



INTERNATIONAL ORDER

OF THE

BLUE GAVEL

DISTRICT #1

POLICY MANUAL

Revised April 2005

This manual is provided to the membership of District #1 as a compilation of policies that have been adopted by the organization as it has evolved. They are the results of the history of the organization as expressed in bylaws, minutes of meetings, executive decisions, and actions taken.

Membership

Membership in the International Order of the Blue Gavel (IOBG) is by invitation only, and should be looked upon as an honour and as recognition of the candidate's performance of the duties as Commodore by one's peer. Each chapter should actively pursue and invite to join those commodores who have served credibly. Each District should actively pursue and recruit those clubs within their area, which meet the criteria for the formation of a Chapter.

District 1 will assure that applicants meet the requirements of International By-law. If the Past Commodore's YC does not meet the membership requirement, the application shall be screened by the Executive Committee of International with the recommendation of the District, and the applicant may be selected for membership by invitation.

Blue Gavel members who have been commodore of two different yacht clubs will be carried on District #1 's records belonging to the yacht club of their initial affiliation with IOBG unless they request in writing that they wish it changed, at which time it shall be noted in the records.

Membership cards will only be issued by International IOBG.

Application and fees for membership must be received thirty (30) days prior to initiation. Initiations will be held at either the Spring Conference or at the Fall Change of Watch. The application for membership cover a burgee, sleeve patch and badge.

Dues

Annual dues and initiation fee can be paid at the time of application for membership or at the time of Initiation.

Annual dues to District #1 IOBG are forth-five (\$45.00) dollars, and are due at the Fall Change of Watch meeting for the next year. \$30.00 will be forwarded to International.

Induction

The Membership Chairman, the 2nd VP, is responsible for an orientation program and installation/induction of new members with minimal, respectable and safe hazing.

New members will be given orientation during the morning and installed at the evening meeting. If a candidate cannot make it to the meeting suggested, their

packet will be turned over to the 2nd VP who will call, swear them in and then mail the packet to the newly inducted member.

The induction oath for new members can be found in the Policy and Procedures Manual for the International Order of Blue Gavel.

Board of Directors

Officers for District #1 are President, 1st Vice President, 2nd Vice President, Treasurer and Secretary. Six Trustees, 3 from the East and 3 from the West are also elected officers. These positions along with the District Director constitute the Executive Board for District #1.

Officers

The normal progression of officers is: Treasurer or Secretary for two years, 2nd Vice President for 1 year, 1st Vice President for 1 year, President for 1 year, and District Director for 1 year. The outgoing President is automatically the District Director for the following year.

If a vacancy occurs, all officers will move up in office, upon their approval.

The Executive Secretary is an appointed position.

Each elected officer of District #1 can spend up to \$25.00 doing the business of their Office and be reimbursed by the Treasurer. The President must authorize amounts over \$25.00.

The presiding officers shall appoint a supply officer to be responsible for supplies with price lists. Supplies are to be sold at least twice a year at the spring and fall meetings. Members can order supplies from the supply officer at any time.

The outgoing Secretary and Treasurer will complete the Secretary and Treasurer's reports made at the fall meeting. The new Secretary and Treasurer will be responsible for reports for the following spring meeting.

District #1 has purchased a (35" X 54") burgee and the President is responsible for it's display at all functions of District #1 Blue Gavel.

Liability insurance in the amount of \$1,000,000 (\$5,000 per person medical) is provided to protect all members and officers.

A set of procedures is written for each officer and is included in this manual.

Budget

The Outgoing President, Treasurer and Incoming President will present a budget for the next year to be approved at the fall change of watch.

District #1 will annually donate to Wishing Star Foundation (Eastern Washington and Wishing Well Foundation (Western Washington). The amount will be determined at the fall meeting each year.

Meetings -District

Definite dates have been established for the Spring/Fall meetings and the summer Cruise/picnic. These dates are the third (3rd) weekend of April/Spring, third (3rd) weekend of September/Fall and the Summer meeting/Social to be on the third (3rd) weekend of July unless the host club needs to put it on an alternate weekend because of conflicts. The sites to be determined by the presiding officers.

The club or clubs hosting IOBG functions are responsible for collecting all monies for the event in order to expedite the check cashing process. When the hotel hosting the meeting provides a free room, it will be provided to the President.

Dress Code

District #1 dress code for spring and fall meetings shall be: daytime -dress greys and evening -dress whites. Dress greys are always appropriate, if preferred.

An optional summer uniform will be White shorts, white short sleeve, shoes, belt, white shoes, silver stars, shoulder boards and ball cap

International Meetings and Officers

Nominations for International Officers will be made at the Spring Meeting for timely submission to the International nominating committee.

District #1 will provide elected and appointed International officers from District #1 \$150.00 for each International meeting they attend to help defray expenses. District #1 President will receive a coach airfare ticket, not to exceed \$500.00, to attend the annual International Meeting.

District #1 will provide the Northwestern Vice President seventy-five dollars (\$75.00) for each international meeting they attend since the position represents Districts #1 & #5.

The number of votes District #1 gets at the annual International meeting is determined by the number of current memberships on the August 1 printout at the International Operations Center

Miscellaneous

Depending on the mode of transportation, the highest rank of the officer in charge of the transporting vehicle should have the place of honor with his burgee.

District #1 will send mailings to interested spouses of deceased IOBG members at a membership of \$7.50 per year. For the spouse to receive a membership card they must join the Auxiliary

OFFICERS' RESPONSIBILITIES

President

Preside at District meetings.

Maintain and be responsible for the display of the District burgee (35" X 54") at all functions of District #1.

Coordinate with Officers and Trustees, as circumstances require.

Check with the Supply Officer to ensure flags for Incoming Officers and new members are available for presentation at the fall meeting.

Work with the nominating committee (Immediate Past President, President, 1st Vice President and others as appointed).

Submit District candidates for District #1 at the fall meeting.

Submit International candidates for recommendation to International at the spring meeting. (District Director, Executive Secretary, and NWVP, in conjunction with District 5).

Appoint the following as deemed necessary at the fall meeting: Executive Secretary, Supply Officer, Newsletter Editor, Sunshine coordinator, plus other positions as may be necessary to conduct business.

Coordinate with Treasurer and members of the Budget committee to have a proposed budget ready for the fall meeting.

Have Minutes recorded ~ tt:at change .Qfthe treasurer and give the new treasurer a copy for presentation to the bank for the changes of signatures.

Work with the Secretary, the 2nd VP and the District Director on membership growth. Encourage visits to clubs to explain IOBG purpose and to recruit new members.

Attend the October/November IOBG International Training Session.

Organize awards and presentations with assistance as preferred.

Write to surviving spouses of deceased members, and members who lose spouses.

Check with those responsible for activities at the two meetings.

1st Vice President

Act on behalf of the President as requested by the President, especially in the President's absence.

Organize a host club for the summer picnic held on the third weekend in July.

Work with the President as a member of the Executive Committee.

2nd Vice President

Work with the Treasurer and Secretary to develop and maintain an accurate record of District #1 membership.

Work with the Treasurer to check the accuracy of the International membership records for District #1.

Prior to each meeting, work with the president and send an IOBG pamphlet to each club to encourage the past commodores and the current commodore to become District #1 members. (The President's signature should be on the letter. Pamphlets are available from the Supply Officer.)

Coordinate with the host club and provide details of new members.

Coordinate with the Supply Office and prepare a new member packet for each new member to be installed at the meeting. Packet should contain a flag, roster, sleeve emblem, copy of District and International By-laws, and Policy and Procedures Manuals, badge, membership certificate, the latest newsletter, and an IOBG pamphlet. Always have a few extras on hand for last minute inductees.

Contact each applicant who was unable to attend the meeting and perform the induction by telephone. Send each inductee a new member packet by mail.

SHORT FORM OF OATH FOR INDUCTION BY TELEPHONE

I agree to adhere to the Bylaws and regulations of the International Order of the Blue Gavel and to continue to work for the best interests of my club by advising and counselling with the active Officer of my Club without in any way usurping their authority and responsibility. I further agree to promote high standards of sportsmanship and seamanship thereby upholding the standing and reputation of my club.

Charge

By the authority of my office, I now declare you a bone fide member of the International Order of the Blue Gavel, which entitles you to fly, or flag wherever you may be cruising.

Act as deputy for the President when the 1st VP is not able to undertake the task, or as requested.

Secretary

Record and maintain the minutes of each meeting, and have them approved or amended and approved as necessary by the Board at the next meeting, where a quorum is present.

Present a copy of the unapproved minutes of the election meeting to the new Treasurer for presentation to the bank for the change of signatures. This should take place as soon as possible after the election.

Publish an annual roster. The Secretary may organize and utilize a Roster Committee for the actual preparation. The roster will utilize the approved International Roster Cover provided by International and obtained through the Supply Officer.

Prepare roster updates as necessary and send to all members.

The outgoing Secretary will complete the Secretarial reports made at the fall meeting. The new Secretary will be responsible for reports for the following spring meeting.

Treasurer

The Treasurer or his designee is the only point of contact with the International Treasurer. Upon receipt of the dues directly, or by mail, the Treasurer shall update the master database, and send the information and dues to the International Treasurer. A copy of the database files shall be sent to the Secretary and the 2nd Vice President.

The District Treasurer can at his own discretion use help to manage the Database.

The Treasurer, or his designee, in his absence, shall be the only person to dispense District #1 funds.

The Treasurer, or his designee, shall mail out dues notices no later than the 1st of August.

The Treasurer shall oversee expenditures in accordance with the approved budget. No expenditure in excess of \$150.00 shall be committed to without first contacting the Treasurer (Newsletter and Supplies for example). Budget approval is not to be interpreted as expenditure approval.

Work with the 2nd VP to confirm the accuracy of International versus District rosters. Obtain a copy of the International database for District #1 for comparison.

Provide the District #1 Secretary with a copy of the valid District #1 membership.

Send payment to creditors after validating the invoices(s).

The Treasurer's books will be audited at the end of each office.

The outgoing Treasurer will complete treasurer's report made at the fall meeting. The new Treasurer will be responsible for reports for the following spring meeting.

Provide a copy of the membership database to the to the Secretary and Newsletter/roster editor as necessary.

Trustee

Discuss and vote on motions presented at board meetings.

Vote on Procedure and Regulation changes for the District, which do not conflict with the International Bylaws or state and federal laws.

Vote on new applicants.

Learn the procedures and progress from Trustee to a line officer position.

Understand District #1 Regulations and procedures and observe they are complied with.

Each trustee is to select duties from the list below to be carried out during the year or quarterly.

1. Contact each IOBG affiliated Yacht Clubs and invite the Executive Officers to attend the Spring, Summer, Fall IOBG meeting. Get the new perspective members knowledgeable of what IOBG organization supports and their involvement. Information can be requested thru the Supply Officer

2. Keep a log for Quarterly Meetings. Collect all information from the committee that hosts a quarterly meeting. The costs, Yacht club hosting the event, rooms reserved, where it was held, how many attended. May even help with registration on Friday evening / Sat. morning. With the information in hand anyone that was considering hosting a meeting would have quick information to determine if they might want to hold and host a quarterly meeting.
3. Right hand person to the President. Arrange for an American flag in the meeting room, check on the microphone, check on availability of coffee and tea for Board and general meeting
4. Collect the names of all the dignitaries attending so they can be acknowledged at the meeting.
5. Give the Invocation and Sail Away.
6. Assist the Newsletter/roster editor.

The trustees' network should work within themselves. If the designated trustee is not able to attend a meeting they are to get a replacement to cover their position for the weekend.

Executive Secretary

The Executive Secretary position is to provide a mailing address that does not change when a Change of Watch takes place. This position is appointed by the President and does not change unless the person holding the positions indicates they wish to give up the task, or if the incoming President deems a change is necessary.

Distribute all incoming mail to the appropriate officers as necessary

All checks and new member applications will be sent to the treasurer within one week of receipt

A copy of each new member application will be sent to the 2nd Vice President within one week of receipt.

District Director

The District Director is voted for at the District, but has to be accepted and appointed by the International Board. The appointed District Director then becomes an International Board member.

As immediate Past President (of District #1), the District Director remains on the District Board for the year of his office. This makes him a member of both Boards for one year.

The District Director has the responsibility to represent the District's opinions and decisions at the International annual meeting

The District Director shall ensure that the District's membership dues and pertinent information are forwarded to the International Treasurer when due.

The District Director shall ensure that news is sent to the editor of The Blue Gavel Log.

The DD shall ensure that the International President, International officer in the area, the NWVP and neighbouring District Directors and Officers are current on the District's mailing list in order that they may be kept current on District Activities.

The DD shall attend annual meetings to vote on behalf of the district. The DD District #1 has a number of votes as determined by International based on membership of District #1 by August 1st. Votes are cast on the basis of instructions given by the District membership when they vote at their own meetings.

The District Director is responsible for Auxiliary performance reports to the Northwest Vice President

The District level the District Director determines that activities are in accordance with the International Bylaws and Procedures

The District Director will work with the district officers in promoting the recruitment of new members and chapters, completing chapter applications and mailing them to the President Elect via the NWVP, presenting new chapters with their charters as directed, and inducting new members as requested.

The District Director shall prepare and submit seasonal reports to the NWVP.

The DD shall promote attendance at annual meetings by the District membership, especially the officers.

The DD shall maintain their District Director's Manual, and ensure delivery to their successor.

International Officers

International Executive Secretary

The International Order of the Blue Gavel is a corporation registered in the state of Washington. State law requires that the Executive Secretary is a resident of this state.

The International Executive Secretary position is nominated by District #1 at the spring meeting each year. The International Board is responsible for the election of the nominee into office.

The Executive Secretary shall keep the pertinent records of the organization and prepare District, Chapter and Auxiliary Charters approved by the Board of I Directors or the Executive Committee in its stead.

The Executive Secretary shall be from the State of Washington and shall have served, or be serving, on the Board of Directors

The Executive Secretary is entitled to vote on all matters coming before the board.

North Western Vice President

This position can be filled alternately when possible between District #1 and District 5. It has been customary for the District Director to be the eligible candidate, unless the current NWVP wished to retain the position.

The NWVP is not a member of the District Board. The responsibilities are related to the coordination of Districts #1, #2, #4, #5, and #24. (A map is provided for clarity).

The NWVP shall serve as the primary liaison between the Executive Committee and the Districts assigned.

The NWVP reports on the financial health and the activities undertaken in each of the Districts to the International Board, and encourages increased membership within the Northwest.

The NWVP shall assist the Districts in implementing directives from the executive committee, in the promotion of membership growth and public relations, and in effecting and enhancing the liaison between districts.

The NWVP shall be charged with staying abreast of activities within their areas, ensuring that the district directors are reporting to them and to report progress made, problems encountered, new ideas generated by the districts, and with reporting to the 1st and 2nd VP as assigned.

The MWVP should make every effort to visit each of the districts assigned at least once a year.