” for the event. The immediate Past President (being a member of the Board) is charged with reporting back to the Board. Funding for this event is normally by those in attendance. The hosting Past President should not be responsible for any out-of-pocket expenses.

CLUB INSTALLATION GUIDE

Compiled by Stampede City Club member Len Cary – deceased. In earlier years, this event was quite a grand, rather formal affair at a nice facility with a fine multi-course meal. As outlined below, a definite protocol and program was expected to be followed. It was the feature party of the year and often served to encourage potential new members to join the club.

Checklist For Installation

1. Who is on the three-member Installation Committee:
 - M/C last year is chairman this year.
 - 2nd member of Committee last year is M/C this year.
 - 3rd. member for this year is choice from club membership.
2. Date and time
3. Venue
4. Book Music
5. President's Breakfast (incoming President to be made aware of breakfast well in advance – it can be at his home, somewhere else or at a restaurant buffet).
6. Who will install new Executive? Usually, a District Executive but it can be a Past District Governor.
7. Arrange for Piper if required
8. Program
9. Menu.
10. Who will say Grace?
11. Who will make toast to the Queen & Office of the Pres. of the U.S., (if req.)?
12. Who will make the toast to the ladies?
13. Who will respond to the ladies' toast?
14. Gifts and/or prizes, if any
15. Presentation of Awards: Gyro of the Year, 25 Year Certificates, Merit Award
16. Picture of President and Vice President for Program
17. Printing of Program.
18. P/P pin and scroll
19. Head table flowers
20. Photographer for Installation pictures
21. Presidents letter to other Dist. VIII Club Presidents
22. Attend Calgary Club meeting after President's letter has been sent to give first hand invitation to Members.
23. Presidents letter to our club members.
24. Planning Committee to evite or email to find out who is coming and guests that are coming.
25. Check with our President to find out who is coming from other clubs.
26. Hotel accommodation for installing officer (Note: accommodation and installation charges are paid for by our club)
27. Notify above where he is staying
28. Notify venue of the number of dinners required.
29. List of evenings activities.

30. List of the Head Table: Other Club Presidents, (they introduce their own guests), Our club members introduce their guests.
31. Meeting of the new Executive with Installation officer before dinner.
32. Give copy to of evenings activities to dining room manager.
33. Select club Member to collect money when people arrive.
34. Presidents letter to old members, old visitors, widows etc.
35. Name tags and felt pen available at door
36. Book Installation Dinner and music for next year.

Installation Program

- 6:00 PM – Cocktails
- 6:45 PM - Last call for bar
- 6:50 PM - Head table gathers in lobby (if applicable and using piper) otherwise at table (6 people). Pipe in if applicable.
 - Incoming Pres. wife/partner _____
 - Installation Officer _____
 - Outgoing Pres. Wife/partner _____
 - Incoming Pres. _____
 - Installation Officer wife/partner _____
 - Outgoing Pres. _____
- 7:00 PM - With everyone standing - outgoing president welcomes everyone and turns the program over to M.C. _____
- M.C requests _____ to ask the blessing
- M.C. requests _____ to propose a toast to the Queen (and to the Office of the President of the United States - only if we have visitors from the U.S.)
- M.C. requests that everyone remain standing for a moment of silence for those fellow Gyros and Gyrettes that have passed away. Everyone be seated.
- M.C. introduce the head table
- Dinner serving starts, the following introductions may continue during appropriate breaks during dinner
- M.C. introduce other club presidents _____ so that they may introduce their members and guests.
- M.C. introduce any other out--of –town guests _____
- M.C. ask Stampede City members to introduce their quests.
- M.C. read any telegrams or such that may be appropriate during dinner breaks.
- After dinner when coffee is served - M.C. requests _____ to propose a toast to the Ladies.
- M.C. requests _____ to respond to the toast to the Ladies.
- M.C. requests _____ to make the presentation of club awards.
- M.C. turns podium over to Installation officer _____ for the Installation of the new executive.
- Past President _____ remarks.

Stampede City Gyro Club – Policy & Procedures

- Past President _____presents the table flowers to wife/partner of Installation officer. New President _____presents other bouquet to Past Presidents wife/partner.
- Past President _____ turns the gavel over to the new President _____. Before Past President _____sits down, new President _____ presents Past Presidents Pin and Scroll.
- Incoming President _____ remarks:
 1. Invitation to breakfast
 2. Maps for breakfast
- M.C. announces that the music will be playing shortly and that the bar is open.
- Additional Reminders, etc. for the M.C. _____.